

# BUDGET WORKSHOP

Chartfields and OTPS Reports



# AGENDA

- Chartfields
- OTPS Reports
- Questions

# CHARTFIELDS

Chartfields enable us to segregate and organize transactional and budget data. There are 8 chartfields used in CUNYfirst. These allow for detailed reporting at various levels. Chartfields strings are comparable to budget units.

The following link on our website provides a CUNYfirst Chartfield Overview:

*<http://www.brooklyn.cuny.edu/web/about/offices/budget/reference/chartfields.php>*

# OVERVIEW OF CHARTFIELDS

**WHO** is the transaction for?

- Department
- Program



# OVERVIEW OF CHARTFIELDS

**WHERE** will the transaction be funded from?

- Fund (Tax Levy, 10; IFR, 11)
- Operating Unit
- Special Initiative
- Funding Source

# OVERVIEW OF CHARTFIELDS

**WHICH** is the higher education purpose of the transaction?

- Major Purpose

**WHAT** is the transaction for?

- Account

# DEPARTMENT

A *Department* is an academic or administrative unit that manages budgets and expenditures. Academic departments must be approved by the CUNY Board of Trustees. The department chartfield is shared between Human Resources and Budget. It is the foundation for security and budget approval.

# DEPARTMENT

A department must meet the following requirements:

- Have an ongoing business purpose
- Have an established budget and identifiable fiscal responsibility
- Have an employee that directly oversees the area (President, Vice President, Dean, Chair, Director, etc.)
- Have employees other than the employee that oversees the area
- Occupy physical space
- Allow for non-tax levy and Research Foundation activities



# PROGRAM

A *Program* allows for the budgeting and reporting of financial information below the department level. Programs can be used for the following:

- Sub Departments
- Programmatic Initiatives
- University Competitive Grant Allocations (such as Diversity Grants)
- Student Clubs
- Adult and Continuing Education

# FUND

*Fund* defines the type of funding received from the City, State, or other entity or activity. This chartfield segregates resources into categories which helps to identify the sources and uses of them.

- Fund 10 – Tax Levy
- Fund 11 - IFR

# OPERATING UNIT

*Operating Unit* Is used to track activities within sub-entities. It is used for IFR, Continuing Education, and School of Public Health budgets.

# SPECIAL INITIATIVE

*Special Initiative* defines an allocation or grant received from the Central Office. It is also used for COMPACT.



# FUNDING SOURCE

*Funding Source* monitors revenue generated from education/operating programs and sponsored projects. It is used when separate budgeting, finance management, and/or reporting are needed for the funding source. A few examples of funding sources are donor contributions, scholarships, loans, and endowment income.

# MAJOR PURPOSE

*Major Purpose* represents NACUBO requirements and drives year end reporting. This chartfield tracks college-wide purposes and activities.

# ACCOUNT

*Account* characterizes the nature of each transaction. An account can be an asset, liability, fund balance, revenue, or expense.

# END USER CHARTFIELD DEFAULTS

Chartfield defaults are set up for each end user. This should be the most frequently used budget for the end user.



# OTPS REPORTS

OTPS Reports are available chartfield string combinations that have an allocated budget. Charges come from purchases, travel and expenses, and credit cards.

# DESCRIPTION

Enter a description that is meaningful

- Helpful Description: Workstation for Prof. Collins
- Unhelpful Description: Herman Miller Order

# DOCUMENT ID

- Document ID can be from a requisition, travel and expense entry, or credit card entry
- The “Manage Requisitions” feature in CUNYfirst should be used to find out more details about the requisition. Our website has information on how to use this helpful feature.

# VENDORS

- All vendors must be registered in the State Financial System (SFS). Registered vendors can be selected in CUNYfirst.
- If the entry is “Dummy Vendor”, either the vendor is not registered in SFS or a vendor has not been identified by the end user.
- The Purchasing and Contracting office reaches out to potential vendors to send them the information required for SFS registration.
- End users should follow up if their vendors are not submitting registration information.



# VENDORS

- The University's Vendor Management Unit processes information received from vendors.
- There must be a vendor for a purchase order to be issued.
- Work must not commence until a purchase order is issued to a vendor.
- Confirming orders are against University policy.

# PRE-ENCUMBRANCES

- A pre-encumbrance means the requisition has been approved (supervisor, department approver, category approver, budget), but a purchase order has not been issued by the Office of Purchasing and Contracting.
- The Office of Purchasing and Contracting does not have access to a requisition until all approvals have occurred.

# ENCUMBRANCES

- A purchase order was created by the Office of Purchasing and Contracting.
- The State approves all purchase orders. Once the State dispatches the purchase order back to the campus, it can be sent to the vendor.
- End users are copied on purchase orders emails to vendors.
- The vendor was not paid for anything that is shown as encumbered.
- Enter receipts as soon as goods or services are received.

# EXPENDITURES

- Payments made to vendors.
- The State issues the payments.



# WANT MORE INFORMATION?

Visit our website at:

*<http://www.brooklyn.cuny.edu/web/about/offices/budget.php>*