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○ VOLUME 6 ○ ISSUE 6 ○ July 2018

# Spotlight

*“THE SPOTLIGHT PUBLICATION SERVES TO EDUCATE, TO INFORM, TO PROVIDE RESOURCES, AND EMPOWER **INDIANA UNIVERSITY BLOOMINGTON** EMPLOYEES.”*

## Budgetary Administration & Planning (BAP)

### Campus Administrative Training Series (CATS) Knowledge Base

**Knowledge Base** activity of the month: [Recharge Centers](#)

**Policy** that supports this activity: [Recharge and Service Center Activity, FIN-ACC-400](#)

**Training:** See [FMS “UFF” \(University Finance Fundamentals\)](#) for upcoming Auxiliary Accounting and Recharge/Service Centers training session.

*Questions, comments, concerns? Send us a message through the CATS website's [Sounding Board](#) and make sure to add your name and email address if you would like to be reached.*

## POLICY STATION

### [Human Resources Policies](#)

The following policies from Human Resources were updated on July 2, 2018.

Reason for policy change (it applies to all these policies): “Updates made to AFSCME Service procedures based on union discussions.”

[Union-Administration Relations \(Union Release Time\) \(AFSCME Service\), HR-12-50](#)

[Position Classification/Reclassification, HR-01-20](#)

[Posting a Position Vacancy, HR-01-30](#)

[Premium Pay, HR-03-50](#)

[Uniforms and Personal Protective Equipment, HR-06-50](#)

*If you have any inquiries, please consult with the policy contact or send a message to the [Office of Policy Administration](#). View the tabs “New and Recently Revised” and “Under Review” on the website to keep yourself abreast with University policies.*

# FISCAL CHECKLIST & DEADLINES

## FMS - Closing Sub-Accounts and Accounts

Do you have **sub-accounts and accounts that are no longer in use in your organization?**  
Are you **looking for tips to close or inactivate sub-accounts and accounts?**

Check out the tips below provided by the FMS Operations team for special conditions when cleaning up and closing sub-accounts and accounts.

Ledger entries from finalized KFS e-docs post to the General Ledger and Labor Ledger during the nightly accounting cycle. Please wait until the entries post before closing your accounts and sub-accounts.

### Closing/Inactivating Sub-Accounts

To prevent problems when posting transactions, perform the following checks before inactivating sub-accounts. KFS will allow you to inactivate sub-accounts even if they contain pending ledger entries and encumbrances.

- **Look for Pending General Ledger and Pending Labor Ledger Entries.** Use the [General Ledger Pending Entry Lookup](#) and Pending Labor Ledger Entry Lookup in KFS to identify entries that must be finalized.
- **Look for Encumbrances.** Use the [Open Encumbrances Lookup](#) in KFS, or the Outstanding Encumbrances report in IUIE, to identify encumbrances that need to be removed. Purchase Orders and Payroll Encumbrances may need to be adjusted in the host system to properly transfer outstanding encumbrance balances off the sub-account that is being inactivated. This may require closing open Purchase Orders or initiating HRMS eDocs to update job funding information that involve sub-accounts you wish to inactivate.

### Closing Accounts

KFS will not allow you to close accounts if they contain any of the following:

- **Assets, Liabilities, or Fund Balance.** All Cash, Receivables, Payables and other Balance Sheet items need to be transferred off the account in order to close. KFS will determine if closing Income and Expense to Fund Balance would net Fund Balance to zero (do not attempt to adjust Fund Balance).
- **Base Budget.** During Budget Construction, Base budget is locked and cannot be edited again until the new fiscal year. If your account has a base budget balance, you must wait until FY19 and complete a Budget Adjustment document to remove the base budget balance from the account.
- **Outstanding Encumbrances.** Use the [Open Encumbrances Lookup](#) in KFS, or the Outstanding Encumbrances report in IUIE, to identify encumbrances that need to be removed.
- **Pending general ledger, nor pending labor ledger entries.** Use the [General Ledger Pending Entry Lookup](#) and Pending Labor Ledger Entry Lookup in KFS to identify entries that must be finalized before account closure.

*Please contact [FMS Customer Service](#) with any questions.*

## FISCAL CHECKLIST & DEADLINES *(continued)*

### Human Resources - July 2018 E-doc Deadlines

After reviewing the FMS cut-off dates for the June 2018 [payroll calendar](#), the IU HR Transaction Services team wants to communicate the following deadlines for Temporary and Staff related electronic eDocs and staff separations paper adjustment vouchers.

**For the monthly pay period ending July 31st** -- All monthly-paid Staff eDocs should be received in the Campus HR action list by July 18th. This will enable final approvers to meet the payroll deadline of July 20th. This applies for any activity that needs to be reflected on the July 31st paycheck.

#### **General eDoc Information:**

ACCOUNT CHANGES: Maintain Funding and Maintain Time Assignment eDocs saved after the vouchers have become available will NOT take effect for that payroll. Department payroll will have to manually update their vouchers for that current payroll closing.

*Please contact Emily Kirkman [ekirkman@iu.edu](mailto:ekirkman@iu.edu) directly if questions arise about this notice. If you need assistance related to staff or temporary related eDocs, please email [hredocs@iu.edu](mailto:hredocs@iu.edu) to reach an IU HR Transaction Services team member.*

### Spring Effort Salary Transfer Deadline - July 31, 2018

In preparation for the close of the Spring FY18 Effort Period (January 1 – June 30, 2018) **all Salary Transfers need to be fully routed by the close of business, Tuesday, July 31st**. Following the close of the Spring period August 1st, any Salary Transfers not fully routed will auto disapprove and ORA assistance will be required for salary transfers on any account for any fiscal period(s) prior to July 1, 2018.

For questions concerning Best Practices for Managing Effort, please see the updated ORA web page and you are always welcome to contact me directly.

Additional information concerning ECDs can be found at: [Guidance for Document Routing](#) and Approval or for tracking documents [Searching for Effort Documents in KFS](#).

**NOTE:** *IU Policy and Federal Regulations governing the administration of federal funds require that salary charges to grants and contracts be verified (which is accomplished through the effort certification document). For salary charges on federal awards that are not certified within the 60-day time period, the salaries may be deemed to be unallowable and the expenditures moved to a departmental account. The Office of Research Administration (ORA) has made several attempts to communicate this deadline to you. If an extension of time is required, please submit your request in the manner outlined in IU policy [Effort Certification Under Uniform Guidance SPA-11-004](#).*

*Please contact [Rayna Amerine](#) if you have any questions.*

### Chrome River – Object Codes Updates

There has been a few **Object Code** changes in Chrome River. To become acquainted with the new changes view the two Excel documents, **P-Card and Travel Object Codes** and **Object Codes Inactivated for FY19** on the CATS knowledge base activity, [Chrome River – P-card and Travel](#).

*A good go-to source to Chrome River: [Frequent Asked Questions \(FAQs\)](#)  
Thinking about a refresher training? Go to [Chrome River Webinars and Video Tutorials](#).  
Please consult with your [Fiscal Officer](#) for questions.*

## FISCAL CHECKLIST & DEADLINES *(continued)*

### Office of Student Financial Assistance (OSFA) Important Dates & Deadlines

#### Item Type Creation

As a reminder, the new item type creation process can take a maximum of six weeks to complete. Please submit any new SIS item type requests for scholarships/fellowships that you wish to award starting in Fall 2018. **For IU Foundation accounts**, (Accounts that start with a 25 or 26), please contact Glenda Maddox, [gcmaddox@iu.edu](mailto:gcmaddox@iu.edu).

#### Departmental Contact Information

Now is the time to review your contact information on the [OSFA SharePoint site](#) to ensure that it is up to date. Please contact [deptsch@indiana.edu](mailto:deptsch@indiana.edu) with any updates that are needed.

#### Authorization Failure Reports

Remember to continue to run your Authorization Failure Report for summer awards.

*Questions? Please send an email to [deptsch@indiana.edu](mailto:deptsch@indiana.edu).*

### FMS Training – University Finance Fundamentals (UFF)

#### 2018-19 Registration Now Open!

University Finance Fundamentals (UFF) is a ten-month “à la carte” training series designed for all employees with accounting and finance responsibilities. Each month, FMS Training will host a presentation from a subject matter expert within a key functional area of finance or budgeting at IU.

UFF may be attended in person on the Bloomington campus, or online via a Zoom meeting room. Check out the [UFF information page](#) for this year's schedule and feedback from previous attendees. We hope to see you soon!

*Questions about these sessions may be directed to [fmstrain@indiana.edu](mailto:fmstrain@indiana.edu).*

### FMS Payroll Team changes

Please be aware that Kathy Sexton-Stephen has retired from Indiana University. If you normally contact her for assistance, please use the following information until we fill her position. Linda Morrow is out of the office for the next 6 weeks. Please use the following information until she returns.

- |    |                                     |   |
|----|-------------------------------------|---|
| 1) | Work Study, Adjustment Vouchers     | Belinda Arthur ( <a href="mailto:belarthu@iu.edu">belarthu@iu.edu</a> , 812 855-8235) |
| 2) | Terminations, Wage Assignments      | Lisa Hays ( <a href="mailto:lisahays@iu.edu">lisahays@iu.edu</a> , 812 855-0787)      |
| 3) | General Payroll, Deductions, & Time | Deb Doub ( <a href="mailto:ddoub@iu.edu">ddoub@iu.edu</a> , 812 855-6856)             |

*Please feel free to contact Cassie Rosenburgh ([crosenbu@indiana.edu](mailto:crosenbu@indiana.edu), 812 855-5975) or Sandy McElhinney ([smcelhin@iu.edu](mailto:smcelhin@iu.edu)).*

## FISCAL CHECKLIST & DEADLINES *(continued)*

### CAMS - Construction in Process to Complete

Per accounting guidelines, depreciation can only occur on assets that are in-service (being used for their intended purpose). Prior to FY16, if the asset had an IU tag entered in KFS; this triggered depreciation to begin. However, we found that this was not an accurate indicator of whether the asset was in-service. Now, we contact the purchasing organization for the in-service date for construction in process (CIP) assets to confirm that the assets are **being used** before they are moved to complete. This new process increases the university's compliance with accounting guidelines.

Assets are normally assigned the CIP asset type code "40004" during the tagging process if the equipment is not available for tagging. This could be because the location for the equipment is under construction, the equipment has not been received, or the equipment is boxed and waiting installation. There could be many reasons, but these are a few of the more common ones.

Once the tag number is assigned in KFS, this triggers an inquiry to find out if the asset is in-service.

#### How we define in-service:

- **Equipment like servers, switches, and video conference systems** - Once they are installed and **being used**, they are in-service.
- **For technology equipment (like servers and switches) that are purchased as spares** - Since the asset was purchased with the intended purpose of being a spare, we consider it being in-service when received.
- **For equipment (like a calibration tool) that is purchased to be used when needed** - Items like this would be in-service as long as they are ready to be used.
- **Equipment purchased for use in labs, classrooms, and experiments** - This equipment would be placed in-service when the asset is first used in class or for research. For example, a smart board that is purchased in March for a new class that begins in August would not be placed in-service until August even if the smart board is installed and operational in March.

#### How you can help...

- You can update the asset in KFS when you know the asset is **not** in-service by changing the asset type code to 40004. Also, update the organization text with the expected in-service date, if known.
- When you are entering the IU tag number in KFS and you know the asset is being used, update the organization text with something like "In-service date is 7/26/2018". Be sure to include the in-service date.
- If the asset type code is 40004, then the only time you would remove organization text "Not in-service" is when you replace it with the in-service text and date. If the asset type code is **not** 40004, you can remove the organization text "Not in-service".

Please contact [capasset@iu.edu](mailto:capasset@iu.edu) if you have any questions.

## TRAINING

Training dates and information might change over time. Contact the responsible unit or contact person to be informed of the status for a specific item.

### Campus Administrative Training Series (CATS)

Thursday, September 27 ~ 1:30–3:30pm ~ Whittenberger Auditorium, IMU.

For additional dates and topics please visit the [CATS Website](#).

#### FMS – Online Sessions

➤ [Critical Data in KFS](#)

Available 24/7. See [eTraining](#) link.

Questions? Please contact [FMS Training](#).

#### Financial Reports - Online

Attendees must have both IUIE and KFS and access to participate in this training. See links for prerequisite(s) and for Zoom meeting instructions when apply.

➤ [KFS Balance Inquires](#)

**Tuesday, August 14** (Zoom)

9:00 – 11:00am

**Wednesday, August 15** (Zoom)

9:00 – 11:00am

➤ [IUIE Financial Reports](#)

**Wednesday, August 15** (Zoom)

9:00 – 11:00am

➤ [Intro to Financial Reports](#)

**Thursday, August 9** (Zoom)

9:00 – 10:30am

➤ [Standard Monthly Reports](#)

**Thursday, August 16** (Zoom)

9:00 – 10:15am

**Thursday, September 13**

9:00 – 10:15am ~ Poplars W183

Questions? Please contact [FMS Training](#).

#### Disbursement Voucher Certification

Both sessions require DUO authentication.

➤ [Disbursement Voucher Part 1](#)

**Monday, August 20**

9:00am – 12:00pm (Zoom)

**Tuesday, September 18**

9:00am – 12:00pm ~ Poplars W183

➤ [Disbursement Voucher Part 2](#)

**Wednesday, August 22**

9:00am – 12:00pm (Zoom)

**Wednesday, September 19**

9:00am – 12:00pm ~ Poplars W183

See [FMS Disbursement Voucher Certification](#) for info on the current requirements. Questions? Please contact [FMS Training](#).

#### FERPA Training

➤ [FERPA for Staff](#)

For training contact the Office of the Registrar at [registrar@indiana.edu](mailto:registrar@indiana.edu) / 812-855-9349.

#### Office of the Treasurer

➤ [Face to Face Revenue Training](#)

Intended for full-time employees involved in revenue processing & access to University banking and payment card systems. Please sign up [here](#). For questions, please contact [Melissa Hartley](#), or call 812-855-2930. See [Treasury Operations Training](#) page for other useful information.

#### Fee Remission Third Party Contract (TPC)

Training for new users is offered on the **2<sup>nd</sup> Tuesday of each month at 12 noon**.

To schedule a training session, please send an email to [bursar@indiana.edu](mailto:bursar@indiana.edu).

#### Organizational Development Classes are online

and available for registration.

Contact [Wendy Cornwell](#) or call 855-9674 with any questions.

#### KFS Purchasing

Contact [Donna Burkhardt](#) for information.

#### 2018 IUB Research Administrator Team (RAT) Meeting

**Wednesday, October 10**

1:30–3:00pm ~ Oak Room, IMU

View [current classes](#) in [Expand](#). Questions? Please contact [Susan Whitt](#) or call 812-856-2464.

#### Endowment Trust Accounting (ETA)

➤ ETA-Web training (IUF) – *limited seating!!*

Training offered on 2<sup>nd</sup> Tuesday of each month.

**Tuesday, August 14**

9:00 - 11:00am ~ IUF BL Office

Email [iufacct@indiana.edu](mailto:iufacct@indiana.edu) to sign up.

## Upcoming Spotlight issue...

Our next *Spotlight* issue is coming in **August 2018** and will include current sections... and much more.

**Do you know anybody who should be receiving this publication? Please send an email to [cats@indiana.edu](mailto:cats@indiana.edu) to be added to the email list.**



Dunn Meadow, Indiana Memorial Union (**May 1993**)  
[IU Archive of Photographic Collection](#)

## *Spotlight*

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The *Spotlight* is a publication designed to Educate, Inform, and Provide Resources to Empower Indiana University **Bloomington** employees.

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**Disclaimer:** Please note that any information and commensurate dates that appear in this publication are only current as of the date of publication and may change over time. Hence, please contact the responsible unit or contact person to be informed of the current status for a specific item.