



Finance

University Controller

UCO Fiscal Officer Newsletter

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In this issue:

- Non-KFS Accounts Receivable Write-Offs for FY25
- NSAR Report and Closing Checklist
- Reminder: KFS Enhancement for Material Transactions
- New: Accountable Plan Accounting Standard
- Update: Accountable Plan Policy
- New: Payroll Cycles and Timing of Payments Standard
- Military Time Off, Leaves, and FMLA Processing Procedures
- Foreign National Information System (FNIS) Reminder
- Accountable Plan Quick Guide
- Reminder: New Trainings
- Website Updates and Contact

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](#).

Accounting Updates

Non-Student Accounts Receivable (NSAR) Non-KFS Accounts Receivable Write-Offs for FY25

Invoices generated outside of the KFS AR module are subject to Policy FIN-ACC-500: Write-Off Accounts. Per the policy, accounts receivable balances over 12 months old and without a promise to pay signed by the debtor or a current payment plan must be written-off the general ledger and not included in the June 30, 2025 receivables. Debts may be written off prior to 12 months if the customer is coded as deceased, bankrupt, or if collection efforts have been exhausted.

As a reminder, by August 10, 2025, all organizations using an external AR system must supply Non-Student Accounts Receivable with a detailed listing of all write-offs for the period ending June 30, 2025. **This does not include invoices already shown in the KFS AR Module.**

The write-off submission should include the following information:

1. Total Credit Sales for FY 2025
2. June 30, 2025, Aged Receivables Report from your external AR system
3. List and justification for retaining any accounts over 12 months old without productive activity
4. Information detailing write-offs. Use the [Support for Annual Write-offs template](#) to capture this information:

- Customer name and address
- Invoice number
- Invoice date
- Original invoice amount and remaining unpaid balance
- Explanation for write-off

Submit reports to nonstdar@iu.edu.

Review Policy FIN-ACC-500: Write-Off Accounts →

NSAR Report and Closing Checklist

The Non-Student Accounts Receivable (NSAR) Report and Checklist are available on the UCO website. Please contact University Accounting & Reporting Services (UARS) at uars@iu.edu with any questions, comments, or concerns.

Download the NSAR Closing Checklist →

University Accounting & Reporting Services (UARS) Reminder: KFS Enhancement for Material Transactions

An enhancement to the Kuali Financial System (KFS) was implemented on July 1, 2025. A new tab titled "Material Transactions" was added to select Financial Processing (FP) documents and appears between the existing "General Ledger Pending Entries" and "Notes and Attachments" tabs.

The new "Material Transactions" tab was added to the following document types:

- Advance Deposit
- Auxiliary Voucher
- Cash Receipt

- Distribution of Income and Expense
- Year-end Distribution of Income and Expense
- General Accounting Adjustment
- Year-end General Accounting Adjustment
- Internal Billing
- Non-Check Disbursement
- Service Billing
- Transfer of Funds
- Year-end Transfer of Funds

The "Material Transactions" tab consists of two fields. First, a required drop-down menu labeled "Process Narrative Status?" This field must be completed for any document with a total value equal to or exceeding \$5 million.

The drop-down includes three options:

1. Process Narrative on File
2. Process Narrative in Progress
3. No Process Narrative

If either "Process Narrative on File" or "Process Narrative in Progress" is selected, you must complete the "Process Narrative Number" field (e.g., UA-7.12-EFT). This enhancement improves the documentation and oversight of material financial transactions within KFS.

If you have any questions regarding the new requirements, please contact UARS at uars@iu.edu. For questions about Process Narrative numbers, please contact [Maggie Harrell](#).

New: Accountable Plan Accounting Standard

TSOP 9.02 has been replaced with a new accountable plan accounting standard. The new standard provides guidance on the rules and requirements of IU's updated accountable plan policy which aligns with Internal Revenue Service (IRS) requirements for expenses and reimbursement to employees, students, and outside parties. Additionally, the standard describes the accountable plan expenses process, tax reporting requirements for nonaccountable plan payments, and requirements and best practices for Fiscal Officers related to the accountable plan.

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

Check out the Accountable Plan Accounting Standard →

Update: Accountable Plan Policy

Policy FIN-ACC-620 was updated on July 1 to further define the qualifications necessary for an expenditure to fall under the accountable plan rules. This policy now includes procedures when an expenditure occurs within specified timelines and guidelines for payments to students, and is applicable to all staff, faculty, students, and non-employees who incur business expenses in pursuit of official university activities.

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

Review Policy FIN-ACC-620: Expenditures: Expenses and Reimbursement Under the Accountable Plan



New: Payroll Cycles and Timing of Payments Standard

This new standard provides information about the timing of both off-cycle and on-cycle payroll for biweekly and monthly pay schedules at Indiana University. It outlines the responsibilities of employees, payroll processors, supervisors, and fiscal officers related to the payroll cycle for non-exempt employees. Please review the new standard and reach out to UARS with any questions at uars@iu.edu.

[Access the Payroll Cycles and Timing of Payments Standard →](#)

Payroll

Military Time Off, Leaves, and FMLA Processing Procedures

Refresh yourself by reviewing PSOP 13.0 - Military Time Off, Leaves, and FMLA Processing Procedures, to learn how to process military time off, leaves, and FMLA.

[Visit PSOP 13.0 →](#)

University Tax Services

Foreign National Information System (FNIS) Reminder

If you have new international students or employees, be sure to remind them that they need to complete FNIS. FNIS is a secure, online questionnaire, powered by Thompson Reuters. International students and employees use this tool to securely submit information to University Tax Services. This allows Tax to document and update their residency status so taxes are appropriately withheld where necessary.

[Review the FNIS Information Page →](#)

Other Updates

Financial Training & Communication

Accountable Plan Quick Guide

Looking for a condensed version of the accountable plan changes to share with faculty and staff? Check out the Accountable Plan Quick Guide. This page describes the policy at a high level, then is broken down by expense type making it easy to learn how different types of expenses are impacted and what individuals need to do to comply.

[Dive into the Quick Guide →](#)

Reminder: New Trainings

The Training team launched three trainings on July 3. Two new courses, Travel Expense Reporting and P-Card Reconciliation, made their debut, and an updated version of the P-Card Essentials course launched. The courses are open to everyone and available online 24/7. Visit our Handouts page to review the PowerPoint slides and a video playlist for each course.

Visit the Handouts page →

Procurement Services Website Updates and Contact

Content from the Purchasing website (purchasing.iu.edu) has been rebuilt on the Procurement Services website. Any bookmarks for the old Purchasing site will redirect to the [new Purchasing home page](#).

Republishing content from the Travel Management website (travel.iu.edu) on the Procurement Services site is still in progress.

Contact information for all of Procurement's teams is available on the Procurement Services Contact Page, linked below. Please use this page to contact any of the teams.

Bookmark the Procurement Contact page →

**[UCO Home Page](#) | [FO Reporting Tools](#)
[Publication Archive](#) | [UCO FO Calendar](#)**

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.

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