

Financial and Administrative Operations Training Series

Brooklyn College Knowledge

An introduction to Brooklyn College, including its historical and academic structure. Learn how to manage operational tasks such as how to submit facilities work requests, obtaining copiers and computers, and gaining access to college-specific systems such as the BC Portal and CUNYfirst.

Ideal for new hires as well as staff members needing a refresher.

Location: 1156 Boylan Hall

Instructor(s): Patrick O'Connor, Beatrice Tony-Jean

Budget Basics

An overview of budget units and accounts. Core concepts include budget and funding types, CUNYfirst chartfield strings, reading and understanding budget reports, and best practices and tips. Answers such questions as “What is a budget?”, “How do I check my balance?”, and “How can I request a budget transfer?”

Location: 1156 Boylan Hall

Instructor(s): Patrick O'Connor, Michael Lanza

Introduction to Purchasing

A basic overview of the purchasing process. Core concepts include funding types, access and permissions, the eProcurement Workflow, eProcurement Notes, and best practices and tips. Answers such questions as “What is a Fiscal Year?”, “What is the difference between Tax-Levy and Non-Tax Levy?”, “What is a confirming order?”, and “How do I get access to the eProcurement module in CUNYfirst?”

Location: 1156 Boylan Hall

Instructor(s): Patrick O'Connor

CUNYfirst eProcurement Workshop

A hands-on, comprehensive demonstration of the Tax and Non-Tax Levy purchase requisition, receipt, and payment process in CUNYfirst. Participants will learn core skills such as how to run budget queries, create purchase requisitions, track and manage requisitions using the eProcurement Notes tool, find purchase order numbers, and create receipts. Each participant will have the opportunity to create and submit an actual requisition and/or receipt during the workshop and are encouraged to bring along any supporting documentation (e.g. price quotes, honorarium payment request forms, packing slips and invoices) that will need to be attached to their requisition or receipt. *Access to CUNYfirst eProcurement and BC WebCentral are required.*

Location: 383 Library

Instructor(s): Patrick O'Connor

Introduction to Travel and Expense

A comprehensive introduction and explanation of the travel and expense process. Core concepts include the Travel and Expense Workflow, Travel Authorizations, Expense Reports, per diem and mileage rates, and meal allowance. Addresses such questions as “How do I make travel arrangements?”, “What does travel status mean?”, “How do I get reimbursed?”, and “How do I get access to the Travel and Expense module in CUNYfirst?”

Location: 1156 Boylan Hall

Instructor(s): Patrick O'Connor, Gulnoza Shakirova

CUNYfirst Travel and Expense Workshop

A hands-on demonstration on travel authorizations and expense reports in CUNYfirst. Participants will learn core skills such as how to create travel authorizations and expense reports in CUNYfirst. Each participant will have the opportunity to create and submit a travel authorization and expense report during the workshop and are encouraged to bring along a completed *Brooklyn College Authorization to Travel Form* and documentation of the purpose of travel (e.g., conference agenda, flyer, brochure, program, invitation, or conference registration form) that will need to be attached to the travel authorization/expense report. A scanner will be provided. *Access to CUNYfirst Travel and Expense is required.*

Location: 383 Library

Instructor(s): Patrick O'Connor, David Gretah

Introduction to Facilities

A comprehensive introduction to facilities and maintenance at Brooklyn College. Covers a range of topics including staffing, structure, and work prioritization, and how best to communicate your needs (e.g. the Archibus Work Request System and the BC Fix It function within the BC Navigator app). Also includes protocols for specific situations, such as emergencies.

Location: Woody Tanger Auditorium

Instructor(s): Patrick O'Connor, Arijit Dhillon

ENROLL NOW! RSVP!

Spring 2020 Available Course Offerings

Budget Basics

Dates/Times:

February 26, 2019 (12–1:30 P.M.)

Location: 1156 Boylan Hall

Instructor(s): Patrick O'Connor, Michael Lanza

Introduction to Purchasing

Dates/Times:

February 27, 2020 (10–11:30 A.M.)

March 17, 2020 (10–11:30 A.M.)

Location: 1156 Boylan Hall

Instructor(s): Patrick O'Connor

CUNYfirst eProcurement Workshop

Dates/Times:

March 3, 2020 (10 A.M.–12 P.M.)

March 18, 2020 (10 A.M.–12 P.M.)

Location: 383 Library

Instructor(s): Patrick O'Connor

Introduction to Travel and Expense

Dates/Times:

March 4, 2020 (10–11:30 A.M.)

April 20, 2020 (10–11:30 A.M.)

Location: 1156 Boylan Hall

Instructor(s): Patrick O'Connor, Gulnoza Shakirova

CUNYfirst Travel and Expense Workshop

Dates/Times:

February 11, 2020 (10–11:30 A.M.)

February 20, 2020 (10 – 11:30 A.M.)

March 10, 2020 (10–11:30 A.M.)

April 22, 2020 (10 – 11:30 A.M.)

Location: 383 Library

Instructor(s): Patrick O'Connor, David Gretah

Brooklyn College Knowledge

Dates/Times:

February 25, 2020 (10–11:30 A.M.)

Location: 1156 Boylan Hall

Instructor(s): Patrick O'Connor, Beatrice Tony-Jean

ENROLL NOW! RSVP!