



Finance

University Controller

UCO Fiscal Officer Newsletter

Issue 50 | April 30, 2025

An Office of the University Controller (UCO) Publication

In this issue:

- Fiscal Year 25 (FY25) Year-End Closing Schedule
- External Audit Requests
- Year-End ePTO Approvals
- Update: Accrued Vacation and Sick Liability Methodology and Timing
- Year-End Accounts Payable (BUY.IU) Accruals
- Changes to Year-End General Fund Cash Entries from the Org Reversion Process
- Controller's Office Reporting Tools (CORT) Upgrade Completed
- IUF Account Management and Reimbursement Process FAQs
- Limited Reviews of Recharge Rates
- Monthly Payroll Vouchers - Attendance Adjustments for NO PAY Hours

Donations and Contributions to Other Entities

- Accountable Plan Webinars
- New Honoraria/Guest Speaker Payee Certification
- Coming Soon: Sole Source Order Resources

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.

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

UCO Fiscal Officer Calendar →

Fiscal Year-End Updates

— **Fiscal Year 25 (FY25) Year-End Closing Schedule**

The FY25 closing schedule has been published on the UCO website.

[Closing Procedures Website](#)

[Printable Closing Schedule](#)

External Audit Requests

As part of the FY25 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 falling under GASB 101 – Compensated Absences. 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 Delinquency Report to identify ePTO that is overdue to be submitted or approved. Please review department ePTO records and 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 →

Update: Accrued Vacation and Sick Liability Methodology and Timing

Beginning in fiscal year 2025, the year-end liability accrual for vacation and sick leave will be recorded differently due to the implementation of GASB 101 – Compensated Absences in conjunction with terminal pay moving to the pooled benefit rate.

In prior years, this accrual was posted directly to auxiliary fund accounts. Effective for FY25, it will be recorded in UCO-specific designated fund accounts at the campus level,

which are used exclusively for consolidated accounting adjustments.

FY25 auxiliary accounts that previously reflected these expenses and liabilities will reflect the reversal of the FY24 accrual only. As a result, FY25 expenses in these accounts may appear lower than comparative years. The reversal of the prior year's accrual is scheduled for May 2025.

Please contact University Accounting & Reporting Services (UARS) at uars@iu.edu if you have any questions or concerns about how this change may affect your reporting unit's financials or reports.

Year-End Accounts Payable (BUY.IU) Accruals

For FY25 closing, UCO has added a third Accounts Payable accrual to the general ledger (GL). As part of the process, July BUY.IU invoice transactions that posted to the GL will be reversed if the invoice was dated June 30 or prior and has a Pay Status of Payable. Those entries, which include actual expenses and liabilities and the associated dis-encumbrance, will then be posted back to June and appear on the Final Closing Reports.

For FY25 closing, the Accounts Payable accrual will occur on the following dates:

Date	Period	Description
Tuesday, July 8	12	Day of Final Close
Friday, July 11	13	Day of Second Close
Wednesday, July 16	13	Day Before Final Close

Changes to Year-End General Fund Cash Entries from the Org Reversion Process

Each year, as part of year-end closing and the Org Reversion process, cash is transferred into General Fund operating accounts (typically from a campus or RC level account) to cover cash overdrafts. These entries set the beginning cash balance for General Fund operating accounts to zero for the start of the new fiscal year. Historically, these entries occurred behind the scenes using a special balance type (NB)

in the GL and were not reported on the Final Closing Reports or readily visible on the KFS Balance Inquiry screens.

Beginning with this year's closing, the entries to cover General Fund cash overdrafts will appear in the GL as Year-End Transfer of Funds (YETF) documents. The entries will post after Final Close, appear as period 13 actual transactions (balance type AC), and use object codes 9980 (a new Transfer of Funds object code) and 8000 (cash). As a result of these changes, the entries will now appear on the Final Closing Reports and on the KFS Balance Inquiry screens as Year-End Transfers of Funds.

Accounting Updates

University Accounting & Reporting Services (UARS) Controller's Office Reporting Tool (CORT) Upgrade Completed

On April 21, the technology that supports CORT reports was upgraded to CORT 2.0. The overall functionality of the CORT reports has not changed, but there are a few changes we would like to highlight:

1. The location of CORT reports has changed. Links are now published in [DS.IU.EDU](https://ds.iu.edu). You can no longer access the CORT catalogue on the UCO website. Instead, you will need to visit DS.IU.EDU and search for "CORT".
2. Bookmarks saved to your browser, and links on report instruction pages, still work. In the future, direct links to reports on DS.IU.EDU will be developed on the UCO website to make it easier for users to access reports.
3. UCO will create individual Report Centers for each of the existing groups of reports (i.e., Financial Statements, Audit Reports, Assets) in DS.IU.EDU. In addition, you can search DS.IU.EDU for "CORT" to return all of the CORT reports that have been published by UCO.

If you have any issues running the reports that you ran prior to the upgrade, please contact UARS at uars@iu.edu for assistance.

View the changes →

Gift & Grant Accounting

IUF Account Management and Reimbursement Process FAQs

UCO and IU Foundation (IUF) have published an FAQ document that answers common questions related to the Funds Utilization Maximization effort. The FAQ provides guidelines and details on managing IUF accounts at IU and the reimbursement process. This document helps clarify responsibilities for those overseeing IUF-funded activities. For questions, please contact [Jenny Spors-Hill](#), UCO Gift & Grant Accountant.

Review the FAQ →

Recharge Accounting

Limited Review of Recharge Rates

In preparation for the university's submission of its indirect cost rate proposal (ICR) at the end of FY26, Recharge Accounting is conducting limited reviews of rates, selected transactions, and associated substantiation.

The reviews are being conducted to provide a greater level of assurance for rate activity ahead of the ICR proposal submission which is typically audited by the US Department of Health and Human Services (HHS). Reviews will be conducted in the months of April and May and again in August and September. Recharge Accounting will contact your unit directly if your rate is selected for review.

Payroll

Monthly Payroll Vouchers - Attendance Adjustments for NO PAY Hours

Refresh your knowledge by reviewing PSOP 10.0 – Monthly Payroll Vouchers – Attendance Adjustments for NO PAY Hours for information on making adjustments in the HRMS system for no pay hours recorded in the ePTO system.

Access PSOP 10.0 →

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 account." It is against IU policy to make charitable contributions. 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.

Contact Tax with any questions via the [UCO Contact Us](#) page.

Contact University Tax Services →

Other Updates

Financial Training & Communication Accountable Plan Webinars

On July 1, policy FIN-ACC-620: Reimbursements Under the Accountable Plan will be updated. The amount of time travelers have to seek reimbursement and reconcile prepaid expenses will be reduced. Additionally, P-Card charges that are not reconciled within 60 days of the purchase will be considered taxable income.

Join the Training, Travel, and Tax teams for an Accountable Plan webinar session (or two!) to learn the ins and outs of these policy and procedure changes.

Register for a webinar →

Purchasing New Honoraria/Guest Speaker Payee Certification

A new Payee Certification form for Honoraria/Guest Speaker payments is now available. The updated form defines when these types of check request payments are allowable, provides the supplier with registration information, and collects the payment details necessary to substantiate the payment. **This new form is mandatory for all Honoraria/Guest Speaker payments starting July 1**, but departments are encouraged to begin using it immediately.

Check out the new form →

Coming Soon: Sole Source Order Resources

In the coming weeks, an updated version of the Standard Operating Procedure (SOP) that describes the Sole Source exception request process will be published, along with a new version of the Sole Source Exception Request Form. The updated form more accurately describes the reasons as sole source may be allowable.

A stand-alone announcement will be sent to the P.A.S.S. News & More news list when these resources are published.

Subscribe to the P.A.S.S. news list →

[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