



Office of the Executive Vice President for Finance and Administration

Office of the University Controller

UCO Fiscal Officer Newsletter

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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

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

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

[UCO Fiscal Officer Calendar](#) >

Fiscal Year-End Updates

— Fiscal Year 24 (FY24) Year-End Closing Schedule

The FY24 closing schedule has been published on the UCO website.

[Closing Schedule Website](#)

[Printable Closing Schedule](#)

— External Audit Requests

As part of the FY24 external financial audit procedure, the university's external auditors will begin conducting interim assessments during the month of May. Please be aware that the external auditors or UCO staff may contact you directly during that time to request documentation related to this testing. Fiscal Officers are required to respond within 48 business hours of the audit request.

Year-End ePTO Approvals

As part of the annual fiscal year closing process, UCO calculates and records a vacation and sick liability accrual for all staff benefit hours eligible for payout upon termination or retirement from Indiana University. The calculated amount relies on salary, job funding, and benefit information in HRMS, as well as accrued benefit hours in Quali Time and ePTO. It is critical to approve ePTO timely to ensure the accuracy of our accounting records at year-end.

In preparation for the accrual, FOs should work with their Human Resources Business Partner (HRBP) to ensure all Quali Time and ePTO balances are current, as defined by policies [FIN-PAY-020](#) and [HR-05-70](#). FOs and/or HRBPs can use the ePTO Delinquency Report to identify ePTO that is overdue to be submitted or approved. Please review department ePTO records to ensure any lag in approval is caught up by year-end.

FOs and HRBPs are encouraged to run the ePTO Delinquency Report on a regular basis to ensure current balances are maintained. To run the report, each user will need a separate [IUIE Access Request form](#) completed by the supervisor or department head.

[Run the ePTO Delinquency Report](#) >

Reminder: Non-Student Accounts Receivable Checklist

Constituent Reporting Units (CRUs) participating in the year-end closing process will be required to complete the Non-Student Accounts Receivable (NSAR) Checklist. This checklist provides a step-by-step guide for ensuring that customer balances are properly recorded and accounted for, and that any discrepancies or issues are identified and resolved in a timely and effective manner.

Please review the NSAR standard in full and reach out to UARS at uars@iu.edu with any questions.

[Review the NSAR Standard](#) >

Accounting Updates

University Tax Services

Donations and Contributions to Other Entities

Friendly reminder that per policy [FIN-ACC-80](#), “Donations and contributions to other entities cannot be made utilizing an Indiana University or Indiana University Foundation (IUF) account.” It is against IU policy to make charitable contributions as these types of expenses are disallowed as direct or indirect costs charged to grants and contracts. As such, departments should not make charitable contributions from IU or IUF accounts.

Should any questions arise, please submit them through the Controller’s Contact Us page.

[Submit a question](#) >

In the Know with UCO

Each month, UARS shares a helpful tip to help you streamline your processes and get the most out of the Controller’s Office Reporting Tool (CORT).

Schedule Report Setting

Last month, we introduced the [Save Parameter Settings](#) feature. After saving a parameter set, use the Schedule Report Setting in CORT to automatically run a report on a defined schedule. You will receive an email notification when the scheduled report is ready for download. This is a great way to save time and ensure you have the data you need when you need it, without having to remember to run it yourself!

To learn more about this feature and how to use it, review the page linked

below.

[Learn how to schedule a report >](#)

Other Updates

Accounts Payable

Reminder: PHI HIPAA Training Requirement

Next **Tuesday, April 30**, the [Protected Health Information \(PHI\) process change](#) will be implemented.

After this date, BUY.IU invoice images containing PHI will only be accessible by FOs with a current HIPAA Privacy & Security training certification on file. AP strongly encourages every FO to verify their certifications are up to date by visiting their Student Dashboard in IU Expand. Once certification expires, **it may take up to seven days to reinstate access.**

[Visit your Student Dashboard >](#)

Travel Management Services

Chrome River Analytics

Chrome River Analytics retired on April 15. The most frequently used Chrome River Analytic reports are being rebuilt in the Financial Monthly Management Resources Tableau Workbook. Review the Chrome River Reporting page, linked below, to learn how to access the workbook and what reports are available.

[Go to the Chrome River Reporting page >](#)

This newsletter is published by the Financial Training & Communications team in conjunction with University Accounting and Reporting Services (UARS).

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