

Parnassus Financials

A Newsletter for End-users

Ithaca College—Financial Services

Special points of interest:

- Find out who is part of the Parnassus Financials Team
- Problems accessing Parnassus? See what to check
- What does Accounts Payable handle?

Message from Jo Anne

Do you feel confused about who to contact or even what departments are involved with Parnassus Financials?

In past editions of this newsletter, you have read about some of the departments and staff involved with Parnassus Financials. We have now created an organizational chart to help you identify and connect with the individuals and departments who work with the financial system in Parnassus or who we have named **“Parnassus Financials Team.”** We hope you find this resource helpful.

The **“focus on...”** for this month’s edition will be Accounts Payable. Accounts Payable is part of the Financial Services office. Many of you have contact with Accounts Payable regarding payments for college related expenses in con-

nection with IC’s credit card program. You will find more information on page 4.

As always, if you have questions regarding Parnassus Financials training and support, give me a call. Keep sending me ideas or suggestions you would like included in future newsletters.

Enjoy!

Jo Anne

jrosato@ithaca.edu

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Jo Anne Rosato

Financial Services
 West Tower-1405
 933 Danby Road
 Ithaca, NY 14850

 Phone: (607) 274-3044
 Fax: 607.274.1809
 E-mail: jrosato@ithaca.edu

Financial Services
 Training & Documentation Specialist

ITHACA

Keeping You Informed

If you are having trouble printing or unable to print the “Account Listing by Parnassus Username” report http://www.ithaca.edu/financial_services/fs_accounts.htm, you may want to try the following:

- Run Report
- Click on the Disc Icon in Adobe toolbar to SAVE AS
- Save to Desktop
- Open Desktop Document & Print

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The Parnassus account structure was adopted and evolved numerical digits in length, broken into 7 individual segments.

The 7 segments include:

- Fund - 2 digits
- Function - 2 digits
- Division - 2 digits
- Department - 3 digits
- Sub-code - 4 digits
- User Code - 3 digits
- Project - 5 digits

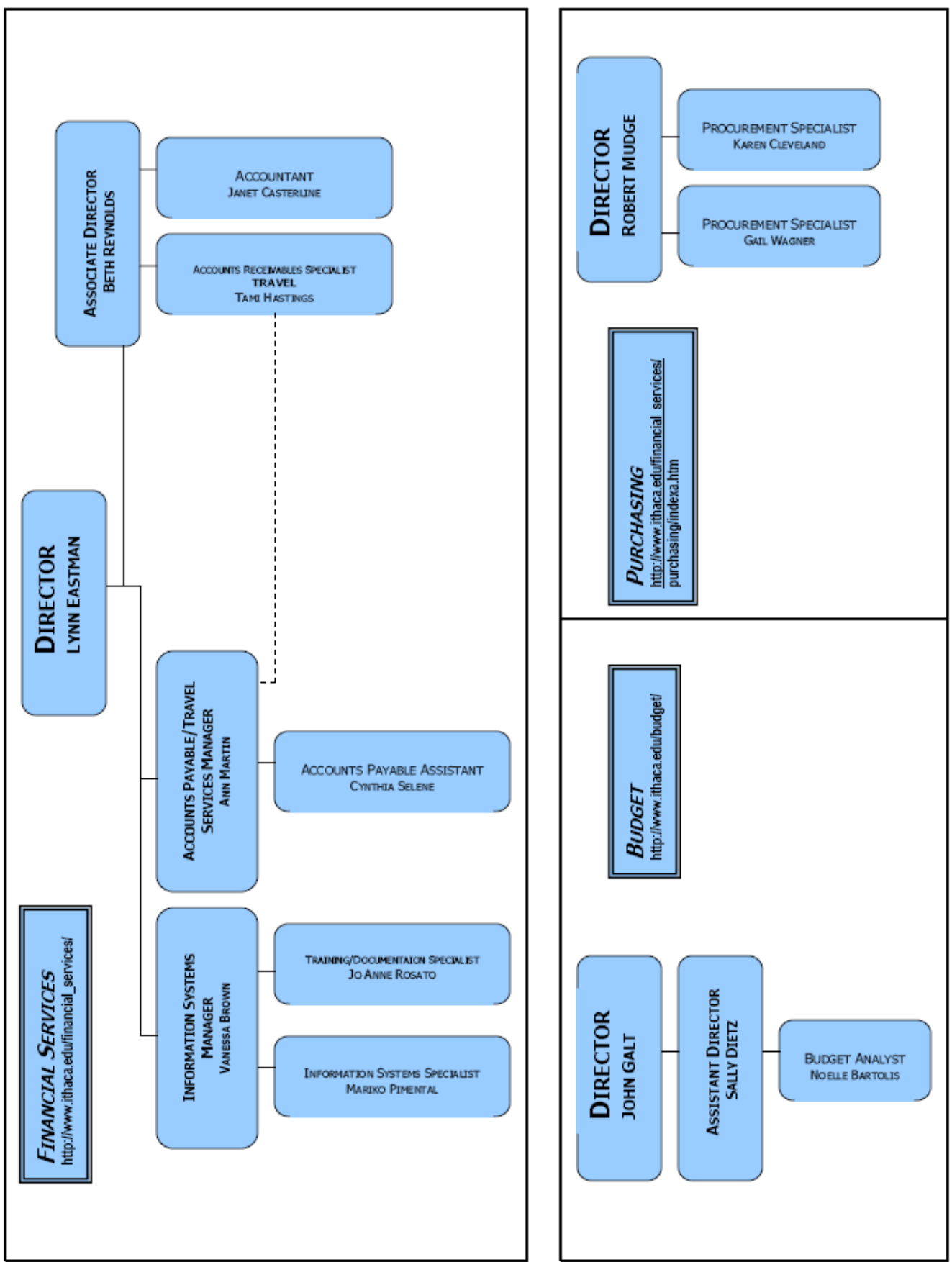
An example of a Parnassus account format is: 01.06.50

user are available below:

[Subcodes for Departments](#)
[Account Listing by Parnassus Username](#)

New Organizational Chart!

PARNASSUS FINANCIALS TEAM OCTOBER 2006

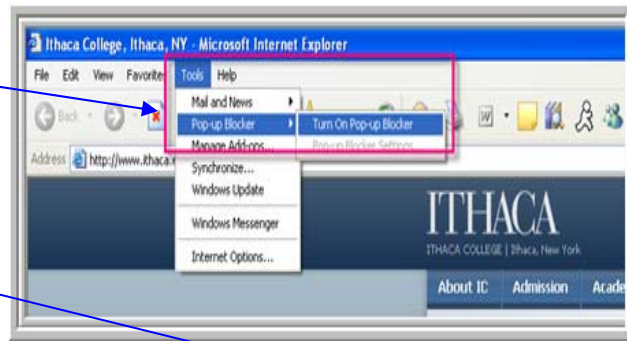


Problems Accessing Parnassus Responsibilities?

If you are having problems accessing finance apps in Parnassus or other responsibilities, check the following. You may also want to do this routinely such as once a week or month.

◆ Check Browser for Pop-up Blockers

- Choose “Tools”
- If “Pop-up Blocker...” is listed, be sure it reads “Turn On Pop-up Blocker” (this means that Pop-up Blocker is OFF).



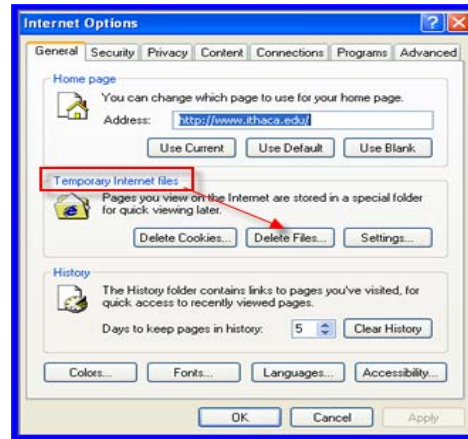
◆ Or; To Keep Pop-up Blockers On, You can Set Up Trusted Sites

- From IE>Tools>Internet Options
- Click Security Tab>Click Trusted Sites
- Click “Sites”>Uncheck “Require server verification (https:) for all sites in zone”
- Above “Add this web site to zone” type *.ithaca.edu
- Click “Add”>OK>OK



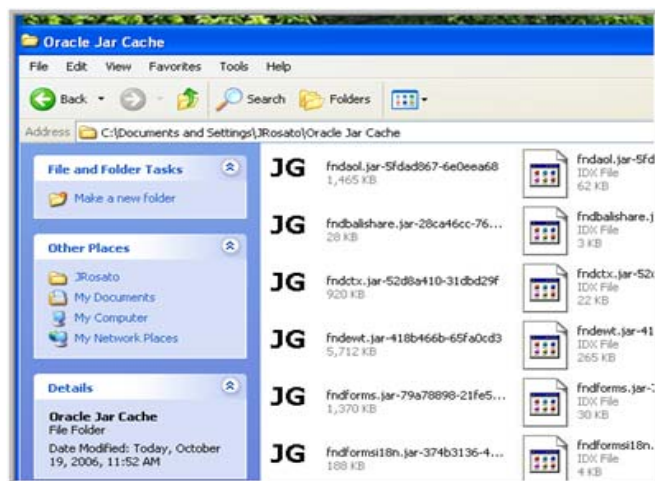
◆ Delete Temporary Internet Files

- Choose “Tools”
- “Internet Options”
- Delete “Temporary Internet Files”



◆ Clear Oracle JAR Cache

- Be sure all programs & files are closed
- Access “My Computer”
- Click on “Local Disk (C:)”
- Open “Documents & Settings” Folder
- Open Folder with your name (i.e. JRosato)
- Open “Oracle Jar Cache” Folder
- Hit “Control A” to Select All Files
- Hit “Delete key” to empty folder



The Accounts Payable office is responsible for...

- Administering Ithaca College's Visa Credit Card Program
- Issuing payments for Purchase Orders
- Processing Payments through EZ Pay
- Setting up payments and reimbursements to suppliers via Electronic Funds Transfers (EFT)
- Maintaining Supplier Database
- Assisting with Unidentifiable Credit Card Charges & Handling Disputes
- Issuing Stop-payments, Voiding and/or Reissuing Checks including Copies of Cancelled Checks
- Issuing End of Year 1099 Forms for Payments of Professional Services
- Maintaining All Related Policies and Procedures
- All IC related Travel

Accounts Payable & Travel Services Policies and Procedures

Accounts Payable & Travel Services web site: http://www.ithaca.edu/financial_services/aptso_home.htm

IC Visa Credit Card Policies : http://www.ithaca.edu/financial_services/aptso Visa_cc.htm

Forms relating to Accounts Payable & Travel: http://www.ithaca.edu/financial_services/forms.htm#aptso

Electronic Funds Transfer (EFT) Information and Form

http://www.ithaca.edu/financial_services/documents/EFT_FAQ.pdf

Accounts Payable/Travel Services Staff

Ann Martin, Accounts Payable/Travel Services Manager— Ann has been with IC for 17 years and worked her way up through the ranks to her current position as AP Manager. One of her many responsibilities involves the IC Credit Card Program. Ann is responsible for all aspects of Accounts Payable/Travel Services including reviewing and revising all related policies and procedures, managing the College's credit card program, and championing IC's conversion to Electronic Funds Transfer (EFT) payments versus paper check payments.

Cynthia Selene, Accounts Payable Assistant— started as a "temporary" with accounts payable and was hired as a full-time staff person in August 2006. Cynthia is responsible for entering invoices and travel reimbursements. When you submit a "new supplier" form she creates the new supplier in the database.

Tami Hastings, Accounts Receivables Specialist in the Financial Services Department reconciles Expense Reports including payments for travel reimbursement. Tami also maintains the Tax Exempt forms. You can contact Tami for any travel related questions.

Financial Services—Accounts Payable

Ann Martin—WT 1402 (mmartin@ithaca.edu) x43808

Cynthia Selene—WT 1403 (cselene@ithaca.edu) x43387

Tami Hastings, Travel—WT 1407 (thastings@ithaca.edu) x41480

