



FinanceLink Newsletter: Issue 2

Welcome everyone to the start of the new academic year.

This issue includes year-end reminders, clarification about the supplier invite process, Global Payment Cards and the University’s sales tax recovery initiative.

Year-End Close Reminders

As we begin FY18, here are some reminders for closing out FY17.

- The close for Period 13 (Second Close) is scheduled for Thursday, September 28th
- The close for Period 14 (Final Close) is scheduled for Monday, October 9th

Click here for the complete calendar: [FY17 Year-End Close Calendar](#)

When to Use a Change Order

DO use a Change Order to:

- ✓ Close or cancel a PO to release an encumbrance
- ✓ Change a chartfield
- ✓ Increase a dollar amount

DO NOT use a Change Order:

- × To change a chartfield on a PO that has already been paid. That is handled through JEMS.
- × On a punch-out/catalog (e.g. Staples) order. Those items need to be returned and a new order submitted.
- × For Payment Request Forms

For more information regarding when a Change Order should be initiated, [click here](#).

Whom do I “Ask”?

FinanceLink, PeopleLink or DSG?

askfinancelink@nyu.edu - For inquiries related to buying and paying, invoices, vouchers, AP workflow, i-Buy NYU, 1099s, student payment forms and honorariums, chartfield access, or Form W9.

askpeoplelink@nyu.edu - For inquiries related to employee payments, benefits or other Human Resource topics, issues with PeopleSync (WorkDay), or Form W2.

askdsg@nyu.edu - For inquiries related to access, training, troubleshooting, report building, and other support for UDW+ (University Data Warehouse Plus).



Clarification about the Supplier Invite Process

FinanceLink often receives inquiries regarding the status of supplier invites and requests to “re-send” the invites remains high. It is important to keep in mind the following:

All new suppliers and individuals being paid via i-Buy NYU are required to complete an online registration profile. Only individuals requested via the Guest Re-imbursement are not invited to register but are added internally.

Requests are done in i-Buy NYU and the supplier enrollment team approves and invites the prospective suppliers via e-mail to register on the NYU Supplier portal.

Please remember to inform all new suppliers to expect an e-mail from i-Buy NYU. The email will contain a link that will allow the supplier to create an account and register.

There are instances where the e-mail may go into a suppliers spam folder. Always alert them that our invite may go to their spam folder.

It does take 24-48 hours to review and approve a completed supplier registration. In some cases the registration may have to be returned to the supplier which could result in a delay. In those rare instances where a supplier approval is urgently needed, contact FinanceLink at: askfinancelink@nyu.edu for escalation.

The process does work well. Since we went live with i-Buy over 14,900 suppliers have been successfully registered.

Global Payment Cards

The [Global Card Program Team](#) in Treasury manages the various payment card programs available for paying for goods and services at NYU. Our office is located at 105 E 17th Street, 3rd Floor.

Payment Cards on FinanceLink

The [Payment Card](#) page is in “Buying and Paying” and contains up-to-date information regarding applications, forms, and training videos. Features include:

- Purchasing Card (P-Card), Corporate Travel Account (CTA), and Bookstore Applications
- Newest program information

Renewal Cards

All P-Cards and CTA cards expire three years after the issue date. Renewal cards are sent approximately one month prior to the expiration date to the Payment Card office. Cardholders will be notified by the Payment Card team when the renewal card is available.

- **Mandatory Refresher Training:** All cardholders receiving a renewal card must complete a refresher training. The refresher training, FIN 210R, can be accessed via NYUiLearn. The FIN210R certificate is required per the [Payment Card Policy](#).
- **New Personal Identification Number (PIN) Process:** Cardholders issued a new or replacement card will no longer receive a PIN mailer and will have the ability to set or re-set their own PIN. Cardholders will need to provide the following information:
 - Verification ID (see section below)
 - Phone number on file for the account
 - Zip code for the billing statement

**Verification ID**

New, replacement, and renewal cards all require a verification ID. A cardholder's verification ID is the individual business phone number less the 3rd digit of the area code. Example with a 212 area code: 219999999.

Compromised Cards

P-Cards that are compromised due to fraudulent charges will be replaced by Bank of America. The compromised card will automatically be closed and a replacement card will be mailed directly to the Global Payment Card office at 105 E 17th Street, 3rd Floor, New York, NY 10003. An email will be generated to schedule a card pick up time.

Follett Bookstore

The existing Bookstore cards were enabled for Follett prior to the implementation on July 20th. All P-Cards can be used at Follett as in any other retail establishments.

NYU Student Club Cards

The Global Payment Card team, in collaboration with the Program Services Office (PSO), implemented the "Student Club Card" pilot with multiple schools. The Student Club card offers student clubs a departmental P-Card to reduce out of pocket expenses for students throughout the semester. The schools and unit active in the program:

- Center for Student life
- School of Dentistry
- Stern School of Business
- Tandon School of Engineering

Sales Tax Recovery Initiative

The University has implemented a new procedure to recover sales tax on NYU issued American Express T&E Card purchases.

Sales taxes are identified on business expenses submitted to AP Workflow for reimbursement. Our Procurement department then works with the individual merchants to post credits in the amount of the sales tax charged to the card account.

Once the credit in the amount of the sales tax is posted to the individual's card account, NYU will request the issuance of a refund check payable to the University to recover the sales tax.

We want American Express cardholders to understand that the credit in the amount of the sales taxes reimbursed to American Express is due to New York University.