



Office of the Vice President and Chief Financial Officer

Office of the University Controller

UCO Fiscal Officer Newsletter

Issue 11 | January 26, 2022

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 [Financial Training & Communications](#) 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.

Accounting Updates

Financial Operations

Foreign Currency Encumbrances

A new BUY.IU order process for foreign currency begins **January 31, 2022**. One of the major benefits of this process change is more accurate General Ledger (GL) encumbrances.

New orders initiated on or after January 31 will result in purchase orders (POs) stated in the supplier's preferred foreign currency rather than US dollars. Corresponding GL encumbrances will be converted to their US dollar equivalent using the conversion rate at the time of PO creation. Encumbered amounts will remain static after they are created; they will not fluctuate or update as exchange rates change.

Treasury Operations will convert supplier invoice amounts to their USD equivalents during invoice processing using the exchange rate the day payment is sent. The BUY.IU invoice amount will be updated, and the existing encumbrance relieved.

PO encumbrances created before January 31 will not be updated to the new process. Existing orders will continue to pay out using the current process through fiscal year 22 (FY22). Orders still needed in FY23 must be re-entered prior to July 1 using the new foreign currency process. No other action is needed.

Contact the Financial Operations team with questions about encumbrances by emailing finops@iu.edu. Questions about the overall process and training should be directed to the Financial Training & Communications team at estc@iu.edu.

University Tax Services

Living Outside but Working in Indiana

As a continuation of last month's article, employees of Indiana University who work solely in Indiana may not be subject to Indiana state tax withholding if the employee's permanent residence is in one of the following states:

- Kentucky
- Michigan
- Ohio
- Pennsylvania
- Wisconsin

The State of Indiana has established reciprocity agreements with these states. This means that the employee will not be charged Indiana state tax if they complete and submit the IN Form WH-47, Indiana Certificate of Residence. This form does not exempt employees from applicable local income taxes, such as county taxes, for the state of Indiana or taxes imposed in your state of residence. Request that your team members who live in one of the states listed above submit a completed IN Form WH-47 via the steps below:

1. Locate the IN WH-47 form in the [Employee Form Library](#). If you wish to have state taxes from your state of residence withheld from your pay, also locate and complete your state's tax withholding form.
2. Submit the completed forms to UCO Payroll. Include your name, state of residence, and 10-digit university ID number with your form. The following are secure submission methods:
 - Mail: 1024 E 3rd St, Rm 132, Bloomington, IN 47405
 - Secure fax: (812) 856-0805
 - Slashtmp, a secure online file transfer service: [Click here to access Slashtmp](#). Submit the file to ucopayrl@iu.edu.
3. UCO Payroll will update your tax withholding. Monitor your paychecks to ensure you are being taxed appropriately.

Payroll

Recording Hours Worked on Holidays

Please review PSOP 6.0 - Holidays - Recording Hours Worked which provides the procedure for recording hours worked during a holiday for staff in BW1 and BWP paygroups. **This does not apply to employees that are On Call, Standby, or called in to work on the holiday.** Employees must be scheduled to work prior to the holiday.

[Access PSOP 6.0 >>](#)

Overpayment Processing

To lessen the burden on employees who have been overpaid, please remember you can collect back the overpaid amount from future current year payrolls. Review and follow Situation 1 in the PSOP linked below to learn more.

[Access PSOP 2.0 >>](#)

University Accounting and Reporting Services

Reminder: IUIE Auxiliary Report Retirement

Auxiliary reports in IUIE are now available in the Controller's Office Reporting Tools. On **January 31, 2022**, Auxiliary reports in IUIE will be removed. We encourage users to begin utilizing the reports in the Controller's Office Reporting Tool as soon as possible. The historic auxiliary IUIE reports no longer accurately capture and present university financial information.

Most auxiliary reports previously found in IUIE now reside within the Financial Statements section of the Controller's Office Reporting Tools. For assistance with running the reports or any other questions, please contact University Accounting and Reporting Services (UARS) at uars@iu.edu.

[Access Reports >>](#)

Inactivation of Delegates Postponed to April

The planned inactivation of primary and secondary Delegates listed on non-closed accounts (this includes active and expired accounts), where the individual is no longer associated with Indiana University, is being postponed from January 6, 2022 to early April 2022. This update is part of our continuing effort to improve internal controls and facilitate workflow approvals within our financial systems.

To remain an active primary or secondary Delegate, an individual must meet either of the following criteria:

- Have an employment status equal to A (active), L (leave), S (suspended), W (short work break), or P (leave with pay).
- Have a retired status with an active job.
- Affiliate status does not automatically allow for Delegate eligibility.

In the coming months, we will send out reminders and provide additional information to help fiscal officers review and update the primary and secondary Delegates for their accounts. The intent is to update primary and secondary Delegates on a quarterly basis with the initial update occurring in April 2022. We will continue with the planned January 28, 2022 update to Fiscal Officers, Account Managers, and Account Supervisors, similar to what was done in August 2021.

Please contact University Accounting & Reporting Services (UARS) at uars@iu.edu with any questions.

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.

[Click here to 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 the Training team by emailing estc@iu.edu.

Indiana University
107 S. Indiana Ave
Bloomington, IN 47405