

# 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:

- New & Updated Subcodes
- Account Structure: why all 21 digits are so important
- Parnassus Financials Team: who are we and what do we handle
- Marathon Travel
- New Procurement website

### Inside this issue:

Message	1
Tips & Hints Keeping You Informed	1 1
Account Structure Capital Expenditures	2 2
Parnassus Financials Team	3
Marathon Travel Procurement at IC	4 4

## Message from Jo Anne

Are you a new end-user or have you worked with Parnassus Financials for some time? No matter what the timeframe, end-users need to be aware of changes and updates that may occur, and possibly just a reminder would be helpful. This could involve any of the processes, procedures, or policies regarding Parnassus.

Information is provided and exchanged to end-users through a variety of means. Intercom messages, Parnassus Financials listserv, newsletters, Financial Services and Budget websites as well as individual conversations, are some of the ways in which we communicate with end-users on a regular basis.

End-users should always feel free to ask us questions or request clarification when working with Parnassus.

We hope this newsletter is beneficial to end-users and are open to suggestions for improving our communication.

Feel free to contact me or any of the Parnassus Financials Team!

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



## Tips and Helpful Hints

Here are some ideas to keep in mind as we continue working toward the end of this fiscal year. [FYE Information](#)

**Travel** related expenses must be charged to the fiscal year when the travel actually occurs. Expenses or charges occurring this FY for approved travel occurring next FY must be handled as follows:

**Do not update the Credit card transaction in Parnassus**, send Tami Hastings the transaction information and indicate the charges are for the next FY.

**Invoices/payments**-include a note on the invoice or VAF that the expense (s) are for the next fiscal year.

Check funds available: **NSOP** by Project, **Small Equipment** or **Capital**. Request funds available in the 4000 subcodes be moved to the 7000 subcodes in order to spend.

## Keeping You Informed

Financial Services has recently added a new subcode as well as updated an existing subcode's description. [Subcode Listing](#)

**Subcode 7568—Internet/Cable**—is not a new subcode but has been updated specifically for cable expenses. Use **subcode 7573** for **Internet/DSL** expenses.

**Subcode 7645—Training** (non-travel) - this is a new subcode created for non-travel related training expenses. For example: webinars, web conferencing, or on-site training (CPR course) where no travel is involved.

Users needing to create a new account combination can do so by completing the [New Account Request form](#) on the Financial Services website.

## Account Structure

Ithaca College utilizes a 21 digit account number that is separated into 7 segments. Each of these 7 segments is significant in identifying how the funds within a specific account can be used.

Whether it is an established account number or a recently created account number, Financial Services reviews and identifies each of the segments assigned. Changes may occur if a department is placed under a different division or where a new account number is requested because of the purpose of the funds and how those funds can be used.

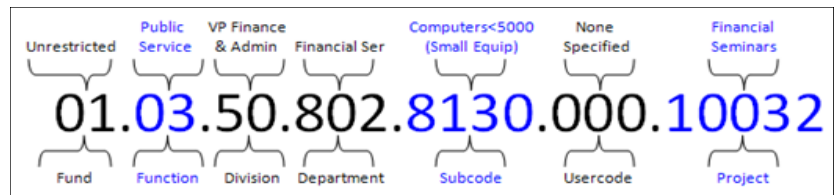
For example:

When you breakdown the following two account numbers and look at **each segment**, they have **very specific purposes**. The segments **highlighted in blue** are examples of how these individual account numbers define how the funds within each account number can be used and the purpose of the expenses purchased or paid out of the individual account number.

Account Number 1— purchase of office supplies (subcode/usercode) for Financial Services (dept/div/function) main operating account (fund/project)



Account Number 2— Financial Services (dept/div), purchase of a computer (subcode/usercode) relating to accounting or financial seminars (fund/project) for the local community (function)



Also, you may have access to accounts even though the account is no longer used and does not have any funds. This is for historical purposes so users can go back and view transactions in Parnassus for what actually occurred within that account.

Users may want to run the [Account Listing by Parnassus Username](#) report for a listing of all active accounts a specified user can access.

## Processing payments for Capital Expenditures

Departments working with a **Capital fund account (06 Fund/7xxxx Projects)** should always submit a Requisition through iProcurement even if you would normally use EZ Pay process (i.e. under \$500 and not using 8300 subcodes). This also applies to all accounts using 8300 subcode range (capital subcodes).

Financial Services (Beth Reynolds) must track the expenses for the total capital project. The Budget Office (Marc Israel) must also make sure there are funds available since there is no funds checking at the departmental level for the 06 fund accounts as well as the 8300 subcodes.

In addition, **IC credit cards should not** be used for any capital expenditures.

## Parnassus Financials Team

The [Budget Office](#) & [Financial Services](#) departments make up the Parnassus Financials Team. Below is a breakdown of the offices and staff within these departments. These individuals are the specialists in their respective areas for you to contact with questions or concerns.

### **Budget Office**

**Noelle Bartolis**, Budget Analyst (4-3385) - works with budget transfers (01 accounts) and departmental audits to ensure the policies and procedures are being followed.

**Sally Dietz**, Director (4-1888) - coordinates the preparation of the College's operational budgets, analysis of institutional expenses, the development of budget forecasts, and the auditing of budget expenditures and variances for all departments. Proposes resource allocations and participation in the long term financial planning for the College.

**Marc Israel**, Assistant Director (4-3804) - development and upkeep of working original and adjusted budgets (01 Fund Accounts including capital), as well as budget faculty reappointment contact.

### **Financial Services**

**Vanessa Brown**, Information Systems Manager (4-7088) - oversees Information Systems Specialist and Training & Documentation Specialist, works with Parnassus system, reporting and granting access.

**Janet Casterline**, Cashiering Services & Accounts Receivable Manager (4-1213) - oversees cashiering procedures, credit card procedures, IDX sales reports and balancing, Bonus dollar balancing, and bank liaison.

**Karen Cleveland**, Procurement & Travel Services Specialist (4-7341) - manages Parnassus iProcurement process (Requisitions) and Purchasing Process (Purchase Orders) as well as backup for Travel.

**Jean Cupernall**, Accounting Specialist (4-3805) - inputs journal entries to chargeback or correct previous expense postings (Actuals), prepare sales tax reports, record tuition remission and unemployment paid out for departments, reconcile bank accounts.

**Lynn Eastman**, Director (4-3309) - oversees Financial Services, including Financial Information Systems, Accounts Payable, Cashiering Services and Procurement and Travel Services. Contact person on restricted accounts (02 fund), telephone billing, external audit, endowment and college's 990 tax return.

**Mariko Evans**, Information Systems Specialist (4-7333) - works with Parnassus system, granting access and reporting.

**Tami Hastings**, Travel Services & Procurement Specialist (4-1480) - manages travel program and travel cards, miscellaneous Accounts Receivable and backup for Procurement.

**Ann Martin**, Accounts Payable Manager (4-3808) - manages and coordinates all activities of the Accounts Payable Office, overseeing the daily processing of invoices, payments, supplier maintenance and administration the Ithaca College Purchasing Card program.

**Deanna McMillen**, Cashiering Services & Accounts Receivable Specialist (4-3810) - process daily deposits, maintain petty cash fund, athletic travel advances, IDX sales reports and balancing, Bonus dollar balancing.

**Beth Reynolds**, Associate Director (4-3683) - works with wire transfers, capital (depreciable) items (including 06 Fund), financial statements, cash management and rollover accounts. Oversees Senior Accountant and Accounting Specialist.

**Jo Anne Rosato**, Training & Documentation Specialist (4-3044) - promote and schedule training sessions, train and communicate with end-users regarding Parnassus Financials.

**Karena Shipos**, Accounts Payable Assistant (4-3387) - process Check and EFT payments, voucher authorizations, invoice/travel reimbursement entry, EFT/Direct Deposit, general invoice or payment questions, and supplier database.

**Susan Weatherby**, Senior Accountant (4-5795) - responsible for grants and contracts (03 Fund), oversees Procurement and Travel Services.

Download [Parnassus Financials Team](#) organizational chart

## Marathon Travel

An Intercom announcement will soon be available to read about our new travel services provider. The TSA's new program "[Secure Flight](#)" requires airlines to collect gender and date of birth for every passenger at time of ticket purchase. Human Resources has indicated that if you are involved with recruitment and making travel arrangements for job candidates, you will find Marathon Travel beneficial to use due to the confidential nature of this information. This arrangement will ensure that hiring departments will not find themselves in a precarious legal position if they are unable to deny having notice of this confidential applicant data.

Marathon Travel can also be used for business travel, including international and student group travel. They offer 24/7 customer service, negotiated rates, low fare guarantee and much more.

Several webinar training sessions are being provided by Marathon Travel beginning April 14. Once the link is up, go to the Travel Services website to view upcoming dates and times as well as register for a session.

Detailed information on Marathon Travel will soon be available on the Travel Services website.

## PROCUREMENT

**The new Procurement website can be accessed through Financial Services website or through [Procurement](#). Be sure to take a look at this new website so you know the appropriate policies, procedures, forms, including the departments and contacts involved with procurement at Ithaca College.**

Here are some of the updates and contacts:

**Karen Cleveland**—Procurement & Travel Services Specialist, Financial Services (274-7341)

**Tami Hastings**—Travel Services & Procurement Specialist, Financial Services (274-1480)

- Any requisition or purchase order entered in Parnassus including requisitions for Tech-renewal items
- Ithaca Lodging Rates listed on the Travel Services website
- Travel card issues
- Sole-source justifications

**Wayne French**, Manager of Warehouse, Procurement & Leasing Operations (274-5701)

- Online Staples and Office Max ordering
- Bids and Requests for Proposals (RFP)
- Name tag orders
- Shipment arrangements
- Moving company contacts for new employees

**Gail Wagner**, Office of Facilities (274-1537)

- Surplus furniture requests
- New office furniture purchases (desks, chairs, panels, files, bookcases, etc.)
- Space planning
- Office renovations projects

**Irene Scott**, Coordinator of Desktop Technology Acquisition, ITS (274-1467)

- Technology Renewal computer & network printer related questions
- Custom and non-technology renewal desktop and network printer orders
- Technology consulting and technology budget planning
- Education Purchase Programs (personal purchases)