HOLIDAY HOURS

The university is officially closed due to the holidays from **Monday, December 25, 2023**, through **Monday, January 1, 2024**. UCO will respond to your messages when operations resume on **Tuesday, January 2, 2024**.

Office of the Executive Vice President for Finance and Administration
Office of the University Controller

UCO Fiscal Officer Newsletter

Issue 34 | December 13, 2023
An Office of the University Controller (UCO) Publication

We wish you a happy holiday season and a joyous new year!

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If you are a new Fiscal Officer (FO), 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
December 31, 2023	FY24 Material Transactions Coversheets due
January 1, 2024	Accounts Receivable IUIE reports retired
January 17, 2024	Last day to post Accrual Voucher (AV) documents and deadline for FY24 Q2 close
January 26, 2024	CRU material due to Campus Controllers
February 9, 2024	Campus Controller submissions due to UARS

UCO Fiscal Officer Calendar >

Accounting Updates

University Accounting & Reporting Services (UARS) Reminder: FY2024 Q2 Close

The interim closing dates have been extended on a one-time basis to accommodate the holiday season. The staff at UCO wishes you a restful holiday and a happy New Year!

January 17, 2024, is the deadline for Q2 close and Accrual Voucher (AV) document submission. All AV documents must be fully routed and in final status by January 17 to post back to December.

Constituent Reporting Units (CRUs) participating in the closing process will be required to conduct a Q2 close. Documentation must be submitted to their Campus or UA Controller by **January 26, 2024**. Campus Controllers will review content prior to its final submission to UARS on **February 9, 2024**.

Please review the Interim Closing page to access a helpful closing checklist, deadline schedule and other closing related documents.

Visit the Interim Closing page ❯

Reminder: Accounts Receivable Report Retirement

The following Accounts Receivable IUIE reports will be retired on **January 1, 2024**.

- Aged Receivables by Chart-Organization

- Aged Receivables by Customer

- Number of Days Old by Account

- Number of Days Old by Chart-Organization

- Number of Days Old by Customer

The Accounts Receivable Aging & Detail Report, published in the Controller's Reporting Tool on July 17, 2023, replaces these IUIE reports. The Detail Report is a management tool that allows the user to track and manage their outstanding Object Code 8118 Accounts Receivable balances.

If you are part of a billing or processing organization, we encourage you to acquaint yourself with the new report and start using it as soon as possible. Please contact UARS at uars@iu.edu with any questions, comments, or concerns.

Visit the Accounts Receivable Aging & Detail Report instructions >

University Tax Services
Update State of Residence/Employment

Indiana University employees 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 at least 90 consecutive days within a 12-month period should update their state withholding by following the steps outlined below to help ensure proper tax reporting and withholding.

1. If you currently live and work in Indiana, notify and receive approval from your supervisor to work elsewhere. Your supervisor will consult IUHR regarding out-of-state work arrangements to ensure yours complies with IU's revised remote work policy.

2. Once approved by IUHR, IUHR will facilitate the processing of a HRMS eDoc to begin the update process.

3. Locate your state's tax form in the Employee Form Library. Complete the form.

4. 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

- [SecureShare](#), a secure online file transfer service. Submit the file to ucopayrl@iu.edu.

Please submit questions to University Tax Services via the [UCO Contact Form](#) and check out the State Taxes page for more information.

Review the State Taxes page 〉

**Payroll
Important Year-End Reminders**

December Pay

- The **November 30** paycheck was the final paycheck in 2023 for monthly paid faculty and staff.

- The December paycheck for monthly paid faculty and staff will be paid on **Tuesday, January 2, 2024**, the first business day of January.

- Please remind staff to take this into consideration if they have automatic withdrawals from their bank accounts, and to ensure they have adequate funds to cover these withdrawals.

Prior Year Holidays
Staff employees need to use any remaining prior year (2022) holiday hours by the last full pay period of the calendar year.

- The deadline for Biweekly paid staff is **December 23, 2023**.

- The deadline for Monthly paid staff is **December 31, 2023**.

Other Updates

**Financial Training & Communications
30-Day *P-Card Essentials* Reminder**

It's less than 30 days until *P-Card Essentials* training is due for responsible cardholders! Training must be completed by **January 15, 2024**.

Cardholders and Fiscal Officers received reminders about this training requirement earlier today. A copy of responsible cardholder spreadsheet, current as of December 8, is linked below.

Review the cardholder spreadsheet ❯

**Travel Management Services
Approver Edit Functionality in Chrome River**

Earlier this fall, Chrome River document approvers were granted a broader range of editing abilities. Approvers are now able to update expense tiles, among a whole host of other fields. Check out the documentation page linked below for a short, written guide and video walkthrough.

Learn about adjusting Chrome River reports ❯

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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