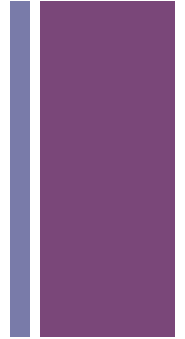


Introduction to Tax Levy
and CUNYfirst

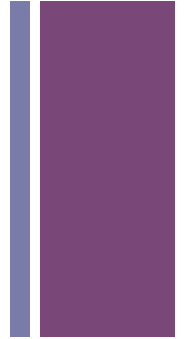
+ Training Goals



- What is the Tax Levy Budget?
- How are Tax Levy transactions processed?
- Who is available to help?



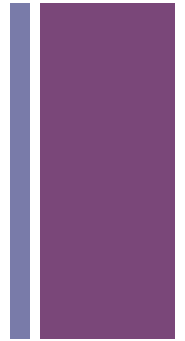
Tax Levy Budget Timeline



- **July 1:** Fiscal year officially begins
- **June 30:** Fiscal year officially ends
- The fiscal year is identified by the June 30 end date
- Processing deadlines are available on our website and communicated via email throughout the fiscal year



Tax Levy Information



- The Tax Levy budget is the College's primary operating budget
- Transactions must comply with State and CUNY guidelines



Tax Levy Budget



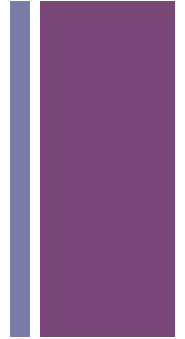
Resources - \$122.1 million

- Tuition Revenue (\$99.6 million)
- University Allocations (\$18.8 million)
- Energy Savings (\$1.5 million)
- CUTRA (\$2.2 million)

Expenses - \$122.1 million

- Full-time Faculty and Staff (\$95.5 million)
- Adjuncts (\$11.4 million)
- Temporary Services (\$9.0 million)
- OTPS (\$6.2 million)

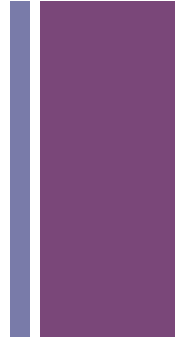
+ CUNYfirst



- first: Fully Integrated Resources and Services Tool
- PeopleSoft Enterprise Resource Planning (ERP) System
- Student (Campus Solutions), employee (Human Capital Management), and Finance transactions
- NPS (Non Personnel Services) transactions processed
- Personnel Services / Payroll transactions uploaded



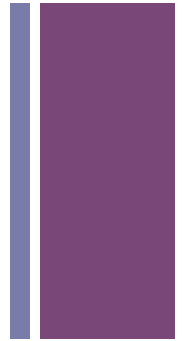
Security Access



- CUNYfirst and other applications require appropriate security access
- Please let us know when there are staffing changes so appropriate updates can be made



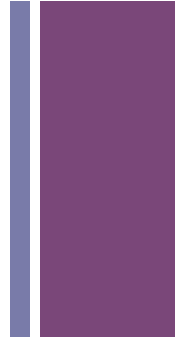
Chartfields



- Enable us to segregate and organize transactional and budget data
- 8 chartfields used in CUNYfirst
- Allow for detailed reporting at various levels
- Chartfield strings are comparable to budget units
- <http://www.brooklyn.cuny.edu/web/about/offices/budget/reference/chartfields.php>



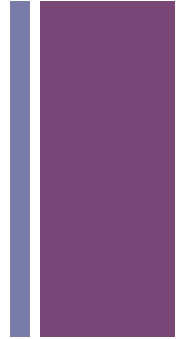
Requisitions



- Requestor creates a Purchase Requisition and attaches all relevant documents
- Confirmatory orders are not allowable
- Supervisor and Department Approver must approve
- Category approver approves, if appropriate
- CUNYfirst checks available budget
- Purchasing Office creates Purchase Order from valid Purchase Requisition



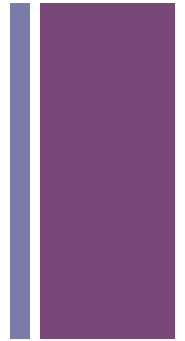
Travel



- Travel authorizations must be submitted in CUNYfirst and approved before travel takes place
- For partial travel reimbursement, only the amount being reimbursed should be entered in CUNYfirst
- Travel expense reports must be entered in CUNYfirst when the traveler returns to campus
- A Travel Card must not be used before an approved travel authorization is in CUNYfirst



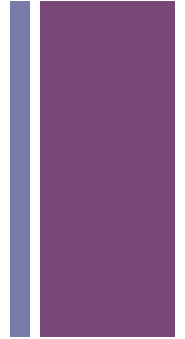
Credit Cards



- Purchasing, Travel, and NET (non-employee travel) credit cards are available
- All guidelines must be followed when credit cards are used
- End users must have an available budget before using a credit card
- Credit card statements must be reconciled within 5 business days



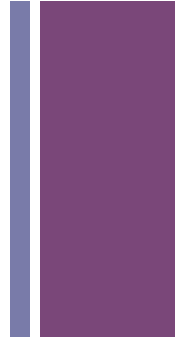
Personnel Services



- Full Time Faculty and Staff are budgeted under position control
- A vacancy is issued for each authorized full time position
- Temporary Services and Adjunct have line item budgets, not position budgets
- Appointments are submitted through the eAppointment system



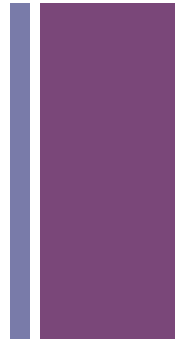
Budget and Finance Website



- brooklyn.cuny.edu/budget
- The website contains resources to assist the campus community



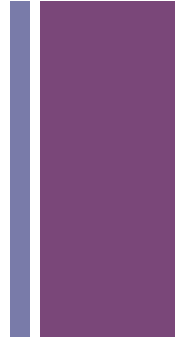
Training and Assistance



- The website and formal training provides information to the campus community about CUNYfirst and services
- If you have specific questions or need a person to assist you with the CUNYfirst modules, contact David Gretah at ext. 2113
- If you have specific questions on specific services such as Purchasing or Accounts Payable, contact the individual indicated on the website for that service



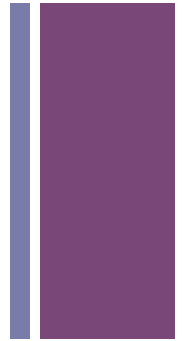
Budget and Finance



- If you do not know who to contact or if you have a question, you can always call me at ext. 5102 or send an email to agilbert@brooklyn.cuny.edu
- Our goal is to facilitate processing so if there are issues, let me know as soon as possible so problems can be averted



Keys to Success



- Understanding the tax levy processes
- Planning proactively
- Attending training sessions and reading email announcements
- Utilizing available documentation as a resource
- Asking for help