

# Parnassus Financials

A Newsletter for End-users

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

**Special points of interest:**

- Read a tip on entering department code when querying accounts
- Get the latest info on the new Annual Budget Process
- Find information on Small Equipment and Capital Acquisitions
- Learn how Approvers can easily set up a Vacation Rule

**Inside this issue:**

Message	<b>1</b>
Tips & Hints Keeping You Informed	<b>1</b>
Small Equipment and Capital Acquisitions	<b>2</b>
Create a Vacation Rule	<b>3</b>

## Message from Jo Anne

### *Small Equipment and Capital Acquisitions Information Simplified*

This edition includes brief descriptions on small equipment and capital acquisitions. End-users will find subcodes associated with these budget categories along with additional information.

Approvers will learn how easy it can be to set up a Vacation Rule. Vacation Rules are important so that Requisitions complete the approval process in a timely manner and are not held up when Approvers are away.

Below, you will read about the new budget process which will be implemented fall of

2007. We will keep you informed and updated with information on an ongoing basis.

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*

[jrosato@ithaca.edu](mailto:jrosato@ithaca.edu)

**Jo Anne Rosato**

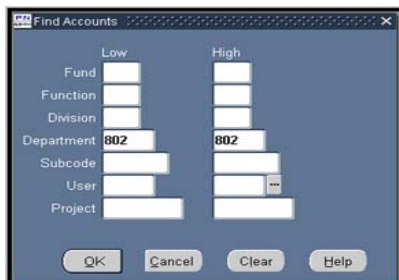
Financial Services  
 West Tower-1405  
 953 Danby Road  
 Ithaca, NY 14850  
  
 Phone: (607) 274-3044  
 Fax: 607.274.1809  
 E-mail: [jrosato@ithaca.edu](mailto:jrosato@ithaca.edu)

**Financial Services**  
 Training & Documentation Specialist  
  
**ITHACA**

## Tips and Helpful Hints

When end-users query account information such as Account Inquiry>Funds, be sure to enter the 3-digit Department code. This actually helps the search performance even if you only have access to one department.

As a reminder: when you enter a Department code, the User codes are automatically filled in with 000. End-users MUST remove the user codes and leave the fields blank to find complete account information.



## Keeping You Informed

The Budget Office has been working on a new online system for the annual budget process. Budget, ITS, and Information Services have been involved with the development of a new budget process through Parnassus which will be implemented this fall.

Information Services and the Budget Office will provide information and training. The deans and vice presidents have provided the names of individuals from their departments who are designated “reviewers,” “submitters,” and “approvers” for this new process. Individuals in the role of “submitter” will be required to attend a two hour training session during the last two weeks in September 2007.

More details and information will be forthcoming but we want end-users to be informed of this upcoming new budget process.

## Small Equipment & Capital

To help end-users work with budgets and funds for small equipment and capital items especially during the annual budget process, we have provided brief descriptions about what these terms represent. End-users will find additional information and associated subcodes listed below.

**Small Equipment** refers to the assigned category for budgeted funds. Subcodes 8100-Equipment <\$2000 and 8130-Computers <\$5000 are included in this category. Small Equipment funds are used to acquire items of an equipment nature that cost less than \$2000 and include most computer equipment which costs less than \$5000 not currently part of the Technology Renewal Program (<https://www.ithaca.edu/computing/getit/>). The vice presidents and deans are allotted funds for such purposes. These funds are not part of the capital requests and are handled at the divisional level. Departments submit requests during the annual budget process and should contact their dean or vice president to see how such requests are handled.

**Capital Acquisitions** also refers to the assigned category and subcodes for budgeted funds. Funds in this category include subcodes 8300-Capital Eqpt >\$2000 and 8330-Computer Hardware->\$5000. Capital Equipment includes a single piece of non-computer equipment or combination of non-computer items that total more than \$2000. Computer Hardware includes computer hardware and software costing over \$5000.

Capital Acquisitions funds are used for purchases costing over the stated amounts for Capital Equipment (>\$2000) and Computer Hardware/software (>\$5000). Non-computer capital items would be reusable and not wear out or need to be replaced for 10 years and computer capital items for 5 years. Capital items can be related to building construction or renovation projects.

### Budget Subcodes

End-users will now find the following updates in the departmental subcode listing and reports. These changes should help end-users more easily identify the appropriate subcodes.

<b>Small Equipment</b>	8100	Equipment<\$2000
	8110	Library Electronic Resources
	8130	Computers<\$5000
<b>Capital Acquisitions</b>	8300	Capital Eqpt>\$2000
	8310	Vehicles
	8320	Musical Inst
	8330	Computer Hardware

**Small Equipment** - includes purchasing equipment items that cost less than \$2,000 or computer equipment costing less than \$5,000. Departments submit requests for these funds at their divisional level during the annual budget process.

- Subcodes 8100-8130
  1. 8100 Equipment <\$2000
  2. 8130 Computers <\$5000
    - ~ includes desktop/laptops for new faculty/staff (to be included in Technology Renewal Program)
    - ~ includes new network laser printers (to be included in Technology Renewal Program)
    - ~ includes replacement cycle "Z" computers (not part of the Technology Renewal Program)
- Designated funds at divisional level during Budget Process (check with your VP or Dean to see how to request these funds)
- Funds checking occurs in Parnassus
- "Equip" Summary Account (includes the sum of balances for subcodes 8000-8299)

**Capital Acquisitions** - includes purchasing equipment, individual items or a group of items that cost more than \$2,000, or computer hardware/software costing more than \$5,000. Departments submit requests for these funds during the annual budget process.

- Subcodes 8300-8330
  1. 8300 Capital Eqpt >\$2000
    - ~ single piece of non-computer equipment
    - ~ combination of non-computer items (components) totaling more than \$2,000 which are necessary to make a single piece of equipment that has a specific purpose (i.e. musical instruments, athletic equipment)
  2. 8330 Computer Hardware - >\$5000 and includes software (not covered under Technology Renewal Program)
- Request funds at budget process time by submitting Capital Request Form

**Capital Projects** - requests are usually submitted at annual budget process time along with a Project Approval Request (PAR). These types of projects are coordinated by the Planning, Design & Constructions division of Facilities and could include alterations to or expansion of facilities, new construction, or possibly office furniture and furnishings. This would not include routine care or repair of facilities.

## Setting a Vacation Rule

A reminder to approvers to be sure and set up your Vacation Rule especially during the summer time when many approvers are on vacation or possibly traveling.

For example, approvers would set up a vacation rule when they are not available to approve requisitions for purchase orders. The vacation rule re-routes the notifications to a pre-determined temporary approver. Financial temporary approvers must be at a higher level in your organizational chart so if an approver also has HR Approvals and the HR temporary approver is not at a higher level then you would need to create different rules\*. Creating a vacation rule assists in the timely processing of requisitions that require approvals.

### ◆ Create Vacation Rule for All Approvals (preferred set up)

- Log into Parnassus
- Select “Vacation Rules” via Workflow/Worklist
- Click Create Rule
- Vacation Rule: Item Type (see Figure 1)
  - Item Type - Choose ALL to create one rule for all approval types.
- Click Step 1 of 3-Next (Step 2 will be omitted)
- Vacation Rule: Response (see Figure 3)
  - Enter Start/End Dates and Times for rule
  - Type Message to Reassigned Approver
  - Reassign
    - ✓ Type last name of individual to temporarily reassign approval (choose individual higher in your organizational chart)
    - ✓ Click Flashlight
    - ✓ Select Name
  - ONLY Choose Delegate your response
- Click Step 3 of 3-Apply

(Figure 1-Vacation Rule: Item Type)

(Figure 3-Vacation Rule: Response)

### ◆ Create Vacation Rule for Each Responsibility\*

- Log into Parnassus
- Select “Vacation Rules” via Workflow/Worklist
- Click Create Rule
- Vacation Rule: Item Type (see Figure 1)
  - Item Type - Select approval to create a rule specific to that approval type
- Click Step 1 of 3-Next
- Vacation Rule: Notification (see Figure 2)
  - Click down arrow in Notification box
  - Choose ALL
- Click Step 2 of 3-Next
- Vacation Rule: Response (see Figure 3)
  - Enter Start/End Dates and Times for rule
  - Type Message to Reassigned Approver
  - Reassign
    - ✓ Type last name of temporary approver (choose person higher in your organizational chart for Financials)
    - ✓ Click Flashlight
    - ✓ Select Name
  - ONLY Choose Delegate your response
- Click Step 3 of 3-Apply

(Figure 2-Vacation Rule: Notification)