

Instructions for Reconciling PMU PRF Clearing Funds

Legacy PRF Clearing accounts (005 accounts) were converted into 1101xxxx funds with OnePurdue go-live. In legacy, the DREF was used to track items for each department. The Statistical Internal Order was not able to be used in OnePurdue for the same purposes. In Fall 2007, each area was given the opportunity to create new funds for individual departments/areas if needed. See xxxxxx for spreadsheet showing converted fund numbers and new requested fund numbers.

There are several reasons your PMU PRF Clearing funds could be out of balance. In some cases, it has been found that the intramural invoice voucher (document type JN) and the Cash Receipts Voucher (document type CE) did not post to the same PRF PRF check may have deposited into the incorrect fund.

Below are instructions for reviewing your funds to find errors/issues. These instructions can also be used to reconcile your PRF Clearing funds on a monthly basis. If your area created a new fund to track transactions at a more detailed level, then you would need to complete these tasks on both funds.

1. Pull out your pending PMU Billings and PRF Check request files.
2. Run zfi_smur_balsheet (SMUR Balance Sheet Report) on each fund you need to review. (You can do this by entering both funds in your selection criteria.) If all transactions have been reconciled, you would expect your Operating Cash Ending Balance to be \$0.

Original PMU PRF Clearing Fund (Note: this may contain transactions for the entire college/area.)

SMUR Balance Sheet Report

SMUR Balance Sheet Report
Fund: 1101 40-Pau Prf Charges Clea
Fiscal Year: 2008
To Period: 009

Fund #1

G/L Description	Beginning Balance	Current Per Activity	Activity YTD	Ending Balance
Assets				
Operating Cash	1,475.07	0.00	380.75	1,094.32
Accounts Receivable	1,475.07	0.00	380.75	1,094.32
Total Assets	0.00	0.00	0.00	0.00
Management Balance	0.00	0.00	0.00	0.00

Funds Selected
I EQ 1101
Run Date: 03/12/2008
Run Time: 10:52:37
PEI ZFIR_RP_SMUR_BALANCESHEET

New Fund

SMUR Balance Sheet Report

Fund #2

SMUR Balance Sheet Report
Fund: 1101 40 PMU Billings Science
Fiscal Year: 2008
To Period: 009

G/L Description	Beginning Balance	Current Per Activity	Activity YTD	Ending Balance
Assets				
Operating Cash	0.00	2,362.18	2,742.93	2,742.93
Accounts Receivable	0.00	2,362.18	2,742.93	2,742.93
Total Assets	0.00	0.00	0.00	0.00
Management Balance	0.00	0.00	0.00	0.00

Funds Selected
I EQ 1101
Run Date: 03/12/2008
Run Time: 10:52:03
PE1 ZFIR_RP_SMUR_BALANCEHEET

- Run `fmrp_rffmep1ax` (Document Journal) on each fund you need to review. (You can do this by entering both funds in your selection criteria.) Choose layout /PMUCLEARING. To see all data since conversion, use Fiscal Year/Period 2007/7 to 2008/12. You will also want to increase the maximum number of hits and uncheck the Variant fields only checkbox.

Document Journal

FM Area PUR
Year Commitment Item
Commitment Item
Funds Center
Fund 11010057
Layout /PMUCLEARING
User SGESWEIN
Date/Time 03/12/2008 10:59:52

Value Types
54 = Invoices
66 = Transfer Postings

Document Types
CV=Conversion
CE=Cash Receipts
JN=Intramural Invoice Voucher

Fund	Fund name	Postng Date	Funds Center	G/L Acc	Ct text	VT	Val.type text	Type	RefDocNo	Text	=	Pynt Bdgnt
1101	Pmu Prf Charges Clea	01/31/2007	4000001000	102900	Other Receivables	54	Invoices	CV	100153177	005 1968-1390 12199	13,091.76	
	Pmu Prf Charges Clea	02/27/2007	4000001000	102900	Other Receivables	54	Invoices	CE	100419316	PMU Cashier's Ofc	607.29	
	Pmu Prf Charges Clea		4000001000	102900	Other Receivables	54	Invoices	CE	100419316	PMU Cashier's Ofc	3,000.82	
	Pmu Prf Charges Clea	03/26/2007	4000001000	102900	Other Receivables	54	Invoices	CE	100435375	84018001	1,255.90	
	Pmu Prf Charges Clea	04/06/2007	4000001000	102900	Other Receivables	54	Invoices	CE	100459049	PMU-4/02/07	4,981.31	
	Pmu Prf Charges Clea	06/28/2007	4000001000	102900	Other Receivables	54	Invoices	CE	100587136	PMU 6/26	1,771.37	
	Pmu Prf Charges Clea	10/22/2007	4000001000	102900	Other Receivables	54	Invoices	CE	100863391	PMU-10/8, 10/18	380.75	
											=	1,094.32
1101	PMU Billings Science	10/04/2007	4000001000	102900	Other Receivables	66	Profit transfer postings	JN	100896501	AR#84018001	380.75	
1101	PMU Billings Science	03/11/2008	4000001000	102900	Other Receivables	66	Profit transfer postings	JN	101153774	PMU AR# 84018001	2,362.18	
											=	2,742.93
											=	3,837.25

Note these offsetting transactions went to different funds.

- Use the following list to reconcile transactions and take the appropriate actions to ensure reconciliation.
 - If your area only has one fund, and your ending balance is not \$0, review your PMU billings and PRF check requests along with your document journal to see what items may still be outstanding. If a check request has been made more than four weeks prior to report, follow up with the PMU

business office. (Note: PRF normally writes these types of checks only one time per week. Please allow PMU time for processing document.)

- b. If your area has more than one fund, and you have identified issues where the intramural invoice voucher and cash receipts voucher did not go to the same fund, process a JV to move the incorrect transaction. (See Create PMU Intramural Invoice Voucher at <https://www2.itap.purdue.edu/bs/BPP/Processes/pmuintvoice.pdf> for details on g/l's, etc. on these types of funds.) In the case above, a journal voucher should be prepared to move the cash receipts voucher (380.75) from the old fund (Fund 1) to the new fund (Fund 2). Remember, the balanced carried forward in the original conversion fund may contain transactions for more than just the college.