R·I·T

Rochester Institute of Technology

From the Controller's Office

Accounting Practices, Procedures and Protocol Training
Workshop Descriptions

Series Overview
This series is designed to familiarize employees with RIT accounting and budget practices, procedures and protocol, as well as with basic accounting terminology used at RIT. Workshop topics include the chart of account structure; the budget process; understanding journal entries, transfers and chargebacks; accounts payable and payroll processes; accounting for fixed assets and capital projects; using Oracle standard and fsg reports and reconciling monthly statements; purchasing; travel and procurement card processes; accounting for grants and contracts, accounting for gifts and other project income and expenses; purchasing processes and procedure; and, completing accounting and payroll forms. Employees who perform financial functions, including travel and procurement card administration, as part of their role at RIT will benefit from the concepts taught in the series. Each of the thirteen workshops in the series is presented by RIT subject matter experts, conducted throughout the academic year. Employees who attend all required workshops in the Accounting Series will receive a certificate of completion. Required courses are indicated by an *. Note: All workshops include information that will benefit RIT employees who work at NTID.

Workshop I: Introduction to Accounting*
Introduction to Accounting, the first workshop in the RIT Accounting Practices, Procedures & Protocol series, is designed to familiarize attendees with the overall course content. Attendees will gain knowledge of the role and structure of the RIT Controller's Office and the Office of Budget & Financial Planning Services. The main focus of the class will be an in-depth review of the RIT chart of account structure, including information about what each segment represents, how to decipher 24-digit combinations, how combinations are created, cross validation rules, and account segment descriptions. Employees who perform financial functions including budgets, purchasing, travel, p-card administration, etc, should attend this class. In addition to providing a foundation for the Accounting Practices, Procedures & Protocol course, the workshop is a prerequisite for Oracle training classes. All course materials will be distributed during the first workshop. Course materials are also located on the Controller's Office web page at:
http://finweb.rit.edu/controller/training/
Prerequisite: none.

Workshop II: The Budget Process at RIT*
The Budget Process at RIT, the second workshop in the RIT Accounting Practices, Procedures & Protocol series, will introduce attendees to RIT's annual budget process. In addition, attendees will become familiar with budget terminology as well as the process for funding benefit expenses and ITS chargebacks. Information will also be provided

about processing budget entries and the difference between budget and journal entries. Employees who prepare budget worksheets will benefit from information presented in this class. In addition, employees who reconcile department statements and prepare budget journals should attend. Note: this workshop is designed for employees who work in RIT departments. Due to the unique aspects of NTID's federal funding, there is a separate workshop for the NTID budget process (see Workshop II (a)).
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting.

Workshop II (a): The Budget Process at NTID
The Budget Process at NTID is designed specifically for employees who work in NTID departments. Attendees will be introduced to the annual budget process, the NTID planning and budgeting cycle, and other important topics such as budget reallocations.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting.

Workshop III: Understanding Journal Entries / When to Use Transfers*
Understanding Journal Entries, the third workshop in the RIT Accounting Practices, Procedures & Protocol series, will provide attendees with information about what journal entries are and what they are used for. Attendees will learn the difference between a debit and a credit, the required elements of a journal entry, Oracle system generated journal entries, journal entry documentation requirements, as well as what Accounting looks for prior to posting journal entries to the ledger. In addition, transfer journals and chargebacks will be discussed. This class is designed to compliment, not replace, the Oracle Journal Entry Course that teaches users how to prepare on-line journal entries in the Oracle General Ledger application. Employees who reconcile department and project statements and who are required to make corrections to transactions on the general ledger should attend this class.
Prerequisite: Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting.

Workshop IV: Accounts Payable Processes*
Accounts Payable Processes, the fourth workshop in the Accounting Practices, Procedures & Protocol series, will provide attendees with an overview of all accounts payable processes. Topics covered in the workshop will include processing payments for items purchased using a purchase order, requesting payments for other (non-purchase order) items, payments to independent contractors, employee reimbursements and procurement card processes. Employees who process all types of payment requests and track department budgets should attend this class.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting.

Workshop V: Accounting for Fixed Assets and Capital Projects*
In the Fixed Assets and Capital Projects workshop, attendees will be introduced to important information they need to know to purchase and track their department's capital equipment (items with a unit cost of $1,500 or more). Attendees will learn about the

correct account numbers to use when ordering capital equipment, how donations of capital equipment are accounted for, how capital items are added to RIT's inventory system, the annual physical inventory process, and how to dispose of surplus equipment. Attendees will also learn about how to fund capital equipment purchases and how to request their department's capital equipment statements. In addition, useful information will be provided about how to track and account for other capital improvement projects. Employees who are responsible for purchasing and tracking their department's fixed assets and capital projects should attend this workshop.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting

Workshop VI: Payroll Processes*
Payroll processes, the sixth workshop in the Accounting Practices, Procedures & Protocol series, will provide attendees with an overview of all payroll processes. Topics covered in the workshop will include processing paperwork for new employees, the difference between the bi-weekly and semi-monthly payrolls, the Kronos Time & Attendance system, processing additional payments, how fringe benefit expenses are calculated, requesting payroll reports and how to complete various payroll forms. Employees who track department budgets and process payroll forms should attend this class.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting.

Workshop VII: Using Oracle Reports to Reconcile Your Budget*
In the Oracle Reports training course, attendees learn how to request various Oracle FSG and Standard reports. This seventh workshop in the Accounting Practices, Procedures & Protocol series is designed to compliment Oracle Reports training where attendees learned how to request and print reports. In this workshop, attendees will learn how to use Oracle reports to track their department or project budget. In addition, attendees will learn how to read several Oracle reports and then use them to reconcile financial activity for their departments. Employees who request and analyze Oracle financial reports in order to track department and project budgets should attend this class.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting and Oracle General Ledger Reports training prior to attending this class.

Workshop VIII: Accounting for Grants & Contracts
If you have questions about how to administer an externally funded grant or contract, you should attend the Accounting for Grants & Contracts workshop. In this workshop, attendees will learn about what's involved in managing a grants and/or contract, which Oracle reports to request to monitor expenses, federal compliance requirements, accounting for cost share commitments and resolving deficit account balances. Employees who are responsible for reconciling financial activity on a grant and/or contract should attend this class.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting.

Workshop IX: Accounting for Gifts, Endowment Earnings, and Other Projects
Would you like to know to correctly account for gifts for scholarships and gifts to be used for other purposes? Have you ever wondered what an endowment earnings account is or what a "release from restriction" is? This ninth workshop in the Accounting Practices, Procedures & Protocol series is designed to familiarize attendees with the gift process from both a Development Office and a financial perspective. In addition, attendees will learn about special projects and designated fund projects. Employees who work in departments that receive gifts, or who have endowment earning accounts (e.g., scholarships, professorships) or other project accounts (e.g., special projects, designated funds) should plan to attend this class.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting.

Workshop X: Purchasing Processes and Procedures*
In the Purchasing Processes and Procedures workshop, attendees will learn about the role of the central Purchasing department at RIT, how the Purchasing staff can help departments make good buying decisions, what employees need to know before committing Institute funds, as well as important tips about how to interact with suppliers.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting and Oracle Requisition training.

Workshop XI: RIT Travel Policies and Procedures*
This workshop will provide travelers and department administrations with the essentials of the RIT travel policies and procedures. Topics covered in the workshop will include the use of designated travel agencies, sales tax exempt forms, and JPMorgan Chase and Citibank corporate travel cards. In addition to presenting a comprehensive review of all RIT travel processes, attendees will be given tips for completing Travel Expense Reports that will speed up the reimbursement process, as well as the correct forms to use for all types of travel reimbursements. Employees who travel on RIT business or who are responsible for completing forms for travelers, and who approve travel related expenditures should find the information presented in this class to be useful.
Prerequisite: None.

Workshop XII: RIT Procurement Card Processes*
If you have an RIT procurement card, or if you administer the procurement card process in your department, this workshop is designed for you. There will be a review of procurement card policies and procedures including documentation requirements and monthly credit and transactions limits. In addition, there will be an on-line demonstration of PaymentNet – the Internet system cardholders have access to change default account numbers and run various ad hoc reports. Employees who have a procurement card, as well as employees who are responsible for departmental procurement card administration, should attend this workshop.
Prerequisite: None.

Workshop XIII: Accounting and Payroll Forms Workshop*
Have you have ever struggled trying to decide whether to use a Petty Cash Form or an Invoice Payment Form to process an employee reimbursement? Or, have you wondered why Accounts Payable requires a Form W-9 before they are able to process a payment for services? The Accounting and Payroll Forms workshop will provide answers to these questions as well as the information you need to efficiently process many types of transactions including deposits, petty cash, non-purchase order payments to suppliers, employee reimbursements, additional payments and payroll changes. Employees who have attended other workshops in the Accounting series will find this class to be a helpful review of accounting and payroll processes. Employees who have not attended other workshops should attend to obtain answers to the most commonly asked questions regarding accounting and payroll forms.
Prerequisite: None, though it is recommended that employees attend Accounting Practices, Procedures & Protocol Workshop I: Introduction to Accounting.

Registration: Register for these workshops through RIT's Center for Professional Development: http://finweb.rit.edu/cpd/technology/accounting.html