BUDGETARY ADMINISTRATION & OPERATIONS (BAO)

CAMPUS ADMINISTRATIVE TRAINING SERIES WEBSITE

The Campus Administrative and Training Series Website was created to provide financial and administrative information that would help you with your fiscal duties. The knowledge base is the main core of the website as it contains financial activities and the policies that pertain to them. Each activity has an email and/or phone to call for comments/questions. The CATS website sections are:

- CATS sessions schedule
- Monthly CATS sessions’ dates and agendas
- CATS Presentations
- Knowledge Base
- Links
- Forms
- List of your Fiscal Officers
- Training Opportunities
- Announcements
- Spotlight archive ...and much more.

If you ever have questions and if there’s something you don’t find on the website you think should, please let us know by sending us a message through the Sounding Board. Send us an email at cats@indiana.edu to subscribe to the CATS email list and receive information about CATS sessions dates/agendas and our Spotlight publication.

Questions? Please send an email to Rozzie Gerstman or call 855-1123.
A-21 Effort Certification - Salary Transfer Deadline

Salary Transfer Deadline for Fall Period FY2015 - 30 day notice
2016 has arrived . . . ready or not!

Salary Transfer Deadline for Fall Period (July 1, 2015 – December 31, 2015)

**Notice of 30-day window:** In preparation for A-21 Effort Certification for the Fall period FY 2015, please have all Fall FY2016 Salary Transfers, for any effort regardless of account type, **fully approved by January 31, 2016** to prevent cancellation of enroute documents. For those who have effort on Federal and Federal Pass Through Sponsored Awards, A-21 effort reports will be generated on February 17, 2016 and the deadline for approval of these documents will be April 18, 2016.

Please note the schedule below:

**Report:** 2016 A01 Academic Fall
**Periods Covered:** 8/1/2015 - 12/31/2015
**A21 Effort Reports Generated:** February 17, 2016
**Approval Deadline:** April 18, 2016

**Report:** 2016 M01 Monthly
**Periods Covered:** 7/1/2015 - 12/31/2015
**A21 Effort Reports Generated:** February 17, 2016
**Approval Deadline:** April 18, 2016

**Report:** 2016 B01 Biweekly
**Periods Covered:** 7/1/2015 - 12/31/2015
**A21 Effort Reports Generated:** February 17, 2016
**Approval Deadline:** April 18, 2016

Please contact Rayna Amerine if you have any questions.

Additional information regarding A21 effort certification document approval in the Kuali Financial System can be found at:

[http://www.researchadmin.iu.edu/GrantContract/gc-gfo/gfo_effort.html](http://www.researchadmin.iu.edu/GrantContract/gc-gfo/gfo_effort.html)
Office of the Bursar: New Due Dates

Effective Fall 2016 – Bursar Billing Cycle Changes

Following a review of student, parent and departmental concerns, a decision has been made to change the current bursar-billing schedule. The first bill of the fall term will be issued the third week of August (instead of July), with payment due by September 10th rather than August 10th. Spring 2017 will be billed in December, rather than November with a due date will be January 10th rather than December 10th.

What does this mean for students?

The major change for students is the first bill of term will be delayed one month, which in fall, results in a due date following the start of classes. There is no change to schedule for disbursing financial aid or refunding. Students will have additional time to handle aid verification requirements, file Satisfactory Academic Progress (SAP) appeals, and take other appropriate action which will ensure that aid will be available in some manner on the bill or prior to the first due date of the term.

We will continue to offer the option of deferring costs and paying in up to 4 payments; the due dates (by the 10th of the month) will simply be later: September, October, November and December for fall; January, February, March and April for spring.

We will be evaluating the deferment options for summer as we expect to be creating additional opportunities for students to pay their educational expenses in multiple payments.

Those students who are given late registration appointments may experience fewer problems because housing and dining charges will not be billed and due prior to enrollment. This allows aid to be available for all new term charges once the student has enrolled – fewer financial holds resulting from timing issues.

What does this mean for departments?

Fee remissions may be processed a little later in the summer, possibility alleviating the issue of awards posting after the student has been billed and/or the due date has passed. (If you experience low staffing in the summer – this may be very helpful!)

Assessment of tuition and fees may be delayed, which would result in those fees falling in the August accounting, feed for fall and December accounting feed for spring. We will review the processing calendar to determine if there would be any changes in when we would begin accepting charges for the fall and spring semester. We will work with departments to develop a workable schedule.

Please contact bursar@indiana.edu if you have questions or if you would like more information.
### Reminders from University Tax Services

Just a few quick TAX reminders to think about during the New Year:

- Usually, when paying an employee remember to use their IUID number, not their vendor number.
- For international visitor travel and international visitor honorarium payments, please make sure to complete the tax coversheet and include the corresponding immigration documents.
- Use the Quick Guide - [https://fms.iu.edu/tax/international/quick-guide](https://fms.iu.edu/tax/international/quick-guide)

*For assistance, contact University Tax Services’ NRA Specialists – JoAnn Clune or Tonya Pottorff at taxpayer@indiana.edu.*

### INTERCONNECTED

**Capital Assets: Federally Funded Object Code Change**

Effective January 2016, federally funded object codes (7030, 7035, and 7530) will no longer be used to classify capital assets that were purchased with federal funds. Capital equipment purchases should now use object code **7000 Capital Equipment** or **7015 Computer Equipment** regardless of funding. Fabrications should now use object code **7500 Capital Equipment – University Constructed**. Federally funded assets will now be identified using the same account/award attributes as the Office of Research Administration. This change will greatly improve the accuracy of this information.

*Federally Owned or Other Owned* object codes will still continue to be used and assigned by the Office of Research Administration when appropriate.

The Federal Contribution amount can be viewed in KFS on the Asset Inquiry, Asset Edit and Retirement Global screens. In addition, a Federally Funded Asset Listing is available in IUIE and can be found in IUIE Master Catalog/Kuali Financial/Capital Asset Management System/CAMS Internal Reports/Audit Reports. This report can be used to provide a list of federally funded assets for your organization.

*Please contact capasset@iu.edu if you have any questions regarding this change.*
Disbursement Voucher: Mileage Calculation Error

On Thursday, January 7 the travel mileage rates* were updated in KFS to reflect new rates that went into effect on January 1, 2016. Due to a bug in KFS, you may encounter error messages on DVs involving mileage reimbursements.

The effected DVs have all of the following attributes:
1. Payment Reason Code of “N – Travel Payment for a Nonemployee” that were...
2. Initiated prior to today, January 7, 2016, and that
3. Are currently in SAVED or ENROUTE status

Instructions for resolving the mileage calculation issue:
1. If such DVs are in SAVED status, KFS will prompt you to re-calculate mileage before submitting.
2. If such DVs are in ENROUTE status, the following error will appear at the bottom of the DV when the approver attempts to approve the document. If you experience this error message, you will need to disapprove the DV and initiate a new one.

Supporting Documentation

If your supporting documentation was submitted with the original DV, please do the following:

1. Include a note in the new DV’s Notes and Attachment section, stating that the original documentation was submitted on DV [insert DV #], and
2. Upload the new DV cover sheet and a copy of the supporting documentation at https://fdrs.fms.indiana.edu/cgi-bin/ap_uploader/ap_uploader

*As of January 1, 2016, the new mileage rates are as follows:

- $.54 per mile up to 500 miles
- $.27 per mile for miles 501 – 3000
- $.00 for miles 3001 and over

We apologize for this inconvenience.

Please direct any questions to Travel Management Services at travelbl@indiana.edu or call 812-855-2873.
# TRAINING TABLE

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

## Campus Administrative Training Series (CATS)

**Wednesday, February 24 ~ 1:30pm – 3:30pm ~ Frangipani Rm, IMU**

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

## Disbursement Voucher Certificate

- **Disbursement Vouchers I: Introductory**
  - **Friday, February 5 ~ 9:00am – 12:00pm ~ Poplars W183**
- **Disbursement Voucher II: Advanced**
  - **Wednesday, February 10 ~ 9:00am – 12:00pm ~ Poplars W183**

Please see the [FMS Disbursement Voucher Certification](#) link for information on the current requirements. Questions? Please contact [FMS Customer Service](#).

## KFS Purchasing

- **KFS Purchasing Training Basics**
  - **Wednesday, February 3 ~ 9:00am – 11:00am ~ Poplars W183**
  - **Wednesday, March 2 ~ 9:00am – 11:00am ~ Poplars W183**

For additional information please contact [Donna Burkhardt](#).

## Travel

- **Travel@IU Training**
  - **Tuesday, March 15 ~ 9:00am – 11:00am ~ Poplars W183**

For additional information please contact [Donna Burkhardt](#). Also, see [Travel Video Tutorials](#).

## Fee Remission Third Party Contract (TPC) Training

Fee remission training for new users is offered on the 2nd **Tuesday of each month at 12 noon**.

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

## Office of the Treasurer

- **Go to Office of the Treasurer’s Website**, find “General Information” on right hand side and click on “Training” for more detail.

## Organizational Development Classes

Organizational Development Classes are online and available for registration.
Upcoming issue ...

Our next Spotlight issue is coming in February 2016 and will include:

- All current sections
- And much more...

Do you know anybody who should be receiving this publication? Please send an email to cats@indiana.edu to be added.

Image courtesy of Indiana University. Digital Asset Library

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.