



# IUF-IU Account Management and Reimbursement Process FAQ Sheet

The Office of the University Controller

*This FAQ sheet provides answers for some commonly asked questions relating to:*

- ❖ [Account Management for Indiana University Foundation \(IUF\)-Related Funds](#)
- ❖ [Foundation Endowment Management \(FEM\) System Reporting](#)
- ❖ [Reimbursement Process for IUF-Related Funds](#)
- ❖ [Appendix I](#)

## Account Management for Indiana University Foundation (IUF)-Related Funds

### How do I know if I have IUF funds to steward?

There are filters available on all of the FEM Reports\* that will allow you to find accounts associated with a specific campus, school, unit, or responsibility center. Information on the individual FEM reports and how they can be used is listed [under FEM Reports in the IUF's Advancement Knowledge Base](#). Data from FEM reports can be downloaded into Excel for a customizable view.

\*See [Appendix I](#) for a guide to accessing FEM Reports.

### Where do I start and how do I know which guidance governs how I create the 1:1 account match?

See the [Quick Start Guide to 1-to-1 IUF-IU Account Mapping](#) and [IUF-IU Purpose Group Definitions and Account Use Codes](#) for information and guidance on the 1:1 IUF-IU account mapping project.

### How do I link an IUF account to an IU account?

In order to link the accounts, the IU account needs to have the "Corresponding IUF Account" field updated in KFS. FEM will then update based on what this field contains in KFS.

### How do I look up the donor intent for an IUF account that supports a KFS account?

Access the FEM Reporting module (see Appendix I) and visit the [Gift Agreement Search view](#). Information about the view is part of the [Account Search instructions](#). The IUF recommends using the Excel download option for Gift Agreement Search view when planning or reimbursing expenditures. The Excel output from this view may include information that supplements the donor intent and is not available in the original gift agreement, such as donor intent clarifications, additional responsibilities of the unit, and/or active spending plans.

### How will I be notified when a new IUF fund that I am responsible for is created?

Check the IU Benefitting Account Search report for your area and look for new accounts with a "Y" value in the "Link Expected" field.



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The Office of the University Controller

## How do I report something that looks like an error?

To ask IUF to review an account purpose that appears not to align with the donor intent, etc., submit a general question through the [Account Administration portal](#).

## What is Target Spend and how is it calculated?

Target spend is the minimum annual amount the department should try to spend each year from their IUF gift funds. In general, target spend is calculated based on annual projected income plus ¼ of any accumulated balance. Additional information can be found on the [Funds Utilization](#) page in IUF's Advancement Connect.

## How do I find the target spend amounts for my IUF accounts?

Target spend amounts for all donor gift funds can be found using the [Target Spend Summary report](#). Instructions and additional information are available via the [Target Spend Summary page](#) in the IUF's Advancement Knowledge Base.

## What is the best strategy for meeting Target Spend?

Attempt to first spend from IUF accounts with the most restrictive donor intent. Then focus on spending from accounts with less restrictive donor intent. The goals are to effectively utilize donor funds to foster trust, strategically conserve less restricted funds, and allocate general funds towards institutional priorities. Historically at IU, donor funds were viewed as rainy day funds to be used only when general funds were insufficient. IU and IUF are seeking to change this culture by using donor funds immediately for the purpose the donor intended.

## Where do I find guidance for budgeting for IUF funds?

General instructions as well as specific guidelines for the current budget cycle can be found on the [UBO website](#).

## Foundation Endowment Management (FEM) System Reporting

### Which FEM financial data is feeding from KFS?

Most of the data seen in FEM reporting comes from the IUF accounting system. For example, on the Target Spend reports, all of the financial data listed reflects IUF payment activity. The "Funds Utilized" column reflects reimbursement payments that have been fully processed by IUF, not funds that have been expended in KFS and are awaiting reimbursement. Currently the only financial data feeding from KFS are pieces of the Scholarship Utilization Insights report.



# IUF-IU Account Management and Reimbursement Process FAQ Sheet

The Office of the University Controller

## Reimbursement Process for IUF-Related Funds

### What is the timeline for submitting IUF reimbursement requests?

FEM Scholarship Reimbursement docs should be submitted once per semester per IUF account. For non-scholarship gifts, best practice is to request reimbursements monthly. At a minimum, reimbursements should be requested on a quarterly basis by the published quarter close date for that quarter.

### Which IUF process do I use for reimbursements for non-scholarship IUF funds?

Use the [IUF to IU Cash Transfer](#) process.

- [Step-by-step guide](#)
- [Training video](#)

### Which IUF process do I use for reimbursement for scholarship IUF funds?

Use the [Scholarship Reimbursement](#) process.

- [Step-by-step guide](#)
- [Training video](#)

### Which IUF process do I use for vendor payments?

These are unusual as most types of vendor payments must go through IU first (see IUF to IU Cash Transfer process), specific exceptions include membership dues and unallowable expenses. Use the [IUF Vendor Payment](#) process in those cases.

- [Step-by-step guide](#)
- [Training video](#)

### Which IUF process do I use to change the IUF account that was used for an IU account reimbursement that does not involve changing the amount?

If the user simply needs to direct that the funds already reimbursed come from a different IUF fund, use the [IUF Cash Transfer](#) process. Please note that this does not change anything on the KFS side.

- [Step-by-step guide](#)

### Which IUF process do I use to return funds distributed from IUF to IU?

If the user needs to change the amount of a reimbursement, or if the reimbursement was done in error and should not have occurred at all, use the [Refund](#) process.



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## Where do I find additional training for IUF processes?

Please visit the IUF website for [training resources in the IUF's Advancement Knowledge Base](#).

## What is the timeline for Scholarship Reimbursement Processing?

### Scholarship Reimbursement Processing Deadlines

#### Key dates for Fall and Spring Scholarship Reimbursements

Sept. 1	Begin submitting Fall scholarship reimbursement docs.
Feb. 1	Begin submitting any remaining Fall and Spring scholarship reimbursement docs.
<b>April 15</b>	<b>Annual deadline for IUF Scholarship Reimbursement doc to be in IUF's action list for guaranteed approval by fiscal year end.</b>
Last business day of June at 12 pm	Annual doc approval deadline

#### Key dates for Summer

June 1	Begin submitting Summer scholarship reimbursement docs
<b>June 15</b>	<b>Deadline for Summer IUF Scholarship Reimbursement doc to be in IUF's action list for guaranteed approval by fiscal year end.</b>
Last business day of June at 12 pm	Annual doc approval deadline

Please email Compliance and Disbursement Services at [iufap@iu.edu](mailto:iufap@iu.edu) with any questions.



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The Office of the University Controller

## Tips on Scholarship Compliance Documentation

- The [FEM Scholarship Reimbursement edoc](#) now populates with a student data file with SIS information used to confirm donor intent compliance. Please familiarize yourself with the provided data. You do not need to attach additional documentation for anything covered on the student data file. Any donor intent requirements outside of this student data will require you to attach compliance documentation in the notes section.
- FEM Scholarship Reimbursement docs should be submitted once per semester per IUF account, or one document for the annual expenses during the Spring semester. **To more accurately report expenditures on the Target Spend Summary and Scholarship Utilization reports, we highly encourage you to process your scholarship reimbursements two times per year, one for Fall and one for Spring.**

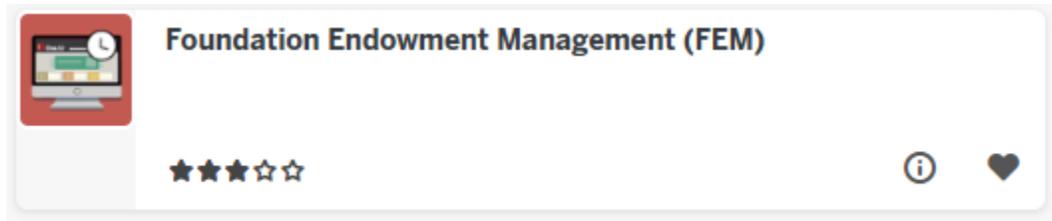


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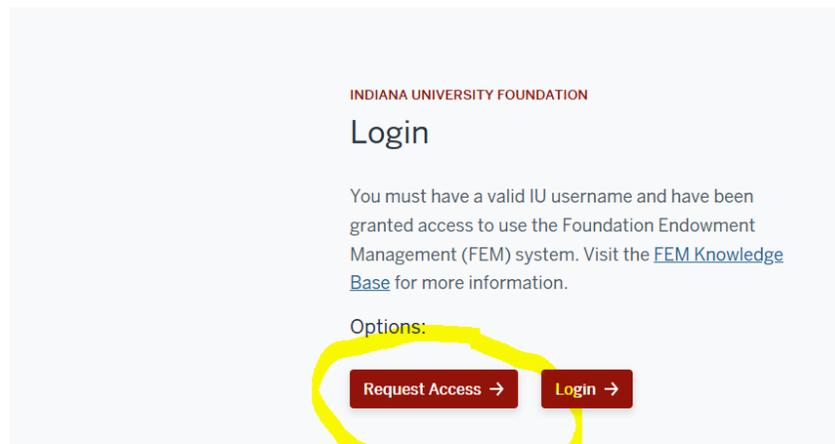
## Appendix I – Checking for IUF funds that apply to a unit

- 1) Visit the [FEM website directly](#) and/or access it through One.IU.



- 2) If you do not already have access, you will need to request it. Here is the [Request Access Link](#), which can also be found on the FEM website homepage mentioned above. Instructions for how to request access is available [here](#).

*\*Access requests that do not comply with the instructions will be denied, and users will be required to resubmit.*



- 3) Once you have FEM access, there are various ways you can access reports detailed [under FEM Reports in the IUF's Advancement Knowledge Base](#).