

# 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:**

- Find a tip on querying credit card transactions
- Find out about Parnassus & Argus...accessing information & reports
- Discover what Financial Services is about....this month's "Focus on..."

## Message from Jo Anne

### *Parnassus...Argus... ODS...Discoverer... What are they?*

End-users access information and reports in Parnassus and Argus. Is there a reason to use one over the other? What is *ODS* and *Discoverer* and is there a connection to Parnassus and Argus and accessing data?

In this edition we have tried to answer some of these questions. You will find descriptions as well as explanations to help end-users understand these Oracle products.

The "**focus on...**" for this month's edition will be **Financial Services**. Learn what areas are involved in Financial Services as well as the staff and their responsibilities.

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" or "helpful hint" 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

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

**Inside this issue:**

Message	<b>1</b>
Tips & Hints	<b>1</b>
Parnassus & Argus— Accessing Reports & Information	<b>2</b>
<i>Focus on...</i> Financial Services	<b>3</b>

## Tips and Helpful Hints

### Querying Credit Card Transactions

End-users who update credit card transactions can access all transactions or search transactions by 1 or more specific fields. This may be helpful when approving more than 1 cardholder's transactions.

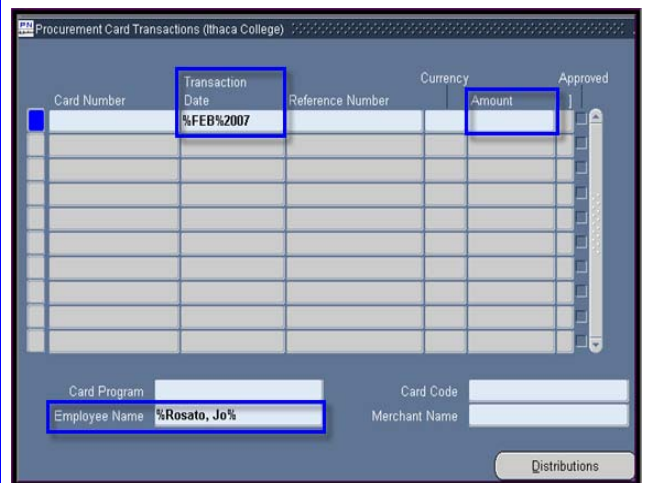
To Find all transactions

- Choose Procard Transactions
- Ctrl F11

To Query Transactions by specific fields (cardholder name, transaction date, and/or amount)

- Choose Procard Transactions
- F11
- Enter data in 1 or more light blue highlighted field(s)
- Ctrl F11 (F4 will cancel a query)

To query by field(s): F11>enter data in field(s)>Ctrl F11



## Reports & Information in Parnassus and Argus

**Parnassus** is comprised of Ithaca College's Financial and Human Resource Management systems utilizing Oracle software. Information is stored in an Oracle database and accessed through Parnassus Financial or Human Resource responsibilities (i.e. Art History-Finance Apps, H&S Dean-Account Inquiry, Physical Plant-iProcurement, Employee Self-Service or Manager Self-Service). End-users can run reports or access information directly from the Parnassus Oracle database by logging into Parnassus and choosing a responsibility.

For example, 1-Dept Act-YTD report in [Parnassus](#)

- Report Created in [Parnassus](#)
- Parnassus accesses the data stored in [Parnassus Oracle Database](#)
- End-user logs into [Parnassus Financials>Account Inquiry or Fin Apps>Reports](#) to access the report and information

Another means of accessing financial information indirectly from the Parnassus Oracle database is by using the Financials tab on the **Argus** website. Most financial reports are written against the ODS which is a simplified version of the Parnassus Oracle database. The ODS refreshes nightly with information that was updated during the day in Parnassus. Running reports draws a lot of resources from Parnassus and contributes to slowness in the system. The ODS was designed an alternative for end-users to run reports.

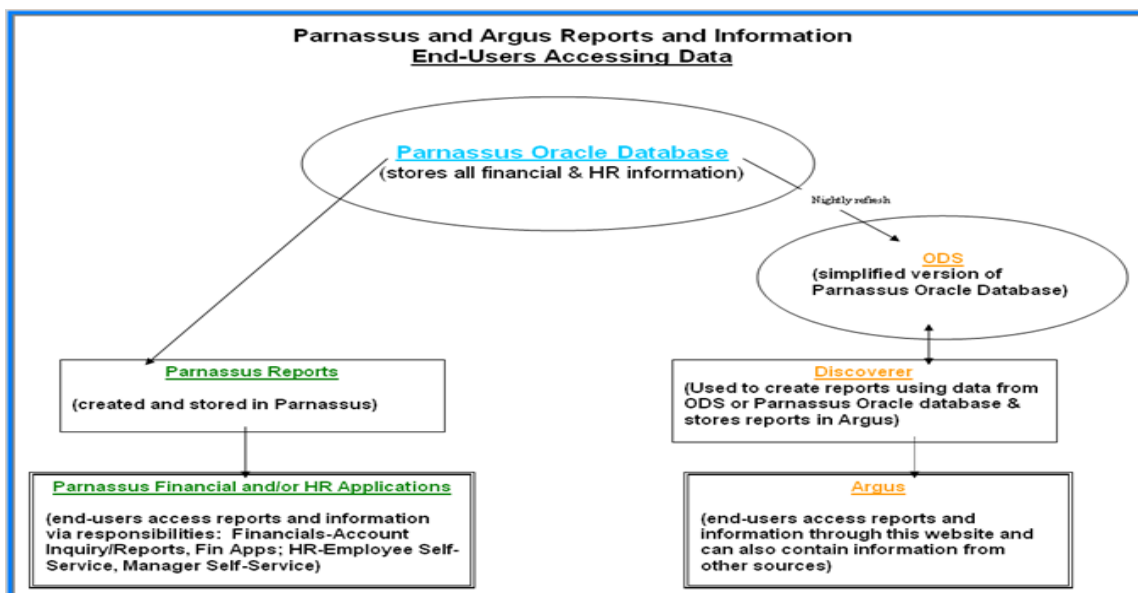
Financial reports on Argus are written using report writing tools such as Discoverer and Oracle Reports. End-users familiar with Argus are use to logging into Discoverer reports and viewing them with Discoverer Viewer.

For example, AP Detail report in [Argus](#)

- [Discoverer](#) was used to create the report
- Discoverer accesses the data stored in the [ODS](#)
- Data in the [ODS](#) is refreshed nightly from the [Parnassus Oracle database](#)
- End-users access the report on the [Argus](#) website

### When to use Parnassus and when to use Argus and the ODS

- Use Parnassus if you need up to the minute information. Funds available inquiries in Parnassus reflect all activity up to the moment you are inquiring.
- Use Argus and the ODS for accessing older data where you do not need real time information. Argus reports will only be current as of the previous end of day (i.e. to find all credit card transactions for the current fiscal year or previous fiscal year). We have experienced problems with the refresh process in the ODS but ITS is actively working on fixing the problems.)
- Use Argus and the ODS to export the information to Excel. While it is possible in some cases to export information to Excel in Parnassus, it is very easy to do so with Discoverer reports in Argus.



## Financial Services has responsibility for...

- The accounting for all College accounts
- Annual external audit, including financial statement preparation
- Ithaca College's tax returns
- Journal entries for moving actual dollars
- Setting up new accounts
- Approval of entries in Parnassus including journals, purchase orders, sales reports
- Banking and transferring funds as well as reconciliations

## Financial Services Resources

**Financial Services web site:** [http://www.ithaca.edu/financial\\_services/](http://www.ithaca.edu/financial_services/)

**Parnassus web site:** [http://www.ithaca.edu/financial\\_services/parn\\_home.htm](http://www.ithaca.edu/financial_services/parn_home.htm)

## Financial Services Staff

**Lynn Eastman**, Director — Lynn oversees the offices of Accounts Payable/Travel Services, Accounts Receivable and Information Systems. She is in charge of the College's annual external audit as well as the accounting for the endowed and restricted accounts including the annuity accounts. Other responsibilities include working with the London and Los Angeles programs and managing the fiscal part of the College's administrative phone system. Lynn also prepares numerous reports for federal, state, and internal use.

**Beth Reynolds**, Associate Director— Beth is responsible for outgoing wire transfers, bond related accounting, approving journal entries and large purchase orders. Preparing year-end financial statements and monthly bank reconciliations, as well as maintaining an appropriate level of operating cash for the College, costing payroll into Parnassus, setting up new accounts, recording and reconciling of Perkins transactions, and calculating annual depreciation of capitalized assets are also part of Beth's responsibilities.

**Janet Casterline**, Accountant— Janet has responsibility for all aspects of Grant accounting. She also handles Journal Entries and sales tax questions for departments and is a liaison between Financial Services and departments. Janet is involved with year-end financial processes to ensure that the College is in compliance with federal regulations.



### Financial Services

**Lynn Eastman**—WT 1406 ([leastman@ithaca.edu](mailto:leastman@ithaca.edu)) x43309

**Beth Reynolds**—WT 1409 ([breynolds@ithaca.edu](mailto:breynolds@ithaca.edu)) x43683

**Janet Casterline**—WT 1404 ([jcasterline@ithaca.edu](mailto:jcasterline@ithaca.edu)) x43805