

Budget Basics

Funding Sources

State-Funded: Tax Levy (TL) IFR	<ul style="list-style-type: none"> The Tax Levy budget is the College's primary operating budget Comes from tuition paid by students and New York State allocations. Transactions must comply with federal, state, and CUNY guidelines. Purchase Requisitions Processed in CUNYfirst
Non-Tax Levy (NTL)	<ul style="list-style-type: none"> Consists of funds earned from sources other than student tuition and state funding. Fewer spending restrictions, transactions must still comply with the college's guidelines. Purchase Requisitions Processed in CUNYfirst
Brooklyn College Foundation (BCF)	<ul style="list-style-type: none"> Private fundraising arm of the College. Funds are raised in the form of gifts from alumni and friends of the college, institutional grants, and investment earnings from both the endowment and other investments. The Foundation provides resources to advance the College's mission to provide affordable access to excellent higher education. Paper Requisitions Submitted to the Fiscal and Business Services Center, 1146 Boylan Hall
Research Foundation (RF)	<ul style="list-style-type: none"> Not-for-profit educational corporation Manages private and government-sponsored programs at CUNY

Best Practices

- Review your budget reports regularly
- If relevant, ask your department approver to forward copies of budget reports
- Check the available budget before submitting requisitions
- Bookmark the Chartfield Crosswalk in your web browser
- Inform the Budget Office of any discrepancies in the reports

Budget Transfer Requests

- Requests may be submitted to tlbr@brooklyn.cuny.edu or via eProcurement Notes (if tied to a specific requisition or purchase order).
- Requests must indicate:
 - Budget unit (the department and program)
 - Budget group (OTPS or TS)
 - Amount
 - Specific purpose (e.g. "For [Employee Name] appointment for FY19", "To cover the costs for conference room furniture")
- Requests must have department approver authorization
- Transfers out of the Postage, Campus Support Services, PSC Travel Fund, and Grant Budgets are prohibited

How to Run the OTPS Budget Query

1. Log in to CUNYfirst.
2. Navigate to Financials Supply Chain > Reporting Tools > Query > Query Viewer.
3. Enter "BKL_OTPS" in the "Begins With" field and click "Search."
4. Locate (BKL_OTPS_BUDGET_VER_1_3), the *OTPS Budget Overview* query, in the search results. Favorite this query for future use by clicking "Favorite."
5. The query may be run in the preferred format by clicking "Excel" or "HTML." Please note: Popup blockers must be disabled to properly view query results.
6. On the next screen, enter the following information:
Budget Period: fiscal year in four-digit format (e.g., 2019)
Department: five-digit CUNYfirst department code
Program: 99999 or the five-digit CUNYfirst program code
7. Click "View Results."

Running the Non-Tax Levy Budget Query

1. Navigate to Financials Supply Chain > Reporting Tools > Query > Query Viewer.
2. Enter "BUD_OVERVIEW_NTLS" in the "Begins With" field and click "Search."
3. The query may be run in the preferred format by clicking "Excel" or "HTML." (*Please note: Popup blockers must be disabled to properly view query results.*)
4. On the next screen, enter the following information:
 - Budget Period: current fiscal year in four-digit format
 - Department: five-digit CUNYfirst department code
 - Program: five-digit CUNYfirst program code, or 99999
5. Click "View Results."

Chartfields

Chartfields enable the College to organize transactional and budget data. There are eight chartfields used in CUNYfirst.

Chartfields strings are comparable to budget units and indicate:

- **WHO** is the transaction for
- **WHERE** will the transaction be funded from
- **WHICH** is the higher education purpose of the transaction
- **WHAT** is the transaction for

CUNYfirst Chartfield and NTL Crosswalks

Navigate to www.brooklyn.cuny.edu/budget > Training and Resource Library > Instructions and Guidelines

Contacts

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Tax Levy Budget Reports: tlbr@brooklyn.cuny.edu

CUNYfirst Requisitions (EXT 5116)

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