April 29, 2013

This issue of the Controller’s Connection includes information about the JP Morgan Chase Procure to Pay system for PO related invoices, the new online Chartfield Access Authorization Form and other Controller’s Division news.

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JP Morgan Chase (JPMC) Procure to Pay System

As part of our on-going effort to improve customer service and efficiency, as well as continuing to support the University’s green initiatives, Accounts Payable (AP) has piloted a new Procure to Pay system through JP Morgan Chase (JPMC), for Purchase Order (PO) related invoices. The JPMC Procure to Pay system will allow vendors with valid purchase orders to electronically submit invoices to Accounts Payable and discontinue the practice of mailing invoices. The system has been designed to ensure that an invoice meets all PO requirements prior to allowing the vendor to submit the transaction for payment.

These seven vendors have been successfully enrolled as part of the pilot program.

- Anixter Inc
- Affymetrix Inc
- Airgas East
- Empire Office Furniture Inc
- Patterson Dental
- Royal Cable Corp
- Shi International Corp

Efforts are underway to enroll 86 additional i-Buy vendors on to the new system. For updates and more information visit the CDV website.

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Tax Department Q&A Sessions

The Tax Department, in conjunction with the Office of General Counsel, recently presented to the Dean’s Council on the Taxability of Payments made to students for Travel, Research and Foreign Study. Contact the University Tax Director, Louis Curcio, to set-up a time for your school or administrative unit to see the presentation. The presentation lasts approximately 10-15 minutes with a question and answer session afterword. Alternatively, your school or administrative unit can book a one hour question and answer session with Louis Curcio on the tax topic(s) of your school or unit’s choice.

If your department charges sales tax for goods, services (or any other reason), please contact Louis Curcio at 212.998.2955 or by e-mail: louis.curcio@nyu.edu.
New Automated Chartfield Access Form

On April 9th, the Controller’s Division, in conjunction with ITS, the Program Services Office (PSO) and the Decision Support Group (DSG), launched the new automated Chartfield Access Authorization Form. This is the form used to grant access to chartfields which determines the data shown when viewing financial-related UDW+ and BRIO reports.

The forms section of the CDV website housed the old paper Chartfield Access Authorization and Salary Expense Report Request Forms and both links have been replaced with the link to the new automated form.

Submitting a request for chartfield access for you or on behalf of a colleague is now easy, and intelligent workflow automatically routes requests through the new BPM Workspace (the same BudMod & JEMS Workspace) to the appropriate approver(s). Approvers receive email notification and will need to visit the workspace to review and take action on requests.

The new automated Chartfield Access Form offers two types of help built directly into the form. Above each section of the form there are clear, short directions on how to fill out that section. Additionally, more detailed help is provided in the User Guide, which can be found on the left side of the form and can be saved to your computer, if desired. Click here for the Chartfield Access Form.

If you have any questions or issues regarding the new automated Chartfield Access Form, please contact the Financial Operations & Treasury Helpdesk via email at finopr.helpdesk@nyu.edu or phone at (212) 998-1111.