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RIT FINANCIAL APPLICATIONS

Shazam! You're an Oracle User! What is the process?

If you are responsible for creating journal entries, requesting & printing financial reports, or reconciling accounts, then you need access to the Oracle Applications. Before receiving access to Oracle you must obtain a DCE User ID. If you don't have a DCE User ID contact the ITS Help desk at 5-4357. They will send you the necessary forms to fill out. Once you have a DCE User ID and password, the first step in the process to obtain access to Oracle is to attend Oracle training.

RIT offers several Oracle basic training classes including Navigation, Journal Entries and Reports & Inquiries courses. Users may obtain Oracle course & registration information on the Center for Professional Development web site at <http://finweb.rit.edu/cpd>.

When you attend Oracle training, you will be asked to sign the class roster, which will be forwarded to Accounting. The Accounting System Administrator will send a GL Security Access form to you. This form can also be printed from the Controller's Office web

site at <http://finweb.rit.edu/controller>, to request changes to a your access.

Indicate which responsibilities you need on the form. If you'll be creating journal entries, check off the "RIT - GL - Journal Entry Only" responsibility. To print FSG (summary) and Standard (detail) Oracle reports as well as perform account inquiries, check off the "RIT - GL - Reporting & Inquiry" responsibility. To be able to access only FSG (summary) reports and perform account inquiries check off the "RIT - GL - Rpt & Inq On-line" responsibility.

If you are requesting the ability to access FSG reports and perform account inquiries, Please provide the department numbers that you have budget authority over, or are allowed access to. Your reporting responsibility will then be restricted only to those departments as a security measure.

When Accounting receives & approves the completed form, they will send it to the ITS System Administrator for processing. ITS will create & assign the user id, sign off on the form and return it to Accounting.

The Accounting Customer Service Specialist will notify you via e-mail that you have access to Oracle. He/she will attach other information to assist you. For

both the journal entry, and reporting & inquiry responsibilities you will receive the following attachments:

- Accessing the General Ledger Application
- Downloading the Oracle Applet Viewer

For the journal entry responsibility:

- Journal entry documentation requirements

For the reporting & inquiry responsibilities:

- Encumbrance detail report instructions
- How to read your department statement
- Information to help you reconcile your statement
- Information about Oracle Standard Reports
- Information about Oracle FSG Reports

The Accounting Customer Service Specialist will follow up with a phone call to you to answer any questions you may have. If you have questions about your access to Oracle, please contact David Castro, the Accounting Customer Service Specialist at ext. 5-2237.

Advanced Oracle Training Pilot Class

On Wednesday, March 8th Accounting, with assistance from the Center for Professional

Development, conducted the Advanced Oracle Training pilot class. Fourteen staff members representing a cross-section of the RIT Community attended the class.

In the morning, Accounting staff demonstrated how to download Oracle standard reports into Excel using the text import wizard. The class made some suggestions about how to improve the instructions by adding more explanations and details. The revised instructions are now available on the Controller's Office web site at <http://finserve.rit.edu/controller>, under the Oracle section.

The class also asked Accounting to create a macro to eliminate some of the steps required for downloading the reports. With the assistance of Dominick Pantuzzo, an Element K instructor, two macros have been created. They will be sent to new users via e-mail along with their introductory documentation in the near future. Workshops will be offered periodically for users who are interested in learning about downloading standard reports to Excel. For more information about downloading reports please contact David Castro, 5-2237.

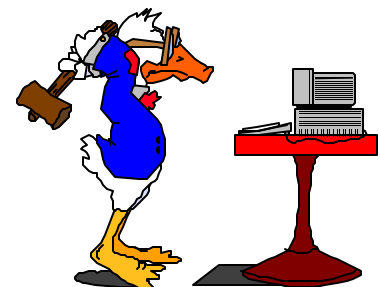
In the afternoon, Jeff Saylor from Gillespie Associates conducted the class. The first topic was Application Desktop Integrator, ADI. At the end of the lesson the attendees agreed that ADI was not a useful tool for producing journal entries, except for users who prepare a large number of entries each month. Accounting will continue to identify these users and provide them with ADI journal entry

training. The reporting and "drilling down" functionality of ADI was seen as a useful tool. It will be added to the Oracle Reports course curriculum when it is updated this fall.

The next topic in the afternoon class was Encumbrance Accounting. The training materials will be revised to include more real life examples to make the process easier to understand. The attendees asked whether they really need to know more about this subject. They suggested that the materials could be used as teaching aids for one on one sessions rather than including the subject in a training class.

The class did not have the opportunity to review the Accounts Payable Inquiries and Tips & Tricks information. They were asked to review and rank the materials on their own. Accounting will be taking all feedback into consideration when revising the training materials.

The pilot class was well attended, well received, and a lot of helpful feedback was provided. Even though the attendees concluded that there wasn't a need for an Oracle "Advanced Training" class, we learned a lot from the process. Thanks to all of the participants for their help and input regarding the Advanced Training class



materials.

Introduction to Accounting Classes this winter & spring

Accounting, along with the Center for Professional Development, has been developing an Introduction to Accounting curriculum. Focus groups, representing a cross-section of the campus financial community, met in February to review the proposed curriculum and suggest other items that they wanted to be incorporated into the training.

In early May, the focus group participants met again to review a draft of the revised training materials and hear about the proposed format of the classes. The group concluded that it would be better to offer the training as a series of 2 hour workshops rather than as a full one day class. In addition it was decided that an external trainer would not have the expertise required to teach a class that focused solely on RIT internal processes and procedures. Instead, it was felt that the campus would be better served by having the classes conducted by our own internal "experts". These experts will be assisted by Subject Matter Experts (sme's) from various departments on campus.

In late May, a pilot class was conducted that will be the first in the Introduction to Accounting series covering the first three chapters of the training materials. Based upon the feedback obtained

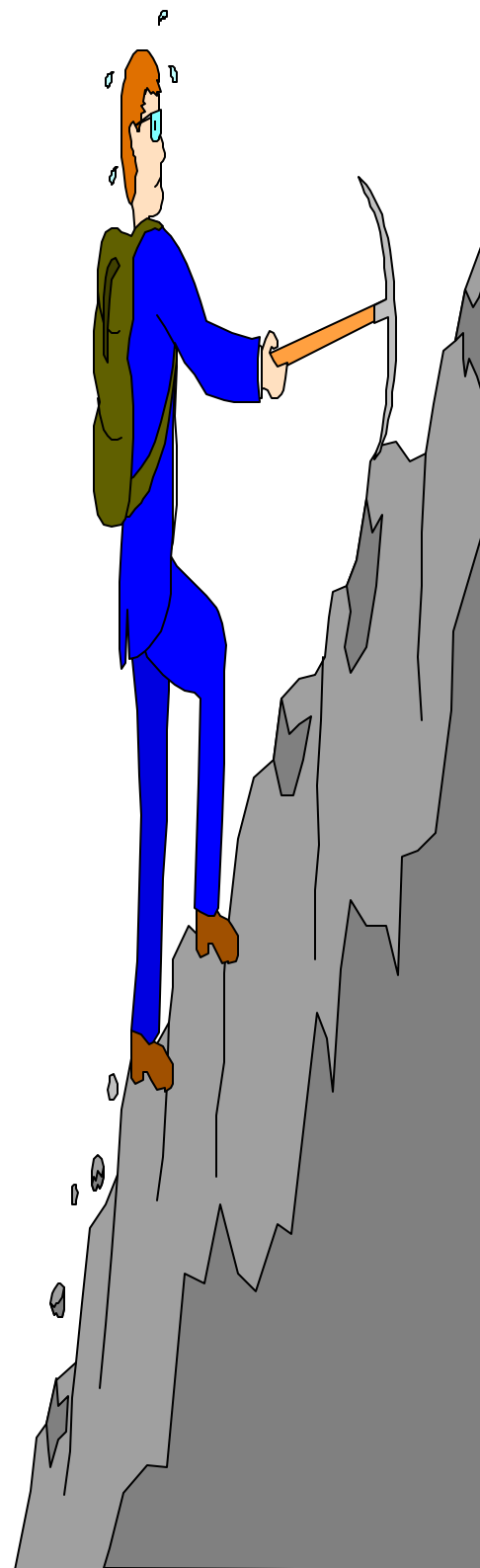
from the participants, it was well received. Their suggested changes will be incorporated into the class when it is introduced later this fall.

The Introduction to Accounting series is comprised of the following topics:

- The Role of the Controller's Office at RIT
- The Role of the Budget Office at RIT
- Introduction to the RIT Chart of Accounts
- The Budget Process at RIT
- Understanding Journal Entries
- When to Use Transfer Entries
- Accounts Payable Processes
- Accounting for Fixed Assets
- Payroll Processes
- Accounting Processes
- Oracle FSG & Standard Reports
- Reconciling Monthly Statements
- Attachments, including a glossary of Accounting Terms, Sample Reports, etc.

The first three chapters will be incorporated into the first workshop that will be offered each month, beginning in late September. One other workshop, on another topic in the Accounting series, will be offered each month throughout the academic year. Accounting and CPD are currently in the process of setting up the schedule of course offerings for

the upcoming academic year. We will keep you updated, as more information becomes available.



Have you heard?

Plans are underway to begin the upgrade to the new release of Oracle later this fall. The tentative implementation date is July 1st, 2001. We will keep you updated.

Have you ever wondered what object code to use for a particular purchase? Did you know that you could look up Account segment values on the web? Visit the Controller's office web site at <http://finweb.rit.edu/controller/accountno.html>. At the bottom of the page is the "Segment Values listing" section. Click on the segment you want to look up, (dept, object, project), and type in the name of the segment you are looking for. For example to get a list of travel expense object codes type in "Travel%" and click on the search button. You will receive a list of all the object codes that begin with the word "Travel".

Occasionally, Accounts Payable makes corrections to account numbers before processing Invoice Payment forms for payment. They do this only when a combination is invalid (usually due to an incorrect fec or object code). Effective immediately, Accounts Payable will send you a copy of the corrected Invoice Payment form, along with an explanation of why the change was made.





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