

RIT Finance Matters

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Employee Self Service Corner

Is Your Address Correct?

To ensure that you receive important information from RIT such as your W-2 Form in January, it is important to maintain your current home address in the HR/Payroll system. Updating your home address on-line is quick and easy when you use Employee Self-Service. Here's how:

- On the Oracle Main Menu, select RIT Employee Self-Service
- On your Personal Home Page, click on My Personal Information
- In the Home Address section, click the Update button and follow the prompts. Be sure to select Home for the address type

For assistance or questions on Employee Self-Service, contact the F&A Customer Support Team at ext. 5-4905 or visit our website: <http://finweb.rit.edu/customersupport/>.

Oracle Tip of the Month

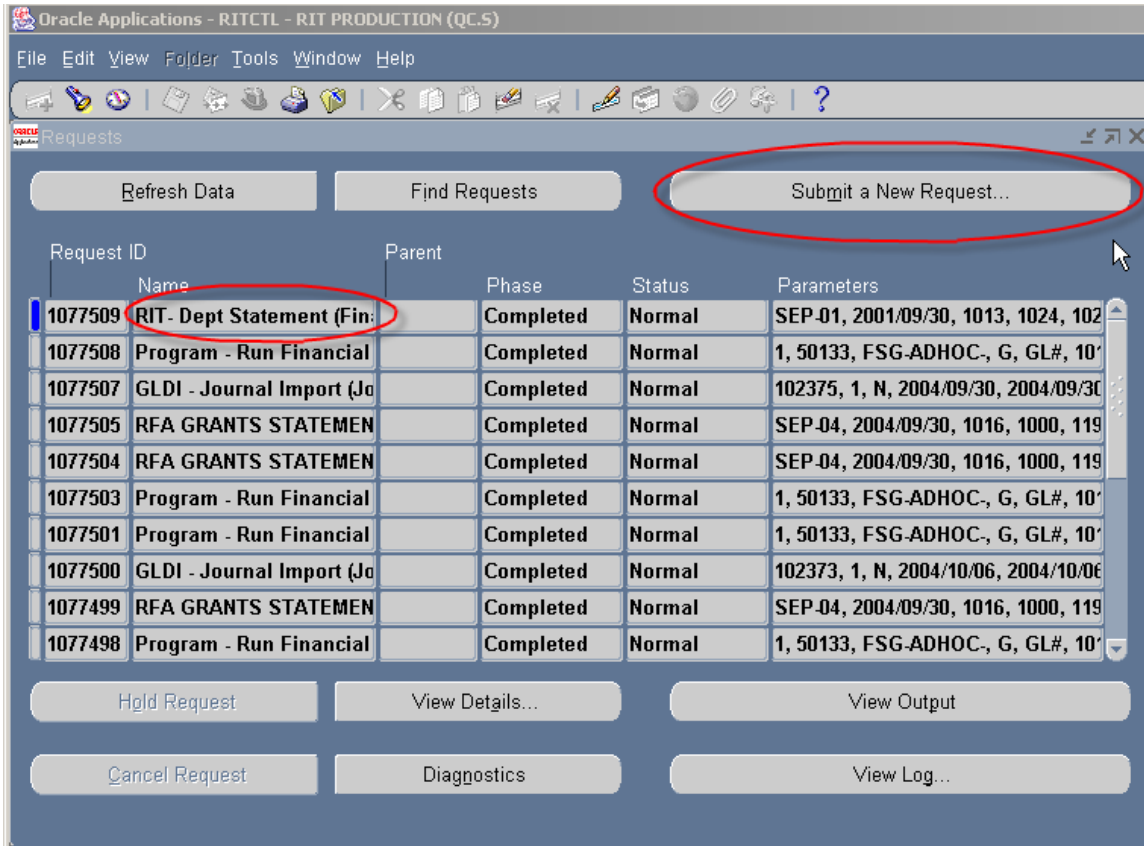
Using the Report “Copy” Feature to Print an FSG Report for Multiple Periods

Financial Statement Generator (FSG) reports (e.g., RIT – Department Statement) are useful tools because they provide departments with a high-level view of financial information. This helps to determine whether you are meeting your budget goals for the Period/Year/Project-to-Date. A downside of the FSG reports is that they have to be requested/printed for one month at a time. Occasionally, you may want to print a particular FSG report for multiple periods.

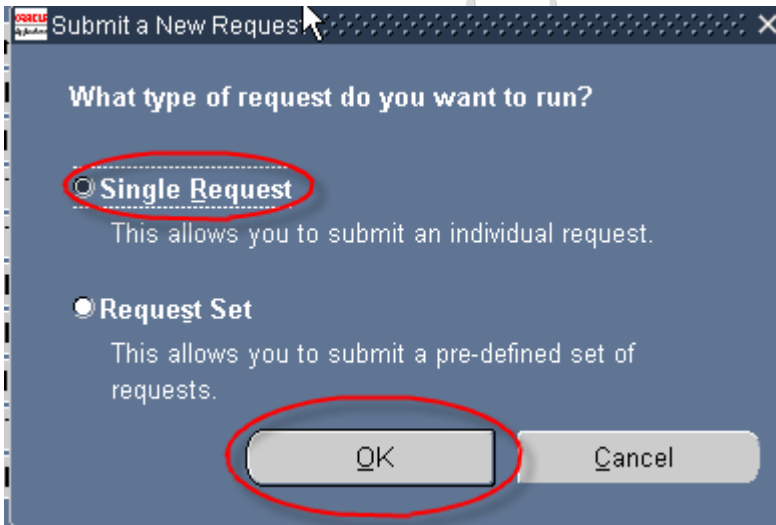
The **report copy** feature is a great help because it allows you to copy the report after you have requested it the first time. Since you need the same FSG report for multiple periods, you will copy the report and change the period to the one you wish to print. You can repeat this until you have copied a report for each of the periods that you need. It's much faster than having to request the report multiple times.

Below are step-by-step instructions for using the Copy feature (if you have questions about the instructions, contact Customer Support at ext. 5-2237, or e-mail dacbur@rit.edu)

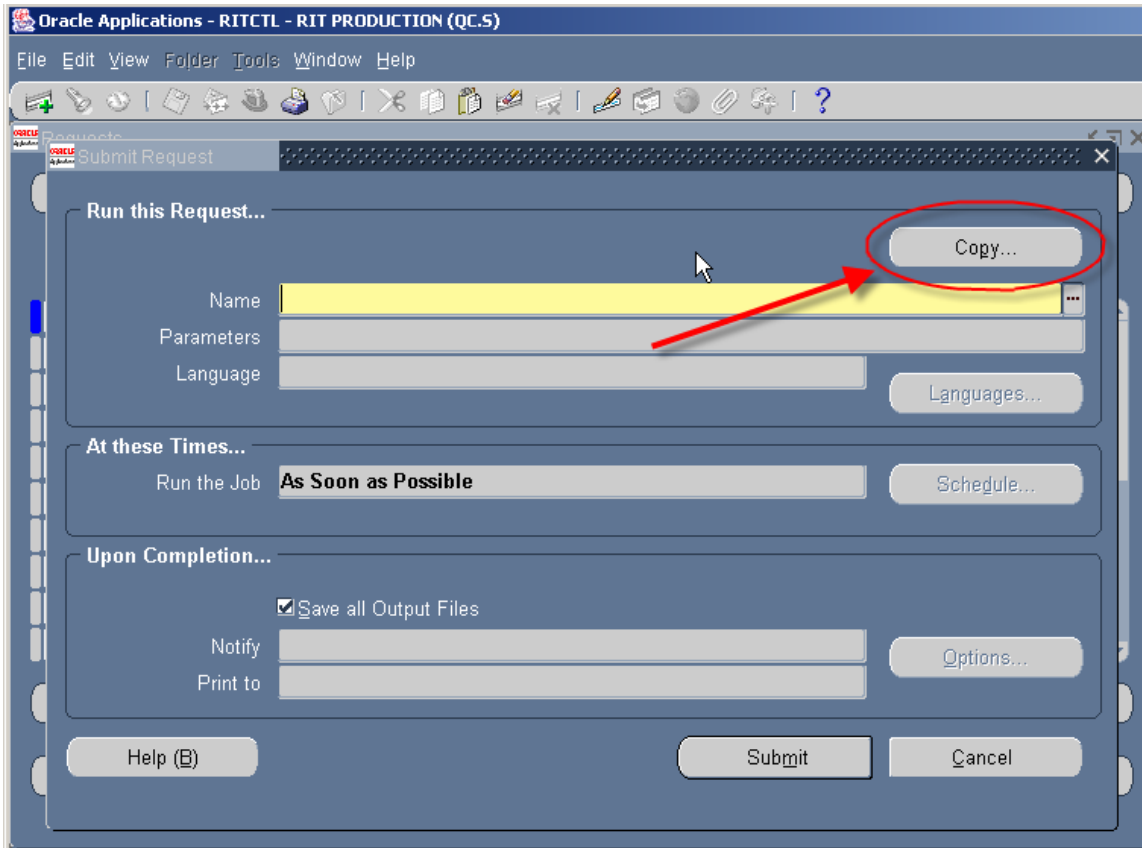
1. After submitting your first FSG report, the system will take you to the **Requests** screen. To get to the Submit Request Screen, where you will be able to copy the report, click on the “**Submit a New Request**” button.



2. On the **Submit a New Request** screen, be sure that **Single Request** is selected, and click on the **OK** button.

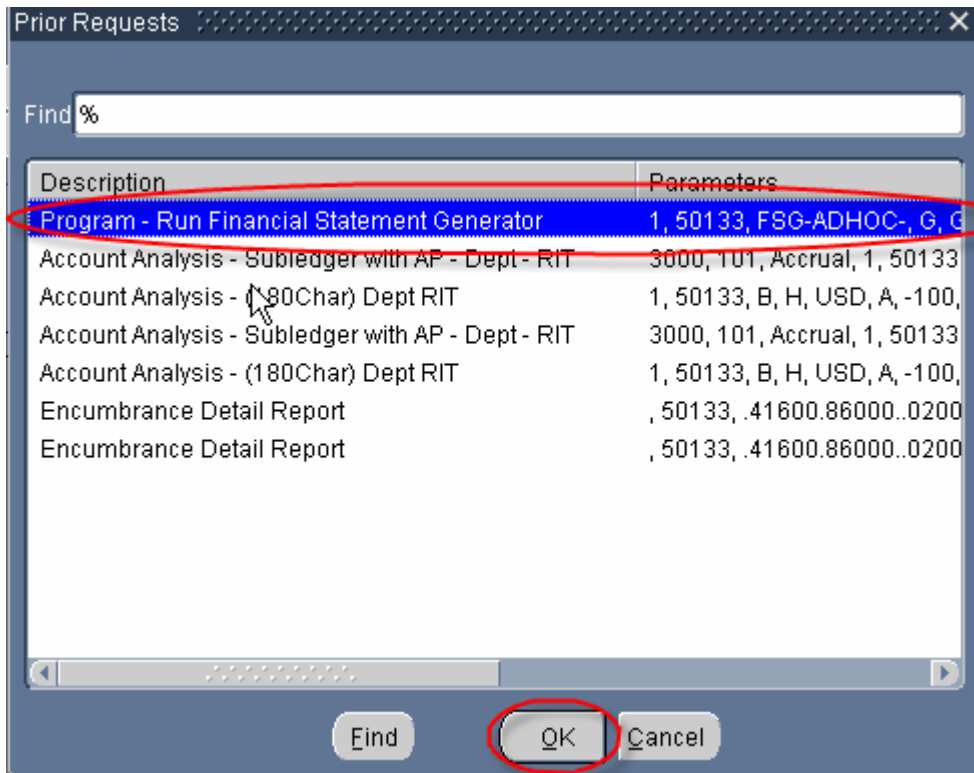


3. On the **Submit Request** screen click on the **Copy** button.

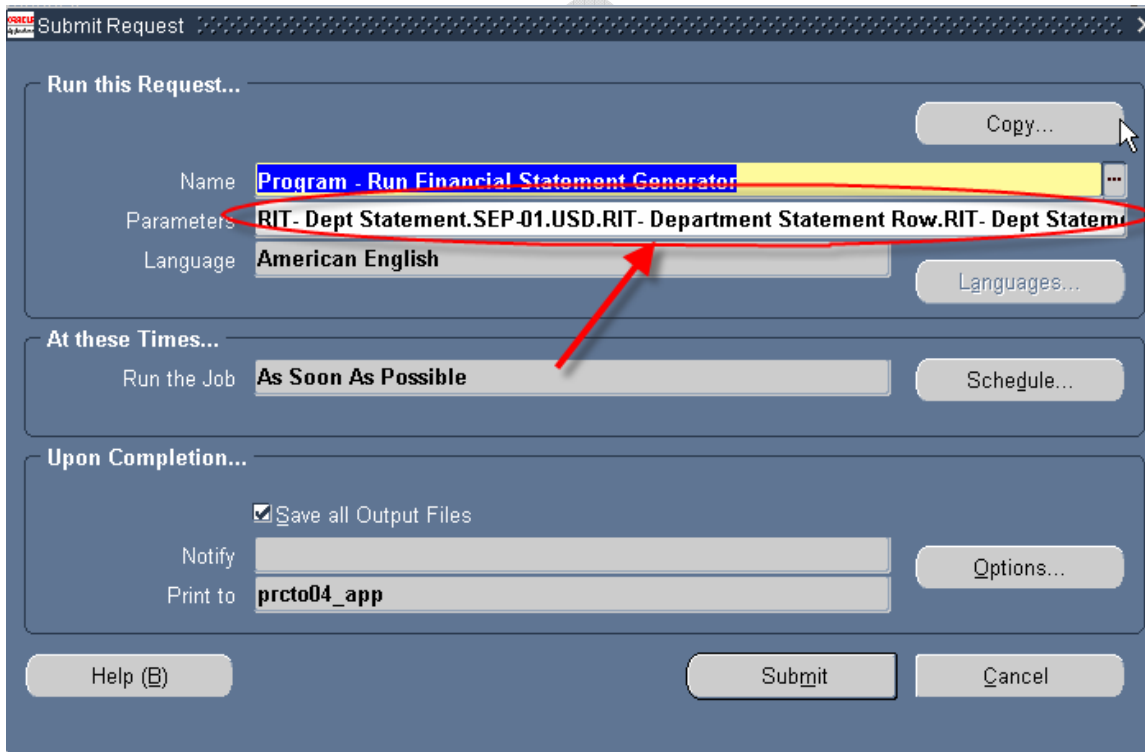


4. The **Prior Requests** window will open. The report you just submitted should be identified by the first request showing on the screen. Highlight the request and click on the **OK** button.

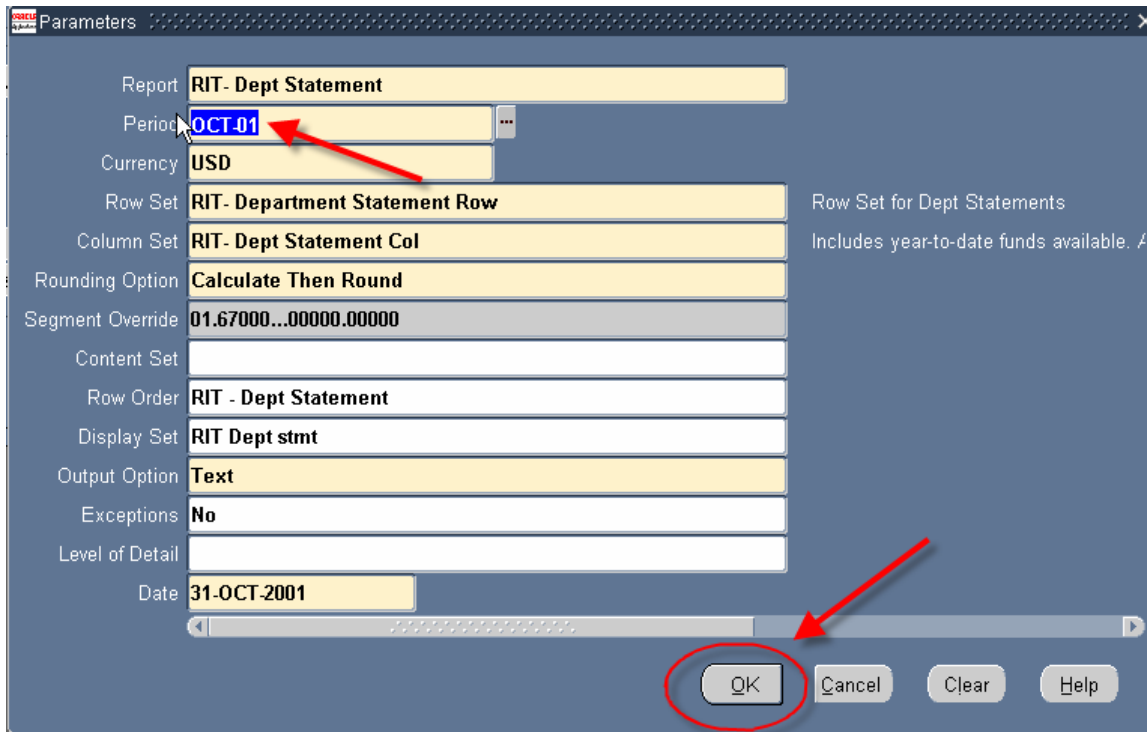
Note: You can select any request (report) showing on this screen.



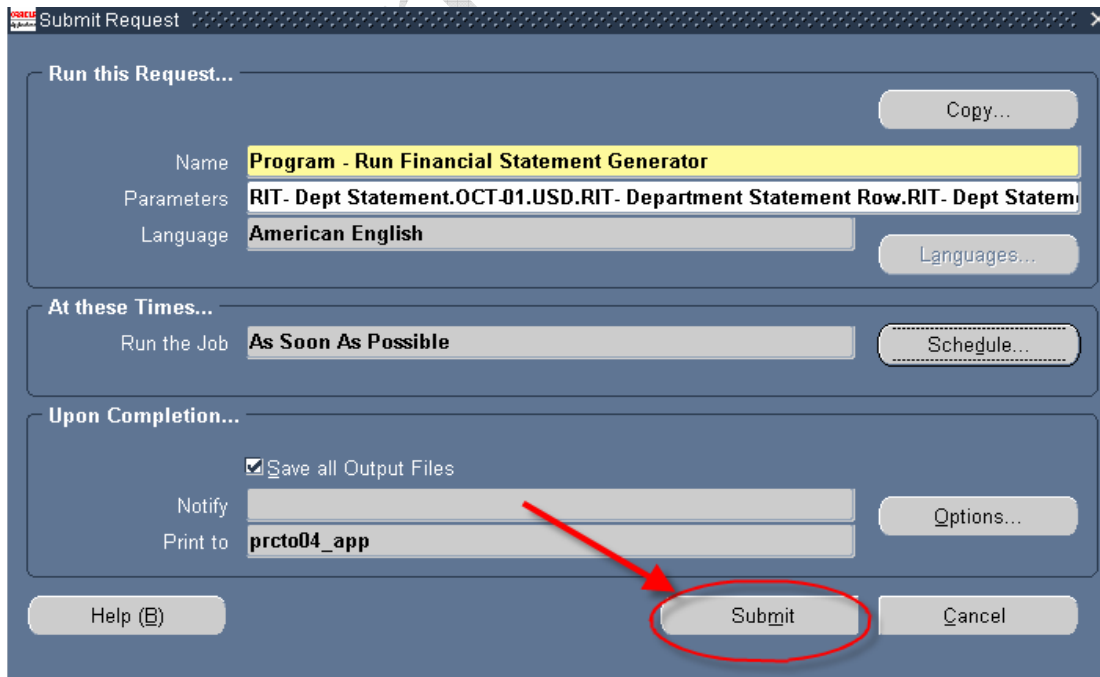
5. Back on the **Submit Request** screen, click anywhere on the Parameters field.



- The **Parameters** screen will open showing the parameters you selected for the last report you submitted. Change the parameters to those needed for the report that you are about to submit (the **Period**, on this case), and click on the **OK** button.



- Back on the Submit Request screen, if you don't need to change your printing options (printing options will copy automatically from the report that you copied), click on the **Submit** button to request the report.



Travel Information

Tips to Help You with Your RIT Business Travel

- Plan ahead. Review the RIT travel policies – this is especially important for first time travelers. The travel policy and procedure manual is on the Controller's Office web page: http://finweb.rit.edu/controller/content/travel_book.html
- Many states recognize RIT's tax-exempt status. Request the Sales Tax Exemption certificate for the state traveled to – contact the Controller's office at ext. 5-2383 for a copy of the state's exemption certificate. Present the exemption certificate for all trip expenditures especially for hotels, rental cars, business meals, etc. To streamline the checkout process, consider faxing the exemption certificate to the hotel prior to arrival.
- Make airline reservations as far in advance as possible. This saves money and in most cases, gives the traveler more choices on departure and arrival times.
- When making airline reservations over the Internet, attach a copy of the receipt page showing the payment method and amount paid. The itinerary cannot serve as proof of payment.
- When renting a vehicle, don't purchase Collision Damage Waiver (CDW) coverage or Liability Insurance from the rental agency except when you're traveling outside of the U.S.
- If a cash advance is required, allow at least 5 days for processing by Accounts Payable. Remember, cash Advances are limited to \$50.00 per day for RIT employees; NTID employees may access cash using their Citibank Travel card.
- Consider signing up for Direct Deposit for all reimbursements processed through Accounts Payable. It is easy to do and it speeds up the process. The form is located on the Controller's Office web page: http://finweb.rit.edu/controller/forms/direct_deposit_authorization_ap.pdf
- Use the RIT Procurement card to pay for conference registration fees.
- The meal allowance per day is \$40.00 (\$46.00 in certain major metropolitan areas) – this is not a per diem. Attach receipts to the travel expense report. Remember to account for alcohol separately on object code 79050 – government unallowable expenses.
- Consider purchasing a phone card prior to the trip. Phone charges are high at hotels and this is another way to save money.
- Submit Travel Expense Reports within 5 days upon the return of the trip. The expense report form is located on the Controller's Office web page: http://finweb.rit.edu/controller/forms/travel_form2003.pdf
- If the business trip is for an extended period, consider submitting a Travel Expense Report each week to help replenish the traveler's personal cash outlay.
- The person approving the Travel Expense Report must be one level of management above the traveler and there must be a current **Accounts Payable Authorization Form** on file in order for the reimbursement to be processed. The form is located at: http://finweb.rit.edu/controller/forms/authorized_signature2.pdf
- If you have questions about RIT travel policies or about how to complete a Travel Expense Report, contact Juanita Rivera in the Controller's Office at ext. 5-7221 (e-mail: jlratg@rit.edu)

What's New in Accounting & Payroll?

Staff Changes

We are pleased to announce the promotion of Sue Langschwager to Payroll Staff Accountant. Sue worked for us previously in Accounting as a Bank Reconciliation Specialist.

Valerie Russell, formerly in the Sponsored Programs Financial Reporting Services Office, is the new Institute Card Program Administrator. Valerie is responsible for day-to-day administration of the JP Morgan Chase Procurement Card and Business Travel Card, as well as the Citibank Business Travel Card. You may reach Valerie at ext: 5-4491 (e-mail: vdrcto@rit.edu).

NTID Recovery Object Code 90012

In the **May 2004** Newsletter, we announced that effective July 2004, recovery object code 90010 would be eliminated. All regular chargeback recoveries are now credited to object code 90020.

In order for NTID to track internal chargebacks, we've created a new chargeback object code (90012). **This object code is for use by NTID departments only.**

New Salary Object Codes

We've created two new salary object codes to accommodate changes in the FLSA (Fair Labor Standards Act) as it relates to overtime. There are now 2 object codes for each of the Extended Part-time Administrative Professional and Part-time Administrative Professional salary lines:

70600 – SALARIED PART-TIME ADMIN/PROFESSIONAL
70610 – HOURLY PART-TIME ADMIN/PROFESSIONAL
70820 – EXT P/T HOURLY ADMIN/PROFESSIONAL
70825 – EXT P/T SALARIED ADMIN/PROFESSIONAL

How the employee is paid – either bi-weekly by the hour or semi-monthly at a set salary – is the basis for determining which object code to use on the EAF. Here are two examples:

- Object Code 70825 – Jane Doe is an extended part-time Administrative Professional employee who works 30 hours/week. She is paid a set salary on a semi-monthly basis.
- Object Code 70820 – John Doe is also an extended part-time Administrative Professional who works 30 hours per week. However, he is paid by the hour on the bi-weekly payroll.

Coming Soon – Airfare on the RIT Procurement Card

Frequent travelers will soon have the option of using the RIT procurement card to pay for airfare. This means that cardholders can purchase airline tickets at their convenience and at the lowest prices without tying up their personal credit line. Just think – no need to request reimbursements for airline tickets. Look for details in a special November edition of Finance Matters.