



Parnassus Financials

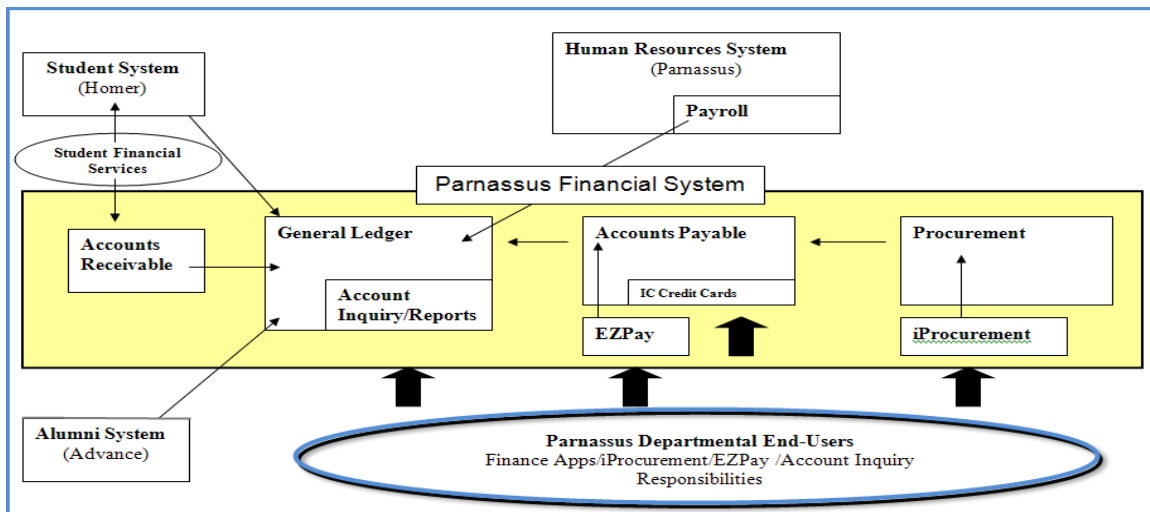
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Objective

This guide provides information on the Parnassus financial system. End-users will be able to access Parnassus, navigate through various responsibilities, and work with screens and forms, including account information.

Overview

Parnassus is Ithaca College's financial and human resource management system utilizing Oracle software. Parnassus was first implemented at IC in 2001. Departmental end-users utilize the financial responsibilities in Parnassus for purchasing goods or services, processing payments as well as financial transactions.



General Ledger stores all account information for the College. To determine if there are funds available or to reconcile accounts, do an account inquiry or run reports.

There are 3 ways to purchase or pay for items (EZ Pay, IC Credit Cards, and iProcurement):

- **Non-travel and entertainment related**
 - **EZ Pay** for items \$1000 or less where you cannot use IC Purchasing Card
 - **IC Purchasing credit card** for items \$2000 or less (create requisition for PO in iProcurement when credit card cannot be used & dollar amount is \$1001-\$2000)
 - **Create a requisition for a purchase order through iProcurement** for items >\$2000 and all capital items
- **Travel and entertainment related**
 - **IC Travel credit card**

Parnassus Responsibilities & Training

Required training sessions must be completed before Parnassus access can be granted.

❖ Parnassus Financial Responsibilities

- **Finance Apps** – Navigation, Account Inquiry/Reports, and Accounts Payable training required.
 - Budget Transfers
 - Updating & approving credit card transactions
 - Includes account inquiry/reports
- **Account Inquiry Only** – Navigation and Account Inquiry/Reports training suggested.
 - View funds available
 - Reports
- **EZ Pay** – Navigation, Account Inquiry/Reports, and Accounts Payable training required.
 - EZ Pay process
- **iProcurement** – Navigation, Account Inquiry/Reports, and iProcurement training required.
 - Requisitions for Purchase Orders

❖ Training Sessions

- **Navigation**
 - Accessing & logging into Parnassus
 - Navigating forms, screens & responsibilities
 - Account structure, subcodes & Summary Accounts
- **Account Inquiry/Reports**
 - Inquiring on funds available
 - Departmental Activity Report/IC Funds Available Report in Parnassus
- **Accounts Payable**
 - EZ Pay Process
 - Approving IC credit card transactions
- **iProcurement**
 - Creating requisition for Purchase Order
 - Purchasing computer hardware, printers, etc.

In addition, training is available for advanced processes or additional responsibilities.

Parnassus Financials Team

The Parnassus Financials Team includes the departments of Financial Services and the Budget Office. We are located on the 14th floor of the West Tower with the exception of Cashiering Services which is located on the 3rd floor of the Campus Center. **Appendix 1** shows the organizational chart for the Parnassus Financials Team.

❖ Budget Office (www.ithaca.edu/budget/)

- Annual Budget Process
- Budget transfers
- Departmental audits

❖ Financial Services (www.ithaca.edu/financial_services)

- Grants access to the financial responsibilities in Parnassus and sets up departmental accounts
- EZ Pay process, IC purchasing and entertainment credit card program through Accounts Payable
- IC Travel and entertainment credit card program through Accounts Receivable & Travel Services
- Journal entries, chargebacks, and grants
- Requisitions for Purchase Orders through iProcurement
- Cashiering Services

Access Parnassus

❖ PCs

1. Open Internet Explorer Web Browser
2. Be sure “Pop Up Blocker” is disabled
3. Go to www.ithaca.edu (IC Homepage)
4. Click on **Site Index**
5. Choose “P” & locate “**Parnassus**” or “A” Administrative Computing Environment (ACE)

You are now at the **ACE Homepage**



Figure 1: Parnassus Tab

6. Click on Parnassus tab→Choose a sub-tab (**Figure 1**):

- **Production** is the live up-to-date financial system where permanent transactions are entered.
 - Financials Support includes links for training and documentation
- **Practice** is a copy of the Production database where you can simulate transactions in a practice mode.

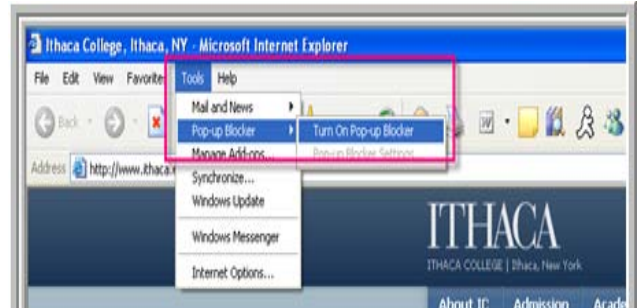
7. Log into Parnassus with your username and password

Problems Accessing Parnassus

If you are having difficulty accessing your Parnassus responsibilities, check the following to see if it solves the problem.

❖ Check browser for Pop-up Blockers

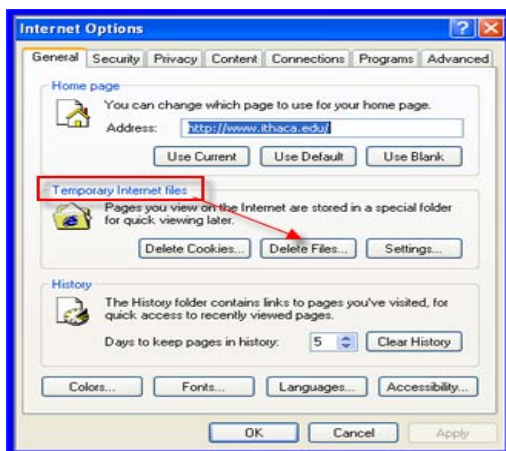
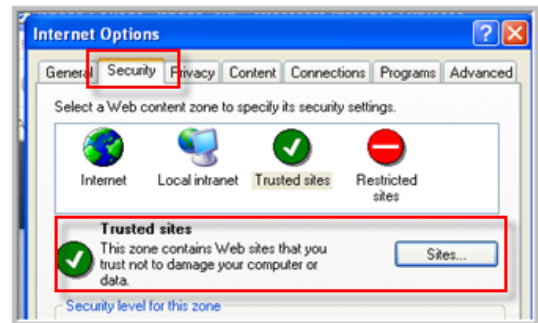
- Choose “Tools”
- If “Pop-up Blocker...” is listed, be sure it reads “Turn On Pop-up Blocker” (this means that Pop-up Blocker is OFF)



❖ Additional Toolbars such as Google or Yahoo may have their own blockers that needs to be turned off

❖ To keep Pop-up Blockers On, you can set up Trusted Sites

- From IE>Tools>Internet Options
- Click Security Tab>Trusted Sites>Sites
- **Uncheck** “Require server verification (https) for all sites in zone”
- Above “Add this web site to zone” type **https://*.ithaca.edu**
- Click Add>OK>OK



❖ Delete Temporary Internet Files

- Choose “Tools”
- “Internet Options”
- Delete “Temporary Internet Files”

Parnassus Homepage

Main Menu 5A

- Account Inquiry
- AP Invoice Entry Only
- EZPAY
- Finance Apps
- GL JE Only
- IC Annual Budget Process
- IC Budget Admin
- IC Budget Report
- IC Employee Self-Service
- IC Workflow User Web Apps
- Internet Procurement
- Purchasing Specialist
- Self Service Time

Worklist 5B

From	Type	Subject	Sent	Due
Brown, Vanessa	OTL Workflows for Employees	Brown, Vanessa approved timecard for period 03-JAN-2011 - 16-JAN-2011	14-Jan-2011	
Brown, Vanessa	OTL Workflows for Employees	Brown, Vanessa approved timecard for period 11-OCT-2010 - 24-OCT-2010	22-Oct-2010	
HR		Your Federal W4 submission has been received	07-Apr-2009	

✓ **VIP Vacation Rules** - Redirect or auto-respond to notifications.

Figure 5: Parnassus Homepage

❖ **Main Menu** - displays Parnassus **Responsibilities** and **Functions (Figure 5A)**

- Click once on or to show/hide or select Functions

❖ **Worklist** – receive informational notifications. Action required for Approvers (**Figure 5B**).

- Credit Card Transactions & Approvals Notifications (also receive email notification)
- iProcurement Notifications
- **Vacation Rules** can be created by approvers to reassign notifications requiring approval to another individual for a specified time period.

❖ **Favorites** – set up shortcuts to frequently used functions and URLs (**Figure 5C**)

- Click Manage Favorites
- Click on the Down Arrow in Responsibility field
- Select Responsibility>click GO
- Select All or individual Functions>Add
- Select Favorites to Display or delete
 - To add URL click **Add URL** and name your favorite URL, then enter http address
- Click Apply

Launch Parnassus Form

Components on Form

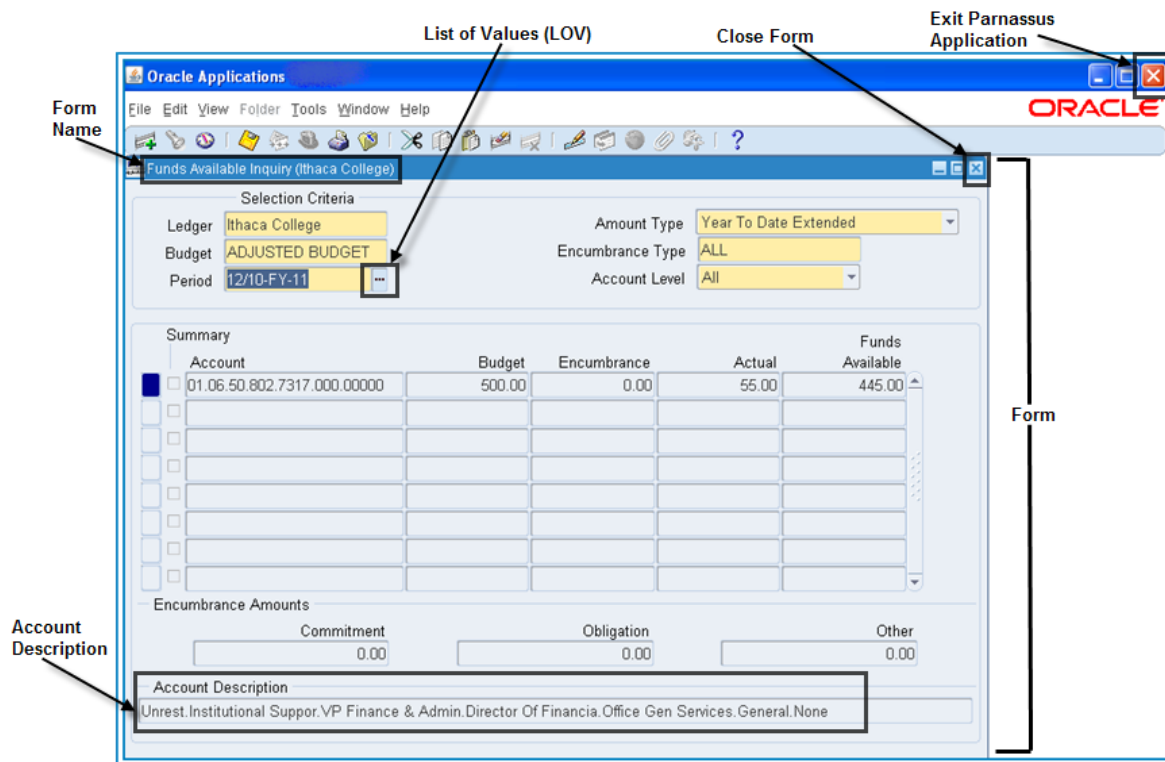


Figure 6: Parnassus Form

❖ Forms

- Name of function selected is displayed in Form Name
- Use Close Form to close screen and change responsibility or function without exiting navigator
- Account Description box describes each segment of the account number highlighted in Accounts
- Print will only print what can be viewed on the screen (if you need to scroll to view complete information, this will not print)
- Shortcuts can be found under “Help”



- LOV (List-of-Values) provides a searchable list for a particular field. Click in the right hand side of the box to see if that field has an LOV.
- Account Periods displayed by a specified month and fiscal year (12/10-FY-11)
 - IC fiscal year runs June 1st through May 31st of the next year (i.e. fiscal year 2012 is June 1, 2011 through May 31, 2012)

TIP: to display a period without using the LOV, **highlight** the pre-filled **period**, **enter the month and year**, then hit **tab key** (i.e. enter **12/10...tab** to display the period **12/10-FY11**).

Toolbar

- 1 Find - Opens a search window to allow for the search of an existing record.
- 2 Show Navigator - Displays the Navigator window.
- 3 Save - Saves data
- 4 Top Hat - View and change to other responsibilities
- 5 Print - Prints the current form
- 6 Close Form - Closes the current form
- 7 Clear Record - Clears the current record from the form

Navigator

- ❖ **Expand/Collapse** (Figure 7A)
 - Select to view or hide menu items for responsibilities listed

- ❖ **Top Ten List** (Figure 7B)
 - Create shortcuts for functions frequently accessed

- ❖ **Top Hat** (Figure 7C)
 - Click on “top hat” to switch responsibilities instead of exiting Parnassus applications (EZ Pay link will not work from the Top Hat)

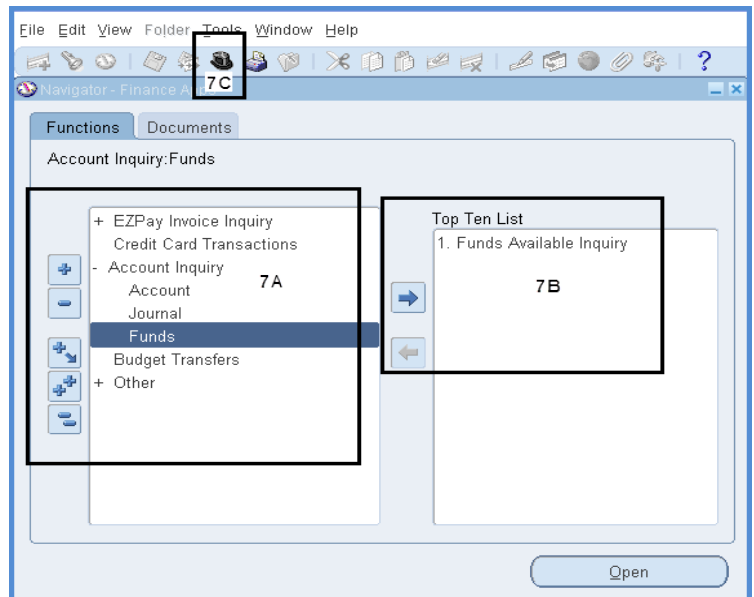


Figure 7: Navigator

Account Structure & Subcodes

Account Numbers are 21 digits that organize the financial information within the College.

Account Information

You may have seen the 21 digit account numbers used by Parnassus. The 21 digits are broken into 7 individual segments, all of which have meaning specific to a Department or Project. The 7 segments are separated by dots or periods(".") which make the accounts easier to read.

The 7 segments include:

- Fund - 2 digits
- Function - 2 digits
- Division - 2 digits
- Department - 3 digits
- Subcode - 4 digits
- User Code - 3 digits
- Project - 5 digits

An example of a Parnassus account format is:
01.06.50.802.7319.000.00000.

❖ Account Structure includes 7 Segments

❖ Various Funds

- **01-Unrestricted Fund** represents College funds budgeted each fiscal year and are only available to spend during the current fiscal year (June 1 thru May 31)
- **02-Designated Unrestricted Fund**
 - Projects 26xxx represent the spending amount available from gifts given to Endowments (Fund 05 Project 46xxx). Funds in these accounts roll from year to year from the beginning of the account with additional budget being added June of each fiscal year. Preliminary estimates of next year's spending amount by account are available to departments in November.
 - Projects 20xxx/24xxx represents funds established for a particular purpose usually by a donor. Funds in these accounts continue year to year from beginning of the account with additional funds added when additional gifts are made.
- **03-Grants/Contracts Fund** represent funds established from grants. Grants can be for specified amount and time period during fiscal year or ongoing.
- **05-Endowment Fund** represents gift monies from donors. These accounts are for the principal amounts of gift monies from donors and remain in the 05 Fund (most end-users would not view these accounts). Spending amounts from these funds are reflected as budgets in 02 Fund with Projects 26xxx.
- **06-Plant Fund** represents major projects such as construction/building renovations and these accounts continue for the duration of the project and roll until the project is completed.

❖ For a listing of **subcodes for departments** go to:
http://www.ithaca.edu/financial_services/parnassus/parnhome/

- Click on **Subcodes for Departments**
- Log in with email username and password
- If you are unable to print, choose “Save a copy” and save to desktop, then open this file and print.
- **Subcodes departments cannot use**, are highlighted in red

❖ For a report listing of **active departmental accounts** that you have access to by department, project, usercodes and subcodes go to:
http://www.ithaca.edu/financial_services/parnassus/parnhome/

- Click on **Account Listing by Parnassus Username**
- Enter your email username and password
- Enter your email name (do NOT hit Enter on your keyboard)
- Click on “Run Report”



Summary Accounts

A Summary Account is an account that shows the sum of balances from multiple detail accounts and is used for funds checking. Summary accounts are **ONLY** available for 01 fund accounts.

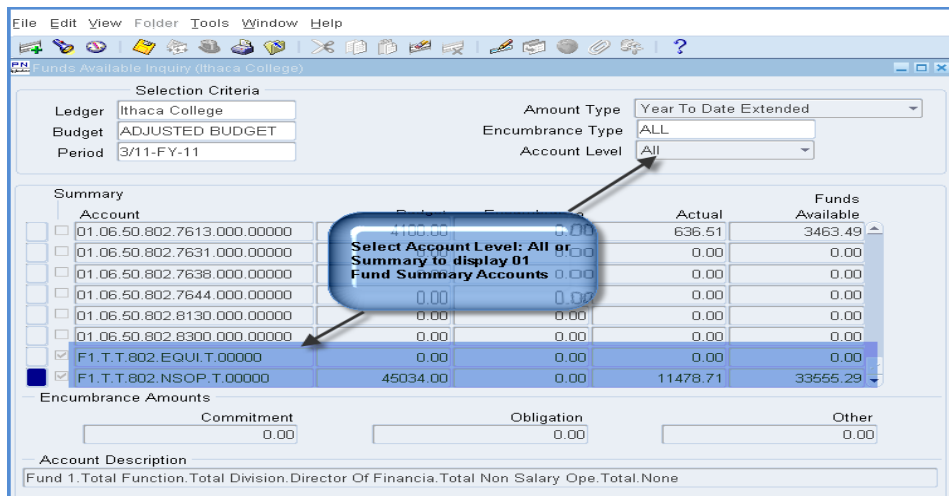


Figure 8: Summary Accounts

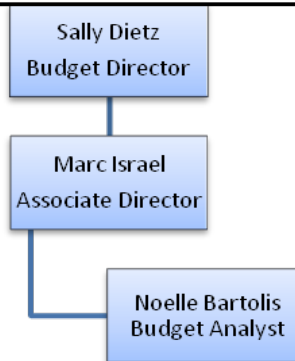
- When **Inquiring on Funds Available**, if you choose Account Level “**All**” this will include both account **Detail** and **Summary account** (Figure 8)
- **Summary Accounts** are set up for **01 fund** by department and project.
- There are **3 Summary Accounts** set up in Parnassus
 - ✓ **Non-Salary Operating Expenses (NSOP)** includes subcodes 7000-7550, 7556-7999 (F1.T.T.D.NSOP.T.D)
 - ✓ **Utilities (UTIL)** includes subcodes 7551-7555 (F1.T.T.D.UTIL.T.D)
 - ✓ **Equipment (EQUI)** includes subcodes 8000-8299 (F1.T.T.D.EQUI.T.D) – small equipment (does not include Capital)

TIP: Instead of **scrolling down to view account lines at the end**, go to **View>Record>Last**

Parnassus Financials Team

July 2011

Budget Office



Financial Services

