

Parnassus Reports User Guide

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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. This guide will teach users on how to run the Departmental Activity Report and the IC Funds Available Report.

Departmental Activity Report

The Departmental Activity Report displays the budget, actual, encumbrance, and funds available for your departmental accounts. These reports should be printed in landscape.

Departmental Activity Report Process

- Log into Parnassus, and go to your Fin Apps or Account Inquiry Responsibility
- In your navigator, open Other → Reports → Run
- Select “Single Request” → OK
- Click on LOV “Name”
- Choose “Program-Run Financials Statement Generator” → OK
- Click on LOV “Report”
- Choose “1-Dept Act-YTD” or “1-Dept Act-PJTD” → OK
- Enter Period
- Click in “Segment Override” field
- Enter Department # and Project → OK → OK
- Click Submit
- Click “Refresh Data”
- View Output when report has completed
- Print report in Landscape

How to Run Departmental Activity Report

1. Log into Parnassus and choose either your Finance Apps, or your Account Inquiry responsibility.
2. Click on Other → Reports → Run.
3. In the form that appears choose “Single Request” and then click OK (Figure 1).

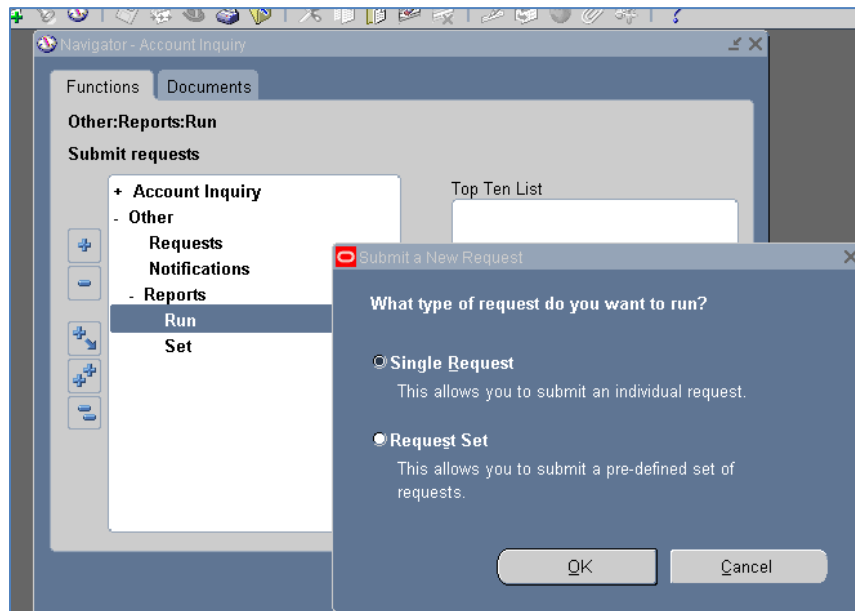


Figure 1 Submit Single Request

4. In the Report Request form, in the yellow highlighted “Name” field click in the right hand side of field to view the LOV. Select “Program - Run Financial Statement Generator” from the list of options, and click OK (Figure 2).

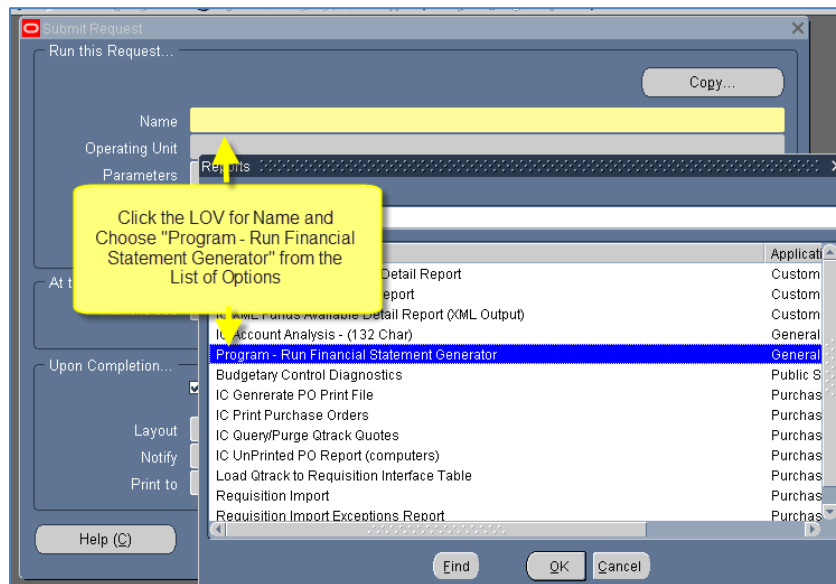


Figure 2 Choosing the Report – Financial Statement Generator

5. A Parameters form should appear. This is where you will choose the report to run as well as enter your criteria for the report. Below is the list of criteria you will need to enter in order to run the Departmental Activity Report.
 - a. **Ledger:** IC
 - b. **Report:**

- Choose “1-Dept-Act-YTD” to report on 01 fund accounts
 - Choose “1-Dept-Act-PJTD” to report on 02, 03, and 06 fund accounts
 - Reports beginning with “2” are for the designated department only. All other reports are for Financial Services.
- c. **Period:** Enter the period you would like to report on
- d. **Currency, Rounding Option, Output Option & Date:** These fields will fill in automatically for you
- e. **Segment Override:** Click the grey field next to the Segment Override label. In the form that appears, enter the account number you would like to report on.
- For Departmental Activity Reports, Enter the Department Code and Project Code. Delete “000” User code (Figure 3).
 - For NSOP (01 Fund Only) Report, leave Project code blank to list all projects.
- f. Click OK

The screenshot displays two overlapping windows from the Parnassus Reports application. The background window is titled 'Parameters' and contains the following fields: Ledger (IC), Report (1-Dept Act-YTD), Period (8/17-FY-18), Currency (USD), Rounding Option (Calculate Then Round), Segment Override (greyed out), Content Set, Row Order (Subcode Only), Display Set, Output Option (Text), Exceptions (No), Level of Detail, and Date (04-AUG-2017). The foreground window is titled 'IC Accounting Flexfield' and contains fields for Ledger, Fund, Function, Division, Department (610 Career Services), Subcode, User, and Project (00000 None). At the bottom of the 'IC Accounting Flexfield' window are buttons for OK, Cancel, Combinations, Clear, and Help.

Figure 3 Entering Search Criteria

6. On the Parameters form click OK. This will take you back to the Submit Request form. Click Submit (Figure 4).

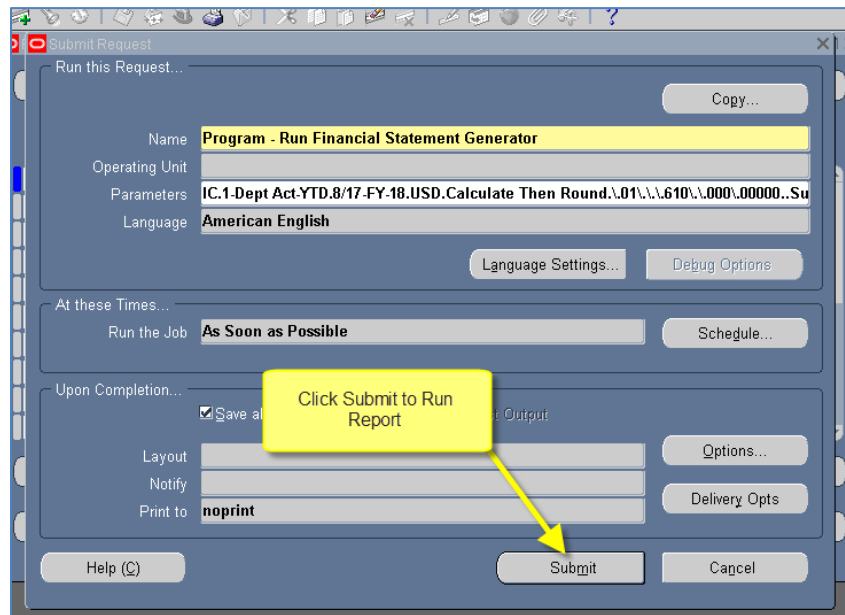


Figure 4 Starting the Report

7. Click “Refresh Data” and wait patiently (Figure 5). The status shown for your report does not automatically update, so you need to click the “Refresh Data” button again to get an updated status. Do not continuously click the “Refresh Data” button as it will only slow down the reporting process.

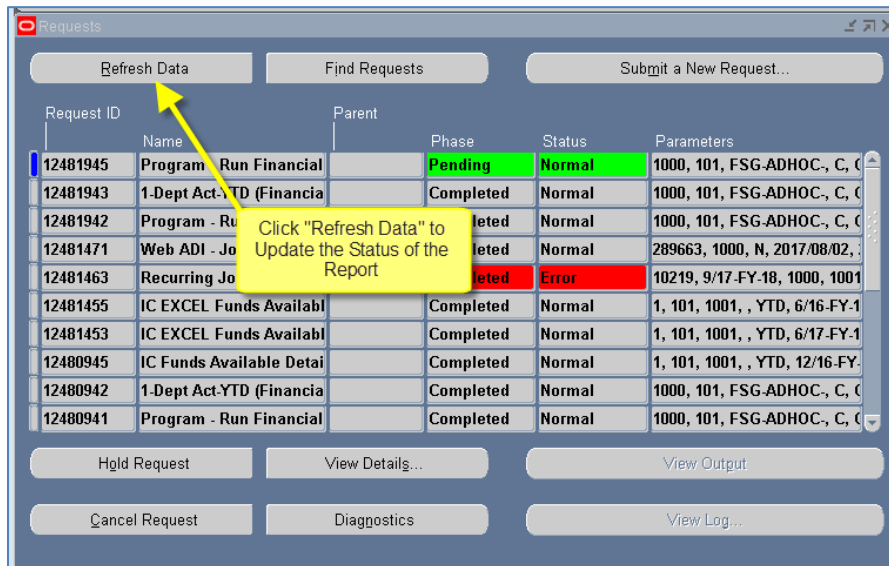


Figure 5 Finding Report Status

8. Once your report’s Phase is “Completed” click on the line of the report, and then click “View Output” (Figure 6).

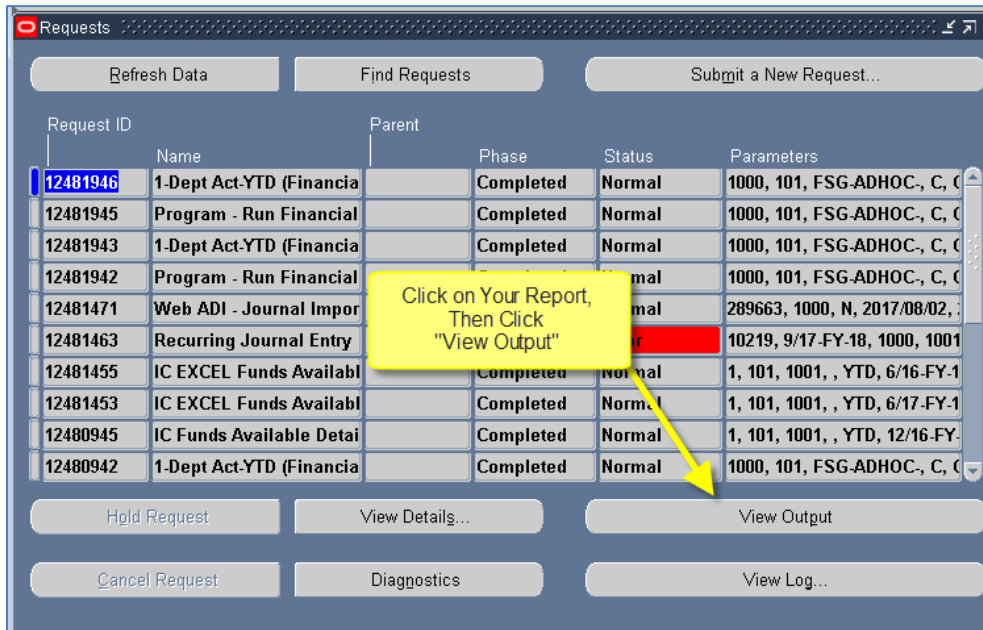


Figure 6 View Report

- Your report will open in your web browser. You can choose to print it from your web browser, but be sure to print in landscape orientation (Figure 7).

Ithaca College						Date
Departmental Activity Report						
Current Period: 8/17-FY-18						
Currency: USD						
Department=610 (Career Services), Fund=01 (Unrestricted Current)						
Dpt	Sub	U	YTD	YTD	YTD	Available
-----	-----	-	Budget	Actual	Encumbrance	Funds
Recruiting						
	7464		1,500.00	0.00	0.00	1,500.00
Total Recruiting			1,500.00	0.00	0.00	1,500.00
Meals & Entertainment (non-tra						
	7492		3,400.00	100.00	0.00	3,300.00
	7494		14,200.00	244.11	0.00	13,955.89
Total Meals & Entertainment (17,600.00	344.11	0.00	17,255.89
General Institutional Expenses						
	7511		600.00	0.00	0.00	600.00
	7514		250.00	1,248.00	0.00	(998.00)
	7516		2,000.00	1,965.41	0.00	34.59
	7518		2,000.00	139.95	0.00	1,860.05
	7528		750.00	0.00	0.00	750.00
Total General Institutional E			5,600.00	3,353.36	0.00	2,246.64

Figure 7 Output of Departmental Activity Report

IC Funds Available Detail Report

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

IC Funds Available Detail Report Process

- Log into Parnassus, and go to your Fin Apps or Account Inquiry Responsibility
- In your navigator, open Other → Reports → 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 number range → OK
- Click OK on the Parameter Form
- Click on LOV “Report”
- Click “Submit”
- Click “Refresh Data”
- View Output when report has completed
- Print report in landscape

How to Run IC Funds Available Detail Report

1. Log into Parnassus and choose either your Finance Apps, or your Account Inquiry responsibility.
2. Click on Other → Reports → Run.
3. In the form that appears choose “Single Request” and then click OK.
4. In the Report Request form, in the yellow highlighted “Name” field click in the right hand side of field to view the LOV. Choose “IC Funds Available Detail Report” from the list of options, and click OK. There is also an “IC EXCEL Funds Available Detail Report” which outputs the data into an excel spreadsheet (Figure 8).

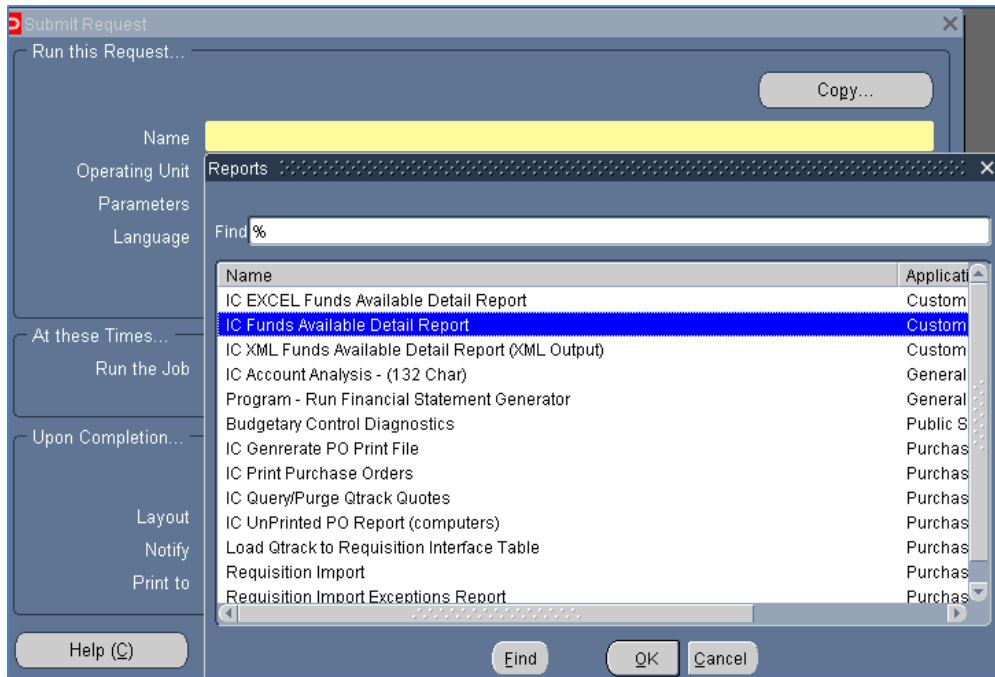


Figure 8 Choosing the Report – IC Funds Available Detail

5. In the Parameters form enter the criteria listed below.
 - a. **Period From & Period To:** The range of periods you would like to report on.
 - b. **Account From & Account To:** When you click on the grey Account From field, an Account Lookup form will appear which will allow you to enter the range of accounts you would like to search for (Figure 9). All fields in the Account range form must be completed.

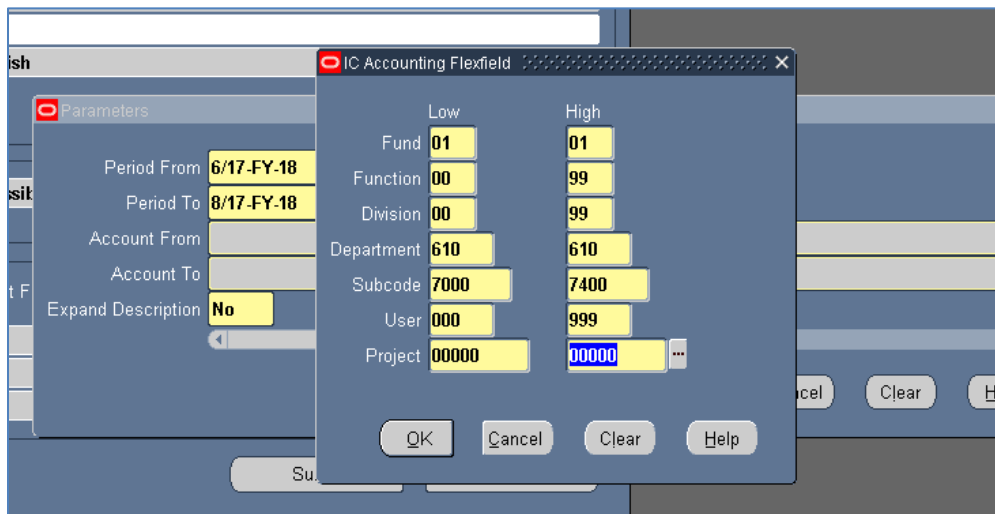


Figure 9 Enter Search Criteria

- c. **Expand Description:** Defines whether you would like to display the full description of a line item (Figure 10).

- i. **No:** Description line may cut off complete information
- ii. **Yes:** Full description will display on report which will wrap text to an additional line if needed.

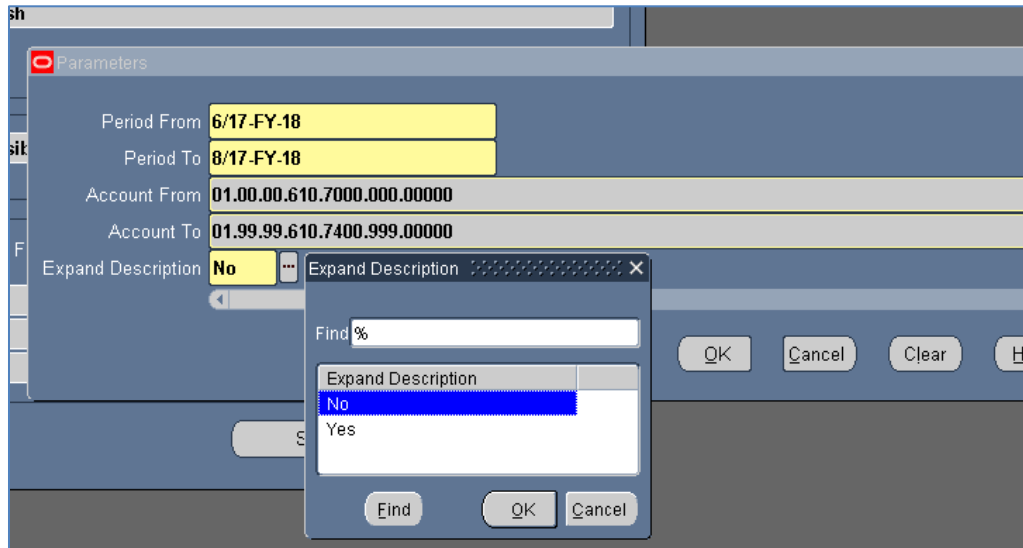


Figure 10 Choose to Expand Description

6. On the Parameters form click OK. This will take you back to the Submit Request form. Click Submit.
7. The Requests form will now appear, which lists the status of your report. Click “Refresh Data” and wait patiently (Figure 5). The status shown for your report does not automatically update, so you need to click the “Refresh Data” button again to get an updated status. Do not continuously click the “Refresh Data” button as it will only slow down the reporting process.
8. Once your report’s Phase is “Completed” click on the report, and then click “View Output”.
9. Your report will open in Internet Explorer. You can choose to print it from your web browser, but be sure to print in landscape orientation (Figure 11).

Parnassus Reports User Guide

Ithaca College


 ITHACA COLLEGE		Ithaca College Funds Available Detail Report Period: 6/17-FY-18 to 9/17-FY-18		Parnassus Report Date: 03-AUG-17 10:50:44 Page: 1 of 5	
Budget: ADJUSTED BUDGET From Account: 01.00.00.610.7000.000.00000 To Account: 01.99.99.610.7400.999.00000					
Description	Budget	Encumbrance	Actual	Funds Available	
7319 Office Supplies Begin Balance 6/17-FY-18	0.00	0.00	0.00	0.00	
06/01/17 Spreadsheet/Adjustment FY18 Adjusted Budget Upload	4,000.00				
06/30/17 STAPLES ADVANTAGE Staples Brights Colored Card Stock, Letter-size, 65 lbs., Bright Gran			13.79		
06/30/17 STAPLES ADVANTAGE Staples Plastic Pushpins, Clear, 500/PK Inv: 3344617454 Line: 14 Dist			3.54		
06/30/17 STAPLES ADVANTAGE Sustainable Earth by Staples Paper Towels, 2-Ply, White, 15/Ct Inv: 3			16.99		
06/30/17 STAPLES ADVANTAGE Tylenol Extra Strength, 50/Bx Inv: 3344617454 Line: 9 Dist#: 1			14.69		
06/30/17 STAPLES ADVANTAGE Wausau Paper Astrobrights Colored Card Stock Paper, 8.5" x 11", 65 lb			15.89		
06/30/17 STAPLES ADVANTAGE Windax Glass Cleaner With Ammonia, 32 Oz. Inv: 3344617454 Line: 6 Dis			4.49		
06/30/17 STAPLES ADVANTAGE uni-ball Jetstream Roller Ball Pens, Bold Point, 1.0 mm, Blue Ink / B			59.98		
06/30/17 STAPLES ADVANTAGE 3M 4466 Double Sided Foam Tape, 1/2" x 5 yds., 1/16", 1/Pack Inv: 334			6.99		
06/30/17 PO# : P1020053 Logitech C920 HD 1080p Pro Computer Webcam with Dual Stereo Microphone			79.99		
06/30/17 PO# : P1020037 Staples Brights Colored Card Stock, LETTER-size, 65 lb., Bright Yellow			13.79		
06/30/17 PO# : P1020037 Staples Brights Colored Card Stock, LETTER-size, 65 lb., Bright Red, 8			13.79		
06/30/17 PO# : P1020037 Wausau Paper Astrobrights Colored Card Stock Paper, 8.5" x 11", 65 lb.			15.89		
06/30/17 PO# : P1020037 Staples Brights Colored Card Stock, LETTER-size, 65 lb., Bright Green,			13.79		
06/30/17 PO# : P1020037 Staples Brights Colored Card Stock, Letter-size, 65 lbs., Bright Orang			13.79		
06/30/17 PO# : P1020037 Sustainable Earth by Staples Paper Towels, 2-Ply, White, 15/Ct P			16.99		
06/30/17 PO# : P1020037 Windax Glass Cleaner With Ammonia, 32 Oz. PO Line#: 6 PO Dist#:			4.49		
06/30/17 PO# : P1020037 Lipton Natural Tea Bags, 1.25 oz., 100/Bx PO Line#: 8 PO Dist#:			6.99		
06/30/17 PO# : P1020037 Tylenol Extra Strength, 50/Bx PO Line#: 9 PO Dist#: 1			14.69		
06/30/17 PO# : P1020037 Staples 23420 Cordless Optical Mouse, Black PO Line#: 13 PO Dis			13.99		
06/30/17 PO# : P1020037 Staples Plastic Pushpins, Clear, 500/PK PO Line#: 14 PO Dist#:			3.54		
06/30/17 PO# : P1020037 3M 4466 Double Sided Foam Tape, 1/2" x 5 yds., 1/16", 1/Pack PO			6.99		
06/30/17 PO# : P1020037 uni-ball Jetstream Roller Ball Pens, Bold Point, 1.0 mm, Blue Ink / Bl			59.98		
06/30/17 PO# : P1020037 Honeywell Digital Ceramic Compact Tower Heater, Black PO Line#:			79.98		
06/30/17 PO# : P1020037 Puffs Plus Lotion Facial Tissues, 2-Ply, 6 Boxes/Pack PO Line#:			29.98		
06/30/17 PO# : P1020037 Scotch Magic Tape, 3/4" x 1000", 12/Pack PO Line#: 12 PO Dist#:			25.99		
06/30/17 PO# : P1020037 Honeywell Digital Ceramic Compact Tower Heater, Black PO Line#:			-79.98		
06/30/17 PO# : P1020037 Staples 23420 Cordless Optical Mouse, Black PO Line#: 13 PO Dis			-13.99		
06/30/17 PO# : P1020037 Staples Brights Colored Card Stock, LETTER-size, 65 lb., Bright Green,			-13.79		
06/30/17 PO# : P1020037 Lipton Natural Tea Bags, 1.25 oz., 100/Bx PO Line#: 8 PO Dist#:			-6.99		
06/30/17 PO# : P1020037 Puffs Plus Lotion Facial Tissues, 2-Ply, 6 Boxes/Pack PO Line#:			-29.98		

Figure 11 Output of IC Funds Available Report