



RIT FINANCIAL APPLICATIONS

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Good News "RPT & INQ ONLINE" Users!

There are two types of Reporting and Inquiry responsibilities available to users: "RPT & INQ", and "RPT & INQ ONLINE". The "RPT & INQ" responsibility gives users the ability to print or download FSG (Statements) Reports, or Standard (Detail) Reports. Users with access to the "RPT & INQ ONLINE" responsibility may submit requests for FSG reports but until now they weren't able to send these reports to their networked Oracle printer. "RPT & INQ ONLINE" users are not able to submit requests for Standard Reports. However, they can perform on-line account inquiries to obtain detail account transaction information.

"RPT & INQ ONLINE" users can now print FSG reports on their networked Oracle printer and receive a complete, full-size reports for their use. In the last issue of the RIT Financial Applications Newsletter we explained how to use the "REPRINT" function:

1. Request the FSG report you wish to print by using the "Financial" menu option in the

"Navigator" screen. Once this process is complete, follow steps 2-5 below.

2. Select the "Other" menu option in the "Navigator" screen.
3. Select the Request ID you wish to print.
4. Under the "Special" menu, select "Reprint".
5. Save before exiting the screen.

For assistance in using the "REPRINT" function to print FSG reports, please contact the Accounting department.

For more information on the differences between FSG and Standard reports please refer to the "Oracle Reports" link on the Controller's Office Web page at <http://finweb.rit.edu/Controller>.

New in this issue of the Newsletter: terminology in green print can now be found defined in the Glossary of Oracle Terms on the Controller's Office Web Page at <http://finweb.rit.edu/Controller>



What is a "Cross-Validation Rule"?

When using the RIT Financial Applications you may encounter a violation of a [Cross-Validation Rule](#) (CV Rules). A [Cross-Validation Rule](#) "defines a valid combination of segment values that a user can enter in an account number. [Cross-Validation rules](#) restrict users from entering invalid combinations of account segment values". They are created by Accounting to minimize data entry errors and to insure that the information used to prepare the RIT financial statements is accurate.

Each [Account Combination](#) (24-digit account number) goes through a 2-step validation process when it is entered into the Financial Applications.

1. The account number is compared to all existing combinations. If it exists on the table, the user is able to proceed with the transaction.
2. If the combination does not exist, it is compared to each CV rule to determine if the combination of [Account Segments](#) violates any of the rules. If it does, an error message will be displayed on the User's [Tool bar](#). The user can correct the account number before continuing.
3. If the account number did not already exist, and the new combination passes all the CV rules, the system will automatically create the new number.

This process of creating new combinations is called [Dynamic Insertion](#). Unlike the old legacy system, users don't have to ask Accounting to set up a new account line.

This feature also creates valid combinations (all of the segments exist and no CV rule is violated) that may be incorrect. For example, a number in one of the segment values could have been transposed, or perhaps the wrong department was used with a project number. This happens frequently with transposition errors. For example, a user meant to use "75400" expense object code but entered "74500" in error. Since both segments exist, and the entire 24-digit account number is valid, the combination will be created. When this occurs, the user should prepare a journal entry to correct the error. Once the correcting journal has been posted, contact Accounting and ask them to disable the incorrect [Account Combination](#) so that it can longer be used.

Accounting recently created a new CV rule that tells the system

which Functional Expense Category (this 4th segment is referred to as a "FEC" and is mainly used for Institute financial reporting purposes) should be used with which departments. This new rule should significantly reduce data entry errors. For more information regarding FEC's refer to the [Chart of Account](#) information on the Controller's Office web page. If an [Account Combination](#) with an incorrect FEC was created prior to the existence of this new CV rule, contact Accounting and ask them to disable the 24-digit number. If you don't know which FEC to use with a department, either contact the department directly or call the Budget Office.

If a salary account has been disabled, contact Human Resources and ask them to correct the costing on the employee's record on the HR system. Please remember that it is no longer necessary to move benefit expenses when processing salary correction journal entries. Please refer to the "Journal Entries prepared by Accounting only" section on page 3 to see more about benefit entries.

Basic Cross Validation Rules

1. For Asset, Liability, and Revenue object codes, (00000-69999), the FEC must equal 00.
2. For Expense object codes (70000 or greater), the FEC must be greater than 00.
3. For capital equipment expense object codes, (80450 or between 84050-84399,) the FEC must equal 00.
4. For Plant and Agency projects, (80000-99999) the FEC must equal 00.
5. Departments 40000-49999, must use project number 02000 for operating account transactions during NTID's FY 2000.

To Transfer or not to Transfer?

It's often confusing to know when to use a regular journal entry, a transfer journal entry or a budget entry.

An "actual" journal entry debits (increases) or credits (decreases) an account balance and is used to make corrections to account lines within a department. A journal entry may also be used when one department charges another department for services (i.e. Telecommunications uses journal entries to charge departments for long distance services.). Users assigned to the "Journal Entry Only" responsibility may process journal entries on-line in Oracle.

A budget entry is used to move budget dollars from one operating account to another. The entry actually debits (increases) the available budget dollars on one operating account and credits (decreases) the available budget dollars on another operating account. Complete the budget form on the Budget Office Web page; http://finweb.rit.edu/Budget/change_for_m.html and forward to the Budget Office electronically at Budget@rit.edu.

A transfer journal entry is used to move actual funds from one department's account to another. In other words, it actually debits one account (reduces the available funds) and credits another (increases the available funds). Transfer object codes fall in the range of 63000-63199. To insure the accuracy of the Institute's financial information, only Accounting or Budget personnel may process transfer entries.

When to use a Transfer Entry

1. To move funds from an operating account to fund cost share expenses on a grant. With a transfer entry the operating account is debited and the grant's cost share project is credited. Contact Restricted Funds Accounting if you need a cost share transfer entry prepared.
2. To fund capital equipment expenditures or capital projects (project numbers greater than 80000). Contact the Budget Office.

Journal Entries Processed by Accounting Only

Fringe Benefits: Effective July 1st, 1999, RIT switched to a pooled cost fringe benefit rate. Benefit expenses are calculated and charged using a [Mass Allocation](#) process that is run by Accounting at the end of each month. The benefit Allocation is a formula that looks at the total salaries by type and multiplies that amount by a specific benefit rate. This amount is charged to the benefit line for each department or project. See the Controller's Office web page for more information

regarding the Fixed Fringe Benefit Rate. These may only be processed by the Accounting Dept to be sure that the [Mass Allocation](#) is not affected.

Capital Equipment: To insure that the assets of the Institute are properly accounted for, all journal entries using a capital equipment object code, ("80450" or "84050-84399"), may only be prepared by Property Control. Please contact Jane McGrath-Briggs in Property Control if you need an entry prepared to adjust a capital equipment expense.

Facilities & Administrative Rates: F & A (formerly known as Overhead) is calculated monthly by Accounting using a [Mass Allocation](#). The

formula assesses an indirect rate based on the total direct costs charged to a grant. In order to insure the accuracy of these expenses, journal entries which adjust F & A, ("85000" object code), are restricted to the RFA Office within Accounting. Please contact the Restricted Fund Accounting Office if you have a question about an F & A amount on your account.

ISC Chargebacks: The ISC Chargeback account, ("74000" object code) is reserved for charges generated by ISC. To prevent other types of transactions from being posted there in error, journal entries to adjust the ISC Chargeback accounts can only be prepared by the Accounting Department.

Downloading Reports to Excel: When & How?

One of the most common questions we are asked is how to download data from a report generated within the Oracle application. Since the **Standard detail reports** currently do not sort by department, users need a way to download data to Excel, or Access, so that they can analyze and manipulate the data. For example, the Account Analysis **Standard detail report** reflects all account transactions for a specific period (for all of the departments the user has access to based upon their responsibility). The report sorts by object code, not by department. Users who can download this data to excel can sort the information by department or project. In addition, users can also download the Department or Project statements, (**FSG reports**), and add manual encumbrance information, etc.

By using the "Special / Copy" function in Oracle, users can download data for their purposes. The Accounting department has prepared instructions for downloading data from the RIT Financial Applications to Excel. If you would like a copy of these instructions, please contact the Accounting Dept, at 5-5993. These instructions can be sent to you as an attachment or in hard copy form.

Questions about FSG & Standard Reports?

We have received questions from users regarding the differences between **FSG & Standard reports**, and when to use them. A **Financial Statement Generator (FSG)** report is a report created by Accounting using **Financial Statement Generator**, the report writer tool included with the General Ledger Oracle Application. Reports created with FSG only contain summary balances. Reports developed with this tool do not provide transaction detail information.

We created a number of **FSG reports** (department and project statements) to provide users with budget, period to date, year to date and available balance information by account. A user's access to information is restricted based upon the security set up for his/her responsibility.

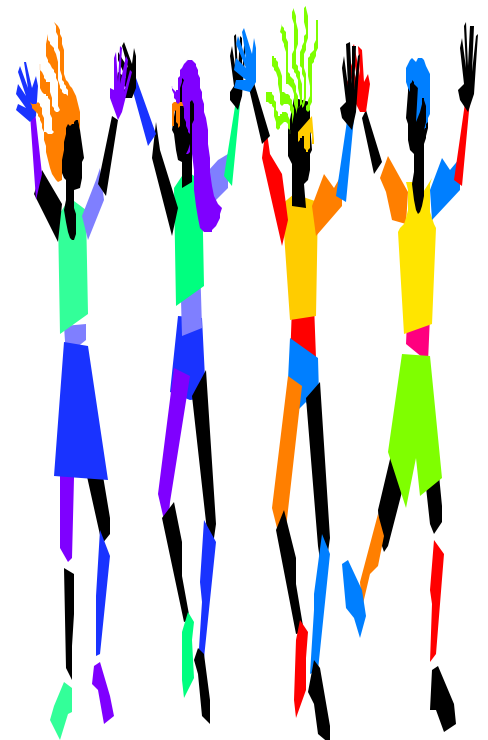
Several **standard detail reports** included with the Oracle Application provide details of every transaction that is processed against an account for a specific period. These detail reports, when used in conjunction with **FSG reports**, provide users with the information necessary to reconcile their accounts.

For more information about **FSG and Standard reports**, refer to the "Oracle Reports" link on the

Controller's Office Web page, at <http://finweb.rit.edu/Controller>.

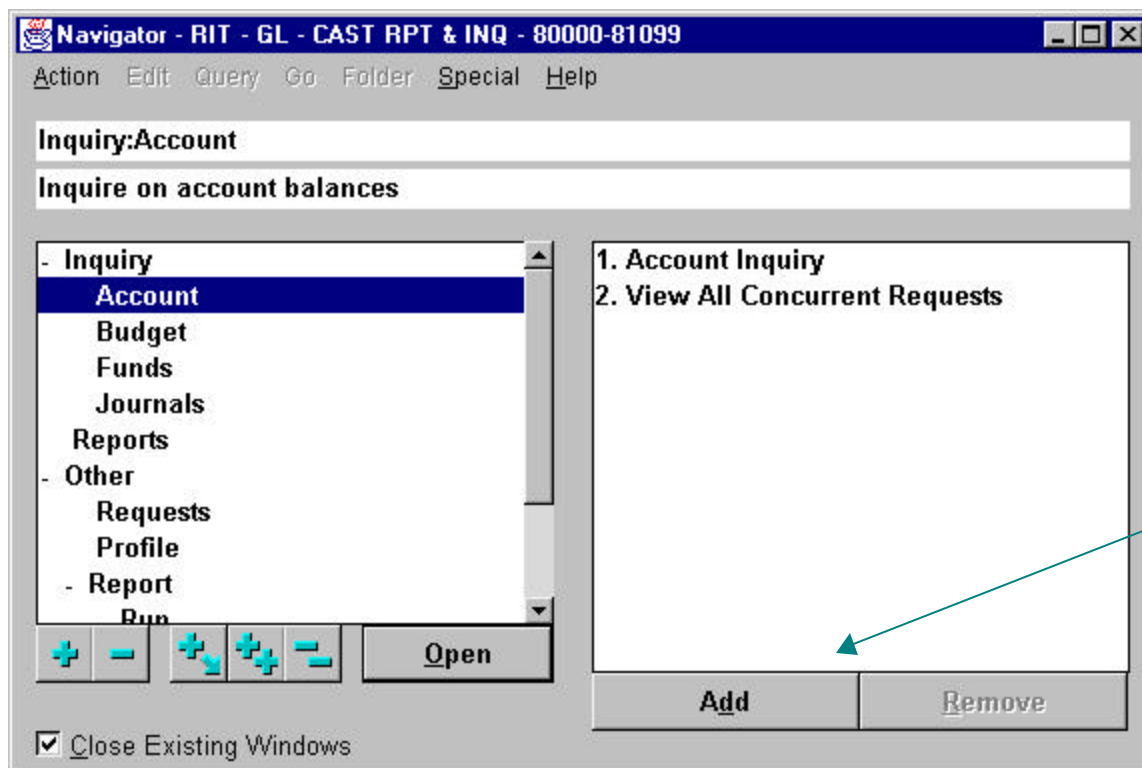
Numbered Invoice Payment Forms Coming Soon!

After receiving requests from users, we have designed a new pre-numbered, 2-part Invoice Payment Form. The new forms should be available from Mail and Reprographics in mid-December. If you prefer, you may continue to use the single copy Invoice Payment Form. Visit the Forms Section that is coming soon to the Controller's Office web page to obtain the most recent revision of the form. You will also find other useful information regarding Accounting forms in this section.



Tips for Using the Oracle Applications

1. If you are preparing an on-line journal entry here is a tip to use if you are typing in the [Account Combination](#), rather than entering it in the [Chart of Accounts](#) screen. If you have 5 zeroes for the project, type "0.0". The system will automatically fill in the rest of the zeroes for the project and the discipline code.
2. If you have tried to request a statement for a disabled project you may have seen the following error message pop up on your screen; "Value ##### has been disabled". This means that Accounting has closed this project. Please contact Accounting at 5-5993, in order to have the project enabled (activated). Accounting will request the project statement and send it directly to your networked Oracle printer for your use.
3. A General Ledger Cheat Sheet is now available on Controller's Office Web page, <http://finweb.rit.edu/Controller>.
4. Please refer to the October Issue of the [RIT Financial Applications Newsletter](#) for instructions on how to set up your networked Oracle printer to be the default printer on the Reports submission screen (so that you don't have to select your printer from the list of values).
5. If you need to have a printer networked and set up to print Oracle reports, please contact the ISC Help Desk at 5-4357.
6. Under the "Special" Menu on the "Navigator" screen there is an option called "Top Ten List". This option allows you to add functions that you use frequently. Simply highlight the function that you'd like to add to your list and click on the "Add" button.



Add functions
to Top Ten List