



Office of the Executive Vice President for Finance and Administration

Office of the University Controller

UCO Fiscal Officer Newsletter

Issue 13 | March 30, 2022

An Office of the University Controller (UCO) publication

Welcome to the Fiscal Officer Newsletter! This newsletter is sent to fiscal officers across IU to keep them apprised of important deadlines, new reporting tools, and accounting updates.

A new issue is published the last Wednesday of each month. If you are a new subscriber, archived newsletters can be accessed on the [Financial Training & Communications](#) website as well as at the link at the bottom of the newsletter.

Have questions for a UCO unit? Contact a team using the [Contact Form](#).

Important Dates

All deadlines are 10:00 pm on the date listed.

| Date | Event |
|----------|--------------------------------------------------|
| April 30 | FY23 Recharge Rate Template Submission Deadline. |

Visit the UCO Fiscal Officer Calendar to review all upcoming events.

[UCO Fiscal Officer Calendar](#) >

Fiscal Year-End Update

As part of fiscal year 2022 external audit procedures, the University's external auditors (Plante Moran) will begin conducting interim testing of transactions during the months of May and June. Please be aware that UCO may contact you during that time to request documentation related to this testing. If documentation is needed, a member of UCO's staff will reach out to you directly.

Additionally, the FY22 Year-End-Closing Schedule will be posted to the UCO Closing website and a link provided in the April newsletter.

Accounting Updates

University Tax Release of 1042-S Tax Forms

As of February 25, all 2021 Form 1042-S have been released. A Form 1042-S is generated for non-US staff and individual suppliers who received payments from IU. Please notify your staff and supplier as necessary.

If staff/suppliers elected electronic consent, they were notified of the release by email and can access their forms online via the FNIS portal. Those who did not elect to receive their forms electronically will receive their form via postal mail.

Staff and suppliers should submit any questions about the Form 1042-S via the [Contact Us](#) page.

Payroll

Mobile Plan and Device Allowance

Please review PSOP 9.0 - Mobile Plan and Device Allowance. It outlines the procedures for the issuance of additional pay for an employee who uses a personal mobile plan and/or device that stem from a regulatory business need. The only exceptions considered regulatory are:

- Mobile device required as stipulated by a granting agency;
- Mobile device requirement for medical residents;
- Mobile device requirement imposed by a state for employees who live and work outside Indiana.

[Access PSOP 9.0](#) >

Recharge Accounting

FY 23 Rate Setting Template Instructions

The new FY23 rate setting template and instructions are available on the UCO website in the Reference Material Library. Search for "rate setting" on the Reference Material page to locate these resources.

If you are submitting a rate template for FY23, please use the updated template and review the instructions for changes.

[Reference Material Library](#) >

University Accounting and Reporting Services

Inactivation of Delegates Postponed to April

Effective April 2022, UCO will perform an initial update to inactivate KFS Delegates that are no longer associated with IU. This update will continue to be run by UCO on a scheduled basis in the future.

The Account Role and Delegate Status Report was created to assist with the ongoing management of the KFS account responsibility roles (Fiscal Officer, Account Manager, and Account Supervisor) and primary and secondary delegation assignments that are no longer valid or appropriate. This report is now in production; however, we recommend departments make no manual updates to remove inactive users until after UCO performs the initial bulk update in April. As of May 2022, Fiscal Officers should run the report and perform the appropriate updates on a quarterly basis.

[Account Role and Delegate Status Report](#) >

Other Updates

Purchasing

Starting March 18, Responsibility Center (RC) account information is visible in the Accounting Codes section of BUY.IU documents. Additionally, RC may be added as a search filter when locating documents in BUY.IU.

[Learn more about the update](#) >

Web Updates

The UCO website continues to evolve. Web updates, such as new accounting standards, service pages, and more are posted on the web updates page by the 15th of each month.

[Review the latest updates](#) >

[UCO Home Page](#) | [FO Reporting Tools](#) | [Publication Archive](#)

This newsletter is published by the Financial Training & Communications team in conjunction with University Accounting and Reporting Services (UARS).

Contact the Training team by emailing estc@iu.edu.

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