

## CUNYfirst eProcurement Workshop

### What is eProcurement?

CUNYfirst eProcurement is a self-service purchase requisition module that allows end users to control their OTPS spending. End users may submit and track their requests throughout the procurement process.

### eProcurement Checklist

- Check Budget
- Create and Submit Requisition
- Approvals
- Track and Manage
- Create and Submit Receipt

### CUNYfirst eProcurement Roles

**Requester:** Someone who submits requisitions

**Supervisor:** The Requester's supervisor

**Approver:** Someone authorized to approve charges to a budget.

### Contacts

Training (EXT 1550/5102)

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Access/Permissions (EXT 5009)

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Budget (EXT 5220)

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Fiscal and Business Services Center (FBSC) (EXT 5241)

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CUNYfirst Requisitions/Receipts (EXT 5116)

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### What Is a Chartfield?

- Each Tax-Levy/IFR and Non-Tax Levy budget is represented by a combination of numbers called 'chartfields'.
- Your chartfields can be found by using the Chartfield Crosswalks.
- Every eProcurement user has a default set of chartfields which can be modified as necessary.

### How to Run the Budget Query

1. Log in to CUNYfirst and navigate to Financials Supply Chain > Reporting Tools > Query > Query Viewer.
2. Enter "BKL\_OTPS" for the Tax Levy Budget Query or "BUD\_OVER" for the Non-Tax Levy Budget Query in the "Begins With" field and click "Search."
3. Locate the OTPS Budget Overview query (BKL\_OTPS\_BUDGET\_VER\_1\_3) or the Budget Overview Lookup NTL query (BUD\_OVERVIEW\_NTLS) in the search results. Favorite this query for future use by clicking "Favorite." (*Please note: Popup blockers must be disabled to properly view query results.*)
4. On the next screen enter the following information...
  - ...for the OTPS Budget Overview Query:
    - Budget Period: current fiscal year in four-digit format
    - Department: five-digit CUNYfirst department code
    - Program: five-digit CUNYfirst program code, or 99999
  - ...for the Budget Overview Lookup NTL Query:
    - Budget Period: current fiscal year in four-digit format
    - Business Unit: BKL55 for Non-Tax or BKL04 for Child Care
    - Department: five-digit CUNYfirst department code
5. Click "View Results."

## How to Create a Purchase Requisition

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1. Navigate to: Financials Supply Chain > eProcurement > Create Requisition.
2. Select Business Unit: Tax Levy (BKLPR), Non-Tax (BKL55), or Early Childhood (BKL04)
3. Define Requisition: Name the requisition and click “Continue.”
4. Click the “Special Request” tab, followed by “Special Item.”
5. On the “Add Items and Services” screen, fill in the Item Description, Price, Quantity, Category, Vendor ID, and Unit of Measure.
6. Once all fields have been filled, click “Add Item” on the bottom.
7. Click “Review and Submit” at the top of the screen when all of the items have been entered.
8. Scroll to the right-hand side of the page and click on the “Comments” button located to the right of the item line to add attachments.
9. Click “Save and Submit” to begin the approval process, or click “Save and preview approvals” to save the requisition and come back to it later.

## Why is a Receipt Needed?

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Upon receiving the items or services from the vendor, create a receipt in CUNYfirst and submit supporting documentation to Accounts Payable (Tax Levy/IFR) or the Fiscal and Business Services Center (Non-Tax Levy). *The vendor will not be paid unless a receipt has been created in CUNYfirst.*

## Don't Forget!

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Each order can have several associated invoices. A receipt must be created for each invoice received.

## Required Supporting Documentation

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Once goods and services have been received and the receipt has been created in CUNYfirst send the following documents to the Office of Accounts Payable (Tax Levy/IFR) or the Fiscal and Business Services Center (Non-Tax Levy):

1. Printed copy of a CUNYfirst receipt summary page showing your receipt ID, amount, quantity, goods receipt date, and your Purchase Order ID.
2. Original signed and dated packing slip reviewed and signed by authorized signatory.
3. Original service tickets, packing slips or delivery tickets.
4. Completed Payment Request Form

## How to Create a Receipt

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1. Navigate to: Financials Supply Chain > Purchasing > Receipts > Add/Update Receipts.
2. Select Business Unit: Tax Levy (BKLPR), Non-Tax (BKL55) or Early Childhood (BKL04)
3. Under the “Add New Value” tab, click the “Add” button.
4. Enter the PO number in the “ID” field, then click “Search.”
5. Select the lines to be paid, then click “OK.”
6. Enter the correct values in the “Price” or “Receipt Qty” fields, as necessary.
7. Click the “Add Comments” link.
8. Click the “Attach” button and attach the signed and dated packing slips/invoices.
9. Click on “OK” button.
10. Click the “Header Details” link. Delete the default “Receipt Date” and enter the date that the items or services were actually received.
11. Click the “OK” button.
12. Click “Save”.
13. Click the yellow “Details” button.
14. Expand the “Source Information” section.
15. Print the page.
16. Do this for each line on the receipt.
17. Submit printed summary page and all documentation to Accounts Payable (Tax Levy/IFR) or the Fiscal and Business Services Center (Non-Tax Levy).

## Reprinting Receipt Summary Page

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1. Navigate to: Financials Supply Chain > Purchasing > Receipts > Add/Update Receipts.
2. Change Business Unit from the default Tax Levy (BKLPR) to Non-Tax (BKL55) or Early Childhood (BKL04)
3. Click “Find an Existing Value”.
4. Enter either the receipt or Purchase Order Number and click “Search”.
5. Follow steps 12–17 under “How to Create a Receipt”.

## CUNYfirst Chartfield and Category Crosswalks

Navigate to [www.brooklyn.cuny.edu/budget](http://www.brooklyn.cuny.edu/budget) > Training and Resource Library > Instructions and Guidelines

### Frequently Used Category Codes

Category Description	Category Code	Associated Budget
Office Supplies (pens, toner, general items, etc.)	4412000000	Supplies and Materials
Printed Media (books)	5510000000	Supplies and Materials
Computer Accessories (< \$5,000) (keyboards, monitors, mice, etc.)	4321160002	Supplies and Materials
Laboratory Supplies and Fixtures (lab supplies)	4112000000	Supplies and Materials
Computer Equipment (< \$5,000) (computers, hardware, etc.)	4321000102	Equipment Acquisitions
Commercial Furniture (office furniture, faculty furniture)	5611000000	Equipment Acquisitions
Mail and Cargo Transport (shipping costs)	7810000000	Misc Contractual Services
Computer Services (maintenance, repairs, etc.)	8111000000	Misc Contractual Services
Printing Services (invitations, programs, brochures, etc.)	7315000000	Misc Contractual Services
Subscriptions (magazines, journals, renewals, etc.)	5510151910	Misc Contractual Services
Memberships (membership dues)	9999000300	Misc Contractual Services
Promotional Merchandise (giveaways, hats, mugs, magnets, etc.)	8014160500	Misc Contractual Services
Advertising (newspapers, radio, Internet, etc.)	8210000000	Misc Contractual Services

### Minority/Women-Owned Business Enterprise (MWBE) and Service-Disabled Veteran-Owned Business (SDVOB)

The University and the State of New York share a 30% MWBE Participation Goal and a 6% SDVOB Participation Goal. Purchasing will consider an award to MWBEs and/or SDVOBs whenever possible, to ensure that the College is making good faith efforts to meet the University and Statewide MWBE/SDVOB participation goals. Departments should also consider MWBEs and SDVOBs when conducting market research and when requesting goods and services. For more information on CUNY's Supplier Diversity Program (MWBE/SDVOB), please visit [cuny.edu/selltocuny](http://cuny.edu/selltocuny).

## Goods Receipt Chart

Items	Receipt Date	Examples
Items (Physical Items)	The date items were received.	Supplies, computers, furniture
Services / Honoraria / Independent Contractor Agreements	The date of service. For multiple dates, enter the latest date.	Repairs, guest speakers, catering
Maintenance / Renewals / Warranty	If the coverage period has ended, enter the last date of the coverage period.  If the coverage period has begun but not yet ended, enter the first date of the coverage period.  If the coverage period has not yet begun, enter today's date.	Elevators, memberships, subscription, printers
Postage / Phone	The invoice or billing date.	UPS, Verizon, AT&T

**Note: If the invoice is for services and items, enter the date of service. Do not enter a future date as the goods receipt date when creating a receipt.**

To ensure that current fiscal year funds are used for outstanding orders, state guidelines require that all goods must be received and all services must be completed on or before June 30, the end of the fiscal year.

To initiate payments, the Office of Accounts Payable must receive the documents detailed above from the requester (department), a copy of the approved and dispatched Purchase Order from the Office of Purchasing, and an original invoice from the vendor.

Note: Vendors doing business with the State of New York can review payment information and maintain address information via eSupplier. Refer vendors to the Statewide Financial System website at <http://www.sfs.ny.gov/>.

### Register for our other classes!

Brooklyn College Knowledge

Budget Basics

Introduction to Facilities

Archibus Facilities Work Request Training

Introduction to Purchasing

Introduction to Travel & Expense

Travel & Expense Workshop

**SPRING 2020**