

York College Association



FISCAL ACCOUNTABILITY HANDBOOK

[http://www.cuny.edu/about/administration
/offices/sa/advocacy-
referral/fiscal_accountability_handbook.pdf](http://www.cuny.edu/about/administration/offices/sa/advocacy-referral/fiscal_accountability_handbook.pdf)



What's New?

The logo for CUNYfirst is centered on a dark blue rectangular background. The word "CUNY" is in white, bold, uppercase letters, and "first" is in orange, lowercase letters. Below the name, the tagline "Fully Integrated Resources & Services Tool" is written in white, smaller, uppercase letters.

CUNYfirst
Fully Integrated Resources & Services Tool

Implications of CUNY1st?

- All budgets and modifications are uploaded
- Requisitions are online
- Payees must be added to vendor file
- Receipts are uploaded once goods and services are delivered
- All transactions can be monitored through the process
- CUNY1st is role driven, additional time needed

Budget



What is funded by Student Activities?



Budget Allocations

- Each referendum must submit a line item budget for review and approval by the Association Board prior to expenditure.
- Any supply & miscellaneous items must be specified.
- Once approved, the budget will be uploaded to CUNY1st.

Requisitions



eProcurement

- ▶ Requests can only be entered by individuals with Creator/Requester role
- ▶ Vendor can be suggested but not necessary to submit request
- ▶ Event flyer, quotes and/or justification should be attached
- ▶ Once submitted, requests must be electronically accepted by Approvers
- ▶ After request is approved, it goes through Budget Check

NOTE: If a requisition fails budget check, Purchasing will not receive this request

An example of requisition approval flow can be seen on the next slide

Confirmation

Requested For: Rose Bellantonio Number of Lines: 2
Requisition Name: 0000000097 Total Amount: 2,610.00 USD
Requisition ID: 0000000097
Business Unit: COSPR
Priority: Medium
Budget Status: Not Checked

Supervisor Approval

▼ Requisition 0000000097: Pending [+ Start New Path](#)

Supervisor Approval

Pending

[Giulia Apone-zwick](#) [+](#)
Supervisor by UserID

Dept/Category Approvals

▼ Line 1: Initiated [+ Start New Path](#)

Ergonomic Desk Part No. 325456A

Department Approval

[+](#) **Not Routed** [+](#) **Not Routed** [+](#)

[Multiple Approvers](#) [+](#) [Dave Fields](#) [+](#)
Dept Manager Approval 1 SA Department Manager Approval 2

▼ Line 2: Initiated [+ Start New Path](#)

Shipping

Department Approval

[+](#) **Not Routed** [+](#) **Not Routed** [+](#)

[Multiple Approvers](#) [+](#) [Dave Fields](#) [+](#)
Dept Manager Approval 1 SA Department Manager Approval 2

[Submit](#)

[Edit Requisition](#)

[Apply Approval Changes](#)

[Check Budget](#)

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)



Manage Requisitions



From Request to Payment:

- ▶ Using manage requisitions, Creators and Requestors can track requisitions through every step
- ▶ If a requisition is in Error, the chartfield should be compared to the organization's budget
- ▶ Once a requisition is approved and passes budget check, allow at least 10-15 business days for a fully executed purchase order to be generated
- ▶ Payment can be made once goods and services have been received.

*All goods and services are
obtained through the
Purchasing department*

*Any one not adhering to the guidelines, and
purchases goods or services without obtaining
an Association assigned Purchase Order
number can be held personally liable*



Receipts



Online Receipts

- ▶ Once goods and/or services are received, receipt must be created in CUNY1st in order to process payment
- ▶ Creator/Requestor is responsible for creating receipt
- ▶ If partial order fulfilled, receipt should be created for only amount received
- ▶ When receipt is saved, it will be assigned an identifying number
- ▶ Packing slips and/or invoices must be signed and attached