

# Parnassus Financials

Financial Services  
West Tower 14th Floor  
[www.ithaca.edu/financial\\_services](http://www.ithaca.edu/financial_services)

## Special points of interest:

- Find a tip about printing Parnassus reports
- Link to Fiscal Year-end Procedures & calendars
- Discover what reports are available in Parnassus

## Message from Jo Anne

### *Are you aware of the departmental reports in Parnassus?*

End-users with “Fin Apps” or “Account Inquiry” responsibility can access departmental account information including **reports**.

Departmental Activity reports and IC Funds Available reports will show departments their funds available including the detail on transactions. Page 2 & 3 provide report descriptions including the processes on how to run these reports in Parnassus.

The new Tips & Helpful Hints section has been added to this edition. You will find a tip on printing Parnassus reports along with links to the Fiscal Year-end Procedures and calendars.


If you have any suggestions for topics you are interested in having included for future newsletters, feel free to contact me. You can also email me your “tip” or “helpful hint” that you feel other end-users may find beneficial.

*Enjoy!*

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## Tips & Helpful Hints

### Printing Parnassus Reports

When printing reports in Parnassus you will usually choose “landscape” to print on 8½ x 11 paper. If the columns and data are cut off, try the following:

- Choose the report
- Click on View Output
- Choose View>Text Size
- Try “Smaller” or “Smallest”
- Continue with File>Print
- Choose Preferences>Landscape

Customer/ DDD Department- Sub	Doc	Fax)	YTD Budget	YTD Actual	YTD Encumbrance	Available Funds
<b>Supplies</b>						
7217 Office Gen Serv 000	0000	None	1,350.00	0.00	0.00	1,350.00
7218 Office Supplies 000	0000	None	2,800.00	1,915.00	640.00	644.32
7219 Computer Softwa 000	0000	None	1,070.00	0.00	0.00	1,070.00
7223 Other Supplies 000	0000	None	2,400.00	2,297.49	4,622.36	4,409.81
<b>Total Supplies</b>			<b>7,620.00</b>	<b>4,202.17</b>	<b>5,062.36</b>	<b>1,664.83</b>
<b>Postage</b>						
7350 Postage 000	0000	None	1,990.00	59.46	0.00	1,930.54
<b>Total Postage</b>			<b>1,990.00</b>	<b>59.46</b>	<b>0.00</b>	<b>1,930.54</b>
<b>Printing/Publication</b>						
7361 Genl Dvc Print 000	0000	None	1,200.00	3.00	0.00	1,197.00
7362 External Print 000	0000	None	950.00	0.00	0.00	950.00
<b>Total Printing/Publication</b>			<b>2,150.00</b>	<b>3.00</b>	<b>0.00</b>	<b>2,147.00</b>
<b>Travel</b>						
7411 Instructional T 000	0000	None	0.00	199.00	0.00	199.00
7413 Conf & Prof Me 000	0000	None	18,200.00	35.00	0.00	18,165.00
<b>Total Travel</b>			<b>18,200.00</b>	<b>234.00</b>	<b>0.00</b>	<b>17,964.00</b>
<b>Recruiting</b>						
7464 Rec Travel - Ca 822	0000	None	0.00	214.50	0.00	214.50
7470 Rec Meas-T/C 822	0000	None	0.00	49.90	0.00	49.90
<b>Total Recruiting</b>			<b>0.00</b>	<b>264.40</b>	<b>0.00</b>	<b>264.40</b>

## Tips and Hints (continued)

End-users can find Carl Sgrecci's memo (also in Intercom) along with the Fiscal Year-end Procedures through the link listed below. A timeline specific to departmental procedures can also be found through this link.

[www.ithaca.edu/financial\\_services/yearend.htm](http://www.ithaca.edu/financial_services/yearend.htm)

## Reports in Parnassus

### Departmental Activity Reports

The Departmental Activity report is a summary of your departmental accounts. You will find several departmental activity reports to choose from in Parnassus. We have re-organized the naming of the reports for easier access and understanding of the output for each report. Several new report choices have also been added.

All end-users with access can choose any report beginning with "1". Reports beginning with "2" indicate specialized reports set up for specific departments and would only be appropriate for that specific department.

Departmental Activity reports for any end-user beginning with "1" are as follows:

<u>Name of Report</u>	<u>Detail Included in Report</u>
▪ 1-Dept Act-YTD	Year to date (dept budget, actual, encumbrance, funds available)
▪ 1-Dept Act-YTD w/user	Year to date (includes user codes)
▪ 1-Dept Act-YTD w/user&proj	Year to date (includes user codes & project codes)
▪ 1-Dept Act-YTD-ORIG w/user	Year to date (includes Original Budget column & user codes)
▪ 1-Dept Act-PJTD	Project to date (for 02, 03, 06...funds)
▪ 1-Dept Act-PJTD w/user	Project to date with user codes (for 02, 03, 06...funds)
▪ 1-NSOP Summary	Year to date (summary of non-salary oper. accounts-01 funds)

### Example of a Departmental Activity Report

(special note: this report includes a summary for **Total Operating Expenses** which will be the same if you viewed "NSOP" report (summary of non-salary operating expenses for 01 accounts) or through Account Inquiry-Funds.

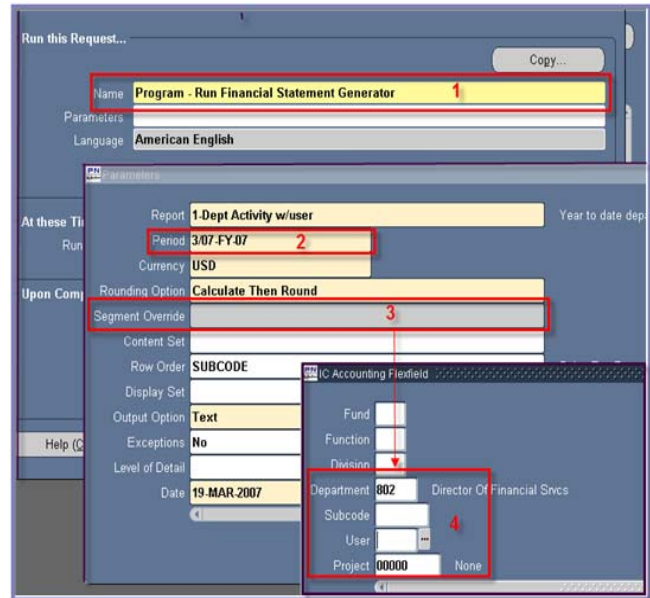
Ithaca College Departmental Activity Report Current Period: 2/07-FY-07				
Currency: USD				
Department*		YTD	YTD	Available
Dpt Sub	Budget	Actual	Encumbrance	Funds
<b>Supplies</b>				
7317 Office Gen Servi	1,500.00	0.00	0.00	1,500.00
7319 Office Supplies	2,800.00	1,765.68	190.00	844.32
7329 Computer Softwar	1,070.00	0.00	0.00	1,070.00
7335 Other Supplies	2,450.00	2,189.55	1,146.36	885.91-
<b>Total Supplies</b>	<b>7,820.00</b>	<b>3,955.23</b>	<b>1,336.36</b>	<b>2,528.41</b>
<b>Postage</b>				
7350 Postage	1,990.00	59.46	0.00	1,930.54
<b>Professional Services</b>				
7644 Other Contracted	1,000.00	0.00	0.00	1,000.00
<b>Total Professional Services</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>Other Expenses</b>				
<b>Total Operating Expenses</b>	<b>53,375.00</b>	<b>16,025.59</b>	<b>1,758.27</b>	<b>35,591.14</b>
<b>Capital Expenses</b>				
8130 Computer Eqpt<fS	0.00	0.00	0.00	0.00
8300 Capital Eqpt>\$20	0.00	6,624.86	0.00	6,624.86-
8330 Computer Hardwar	0.00	0.00	0.00	0.00
<b>Total Capital Expenses</b>	<b>0.00</b>	<b>6,624.86</b>	<b>0.00</b>	<b>6,624.86-</b>
Currency: USD				
Department		YTD	YTD	Available
Dpt Sub	Budget	Actual	Encumbrance	Funds
<b>Total Departmental Expenses</b>	<b>488,757.31</b>	<b>331,650.75</b>	<b>1,758.27</b>	<b>155,348.29</b>
<b>Net Available</b>	<b>488,757.31</b>	<b>331,650.75</b>	<b>1,758.27</b>	<b>155,348.29</b>

Page 3 will outline the process for departmental activity reports.

## Reports in Parnassus (continued)

### Departmental Activity Report Process

- ◆ Log into Parnassus
- ◆ Go to Fin Apps or Account Inquiry Responsibility
- ◆ Open Other: Report-Run
- ◆ Select "Single Request">OK
- ◆ Click on LOV "Name"
- ◆ Choose "Program-Run Financial Statement Generator" 1>OK
- ◆ Click on LOV "Report" (or type 1 or 2>Enter for listing)
- ◆ Choose the report you want>OK
- ◆ Enter Period (defaults to current period) 2
- ◆ Click in "Segment Override" field 3
- ◆ Enter Department # and Project 4
- ◆ **NO Subcode & User code** (must remove "000" user code otherwise your report will not be complete)>OK
- ◆ Click "Submit"
- ◆ Click "Refresh Data" (wait patiently...)
- ◆ View Output when report completed
- ◆ Print in Landscape (see page 1 for additional "tips" on printing)



### IC Funds Available Reports

IC Funds available report provides the detail of the transactions to supplement account information on the Departmental Activity report. End-users may choose to run this report along with the Departmental Activity report for a more comprehensive and detailed picture of your departmental accounts.

ITHACA		Ithaca College Funds Available Detail Report Period: 1/07-FY-07 to 2/07-FY-07		PARNASSUS	
Budget: ADJUSTED BUDGET				Report Date: 23-FEB-07 11:37:39	
From Account: 01.06.50.802.7319.000.00000				Page: 1 of 1	
To Account: 01.06.50.802.7335.999.00000					
Description	Budget	Encumbrance	Actual	Funds Available	
7319 Office Supplies Outside Begin Balance 1/07-FY-07	2,800.00	0.00	1,481.68	1,318.32	
01/01/07 OFFICEMAX CT by Hastings Paper			284.00		

### IC Funds Available Report Process

- ◆ Log into Parnassus
- ◆ Go to Fin Apps or Account Inquiry Responsibility
- ◆ Open Other: Report-Run
- ◆ Select "Single Request">OK
- ◆ Click on LOV "Name"
- ◆ Choose "IC Funds Available Detail Report" 1>OK
- ◆ Enter Period (beginning & end dates) 2
- ◆ Enter Full account number range 3>OK
- ◆ Click "OK" on Parameter screen
- ◆ Click "Submit"
- ◆ Click "Refresh Data" (wait patiently...)
- ◆ View Output when report completed
- ◆ Print in Landscape (see page 1 for additional "tips" on printing)

