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Overview

As a continuation on how to review departmental budgets and accounts, end-users can run and print reports in Parnassus to show departmental budgets, actual expenses, encumbrances, and funds available. This information is necessary to be sure departments have funds available when purchasing or paying for items.

Objective

Ithaca College employees who have access to departmental accounts will be able to run, view, and print various reports in Parnassus

Departmental Activity Report

Departmental Activity reports display budget, actual, encumbrance, and funds available for your departmental accounts. These reports should be printed in landscape (Figure 1).

Ithaca College Departmental Activity Report Current Period: 2/07-FY-07				
Currency: USD				
Department	YTD Budget	YTD Actual	YTD Encumbrance	Available Funds
Dpt Sub				
Supplies				
7317 Office Gen Servi	1,500.00	0.00	0.00	1,500.00
7319 Office Supplies	2,800.00	1,765.68	190.00	844.32
7329 Computer Softwar	1,070.00	0.00	0.00	1,070.00
7335 Other Supplies	2,450.00	2,189.55	1,146.36	885.91-
Total Supplies	7,820.00	3,955.23	1,336.36	2,528.41
Postage				
7350 Postage	1,990.00	59.46	0.00	1,930.54
Professional Services				
7644 Other Contracted	1,000.00	0.00	0.00	1,000.00
Total Professional Services	1,000.00	0.00	0.00	1,000.00
Other Expenses				
Total Operating Expenses	53,375.00	16,025.59	1,758.27	35,591.14
Capital Expenses				
8130 Computer Eqpt<45	0.00	0.00	0.00	0.00
8300 Capital Eqpt>420	0.00	6,624.86	0.00	6,624.86-
8330 Computer Hardwar	0.00	0.00	0.00	0.00
Total Capital Expenses	0.00	6,624.86	0.00	6,624.86-
Currency: USD				
Department	YTD Budget	YTD Actual	YTD Encumbrance	Available Funds
Dpt Sub				
Total Departmental Expenses	488,757.31	331,650.75	1,758.27	155,348.29
Net Available	488,757.31	331,650.75	1,758.27	155,348.29

Figure 1: Departmental Activity Report

Departmental Activity Report Process (Figure 2)

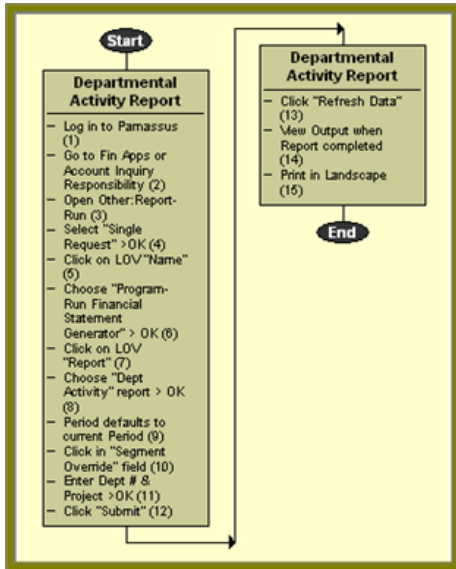


Figure 2: Departmental Activity Report Process

- Log into Parnassus
- Go to Fin Apps or Account Inquiry Responsibility
- Open Other: Report-Run
- Select "Single Request" > OK
- Click on LOV "Name"
- Choose "Program-Run Financial Statement Generator" > OK
- Click on LOV "Report"
- Choose "Dept. Activity" report** > OK
- Enter Period (defaults to current period)
- Click in "Segment Override" field
- Enter Department # and Project > OK >OK
- Click "Submit"
- Click "Refresh Data" (wait patiently...)
- View Output when report completed
- Print in Landscape

1. How to Run Departmental Activity Report

- Log into **Parnassus**
- Click **Finance Apps** or **Account Inquiry** responsibility
- Click **Other >Reports >Run**
- Select **Single Request** (Figure 3)
- **OK**

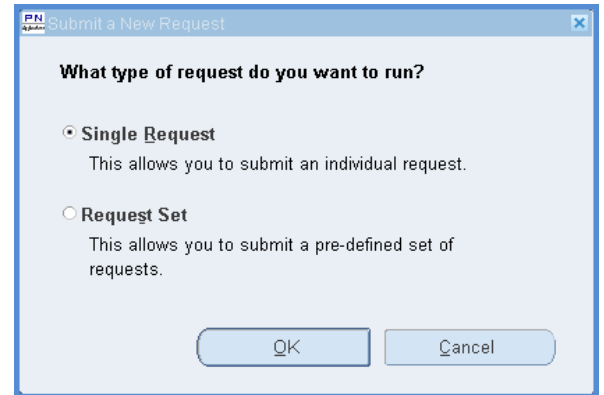


Figure 3: Submit New Single Request

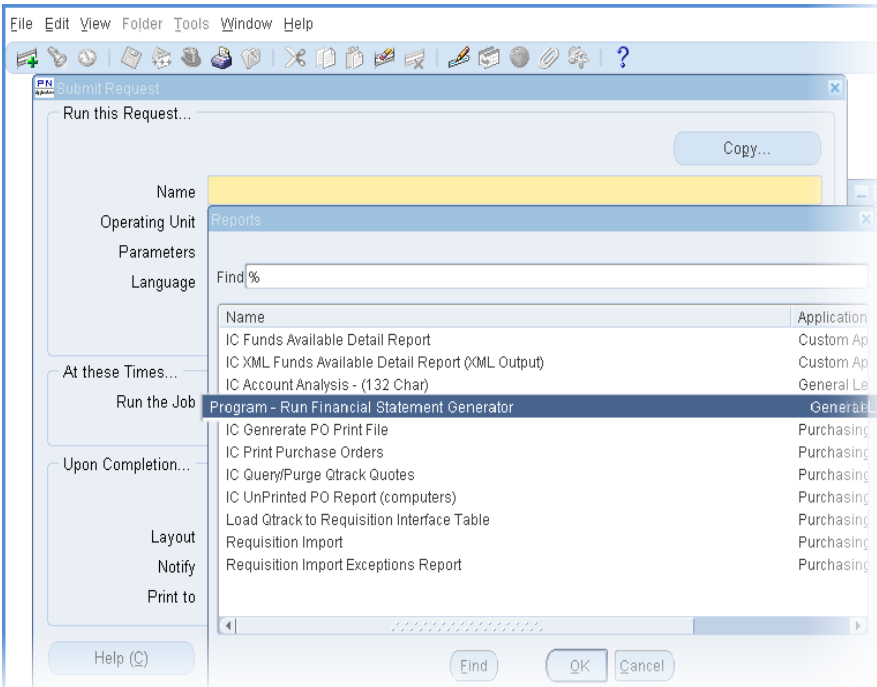


Figure 4: Program Run Financial Statement Generator

2. Report Request Form

- In yellow highlighted **Name** field, click in right hand side of field to bring up **LOV**
 - Select **Program Run Financial Statement Generator** (Figure 4) (for NSOP Summary and Dept Activity reports)
- **OK**

3. Parameters

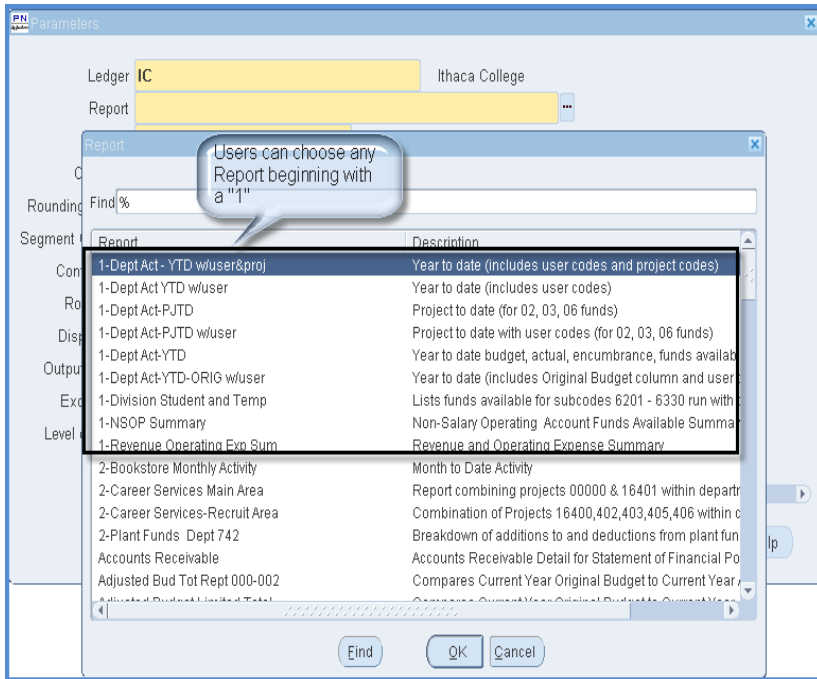


Figure 5: Report Choices

❖ Report choices include Departmental Activity, NSOP Summary, etc. Reports (Figure 5)

- Click **LOV** on **Report Name** line to select report

Reports beginning with “1” are for any department

- Choose 1-Dept. Act.-YTD (year to date) reports for **accounts beginning with 01.**
- Choose 1-Dept. Act.-PJTD (project to date) reports for **accounts beginning with 02, 03, 06.**

Reports beginning with “2” are for the designated department only. All other reports are for Financial Services.

❖ Period and Segment Override Parameters (Figure 6)

- **Period** defaults to current period.
- Click in gray highlighted **Segment Override** field to enter accounts
 - For Departmental Activity reports, enter **Department Code** and **Project**. **Delete “000” user code**
 - For **NSOP (01 Fund only) Report**, leave **Project code blank** to list all projects
- Click **OK**
- Click **OK**
- **Submit**

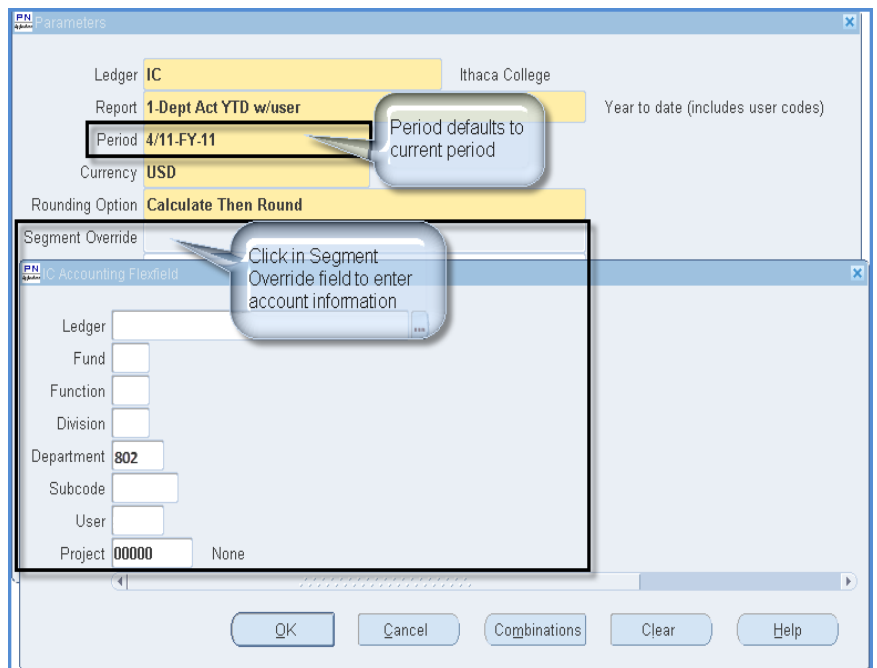


Figure 6: Period & Segment Override Parameters

4. Report Screen (Figure 7)

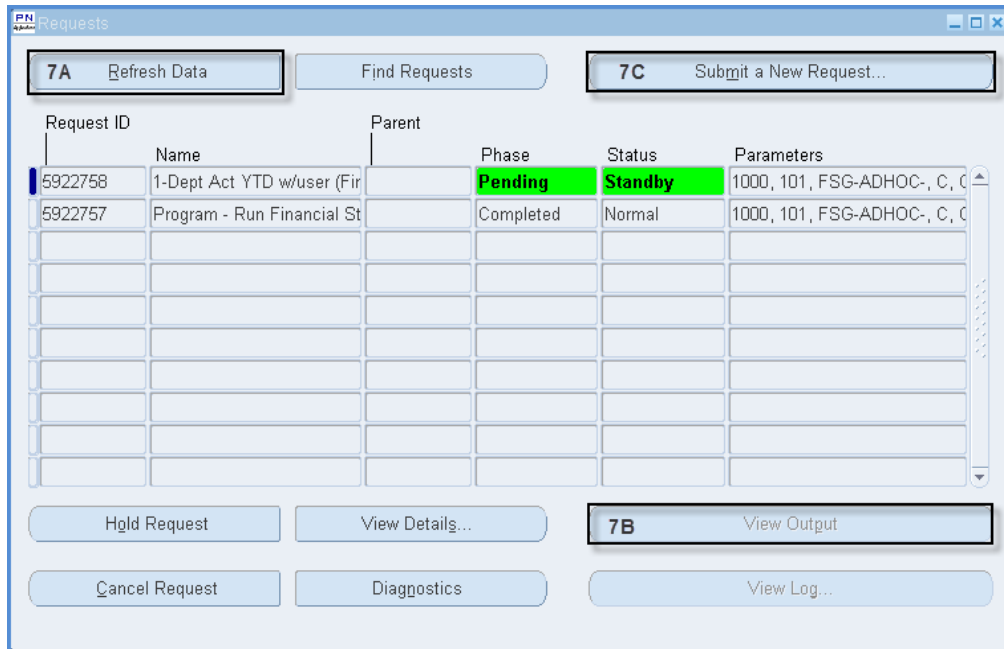


Figure 7: Report Request Screen

- Click **Refresh Data** (Figure 7A) and wait patiently until report **Phase** indicates **Completed**. Continuously clicking on the Refresh Data button will slow down the report process.
- To view the report click on the line of the report you want and **View Output** in bottom right hand corner (Figure 7B)
- To Print
 - **File>Print**
 - Use **Landscape**
- Users can **Submit a New Request** (upper right hand side) for another report even if a report has not completed yet (Figure 7C)

IC Funds Available Detail Report (Figure 8)

This report provides the detail of the transactions for a selected period range. End-users would use this report to supplement the summarized account information in the Departmental Activity Report.

ITHACA		Ithaca College Funds Available Detail Report Period: 1/07-FY-07 to 2/07-FY-07			PARNASSUS	
Budget: ADJUSTED BUDGET					Report Date: 23-FEB-07 11:37:39	
From Account: 01.06.50.802.7319.000.00000					Page: 1 of 1	
To Account: 01.06.50.802.7335.999.00000						
Description	Budget	Encumbrance	Actual	Funds Available		
7319 Office Supplies Outside Begin Balance 1/07-FY-07	2,800.00	0.00	1,481.68	1,318.32		
01/01/07 OFFICEMAX CT by Hastings Paper			284.00			

Figure 8: IC Funds Available Detail Report

IC Funds Available Detail Report Process (Figure 9)

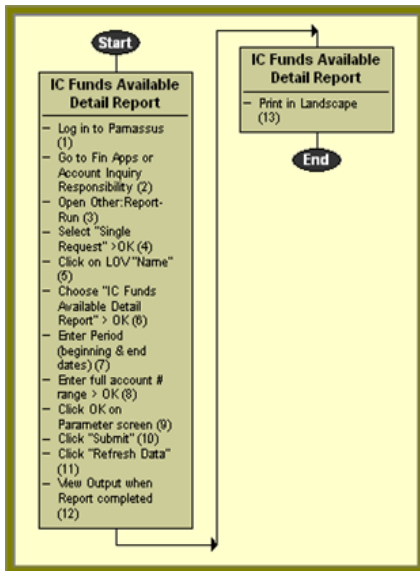


Figure 9: IC Funds Available Detail Report Process

- Log into Parnassus
- Go to Fin Apps or Account Inquiry Responsibility
- Open Other: Report-Run
- Select "Single Request" > OK
- Click on LOV "Name"
- Choose "IC Funds Available Detail Report" > OK
- Enter Period (beginning and end dates)
- Enter full account # range > OK
- Click OK on Parameter Screen
- Click "Submit"
- Click "Refresh Data" (wait patiently....)
- View Output when report completed
- Print in Landscape

2. How to Run IC Funds Available Detail Report

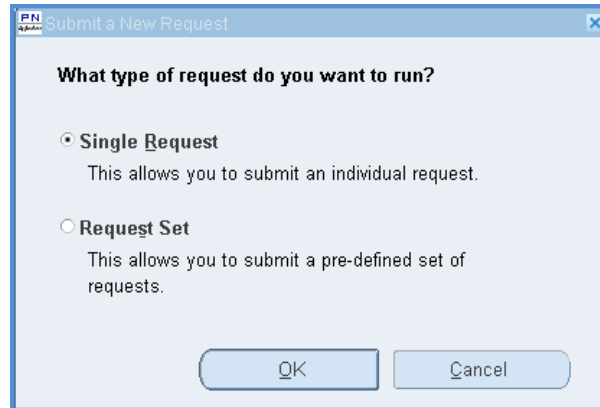


Figure 10: Submit a New Request

- Log into **Parnassus**
- Choose **Finance Apps** or **Account Inquiry** responsibility
- Click on **Other: Report-Run**
- Select **Single Request** (Figure 10)
- **OK**

3. Report Request Form

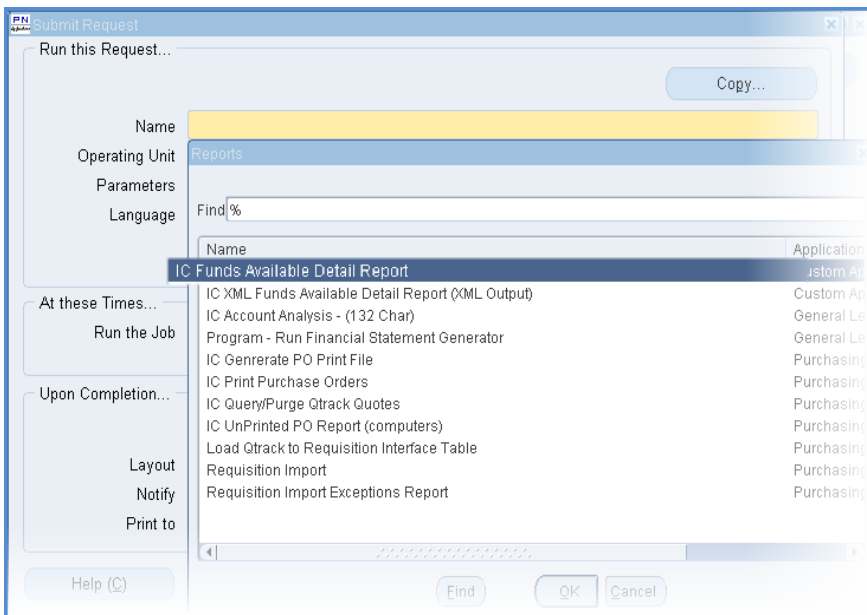


Figure 11: IC Funds Available Detail Report

- In yellow highlighted **Name** field, click in right hand side of field to bring up **LOV**
 - Select **IC Funds Available Detail Report** (Figure 11)
- **OK**

4. Parameters

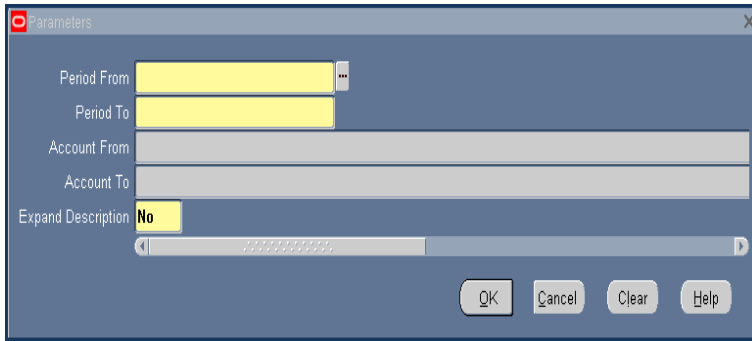


Figure 12: IC Funds Available Detail Report Parameters

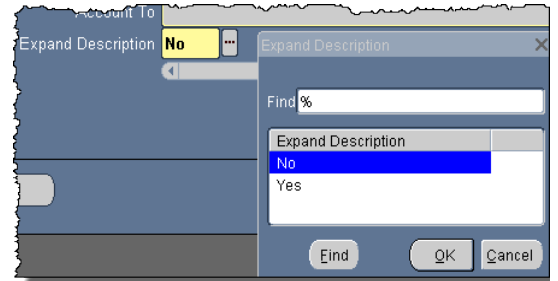


Figure 12A: Expand Description Options

- Enter **Period** (Figure 12) for the timeframe you want to find transactions.
 - **Period From** – beginning period
 - **Period To** – ending period
 - **Expand Description Options** (Fig 12A) – users have the option to display full description line by choosing:
 - **No** – description line may cut off complete information
 - **Yes** – full description will display on report which will wrap text to an additional line if needed

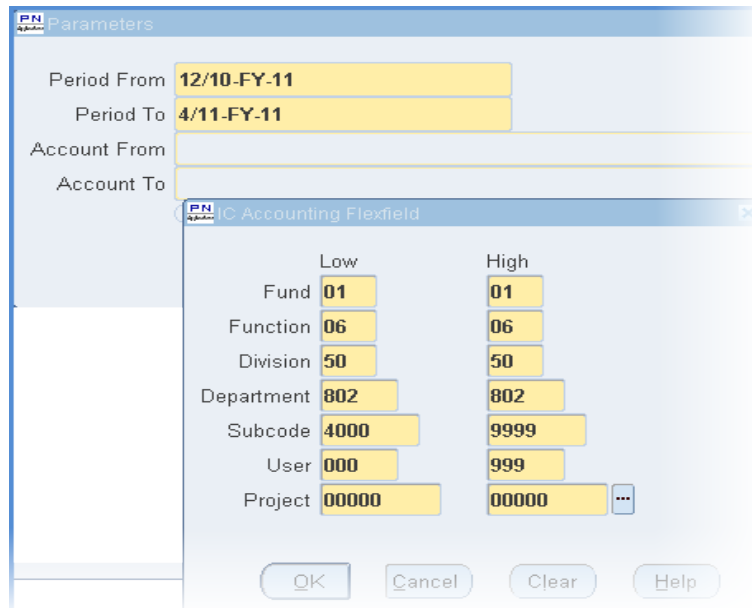


Figure 13: IC Funds Available Detail Report Account Info

- Enter **Account From** and **Account To** fields (Figure 13)
 - Enter full 21 digit **account numbers** in both **Low** and **High segments**. Subcode and User Code ranges would be entered to limit the report data to what is needed. (Figure 13).
- **OK**
- **OK**
- **Submit**

5. Report Screen (Figure 14)

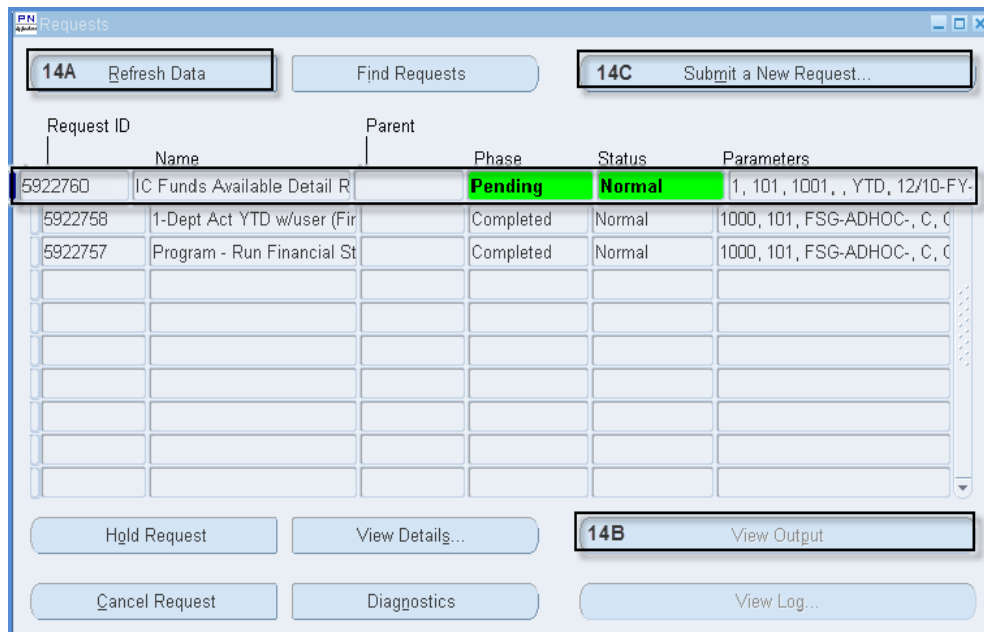


Figure 14: Report Request Screen

- Click **Refresh Data** (Figure 14A) and wait patiently until report **Phase** indicates **Completed**. Continuously clicking on the Refresh Data button will slow down the report process.
- To view report
 - Click on line for the report you want to view and choose **View Output** in bottom right hand corner (Figure 14B).
- To Print
 - **File>Print**
 - Use **Landscape**
- Users can **Submit a New Request** (upper right hand side) for another report even if a report has not completed yet (Figure 14C)

Reports in ARGUS

Besides the reports in Parnassus, end-users can also access other reports in **Argus**. Since the account information in Argus reports is a day behind, departmental activity reports and IC Funds Available reports are run in Parnassus.

There are several other reports in Argus that end-users may find beneficial such as:

- Account Reports
- Credit Card Reports for cardholders, card administrators and managers
- Phone Bill Report



Figure 15: ARGUS Reports

❖ To access Argus reports

- Go to **ACE/ARGUS homepage**
 - In Internet Explorer>Site Index>Administrative Computing Environment (ACE)
- Click on **ARGUS tab**
- Select **Click Here to Log into Argus** on left hand side (Figure 15)
- Enter **Email username and password**
- Click on **Financials** tab to access **ICFast** and **Financials Reports** tab to choose a report
 - Users who are interested in a specific report not listed should contact Jo Anne Rosato (jrosato@ithaca.edu) for more information.

❖ End-users are encouraged to sign up for an Advanced session to learn how to access and work with ICFast and Argus Reports.