

The background of the slide is a green chalkboard. Two pink chalk sticks are positioned on the left side, one standing upright and the other lying horizontally. Faint white chalk markings, including a large 'A' and some curved lines, are visible on the board. The main title is written in a bold, dark teal font on the right side of the board.

Introduction to CUNYfirst Finance/Budget

Getting Started

Training Goal

To introduce the campus community to the CUNYfirst Finance/Budget module and to discuss tax levy purchasing, receiving, and accounts payable in CUNYfirst

Agenda

- What is CUNYfirst?
- When will Tax Levy CUNYfirst Purchasing, Receiving, and Accounts Payable begin and what will this mean for how I will do my job?
- How will I buy something?
- Where do I charge things to?
- How will I learn how to use CUNYfirst Purchasing, Receiving, and Accounts Payable?
- What else will be different?

CUNYfirst Modules

- Campus Solutions
- Human Capital Management
- Finance



Did you know?

The Finance module was actually the first module that was implemented in CUNYfirst. It was rolled out in June 2008.

Let's Get Started 😊

- All Fiscal Year 2014 Tax Levy OTPS purchases, approvals, receipts, and payments to outside vendors, as well as travel reimbursements, will be processed in CUNYfirst.
- CUNYfirst is web-based so sending paper across campus will be reduced.
- FBSC will transition away from retyping purchase requisitions.
- Departments will be able to see the status of their OTPS transactions throughout the process.

Let's Buy Something

- Requestor – creates requisition
- Requestor Supervisor – approves work done by staff member
- Department Approver – approves expense to Department budget
- Category Approver – needed for Facilities, Technology, and Environmental Health and Safety
- Buyer – Purchasing staff processes and generates a purchase order

Budget Stuff

CUNYfirst financial transactions are structured by Business Units and Chartfields

- Business Unit - For Tax Levy and IFR, our Business Unit is BKL01
- Chartfield – There are 8 chartfields that are available. Each user will have default chartfields based on their most common transactions.



Did you know?

Chartfields will provide much greater budget and reporting flexibility than our current structure.

The Training Plan

- Overview Training
- End User Hands On Training
 - *Creating Requisitions*
 - *Department Approvals*
 - *Receiving*
- Department Based Hands On Training



Did you know?

The Fiscal and Business Services Center (FBSC) was created to transition everyone to CUNYfirst.

What else is different?

- For Fiscal Year 2014, OTPS transactions will be made directly in CUNYfirst and PS and TS transactions will still be processed in the old system. We will send “translation” information to all departments.
- Since CUNYfirst uses standardized Department descriptions, they may not always match what you are used to.
- The current HTML and Excel OTPS reports will not be available. We will use reports in CUNYfirst and create new ones if we need to.

What else is different?

- Staples Advantage, Campus Support Services (PrintWorks, Central Stores, etc), and Credit Cards (Procurement and Travel) are still available, but the processes will change.
- All items that are received must be entered in CUNYfirst by the Department.
- OTPS Budgets in CUNYfirst are by Category and may be a bit more detailed for Departments.
- Security and access are critical.

Next Steps...

- We are all still learning CUNYfirst. We do not know all the questions and do not have all the answers – yet. 😊
- We will work closely with all end users to make sure they are comfortable in processing financial transactions in CUNYfirst.
- We will use this as an opportunity to review business processes and improve all documentation we provide.



Did you know?

We are 100% confident that our implementation will be successful.