

Parnassus Financials

A Newsletter for End-users

Ithaca College—Financial Services

Special points of interest:

- Find out where to view a listing of current Parnassus & Argus open issues
- Budget Transfers...who completes these transactions...what is the process
- Discover who is involved with Information Systems and what they handle

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Message from Jo Anne

Are you unsure about Budget Transfers?

You will find a detailed description on budget transfers in this edition of Parnassus Financials. Included in this information is the requirements for who can complete the transactions as well as the specific criteria involved in the process.


The “*focus on...*” for this month’s edition will be Information Systems. This should help end-users better understand the responsibilities involved with Information Systems. I am excited about giving you an overview of this area which also includes my position.

If you have a particular tip or helpful hint that

you feel other end-users may find beneficial, please email me with your suggestions. You may find a new section for “tips” or “hints” in upcoming newsletters.

Enjoy!

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Keeping You Informed

Thanks go to Mariko for creating and updating a new informational area entitled “Known Issues”. These are Parnassus and Argus issues that have been brought to our attention and the status for each item will be as up-to-date as possible. You can locate “Known Issues” in Parnassus at:
http://www.ithaca.edu/financial_services/known_issues.htm

You can find “Known Issues” in Argus too!

- Log into Argus
- Click on Financials tab
- Click on “Financial Services (under Financial Services Link)
- Click on Training tab Log into Argus
- Choose “Known Reporting & Parnassus Issues”

Issue	Location	Description	Date of Discovery	Status	Solution/Temporary Solution	Date Updated
EZPay & Mozilla Firefox	EZPay entry window when using Mozilla Firefox	When entering multiple line EZPay using Mozilla Firefox, the cents disappear when another line is added.	12/14/2006	Investigating	Temp. Solution: Use Internet Explorer when entering multiple line EZPay transactions.	12/18/2006
Departmental Activity Report	Financials page of Argus	Oct., Nov., and Dec. are not included in the default parameters of the report.	12/01/2006	Investigating	Temp. Solution: Manually select the months by holding down the CTRL key. All three months are now available.	12/11/2006
					Temp. Solution: Run	

Budget Transfers!

The Budget Transfer process in Parnassus can be used when you need to move funds from one account to another. End-users are reminded of the following requirements:

- The person completing the transaction must have access to the accounts where funds are being transferred from and also the accounts where the funds are being transferred into.
- The account must have Adjusted Budget funds available where end-user wants to transfer money from.
- End-users can only complete Budget Transfers in Parnassus using the 7000-7999 subcodes. For any other subcodes, i.e. 4000s, 9590, or 8000s you must email the budget office nbartolis@ithaca.edu to handle the transaction.

Log into Parnassus

Choose Finance Apps Responsibility>Budget Transfer

Budget Transfer Form

- ◆ Use Adjusted Budget (Item 1)
- ◆ Enter a "Batch Name" (Item 2) with something identifiable to you i.e. jar012907 Special Event Name (which would represent someone's initials (jar) date of transaction (01-29-2007) and reason for transfer)
- ◆ Enter information where funds will be transferred FROM
 - Budget Organization - Enter "u" and tab then select "Unrestricted Operating" (Item 3)
 - Enter Account # where you have funds to move from (Item 3)
- ◆ Enter information where funds will be transferred INTO
 - Budget Organization - Enter "u" and tab then select "Unrestricted Operating" (Item 3)
 - Enter Account # where you have funds to move into (Item 3)
- ◆ Click "Transfer Amounts" button

Transfer Amounts Form

- ◆ Enter current Period (Item 5)
- ◆ Enter Amount to transfer from the account (Item 5)
- ◆ Choose File>Save (Item 6) (the Old and New balance fields will display the Budget balances only. This will not include any actual funds)
- ◆ Close the form and Budget transfer form will reappear

If you want to begin a new record Choose "File>New" and start the process over. Otherwise:

- ◆ Click "Reserve Funds" button
- ◆ Click "Yes" to confirm funds reservation
- ◆ Close the Budget Transfer form and you will receive a confirmation number for the transaction.

Information Systems is within the department of Financial Services and has responsibility for...

- Managing and overseeing all functional aspects of the Parnassus Financial System
- Training and support to the College and Financial Services end-users
- Managing access to the financial system
- Testing and managing upgrades to the financial system
- Troubleshooting financial system issues
- Exploring and testing new functionality that becomes available
- Examining current business processes and procedures relating to Parnassus and facilitating changes if necessary
- Report writing and extracting data from Parnassus or related facilities (ODS)
- Managing Financials Services website
- Managing Financials Services website on Argus

Information Systems Resources

Financial Services web site: http://www.ithaca.edu/financial_services/

Parnassus web site: http://www.ithaca.edu/financial_services/parn_home.htm

Information Systems Staff

Vanessa Brown, Information Systems Manager— Vanessa has worked with Parnassus since September 2000 prior to Parnassus “going live” in June 2002. She works with Mariko in setting up account access, troubleshooting issues, testing and implementing new functionality, managing system upgrades, reporting, and facilitating system communication between the various Financial Services areas, Purchasing, Budget, and campus departmental offices. Vanessa also works with Jo Anne in determining training needs and strategies relating to Parnassus financials.

Mariko Pimental, Information Systems Specialist— Mariko works with Parnassus account and security set up, troubleshooting, upgrade testing, and report writing. She also maintains the Financial Services and Argus Financials websites. Some end-users may have already connected with Mariko regarding questions or issues with accessing Parnassus.

Jo Anne Rosato, Training and Documentation Specialist— Jo Anne organizes and trains end-users on the financials system in Parnassus. She is responsible for documentation relating to Parnassus Financials processes and procedures. A monthly newsletter, listserve, and end-user group have been established as a means to improve communication between end-users and the Parnassus Financials team.

Financial Services—Information Systems

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