



Office of the Vice President and Chief Financial Officer

Office of the University Controller

UCO Fiscal Officer Newsletter

Issue 10 | December 15, 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

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

Date	Event
January 14	December Close

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

Division Updates

Winter Break Office Closings

[As was previously announced](#), UCO offices will be closed beginning December 24 and will reopen for business on January 3, 2022.

New Office Address

UCO leadership and staff have moved to the Music Practice Building located off 3rd Street and Ballantine Road. The new address for UCO Customer Service and other UCO functions is:

1024 E 3rd St, Rm 132
Bloomington, IN 47405

Please submit any questions about this change using the [Contact Form](#).

Reporting Updates

New Improvement to Scheduled Reports

University Accounting and Reporting has added a **Day after Month End Close** parameter as an option when scheduling reports. Saved reports will automatically run the day after month end close when using this parameter.

Accounting Updates

Payroll

December Pay Date

REMINDER! Monthly paid employees receive their December pay on the first business day of January the following year.

[Click here to review FAQs regarding December Pay >>](#)

University Tax Services

Update State of Residence/Employment

Employees of Indiana University who perform services solely in a state **other** than Indiana are not subject to Indiana tax withholding. Indiana University is registered as an employer in most states and can withhold taxes on the employee's behalf in those states. Employees who live and work outside Indiana for 90 consecutive days within a 12-month period should update their state withholding by following the steps outlined below.

1. Notify and receive approval from your supervisor. Your supervisor will contact IUHR who will facilitate the processing of an eDoc to begin the update process.
2. Locate your state's tax form in the [Employee Form Library](#). Complete the form.
3. Submit the completed state withholding tax form to UCO Payroll. Include your name, state of residence, and 10-digit university ID number with your form. The following are secure submission methods:
 - Mail: 1024 E 3rd St, Rm 132, Bloomington, IN 47405
 - Secure fax: (812) 856-0805

- Slashtmp, a secure online file transfer service: [Click here to access Slashtmp](#). Submit the file to ucopayrl@iu.edu.

University Accounting and Reporting Services

IUIE Auxiliary Report Retirement

Auxiliary reports in IUIE are now available in the Controller's Office Reporting Tool. On **January 31, 2022**, Auxiliary reports in IUIE will be removed. We encourage users to begin utilizing the reports in the Controller's Office Reporting Tool as soon as possible. IUIE reports no longer accurately capture and present financial information as they are based on outdated logic that has been updated in the Controller's Office Reporting Tool.

The majority of reports previously found in IUIE now reside within the Financial Statements section of the Controller's Office Reporting Tool. For assistance with running the reports or any other questions, please contact University Accounting and Reporting Services (UARS) at uars@iu.edu.

[Access Reports >>](#)

Inactivation of Delegates Postponed to April

The planned inactivation of primary and secondary Delegates listed on non-closed accounts (this includes active and expired accounts), where the individual is no longer associated with Indiana University, is being postponed from January 6, 2022 to early April 2022. 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.
- Affiliate status does not automatically allow for Delegate eligibility.

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 April 2022. We will continue with the planned January 6, 2022 update to Fiscal Officers, Account Managers, and Account Supervisors, similar to what was done in August 2021.

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

Fiscal Year 2022 Q2 Close Updates

Due to winter break office closures, the deadline for Q2 close and AV document submissions will be extended to January 14, 2022.

As a continuation of the FY2021 Year-End Closing process, pilot groups are required to conduct a Q2 close and submit documentation to UARS. Please review the new [FY22 Q2 Closing page](#) to access a helpful closing checklist, deadline schedule, and other closing-related documents.

All organizations will be required to review their Q1 & Q2 transactions for any transactions over \$5 million. If you have any non-system generated transactions over this threshold, you must submit supporting documentation for those transactions to uars@iu.edu. Supporting documentation includes, but is not limited to, copies of invoices, contracts, awards or agreements, and electronic fund transfer (EFT) or cash receipt documentation.

Other Updates

Purchasing

In a contract conundrum? Check out this short training video that covers contract basics from start to finish, including an overview of the process, when a contract is required, and how to request one.

[Become a Contract Expert >>](#)

Travel

Recently, the Organization Document Number field on Chrome River reports was renamed to match the General Ledger. The field is now labeled "Organization Reference Id."

[Read more about the change here >>](#)

VPCFO Training & Communications

The Training team is excited to announce that Account Delegate documentation is now available on their website. Click the link below to visit the Financial Processing in KFS Documentation Library where you'll find Account Delegate information and see what additional guides are in the works.

[Visit the KFS Library >>](#)

Web Updates

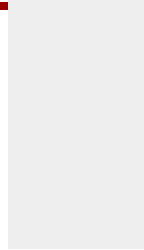
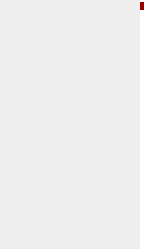

The UCO website continues to evolve. Web updates, such as new accounting standards, service pages, and more are posted on the web updates page by the 15th of each month.

[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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