



March, 2001  
Volume 1, Issue 7

## Inside this Issue

- 1 Oracle User's Group Meeting Notes
- 1 Transition to QC.S Host Environment
- 1 The Oracle 11i Upgrade
- 1 Oracle Training Documentation Available on the Web!
- 2 New FSG Report for Users
- 2 Accounting Policies, Protocol & Procedures Workshops
- 4 New ITS Chargeback Process
- 5 Fringe Benefit Rate Change
- 5 Staples – Just Charge It!
- 7 Quick Tips

Rochester Institute of Technology  
Accounting Department  
7 Lomb Memorial Drive  
Rochester, NY 14623-5603

# ORACLE FINANCIAL APPLICATIONS

## Oracle User's Group Meeting Notes

On January 19<sup>th</sup> the Oracle User's group met to discuss topics such as the 11i upgrade, FSG Reports, and Customer Service. The notes from that meeting are available for your review on the Controller's office web page at <http://finweb.rit.edu/controller/oracle.shtml>.

For more information regarding the Oracle User's Group please contact Kim Shearer at extension 5-7143.

## Transition to QC.S Host Environment

In December, 2000 Finance and Administration, in conjunction with ITS, successfully moved the Oracle HR & Financial Applications from RIT to Qwest Cyber.Solutions (QC.S), a hosted environment in Virginia. The maintenance of the hardware and Oracle database now take place at QC.S.

As a result of the change, the Oracle Applications are now available 24 hours per day, seven

days per week (except for a brief period on Sunday evening when system maintenance is performed).

## The Oracle 11i Upgrade

The upgrade of the Oracle Applications to the next version, release 11i, is currently in the planning stages, and is scheduled for August, 2001. Finance & Administration, and ITS are working together to create a plan of action that will insure a smooth and efficient upgrade process. We will be forming teams in the near future to gather input from users about new features, etc. You'll be hearing from us! Watch here for future updates.

## Oracle Training Documentation Available on the Web!

In order to obtain access to the Oracle applications to create journal entries, run reports, and perform account inquiries, you must first attend Oracle training. Once a month the Center for Professional Development, (CPD),

schedules basic Oracle training for new employees whose responsibilities include these functions, as well as to current users who may want to take a refresher course.

The Oracle training materials have recently been revised and are now available as word documents on the Controller's Office web page at <http://finweb.rit.edu/controller/Oracle/training.shtml>.

The Oracle Navigation training class has been eliminated and the navigation information will be incorporated into the Requisitions, Journal Entry, and Reporting & Inquiry training. The new Navigation materials are now available on the Controller's Office web page.

If you have any questions or comments regarding these materials please contact Accounting at [acctg@rit.edu](mailto:acctg@rit.edu).

## New FSG Reports for Users

We have created a new fsg report for your use that reflects 12 months of financial activity. There are three separate FSG reports designed to meet the specific needs of RIT operating accounts, NTID operating accounts and project accounts. Below is detailed information about each report:

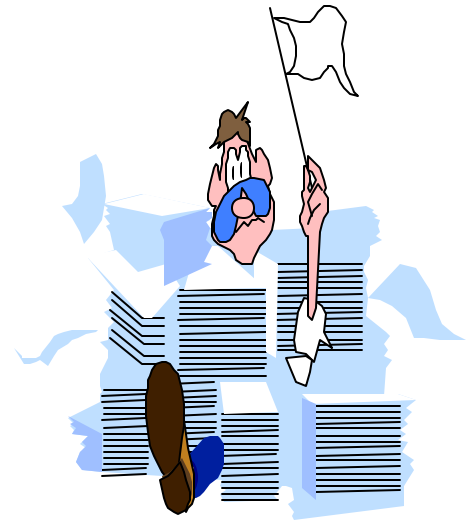
1. **RIT Annual Summ-Acct#-**  
**Dept:** Use for RIT operating accounts. This report reflects line by line account balances by month (PTD) with a description of the object code. In addition, it includes a fiscal year budget (for operating accounts) column, a fiscal year actual column (FYTD) and a remaining balance column (Budget - FYTD expenditures).
2. **NTID Annual Summ-Acct#-**  
**Dept:** Use for NTID department operating accounts (project 020XX).
3. **RIT Annual Summ-Acct#-**  
**Project:** Use for all projects. This report also reflects line by line account balances by month with a description of the object code. In addition, it includes project budget and prior year expenditure columns and project-to-date (PJTD) remaining balances (Budget - PJTD expenditures).

For more information on how to request and print these reports please see the detail box on page 3.

In addition, the RIT department statement has been recently revised. In order to provide you with more information regarding your operating budget we have added another column to the "RIT- Dept Statement" fsg report.

At the suggestion of various users we have added a "Permanent

Budget" column. This is the Permanent Budget that your operating account began with on July 1st. The second column is the "Current Budget". This is the Working Budget that reflects any budget adjustments that have been posted to your operating account since July 1st. With both budgets included in the Department Statement you will be able to compare the two budgets.



## Other Accounting News

### Accounting Policies, Protocol & Procedures Workshops

The Accounting Policies, Protocol & Procedures (P<sup>3</sup>) workshops are presented by the Controller's and Budget Offices in conjunction with the Center for Professional

**RIT Annual Summ-Acct#-dept:****Report Parameters:**

- Period—When requesting the report for a fiscal year, **insert the last month of the fiscal year in the “Period”** on the “Parameters” screen. For example, **if you want information for fiscal year 2001, enter Jun-01** (the last month of the RIT fiscal year) as the “Period” value.
- Segment Override—If you want information for one department within your responsibility, click on the “Segment Override” field and enter the department number in the “Department” value in the “RIT Chart of Accounts” box. Enter “00000” as the “Project” value.
- If you leave the “Segment Override” field blank, you will receive information for each department within your responsibility, sorted by department, then in object code order.

**NTID Annual Summ-Acct#-Dept:**

- Period—When requesting the report for a fiscal year, **insert the last month of the fiscal year in the “Period”**. For example, **if you want information for fiscal year 2001, enter Sep-01** (the last month of the NTID fiscal year) as the “Period” value.
- Segment Override—If you want information for one department within your responsibility, click on the “Segment Override” field and enter the department number in the “Department” value in the “RIT Chart of Accounts” box. Enter the applicable project number (i.e. 02001) in the Project value. If you leave the “Segment Override” field blank, you will receive a report for each department in your responsibility.
- If you leave the “Segment Override” field blank, you will receive information for each department within your responsibility, sorted by department, then in object code order.

**RIT Annual Summ-Acct#-Project:**

- Period—You may request information for any 12-month period for a project by entering the last month as the “Period” value. For example, if you want information for a project from January to December 2000, enter Dec-00 as the “Period” value.
- Segment Override—If you want information for one project within your responsibility, click on the “Segment Override” field and enter the project number in the in the “Project” value in “RIT Chart of Accounts” box. Leave the “Department” value blank. If you leave the “Segment Override” field blank, you will receive a report for each project within your responsibility.
- If you leave the segment override field blank, you will receive information for all projects within your responsibility sorted first in department number order, then by object code, then by project.

**How to Print the RIT Annual Summary Report**—Due to the number of columns on the Annual Summary Reports, all of the information does not print on 8 ½ X 11 paper on your network printer (or display on your computer screen).

- In order to obtain all of the information on the report, you must download it into Excel and print it on your desktop printer. Complete instructions for downloading Oracle reports to Excel are on the Controller’s Office web page: [http://finweb.rit.edu/controller/downloading\\_reports\\_to\\_excel.shtml](http://finweb.rit.edu/controller/downloading_reports_to_excel.shtml). (Note: During the process of downloading to Excel, you may view the entire report on line after selecting “Special” on the Main Menu Bar, and then “Copy”.) Once in Excel you may delete rows, insert page breaks, change the sort, etc. When you want to print the report, under Print/Page Set Up, select “Fit to: 1 page wide by 1 page tall”: or print on 8 ½ X 14 paper.
- If you have ADI installed on your PC, you may publish your report using ADI. If you need instructions about how to publish reports in ADI, please contact David Castro in Accounting Customer Service at ext. 5-2237.

Development (CPD). The workshops provide RIT employees with information about topics such as journal entries, reconciling department accounts, payroll, accounts payable procedures and budgets.

The workshop topics are listed below. The Intro to Accounting class is offered monthly. Each of the other workshops is offered up to 3 times each academic year.

- I. Introduction to Accounting
- II. Understanding Journal Entries and Transfers
- III. The Budget Process at RIT
- III. The Budget Process at NTID (can be taken in addition to or instead of The Budget Process at RIT)
- IV. Accounts Payable Processes
- V. Payroll Processes
- VI. Accounting Processes
- VII. Oracle Standard and FSG Reports/Reconciling Monthly Statements
- VIII. Accounting for Fixed Assets
- IX. Restricted Funds Accounting (This workshop is not required for the series certificate of completion.)

The materials for each workshop are available on the Controller's Office web site at <http://finweb.rit.edu/controller/training.shtml>.

RIT employees will find these workshops extremely helpful and informative. Please visit the CPD web site at <http://finweb.rit.edu/cpd> to view the available dates and times, and to register on-line. Employees who attend all of the workshops in

the series will receive a certificate of completion from CPD and the Controller's Office.

## New ITS Chargeback Process

Effective July 1, 2000 ITS adopted a new cost distribution methodology which reflects the centralized costs of the RIT computer systems and network that are used by the entire Institute community. Refer to the ITS web page for detailed information about the services provided by ITS: [http://www.isc.rit.edu/~750www/Publications/policies/its\\_chargebacks.shtml](http://www.isc.rit.edu/~750www/Publications/policies/its_chargebacks.shtml).

Charges for service and equipment that are specific to a college or department are not part of the centralized cost base and will be charged separately by ITS from the monthly rate. The current rate is \$65.54 per FTE. This rate may be adjusted throughout the year based upon actual costs incurred by ITS and employee and student FTE.

Faculty & Staff Charges: Network charges for employees (faculty and staff including student employees) are based upon FTE derived from the actual distribution of payroll charges for the first bi-weekly and semi-monthly payrolls of the month.

- a. FTE is calculated based upon standard hours.

- Full-time non-exempt employees, with standard hours between 35 and 40 = 1 FTE.
- FTE for part-time employees is based upon a percentage of standard hours. For example, an extended part-time employee whose standard hours are 20 = .5 FTE.
- FTE for temporary employees is based upon actual hours worked (to a maximum of 40 hours).
- FTE for adjunct faculty is calculated at .33 for each department charged.
- b. ITS network charges are distributed to the same departments and projects, and in the same percentage as the employee's salary charges.

Student Charges: Network charges for students enrolled in academic programs are determined each academic quarter based upon the RIT 21 day report, published approximately 21 days after the beginning of each quarter.

- a. Jun-Aug – Charges based on FTE in 21 day report for summer quarter, available late June.
- b. Sept-Nov – Charges based on FTE in 21 day report for fall quarter, available late September.
- c. Dec-Feb – Charges based on FTE in 21 day report for winter quarter, available late December.
- d. Mar-May – Charges based on FTE in 21 day report for spring quarter, available late March.

e. June – Charges based on FTE in 21 day report.

Students registered for 12 or more credit hours = 1 FTE.  
Students registered for less than 12 credit hours = .33 FTE.  
Accounting will change the dates and upload the same file to the general ledger each month during the applicable academic quarter.

The ITS Chargeback program is run each month and the chargeback journal entry is posted to the general ledger prior the month-end closing process. The chargeback amount is charged to an operating or project account's Computer Services object code, 74000, and is reflected on the monthly department statement or project statement.

In the near future, Oracle Reporting & Inquiry users will be able to request ITS chargeback detail reports on-line in the Oracle applications.

## Fringe Benefit Rate Change

Since fiscal year 2000, fringe benefits have been charged to all departments and projects using a fixed fringe benefit rate (rather than actual expenses). RIT has four benefit rates that have been negotiated with the US Department of Health and Human Services, RIT's cognizant federal agency. The following fringe benefit rates are in effect from 7/1/00-6/30/01:

RIT Full-time employees: 23.4%

RIT Part-time employees: 7.9%  
NTID Full-time employees: 24.8%  
NTID Part-time employees: 8.5%

All fringe benefits, except employee tuition waiver expenses, are included in the fringe benefit rate, and are charged to object code 72050. All employee tuition waiver expenses are charged to object code 72300 and dependent tuition waivers are charged to 72325.

Each month, after all of the payrolls for the period have been posted to the general ledger, Accounting runs a process to calculate total benefit expenses (total wages paid to all employees, by department, in each salary pool multiplied by the appropriate fringe benefit rate). This amount is charged to each department's "benefits-pooled expenses", object code 72050, and is reflected on the monthly department statement or project statement.

When processing journal entries to move salary expenses from one department to another, it is not necessary to move benefit expenses. When the benefit allocation is run as part of the month-end closing process, the fringe benefit expenses will be recalculated based upon the total salary expenses for the period.

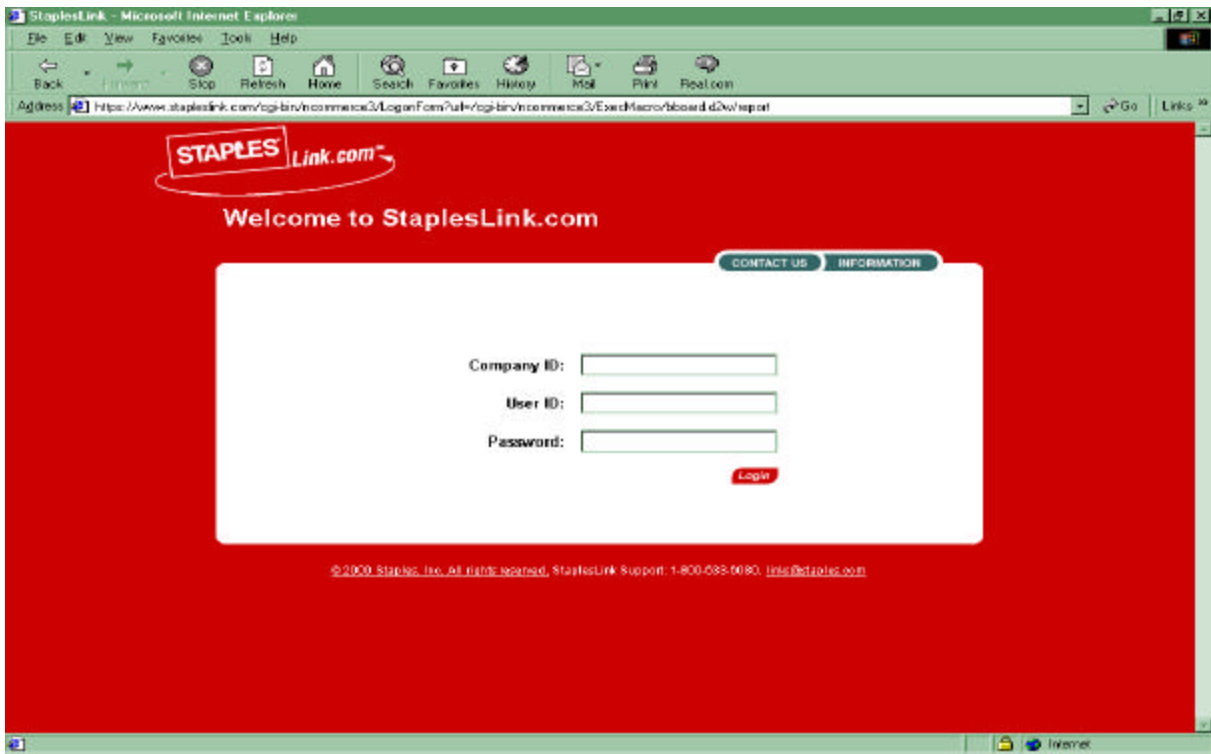
## Staples - Just Charge It!

Did you know you are now able to order your office supplies on the web at [www.stapleslink.com](http://www.stapleslink.com)? There is an area to input your Department's Office Supplies account number or you can charge the order to your procurement card. Simply sign in to stapleslink.com and place your order. Before you can sign in you must be set up with a user id and password. Please contact Purchasing at extension 5-2107 to be set up to access the Staples web site.

**Effective April all Staples orders placed thru [www.stapleslink.com](http://www.stapleslink.com) must be charged to your RIT procurement card.**

Departments with a large number of orders may want to request a separate departmental card for their Office Supply line. Procurement Card Applications are available on the Controller's Office web site at <http://finweb.rit.edu/controller/forms.shtml>.

For more information please contact Accounting at extension 5-2375.





# Quick Tips



When creating interdepartmental journal entries please send the supporting documentation to Kerry Vaden in Accounting as soon as you enter the journal entry on-line in Oracle. The paperwork can even be faxed to her at extension 5-5583. If you have questions regarding documentation please contact Kerry at extension 5-5993 or send e-mail to kmvatg@rit.edu.

To learn how to schedule Oracle reports, visit the Controller's Office web page at <http://finweb.rit.edu/controller/oracle/shtml>.

## Kitty's Korner

We are pleased to welcome Kitty Stappenbeck to the Controller's Office. She is responsible for the Institute's travel and procurement card programs. Check here for future updates on both! Kitty can be contacted at 5-2375 or by e-mail at cesatg@rit.edu.



