



Research Administrator's  
Forum  
i-Buy NYU Sneak Peek

April 14, 2016



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# What is Project Lighthouse/i-Buy NYU?



# What is Project Lighthouse/i-Buy NYU?

- Part of a University-wide initiative to improve the overall process of buying goods/services and paying suppliers
- Involves the implementation of a new system, **i-Buy NYU**, which will replace eReq and two payment request forms:
  - Business Payment Form (BUS5000)
  - Payment to Individuals Form (IND4000)
- i-Buy NYU will impact anyone who buys goods or services at the University and is targeted to go-live on June 20, 2016

- Enhance the NYU community's quality of service through **improved transparency** into ordering and payment processes
- Ensure a **user-friendly experience** with an ease of use platform supported by self-service capabilities
- Adopt a **simple and consistent solution**, using best-in-class processes and technology
- **Eliminate paper forms** to increase efficiency, consistency and timeliness of transaction processing
- Implement simplified, yet effective, controls



# Roles in i-Buy NYU



Transactions are centered around the following key roles:

1

## The Shopper



Selects Items and adds them to a shopping cart



Assigns a cart to a **Requestor** within their school/dept for review



Can acknowledge receipt of goods/services

**Note:** All University employees will have the role of **Shopper**. **Shopper cannot** submit an order.

2

## The Requestor



Reviews shopping carts assigned to them by a **Shopper** in their school/dept\*



Submits carts for approval



Acknowledges receipt of goods/services

\***Requestor** will receive an email when a shopping cart has been assigned to them

3

## The Approver



Reviews Purchase Requisitions\*



Confirms purchases are accurate, complete and compliant



Approves or returns requisitions\*\*

\***Approver** will receive an email notification when a requisition requires their approval.

\*\***Approvers** have ability to edit requisition details, including chartfields.



# Key Changes to Grants-Related Processes (Funds 24/25)





- Approval workflows for Funds 24/25 requisitions will be driven by the existing Departmental Administrator (DA) and Principal Investigator (PI) data within FAME, with the following rules:
  - For Grants POs and Invoices (excluding subawards) **up to \$5,000**, approval will be required by Dept. Admin
  - For Grants POs and Invoices (excluding subawards) **more than \$5,000**, approval will be required by both Dept. Admin and PI
  - For all Subaward requisitions and invoices, approval will be required by both Dept. Admin and PI, **irrespective of dollar amount**

As part of the i-Buy NYU release, **Flextecs will be decommissioned.** Please note the following important cut-off dates:

<b>Midnight, June 3</b>	Last day for POs to be loaded in Flextecs.
<b>Midnight, June 4</b>	Last day to load invoices in Flextecs. Any invoices received after June 4 will be processed in i-Buy NYU.
<b>Midnight, June 10</b>	Last day for PIs to approve invoices in Flextecs. <b>Any unapproved invoices as of June 10 will be canceled by Flextecs and reprocessed in i-Buy NYU from June 20 onwards.</b>
<b>Midnight, June 14</b>	Last day to process invoices through Accounts Payable.
<b><u>i-Buy NYU go-live:</u> June 20<sup>th</sup>, 2016</b>	All subaward invoice payments will be initiated via the Subaward Form in i-Buy NYU.

NOTE: Beginning July 1, 2016, invoice images and approval data from Flextecs can be requested by contacting the FinanceLink Service Center ([askfinancelink@nyu.edu](mailto:askfinancelink@nyu.edu) or x81111).

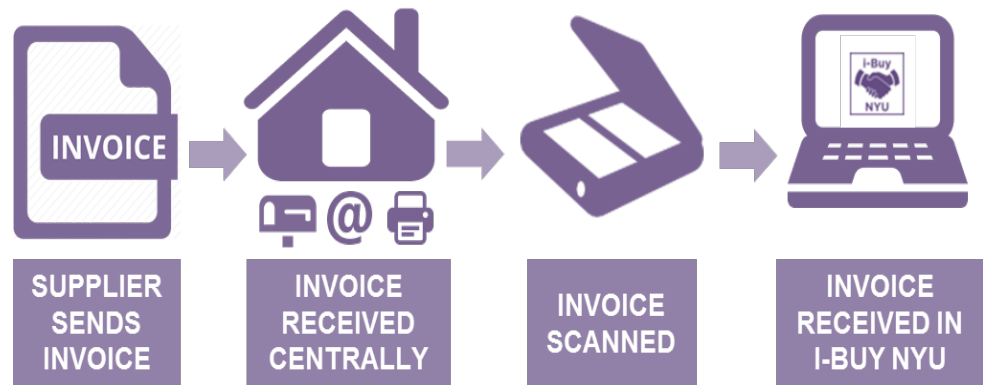
- To order goods/services or issue payments to subawardees, all suppliers must be active within i-Buy NYU
- New suppliers can be added via the Supplier Request Form (accessible from i-Buy NYU homepage)

- Invoices can be submitted in i-Buy NYU one of the following ways:

## Option 1: E-INVOICE



## Option 2: PAPER INVOICE





# Sneak Peek of i-Buy NYU





# Demo: Funds 24/25 Process





# Demo: Subaward Form





# Next Steps





## Thank you!

- User Acceptance Testing (UAT) will start at the end of April and will include 1-2 sessions exclusively for Departmental Administrators and Principal Investigators.
- Training will start in late May to early June.
- **Questions?** Contact [project.lighthouse@nyu.edu](mailto:project.lighthouse@nyu.edu), or visit the i-Buy NYU Resource Portal to access project documents :  
<https://sites.google.com/a/nyu.edu/ibuy-nyu/>