



Office of the Vice President and Chief Financial Officer

Office of the University Controller

UCO Fiscal Officer Newsletter

Issue 8 | October 27, 2021

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

University Tax Services

BUY.IU Tax Information Section Reminder

When making a payment for services in BUY.IU, the Tax Information Section of the requisition must be completed. Services are identified by the object code used on the order. The location of services provided should be answered based on the physical location of the person/company at the time services are rendered.

Not sure which object codes trigger this requirement? Review a full list of service object codes on the VPCFO Training website. Additional information and a full walkthrough of completing the Tax Information Section are available in the guide linked below.

[Review Service Object
Codes >>](#)

[Access the Completing the Tax Information
Section Guide >>](#)

University Accounting and Reporting Services

Reminder: Updating Inactive Delegates

In early January 2022, Primary and Secondary Delegates listed on non-closed accounts (including active and expired accounts) will be inactivated if the individual is no longer associated with Indiana University. This update is part of our continuing effort to improve internal controls and facilitate workflow approvals within our financial systems.

To remain an active Primary or Secondary Delegate, an individual must meet either of the following criteria:

- Have an employment status equal to A (active), L (leave), S (suspended), W (short work break), or P (leave with pay).
- Have a retired status with an active job.

In the coming months, we will send out reminders and provide additional information to help Fiscal Officers review and update the Primary and Secondary Delegates for their accounts. The intent is to update Primary and Secondary Delegates on a quarterly basis with the initial update occurring in early January 2022. At the same time, we will perform a second round of updates to Fiscal Officers, Account Managers, and Account Supervisors, similar to what was done in early August. Updates to Fiscal Officers, Account Managers, and Account Supervisors will also occur on a quarterly basis from that point forward.

Please contact University Accounting & Reporting Services at uars@iu.edu with any questions.

Payroll

Fiscal Officer Responsibilities for Payroll Processing

Refresh yourself by reviewing PSOP 4.0 - FLSA Overtime Calculations for Biweekly Payroll. This document assists with computing an estimate of overtime pay for situations in which multiple rates or bonus-type payments that will inflate the overtime rate are involved.

[Access PSOP 4.0 >>](#)

Other Updates

Travel

Chrome River Links in KFS

Have you tried opening a Chrome River report via a KFS General Ledger lookup and encountered an error message? In order to access documents using these links, you need two permissions:

1. Super Delegate access for the organization the expense owner belongs to.
2. The Analytic role in Chrome River.

If you are lacking either of these roles, contact the Travel Management Services Help Desk at travel@iu.edu and request them. These roles may be permissioned to other

staff as well, however the request must come from the organization or department Fiscal Officer.

VPCFO Training & Communications

Reminder: Purchasing Training for Approvers

The default look and feel of BUY.IU is changing permanently on Monday, November 15. Join the VPCFO Training & Communications team for a webinar session to learn about document approvals in the new look and feel. Click on a session title below to visit the registration page.

- [Approver Setup](#): How to setup BUY.IU approvers in KFS, and substitute approvers in BUY.IU, tips and tricks for filtering the approval pages, requisition and change request review tips.
- [Invoice Review and Approval](#): Invoice routing, actions are required at different workflow stops, demonstration of review and approval of recurring payment and matching exceptions invoices.

There's much more where that came from! [Click here to view our full event calendar and register](#). Questions? No problem! Email the Training Team at estc@iu.edu.

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.

Indiana University
107 S. Indiana Ave
Bloomington, IN 47405