

**Memorandum**

To: All Cabinet Members  
From: Felix Lam, Vice President and Chief Financial Officer  
Date: June 28, 2019  
Re: Non-Tax Levy (NTL) Funded Transactions in CUNYfirst

---

Effective July 1, 2019, the City College of New York (CCNY), along with its fellow CUNY campuses, will be embarking on key process changes to non-tax levy financial operations. Namely, CUNYfirst will become the official system of record for non-tax levy (NTL) financial transactions. Acquisitions, reimbursements, and travel authorizations from the College's Bursar Special and Trusts and Gifts units will be entered into the CUNYfirst Financials module as part of a "first phase" of implementation. In subsequent years, it is anticipated that other non-tax levy related entities such as the College's Student Services Corporation and Auxiliary Enterprise Corporation will be required to interface with CUNYfirst.

In preparation of this launch, the CCNY Business Office has been working closely with CUNY Central Administration to ensure a smooth and effective transition. The purpose of this memo is to discuss the financial activities that will be entered into CUNYfirst and next steps that may impact your operations.

**Procure-to-Pay System**

One of the key changes to the College's NTL operations is the process by which goods and services will be acquired. Goods and services funded by Bursar Special and Trusts and Gifts already follow the procurement and accounts payable guidelines established by the University and have been sourced by the College's Purchasing unit. Beginning July 1, NTL transactions greater than \$1,000.00 will now be incorporated with the procure-to-pay process in CUNYfirst. At this time, purchases less than \$1,000.00 will follow the College's existing NTL procedures.

**CUNYfirst User Roles**

Because non-tax levy transactions will follow the procure-to-pay process already established in CUNYfirst, tax-levy user roles have been replicated to the non-tax levy module (i.e. requestor, creator, and department approver roles). Users from your departments who are responsible for submitting NTL requisitions and disbursements have been selected to complete these same job functions in CUNYfirst. In addition, College-wide category approvers for information technology, hazardous materials, legal services, and facilities/furniture have also been created and were based on the roles that currently exist for tax levy. Should different end users need to be designated to complete certain NTL business tasks, please advise the Business Office to complete the necessary adjustments in CUNYfirst.

**Travel and Expense**

Later this fiscal year, travel authorizations and expense reimbursements for employees and students paid with funds from Bursar Special and Trusts and Gifts must also be processed in CUNYfirst. Those employees who are

eligible to obtain reimbursements from tax levy and/or non-tax levy units will have profiles created in CUNYfirst for this purpose.

**Business Office Functions & Roles**

Additionally, the Business Office has made several changes to its internal procedures. The Budget Office will upload budgets for the two NTL units into CUNYfirst while the Financial Accounting unit will continue to manage reconciliations and payment processing. Non-tax levy purchases greater than \$1,000.00 will be completed by the Business Office's Purchasing unit and vouchers for these purchases will now be completed by the Accounts Payable team.

**Training and Staff Guidance**

Over the course of the summer, the Business Office will be offering workshops and trainings on the NTL procure-to-pay process. We strongly urge your team members to attend these sessions to understand better how the NTL module affects their responsibilities and departments' internal processes. Additional information on these trainings will be made available under a separate memo.

C: Brian Genzmann, Fiscal and Business Affairs Director  
Andy Wu, Accounting Director  
Eva Medina, Budget Director