



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 >

KFS Updates

— KFS Access Changes

As part of an ongoing effort to increase internal controls and improve the accuracy of accounting transactions, the Office of the University Controller (UCO) will be updating who can initiate financial documents which create Quali Financial System (KFS) ledger entries. Users who have not initiated a KFS document within the last 18 months will have their access changed to read-

only status on **July 1, 2024**. No other changes to access or approval workflow will be made at this time.

Please contact your Campus Controller with questions about these changes, and review the document linked below to learn more.

[Review the KFS access changes >](#)

Restrictions to Assessment Object Codes

Effective **July 1, 2024**, an update to KFS will limit the use of assessment object codes to the Transfer of Funds (TF), Year-End Transfer of Funds (YETF), Budget Adjustment (BA), and Journal Voucher (JV) e-Docs. These restrictions will aid UCO's ability to eliminate internal-only transactions from external financial statements. The restrictions will also allow for the implementation of rules which require assessment transactions to balance.

To minimize the impact on departments, the attributes currently assigned to assessment object codes (object codes, names, consolidations, levels, sub types, etc.) will not change. Because these attributes are not changing, departments will continue to see assessment transactions in the general ledger (GL) where they see them currently.

[Learn more about assessment object code restrictions >](#)

Fiscal Year-End Updates

Clearing Account Balances

Please remember to review all balances within clearing accounts and move the transactions to their appropriate operating accounts prior to year-end. Clearing accounts (68 accounts) are designed to be a holding area for funds when it is unclear which operating account is appropriate to use for a given transaction. It is appropriate for an item to remain in a clearing account for a period of up to 30 days.

Due to university-level accounting adjustments, **no entries are allowed in clearing accounts after Thursday, July 11, 2024.**

Reminder: Non-Student Accounts Receivable (NSAR) Checklist

Constituent Reporting Units (CRUs) participating in the year-end closing process are 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.

[Access the NSAR Standard](#) >

Reminder: Review Multi-Year Stale and Negative Account Balances

Constituent Reporting Units (CRUs) participating in the year-end closing process are required to submit the Multi-Year Stale and Negative Account Balance Reports.

- **Non-System Generated Balances:** All negative or stale balance sheet items must be reviewed and corrected in advance of year-end.
- **System Generated Balances:** All negative cash balances are required to be covered at year-end, unless a documented plan is in place. Campus Controllers will review negative cash balances during the closing process. Negative cash balances without a documented plan for resolution will be reviewed with the EVPFA after year-end closing.

Please run these reports in advance of year-end to ensure any negative or stale balances are identified and resolved in a timely and effective manner.

[Stale-Negative Balance Template](#) >
[Account Negative Balances Report](#) >

Wait! Before you close that sub-account...

This time of year, departments are eager to inactivate sub-accounts they no longer intend to use. However, closing (also known as inactivating) sub-accounts prematurely causes entries to be rejected by the general ledger, requires additional work to resolve the errors, and delays transaction posting (and their associated balance adjustments).

Complications occur when sub-accounts are closed before encumbrance balances are zeroed out, or before pending KFS e-Doc entries have been posted. Here are some common scenarios and how to avoid them:

- **Do not:** closing BUY.IU purchase orders (POs) before PO encumbrances are relieved from the funding sub-account.
- **Do:** Check the sub-account for any encumbrances. Update the PO funding account, or close the PO, to remove the encumbrances from the sub-account. Remember that BUY.IU sends pending entries to KFS that will not post to the GL until the next nightly batch cycle runs. The next day, verify that the encumbrance balances are zeroed out. You may now close the sub-account.
- **Do not:** reopen old POs that were funded by now-closed sub-accounts. This creates new encumbrance entries for that sub-account, even if funding is revised the same day.
- **Do:** Consider opening a new PO with the desired funding. Otherwise, reopen the closed sub-account, then close it again once the encumbrance balances are zeroed out.
- **Do not:** process KFS documents like Budget Adjustments (BA), Distributions of Income/Expense (DI), General Accounting Adjustments (GAA/GEC) and close any involved sub-accounts the same day.

Do: Wait until the pending entries from these documents post to the GL before you close any involved sub-accounts. Entries from a fully approved e-Doc should post during the next nightly batch cycle.

[More on closing accounts and sub-accounts >](#)

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](#)

Accounting Updates

University Accounting & Reporting Services IU Accounting Standards Conversion to Pressbooks

UCO is committed to creating content that is helpful, user-centric, and accessible. With this in mind, we have converted the IU Accounting Standards to books within Pressbooks. This updated layout acts as an additional resource for relevant standards and resources. The Accounting Close Standards will transition to Pressbooks following the completion of year-end close.

Users can access the standards through the IU Accounting Standards landing page on the UCO website. From this landing page, the user will be taken directly to Pressbooks. Click link below to explore the updated layout.

[Explore the IU Accounting Standards Pressbooks >](#)

Update: Material Transactions Substantiation Standard

The Material Transactions Substantiation standard has been updated. The standard now includes additional guidance about routine and non-routine material transactions:

- **Routine transactions:** A note should be added to the document referencing the approved process narrative number on file with UCO. If a process narrative is either not of file with UCO or has not been final approved, a completed material transaction coversheet is required.
- **Non-routine transactions:** A completed material transaction coversheet is required.

All material transactions must have transaction-specific supporting documentation attached to the source document. Material transactions without adequate documentation attached should not be approved.

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

Revisit the Material Transactions Substantiation Standard >

Custodial Fund Accounting Updated Custodial Fund Forms

All custodial fund-related forms have been updated. New versions of the reconciliation forms are available in the reference material library under "Custodial Funds." Please do not reuse forms obtained from previous interactions with the Custodial Funds Coordinator and utilize these new forms for future reconciliations.

If your custodial fund is based in the Indianapolis (IN), Fort Wayne (FW), or Columbus (CO) campuses, please use the reconciliation form with "IN FW CO" in the file name. If you are on the IN, FW, or CO campus and need to create a new custodial fund, or modify an existing one, contact Aline Danielson at adaniels@iu.edu. All other campuses should contact custfund@iu.edu.

Visit the Reference Material Library >

Payroll

Fiscal Officer Responsibilities for Processing Payroll Overpayments

Refresh yourself by reviewing PSOP 2.0 – Overpayments, which outlines the procedures a department should follow when collecting and processing payroll overpayments.

[Access PSOP 2.0](#) >

University Tax Services Non-Resident Alien Hiring Guidelines

Most international students are eligible for on-campus employment on an hourly basis or as Student Academic Appointees. However, they are not eligible for work-study opportunities, and F-1 and J-1 students can only work a maximum 20 hours per week.

It is important to follow the Non-Resident Alien (NRA) hiring guidelines to ensure Indiana University does not jeopardize the student's immigration status, their eligibility for future visits to the U.S., ensures proper tax withholding and proper reporting to the IRS, and that our international reputation stays intact.

After a hiring decision has been made, ensure the below steps are taken:

1. **Talk to the student** to see if they are already working on campus, have completed their Foreign National Information System (FNIS) questionnaire, and have authorization to work in the U.S.
2. **Verify work status** via the Job Data query in HRMS. If there is an active record, verify if it should be active or request the assignment be ended by the respective department.
3. **Complete the Hire eDoc.**
4. **Student completes FNIS.**
5. **Student monitors pay** to ensure proper taxes are withheld.

If you are involved in hiring or onboarding new international employees, we recommend that you visit the FNIS resource page.

Please reach out to the [Office of International Services](#) or [University Tax Services](#) with questions.

[Check out the FNIS resource page](#) >

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).

Using Wildcards

Do you find yourself running the same report for multiple account numbers, object codes, or other items? The use of wildcards could help you group that information into a single report rather than having to run the same report multiple times and combine the data manually. A wildcard (*, ?, %, !) is a placeholder that represents one or more characters and allows you to specify a larger group of information or limit certain information included in report results.

For example, you want to run all the accounts for a chart that begin with 66. Use the asterisk "*" to accomplish this with one report. When entering the account number criteria, enter '66*' in the account number field and all accounts that begin with 66 will be returned.

Conversely, if you wanted to exclude an item from a report, you can use the exclamation point "!" to omit a particular item. Let's say you want to exclude the fund group Plant Funds. Enter '!PF' in the fund group field and all fund groups *except* for plant funds will be returned.

Wildcards are a great way to customize your report results and save you time! Visit the page linked below to learn more about these helpful tools.

[Dig into CORT wildcards](#) >

Other Updates

Accounts Payable

New: Accounts Payable (AP) SOP

Last month, a new process was implemented which limits access to Protected Health Information (PHI) on BUY.IU invoice images.

A new Standard Operating Procedure (SOP), AP-SOP-03: Access to Invoices with PHI, describes how to request access to view BUY.IU invoice images containing PHI in cases where the FO will be on leave, or an interim FO has been established due to staffing changes.

[Review the new SOP](#) >

[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.

Indiana University
107 S. Indiana Ave
Bloomington, IN 47405