

Parnassus Financials

A Newsletter for End-users

Ithaca College—Financial Services
West Tower 14th Floor
www.ithaca.edu/financial_services

Special points of interest:

- Discover a shortcut & new documentation on our website
- Information on troubleshooting Parnassus
- Read about budget transfers & moving funds
- Learn how & when to complete a Budget Transfer
- Access a new report

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Message from Jo Anne

Confused about Budget Transfers and Moving Funds?

Do you find yourself asking “how should I correctly have these funds moved...do I use Budget Transfer in Parnassus or request Financial Services or Budget Office to move my funds? You will find the answers to these questions as well as detailed information on budget transfers and moving funds in this edition.

End-users will read about some of the new documents now available on the Financial Services website. One of the new documents will assist you in using the correct form when reimbursing Ithaca College employees, students, and non-Ithaca College employees in specified circumstances.

You may also want to read about the NEW *Unreconciled Credit Card Transactions* report on page 4 of this edition!

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

Enjoy!

Jo Anne


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Tips and Helpful Hints

A simple shortcut to move to the end of a list in Parnassus is to use View>Record>Last on the Toolbar. This may be helpful when you want to view the most recent credit card transactions instead of scrolling down a lengthy list. Another example is when you have multiple lines of account information in Account Inquiry/Funds.

Be sure to take a look at [Financial Services](http://www.ithaca.edu/financial_services) website. You will find resources and links to policies, procedures, various forms and information relating to Parnassus, Accounts Payable, and Travel Services to name a few!

You will also find some **new documentation** to assist you regarding the following:

- [Timelines for Keeping Financial Documents](#)
- [Reimbursement Reference Guide](#)
- [Create Vacation Rule](#)

Keeping You Informed

Troubleshooting Parnassus

If you or someone in your area are having problems accessing Parnassus or the Finance Apps (Core Apps), review the checklist on page 4 of the [Navigation Guide](#) on Financial Services website.

End-users have also been experiencing problems when they access Fin Apps responsibility and choose a function, it will close and may or may not indicate an error (IE has encountered a problem and will close). If this occurs, try uninstalling all versions of JInitiator through Control Panel and opening Parnassus again. You will be prompted to reinstall JInitiator through Parnassus.

If anyone has other questions or unable to access financials, feel free to contact:

Mariko Pimental (mpimental@ithaca.edu) or
 Vanessa Brown (vbrown@ithaca.edu)

Budget Transfers and Moving Funds

Budget Transfers move funds from one account to another and will only affect the Adjusted Budget during that fiscal year. End-users with Finance Apps responsibility can complete a Budget Transfer (see Page 3) in Parnassus in certain circumstances. Otherwise, requests would be made to move these funds through the Budget Office or Financial Services. We are providing the following guidelines and contacts to assist you with Budget Transfers and moving funds.

- A. Contact [Noelle Bartolis](#) in the Budget Office regarding budget transfers involving the following:
- Requests to move funds from **your unrestricted accounts (01 Funds) to another departmental account (01 Funds) that you do not have access to**
 - Requests to move funds **to contribute or in support of another department's event, program**, etc. to give a true accounting of the expenses involved
 - Requests to move funds from your unrestricted accounts (01 Funds) involving the **4000 (income) subcodes into your unrestricted operating accounts (7000 subcodes)**.
 - Requests to move funds from your unrestricted **9590 (chargeback) accounts into your unrestricted operating accounts (7000 subcodes)**.
- B. Contact [Lynn Eastman](#) in Financial Services for transfers involving the following:
- Requests to move funds involving any **02 Fund (gift monies/spending from endowments)** including transfers from 01 Fund to 02 Fund.
- C. Contact [Janet Casterline](#) in Financial Services for transfers involving the following:
- Requests to move funds involving **any 03 Fund (grants)**.
- D. Contact [Beth Reynolds](#) or [Lynn Eastman](#) in Financial Services for transfers involving the following:
- Requests to move funds involving **06 Fund (plant accounts)**.
- E. Requests to move an **actual expense or amount** that was charged to the wrong account number should be sent to [Janet Casterline](#) or [Lynn Eastman](#) in Financial Services. You can also use the **Journal Entry** request form (see below).

Additional resources and information

End-users will find a [Journal Entry](#) request form on the Financial Services website. This form is used to submit a request to move actual funds and will be sent to Janet Casterline. The Journal Entry form is NOT for a Budget Transfer request (email Noelle Bartolis in the Budget Office for budget transfers).

If more than one department is sharing the cost for an item on a [Requisition for a PO](#), the department submitting the request would use their account number for these expenses. The other department sharing the cost would email (be sure to cc the requesting department) or submit a request for a Journal Entry (Janet or Lynn) to move their share of expenses in actuals from the requesting departmental account to their department's account (see "E" above).

Performing a Budget Transfer in Parnassus

The Budget Transfer process in Parnassus can only be used to move funds in the Adjusted Budget from one account to another. You can also use this process to move funds in your adjusted budgets from one line to another, however, the Budget Office only looks at the bottom line NSOP. End-users must have Finance Apps responsibility and are reminded of the following requirements:

- The person completing the transaction must have access to the accounts where funds are being transferred from and also the accounts where the funds are being transferred into.
- The account must have Adjusted Budget funds available where end-user wants to transfer the funds from.
- End-users can only complete Budget Transfers in Parnassus for 01 Funds using the 7000-7999 subcodes (end-users cannot use any of the subcodes listed "For Accounting Use ONLY" on the updated [Subcodes for Departments](#) report, such as 7690). For any other Fund or subcodes, refer to page 2 on how to request this type of transaction.

Log into **Parnassus**

Choose **Finance Apps Responsibility**>**Budget Transfer**

Budget Transfer Form

Budget Transfer Form

- ◆ Use **Adjusted Budget** (Item 1)
- ◆ Enter a **Batch Name** (Item 2) with something identifiable to you i.e. jar012908 Special Event Name (which would represent someone's initials (jar) date of transaction (01-29-2008) and reason for transfer)
- ◆ Enter information where funds will be transferred **FROM** (Item 3)
 - **Budget Organization** - Enter "u" and tab then select Unrestricted Operating
 - Enter **Account number** where you have funds to move from (Item 3)
- ◆ Enter information where funds will be transferred **INTO** (Item 4)
 - **Budget Organization** - Enter "u" and tab then select Unrestricted Operating
 - Enter **Account number** where you have funds to move into (Item 4)
- ◆ Click **Transfer Amounts** button

Transfer Amounts Form

Transfer Amounts Form

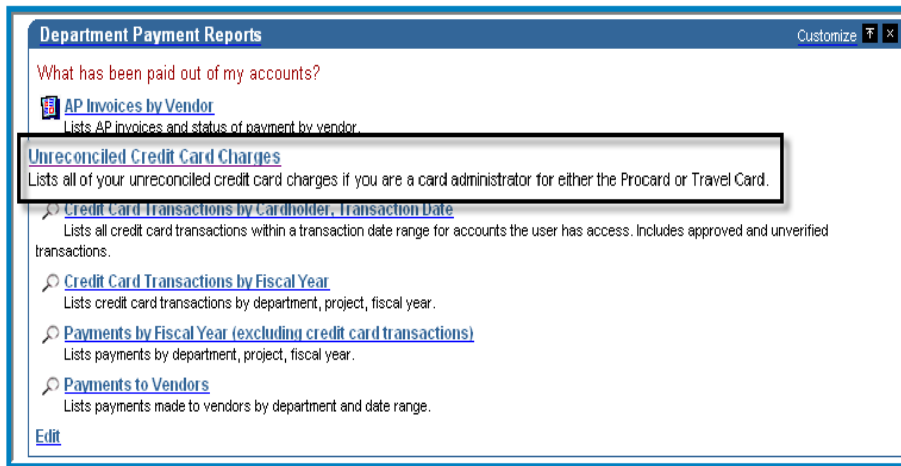
- ◆ Enter current **Period** (Item 5)
- ◆ Enter **Amount to Transfer** from the account (Item 6)
- ◆ Choose **File>Save**
 - the **Old and New balance** fields will display the **Budget balances only**. This will **not include any actual funds**. (Item 7)
- ◆ **Close the form** and Budget transfer form will reappear

If you want to begin a new record Choose "File>New" and start the process over. Otherwise:

- ◆ Click **Reserve Funds** button
- ◆ Click **Yes** to confirm funds reservation
- ◆ **Close the Budget Transfer form** and you will receive a confirmation number for the transaction.

Unreconciled Credit Card Transactions Report

A new report is now available in Argus called **Unreconciled Credit Card Transactions**. This report is currently only available to end-users who are responsible for accessing and updating cardholders' transactions in Parnassus. The report shows transactions that have not been updated including relevant information for those outstanding transactions.



Access [Unreconciled Credit Card Transactions](#) report in Argus

- Log in to **Argus** through ACE/ARGUS homepage
- Click on **Financials** tab
- Under Department Payment Reports section on right hand side, select **Unreconciled Credit Card Charges**

You can view the following information in your report. Transaction dates highlighted in red indicates that this has been outstanding for a month or longer and needs to be updated immediately.

- Your name as **administrator**
- **Profile** - designates procurement or travel card
- **Cardholder name**
- **Amount** of transaction/
merchant name
- **Transaction date**

Unreconciled Credit Card Charges by Administrator for FS					
Admin	Profile	Cardholder Name	Amount	Merchant Name	Transaction Date
Unreconciled Credit Card Charges Report					