



Office of the Vice President and Chief Financial Officer

Office of the University Controller

UCO Fiscal Officer Newsletter

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An Office of the University Controller (UCO) publication

Welcome to the *Fiscal Officer Update*! 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 [VPCFO 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

Visit the [UCO Fiscal Officer Calendar](#) to review all upcoming events.

Accounting Updates

Payroll

Fiscal Officer Responsibilities for Payroll Processing

Refresh yourself by reviewing PSOP 1.0 - Fiscal Officer Responsibility, which outlines the Fiscal Officer's role and responsibility to ensure accurate and timely payroll processing within their department(s).

[Access PSOP 1.0 >>](#)

University Tax

Employee Gifts

On June 9, VPCFO Training & Communications, Tax, Purchasing, and IU Foundation came together to present information on the topic of Gifts to Employees. UCO encourages everyone to watch the training recording and review its PowerPoint slides when addressing questions on this topic.

[Click here for additional tips and to access these resources >>](#)

University Accounting & Reporting Services

Updates to Fiscal Officers List

Fiscal Officers should ensure that fiscal officers, delegates, account managers, and/or account supervisors are accurate and current on at least an annual basis. To review the status of these roles in KFS, fiscal officers should utilize the IUIE report KFS User Setup: Fiscal Officers and Delegates.

[Access the IUIE Report >>](#)

Other Updates

VPCFO Training & Communications

New Online Training Course

Earlier this month, the Getting Started in KFS course was published in Canvas. This beginner course covers the fundamentals of IU accounting, provides an overview of KFS, and demonstrates the completion of a Distribution of Income and Expense (DI) document.

[Enroll in the Course via Expand >>](#)

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.

[Click here to review the latest updates.](#)

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

This newsletter is published by the VPCFO 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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