

**Accounting Process Change
NTID Fiscal Year 2009**

Federal Appropriation – Project 02009

Effective October 1, 2008, RIT is changing the way it accounts for Federal funds received from the U.S. Department of Education via the annual appropriation for NTID.

Beginning in fiscal year 2009, only expenses funded by the Federal appropriation will be charged to project 02009. The list below includes those object codes for which RIT/NTID receives reimbursement from the Department of Education via the Federal appropriation. When charging an NTID operating expense to one of these object codes, the project number must be 02009 (for fiscal year 2009).

| Description | Object Code |
|--|---|
| SALARIES & WAGES | 70050-71899 & 71921-71999; excluding 71350* |
| FRINGE BENEFITS & TUITION WAIVERS | 72000-69, 72071-100 & 72300-349 |
| NTID INTERPRETING SVCS (W/DEPT 47600 ONLY) | 75000 |
| SCHOLARSHIPS – UNDERGRADUATE | 82000 |
| SCHOLARSHIPS – GRADUATE | 82005 |
| EQUIPMENT < \$1,500 | 84000 |
| DORMITORY EXCHANGE (W/DEPT 43900 ONLY) | 90020 |
| CAMPUS CONN EQUIPMENT (W/DEPT 41000 ONLY) | 90101 |
| ITS COMPUTER SERVICES | 90230 |
| CROSS-REG TUITION COSTS | 90256 |
| PRIOR YR ADJUSTMENT | 90399, 90501 |
| STAGE III/COMMONS INDIRECT | 90495 |
| OVERHEAD | 90500 |
| ROOM (STG III W/DEPT 43900 ONLY) | 90525-90526, 51302 |
| MAINTENANCE SERVICES ROUTINE | 90625 |
| MAINTENANCE NON-ROUTINE | 90627 |
| CUSTODIAL SERVICES | 90630 |
| OPERATING ENGINEERS | 90635 |
| GROUPS SERVICES | 90650 |
| FUEL/HEAT | 90655 |
| LIGHTS/POWER | 90660 |
| EQUIPMENT > \$1,500 (W/DEPT 41000 ONLY) | 16200 |

*Federal Work Study Wages

Non-Federal Activity- Project 03009

A new project has been established for all other revenues and expenses associated with NTID operations (i.e., controllable expenses). Project 03009 will not include any Federal revenue received from the Department of Education, nor will it include the associated Federally allowable expenses. This project will change each year just as the Federal project changes annually (i.e., in FY 2010 the Federally-funded project will be 02010; the non-federal project will be 03010).

Example

In the past, travel expenses funded by NTID's operating budget would have been charged to the same project as Federally funded expenses. Beginning October 1, 2008, travel expenses will be charged to project 03009. For example, when the NTID Research and Education Studies department processes a Travel Expense Report to reimburse a faculty member for travel expenses incurred in FY 2009, they'll now charge account number 01.47300.78000.15.**03009**.00000 (not 01.47300.78000.15.02009.00000).

Budgets

The NTID Office of Financial Planning and Budgeting has prepared your fiscal year 2009 budgets and the budget amounts for each account are reflected on the correct project number. For example, your salary budgets are on project 02009 and your travel budget is on project 03009.

Accounting has established "rules" within the Oracle general ledger that will only permit the Federally-allowable object codes to be used with project 02009 (and not project 03009).

NTID Department Statement

The NTID department statement will combine activity (budget, revenues and expenses) from both project 02009 and 03009. When you request a statement in the Oracle applications, you don't have to do anything differently than you have in the past. The statement will automatically combine the activity on both projects and print a statement for each department in your responsibility.

- ✓ If you want to request a statement for one project only, use segment override and enter the project number in the project segment (i.e., Project 02009 – enter 02009 in the project segment).
- ✓ If you want to request a statement for one department only (if you are responsible for multiple departments), enter the department number in the segment override field – leave the project number blank.

Oracle Detail Reports

When you run detail reports or drill down to subledger detail through an account inquiry, you will have to enter the correct project number. For most departments and transactions, the project number will be 03009. If you have questions about which project to use when performing an account inquiry, contact the NTID Office of Financial Planning and Budgeting.

File Feeds and Other on-Campus Charges

Please notify on-campus departments (e.g., The HUB, Dining Services, ETC, FMS) to use project number 03009 when they charge NTID for goods and services beginning in fiscal year 2009. Accounting will automatically change the project number to 03009 for all fiscal year 2009 transactions.

Procurement Card Default Accounts

Effective October 1, 2008, Accounting has changed the default account for all procurement cards to project 03009.

Student Employment

When completing hiring paperwork for student employees, use project 03009 in the account number. If the student is eligible for Federal Work Student wages, the expense will be charged to project 03009. If the student is not eligible, a special program will change the project number to 02009.