New York University
The Controller’s Division

April 30, 2008
The Controller’s Division (CDV) consists of 7 functional units with 112 employees and an FY08 budget of $9.4m.
Overview:

- The Accounts Payable (A/P) Department processes all requests for payment (PO invoices, reimbursements, advances, business payment forms, etc.) for both Washington Square (W/S) and the School of Medicine (SoM).
- A/P data entry staff have processed 215,000 payment requests through March 2008 (for FY08) which has resulted in the issuance of 83,000 checks and 25,000 ACH transfers.

Current Initiatives:

- Beginning in FY08, A/P began the campus-wide rollout of a new stand-alone on-line system, A/P Workflow, through which payment requests can be electronically prepared, approved, and submitted to A/P for payment.
  - Phase I of A/P Workflow relates to employee reimbursements and advances and will be completed during this fiscal year.
  - Phase II of A/P Workflow will focus on business payment forms (i.e. non-PO invoices) and is scheduled to be fully deployed by August 31, 2009.
- The approval structure in A/P Workflow was designed to ensure all payment requests are routed to an employee’s supervisor or their designee for approval.
- Please visit www.nyu.edu/cdv/apworkflow for further information.
Overview:

- The Payroll Department is responsible for processing the monthly (8,859 employees), bi-weekly (6,766 employees), and weekly (735 employees) payrolls for Washington Square’s 16,360 faculty, administrators, staff and students currently active in HRIS.

The Payroll Department:

- Processes 150,000 timesheets on an annual basis (for weekly and bi-weekly payrolls)
- Issued 25,000 W-2’s for CY2007 with gross wages totaling $709 million.
- Ensures compliance with the University’s 8 collective bargaining agreements

- The Tax Department is responsible for: 1) submitting the quarterly federal and state payroll withholdings; 2) preparation of the annual IRS Form 990 and 990-T for the University and each of its separately incorporated affiliates; 3) issuing the IRS Forms 1098, 1099 and 1042’s on behalf of the University; and 4) conducting the University's non-resident alien tax compliance program.

Current Initiatives:

- During FY08, the Payroll Department worked with ITS to develop a new “off-cycle” payroll process to ensure that employees who are hired or have changes between payroll cycles are paid in the manner they elected (check/direct deposit). Currently, these off-cycle payments are processed manually and paid via a special check run. The new process, launched in April, collects new hire / status changes processed in PASS after the payroll cycle has been run and creates the checks / direct deposits.

- In response to requests received from students to have a consistent payment schedule for stipends and GA/TA/RA wages, the Payroll Department assisted in the development of a new payment calendar and process that will commence with the Fall 2008 term. The wages and stipends will both be processed through HRIS and will be paid on a consistent semi-monthly basis.

- Beginning this spring, a task force was formed to begin the evaluation process of a Time & Labor system for the University. The Time & Labor system will eliminate manual data entry of time sheets, enable labor distribution beyond the current seven line limitation in HRIS, and provide real-time balances (i.e. vacation, sick, etc.) for employees and supervisors. The task force anticipates vendor selection will be concluded in June with an FY09 implementation for Phase I.
Overview:

- The Accounting and Reporting group consists of three departments:
  - Financial Reporting Department responsible for: 1) coordination of the year-end close; 2) preparation of the Washington Square (W/S) annual financial statements, consolidated University financial statements, the Controller’s Report and all ancillary financial statements; 3) coordination of annual audits; and 4) accounting for capital assets and related financing.
  - General & Designated Fund Accounting Department responsible for: 1) fiscal support for operating funds; and 2) accounting and reporting for designated and endowment funds.
  - Account Reconciliation Department responsible for: 1) reconciliation of the W/S cash, short-term, and long-term investment accounts; 2) reconciliation of balance sheet accounts; and 3) compilation of financial-related data for external reports (i.e. IPEDS).

- Copies of the University’s annual report (2007 and prior) are available at www.nyu.edu/cdv/customerservice/financialreporting.

Current Initiatives:

- During FY08, Financial Reporting has worked with BSIRAD to build the W/S balance sheet and statement of activities in the Hyperion Financial Planning tool. Hyperion is a multi-dimension financial modeling tool in which the University’s financial plan, net tuition revenue model, capital plan, and financial statements will be built. The University’s 2008 financial statements will be produced in Hyperion.
Overview:

• The Sponsored Programs Accounting Department (SPA) is responsible for the administration of the post-award life cycle of all grants ($82m in 2007) at Washington Square (W/S): project setup, billing / receivables, financial reporting, and project close-out.

• SPA is also responsible for preparing the Schedule of Federal Awards for W/S and all related workpapers for the annual OMB A-133 audit as well as all other audits conducted by sponsoring agencies.

• Current initiatives:
  • SPA is collaborating with the Office of Sponsored Programs (OSP) and the Contract Office in the development of a Sponsored Programs Administration Handbook which will serve as a comprehensive guide for principal investigators and their staff for pre- and post-award policies and procedures at NYU.
  • SPA is leading the implementation of the Project Costing Module for the Financial System Upgrade Project.
Overview:

- The Contract Office / Indirect Cost Department has three primary responsibilities:
  - Review and negotiation of all research-related contracts for Washington Square (W/S);
  - Preparation and negotiation of W/S’s F&A and fringe benefit rates with the cognizant agency, DHHS;
  - Maintenance of the time and effort certification process for W/S grants.

- W/S’s current F&A rate is 53.5% and its federal fringe benefit rate is 27%.

Current Initiatives:

- FY08 will serve as the base year for W/S’s next F&A rate submission and negotiation that will be effective for FY10. In preparation for this submission, a consulting firm (StratEgisticts) has been engaged to determine if an opportunity exists to increase the identification of costs in the O&M pool that are related to organized research (and therefore, increase the rate submitted to DHHS).

- The University has purchased a new time and effort certification system, Maximus, which will be implemented for the December 2008 certification. Maximus is an electronic, web-based system that will replace the University’s internally-developed, paper-based system (delivered via eReports). The University is required by OMB Circular A-21 to obtain certification of the effort charged to grants and contracts.
Overview:

The Policy, Communications and Information Programs Department is responsible for the development and management of:

- multi-platform communications (including the internal and external websites)
- the standardization of financial policies
- and training and information activities delivered in various ways (in-class instruction, hands-on labs, theme-focused seminars, online tutorials, online references, one-on-one consultations, site visits, etc.).

Current Initiatives:

- In May 2008, a new SVP for Finance & Budget webpage will be launched with links to sub-sites for the finance areas (i.e. Budget Office, Treasurer’s Office, Controller’s Division, Investment Office, etc.). The first SVP site to launch will be a completely redesigned CDV website. A sample of the new CDV homepage is at the right.
- By the end of 2008, three new policies will be issued: Capital Assets, Financial Misconduct, and Incentive Payments to Human Subjects in Research Studies.
Overview:

The Financial Information Systems Department consists of two groups:

- Applications Group: maintains the University’s financial system (PeopleSoft v7.5 aka fame) including security profiles and related segregation of duties analyses, ensures all files submitted from “feeder systems” such as HRIS, SIS, BSR are posted accurately and completely to fame, assists in development of ad hoc reports using fame query tool and brio.

- Operations: supports hardware and software used by CDV, Treasurer's Office, and Insurance / Risk Management, operates fame Helpdesk.

Current Initiatives:

- FIS-Applications is leading the implementation of the General Ledger and Commitment Control modules of the Financial System Upgrade Project as well as the related application security development.

- FIS-Applications continues to assist the Deputy Controller (application sponsor / functional developer) in the maintenance and enhancement of JEMS.
A cross-functional project is currently underway to upgrade the University’s financial system from PeopleSoft v7.5 to the current version 9.0. The primary reason for the Financial System Upgrade Project (FSUP) is to bring the University onto a supported version of the PeopleSoft financial applications.

**Project Assumptions:**

- Close FY08 in v7.5 / Start FY09 in v9.0
- Upgrade the modules currently in use – General Ledger, Commitment Control, Accounts Payable, and Purchasing – and implement a new module, Project Costing for grants and capital projects.
- Maintain the current chartfield structures
- Continue to utilize functionality of eReq (Purchasing Services’ requisition system), BIA (Budget Application), JEMS (Journal Entry Management System), A/P Workflow, Capital Workflow and other upstream applications as bolt-ons in v9.0.

A significant component of the FSUP will be the deployment of a newly designed Brio reporting dashboard that is accessible through NYU Home. Beginning with FY09 transactions, data will be accessible only through this new two-dimensional reporting environment; eReports will be phased out during the first half of FY09. The first dimension (Basic Financial Reporting) will contain a basic set of financial reports, comparable to eReports but with more robust functionality. The second dimension (Advanced Financial Reporting) will contain a series of data “views” from which users can create ad-hoc reports. For easy reference, a data dictionary, which provides a comprehensive explanation of all terms and views, will reside on the dashboard.

Please visit the FSUP website for further information: www.nyu.edu/cdv/fsup