



Office of the Executive Vice President for Finance and Administration

Office of the University Controller

UCO Fiscal Officer Newsletter

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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 [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
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April 1 FY24 Rate Templates due to rates@iu.edu.

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

[UCO Fiscal Officer Calendar](#) >

Accounting Updates

FY22 Audit Update

The Office of the University Controller (UCO) is pleased to announce that the university has successfully completed its second year Consolidated Financial Statement Audit with our external accounting firm partners, Plante Moran. Plante Moran issued an unmodified, or "clean," audit opinion of the university's financial statements. Thank you for your contributions to ensuring the university's financial information is accurate, complete, and fairly stated in accordance with regulatory requirements.

Additionally, this year, our audit partners had several recommendations for enhancements to the university's *internal control structure* as it relates to financial reporting. The internal control structure is defined as all institutional processes and activities that prevent the inaccuracy of our financial information, as well as other financial compliance and fraud risks.

In accordance with auditor recommendations, UCO will be rolling out several initiatives over the coming months to improve the university's internal control structure related to financial reporting. These improvements will also work to enhance efficiency to our accounting and transactional processing activity. We will be working closely with the Campuses to ensure that these changes are communicated in advance and that we seek your feedback as we move forward.

Again, the Controller's Office is grateful for your support and cooperation in helping us to ensure best practices at Indiana University as we work to support and forward the university's mission.

University Accounting & Reporting Services University Chart Manager Transition

On **February 1, 2023**, management of the University Chart of Accounts and University Chart Manager role will transition from Bill Overman in UCO External Financial Reporting to Troy McAlister in University Accounting & Reporting Services (UARS). Bill has served as the University Chart Manager since the inception of KFS and has been a critical player in the development and maintenance of the Charts at IU. Bill will be dedicating more time to advanced strategic financial reporting and we thank him for his years with the Charts!

Contact your campus chart manager first with questions or for assistance with the chart of accounts. After February 1, questions previously sent to Bill should be sent to uars@iu.edu.

Recharge Accounting FY24 Rate Setting Template Instructions

The new FY24 rate setting template and instructions are available on the UCO website in the Reference Material Library. Search for "rate setting" on the Reference Material page to locate these resources.

If you are submitting a rate template for FY24, please use the updated template and review the instructions for changes.

[Visit the Reference Material Library](#) >

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 their state of residence.

Request your team members who live in one of the states listed above submit a completed IN WH-47 Form 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
 - [SecureShare](#), a secure online file transfer service. Submit the file to ucopayrl@iu.edu.

Please submit questions to University Tax Services via the [UCO Contact Form](#).

[Go to the Employee Form Library](#) >

Payroll

Establishing New Payroll Deductions

Please review PSOP 17.0 - Establishing New Payroll Deductions. This Standard Operating Procedure defines the criteria which must be met to establish a new, voluntary payroll deduction.

Other Updates

Financial Training & Communications New Chrome River Resources

Several new Chrome River resources were recently published on the Training team's website. Below is a description and link to each:

- [Approved Expense Report List](#): instructions on locating approved Chrome River reports. This query also returns a link to the approved report so you can review its details.
- [List of Chrome River Delegates](#): use this Chrome River report to return a list of expense owners and their associated delegates and super delegates within the chart/org you have super delegate access to.
- [Travel Expense Report Quickstart](#): this interactive video walks through the basics of initiating a travel expense report, reconciling, and adding reimbursements. This video will be added to the Chrome River system dashboard.

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.

[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 UARS by emailing uars@iu.edu.

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