



NYUController'sConnection

News from the Office of the Controller, Financial Operations & Treasury

August 25, 2011

This issue of the Controller's Connection focuses on Plans for AP Workflow, Non-Resident Alien Tax Compliance, School of Medicine (SoM) JEMS use, and Year-End reminders.



Plans for AP Workflow

Due to the University's decision to implement a comprehensive travel system (Egencia and American Express) with locator capabilities (iJet), the Controller's Division has decided that the most prudent step regarding the next phases of AP Workflow is to take a step back. Consequently, we are collaborating with our colleagues in the PSO and have engaged Accenture to assist us in a "Buy vs. Build" analysis for non-PO expense processing. The analysis will compare implementing a packaged expense management system with continuing to build the functionality in-house utilizing Oracle's BPM Workflow tool. Vendor demos have been scheduled (a small group of FO's will participate) and the project team will issue its report and recommendation in late September.



Tax Services Implements GLACIER System to Support Non-Resident Alien Tax Compliance Program

Reminder: The Internal Revenue Service (the "IRS") requires that New York University (the "University") follow specific federal tax withholding and reporting regulations with respect to all payments made to nonresident aliens (a tax term used by the IRS for individuals visiting the United States from abroad).

To enable the University to more efficiently and securely comply with the IRS's requirements, the University is implementing an online tax compliance system ("GLACIER"). GLACIER will facilitate information collection and review procedures for payments to nonresident aliens and will replace the current paper-based, in-person interview processes.

Affected transactions include, but are not limited to, all payments to foreign nationals and foreign entities for compensation/wages for services, honoraria, consulting fees, scholarships, fellowships, stipends, royalties, commissions, and some reimbursements for travel and other expenses.

The new procedures will impact all new payees effective September 1, 2011.

Training seminars were conducted August 17th – 19th. If a representative from your school or administrative unit was unable to participate, please download the GLACIER Handbook from the CDV website at: www.nyu.edu/financial.services/cdv/restricted/pdf/NYUNonresidentAlienGuide.pdf

Please contact Lou Curcio (212) 998-2955 or louis.curcio@nyu.edu for further information.



Washington Square (WSQ) and School of Medicine (SoM) Intercompany Instructions

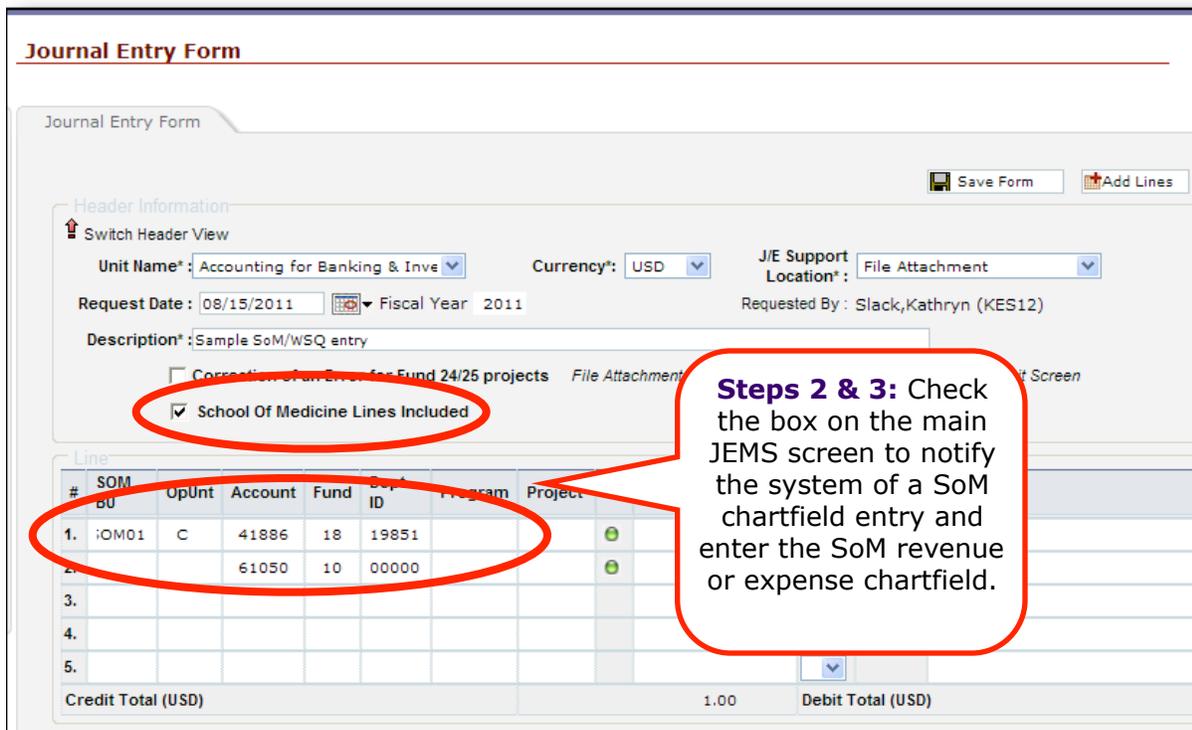
In the Spring of 2011, the SoM left FAME and transitioned to a separate instance of PeopleSoft for NYULMC. The following instructions outline how to process WSQ/SoM intercompany transactions.

Step 1:

Obtain a new valid SoM chartfield from your SoM contact. If that person can't provide you with a valid chartfield, please contact the Deloitte consultant assisting with the SoM transition, Jason Reed. Jason can be reached via email at: jasreed@deloitte.com.

Step 2: Check the box on the main JEMS screen to notify the system that at least one line of the entry will be an SoM chartfield, pictured in the graphic below.

Step 3: Enter an SoM revenue or expense chartfield (line 1 below) and an offsetting WSQ revenue or expense chartfield (line 2 below), pictured in the graphic below.



Journal Entry Form

Journal Entry Form

Save Form Add Lines

Header Information

Switch Header View

Unit Name*: Accounting for Banking & Inve Currency*: USD J/E Support Location*: File Attachment

Request Date: 08/15/2011 Fiscal Year: 2011 Requested By: Slack, Kathryn (KES12)

Description*: Sample SoM/WSQ entry

Correction of an Error for Fund 24/25 projects File Attachment

School Of Medicine Lines Included

Line #	SOM BU	OpUnt	Account	Fund	Dept ID	Program	Project
1.	iOM01	C	41886	18	19851		
2.			61050	10	00000		
3.							
4.							
5.							

Credit Total (USD) 1.00 Debit Total (USD)

Steps 2 & 3: Check the box on the main JEMS screen to notify the system of a SoM chartfield entry and enter the SoM revenue or expense chartfield.

Step 4: Attach appropriate support to the entry for audit trail purposes.

Step 5: Submit the entry for review and approval.

Step 6: JEMS will automatically send the SoM lines to the SoM's instance of PeopleSoft.

Please Note:

- **Valid WSQ and SoM revenue and expense accounts should be used.** The balance sheet accounts to record the receivable and payable will be generated automatically and there is no need for users to process additional journal lines.
- **Transfer accounts (40135 & 77135) are no longer valid** and should not be used for WSQ/SoM transactions.
- **In order to avoid duplicate transactions, it is imperative that users work closely with their SoM counterparts to determine which unit will record the transaction.** Transactions only need to be recorded by one set of users (either SoM OR WSQ).

Questions should be directed to your academic / administrative unit representative in General & Restricted Accounting listed at the following link: www.nyu.edu/financial.services/cdv/accre-resources-pg66).

Please also view the eLearning course **FIN 106: JEMS Users' Guide**, available in the iLearn Course Catalog. Log in to iLearn on the Work tab at NYUHome: home.nyu.edu/work.



Year-End

Fund Balance: As a reminder, fund balances will not be updated with FY11 activity until the final FY11 year-end close is completed. The FY11 final year-end close is scheduled for October 5th. The opening fund balance for FY12 will reflect the FY11 year-end close results on all reports on October 6th. If you need to complete a budmod that involves the FY11 fund balance before October 6th, please include the fund balance brio report for the chartfield as of 8/31/11 – this will provide the most current fund balance + FY11 activity. If you have any questions, please contact your academic or administrative unit's analyst in the Budget Office.

Accounts Payable: Please do not wait until the deadline (September 8th) to submit FY11 payment requests to Accounts Payable – submit them as soon as possible to ensure they are processed and any issues resolved before the deadline.

PASS: PASS will be unavailable 8/25 (6PM) – 8/29 to perform year-end / beginning of year activities.