



Office of the Executive Vice President for Finance and Administration

## Office of the University Controller

# UCO Fiscal Officer Newsletter

**Issue 37 | March 27, 2024**

**An Office of the University Controller (UCO) Publication**

In this issue:

- New: Financial Sub-Certification Standard
- IU Foundation Scholarship Account Guidance
- Release of 1042-S Tax Forms
- In the Know with UCO: Save Parameters Setting
- HIPAA Training Requirement
- Chrome River Analytics Retirement

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.

Date	Event
April 1, 2024	Rate Setting templates due to Recharge Accounting

[UCO Fiscal Officer Calendar](#) >

# Accounting Updates

—  
**University Accounting & Reporting Services (UARS)  
New: Financial Sub-Certification Standard**

A new standard outlining the financial sub-certification process at Indiana University has been published. This standard provides guidance on the sub-certification submission steps, the submission timeline, and insight into why this process is essential to maintaining effective internal control at Indiana University. Please review the new standard and reach out to reach out to UARS at [uars@iu.edu](mailto:uars@iu.edu) with any questions.

[Review the Financial Sub-Certification Standard](#) >

—  
**Gift & Grant Accounting  
IU Foundation Scholarship Account Guidance**

As part of the Funds Utilization Maximization effort underway by IU and the IU Foundation (IUF), the Office of the University Controller has released guidance for scholarship account creation. This new guidance ensures all IUF scholarship accounts are mirrored via a 1:1 account relationship between the two organizations. This account relationship will provide

departments with access to real-time reporting via the IUF Scholarship Utilization Dashboard. For questions, please contact Jenny Spors-Hill, UCO Gift & Grant Accountant, at [jspors@iu.edu](mailto:jspors@iu.edu).

[Access the 1:1 Scholarship Guidance](#) >

---

## University Tax Services Release of 1042-S Tax Forms

The Office of the University Controller has released all 2023 Form 1042-S. Please notify your staff and suppliers as necessary. If staff/suppliers elected electronic consent, they were notified of the release by email and can access their forms via the [Foreign National Information System \(FNIS\)](#). Those who did not elect to receive their forms electronically should receive their form via postal mail.

Please request all staff and suppliers submit any questions through the Controller's Contact Us page.

[Submit a question](#) >

# In the Know with UCO

Starting this month, UARS will share a helpful tip to help you streamline your processes and get the most out of the Controller's Office Reporting Tool (CORT). This month features the "Save Parameter" Setting in the Controller's Office Reporting Tool (CORT).

---

## Save Parameter Setting

Do you run the same CORT report on a weekly or monthly basis? Use the Save Parameter Setting to save your report parameters. This feature saves you time, by avoiding re-entering parameters, and ensures the same parameters are used each time the report, resulting in consistent output.

[Learn how to save report parameters](#) >

## Other Updates

---

### Accounts Payable HIPAA Training Requirement

For a FO to retain their view access of BUY.IU invoice images containing Protected Health Information (PHI), a current HIPAA Privacy & Security certification must be on file by April 26. Review your Student Dashboard in IU Expand to verify you've completed the course or visit the course page.

[Visit the Student Dashboard](#) >

---

### Travel Management Services Chrome River Analytics Retirement

On **April 15**, Chrome River Reporting transition to Emburse Analytics. The standard reports will be available via the Emburse Analytics link in the dashboard menu, however access is limited. Contact [travel@iu.edu](mailto:travel@iu.edu) If you need help finding, modifying and scheduling desired reports.

Two frequently used reports, Chrome River Unreconciled Transactions and Chrome River Open Approvals, have been added in the Financial Monthly Management Tableau workbook. We encourage you to begin using these Tableau reports as soon as possible.

[Check out the Financial Monthly Management workbook](#) >

[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](mailto:uars@iu.edu).*

---

Indiana University  
107 S. Indiana Ave  
Bloomington, IN 47405