

PARNASSUS Financials Newsletter

June 2006

Financial Services

Welcome to the first edition of this monthly newsletter for **end-users** of the **financial system** in **Parnassus**. One of my goals, as the new Training and Documentation Specialist in the office of Financial Services, is to offer helpful tidbits of information as well as shortcuts that you can utilize as you interact with Parnassus.

If you have a Parnassus “helpful hint” that you find useful and want to share with other end-users, please let me know. You can email, fax, or send your information to me; just be sure to include your name and contact information in case I have questions.

You can also contact me with questions regarding Parnassus Financials Training and Support.

I hope you will find this and future newsletters to be of assistance as you work with the Financial Services team and Parnassus.

Happy Reading!

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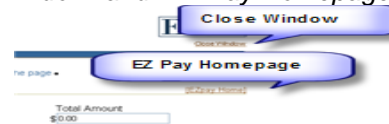
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WHY YOU ASK?

Answers to those haunting questions....

- Q. *When I am creating a new EZ Pay, what is the difference between selecting “Close Window” and “EZ Pay Homepage” buttons?*



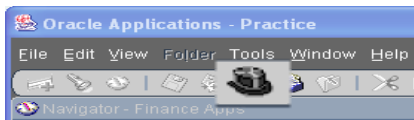
- A. “Close Window” will take you out of EZ Pay and your transaction is not complete. If you are not completing a transaction but want to continue working in EZ Pay then choose “EZ Pay Homepage.” (To finalize any transaction you must click on “Submit”).
- Q. *Who actually places the order to a supplier when I submit a Requisition for a Purchase Order?*
- A. According to the IC Purchasing Policy, when a Requisition for a Purchase Order is submitted, the Purchasing Department will place the order to the supplier.

Did you know...?




In EZ Pay, *when you do not have an invoice number*, whatever you type in “Invoice number” will be displayed on the remittance copy of the check along with the information you type in “Description.” So, you may not want to put your initials and/or a date but use something more descriptive.

Useful Tools.....



Whenever you see the **Top Hat** on the toolbar, you can *switch responsibilities* quickly by clicking on the Top Hat instead of logging out of Oracle and back in.

Finding a Supplier Name in EZ Pay can be simple. The name of a person or company could be written in a number of ways in the supplier database and all parts of a name are not individual fields, so you may find it easier to search using the following.

- ✓ Click on the  to the right of the supplier field and enter the first few letters of the supplier you wish to select *OR*,
- ✓ By using the "%" sign, you can search the Supplier database, for example:
 - **Sta%** searches for names beginning with "Sta"
 - **%Ros%** searches for any part of a name containing "ros"
 - **%John%Smith%** searches for all names containing "john" and "smith" including characters before, in between, and after "john" and "smith"

Enter Search Information

Supplier Name

- Enter the desired search information and click the **Find Supplier** link below.
- If you need help finding a supplier or using the % wildcard [click here](#).
- You may enter all or part of the **Supplier Name**.
- Leaving **Supplier Name** blank will return a list of all suppliers.

Helpful Reminders

End-users only complete Budget Transfers for the 7000 subcodes.
For all other subcodes (i.e. 4000s, 9590s, or capital) for which you may have access, you must contact the Budget Office to handle the transaction.

If you are working in Parnassus Financials and find something is not working the way it normally does, chances are that other end-users have the same question. Also, there may be a problem that needs attention. Please call us so we can check out the question or problem and inform others if needed.



For MAC Users Only...

(Information just for MAC Users)

As of the spring '06 upgrade, Oracle certifies Macs with the following:

1. Mac OS X version 10.3.9, along with any other security and Java updates in the Software Update program started from the Apple icon menu on the desktop
2. Safari 1.3.2 (v312.5) or higher
3. Java 1.4.2 plug-in on Mac OS X (version 1.4.2_09 or higher)

Here's how to check your versions:

1. If you go to the little apple in the upper left corner and select "About this Mac", it will tell you the version.
2. Also the version of Safari is located (with Safari open) in the upper left corner next to the apple, in Safari. There should be an "About Safari" that will tell you the version number.
3. For Apple Plug, go to Applications, there should be a Java folder and in that folder there will be something like (possibly multiples...if so, give me all the numbers) "Java 1.3.1 Plugin Settings". You may have 1.4.1 too.

If you have any questions or know of specific MAC issues, please email jrosato@ithaca.edu.

Feel free to contact any of the following ***Financial Services Team*** for assistance.

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