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RIT FINANCIAL APPLICATIONS

Happy New Year!

As we enter the new millenium, the Controller's Office would like to wish you a happy New Year and extend to you best wishes for the future.

Over the last few months, we have worked with Oracle to prepare for Y2K. Oracle provided us with year-end patches to make our systems Y2K compliant. (A patch is a correction to a program, report, or screen.) After applying and testing each patch, we waited

to see what would happen as the calendar rolled to the year 2000. All of our planning paid off, and the RIT Financial Applications began operating in 2000 without a problem. Transactions continue to be processed successfully within Accounting, Accounts Payable, and Payroll.

The transition was a smooth one and we would like to thank everyone who participated in this Y2K process. It couldn't have been done without a lot planning, hard work and commitment.



Manual Encumbrances

A "manual encumbrance" is a journal entry made to record **anticipated** expenditures. Unlike encumbrances for transactions generated in Purchasing, (requisitions & purchase orders), or Accounts Payable, (invoice payment forms), which are created and reversed automatically by the system, "manual encumbrances" must be reversed once the actual expenditure has been processed.

You could use a "manual encumbrance" to record anticipated payroll expenses, procurement card transactions, travel, and routine monthly charges, (ie: Mail & Reprographics, Telecommunications). To track your "manual encumbrances", you may want to set up a spreadsheet or filing system.

How To Enter A Manual Encumbrance

There are very few differences between entering an encumbrance journal and an actual journal entry. The main difference is the actual navigation path, or screen that's used to enter an encumbrance.

Box A, to the right, displays the navigation path to take to enter an encumbrance journal. Once you have opened the "Encumbrance" menu, the "Find Journals" screen will open and you can continue as if you were entering an actual journal entry.

The encumbrance journal's debits and credits generally do not

balance until the entry is posted to the ledger by Accounting. (A balancing amount is entered to the Reserve for Encumbrances account.) Box B displays a "manual encumbrance" journal before it has been posted to the general ledger. Box C displays the same journal entry after it has been posted. A balancing journal

line was automatically added at posting.

It may be necessary to track encumbrance entries on a weekly basis rather than monthly. When a transaction that has been encumbered is actually debited or credited to the general ledger (cleared the general ledger), and

A

The screenshot shows the 'Navigator - General Ledger Super User GUI' window. The menu bar includes Action, Edit, Query, Go, Folder, Special, and Help. The 'Journals: Encumbrance' option is selected. The 'Enter encumbrances' sub-menu is open, displaying the following navigation path:

- Journals
- Enter
- Post
- Encumbrance**
- + Import
- + Define
- + Generate
- + Budgets
- + Reports
- + Inquiry
- Setup

Below the menu are several icons: a plus sign, a minus sign, a magnifying glass, a double arrow, and a double minus sign. To the right of these icons are 'Open', 'Add', and 'Remove' buttons. A checked checkbox labeled 'Close Existing Windows' is also present.

B

The screenshot shows the 'Journals (BET) - 151LF1223-01' window. The header information includes:

- Action, Edit, Query, Go, Find, Special, Help
- Journal: BET
- Period: DEC-99
- Effective Date: 23-DEC-1999
- Category: MANUAL ENCUME
- Source: Encumbrance
- Balance Type: E
- Description: January Procurement Encumbrances
- Central Total: 500.00

The 'Conversion' section shows:

- Currency: USD
- Date: 23-DEC-1999
- Type: User
- Rate: 1

The main table displays the journal entries:

Line	Account	Debit (USD)	Credit (USD)	Description
10	01.15100.73000.35.99000.00000	500.00		January Procurement
		500.00		

Buttons at the bottom include 'Acct Desc', 'More Details', 'Change Category...', and 'More Actions'.

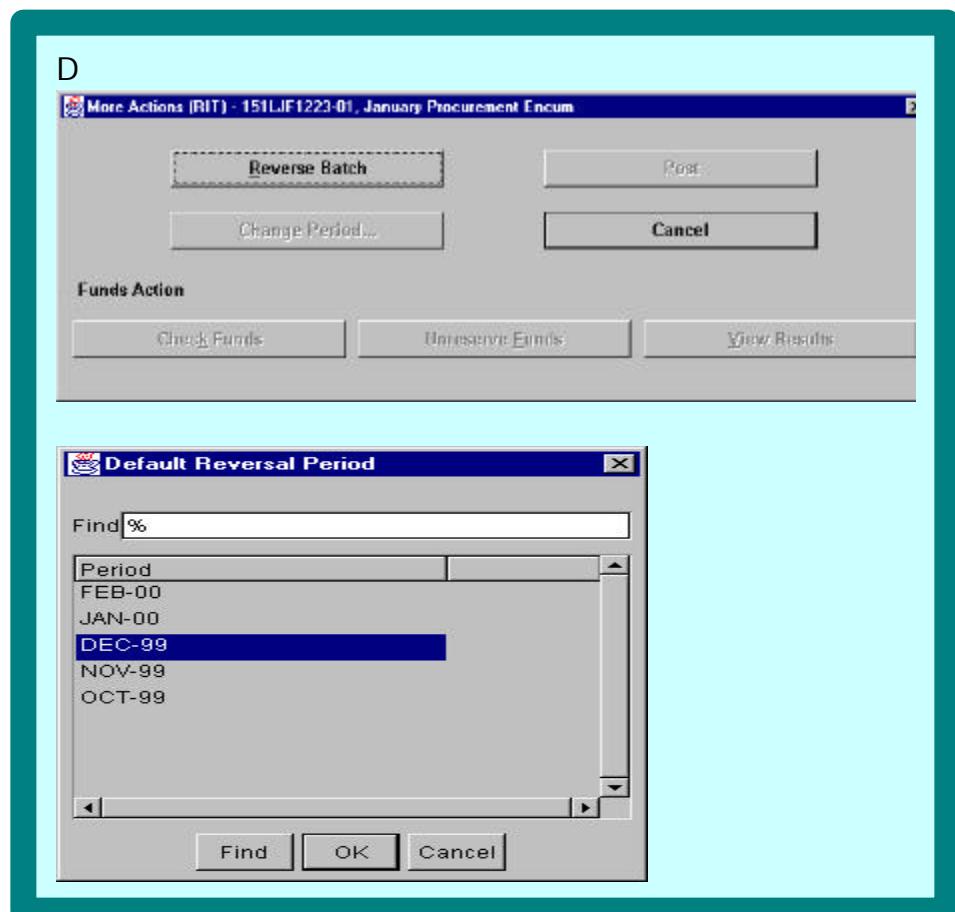
C

This screenshot shows the same 'Journals (BET) - 151LF1223-01' window after the journal has been posted. The 'Central Total' is now 0.00. The second row of the table now has a credit balance of 500.00, indicating a balancing entry has been added.

if the entry is not reversed it will appear on your department statement in both the "Encumbrance" column, and again in the "Actual Period" column.

To check to see if an encumbrance has cleared the general ledger you may either run the "Encumbrance Detail Report" at various intervals throughout the month, or use the on-line "Account Inquiry" function to look up those accounts that have transactions encumbered against them.

To reverse an encumbrance once the actual expense has been recorded, follow the same navigation path as in Box A on page 2. In the "Find Journals" screen, enter the Manual Encumbrance batch name that you want to reverse. With that batch selected click on the "More Actions" button, then on the "Reverse Batch" button and select the period, see Box D. Click "OK" and the "Save" icon on your toolbar to save the reversal.



New Subledger Detail Reports

Accounting and ITS Systems Development have created new Subledger Detail Reports. The old reports, "Account Analysis - Subledger Operating" and "Account Analysis - Subledger Project" provided you with detail payables transaction information. The new reports, "RIT Account Analysis - Subledger Operating" and "RIT Account Analysis - Subledger Project", have been created to assist you in reconciling your department and project statements.

The old reports sorted the

transactions within a department range or project range, by object code beginning with Assets, Liabilities, Revenues, and ending with Expenses. It was a time consuming task to try to find all payables transactions for one department's operating or project account among a list of transactions that were not sorted by department or project.

The new RIT reports are sorted by department or project. This means that you can now select a department or project statement to reconcile, look at the report and see all the payable transactions for that department or project grouped together.

We'll be changing from the "Account Analysis - Subledger" reports to the "RIT Account Analysis - Subledger" reports over the next few months. We'll add the new reports to your report list and remove the old reports.

The "Account Analysis - Operating" and the "Account Analysis - Project" reports will also be replaced by new reports that will sort the transaction detail by department or project. These reports provide detail information for all transactions. We will notify the users when these new reports are available.

New Customer Service Position

Accounting is actively recruiting for a Customer Service Specialist. This new position was created to assist users of the Oracle Financial Applications. Questions regarding Oracle reports, general ledger transactions, status of AP payments, travel reimbursements and Institute credit card program transactions will be handled by the new customer service specialist.

We're looking for someone with accounting and accounts payable experience with a strong emphasis on providing excellent service to



all users. You'll be able to reach customer service via telephone or e-mail, you can stop by in person, or schedule a time for the customer service specialist to visit your office. We'll let you know as soon as the position is filled.

Show me the Disability Expense!

Did you know that disability payments are part of RIT's Pooled Fringe Benefit Rate? In the legacy system, disability expenses were charged to a separate

benefit line on your department statement. As of 7/1/99, disability is included in the Pooled Fringe Benefit Rate and it is part of the total benefit expense that is charged each month to the benefit object code, 72050.

During the period July 1999 thru December 1999, disability was inadvertently charged to salary lines. This means that your department or project was overcharged if you had an employee out on disability during this period. Payroll will be processing corrections during February that you'll see on your February statements.

RIT Financials has been added to the topics available on "Knowledge Base", at <http://knowledgebase.rit.edu>, for you to reference. This is a valuable resource providing answers to questions related to the RIT Financial Applications, Accounting, Accounts Payable, and Payroll

TIPS

- If you haven't downloaded the new Applet Viewer for Win NT PC's, it's now available to download from the Controller's Office Web site at <http://finweb.rit.edu/controller>.
- When you request your "Payroll Distribution" reports, please give Payroll your Oracle networked printer name. They'll send these reports directly to your printer. It will save you a trip to Payroll.
- If you receive an item purchased on a PO directly in your department, (bypassing Central receiving), please contact Steve Lipson at ext. 5-2119. He will enter the information into Oracle so that Accounts Payable can process the invoice.
- Please notify Accounting, (Leslie Fitzpatrick, ext. 5-6980), and Purchasing, (Becky Kiely ext. 5-2107), of personnel changes within your department. Accounting needs this information in order to change a user's access in the system. Purchasing will add or remove employees from the Purchasing Approval Hierarchy.

