RIT FINANCE MATTERS

Oracle News

Release 11i Update

We are in the process of upgrading the Oracle Financial and Human Resources applications to release 11i. This release will provide the campus community with several enhancements including Employee Self Service applications.

A team of RIT employees from Finance and Administration, including Human Resources, Controller's Office, FAST and Purchasing staff, as well as staff from ITS Systems Development and Operations, and Student Employment have worked together for several months testing the new Oracle forms and functions.

The upgrade is scheduled to begin on Friday March 1, 2002 and continue through Monday March 4, 2002. During that time, Oracle users will not have access to the Oracle applications. Beginning on Tuesday March 5, 2002 users of the Oracle application will sign on to release 11i.

New & Improved Security for Detail Reports in 11i!

11i Workshops Schedule

We will be conducting several workshops throughout February to introduce current Oracle users to the revised forms and new functionality available in the Oracle general ledger in release 11i. In addition, we will provide attendees with details about the actual upgrade process during the workshops.

The schedule is indicated below:

Feb. 5th: 10 am–12 pm; Carlson Bldg (76), Rm 1125
Feb. 7th: 1 pm–3 pm; Carlson Bldg (76), Rm 1125
Feb. 11th: 10 am–12 pm; Stud Alumni Union, Clark A
Feb. 14th: 1 pm–3 pm; LBJ Bldg (60), Rm 2590
Feb. 18th: 10 am–12 pm; Carlson Bldg (76), Rm 1125
Feb. 19th: 1 pm–3 pm; Carlson Bldg (76), Rm 1125
Feb. 26th: 10 am–12 pm; Stud Alumni Union, 1829 Rm
Feb. 28th: 1 pm–3 pm; Carlson Bldg (76), Rm 1125

Please note that it is not necessary to pre-register for these workshops. Please send an e-mail to dacbur@rit.edu if you require an interpreter.

During the first 30 minutes of each workshop we will review navigation & journal entry forms and functions. For the remaining 90 minutes, we will focus on the enhanced reports capabilities. If you are only interested in journal entries, please plan to attend the workshop for the first 30 minutes only.

Open Lab Dates for Current Oracle Users

David Castro, the Accounting Customer Service/Training Specialist will be available in the Training Lab in Nathaniel Rochester Hall from 11 am until 1pm on several dates during March to assist Oracle users by answering questions about journal entries and reports in 11i. Please drop by the NRH Lab on one (or more) of the dates.

- Tuesday March 12
- Thursday March 14
- Monday March 18
- Wednesday March 20
- Friday March 22
- Thursday March 28
- Monday April 1
- Tuesday April 2

If you have questions about the open labs, please call David at ext. 5-2237 or e-mail him at dacbur@rit.edu.

Payroll Self-Service Features

As a result of the Oracle Human Resources and Financial applications upgrade in early March, we will be able to provide new services to the RIT community this spring.

The new Oracle Employee Self Service application will provide employees with a convenient way to change and view their home addresses and other payroll related information on-line. Employee Self Service will include the following features:

- **Personal Information:** change your home address and telephone number and verify your personal data including social security number and date of birth

- **Employment Information:** view your salary and employment history

- **Paystub Information:** view and print your current paystub and those from prior pay periods

Payroll Self-Service Features cont.

- **Banking Information:** view your direct deposit information and make banking changes

- **Tax Withholding Information:** view and change your federal and state withholding (Form W-4) elections

We will be conducting four workshops in February to introduce you to the Self-Service applications. Please note that it is not necessary to pre-register for these workshops. Please send an e-mail to dacbur@rit.edu if you require an interpreter. The schedule is indicated below:

Wednesday February 6: 2 pm - 4 pm; SAU, 1829 Room
Friday February 8: 10 am - 12 pm; Carlson Building (76), Rm 1125
Tuesday February 12: 10 am - 12 pm; SAU, 1829 Room
Wednesday February 13: 1 pm - 3 pm; Carlson Building (76), Rm 1125

In early March we will also send detailed instructions to all employees' home addresses about how to access and use the new Self-Service features.

Revised February Month-End Closing Schedule

Due to the Release 11i upgrade of the Oracle Financial and HR applications the February month-end closing has been delayed by 2 days.

Wednesday, March 6th: Final entries due to Accounting
Friday, March 8th: Accounting closing
Monday, March 11th: Statements & detail reports available

The General Ledger month end closing schedule for fiscal year 2002 is available on the Controller's office website:
http://finweb.rit.edu/controller/accounting.html.

Accounting News

FY 2002 Accounting Practices, Procedures & Protocol Workshops Schedule

For class descriptions and registration information please visit the Center for Professional Development's website: http://finweb.rit.edu/cpd.

I. Introduction to Accounting   3/20/02 10:00 - 12:00
                           5/8/02 10:00 - 12:00
III. The Budget Process at NTID
                           5/1/02 10:00 - 12:00
                           5/8/02 1:00 - 3:00
IX. Restricted Accounting
                           2/13/02 10:00 - 12:00
X. Travel Policies and Procedures
                           2/13/02 1:00 - 3:00
XI. Procurement Card Processes
                           3/20/02 1:00 - 3:00

Updates to the Controller's Office web site

The Controller's Office has made the following updates to its web site:

- Updates to the Accounting Practices, Procedures & Protocol manual

- Updates to the RFA Department Assignments

- Updated Monthly Closing Schedule (FY 2002)

- Updated RIT Chargeback Process

- Calendar Year 2002 Payroll Schedule

- Calendar Year 2002 Kronos Signoff Schedule

- New Business Mileage rate for Calendar Year 2002

CTO Staff Updates

The Controller's Office has recently had some new additions to its staff.

Rebecca Foote, previously with Pricewaterhouse-Coopers, LLP has accepted the position as Manager of Financial Reporting. Rebecca will officially begin her new position on February 25th.

Two half-time positions were established to provide direct support and assistance to colleges in financial management and administrative matters.

Lynn Purdy accepted the position of Financial Analyst for the College of Engineering. Lynn began December 10th, and can be reached at 5-4788 or e-mail her at lcpcto@rit.edu.

Sandy Buckert accepted the position of Financial Analyst for the College of Science. Sandy began January 8th, and can be reached at 5-2789 or e-mail her at sdbcto@rit.edu.

In Restricted Accounting, Susan Shanks has replaced Beverly Murrell as Sr. Staff Accountant for NTID, CAST, COB, CIAS, NYSTAR, GCCIS, FIC, ICHSR and University Relations. Susan can be reached at 5-2940 or e-mail her at smsatg@rit.edu.

Kitty's Corner

Travel Tips:

- New Mileage Reimbursement – effective Jan 1, 2002: .365 per mile
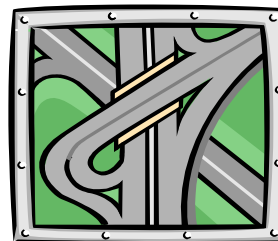
Do you want your reimbursements quicker?
Do you like convenience?
Do you like to save time?
Direct Deposit is for YOU!
E-mail notification is sent automatically to let you know when funds have been sent to your bank account.

Direct Deposit Form is on the Controller's Web Page at:
http://finweb.rit.edu/Controller
Even if you have no reimbursements pending, you can request to have your banking information set up. It will be ready when your next reimbursement is processed.

Why Use a RIT Designated Travel Agent?
Borrelli, DiMaria, NFT

- Does not tie up credit on travelers AMEX or Citibank Travel Card
- Reduces paperwork – request for reimbursement to the employee does not have to be made in advance
- Obtain information for all airlines with one call
- Simply provide your RIT 24-digit account number
- Travel agent bills RIT directly
- Accounting processes the charges to your account

Request for Travel Advances:

- Not applicable to NTID travelers – RIT departments only
- Use an Invoice Payment Form
- Reference a Travel Expense Number (call Kitty to obtain a number, if using the form off the web)
- Indicate actual dates of trip, beginning and end dates
- Maximum advance is $50.00 per day
- Allow 5 business days for processing

Did you know?

The Controller's Office home page has a site devoted to the 11i Upgrade. The site includes revised February month-end closing dates, workshop & open lab schedules, and a review of the new features that Release 11i offers.
Visit us soon at: http://finweb.rit.edu/controller.