



Office of the Executive Vice President for Finance and Administration

Office of the University Controller

UCO Fiscal Officer Newsletter

Issue 18 | August 31, 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 [Office of the University Controller's 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
August 31	FY22 Non-KFS Accounts Receivable Write-Offs due

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

[UCO Fiscal Officer Calendar](#) >

Accounting Updates

External Audit

Plante Moran, IU's external auditors, will be on campus during the month of September conducting the fiscal year 2022 financial statement audit. Please be prepared to provide transaction substantiation, reconciliations, and/or internal control documentation if requested by the auditors. Audit requests must be fulfilled within 48 hours of the request.

Audit staff may also be visiting on-campus locations to perform their audit review.

Non-Student Accounts Receivable

Non-KFS Accounts Receivable Write-Offs for FY22

Invoices generated outside of the KFS AR module are subject to Policy FIN-ACC-500: Write-Off Accounts. Per the policy, accounts receivable balances over 12 months old and without a promise to pay signed by the debtor or a current payment plan must be written-off the general ledger and not included in June 30, 2022 receivables. Debts may be written-off prior to 12 months if they are coded as deceased, bankrupt, or if collection efforts have been exhausted.

As a reminder, by **August 31, 2022**, all organizations using an external AR system must supply Non-Student Accounts Receivable with a detailed listing of all write-offs for the period ending June 30, 2022. **This does not include invoices already in the KFS AR system.**

The write-off submission should include the following information:

1. Total Credit Sales for FY 2022.
2. June 30, 2022 Aged Receivables Report from your external AR system.
3. List and justification for retaining any accounts over 12 months old without productive activity.
4. Information detailing write-offs. Use the [Support for Annual Write-offs template](#) to capture this information.
 - Customer name and address
 - Invoice number
 - Invoice date
 - Original invoice amount and remaining unpaid balance
 - Explanation for write-off

Submit reports to nonstdar@iu.edu. For more information, please review Policy FIN-ACC-500.

[Review Policy FIN-ACC-500: Write-Off Accounts](#) >

University Accounting & Reporting Services Updating KFS Account Roles

On a quarterly basis, fiscal officers and chart managers should ensure that the fiscal officer, delegate, account manager, and account supervisor roles are accurate and current for non-closed accounts. To review the status of these roles in KFS, utilize the Account Role and Delegate Compliance Status Report.

The week of September 4, 2022, the Office of the University Controller will update the KFS fiscal officer, delegate, account manager, and account supervisor roles for all non-closed accounts (active or expired) where the current individual is not associated with Indiana University.

[Access the Compliance Status Report](#) >

Cash Accounting

Reminder: New Stop Payment Form

An updated version of the Stop Payment Form was released on July 1. Staff returning to campus for fall semester may not be aware of the new form. Please share this information with your staff and encourage them to review the video and written materials available on the Financial Training & Communications website.

[Visit the Training site](#) >

University Tax Services

Foreign National Information System (FNIS) Reminder

If you have new international students or employees, remind them that they need to complete the FNIS questionnaire.

FNIS is a secure, online questionnaire, powered by Thomson Reuters. International students and employees use this tool to securely submit information to University Tax Services. This allows Tax to document and update their residency status so taxes are appropriately withheld, where necessary. Employees and students can visit the FNIS Information page on the UCO website to obtain access and find more information.

[Visit the FNIS Information Page](#) >

Payroll

Recording Injury Hours

Please review PSOP 14.0 - Recording Injury Hours in the ePTO and on the Monthly Voucher. This Standard Operating Procedure provides information on how to record injury hours in the ePTO system and on the monthly voucher.

[Access PSOP 14.0](#) >

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 UARS by emailing uars@iu.edu.

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