



Office of the Executive Vice President for Finance and Administration

Office of the University Controller

UCO Fiscal Officer Newsletter

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An Office of the University Controller (UCO) publication

Welcome to the Fiscal Officer Newsletter! This newsletter is sent to fiscal officers across IU to keep them apprised of important deadlines, new reporting tools, and accounting updates.

A new issue is published the last Wednesday of each month. If you are a new subscriber, 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



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

[UCO Fiscal Officer Calendar](#) >

Accounting Updates

University Accounting & Reporting Services HTML Output Format Retirement

On **November 30, 2022**, the option to output reports in HTML format in the Controller's Office Reporting Tool will be removed. The HTML output format is used infrequently but has a high maintenance cost. Moving forward, Excel will be the only output format.

Use the "Include Hyperlinks in Excel Output" parameter when running reports with display parameters to enable drill-downs or views of line-item details. This option is available on reports that formally had an HTML output format option.

For assistance with running reports or using parameters in the Controller's Office Reporting Tool, please review the report instructions on the UCO website or contact University Accounting & Reporting Services (UARS) at uars@iu.edu.

[Review report running instructions](#) >

Refresher: Chart of Accounts-Framework

Interested in learning more about the chart of accounts and how it affects financial accounting and reporting internally at Indiana University? Take a minute to review the Chart of Accounts-Framework Accounting Standard.

[Refresh yourself on chart of accounts](#) >

Payroll Off-Cycle Processing Fees

University Payroll is authorized to collect processing fees from departments

on certain transactions that result in additional work outside of the normal on-cycle payroll process. PSOP 15.0 sets the fees associated with processing off-cycle and online checks.

[Access PSOP 15.0 >](#)

University Tax Services BUY.IU Tax Information Section

When making a payment for services in BUY.IU, the location of services fields found in the Tax Information section of the requisition must be completed. Services are defined by the object code used on the order. [Click here for a list of service object codes that trigger this requirement.](#)

The location of services entered in the Tax Information section should be based on the physical location of the person/company at the time services are provided.

Example:

You are paying an individual to speak at a conference being conducted online via Zoom. The individual will speak from their home office in Maryland. In the Tax Information section, the location of services country would be "United States" and the state would be "Maryland" since that is the physical location of the individual at the time services are provided.

Review the Completing the Tax Information Section page for a full walkthrough and additional examples.

[Check out the guide >](#)

Other Updates

Travel Management Services

On Monday, November 7, changes are coming to Chrome River that impact when Trip Authorization (currently called Pre-Approval) is required. After this

date, Chrome River will not require Trip Authorization for In-State trips. An In-State trip is defined as one whose destination is within the state of Indiana, regardless of where the traveler originates. Visit the Trip Authorization page to learn more.

[Review trip authorization guidance](#) >

Web Updates

The UCO website continues to evolve. Web updates, such as new accounting standards, service pages, and more are posted on the web updates page by the 15th of each month.

[Review the latest updates](#) >

[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.

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