



Office of the Executive Vice President for Finance and Administration

## Office of the University Controller

# UCO Fiscal Officer Newsletter

**Issue 40 | June 26, 2024**

**An Office of the University Controller (UCO) Publication**

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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

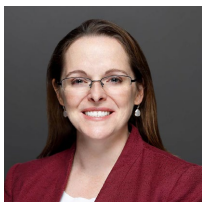
All deadlines are 10:00 pm on the date listed.

Date	Event
July 11	June ePTO approvals due.

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

[UCO Fiscal Officer Calendar](#) >

## Guest Column: Internal Audit Insights



### Greetings from Lisa Beymer, AVP & Chief Audit Officer!

Internal Audit partners with UCO to foster continuous improvement efforts across IU. Below are the top five most common finance-related audit observations we've found over the past few years.

1. **Financial Management:** Several issues related to incorrect allocation of

expenses, late approval of P-Card transactions, incorrect or incomplete reconciliation of revenue, and shadow systems that didn't tie to IU data.

2. **Asset Management:** There were many issues related to assets, such as incorrect handling of CAMS assets and inventory tracking. Gift cards are often particularly troublesome.
3. **Documentation and Record Keeping:** Several issues involve documentation and record keeping, such as missing receipts for P-Card purchases, lack of documentation for agreements or material transactions, or documentation stored in individual email instead of networked file storage.
4. **Payroll and Compensation:** Frequent issues related to payroll and compensation, such as incorrect processing of summer pay or supplemental payments, incomplete support for those payments, or over-committed effort.
5. **Policy and Procedure Compliance:** Many of the issues relate to non-compliance with existing policies and procedures, such as incorrect use of a P-Card for contracted suppliers, financial systems access that was never removed after an employee transferred, or incorrect use of independent contractor status.

We encourage everyone to reflect on internal controls in their areas of responsibility and work to mitigate these common finance risks. Please reach out to Internal Audit at [iuaudit@iu.edu](mailto:iuaudit@iu.edu) if you have any questions and watch for other topic areas in future guest columns!

*Periodically, Internal Audit will share best practices and common findings to help you review and improve your organization's processes and internal controls.*

## Fiscal Year-End Updates

### Vacation & Sick Liability

As part of the annual fiscal year closing process, the Office of the University Controller (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 accuracy of this calculated amount relies on salary, job funding, and benefit information

in HRMS, as well as accrued benefit hours in Quali Time and ePTO.

In preparation for the accrual, Fiscal Officers (FO)s 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 Balance IUIE report](#) to identify outstanding ePTO approvals.

To the extent possible, June ePTO should be submitted and approved before **July 11, 2024**.

The vacation and sick liability for FY24 will be posted on July 12, 2024.

FOs and HRBPs are encouraged to run the ePTO Balance Report on a regular basis to ensure current balances are maintained. If any access to the report is needed, a supervisor or department head must submit an IUIE Access Request form on behalf of the individual needing access.

[Request IUIE Access](#) >

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## Document Approval Deadline

Certain KFS Financial Processing (FP) documents with ENROUTE status the evening of **Sunday, June 30 at 10:00 p.m. EDT** will be auto disapproved.

*Please defer to your departmental/campus deadlines which may be earlier than university-level deadlines.*

### Auto-Disapproved

Budget Adjustment (BA)  
Distribution of Income and Expense (DI)  
General Accounting Adjustment (GEC)  
Internal Billing (IB)  
Indirect Cost Adjustment (ICA)  
Journal Voucher (JV)  
Pre-Encumbrance (PE)  
Service Billing (SB)

### NOT Auto-Disapproved

Auxiliary Voucher (AV)  
Cash Receipt (CR)  
Non-Check Disbursement (ND)  
Salary Transfer (ST)  
Benefit Expense Transfer (BT)  
Advance Deposit (AD)  
Credit Card Receipt (CCR)  
Cash Management (CMD)

Transfer of Funds (TF)

Review tips for searching for ENROUTE documents by visiting the KFS Financial Processing (FP) Documents page of the FY24 Year-End Closing instructions.

[Learn more about FP documents](#) >

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## **FY24 Closing Areas of Focus**

Year-end closing is a critical part of the university's accounting cycle to ensure the accuracy of IU's audited Consolidated Financial Statements. In UCO, we rely on each Fiscal Officer to ensure that their accounts are accurate and complete at the end of the fiscal year.

UCO will be focusing on the following critical areas at FY24 year-end, and ask that each Fiscal Officer review these items carefully, as part of the closing process:

- Account Reconciliations
- Negative Cash Balances
- Stale and Negative Balance Sheet Balances
- Non-Student Accounts Receivable (see new Checklist)
- Material Transactions Substantiation
- New significant contracts
- Clearing Account Balances
- Financial Sub-Certification

For more information on these topics, check out the previous newsletter articles linked below or contact your Campus Controller for more information.

[Review previous newsletter articles](#) >

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## **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

### Recharge Accounting

#### Billing Reversals for Non-Compliant Recharge Accounts

Submissions for FY25 recharge rates were due to Recharge Accounting on April 1. The Office for Research Administration (ORA) will reverse non-compliant recharge/service centers starting on July 1. Please note, if a department is non-compliant because they do not have an established rate, they cannot bill in arrears. The recharge/service center can only bill for services provided on and after the date the rate was submitted to Recharge Accounting.

The FY25 rate setting template and instructions are available on the UCO website in the Reference Material Library. Search for "rate setting" on the Reference Material page to locate these resources. Please send all rate submissions to [rates@iu.edu](mailto:rates@iu.edu).

[Visit the Reference Material Library](#) >

### University Tax Services

#### Payments to Students

At Indiana University, there are only four acceptable ways to provide funds to students. Please communicate the proper methods to your unit. This helps facilitate accurate treatment and reporting for both the student and the university. In the order of prevalence of use, the methods are:

1. **Student Award:** Awards to support the student's direct education and education-related expenses should be paid through Student Information System (SIS). Generally, this includes scholarships/fellowships and grants.

2. **Services or Employment:** Compensation for services performed or employment should be paid through Human Resource Management System (HRMS).
3. **Travel Reimbursement or Pre-Payment:** When a student travels on behalf of IU for university business, for their own educational or developmental benefit, or alone or as part of a group, these funds should be paid through Chrome River. When travel is not for IU business, funds provided are also recorded in the SIS.
4. **Check Request:** Rarely used. Unusual circumstances such as payment of a cash prize in a contest not restricted to students or non-IU students participating in IU programs with IU funding should be processed through BUY.IU.

Additional guidance is available in the Student Payment Guidelines. Please direct any questions to the [UCO Contact Us page](#).

[Access the Student Payment Guidelines](#) >

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## **Payroll Procedures for Payments after Death**

Please review PSOP 3.0: Payroll Procedures for Payments after Death to understand the procedures to follow after the death of an employee.

[Review PSOP 3.0](#) >

# **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).

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## **Using Dynamic Parameters**

The dynamic parameters function allows a user with a saved parameter set to automatically update Chart of Accounts information in certain CORT reports.

For example, you want to run the same report at the beginning of each month to review the previous month's activity. Setting the "As of Date" on a report to "End of Last Month" results in the parameter automatically updating to the appropriate date each time the report is run. [Save your parameter settings](#) and [schedule the report to run each month](#) and you've automated your monthly reporting needs!

Dynamic parameters are available on the following report parameters: University Fiscal Year, University Fiscal Period, and As of Date. To learn more about this feature and how to begin using it, visit the page linked below.

[Learn about dynamic parameters](#) >

## Other Updates

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### Office of Procurement Services

#### New: SOP Library

Last week, the new Procurement Standard Operating Procedure (SOP) Library was launched. This searchable, interactive repository is your one-stop-shop for all things procurement-related procedures. PDF versions of SOPs previously available have been retired.

[Explore the library](#) >

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### Card Services

#### Coming Soon: New Card Application

A new and improved online application experience for P-Cards and Meeting Cards is coming in July! The current application will be retired and replaced with a FireForm. Keep an eye out for additional communications about this change in the coming weeks.



**[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](mailto:uars@iu.edu).*

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