August 14, 2013

This issue of the Controller’s Connection includes an announcement about two new University Policies, a change to the year-end Purchase Order process, Fall 2013 Undergraduate Billing Cycle, upcoming Year-End deadlines, paycheck service changes and CDV staffing updates.

New Policies

The new Signature Authority and Bank & Securities Account Policies were approved by the University’s Board of Trustees in June 2013 with an effective date of September 1, 2013. Fiscal Officers received an e-mail from Kerri Tricarico containing copies of the new policies and the delegation template for their schools and units. New NYUlearn modules will be published the week of August 19th for both policies (FIN204 for the Signature Authority Policy, FIN205 for the Bank and Securities Account Policy). Please e-mail signature.authority@nyu.edu with any questions, comments or to schedule a 1:1 help session.

Change to Year-End Purchase Order (PO) Process

Effective with the FY13 Year-End Close, open POs in Funds 10, 12, 14, 16, 20 and 60 will no longer be closed after Accounts Payable completes processing for the year. Instead, these POs will be brought forward to FY14 and budget-checked against the chartfield for which they were requested creating an FY14 encumbrance. This addresses two pain points with year-end processing: 1) invoices submitted against POs closed by the old process after year-end require numerous AP / School / Department interaction to correctly charge the payment; and 2) vendors using the new JPMC automated payment tool will submit electronic invoices for closed POs and will encounter processing issues, thus delaying payment. If a school or department wishes to close a PO for Funds 10, 12, 14, 16 or 20, please follow the instructions available on the Purchasing website. The deadline for submitting any PO close requests for these funds is Friday, September 27th. Please submit any questions to finopr.helpdesk@nyu.edu.

Fall 2013 Undergraduate Billing Cycle

Payment for the Undergraduate (UG) Fall 2013 bill was due on August 7, 2013. There will be three rounds of de-enrollment: August 15th, August 22nd, and August 28th. The Advising Deans for each school are receiving daily reports listing students who are not financially cleared. We appreciate your collaboration with the Advising Deans and Tiger Team departments (Bursar, Financial Aid, Registrar, ResLife) to ensure as many students are financially cleared as possible prior to each round of de-enrollment. Please note, students who are de-enrolled will be de-registered from their classes and their housing assignments will be cancelled.
Financial Reporting Transition from Brio to UDW+

As of October 31st, Brio users will no longer be able to access Brio Financial Standard Reports or Brio Financial Ad Hoc Reports (with the exception of a few departments and individuals). If you are a financial Brio user, please be sure to complete the necessary UDW+ training and gain access to UDW+ as soon as possible to ensure you are not negatively impacted by financial reporting challenges.

Upcoming Year-End Deadlines

The final FY13 HR/Payroll processes, including PASS Corrections and Expense Transfers, will occur during the week of August 19th. PASS and HRIS will be unavailable Friday, August 23rd – Monday, August 26th (available Tuesday, August 27th) as the FY14 AMI is uploaded to these applications.

A new “Helpful Information” section has been added to the year-end calendar on the CDV website (http://www.nyu.edu/cdv) to explain the different year-end close periods and the process once the close is completed.

Paycheck Service Changes

On July 26th, an e-mail notice was issued to notify employees that New York University will be changing the banking institution and account from which Payroll payments are disbursed. Beginning with the September 13, 2013 payroll, direct deposit and paper check payroll payments will be issued via NYU’s new account with Bank of America.

The first payrolls to be issued via NYU’s new account with Bank of America are:

- September 13th - Weekly and Semi-monthly Payroll
- September 20th - Biweekly Payroll
- October 1st - Monthly Payroll

For further information about this change, please visit http://www.nyu.edu/cdv. Additional communications will be issued throughout August and September.

CDV Staffing Update

We were disappointed to have Katie Slack, Manager of Financial Reporting, leave the University in July to pursue another opportunity. However, we are delighted that Kevin Shortt (ks138@nyu.edu), Manager of General & Restricted Accounting, moved in to the Financial Reporting managerial role and Ashley Levine (ashley.levine@nyu.edu), a Senior Financial Analyst in Accounting & Reporting, was promoted to fill Kevin’s prior role.

SPA welcomed two new Financial Analysts this Summer - Andrea Nievera joined the team on June 24th and Angel Algarin on July 29th.