

Parnassus Financials

A Newsletter for End-users

Ithaca College—Financial Services

Special points of interest:

- Need help with subcodes?
- Check out a new report!
- Set Up Your Favorites List
- Answers to your questions
- Ongoing information about the New IC credit card program

Message from Jo Anne

Hearing from readers about the newsletter is very much appreciated. Whether you are finding new shortcuts or simply feeling more informed about Parnassus, the feedback is important to help determine the content for upcoming issues.

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
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This edition includes a variety of information instead of a particular focus. You will see how to find a list of subcodes and also a list of specific subcodes that departments should not use to charge expenses. New ways of keeping you informed as well as reviewing some procedures can be found in this newsletter.



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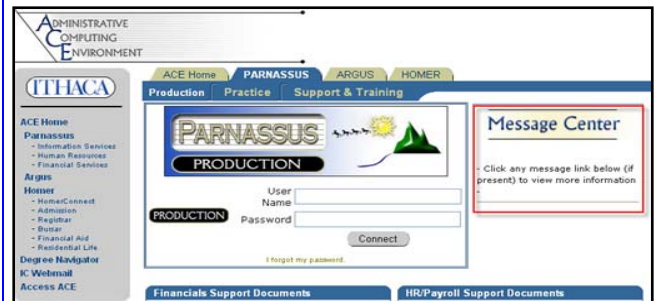
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Keeping You Informed

The question was asked about notifying end users when the month end closing is run. The month end closing which affects some of the Parnassus system is scheduled for the first business day of each month. Normally, it is completed by 8:30 a.m. If this will not be completed by the 8:30 a.m. time then a message will be placed on the Message Center located on Parnassus/ACE page.



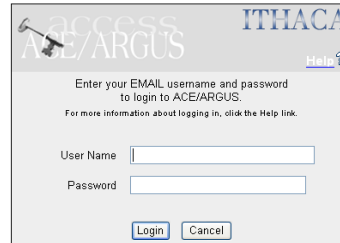
Exciting News!

You can now access the ***new* Account Listing by Parnassus Username Report** that gives you a complete listing of your departmental accounts!



1) Go to Financials Services web page
http://www.ithaca.edu/financial_services/

2) Choose **Account Information** then
“Account Listing by Parnassus Username”



3) Enter your Ace/Argus username & password



4) Enter your email name (do not hit Enter)

5) Click on “Run Report”

This is a single report that shows all of your active accounts by department, project, subcodes and usercodes.

Let's Talk Subcodes

• You can find subcode lists on the Financial Services website at:

http://www.ithaca.edu/financial_services/fs_accounts.htm



When you open “Subcodes for Departments” you will be asked to log-in to Ace/Argus to view the report.

• Departments cannot charge expenses to the subcodes listed below in the 7000-9000 range.

Departments cannot Charge Expenses to the following:

7199 Oracle Inventory/Cost of Sales
7300 Procard Clearing Account
7310 Supplies
7360 Printing & Duplicating
7400 Travel Advances
7410 Travel-IC
7490 Entertainment
7560 Communication Services
7580 Rental & Lease Payments
7599 Amortization of Leasehold
7600 Auxiliary Prorate
7630 Professional Service
7652 Unitrust Payment
7653 Bond Issuance Costs-Series 2004
7690 Miscellaneous
7750 Living Expenses
7760 Department Assigned
7770 Extraordinary Loss
7771 Debt Service Tfr
7775 Perkins Tfr
7776 UBS Swap Agreement Tfr-Series 2004
7782 Plant-Unrest Transfer
7784 Perkins Tfr
7785 Endowment Transfer
7786 Restricted Transfer
7787 Loan Transfer
7790 Depreciation Expense
7791 Interest Paid
8700 Major Const/Renovations
9500 Other Chargebacks

(Subcodes continued)

Remember...

If your department has funds in the income subcodes (4000's), you **MUST** contact the Budget Office to move the funds to your operating subcodes (7000's). Then the funds will be available for your department to charge expenses.

- Confused about which subcodes to use when you have fees for Professional Services? Here is an example to help explain why you might use 2 subcodes:

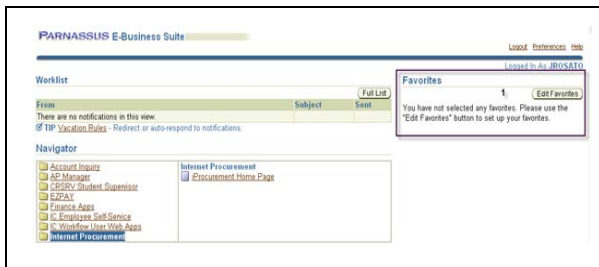
You need to assign a subcode to pay for a professional consultant. The consultant fees include expenses for travel (meals, hotel, phone, etc.). What subcodes do you use?

7636 - Professional Services-Consultant
(consultant's fees for his/her service)

7660 - Professional Services-Reimbursed Expenses
(for the consultant's meals, hotel, phone, etc.)

Want to set up a *Favorites List*?

Here's how you can set up your own Favorites List for easy access to those functions of your responsibilities that you access more frequently!

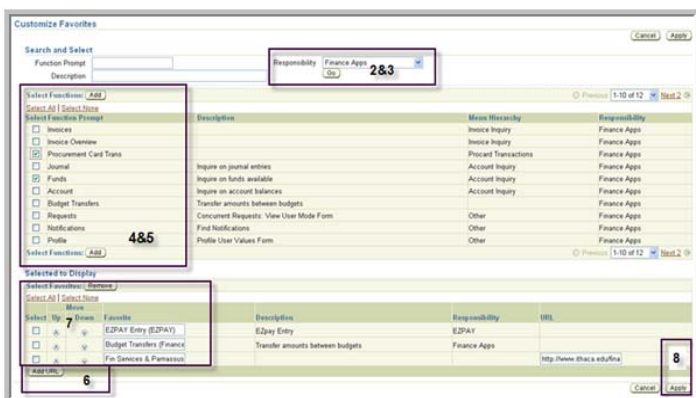


- Access Parnassus Homepage & Click on "Edit Favorites" (1)

- Click on the arrow in "Responsibilities" field and choose a responsibility. (2)
- Press "Go" (3) to display the functions.
- Select the function(s) you want to display under your "favorites list" (4)
- Click the "Add" button to list your selections. (5)

If you want to add additional functions from a different responsibility just follow steps 2-5 above before completing the final step.

- URL's can also be added to your favorites list by clicking "Add URL" (6) and typing or pasting in the full web address. (i.e. New Supplier Request Form; Account Request Form; *new* Account Listing report....)
- The FINAL STEP to add items to your Favorites List is to "Select to Display" the functions (7) or just Click "APPLY" (8).



Now you have your Favorites List!

Why You Ask?

From		To	
Budget Organization	Account	Budget Organization	Account
2			

Account Details

From:		Type:	
To:		Type:	

Transfer Amounts Check Funds

Reserve Funds View Results

- Q. On the Budget Transfer screen, why does the Budget Organization list not appear when I enter “u” and hit tab?
- A. You must **first enter the Batch Name** (1) before entering “u” and hitting tab in the Budget Organization field (2).

New IC Credit Card Program...



Just a reminder that the NEW Ithaca College single credit card program will be implemented shortly. Updated information will be published in Intercom. The new cards will also be issued soon including the new credit card policy.

Please contact Ann Martin in Accounts Payable with any questions you may have regarding the upcoming program. You can email Ann at mmartin@ithaca.edu