



Office of the Executive Vice President for Finance and Administration

Office of the University Controller

UCO Fiscal Officer Newsletter

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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](#).

Important Dates

All deadlines are 10:00 pm on the date listed.

[UCO Fiscal Officer Calendar](#) >

Accounting Updates

University Accounting & Reporting Services (UARS) University Chart Manager Update

We are excited to introduce Robyn Frazier as our new University Accounting & Reporting Services Manager and University Chart Manager. This role was previously held by Troy McAlister who has transitioned to a new role within UCO. Robyn joined our team in September. Robyn is a U.S. Marine Corps veteran with a Bachelor of Science in Finance and Accounting and a Master of Science in Accounting. Robyn has over 30 years of accounting management experience in a variety of finance and accounting roles; and most recently served as the Controller at Tasus, Inc.

Please contact your campus chart manager first with any questions or for assistance with the chart of accounts. Any questions for the University Chart Manager should be directed to uars@iu.edu.

Payroll Coming Soon: Payroll Guidebook

UCO Payroll is creating a new Payroll Guidebook that will provide users with more of a one-stop-shop approach to payroll-related information. While this new tool is geared towards departmental payroll processors, it will also be a great resource for Fiscal Officers. Be on the lookout for the new Payroll Guidebook in early 2024!

University Tax Services BUY.IU Tax Information Section

The Tax Information section of the BUY.IU requisition must be completed when making a payment for services. This requirement applies to any service payment, regardless of where the service is performed. 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 the services entered in the Tax Information section is defined as the physical location of the person/company at the time services are provided.

Example

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

Review the training page linked below to learn more about the Tax Information section.

[Learn more about the Tax Information section](#) >

Other Updates

Financial Training & Communications *P-Card Essentials* Update

The *P-Card Essentials* compliance deadline is just around the corner. Training must be completed by responsible cardholder no later than **January 15, 2024**. Non-compliant P-Card holders may have their card(s) suspended after this date.

On October 18, an updated cardholder list, which included training completion information, was distributed to Fiscal Officers. Spreadsheet data

is current as of October 13.

[Review the cardholder spreadsheet](#) >

[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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