The Graduate Center
BUSINESS OFFICE ADVISORY
February 2014

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Accessing Financial Manager Reports using Argos

IMPORTANT - All faculty and staff, who are authorized to review the financial reports for their specific non-tax levy funds, have access to those financial reports using a web based reporting tool named Argos. With Argos, you can access your reports at any time during the month, and it will include your entire fund’s financial activity; even the most recent transactions. The benefits of Argos are:

- Easier to access financial reports.
- All reports can access current financial activity. This includes transactions that were recorded right before you order your report.
- Flexibility in choosing the reporting period.

For step by step directions on how to access these financial reports, click on the following PowerPoint file.

Argos Guide

Be aware that you must have a Banner account in order to access Argos. If you do not have a Banner account, you can request one by filling out the PDF form using the attached link, and submitting it to the IT Helpdesk:
Banner Account Request Form

If you have any questions accessing Argos, please contact Mr. Mario Benitez (ext. 7671) mbenitez@gc.cuny.edu. If you have a question regarding authorization to access a particular department, organization, and/or fund, please contact Mr. Mario Benitez (ext. 7671).

Payment and Deposit Request Forms

For your convenience, blank Payment Request and Deposit Request forms for Graduate Center non-tax levy funds can be downloaded using the web-based tool, Argos.

- Please print, complete and submit Payment Request forms with appropriate backup documentation to the Business Office.

- Please print and complete Deposit Request forms:
  - Checks representing gifts to The Graduate Center Foundation, Inc. in support of Program, Centers and Institutes should be submitted to the Development and Alumni Relations Office, Suite 8204.
  - All other checks should be submitted to the Business Office.

Please see instructions for accessing Payment Request and Deposit Request forms using Argos.

Purchasing –

**IMPORTANT** – All requisitions for the new Fiscal Year must now be submitted online through the CUNYfirst eprocurement module. The Purchasing and Accounts Payable Offices have developed a CUNYfirst Requisition and Receipt training manual. If you would like a copy of the manual you can stop by the Purchasing Office or send an email request and an electronic PDF version can be emailed to your attention.

Please review your current remaining budget to ensure funds are being spent. Due to the challenges and time frame to process requisitions all purchases for the current fiscal year need to be initiated by the end of February. This will ensure Purchasing has enough time to process, bid and complete your requests. If you have any questions or need assistance with any request contact Purchasing.

Computer terminals are available in the Purchasing Office room 8105 if you need assistance or guidance when creating a requisition. Please contact Purchasing to schedule a time when you would like to come to the office.

If you are having trouble accessing the CUNYfirst Financial Supply Chain or do not have access to the CUNYfirst procurement module contact Ronald Paynter at extension 7609 or email rpaynter@gc.cuny.edu.

In order to provide a better illustration of the rules and regulations we are required to follow, click on Purchasing Guidelines to find a memo which summarizes the general purchasing
guidelines, timeframes by dollar threshold and the FY 2014 deadlines for submitting purchase requests.

The due dates for submitting Purchase Requisitions for Category 2 and 3 purchases as described in the revised Purchasing Guidelines memo are February 14 and February 28, 2014 respectively. Please review your requirements to ensure the proper procedures are followed and allow the necessary time for processing.

Category 2 - Purchases in the following category generally take 3 - 4 weeks to complete:

A. Purchases between $5,000 and $100,000 that cannot be purchased from a Preferred Source, a W/MBE vendor, a CUNY-wide contract, a NYS or other current government contract, or a single source or sole source.
B. Purchases up to $100,000 from New York State Contracts that require additional solicitation steps (e.g., conducting a mini-bid) or documentation.

Category 3 - Purchases in the following category generally take 1 - 2 weeks to complete:

A. Purchases less than $5,000 that do not require a solicitation process.
B. Purchases from an existing contract NYS, CUNY, other government entities.
C. Purchases from Preferred Sources, Single/Sole Source under 20,000, and NYS certified M/WBE vendors under $50,000. NYS Contracts

Please use Staplelinks for the purchase of supplies.

The ONLY purchases that are authorized via Staplelink are purchases of consumable and other office supplies. If you require any other items including anything electronic you must contact purchasing before any order is processed.

Purchasing and Travel card holders are required to adhere to New York State purchasing rules and regulations. They also require that cardholders submit their monthly reconciliation to Accounts Payable on a timely basis. Failure to comply with the rules and regulations or the submission of your reconciliation will result in the termination of credit card privileges.

Requests for purchasing or travel cards can be made by contacting Deborah Molina via email at dmolina@gc.cuny.edu and providing your name, telephone number, College email address and the last four digits of your asocial security number. Credit cards normally take about 5 -6 working days to be received by the College.

Reminder TRAVEL CARDS are for cardholder use ONLY. The Travel Card is to be used for airfare, train fare, registration fees and hotel accommodations. The Travel Card is not to be used for meals.

A requisition is NOT required to process payment for your monthly purchasing and travel card transactions. You are still required to reconcile and submit all receipts and supporting documentation to Accounts Payable for your monthly transactions. I’ve provided a chart below indicating the reconciliation due dates.
The schedule for submission of the monthly reconciliation is as follows:

### P-Card Reconciliation Schedule

<table>
<thead>
<tr>
<th>Billing Period</th>
<th>Reconciliation Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/7/13 – 10/6/13</td>
<td>October 16, 2013</td>
</tr>
<tr>
<td>10/7/13 – 11/6/13</td>
<td>November 18, 2013</td>
</tr>
<tr>
<td>11/7/13 – 12/6/13</td>
<td>December 16, 2013</td>
</tr>
<tr>
<td>12/7/13 – 1/6/14</td>
<td>January 16, 2014</td>
</tr>
<tr>
<td>1/7/14 – 2/6/14</td>
<td>February 18, 2014</td>
</tr>
<tr>
<td>2/7/13 – 3/6/13</td>
<td>March 17, 2014</td>
</tr>
<tr>
<td>3/7/14 – 4/6/14</td>
<td>April 16, 2014</td>
</tr>
<tr>
<td>4/7/14 – 5/6/14</td>
<td>May 16, 2014</td>
</tr>
<tr>
<td>5/7/14 – 6/6/14</td>
<td>June 16, 2014</td>
</tr>
<tr>
<td>6/7/14 – 7/6/14</td>
<td>July 16, 2014</td>
</tr>
</tbody>
</table>

### Travel Card Reconciliation Schedule

<table>
<thead>
<tr>
<th>Billing Period</th>
<th>Reconciliation Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/21/13 – 10/20/13</td>
<td>October 30, 2013</td>
</tr>
<tr>
<td>10/21/13 – 11/20/13</td>
<td>December 2, 2013</td>
</tr>
<tr>
<td>11/21/13 – 12/20/13</td>
<td>January 3, 2014</td>
</tr>
<tr>
<td>12/21/13 – 1/20/14</td>
<td>January 30, 2014</td>
</tr>
<tr>
<td>1/21/14 – 2/20/14</td>
<td>March 3, 2014</td>
</tr>
<tr>
<td>2/21/13 – 3/20/13</td>
<td>March 31, 2014</td>
</tr>
<tr>
<td>3/21/14 – 4/20/14</td>
<td>April 30, 2014</td>
</tr>
<tr>
<td>5/21/14 – 6/20/14</td>
<td>June 30, 2014</td>
</tr>
<tr>
<td>6/21/14 – 7/20/14</td>
<td>July 30, 2014</td>
</tr>
</tbody>
</table>

If you have any questions, feel free to contact Mr. Ronald Paynter, Director of Purchasing and Contracts (ext. 7609).

**Accounts Payable** - (Tax Levy funds)

**Fiscal Year 2014** – CUNYfirst Implementation

Beginning July 1, 2013, all senior colleges are required to use CUNYfirst as their system of record for Tax Levy spending. With a new system in place we also have new system requirements to adhere to. Below are the links to the CUNYfirst Business Procedures. It is very important that you share the guidelines with your staff to ensure that the policies are implemented. Any request forwarded to the Accounts Payable department that is not in compliance with the policies and procedures set forth is subject to audit and may be rejected.
Click on the links below to access the CUNYfirst Procedures:

**Corporate Credit Card Programs**

**Non-Purchase Order (PO) Transactions**

**Required Documentation for Receiving**

**Merchandise in Receipt (MIR) Dates**

**Modified Honoraria Guidelines**

Going forward, credit card (P cards, T cards and NET cards) transactions do not require the CUNYfirst **requisition** process. This represents a change in what the CUNYfirst system required from the beginning of the fiscal year until now. Instead, you are to have your department’s Approver sign and date your original receipts, receiving reports, and packing slips. In the case of Travel, the Approver should also sign the Travel Voucher. The signature confirms that you received the item/service; it is in good condition and, most importantly, you are approving payment for the item/service. Forward the signed documents to the Accounts Payable Office for further processing through CUNYfirst and the State Controller’s Office. It is imperative that these documents are brought to the Account Payable office as soon as possible, but no later than 10 business days after the date on the monthly statement. Late submissions will result in the State Controller’s Office charging the College a Finance charge, and may result in the suspension of your department’s credit card.

The Procurement Card is designed to be an efficient and cost effective way to expedite smaller dollar purchases (memberships, subscriptions, conference registration, small items, etc…). To ensure that you comply with the Purchasing Guidelines, contact the Purchasing Department at purchasing@gc.cuny.edu.

Pay close attention to the Procurement Card and Travel Card policies. All out of pocket expenses, i.e. meals and incidentals will be reimbursed upon the completion of your travel. When completing the State travel voucher, include all travel and travel related expenses regardless of whether or not you are claiming the expense.

If you have questions regarding the payment process, please contact Ms. Angella Bowley at extension 7668.

**Payroll** –

For the year 2014, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to $117,000 from $113,700.
The State mailed the W-2 forms on Wednesday, January 22, 2014. Please contact the Payroll Office if you did not receive your W-2. Also, please make sure the Payroll Office has your current address. To update your address, please submit The Notification of Address Change Form to the Payroll Office. The Notification of Address Change form can be accessed from the Payroll Office web page by clicking on:

http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Payroll then click on Important Documents and Forms, and then click on Notification of Address Change.

Teaching Adjuncts:
Spring 2014 Teaching Adjuncts will be paid in 8 equal installments. The first payment will be made on February 20, 2014, and the last payment will be made May 29, 2014.

Direct Deposit -
To those of you who are still picking up your paychecks at the Bursar window (and then arranging for the deposit to your bank account), now might be a good time to consider signing up for Direct Deposit. Once you sign up for this option, the New York State Controller’s Office will automatically deposit your bi-weekly paycheck to your bank account.

Direct Deposit forms can be picked up at the Payroll Office or accessed by clicking on http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Payroll. Then click on Important Documents and Forms, and then click on Direct Deposit form. Complete the form with the required information, and return it to the Payroll Office for processing. If you have any questions, please call the Payroll Office.

Hourly timesheets should be submitted to the Payroll Office in the following manner:
• Fax – 212-817-1633
• In person – Room 8105.01
• E-mail – To Willima Tandrian wtandrian@gc.cuny.edu with copies to
  • Nadine Brydson nbdryson@gc.cuny.edu
  • Hing Ying Lei (Tracy) hlei@gc.cuny.edu
For blank timesheets, please go to the following link http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance-Print-Shop/Payroll and click on BlankTimesheet.pdf.

Timesheets for The School of Professional Studies must be submitted directly to SPS Payroll at spspayroll@gc.cuny.edu.

Effective immediately, Adjunct CLT’s will follow a different pay schedule. For a copy, please go to the following link - http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Office%20of%20business%20and%20finance/Payroll%20Offices/CLT-09032013.pdf

Please note, there is no change in the timesheet only the pay schedule.

If you have any questions, please call Ms. Willima Tandrian (ext. 7630).
Budget –

Graduate Center has transitioned to CUNYFIRST as of July, 2013 and therefore all budgets have been loaded in CUNYFIRST.

CUNYFIRST does not allow for Pool Budgeting and therefore all OTPS Department Budgets are categorized in 6 categories. The categories are as follows:
- Supplies and Materials
- Travel
- Contractual Services
- Equipment Acquisition
- Fringe Benefits - to be used for honorariums
- Indirect Costs – Not Applicable at the college department level

Your purchase transaction will not be processed unless there is sufficient budget allocation in these corresponding categories.

Tax Levy OTPS budgets are in CUNFIRST for departments to make all necessary purchases for FY 2014. All departments are advised to adhere closely to their budget, especially when credit card purchases are made.

If you have any questions, please feel free to contact Mr. Finney Joshua, Director of Budget, at fjoshua@gc.cuny.edu.

Non-Tax Levy Entities –

Accounts Payable Invoices
All receiving reports, packing slips and invoices for items and/or services that you purchase and receive must be signed by an authorized individual as approved for payment. The signed documents, along with a Payment Request form, should be submitted to the appropriate individual listed in the table below. It is important that the signed documents are submitted immediately.

Travel Claims
All completed travel claims, with supporting documentation, should be turned into the Business Office for processing as soon as possible.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Documents should be submitted to:</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC Foundation</td>
<td>Althea Harewood</td>
<td>7662</td>
</tr>
<tr>
<td>GC Auxiliary Enterprise, Inc.</td>
<td>Althea Harewood/David Tse</td>
<td>7662/7667</td>
</tr>
<tr>
<td>GC Child Care, Inc.</td>
<td>Althea Harewood/David Tse</td>
<td>7662/7667</td>
</tr>
<tr>
<td>Doctoral Student Council</td>
<td>Ab Abraham</td>
<td>7611</td>
</tr>
<tr>
<td>GC General Fund</td>
<td>Mario Benitez</td>
<td>7671</td>
</tr>
</tbody>
</table>
Payment Request Procedure (Tax levy and Non-Tax Levy) –

To improve internal controls, Payment Requests should not be signed by the same person to whom the payment is made. As an example, if a Fund Administrator is submitting a Payment Request to reimburse himself/herself for an out of pocket expense, s/he should not sign the Payment Request. The Payment Request should be signed by an associate who can verify the expense.

Processing time of approximately 3 – 5 business days will be required for Non-Tax payments. This means 3– 5 days from when all the completed required paperwork is received in the Business Office. If payment is to a new vendor, then please allow 3 additional days for processing.

Grant Funds

Although the paperwork associated with contracts and grants often seems involved, all reports and other accounting documents need to be handled promptly and properly. These records are crucial to the Graduate Center, to the granting agency, and to each department involved with administering the grants. Accountability, making sure that money is spent correctly and on time, is essential in managing grants.

All grants must be carried out within budgetary and other guidelines that the funding agency and the Graduate Center have agreed upon. Expenditures need to be closely monitored and well documented.

To ensure that Graduate Center’s grant activities are communicated to and coordinated with Principal Investigator/Project Directors, Development Office and Alumni Relations Office and the Business Office, we have established the attached grant process and procedures. Please click on GCF Grants Process and Procedures.

Visit the Business Office web page at -
http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance