

**Memo**

To: NTL Requestors, Creators, and Finance Liaisons

From: Felix Lam, Vice President and Chief Financial Officer

Date: July 29, 2019

Re: Non-Tax Levy (NTL) Implementation into 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 and reimbursements from the College’s Bursar Special and Trusts and Gifts units will be entered into CUNYfirst Financials 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 with the key goal of minimizing disruptions to the College’s operations, including departments’ internal processes. The purpose of this memo is to discuss the financial activities that will be entered into CUNYfirst and next steps that may impact your workflow and responsibilities.

**Procure-to-Pay System**

One of the key changes to the College’s NTL operations is the process by how 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.

*Budgeting/Availability of Funds:* The Budget Office will upload budgets for the two NTL units into a central account. As purchases are made, funds will be added to the account based on approval from Financial Accounting.

*Submission of Requisitions:* Transactions greater than $1,000.00 will require the submission of requisitions into CUNYfirst. As with tax levy (TL), these transactions will require department, category (if necessary), and budget approval. Information on how to submit and process requisitions are available on the [CCNY Finance NTL webpage.](https://www.ccny.cuny.edu/finance/cunyfirst-non-tax-levy#overlay-context=finance/cunyfirst-non-tax-levy) Prior to the start of the fall semester, a list of department and program codes that have been mapped from the College’s legacy NTL system to CUNYfirst will also be made available. In the interim, please reach out to Ilona Roman, the Manager for Non-Tax Levy Accounts, for the chart fields.

*NTL Vendor Enrollment:* During production, frequently used vendors were enrolled into the NTL module; however, some were not. For those vendors that are not in the NTL module of CUNYfirst, departments and their respective requestors will be required to ask vendors to complete the Substitute W-9 and e-Pay forms found on the [CCNY Finance NTL webpage.](https://www.ccny.cuny.edu/finance/cunyfirst-non-tax-levy#overlay-context=finance/cunyfirst-non-tax-levy) Original, completed forms must then be sent to the Manager for Non-Tax Levy Accounts in the Financial Accounting Office for processing.

*Payments of Purchase Orders:* The issuance of vouchers against any purchase orders greater than $1,000.00 will now be handled by the Accounts Payable unit. Voucher and payment process cycle procedures can also be found on the [CCNY Finance NTL webpage](https://www.ccny.cuny.edu/finance/cunyfirst-non-tax-levy#overlay-context=finance/cunyfirst-non-tax-levy).

**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). As you are responsible for submitting NTL requisitions and disbursements, you 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 TL.

Should you find that your CUNYfirst NTL access is incorrect or incomplete, and you cannot complete certain NTL business tasks, you will be required to complete a “User Access Request Form,” which have since been updated by CUNY Central Administration. This form contains spaces for chart fields, which you can obtain from the Manager for Non-Tax Levy Accounts immediately, and on the [CCNY Finance NTL webpage](https://www.ccny.cuny.edu/finance/cunyfirst-non-tax-levy#overlay-context=finance/cunyfirst-non-tax-levy) in the near future. Completed forms are to be sent to the Manager for Non-Tax Levy Accounts for verification. The Business Office and IT Service Desk will then make the necessary adjustments in CUNYfirst.

**Additional Modules**

**Travel and Expense**

Later this year travel authorizations and expense reimbursements for employees and students paid with funds from Bursar Special and Trusts and Gifts will be processed in CUNYfirst. Profiles for employees who are eligible to obtain reimbursements will be created.

**Wire Transfers**

Later this year foreign wire functionality will also be activated in CUNYfirst. Until that time, however, transactions requiring foreign wires will be processed via through the current NTL process managed by the Financial Accounting Office.

**Training**

In the beginning of the fall 2019 semester, the Business Office will be offering workshops and trainings on the NTL procure-to-pay process. We strongly urge you to attend these sessions to understand better how the NTL module affects your responsibilities and your departments’ internal processes. Lecture and demonstration trainings will be held on the following dates and times:

**Thursday, August 29, 2019, 10:00 AM – 12:00 PM**

North Academic Center, 5/212

**Wednesday, September 18, 2019, 10:00 – 12:00 PM**

North Academic Center, 5/212

A Q& A workshop for end users to ask questions on a first-come, first-served basis about the NTL module has also been scheduled for **Thursday, September 12, 2019 from 10:00 AM – 12:00 PM** in Room 5/212 of the North Academic Center.

Training materials can be found on the [CCNY Finance NTL webpage.](https://www.ccny.cuny.edu/finance/cunyfirst-non-tax-levy#overlay-context=finance/cunyfirst-non-tax-levy) The Business Office encourages you to read these materials in advance of the trainings.

**Questions, Comments, & Concerns**

Questions and comments regarding NTL Purchasing should be directed to purchasing@ccny.cuny.edu, NTL Accounts Payable to ap@ccny.cuny.edu, Financial Accounting to awu@ccny.cuny.edu, and Budget to emedina2@ccny.cuny.edu.

Thank you for your cooperation.

C: Brian Genzmann, Director of Business and Fiscal Affairs

 Eva Medina, Director of Budget

 Andy Wu, Director of Accounting

 Ilona Roman, Manager of Non-Tax Levy Accounts

 Yi Ping Wei, Associate Director of Accounting