Finance
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.

Date	Event
April 1, 2025	FY26 Rate Setting Templates Due

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

UCO Fiscal Officer Calendar →

Accounting Updates

University Accounting & Reporting Services (UARS)
University Chart of Accounts Standardization Project Status

In the fall of 2022, UCO launched an initiative to standardize the Kuali Financial System (KFS) Chart of Accounts. The goals of this initiative were to ensure and promote consistency, increase efficiency, and improve accuracy in internal and external financial reporting.

Since the inception of this project:

- Of the over 2,000 unique chart object codes, 18% of unused and obsolete object codes were inactivated.

- A review of active object codes across all campus charts was completed checking for the consistent use of naming conventions, object levels, and financial statement mapping.

A draft was completed "on paper" and reviewed aligning the object codes.

- A university wide-standards document to govern the university Chart of Accounts structure and management has been drafted and is in review.

- The object code dictionary has been completed and is now available under 'Popular Resources' on the UCO website.

- Minor changes of object code names are completed to advance the alignment of codes across all campus charts.

Next Steps:

Timetable	Action(s)
Sept 2024 - Mar 2025	Begin technical implementation of standardized object codes in KFS.
Mar 2025	Identified transfer and assessment codes to be inactivated to further align usage prior to FY2026 budget construction. Major name changes to object codes to be completed prior to FY2026 budget construction.
Jun 2025	Implement controls and standards to protect standardized chart of accounts (COA).
FY2026	Continue to develop guidance and controls on object code creation, maintenance, review, and use. Continued development and implementation of review, maintenance, and guidance for the account and org elements in the COA.

Please contact the UARS team at uars@iu.edu with any questions about the COA Standardization Project.

Cost Accounting
FY2026 Fringe Benefit Rates

UCO is responsible for calculating annual fringe benefit rates. Rates for Fiscal Year 2026 (FY2026) have been finalized and are now available on the University Budget Office website.

Review the FY2026 Benefit Rate Guidelines →

University Tax Services
Release of 2024 1042-S Tax Forms

UCO has released all electronic 2024 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. Those forms are set to be mailed on March 15.

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

Submit a question →

Payroll
Paycard Information

Refresh your knowledge by reviewing PSOP 7.0 – Paycard Information. This PSOP describes when paycards are issued as an alternate method of payment for individuals who do not or cannot receive their pay via direct deposit.

Access PSOP 7.0 →

Other Updates

Financial Training & Communication
New Training: Purchasing Changes

On February 10, several Purchasing policies and procedures changed. The new online training, Purchasing Changes, covers all the information you need to know to get up to speed. We encourage you to complete the training, but you can also watch individual videos in the playlist linked below.

Check out the training videos →

Purchasing
Updated SOP-PURCH-02

The Automatic Purchase Order (APO) Standard Operating Procedure has been reviewed and updated. This SOP describes what types of orders require Purchasing's review and how to capture restricted purchases in BUY.IU.

Review the updated SOP →

Travel Management Services
Upgraded Emburse Expense Management Dashboard

The UITS Enterprise Systems team created a new, more robust Expense Management lookup in Emburse Analytics. The new tool provides enhanced lookup functionality and role-based security. A new PDF link streamlines looking up notes and receipts, saving time for end users.

The table below compares the old and upgraded Expense Management Dashboards:

Old Dashboard	Upgraded Dashboard
Located on Emburse Dashboard Menu	Located within Emburse Analytics
Search by Expense	Search by Report ID, Username, Full Name,

Owner or Report ID	University ID#, Account, or Export Date
No PDF view option	View PDF link included

The Upgraded Expense Management Dashboard can be found by following this path in Emburse:

1. Emburse Analytics

2. Indiana University

3. Expense Management

To use this lookup, you must have the Analytics role in Emburse and you will only be able to access the Emburse data of users you have Delegate/Super Delegate permissions for. To request access to this report, or to request access to additional users and organizations, submit a Travel Support Form using these form options:

- **I currently work with Indiana University as a**: Fiscal Officer or Approver

- **I need help with**: Reporting and General Ledger

- **Choose a topic**: Something Else.

Request Analytics access →

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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