



March, 2000
Volume 1, Issue 4

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RIT FINANCIAL APPLICATIONS

Introducing Our New Customer Service Specialist

In the last issue of the RFA Financial Applications Newsletter, we announced that Accounting was actively recruiting for a Customer Service Specialist. This position was created to assist users of the Oracle Financial Applications. We were fortunate to have David Castro accept the position and begin work February 15th.

David came to work at RIT in the Bursar's office in 1998. In 1999 he accepted a Staff Accountant position in Accounts Payable. David is familiar with all aspects of accounts payable and he is currently learning about general ledger processes, forms and reports.

David will assist users with Oracle report questions, journal entries, travel and procurement card information and other accounting and accounts payable issues. David will contact new users to make arrangements to meet with them to review their access to Oracle and answer any questions they may have about the financial applications.



*David Castro, Accounting
Customer Service Specialist*

In addition, David will attend all Oracle training classes to answer RIT policy and procedure questions. He will also attend Oracle User Group meetings to provide up to information about the Oracle financial applications. Please call David with your questions regarding accounts payable and accounting. You can reach David at 5-2237, or e-mail him at DACBUR@rit.edu.

Definitions of Project types

The RIT 24 digit account number is made up of 6 segments (entity, department, object, functional

expense category, project, and program). The fifth segment number is used to differentiate between different types of projects. For example, a department may have an operating account (project=00000) funded by the Institute, but they could also have a federally funded grant, (project 30000-32999), or a gift funded by a private foundation, (project 20000-24999).

The last two examples would indicate that the projects are funded externally. In the box below there is a description of each of the different project types as well as the name of the area responsible for monitoring these projects and the name of the correct FSG report to print at month-end.

The one thing that all projects

have in common is that the balance that remains at the end of RI T's fiscal year is carried forward into the next fiscal year. If you have questions concerning a transaction or a balance on a specific project number, please contact the responsible area noted in the box below.

Project Types and Descriptions

SPECIAL PROJECTS:

Project Range: 10000-14999

Responsible Area: RFA X5-2945

Special projects are set up to track financial activity for special events such as conferences or seminars that are funded externally thru registrations, ticket fees, etc. These funds must support the total cost of the event. If there is a surplus remaining, it may be spent at the discretion of the department head. (Run the "RFA Other Projects Statement" at month-end.)

DESIGNATED FUNDS:

Project Range: 15000-19999

Responsible Area: RFA X5-2945

Designated Fund projects are funded internally by a department's share of their grant's Facilities & Administration (F&A) recovery, surplus monies from fixed price contracts, or unrestricted gifts. The department may spend these funds at his/her discretion. (Run the "RFA Other Projects Statement" at month-end.)

GIFT ACCOUNTS:

Project Range: 20000-24999

Responsible Area: RFA X5-2945

Gift Accounts are funded by gifts from outside sources such as individuals, corporations, or foundations. They are donative in nature and must be spent in accordance with the donor's wishes. Gifts are deposited in separate project accounts, differentiated by department and the purpose of the gifts. If the purpose of the gift is the same, more than one gift can be kept in the same project within the same department. If the donor has requested specific information as to how the gift was spent, it may be necessary to set up a separate project number to track the gift. (Run the "RFA Other Projects Statement" at month-end.)

SCHOLARSHIP GIFT ACCTS:

Project Range: 25000-29999

Responsible Area: RFA X5-2945

Scholarship gift accounts are funded by gifts from individuals, corporations, or foundations. The funds must be spent in accordance with the donor's wishes. If the department is responsible for deciding which student will receive the scholarship, the project is assigned to that department. If Financial Aid is responsible for choosing the recipient, the project is assigned to the Financial Aid department (FA's department is in the account number). (Run the "RFA Other Projects Statement" at month-end.)

GRANT & CONTRACT PROJ:

Project Range: 30000-39999

Responsible Area: RFA X5-2945

Grant and contract projects are funded by awards from federal, state, or private sources. They have the following characteristics: a stated purpose, a specific period of time during which the funds may be spent, and limiting conditions which are stated in the award document such as fiscal reports. The revenue received from the sponsor supports the total cost of the project. All expenses for the grant or contract or are charged to the project and the revenue is credited to the project's revenue account. There may be a cost

share or matching requirement on the grant (RIT agrees to contribute items or services to the project). Cost share accounts will be set up with a separate project number. Both of these project numbers fall within the 30000-39999 range. (Run the "RFA Grants Statement" at month-end.)

LOAN FUNDS: **Project Range: 40000-49999** **Responsible Person: Ursula Gasser X5-6555**

Loan Fund projects are funded by external donors and are used to make small loans to students. These loans are repaid along with interest due and the funds are deposited back into the project. (Run the "General Ledger – Project" report at month-end.)

ENDOWMENT FUNDS: **Project Range: 50000-59999** **Responsible Person: Cindy Podvin X5-2374**

RIT maintains an Endowment Fund for the purpose of providing support to its educational mission, both today and into the future. New funds are added to the endowment portfolio either through the direction of a donor or through the designation of the RIT Board of Trustees. These amounts serve as the "seed money", to be invested in perpetuity. Each year, the portfolio produces a certain amount of support for the operation of the Institution. Income from the endowment is used to augment other sources of revenue in support of scholarships, faculty and staff salaries, and maintenance of the campus.

SCHOLRSHIP ENDOW. EARNINGS: **Project Range: 60000-69999** **Responsible Area: RFA X5-2945**

These projects support scholarships funded by income from an endowment. The donor specifies a scholarship that they want to be funded by the income from the endowment. (Run the "RFA Other Projects Statement" at month-end.)

PROFESSRSHIP & PRIZE ENDOW. EARNINGS: **Proj Range: 70000-79999** **Resp Area: RFA X5-2945**

These projects are for Professorships and prizes funded by income from an endowments. The donor specifies a professorship or prize that they want to be funded by income from the endowment. (Run the "RFA Other Projects Statement" at month-end.)

PLANT PROJECTS: **Project Range: 80000-89999** **Resp Person: Jane McGrath-Briggs X5-4933**

The Plant Funds are divided into three ranges: **Unexpended 80000-83999**—Funded by internal transfers or gifts from external donors, spent on capital renovations and/or modifications to new or existing structures, with a cost greater than \$5,000. (Run the "RIT Plant Fd Cap Proj – Dept" report at month-end.) **Renewals & Replacement 84000-84999**—Funded from annual capital allocations used to fund expenses related to capital equipment purchases greater than \$1,500. (Run the "Capital Equipment Stmt" at month-end.) **Retirement of Indebtedness and Net Investment in Plant Fund 85000-89999**—Used by the Controller's Office to manage the Institute's debt and capitalize / depreciate any capital projects and capital equipment purchases.

AGENCY PROJECTS: **Project Range: 90000-99999** **Responsible Person: Ursula Gasser X5-6555**

Agency projects are used to track income generated from Student Organizations to support club activities. Agency projects are considered "Flow thru funds", (they are not part of the Institute's financial position) and are not reflected on the RIT Financial Statements. Agency projects make it possible for Student Organizations to manage their fiscal operations by utilizing such processes as RIT Account Payable. (Run the "Agency Report" at month-end.)

Year-End Prelim & Final Closing Dates

With June 30th fast approaching, it is time to begin to prepare for RI T's fiscal year-end closing.

This year users must enter journal entries in the general ledger by the end of day on Wednesday July 5th for them to be reflected on preliminary statements. Accounting will finalize the preliminary closing by the end of day on Friday July 7th and statements & reports will be available for printing on Saturday July 8th.

Final closing entries must be entered in the general ledger by Wednesday July 19th. Accounting will post all entries and complete the final closing by the end of the day on Friday July 21st. Final statements & reports will be available for printing on Saturday July 22nd.

For accurate year-end information, please adhere to these cut off dates. In our next newsletter we will include additional information about how to prepare for the fiscal year-end close.

We will also be adding information regarding the fiscal year-end close to the Controller's Office web site at <http://finweb.rit.edu/Controller/>.

Additions to the Controller's Office Web Site

In an effort to provide you with easily accessible financial information, we have added the following items to the Controller's Office website.

1. A "Forms" section has been added that provides a table of all the forms used in Accounting, AP, and Payroll (i.e.: Inv. Pymt form, Travel Expense Report, and Add Pay forms). The table also indicates purpose of the form purpose, how to obtain the form, and a contact person. Most of the forms can be accessed directly from the web site in pdf format. You will need Adobe Acrobat in order to download these forms.
2. Under the "Accounting" tab there will be more information added to the "Travel Information" section. You will now be able to read about "frequently asked questions" and up to the minute policy & procedure changes. We have also added a "frequently asked questions" section to the "Procurement Card Information"
3. We have added a link to the Center for Professional Development's web site where you'll find information about Oracle training. In the near future we'll be adding information regarding the upcoming fiscal year-end close. Instead of e-mails

from Accounting informing you about the month end closing procedures, you'll find detailed information on the web site.

We're also planning to add a Payroll & Restricted Fund Accounting section to the web site in April. Please check the web site to find answers to your questions. It is a good source of information. Remember:

<http://finweb.rit.edu/Controller/>.

New Procurement Card!

In May, RI T will be changing to a new procurement card provider, First USA Paymentech. Accounting worked with Purchasing over the last several months to review procurement card providers. Paymentech was selected for the following reasons:

- Paymentech understands the needs of higher education market.
- Paymentech has a user-friendly web based reporting system.
- Accounting staff will be able to process new applications as well as name, account number and credit limit changes on-line.
- Cardholders can view transactions on-line and make general ledger account number changes.
- Department managers can run ad hoc reports and

review cardholder activity in their area.

- Transaction information from the Paymentech system will interface easily with the Oracle general ledger

We are excited about this new program primarily because of the advantages that it offers to cardholders. They will be able to make account number changes on-line, prior to the information being loaded into the Oracle general ledger. This will reduce the need to process journal entries to make account number changes. In addition, transaction information will be posted to the web as it occurs, allowing managers to track their budgets more efficiently.

We are working closely with Paymentech to make the transition as smooth as possible for all users. All cardholders will receive additional information directly from Accounting about the new program.

