

NYUController'sConnection

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News from the Office of Controller

August 3, 2018

De-Enrollment for Fall 2018 Undergraduate Students

Fall 2018 bills were issued to undergraduate students on July 17, 2018 and are due on August 7, 2018. De-enrollment for undergraduate students for the Fall 2018 semester begins on August 16th. The de-enrollment process involves reviewing the accounts of all undergraduate students who have not satisfied (i.e. made payment arrangements or paid in full) their Fall 2018 financial obligation and determining whether there is justification to allow them to remain registered. Less than 1% of the enrolled undergraduate population is de-enrolled each semester.

De-Enrollment for the Fall 2018 semester occurs 3 times before classes start on September 4th: 08/16/18, 08/23/18 and 08/30/18 and involves the collaboration of the Bursar's Office, Office of the Registrar, Financial Aid, Residential Life, StudentLink, Global Services and the Advising Deans of each school.



FY18 Year-End Close Calendar

The [FY18 Year-End Calendar](#) provides important dates and information for Accounting, Accounts Payable, Bursar, Budget, Payroll and Procurement.

A review and Q&A session will be held on August 8th at 2pm in Room 191 of 105 East 17th street. Also please don't hesitate to reach out to your academic/administrative unit representative in either the Budget Office or Accounting with any questions.



Moving Expenses

Before the Tax Cuts and Jobs Act ("The Act"), the reimbursement of Relocation Expenses were not subject to Federal and State income tax provided the following tests were met:

- Commencement of Work Test (expenses incurred within one year of move)
- Distance Test (50 miles)
- Length of Employment Test (39 weeks employed full-time)

After passage of The Act, reimbursements of relocation expenses are subject to Federal income tax beginning on January 1, 2018 through December 31st 2025.

In response to the changes imposed by The Act, the University has implemented a standard additional compensation allowance to be provided in connection with relocation expenses. The [University Business Expense Policy](#) was recently updated to reflect the new standard.



Bookstore in i-Buy NYU

Procurement and Campus Services have successfully worked with Follet (NYU's Bookstore operator) to enable the NYU Bookstore as an i-Buy NYU punch-out supplier. Now Bookstore purchases can be easily submitted via i-Buy NYU punch out catalogs. This means the use of the P-Card for Bookstore purchases via i-Buy NYU is no longer required. The NYU Bookstore is now split into two i-Buy NYU sites for your purchasing needs.

- NYU Bookstore (for all general needs and Apple computers)
- NYU Bookstore Special Orders (Metro Cards, special volume/bulk orders etc.)



Supplier Inactivation

As part of Procure-to-Pay (P2P) continuous improvement and data management best practices, a supplier inactivation process will be performed in i-Buy NYU on a quarterly basis commencing July 2018. Any supplier that has not had any a) purchase order or b) invoice activity for the past 18 consecutive months will be made inactive for buying and paying in i-Buy NYU. Suppliers that have dormant but open PO's will remain active. If necessary a supplier can be reactivated by contacting askfinancelink@nyu.edu. A link to the list of suppliers that were inactivated was posted on the i-Buy NYU home page message board.



Open Travel Advances

Please review the AP Open Advance Payment Report in UDW+ (Report S07) for your school/administrative unit to ensure timely reconciliation of open travel advances. As a reminder, the Business Expense Policy requires reconciliation of advances within 60 days from the "end of date" of the trip or event.