BUDGETARY ADMINISTRATION & PLANNING (BAP)

Campus Administrative Training Series (CATS) Knowledge Base

Knowledge Base activity of the month: Scholarships
Policy that supports this activity: IU Financial Aid Code of Conduct, USSS-16

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’d like to be reached.

POLICY STATION

Licensing and Trademark Policy, FIN-LT-01

Updates to Licensing and Trademark policy:
- Wording of policy to keep in alignment with related/pertinent policies,
- addition of nicotine products,
- listing of uniforms and athletic gear;
- and references added to Self-Governed Student Organizations (SGSOs).

Policy Statement (excerpt from policy): “Indiana University (IU) owns and controls its names, marks, logos, colors, insignias, seal, designs, depictions of campus buildings and landmarks, and symbols that have become commonly associated with the University or any of its campuses. These include, but are not limited to: “IU”, the interlocking block IU, athletic teams’ names, “Hoosiers” the University seal, the University coat of arms, the slogan “Go Big Red”, the candy-striped design, the IU Plaid design, the name, “Indiana University” and the abbreviated “Indiana”.

Reason for Policy (excerpt from policy): “The purpose of this policy is to provide standards, information, and guidance on the permissible use of Indiana University’s names and trademarks and to stipulate its licensing requirements.”

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 - Fiscal Year-End Deadlines**

**Saturday, June 30th is the end of the fiscal year.** Many financial documents that are initiated but not approved prior to June 30 will automatically be disapproved.

To ensure that financial documents intended for the current fiscal year (2017-18) have final approval before June 30, it is important for you to identify these unapproved financial documents and to contact persons in the routing chain. [Note: Certain types of financial documents (Auxiliary Vouchers, Cash Receipt, Non-check Disbursement, PCDO, and Disbursement Vouchers) are not disapproved at year-end, but upon final approval will post to whichever fiscal year is current.]

Purchasing/Accounts Payable documents (POs, Payment Requests, etc.) and Salary Transfers are not considered financial documents and are not automatically disapproved at year end.

**Disbursement Vouchers post expense and liability entries (object code 9042) upon final approval and deduct cash and remove the liability when the payment is disbursed via check or ACH.** Disbursement Vouchers approved by 5:00pm on Thursday, June 28 will be disbursed on Friday, June 29 and have their cash deducted in fiscal year 2018. Disbursement Vouchers approved after Thursday will have their cash deducted in fiscal year 2019. Wire transfer DVs are an exception to this and will have their cash deducted in whatever fiscal year they are approved.

Additional information about the disapproval of financial documents and instructions for searching for documents that still require approval can be found on the “KFS Financial Processing (FP) Documents” page of the FMS Year-End Newsletter, available here: [http://go.iu.edu/21BR](http://go.iu.edu/21BR)

For additional information about the year-end close process, please visit the FMS Year-End Newsletter: [http://go.iu.edu/21BS](http://go.iu.edu/21BS)

FMS Customer Service

*Questions? Please send an email through FMS Support*
Human Resources - June 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.

THE FY 18/19 BUDGET LOAD HAPPENED THE EVENING OF JUNE 15TH. ALL STAFF EDOCS NOT FINALIZED THEN WERE DISAPPROVED. Please email the IU HR Transaction team at hredocs@iu.edu if you need to route a staff eDoc that is effective prior to July 1 as they will need to remove the 7/1 row for you. Same goes for staff terminations effective July 1st or before.

For the monthly pay period ending June 30th -- All biweekly-paid Temporary and Staff eDocs should be received in the Campus HR Action List by July 2nd. This will enable final approvers to meet the payroll deadline of July 3rd. This applies for any activity that needs to be reflected on the July 13th paycheck.

For the monthly pay period ending June 30th -- All monthly-paid Staff eDocs should be received in the Campus HR action list by June 14th. This will enable final approvers to meet the payroll deadline of June 19th. This applies for any activity that needs to be reflected on the June 29th paycheck.

General eDoc Information:
Maintain Funding and Maintain Time Assignment eDocs saved after the vouchers are created will NOT take effect for that payroll. Department payroll will have to manually update their vouchers for that payroll closing.

Please contact Emily Kirkman directly if questions arise about this notice. If you have questions or need assistance related to staff or temporary related eDocs please email hredocs@iu.edu to reach an IU HR Transaction Services team member.

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

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

Specific Educational Expense Form
This form is now an electronic form on our SharePoint site at https://indiana.sharepoint.com/sites/bosfa/scholarships/default.aspx.

Questions? Please send an email to deptsch@indiana.edu.
FISCAL CHECKLIST & DEADLINES (continued)

Spring 2018 Effort Certifications

Spring Effort (January 1 through June 30, 2018) will close salary transfers July 31st.

Best Practice suggestions:
1) Use the ORA Dashboard - Institutional Base Salary to review effort for your department, by PI, by Account, etc.
2) Review all PI effort to evaluate for 100% and for over the Salary Cap adjustments.
3) Any Salary Transfers and/or eDoc’s need to be followed through routing.
4) Check out the new Research Admin web page for up to date information.

Fiscal Officers and Principal Investigators are requested to verify the Effort Certification Documents (ECD). The ECD is a reasonable reflection of effort across all institutional activities. To locate the ECDs, log into One.IU with DUO Token, then access your Action Item Listing application. Additional information concerning ECDs can be found at: Guidance for Document Routing and approval or for tracking documents, please view 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.

HR Announcement: Update on PeopleAdmin Posting Approval/Hiring Proposal Process

Recently, as a recommendation approved in the Talent Acquisition Rapid Redesign held last May, the team has just completed the training and roll-out of PeopleAdmin users on a new process of approvals for job postings and hiring proposals.

They deconstructed the processes behind these tasks and—with the help of other involved teams, such as Budget and Compensation—they rebuilt the approvals method to include a budget and internal equity review earlier in the process, ensuring a quicker turnaround for hiring proposals and fewer last-minute surprises. A faster process will put an offer into a candidate’s hands quicker, enhancing the candidate experience. The new approvals process went live on June 11th.

Click here for training manual, training video, FAQs, among other useful information and procedures.

Questions about People Admin? Email askHR@iu.edu. Jenna Ellis is also available to serve as resource for any questions relating to this new process.
**FISCAL CHECKLIST & DEADLINES** (continued)

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**FMS: Capital Asset Change for FY19**

**Effective July 1, 2018,** the purchase or lease of capital assets will not be allowed on recharge/service center (66*) accounts.

Capital assets associated with a recharge/service center activity should be purchased on a renewal and replacement (92*) account, if possible.

If a 66* account is used on a capital requisition, Capital Asset Management will issue a correcting document to move the costs to the organization’s 92* account.

If the organization does not have a 92* account, the department will be contacted for a different account.

*All questions regarding this change should be directed to Auxiliary Accounting at auxacct@iu.edu.*

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**FMS Training – University Tax Training**

**Do you make payments to students or employees? Do you work with domestic or international vendors?**

Join University Tax Services for a training session to learn more about making payments at IU!

This summer, University Tax Services is holding two interactive training sessions. Each class will discuss payments to students, employees, and independent contractors. One session will focus on domestic payments, while the other will focus on international payments.

University Tax will walk through the Standard Operating Procedures (SOPs) surrounding these types of payments. Participants will have the opportunity to test their knowledge by answering polling prompts and discussing case studies. This is a great opportunity to review these important SOPs before the start of fall semester!

These tax training sessions are being held on **July 11 and 12.** You may attend in person on the Bloomington campus, or online via a Zoom meeting room.

To sign up for a training visit [FMS Tax Training](mailto:fmstrain@indiana.edu).

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

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**Chrome River Travel & Expense FAQs!!!**

As promised, Travel Management Services and the Office of Procurement Services (Purchasing) have put together all the questions sent by you on a [FAQ](mailto:fmstrain@indiana.edu) document for your use. They have split the document in two parts: Travel Questions and P-Card Questions.

Also, Travel Management Services have set up a special section on their website dedicated to all things Chrome River. See [NEW! Chrome River News](mailto:fmstrain@indiana.edu) on right side menu.

For training, please sign up [here](mailto:fmstrain@indiana.edu).
FISCAL CHECKLIST & DEADLINES (continued)

FMS Accounts Payable: Invoice Processing

As fiscal year end approaches, it is important to clarify the procedures that we follow in processing invoices at the end of the year. The INVOICE DATE is used to determine which fiscal year that invoice is charged against regardless of the year of the PO creation. The invoice date is the date presented on the first page of an invoice that has been assigned by the vendor.

All invoices received by AP up to and including Thursday, July 5 with an invoice date of June 30 or before will be processed in the Fiscal Year 2018 accounting books. Invoices dated July 1st or later will be processed in the Fiscal Year 2019 accounting books.

KFS utilizes a post-back logic that books Fiscal Year 2018 expense for invoices dated June 30 or before and processed by Thursday, July 5. The post-back period ends on July 5. General ledger expenses book to Fiscal Year 2019 regardless of the invoice date beginning July 6. June or prior invoices billing service and/or maintenance contracts with period begin dates of July 1, 2018 or later will be processed as received. Similarly, membership billings for Fiscal Year 2019 memberships that expect payment in advance of June 30, 2018, will be processed as received. Accounts Payable will tabulate the invoice and accounting detail so that a financial reporting adjustment can be made to the Fiscal Year 2018 reports.

Beginning with invoice processing on July 1, 2018 the billings referenced in paragraph four will be processed by the following procedure if the purchase order is encumbered for FY2019.

1. The invoice date on the payment request document will be entered as July 1, 2018 if the actual invoice date is June 30, 2018 or prior. KFS will book the expense to FY19.
2. The pay date will be populated based on billing invoice date and defined procedures. For example, a June 1, 2018 membership billing of a FY19 PO with Net 30 Day payment terms will be processed with invoice date of 7/1/2018 and pay date 7 days from processing.

Here is a reminder for subscription and membership payments from the Financial Management Services Newsletter, March, 2016. (Note procurement card payments are permitted in addition to DV payment processing. Check with Purchasing if you have questions.):

- **Subscriptions** should be processed on a DV (unless they require a contract signature or are software subscriptions). The billing notice is typically generated through a renewal reminder rather than through an invoice; therefore, a DV is the appropriate method for payment.
- **Memberships** should be processed on a DV if the membership does not require an agreement or ongoing services/data sets (such as Cloud) which would require a security review.

The $1,000 limit on Disbursement Voucher transactions applies to "Compensation for Services" and "Payments for Contractual Agreements" and not to subscription / membership payments.

As an additional reminder, units requesting memberships in External Organizations are required to submit a membership application to University Administration. Detail for Sponsorship & Membership Applications is located on the Indiana University Brand Guidelines webpage.

The procedure documented above has been followed for the past six fiscal years.

Goods, or merchandise, are rarely pre-billed. If you order equipment or supplies in the month of June and ask for a delivery of July 1 or later, the vendor may ship your product early and issue an invoice on the date shipped. In this case, the invoice will be processed in FY18. Please keep this in mind when placing orders for products that you do not wish to take delivery of until after the fiscal year end.

*Questions about these sessions may be directed to fmstr@indiana.edu.*
Good News from University Tax!

Indiana University has historically filed the IRS Form 8300, Report of Cash Payments Over $10,000 Received in a Trade or Business, based on the interpretation of tax regulations that classified the university as a “government instrumentality”.

General Counsel for Indiana University, recently reviewed IRS regulations regarding the definition of a “political subdivision”. Based on their review, they concluded that Indiana University meets the criteria to be defined as a political subdivision and, as such, would not be required to file Form 8300. Political subdivisions are not required to file this form.

Effective immediately, the university will not be filing Form 8300. Therefore, you no longer need to complete the IU Cash Reporting Form and submit to University Tax Services. However, University Tax will be reviewing cash receipts on an audit basis.

For assistance, please send a message to taxpayer@iu.edu.
Training dates and information might change over time. Contact the responsible unit or contact person to be informed of the current status for a specific item.

Campus Administrative Training Series (CATS)

**Thursday, September 27 ~ 1:30 – 4:00pm ~ Whittenberger Auditorium, IMU.**

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

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**FMS – Online Sessions**

- **Critical Data in KFS**
  
  Available 24/7. See [eTraining link](#).
  
  Questions? Please contact [FMS Training](#).

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**Financial Reports - Online**

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

- **IUJE Financial Reports**
  
  **Thursday, July 19**
  
  9:00 – 11:00am ~ Poplars W183

- **Intro to Financial Reports**
  
  **Monday, July 16**
  
  9:00 – 10:30 am ~ Poplars W183

- **Standard Monthly Reports**
  
  **Thursday, August 9 (Zoom)**
  
  9:00 – 10:30am

- **Zoom meeting instructions**
  
  When apply.

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

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**Disbursement Voucher Certification**

*Both sessions require DUO authentication.*

- **Disbursement Voucher Part 1**
  
  **Wednesday, June 20 (Zoom)**
  
  9:00am – 12:00pm

- **Disbursement Voucher Part 2**
  
  **Thursday, June 21 (Zoom)**
  
  9:00am – 12:00pm

**Tuesday, July 24**

9:00am – 12:00pm ~ Poplars W183

- **Disbursement Voucher Part 2**
  
  **Thursday, June 21 (Zoom)**
  
  9:00am – 12:00pm

**Wednesday, July 25**

9:00am – 12:00pm ~ Poplars W183

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

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**FMS Payroll**

- **Kuali Time for Supervisors and Payroll Processors**
  
  *This class is required for new payroll processors.*

  **Tuesday, June 19**
  
  1:30 – 3:00pm ~ Poplars W183

- **Payroll Essentials**
  
  **Wednesday, June 20**
  
  1:30 – 3:30pm ~ Poplars W183

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

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**KFS Purchasing**

Contact [Donna Burkhardt](mailto:donna.burkhardt@iu.edu) for information.
**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 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).

### Organizational Development Classes

Organizational Development Classes are online and available for registration. Contact Wendy Cornwell or call 855-9674 with any questions.

### Endowment Trust Accounting (ETA)

- ETA-Web training (IUF) – limited seating!!
  
  Training offered on 2nd Tuesday of each month:
  
  **July 10**
  **August 14**

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

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

### FERPA Training

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

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

All RAT meetings are scheduled from 1:30–3pm

**Wednesday, July 11** ~ Dogwood Room, IMU

**Wednesday, October 10** ~ Oak Room, IMU

View current classes in Expand.

Questions? Please contact Susan Whitt or call 812-856-2464.

### FMS Travel

- **An Introduction to Chrome River Travel and Expense**
  
  Thursday, June 21 ~ Whittenberger Auditorium, IMU

  9:30 – 11:00am

  Contact Donna Burkhardt for questions.
The Spotlight is a publication designed to Educate, Inform, and Provide Resources to Empower Indiana University Bloomington employees.

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Our next Spotlight issue is coming in July 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 to be added.

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.