May 15, 2012

This issue of the Controller’s Connection provides important information from the Controller’s Division including Outstanding Advance guidelines, Washington Square and School of Medicine intercompany instructions, news regarding ePRINTVIEW and the social security Wage Base, revised Business Expense Policy guidelines for legal services and a welcome to new employees.

Accounts Payable Outstanding Advance Guidelines

According to the University’s Expense Reimbursement Policy, outstanding employee advances for business expenses must be reconciled within 30 days of the end date of the trip or event.

Administrators should use the Accounts Payable Open Advance Brio Report to monitor outstanding employee advances in their departments. This report can be found in the Brio Finance Standard Reports library in the Administrative System channel at NYUHome.

To reconcile advances submitted prior to the implementation of AP Workflow or advances given to employees who are no longer working at the University, please contact Accounts Payable customer service by email: cdv.apcs@nyu.edu or by phone: 212-998-2990 for further instruction.

New Business Expense Policy for Legal Services

Effective immediately, all invoices for legal services must be reviewed and approved by the University’s Office of General Counsel prior to submission to Accounts Payable for payment. For more information, please contact Norma Minguela, Legal Manager at the Office of General Counsel, at 212-998-2256.

Instructions for Intercompany Transactions Between Washington Square and School of Medicine

As communicated in a prior edition of the Controller’s Connection, the School of Medicine (SoM) left FAME and transitioned to a separate instance of PeopleSoft for the NYU Langone Medical Center. The following instructions outline how to process transactions between Washington Square (WSQ) and the School of Medicine, often referred
to as intercompany transactions. These instructions are available on the Controller’s Division website: www.nyu.edu/financial.services/cdv/accre-resources.

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 Marisol Bonilla at the SoM by email: jems@nyumc.org.

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: As pictured above, enter a SoM revenue or expense chartfield (line 1) and an offsetting WSQ revenue or expense chartfield (line 2).

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. SoM Finance has JEMS access to view journal entries and related support.

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. 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, accessible on the Work tab of NYUHome.

ePRINTVIEW: Online 2011 Form W-2's

In December 2011, the NYU Payroll Department launched ePRINTVIEW, a secure electronic Form W-2 retrieval application. This opt-in self-service tool is available on the Work tab at NYUHome in the NYU Online W-2 channel.

Employee communications were circulated to announce the arrival of the service and to provide instruction to employees on consenting to and using ePRINTVIEW. Employees who did not opt-in to ePRINTVIEW service within the enrollment period received paper copies of their 2011 Form W-2’s via US Postal Service to the home address on file.

At this time, all employees can access ePRINTVIEW to obtain a copy of their 2011 Form W-2 online in ePRINTVIEW regardless of their opt-in decision in December.

A future enhancement to ePRINTVIEW online self-service will provide all employees with the ability to access an electronic copy of their 2008, 2009 and 2010 Form W-2’s.

Kiosks Now Available for ePRINTVIEW & GLACIER

Kiosks with computers and printers are now available for ePRINTVIEW secure electronic Form W-2 retrieval and for GLACIER non-resident alien tax administration. The kiosks are located in the Financial Operations & Treasury foyer at 726 Broadway, 9th floor.

Social Security 2012 Updates

Wage Base
The 2012 Social Security wage base is $110,100 - increased from $106,800 where it had been set for the past three years. There is no change or limit to wages subject to the Medicare tax. As such, all covered wages are still subject to the 1.45% tax rate.

Tax Rates
The Federal Government has extended the 4.2% employee withholding Social Security tax rate through 12/31/12.
Welcome New Employees

Eriny joined the Financial Reporting team as a Senior Financial Analyst just before the Fiscal Year 2011 audit. She will be responsible for ensuring the accurate and timely reporting of internal and external requests, including Consolidated Financial Statements, Pension and Post-Retirement Plan Audits, Higher Education Surveys, etc. Eriny is a CPA and spent the last three years with Deloitte & Touche. In her most recent role as an audit senior she assisted with various Pension and Post-Retirement Audits and various other ad hoc projects. Eriny can be reached by email at etm2@nyu.edu.

Dylan Lorenz: Digital Resources Specialist – Communications & Training
Dylan Lorenz joined the Communications & Training team as a Digital Resources Specialist in February 2012. Dylan works to develop eLearning and related media and communications projects for the Controller’s Division and Financial Operations & Treasury units. Dylan joins NYU from American Express where he worked as a Compliance Training Administrator, providing technical and training support on Code of Conduct and regulatory courses specific to markets and business units around the globe, and editing and updating content for the American Express Compliance and Ethics SharePoint site, The Square. He also brings experience as a senior producer at the educational media company, Magnet Media, where he oversaw production on long-form video tutorials for clients including Apple, Inc. and Adobe Systems. Dylan can be reached by email at dylan.lorenz@nyu.edu.

New & Revised AP Workflow eLearning Now Available

FIN 005: AP Workflow Real Life Examples is now available in NYUiLearn. The Real Life Examples course walks through demonstrations of frequent AP Workflow request types. Lesson modules include:

- Adding a New Address (1 min.)
- Business Meal Reimbursement (5 min.)
- Car Rental Reimbursement (6 min.)
- Currency Conversion (6 min.)
- Hotel Reimbursement (5 min.)
- Meals Reimbursed Per Diem (5 min.)
- Missing / Inadequate Documentation (3 min.)
- Personal Car Mileage Reimbursement (5 min.)
- Requesting & Reconciling a Travel Advance (7 min.)

In addition, a revised FIN 003: All About AP Workflow is also available. This updated course is organized in short lesson modules called “Show-Me Demonstrations”. Lesson modules also provide menus that allow users to navigate through topics and sections.

These courses are available in the NYUiLearn Course Catalog, accessible on the Work tab of NYUHome. If you are already enrolled in FIN 003: All About AP Workflow, click on Your Registered Classes & Events in NYUiLearn to view the revised course.