

# PARNASSUS Financials Newsletter

July 2006

Financial Services

**Wow!** Thanks for the wonderful feedback from our first newsletter as well as some great ideas for future editions.

Once in awhile, you may find a “helpful hint” or “reminder” in these newsletters that seem contrary to what was first learned. So for those of us, including me, who have been working with the financials system in Parnassus from its inception, please be aware that changes may have occurred and we are trying to keep everyone updated and informed.

As part of our continuing efforts to help staff know who we are and what we do on the 14<sup>th</sup> floor of the West Tower, you will now find an additional section at the end of this newsletter entitled “*Let’s Focus on....*” The people involved in a particular department, the services provided or possibly information and resources on a special area of interest will be the “focus” of this section.

Feel free to contact me with questions regarding Parnassus Financials training and support. You can also send me ideas or suggestions you would be interested in seeing in the next newsletters.

Enjoy!

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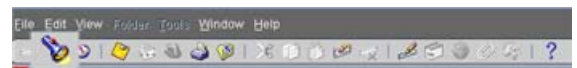
## NEWS FLASH!!

The “need by date” in iProcurement has been changed to **delivery date!**



The original wording was very confusing since this information only applies to delivery of goods or services...**not** payment dates. The new wording “**Delivery Date**” is much clearer to understand. Thanks go to Karen & Vanessa for initiating and making this change possible!

## Shortcuts.....



The Flashlight or “Find” tool will open a search window to allow for the search of an existing record. For example: you are on the “funds available” screen and have selected a specific account and now you want to look at a different account...be sure the account summary field is highlighted and then just click on the Flashlight to enter different segments of an account.



The Eraser or “Clear Record” tool will clear the current record from the form. This may be especially helpful when you are having trouble clearing an incorrect account number in the verification process for ProCard transactions.

Did you know...?



**Subcode 7319** "Office Outside & Stapl" is used for any vendor where you purchase office supplies...*not just Staples*.

For example, you could use subcode 7319 for pens or paper clips you purchased from OfficeMax, Boise, Staples, and so forth.

**Supplies**

- 7300 Procard Clearing Account
- 7310 Supplies
- 7311 Instruct & Lab Supp
- 7314 Computer Supplies/Equip
- 7317 Office Gen Services

**7319 Office Outside&Stapl**

- 7321 Maintenance Supplies
- 7324 Custodial Supplies
- 7327 Uniforms
- 7328 Film & Video
- 7329 Computer Software
- 7331 Athletic Supplies
- 7333 Athletic Equipment
- 7334 Dramatic Productions
- 7335 Other Supplies
- 7337 Supplies-Bookstore/Macs



*HOW WOULD YOU...?*

- Q. How can a new account number be established?
- A. To request a new Account Number, you will need to complete the online New Account Request Form. This form can be found by going to the Financial Services web page then choosing Forms. Be sure to complete all information requested. The "comments" field is a good place to briefly state why the new account is being requested as well as specifying multiple subcodes that need to be set up for the new account. (You can also use this form to request new subcodes, user codes, or project numbers for existing accounts.)



Form	Description	Format	Questions
<a href="#">Journal Entry Request Form</a>	Request a journal entry.	Electronic	<a href="#">Janet Castellan</a>
<a href="#">New Account Request Form</a>	Request a new account combination in the Parnassus system.	Electronic	<a href="#">Lynn Eastman</a>
<a href="#">Purchase Order Request Form</a>	Request a new purchase order.	Electronic	<a href="#">Helen McCrean</a>

**Information & Resources**

The Purchasing Department contacted the following local hotels/motels and compiled a list with their "Corporate" rates. Please be aware that during special event days, the rates will increase significantly. You would also want to contact the hotel to confirm the actual rates.

You can find a complete listing through the Financial Services web site at [Local Hotel and Motel Rates](#)

**Local Hotel/Motel with Corporate Rates**

**Best Western University Inn**

1020 Ellis Hollow Road  
272-6100

**Clarion University Hotel**

Clarion & Ramada owned by same company.  
(Same rates apply)  
One Sheraton Drive  
Triphammer Road  
257-2000

**Comfort Inn**

356 Elmira Road  
272-0100

**Courtvard by Marriott**

29 Thornwood Drive  
330-1000

**Econo Lodge**

Cayuga Mall  
2303 N. Triphammer Road  
257-1400

**Hampton Inn**

337 Elmira Road  
277-5500

**Hilton Garden Inn**

130 Seneca Street  
277-8900

**Holiday Inn Downtown**

222 South Cayuga Street  
272-1000

**LaTourelle Resort & Spa**

1150 Danby Road  
273-2734  
<http://www.latourelle.com>

**Ramada Inn**

Clarion & Ramada owned by same company.  
(Same rates apply)  
2310 North Triphammer Road

**Super 8 Motel**

400 South Meadow Street  
273-8088

## Let's FOCUS ON...

## The Budget Office

### *The Budget Office at Ithaca College...*

- Supports the College's mission and plans
- Aids departments with construction of their individual annual budgets
- Forecasts revenue and expense
- Provides analytical reports to aid in departmental budget planning
- Allocates resources and monitors their use
- Provides reports concerning results against plan to aid in reallocation decisions

### *New Initiatives*

Beginning next month, Noelle will be scheduling time to meet with those that process authorizations related to pro-card, travel card and EZ Pay transactions. She will provide information and guidance related to these financial policies and processes. This will allow for better preparation to meet the reporting requirements of the College's annual audit.

### *Who are the individuals within the department?*

- ❖ John Galt, Director - EVERYONE knows John!!! With his 30+ years of experience, John provides leadership & historic perspective. Among other things, John oversees the position control for the non-faculty placements. John coordinates the construction of the annual budget for the presentation to the President and Board of Trustees.
- ❖ Sally Dietz, Assistant Director - The "Mom" of the group and always willing to help out someone in need. Sally oversees the faculty position control process. She reviews and monitors the capital budget expenditures. She participates in the budget planning meetings and provides assistance to individual departments in the preparation for the annual budget process. Sally provides customer service and support through training and instruction with any budget related questions.
- ❖ Noelle Bartolis, Budget Analyst/Assistant - The New Kid on the Block. Arriving on campus just as the fiscal year was coming to a close, Noelle deals with performing budget adjustments and account reconciliations. She provides support through identifying, researching and resolving discrepancies. She will assist with the college-wide annual budget preparation. Noelle will perform the auditing functions for Travel Card, Pro Card and EZ Pay transactions based on current policies and procedures.

Sally, Noelle, and John are available to assist with budget questions!

#### **Budget Office**

West Tower 14th Floor

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