ITHACA COLLEGE

Parnassus Financials

ACCOUNT INQUIRY-FUNDS
User Guide

Content

Overview

Departmental employees are assigned the responsibility for reviewing departmental budgets and accounts. In order to purchase or pay for goods or services, funds must be available within the assigned account.

Objective

Ithaca College employees who have access to departmental accounts will be able to review budgets and available funds.

These individuals will also be able to run Departmental Activity Reports and IC Funds Available Report in Parnassus to assist with reviewing budgets, actual expenses, encumbrances, and funds available.

Resources

- **Budget Department:** http://www.ithaca.edu/budget/
- **Financial Services:** http://www.ithaca.edu/financial_services/

Process for Inquiring on Funds Available & Account Detail (Figure 1)

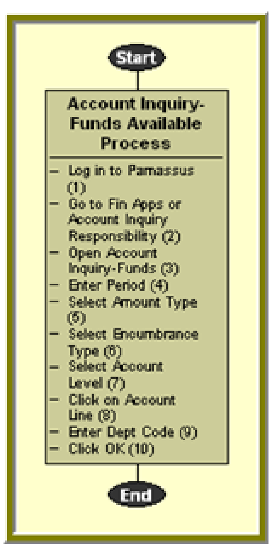

Figure 1: Account Inquiry Funds Available Process

- Log in to **Parnassus**
- Go to **Finance Apps** or **Account Inquiry** Responsibility
- Choose "**Funds**" under Account Inquiry
- Enter **Period**
- Select **Amount Type**
- Select **Encumbrance Type**
- Select **Account Level**
- Click on **Account line**
- Enter **Department code** and **Project**
- Review account line **detail** or **summary**

Inquire on Available Funds

The following instructions will assist end-users in accessing departmental account information in Parnassus that includes budget, encumbrance, actual, and funds available balances. Detailed transaction information can also be viewed.

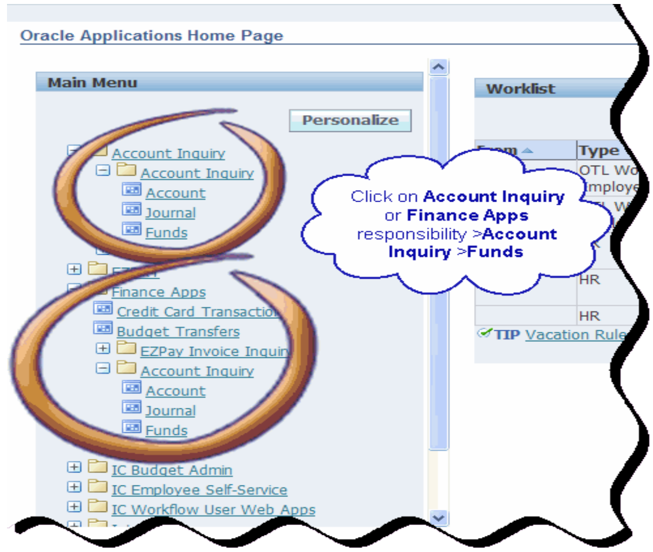

Figure 2: Main Menu

- ❖ **Log in to Parnassus**

- ❖ Click departmental name…**"Finance Apps"** or **"Account Inquiry"** responsibility to expand (Figure 2)
  - Click **Account Inquiry**
  - Choose **Funds**

Account Inquiry Form (Figure 3)

- ❖ **Ledger –** defaults to Ithaca College. (IC only has one ledger)

- ❖ **Budget** defaults to **Adjusted Budget -** Throughout the fiscal year, end-users may enter changes to the **Adjusted Budget only,** to better reflect the daily operational needs within the departmental budgets.

  The Original Budget is approved by the Board of Trustees and remains "Static". Requests for changes to the Original Budget resulting from such occurrences as re-organizations or permanent allocations from one account to another must be entered by the Budget Office.

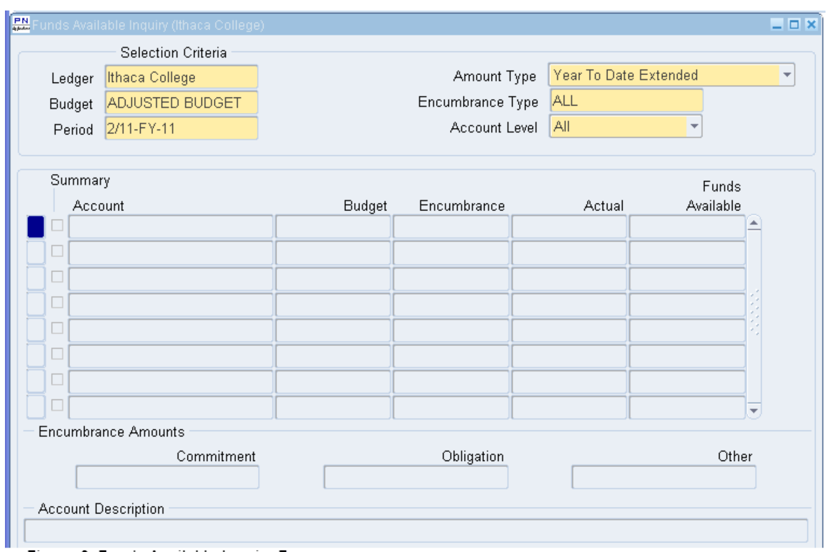

Figure 3: Funds Available Inquiry Form

- ❖ Enter **Period**
  - Use LOV to select period or highlight period, enter month & year (3/11), Tab

- ❖ **Amount Type**
  - **Year to Date Extended** shows balances from June 1 to the current Period you enter for the same FY.
  - **Project to Date** shows balances from beginning of project (use if 02, 03, 06 Fund) to the current Period you enter

- ❖ **Encumbrance Type "ALL"**
  (Encumbrance – displays funds in reserve that has not yet been spent)

- ❖ **Account Level "All" (includes Detail & Summary)**
  - **Detail** displays balances for each account line within the requested account(s).
  - **Summary** displays the sum of balances for 01 funds only in specific subcode ranges and is used for funds checking.

Inquire on Available Funds (continued)

Find Accounts (Figure 4)

- ❖ Click anywhere on Account line (or use Flashlight if highlighted)
- ❖ Enter **Department Code** if you have access to more than 1 dept.
- ❖ Leave **Subcode & User Codes BLANK** (for all ranges), delete “000” in both high & low columns*
- ❖ Leave **Project Code blank for all projects*.** To choose one Project, enter that Project Code in both columns (users should view account information by Project)
- ❖ Click **OK**

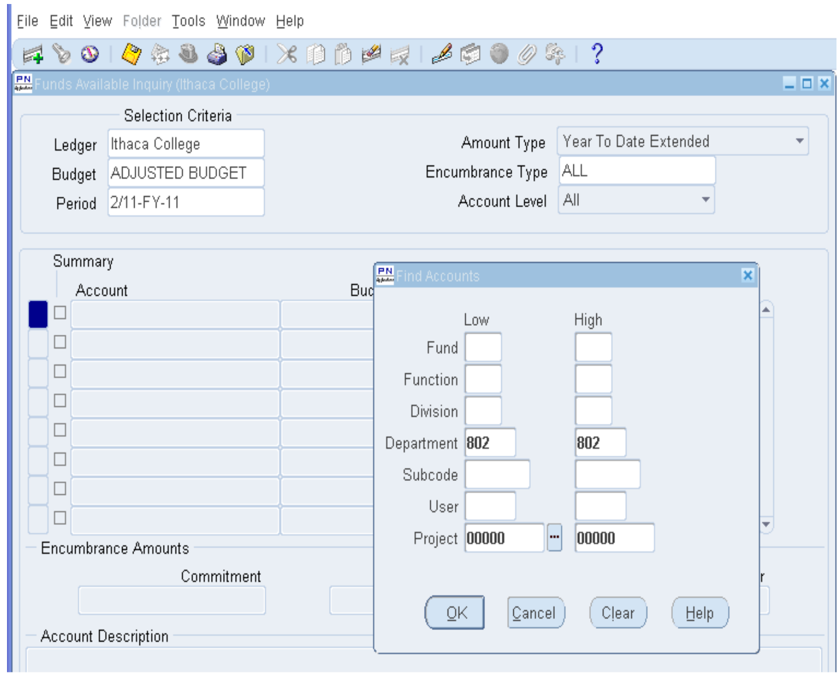

Figure 4: Find Accounts

***Note:** Entering as little account information as possible in the Low and High fields will help ensure that all subcodes, usercodes, and project information will display as well as Summary Accounts.

View Account Details

After entering the account information, the account detail and/or summary account will display.

View Period Balances (Figure 5)

- ❖ Click on **Account line**
- ❖ Choose **“Tools” on toolbar**
- ❖ Select **“Period Balances”** to show monthly breakdown

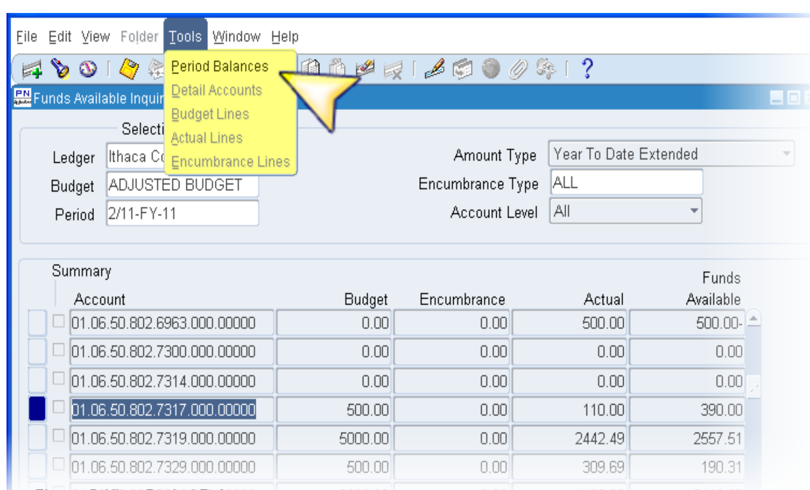

Figure 5: View Period Balances

View Budget, Actual, or Encumbrance line detail (Figure 6)

- Click on **Period** or **line amount**
- Choose **"Tools"** and select **detail type** you want to view
  - **Budget Line**
  - **Actual Line**
  - **Encumbrance Line**

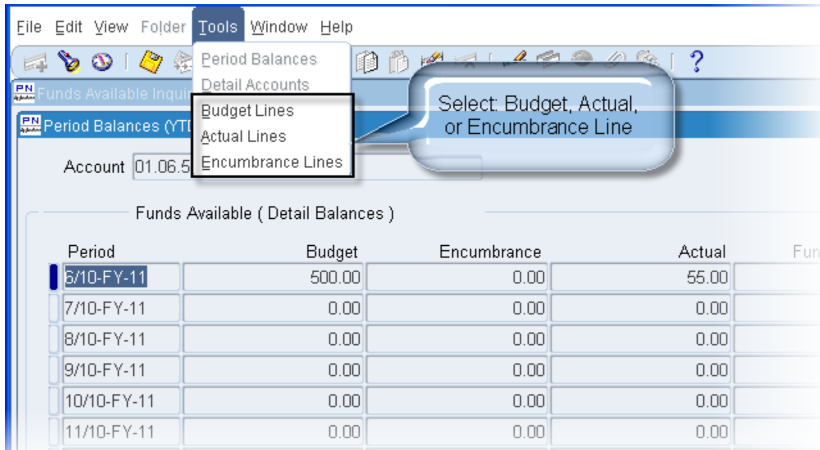

Figure 6: Budget, Actual or Encumbrance Line Detail

View Transaction Detail using Drilldown Button

View transaction details using Drilldown button - Figure 7 (i.e. credit card transactions, EZ Pay, purchase orders).

Users may want to initially set up and save the **Description folder** as the default to view descriptions on the Accounting Entries Detail screen. After setting up these folders, the account information will automatically display (Figure 7).

1) **Description Folder**: from Accounting Entries Detail screen select Folder >Open >select Description folder name >OK. Then Folder >Save As "Open as Default" >OK

- **Click on the line you want to view**
- **Choose Drilldown*** (Figure 7) which opens In a new browser and is used to access sub-systems (payables or receivables). Information on a transaction such as Supplier name, description of items and payment can be viewed.

Note: If Drilldown button is not highlighted, go to section on **Viewing Detail using Journal Button** (Figure 10)

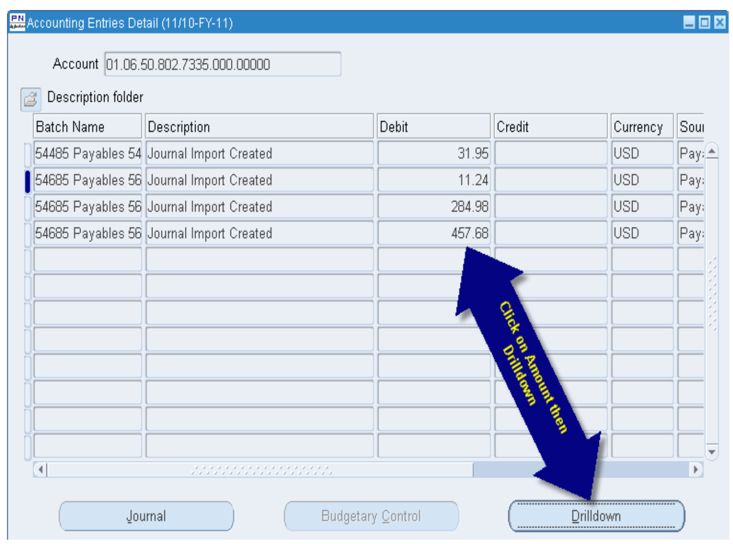

Figure 7: Accounting Entries Detail-Drilldown

Figure 7A: Open View Journal Entry Screen after Drilldown

*Users may need to open View Journal Entry Lines screen from the Taskbar at the bottom of your desktop screen (Figure 7A).

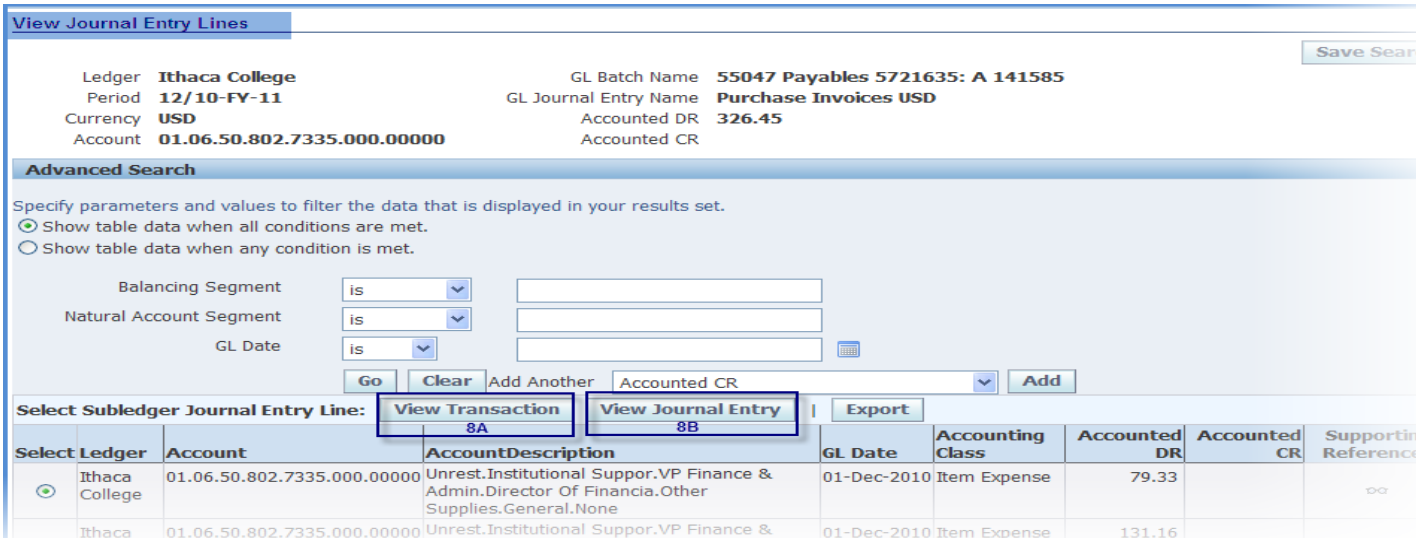

Figure 8: View Journal Entry Lines: Transactions & Journal Entry

❖ **View Journal Entry Lines screen** (Figure 8)

- Select <u>Subledger Journal Entry Line: **View Transaction (8A)**</u> which will open Invoice Workbench screen. Users will view and find transaction details from this screen using **General** tab and **Lines** tab or **Payments** tab.

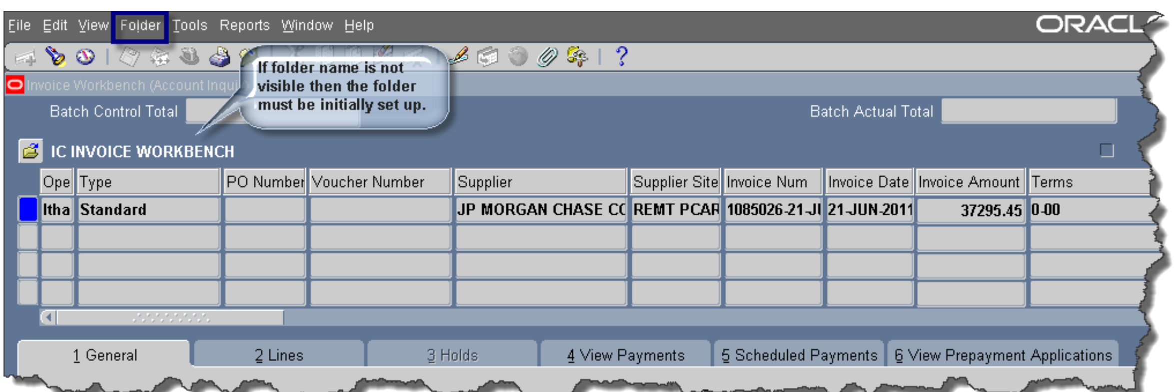

Figure 9: Set up Folders

- Users MUST initially set up three (3) folders and save as the default to view details on the account. After setting up these folders, the account information will automatically display (Figure 9).
  1) **Invoice Workbench Folder**: from Invoice Workbench screen select Folder >Open >select IC Invoice Workbench name >OK. Then Folder >Save As “Open as Default” >OK
  2) **Lines Tab Folder**: from Invoice Workbench screen click <u>**2 Lines**</u> > select Folder >Open >select IC Line Tab name >OK. Then Folder >Save As “Open as Default” >OK
  3) **Distributions Folder**: from <u>2 Lines</u> screen select Distributions button >Folder >Open >select IC Distribution name >OK. Then Folder >Save As “Open as Default” >OK
- **Invoice Workbench** and **General** tab displays PO or voucher number, supplier, invoice number and amount. User may need to scroll to the left for better viewing.
- **Lines** tab has details on amount, item description, account number, etc.
- **Distributions** tab displays amount, account, and description

Hint: Users may want to include vendor/supplier name in the Description field when updating credit card transactions since these are not displayed in account drilldown.

To return to **Accounting Entries Detail** screen to choose another account line, **Close the forms** and either MINIMIZE the **Navigator** screen or just click on the Accounting Entries Detail screen.

Users can **View Journal Entry (8B)** details from Journal Entry Lines screen using the following but it is easier to use VIEW TRANSACTION (Figure 8A) or Journal button (Figure 10) options depending on the transaction. Use the following to View Journal Entry (8B):

- Select Subledger Journal Entry Line: **View Journal Entry (8B)** for more detail **on transaction.** In **Subledger Journal Entry** find account line then:
    - Click +**Show** for details on account line (i.e. supplier, line or item description).

Click **Return to Subledger Journal Entry Lines** to View Transaction or click on Oracle…on taskbar to return to Accounting Entries Detail to select another account or transaction.

Viewing Transaction Detail using Journal Button

View transaction details using Journal button - Figure 10 (i.e. payroll entries, chargebacks, journal entries, budget transfers) when there is no Drilldown button.

- ❖ **Click on the line you want to view**
- ❖ **Choose Journal** – displays line by line entries into the General Ledger.

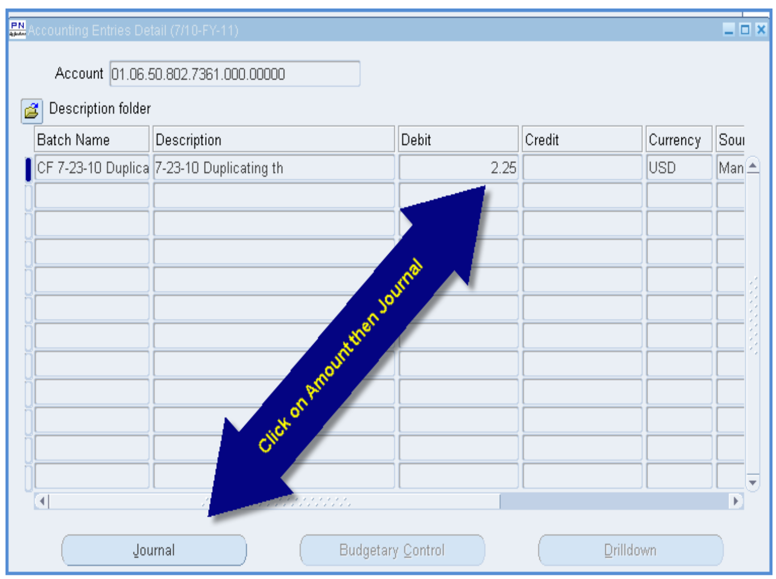

Figure 10: Accounting Entries Detail-Journal

Note: If Drilldown button is highlighted, go to **Viewing Detail using Drilldown Button (Figure 7)**