



Finance

**University Controller**

## UCO Fiscal Officer Newsletter

**Issue 49 | March 26, 2025**

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

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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

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

<b>Date</b>	<b>Event</b>
April 1, 2025	FY26 Rate Setting Templates Due
April 15, 2025	IU Foundation Scholarship Documents Deadline

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

**UCO Fiscal Officer Calendar** →

## Guest Column

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### IU Foundation Reimbursements

The IU Foundation (IUF) would like to remind all University staff who process IUF reimbursements of the upcoming deadlines relating to fiscal year end.

To guarantee approval of these documents by fiscal year end, scholarship docs should be submitted by **April 15, 2025**. Please visit the [IUF Compliance & Disbursement Services Toolkit](#) and [Scholarship Reimbursement Tips and Timelines](#) for other important dates and information. Additional questions can be directed to Deb Ikerd at [dikerd@iu.edu](mailto:dikerd@iu.edu).

## Accounting Updates

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**University Accounting & Reporting Services (UARS)**

## Controller's Office Reporting Tool (CORT) Upgrade

At the end of April, the technology that supports the CORT reports will be upgraded. This upgrade improves performance and accessibility and offers numerous enhancements to the reports.

The overall functionality of the CORT reports will not change. However, there are several other changes we would like to highlight.

1. The location of CORT reports is changing. Links to the CORT reports will be published in [DS.IU.EDU](https://ds.iu.edu). You will no longer access the CORT catalogue on the UCO website. Instead, you will need to visit DS.IU.EDU and search for "CORT".
2. Bookmarks saved to your browser, or links on report instruction pages, will still work. Over time, these links will be updated on the UCO website to make it easier for users to access reports.
3. UCO will create individual Report Centers for each of the existing CORT groups of reports (i.e., Financial Statements, Audit Reports, Assets) in DS.IU. Additionally, searching for "CORT" in DS.IU returns all of the CORT reports that have been published by UCO.

[See how to access reports →](#)

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### Payroll Paycheck Reissue Process

Refresh your knowledge by reviewing PSOP 8.0 – Paycheck Reissue Process for information on the process for replacing a paper payroll check that is lost, stolen, or mutilated.

[Access PSOP 8.0 →](#)

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### University Tax Services Object Codes for Employee Reimbursements

UCO Tax has noticed an increase in the use of certain reportable object codes for nontaxable employee reimbursements through Emburse. Reportable object codes are used by UCO Tax to capture taxable transactions. These object codes are used to

generate 1099 tax forms, and using them incorrectly results in employees receiving 1099 tax forms inappropriately.

Do not use the following object codes when reimbursing employees: 4084, 4102, 4616, 4617, 4700, 4802, 5007, and 5047. If an out-of-pocket reimbursement must use one of these object codes, notify UCO Tax. The Tax team must manually stop a Form 1099 from being sent to the employee. Contact [taxpayer@iu.edu](mailto:taxpayer@iu.edu) to notify them of a reportable object code being used for a reimbursement, or if you have any further questions.

Remember that it's always preferred to use BUY.IU or the P-Card to make purchases, especially recurring purchases. Review Purchasing SOP-PURCH-38: Ways to Make a Purchase to learn more about why out of pocket reimbursements are discouraged.

**Check out SOP-PURCH-38 →**

## Other Updates

### **Purchasing How did we do?**

The Purchasing and Training teams want to hear from you! Use the short, anonymous survey linked below to share how prepared you felt for the purchasing process changes that were implemented on February 10.

**Share your feedback →**

**[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).*

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