

XVI. Appendix

A. Accounting Terminology

The information below provides definitions for commonly used accounting terms. The ☺ represents the definition of a term used in the Oracle applications.

☺ Account Code Combination

The code used to identify a 24-digit general ledger account in the RIT financial applications. It is made up of six sections (account segments) including entity, department, object, functional expense category, project, and academic discipline code.

☺ Account Segment

A section of an account combination, separated from the other sections by a period (.). RIT has six accounting segments, including entity, department, object, functional expense category (FEC), project, and academic discipline code.

☺ Account Segment Value

A series of characters and a description that define a unique value for a particular value set for an account segment.

☺ Accounting Calendar

The calendar that defines RIT's accounting periods and fiscal years in the general ledger. RIT's fiscal year is July-June. Each calendar month is called a period.

Accrual

At the end of the fiscal year, entries are processed to recognize expenses when they are incurred (rather than when they are paid) and to recognize revenues when they are earned (rather than when cash is received). For example, the actual cost of an item that is received by June 30th but not paid, will be accrued in the fiscal year in which it was received, even though the invoice will not be paid until the following fiscal year.

Agency Fund Projects

Used to track income and expenses generated by student organizations. The activity on agency projects is not included on the RIT financial statements. Agency projects make it possible for student organizations to manage their fiscal operations by utilizing RIT processes such as Accounts Payable.

Allocation

A method of distributing charges to general ledger accounts based upon a percentage of certain expenses.

Allowable

For a cost incurred on a grant or contract to be allowable, it must be reasonable, allocable, and given consistent treatment to conform to any limitations or exclusions set forth by OMB A-21.

Appropriation

An award made by a sponsoring agency, usually the federal government, used to purchase goods and services by the recipient.

Asset

An element of a financial statement that indicates probable future economic benefits obtained or controlled as a result of past transactions or events. An example of an asset is accounts receivable.

☺ **Autocopy Batch**

Use Autocopy to copy a journal batch from the Journals window, the Batch window or the Enter Journals window.

Auxiliary Department

A department that is expected to generate sufficient revenue through its business operations to cover budgeted expenses and revenue (departments 20000-29999 with a FEC = 40).

Award Notification

A notice received from a sponsor that specifies details of the grant or contract including award periods, authorized funding, and terms and conditions.

Badge Number

A unique identifying number assigned to each employee in Kronos. Regular employees have one badge number. Student employees have a badge number for each job.

Balance Sheet (Statement of Financial Position)

Reports the aggregated totals for an organization's assets, liabilities and net assets (equity). This information is necessary to obtain an understanding of the organization's financial position at a point in time, either monthly or at the end of the fiscal year. (Object codes: 00001-49999)

☺ **Bug**



Budget (for sponsored agreements)

An estimate of expenditures for a specific time period based upon the proposal submitted and accepted by the granting agency.

☺ Budgetary Control

A feature used to control actual and anticipated expenditures against a budget. When budgetary control is turned on, you can check funds on-line for transactions, and you can reserve funds for transactions by creating encumbrances. Funds available are automatically calculated (budget less encumbrances less actual expenditures) when you attempt to reserve funds for a transaction. You are notified online if funds available are insufficient for your transaction.

Budget Entry

A budget entry is used to move budget dollars from one operating account to another, within the same budget organization. The entry actually debits (increases) the available budget dollars on one operating account and credits (decreases) the available budget dollars on another operating account.

☺ Budget Organization

An entity, such as a department or a division, responsible for entering and maintaining budget data. RIT has six budget organizations: RIT, NTID, Sponsored Programs Accounting (RFA), Plant, GDC and Student Organizations.

Business Travel Account (BTA)

An account through American Express used to by the designated travel agencies to charge all air and rail tickets for RIT employees.

Capital Equipment

An article of non-expendable, tangible personal property with a useful life of more than one year and a per unit acquisition cost of \$1,500 or more. Acquisition cost includes freight and installation charges. Capital equipment becomes part of the RIT fixed asset accounting system currently valued in excess of \$120 million.

Capital Project

Projects used to track capital renovations (80000-83999 and 88XXX) and capital equipment purchases (84000-84999).

Central Institute

Refers to the set of accounts managed by the Office of Budget & Financial Planning Services.

Chargeback

An expense for goods or services charged to one RIT department or project by another RIT department. Includes both Standard Monthly Chargebacks (SM) and miscellaneous chargebacks.

Chart of Accounts

The account structure RIT uses to record transactions and maintain account balances.

Citibankbank Travel Card

A corporate, individual pay, travel card, used by NTID employees while traveling on RIT business for hotel, car rental, meals and hospitality expenses.

☺ Commitment

A type of encumbrance journal entry made to record an anticipated expenditure as indicated by the approval of a requisition.

Contingency Accounts

Grant or contract accounts established prior to the receipt of an Award Notification so that all allowable grant/contract related expenses are identifiable. Account designation is changed once the award is received in Restricted Funds Accounting.

Contracts

Results of the work have specific commercial value for the resource provider who defines performance objectives such as a detailed report and timetable for meeting objectives. The recipient pays economic/punitive penalties for failure to meet agreement.

Cooperative Agreement

An agreement used in a relationship between the federal government and a recipient when the principal purpose of the relationship is the transfer of something of value to the government in order to accomplish a public purpose and when substantial involvement is anticipated between the agency and the recipient.

Cost Sharing (or matching)

The Institution's contribution toward the cost of a sponsored project when required by the agreement including cash and third party in-kind. Cost share must meet criteria as specified in OMB A-110 (verifiable, necessary and reasonable, allowable, etc.). Cost share must be approved in advance by the Budget Office if funded by Institute funds, or amount exceeds \$50,000 from departmental funds.

☺ Cross-Validation Rules

Rules that define valid combinations of account segment values a user can enter in an account. Cross-validation rules restrict users from entering invalid

combinations of account segment values. A message on the user's tool bar will indicate which rule has been violated.

Deficit

Occurs when expenses exceed income on a project account. Depending upon the type of project, the deficit must either be funded from another source or the excess expenditures must be moved from the project to another account.

Depreciation

The process of allocating the cost of tangible assets to expense in a systematic manner to those periods expected to benefit from the use of the asset. For example, the anticipated useful life of a personal computer is five years. A portion of the acquisition cost is depreciated (expensed) each month for 60 months.

Designated Travel Agency

A travel agency selected by RIT Purchasing to make all airfare and rail travel arrangements for RIT employees. RIT currently has one designated travel agency, Carlson Wagonlit Travel.

Direct Costs

Those costs that can be identified specifically with a particular sponsored project or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

☺ Disable

Inactivating an account segment or account combination so that no further transactions may be processed.

Documentation

Information required to support journal entry transactions prior to posting to the general ledger.

☺ Download

Refers to the process of moving data from the general ledger to another software application such as Excel, Word, or Access, for analysis and reporting.

☺ Drill Down

The process of obtaining detail information from the subledgers to support transactions found in the Oracle general ledger. For example, a user may drill down to accounts payable detail from a journal entry in the general ledger.

Effort Reporting

OMB A-21 states that a statement must be signed verifying that salaries and wages charged to sponsored agreements as direct charges are **reasonable** in

relation to the work performed. RIT follows the *after-the fact-records* method and distributes Quarterly Monitored Workload Reports which detail salary charges to sponsored projects. The QMWR's are signed by the PI or another individual with direct knowledge and returned to SPA to be filed in the grant/contract file.

Employee Action Form (EAF)

An RIT Human Resources form used to initiate an action on an employee's record including hire, termination, promotion, transfers, and faculty summer contracts.

☺ **Enable**

Activating an account segment or account combination. A segment or combination must be enabled in order for a transaction to be processed against it.

Encumbrance

The recording of an anticipated expenditure for planning purposes.

☺ **Encumbrance Accounting**

An Oracle feature that creates encumbrances automatically for requisitions (commitment encumbrance), purchase orders (obligation encumbrance), and invoices (invoice encumbrance).

☺ **Encumbrance Entry**

An entry made to record anticipated expenditures of any type. Oracle creates requisition (commitment) encumbrances, purchase order (obligation) encumbrances, and invoice (invoices) encumbrances automatically when encumbrance accounting of budgetary control is turned on. Encumbrances may also be recorded manually; however, they need to be reversed once the actual transaction has been processed.

☺ **Encumbrance Type**

An encumbrance category that allows you to track your anticipated expenditures according to your purchase approval process and to more accurately control your planned expenditures. Examples of encumbrance types are: commitment (requisition encumbrances), obligation (purchase order encumbrances), and invoices (invoice encumbrances).

Equity

Also referred to as net assets. It is the residual interest that remains after liabilities are deducted.

Exempt Employee

Employees who are paid a set amount during each semi-monthly payroll period.

Expenses

Represent actual or expected cash outflows that have occurred or will occur as a result of RIT's ongoing operations. RIT's primary expense is faculty and staff salaries.

Expense Accounts

Refers to the group of accounts used to record expenditures made to parties external to the Institute (object range: 70000-99999).

Facilities and Administrative (F&A) Cost Rates

F&A costs specifically relate to RIT central administration services and general institutional costs such as heat light and power, etc. The rates are negotiated with the federal government's Department of Health and Human Services (DHHS, the cognizant agency for RIT). A signed agreement that establishes the allowable rates for reimbursement is entered into between RIT and the federal government. Refer to the Controller's Office web page for information about current F&A rates.

Fiduciary Responsibility

A relationship imposed by law where someone has agreed to act in the capacity of a "caretaker" of another's assets. The fiduciary owes an obligation to carry out the responsibilities with the utmost degree of good faith, honesty, integrity, loyalty and service for the beneficiary's interest.

Financial Statements

The purpose of financial statements is to provide relevant information to meet common interests of donors, creditors and others who provide resources to not-for-profit organizations. A complete set of financial statements includes a statement of financial position (balance sheet—assets, liabilities, equity) on June 30th, a statement of activities (revenues, expenses) and a statement of cash flows, and accompanying notes to financial statements for the reporting period.

Fiscal Year

An annual accounting period without regard to its relationship to a calendar year. RIT's fiscal year is from July 1st – June 30th. NTID's fiscal year is from October 1st – September 30th.

Fiscal Year-End Closing

The process followed at the end of each fiscal year, to ensure that all pertinent transactions for the period have been completed in order to produce complete and accurate information for RIT financial statements.

Fixed Asset

See Capital Equipment

Fixed Price Contract

An agreement made between RIT and an external party for a specific dollar amount. RIT will receive the amount specified in the contract regardless of the amount expended to fulfill its terms and conditions.

Flow-through Funds

Funds received from external sources where RIT acts as the agent for distributing them but does not make decision about who receives them. Agency funds are an example of flow through funds. Another example would be a scholarship where the external party determines who the recipient is and RIT merely processes the award.

Form 1099

Used to report taxable income for services rendered to RIT from individuals or sole proprietors during the calendar year.

Form W-2

A wage and tax statement for the calendar year provided to employees by January 31st of the following year.

Form W-4

A form completed by employees so that an employer can withhold the correct amount of federal income tax from his/her pay.

Form W-9

Used to transmit a correct taxpayer identification number and information concerning federal & state withholdings for payments from RIT. All suppliers must complete a Form W-9 prior to receiving payments through Accounts Payable from RIT.

Fringe Benefits

Benefits provided to employees as part of the total compensation package.

Fringe Benefit Rate

A rate, established by RIT and approved by the federal government, used to charge benefit expenses to departments and project. The RIT and NTID benefit rate includes tuition waivers; the Government rate does not.

☺ FSG

Financial Statement Generator, a powerful and flexible tool, included with the RIT Financial Applications, used by Accounting to build custom summary reports.

☺ FSG Reports

Custom reports with summary information created by Accounting using the report writing tool called Financial Statement Generator, which is included with the Oracle Financial Applications.

☺ **Funding Budget**

A budget against which accounting transactions are checked for available funds when budgetary control is turned on in the general ledger.

General Ledger

A detail summary of transactions affecting all asset liability, equity, revenue and expense accounts.

Gifts

Funds received from external sources that are donative in nature, bestowed voluntarily and without expectation of any tangible compensation.

Grants

An award of funds included in a written instrument executed by the head of the awarding agency. Generally they have the following characteristics: (a) They are made for stated purposes which are specified in writing; (b) They are usually made for a stated period of time during which the funds may be spent; (c) The grant instrument names the Principal Investigator or Project Director under whose direction the project will be carried out; and (d) The grant carries a minimum number of limiting conditions that are stated in the award document such as final fiscal and project reports.

Government Travel Account (GTA)

An account through Citibankbank used to by the designated travel agencies to charge air and rail tickets for NTID employees.

Independent Contractor

An individual who performs services which are not subject to the will and control of RIT as to what must be done and how it must be done. RIT has the right to control or direct only the result of the work and not the means and methods of accomplishing the result.

Interdepartmental

Activity between a department over which an individual has budget responsibility and one that the individual does not.

Intradepartmental

Activity between two departments over which an individual has budget responsibility.

Invoice Payment Form

Used to process payments for non-purchase order payments including travel advances, mileage and expense reimbursements.

Journal Entry

A journal entry either debits (increases) or credits (decreases) an expense account balance, or credits or debits a revenue account balance. A journal entry is used to make corrections to account lines within a department. A journal entry may also be used when one department charges another department for services (i.e. Telecommunications uses journal entries to charge departments for long distance services.).

☺ **Journal Entry Category**

Used to describe the purpose or type of journal entry. Standard journal entry categories include accrual, adjustment, cash receipts, payments, and vouchers.

☺ **Journal Entry Source**

Used to identify the origin of journal entries. Standard journal entry sources include manual, payables, and payroll.

Kronos

An automated time and attendance system used by hourly staff and students to record hours worked as well as holiday, sick and vacation eligibility.

☺ **Launch Journal Wizard**

The Launch Journal Wizard function is used to create Actual and Budget journal entry templates in Excel for Web ADI.

☺ **Ledger**

The ledger is where day-to-day business transactions are recorded in the Oracle Applications. The ledger uses a specific chart of accounts, accounting calendar, and ledger currency.

Liability

An element of a financial statement that indicates probable future sacrifices of economic benefits arising from present obligations to transfer assets to other entities as a result of past transactions or events. An example of a liability is accounts payable. It represents amounts owed to external parties if RIT were to cease operating.

Manual Journal Entry

A journal entry created on-line in Oracle using the RIT – GL – JOURNAL ENTRY ONLY responsibility.

☺ **Mass Allocations**

A single journal entry formula that allocates revenues and expenses across a group of departments, divisions, etc. Examples of RIT mass allocations are benefit, cost share, and F & A allocations that are processed each month prior to the closing.

Month-End Closing

The process followed at the end of each calendar month to ensure that all pertinent transactions for the period have been completed in order to produce complete and accurate financial information for decision-making purposes.

☺ Natural Account Segment

The segment in the chart of accounts that determines whether an account is an asset, liability, equity, revenue, or expense. RIT's natural account segment is the object segment (segment range: 00001-99999).

Non-exempt Employee

Employees who are paid by the hour. All non-exempt employees are paid bi-weekly.

Not-for-Profit Organization

An entity that is operated primarily for scientific, educational, service or charitable purposes in the public interest. It is not organized primarily for profit and it uses its net proceeds to maintain, improve and/or expand its operations.

Notice of Award (NOA)

All PI's who obtain a grant or contract of \$5,000 or more must complete a notice of award form, providing information about the sponsored agreement to the Research Oversight Committee.

OMB Circular A-21

A government circular that establishes principles for determining costs applicable to federal grants, contracts, and other sponsored agreements with education institutions.

OMB Circular A-110

A government circular that provides standards for obtaining consistency and uniformity among federal agencies in the administration of grants and other agreements with educational institutions.

OMB Circular A-133

A government circular that establishes a uniform system of auditing for institutions of higher education and other non-profit organizations.

Operating Account (RIT)

An account budgeted centrally by RIT that coincides with the Institute's fiscal year (July 1st through June 30th). Project segment = 00000-09999. Balances remaining at the end of the fiscal year are returned to the Institute.

Operating Account (NTID)

An account budgeted centrally by NTID that coincides with NTID's fiscal year (October 1st through September 30th). Project segment = 02008 in FY 2008, changes each fiscal year. The balance remaining in non-federal fund accounts are returned to NTID for future use.

☺ **Parent Account**

An account set up on the general ledger to track financial activity for another group of accounts. Transactions can not be processed to a parent account.

Participant Support Project

Project accounts that begin with 'P' and are specifically designed to accumulate participant support costs for a grant or contract. Participant support costs are those costs paid to (or on behalf of) participants or trainees (but not employees) in meetings, conferences, symposia, and workshops, when there is a category for participant support costs in the award budget. Participant support costs can include registration fees, travel allowances, manuals and supplies, and tuition and stipends.

☺ **Patch**

Programming code applied to the financial applications to fix a "bug" or to update certain functions.

Pay Date

The date that employees are paid. The pay date for non-exempt employees is the Friday, the following the end of the pay period. Non-exempt employees are paid on the 15th and the last day of the month.

Period End Date

The last date of the pay period. For bi-weekly paid employees, the period end date is every other Thursday. For semi-month paid employees the period end date is the 15th and last day of the month.

☺ **Period Type**

Period types are used to define RIT's accounting calendar in Oracle. Each month is one period.

Post

The process of transferring journal entry transaction information to the general ledger.

Prepaid Asset

An item paid and recorded in advance of its use or consumption. An example of a prepaid asset is a maintenance agreement that is paid in advance of receiving the services.

Principal Investigator (PI)

The individual responsible for all activities of the sponsored project including performance of the project to achieve the desired results, adherence to performance goals, time schedules, budgets and/or other requirements as appropriate to the project or the terms and conditions of the award.

Procurement Card

Corporate, Institute paid card, used for miscellaneous small dollar purchases under \$1,500 including conference registrations, subscriptions, supplies, maintenance contracts, etc. The procurement card is not used for capital equipment, travel or off-campus hospitality.

☺ Program – Publish FSG Report

This program is used to run FSG reports and can publish them in PDF, HTML or Excel format.

☺ Program – Run Financial Statement Generator

This program is used to run FSG reports and can publish them in HTML format only and print them to an Oracle printer.

Project Account

Accounts set up to track financial activity on the general ledger. Unlike operating accounts, projects are not tied to the RIT or NTID fiscal year calendar and the balances carry over from one fiscal year to the next.

Purchase Order

A legal document outlining the terms and conditions of a transaction between a buyer and a seller.

☺ Purchase Order Encumbrance

Created automatically when a purchase order is approved. PO encumbrances are subtracted from funds available. When a purchase order is canceled, an appropriate reversing entry is created in the general ledger. It is also known as an obligation, encumbrance, or lien.

Receiving

The depot for incoming goods. Central receiving enters all items received into the Oracle Financial applications.

Reconcile

The process of comparing departmental records of anticipated financial transactions (i.e., copies of invoice payment forms, travel expense reports, petty cash forms, deposits slips, salary changes processed on EAFs, etc.) for the period to actual transaction detail that has been recorded in the Oracle applications.

Requisition

The first step in initiating a purchase order through the Purchasing Department to purchase goods or services. A requisition specifies the details of items that the user wants to purchase including the quantity, price and account number to charge.

☺ **Requisition Encumbrance**

A transaction representing intent to purchase goods and services as indicated by the completion and approval of a requisition. The purchasing system subtracts requisition encumbrances from funds available when funds are reserved for a requisition. When a requisition is canceled, the purchasing system creates appropriate reversing entries in the general ledger. It is also known as a commitment.

Research Oversight Policy

An RIT policy requiring that all agreements between RIT and external sponsors or customers for “any study, services, or research” be matters of public record.

☺ **Responsibility**

Refers to a level of authority within the general ledger. Each responsibility provides a user with access to customized menus within the Oracle Financial Applications. The responsibility that is selected by the user during sign-in determines which functions that user will have access to. For example the “RIT – GL – Journal Entry Only” responsibility allows a user to create journal entries, but not to request reports.

Revenue

Represents actual or expected cash inflows that have occurred or will occur as a result of RIT’s ongoing operations. RIT’s primary source of revenue is student tuition.

Revenue Accounts

Refers to the group of accounts used to record revenue received by the Institute from external sources (object range: 50000 through 59999).

☺ **RIT – GL – JOURNAL ENTRY ONLY Responsibility**

The RIT Journal Entry Only responsibility gives the users the ability to create journal entries on-line.

☺ **RIT – GL – RPT & INQ ONLINE Responsibility**

The RIT Reporting & Inquiry Online responsibility gives users the ability to submit requests for FSG (Statements) Reports, but not Standard (Detail) Reports. The user can then print the FSG Reports to a networked Oracle printer by using the Reprint function, view them on-line, or download them. This responsibility

also gives the user the ability to perform on-line account inquiries to obtain detail account transaction information.

☺ **RIT – GL – RPT & INQ Responsibility**

The RIT Reporting & Inquiry responsibility gives users the ability to submit requests for FSG (Statements) Reports or Standard (Detail) Reports. The user can then print these reports to a networked Oracle printer, view them on-line, or download them. This responsibility also gives the user the ability to perform on-line account inquiries to obtain detail account transaction information.

☺ **RIT – GL – RPT, INQ & PRL Responsibility**

The RIT Reporting, Inquiry & Payroll responsibility gives users the ability to submit requests for FSG (Statements) Reports or Standard (Detail) Reports, and Payroll Distribution Reports. The user can then print these reports to a networked Oracle printer, view them on-line, or download them. This responsibility also gives the user the ability to perform on-line account inquiries to obtain detail account transaction information

☺ **Set of Books**

A financial reporting entity that uses a particular chart of accounts, functional currency, and accounting calendar. One set of books must be defined for each business location. RIT has one set of books.

Sponsor

An external source that provides financial support in return for a specifically defined deliverable.

Sponsored Program

Any activity for which the Institute receives financial support from an external source in return for a specifically defined deliverable (delivery of an end product, accountability, compliance with applicable regulations).

SPA

Sponsored Program Accounting is a group within the Controller's Office Accounting with responsibility for monitoring financial activity for externally funded projects including establishing project accounts on the ledger, entering and maintaining budgets, and submitting invoices to sponsors.

SRS

Sponsored Research Services is a group with the Office of the Vice President for Research that is primarily responsible for working with Principal Investigators to secure external funding for grants and contracts. In addition, SRS acts as a liaison between RIT and the sponsor once funding is obtained.

☺ **Standard Reports**

Reports included with the Oracle general ledger application that provide detail information of account transactions.

Statement of Activities

Provides relevant information such as how the organization's resources are used in providing various programs or services. It helps donors, creditors and others to evaluate the organization's performance during a period (usually one fiscal year). In addition, it assesses the organization's service efforts and its ability to continue to provide services, as well as how the managers have discharged their stewardship responsibilities.

Statement of Cash Flows

Provides relevant information about the cash receipts and cash payments of the Institute during a specific period, typically the fiscal year. When the statement of cash flows is used with related disclosures and information in the other financial statements, it helps investors, creditors and others to make assessments regarding the aspects of the Institute's financial position.

Subcontracts

A procurement instrument negotiated with a third party for research or development; required when a substantive part of a project must be performed by colleagues at another university or by an outside company. Subcontracts include the applicable requirements from the grant document and must adhere to the procurement standards of the Institution and OMB A-110.

Subledger

Contains a group of accounts that make up the details related to a specific general ledger account or set of accounts. For example, all accounts payable transactions take place in the Accounts Payable subledger. Detailed transaction information is found in the subledger. Only summary accounts payable information is transferred to the general ledger.

Surplus

Unspent funds remaining in a project account at the end of the fiscal year. This surplus balance remains on the project to be expended in the upcoming fiscal year. This varies from an operating account, where any remaining surplus balances are returned to the general institute at the end of the fiscal year.

☺ Web ADI

The Web Application Desktop Integrator is an Oracle Excel-based tool that may be used to process large volume journal entries.

Year-end Closing

Refers to the process of producing accurate and complete financial information at a point in time in order to produce external financial statements. RIT's fiscal year

end is June 30th. All Institute financial activity is included in RIT's financial statements, including NTID. While NTID has a separate year-end closing on September 30th, the purpose is to report financial activity to the federal government (since the college is primarily funded by the Department of Education by an annual appropriation funded by Congress).

B. Chart of Account Information

1. Cross-Validation Rules

Rule Name	Error Message
01078 DEPT TUIT	Dept 01078 can only be used with tuition revenue object codes 50000-50900
28XXX GIFT/PLAN	Gift for plant projects, 28XXX, are only allowed have gift revenue, no expenses.
36283 OBJECT	This object can only be used with dept 01100.
60100 PROJECTS	Department 60100 can only be used with Productivity Projects, 15000-19999
64600 DEPT	Dept 64600 can only be used with project 77805.
67383 DEPT	Dept 67383 can only be used with 80000-89999, & 17670 projects.
86600 INTEREST	Object code 86600 is reallocated quarterly by fec and therefore should be charged to fec 51.
ACA DISC PROG	This segment equals 00000 only.
ACMT CASH	Only dept 60710 may use the Cash - ACMT asset object code.
ACMT OBJECTS	These object codes can only be used with an entity of 03.
ACMT-PROJECTS	Projects can only be used with entity GDC entities.
AGENCY ENT 09	All agency project numbers must have an entity of 09.
AGENCY PROJ	All agency project numbers must have a functional expense category of 00
AGENCY TRANSFER	Agency Projects may not transfer funds to / from Non Agency projects, (i.e.: Operating, RFA projects, Plant, etc..)
ALL SCHOL	These projects can only fund UG and Grad Schol. expenses, objects 82000 & 82005.
ASSET OBJ	Funds held by others, this type of asset must have a project number greater than 00000
AUX EXP CAT	Auxiliary dept must use a functional expense category of 40
AUXILIARY DEPT	Auxiliary depts must use certain revenue object codes
BENEFITS-ADJUST	This benefit object code may only be used with Restricted Fund's Projects, (10000-39999, 60000-79999).
BENEFITS-PAYROL	These benefit object codes may only be used with department 15300.
BENEFITS-RIT	These benefit object codes may only be used with department 01003
BLDG DEPR OBJEC	Bldg Depr Object Codes 88XXX can only be used with dept 01080
BLDG REPAIRS	This object code, 80450, may only be used with projects 80000-99999
CAP ASSET OBJ	These object codes may only be used with a project of 00000.
CAP EQUIP EXCL	Depts 40000-59999 may not use projects 84000-84999
CAP EQUIP EXP	Capital Equipment must have a functional expense category equal to 00
CAP EQUIP PROJ	Capitalized equipment must have a project number greater than 00000
CAP EQUIP SALES	Equipment Sales income object code, 59550, may not be used with operating projects, 00000.
CAP PROJ NON 01	The capital projects are non RIT projects and use different entities.
CAP PROJ/DEPT	These Capital projects can only use certain departments.
CASH ACCOUNTS	Cash accounts may only be used with specific depts.
CET / PAL	This department may only be used with Object Codes less than 50000.
CET CHARGEBACK	Only depts 76000-77999 may use certain chargeback object codes.
CHGBK CREDIT OB	Chargeback credit object codes may not be used with temp rest projects.
COB DEV DEPTS	These depts can only be used with project 15168 and a fec of 20.
COE F&A RECOVER	This department can only use project 15311 (COE F&A Recovery)
CONSTRTN RETAIN	Construction Retainage, object code 80451, can only be used with projects 80000-89999
COS 67500/80503	Department 67500 can only be used with project 80503.

Rule Name	Error Message
DEPEND TUITION	Dependent Care Tuition 72325, may not be charged to Fed or State grants, proj 30000-35999
DEPT 01028	This department can only be used with capital equipment project, 84200.
DEPT 01094	Dept can only use object codes 54000, 54010, 63183 & 63184 - for unrestricted gifts.
DEPT 01109	Cannot use Institute dept number, 01000 with gain/loss object codes and 00000-00999 projects.
DEPT 15199	This department may only be used with certain object codes, see DEPT AP & PO
DEPT 64009	This dept can only be used with entity 09.
DEPT 64400 10	Dept. 64400 can only use a fec of 10 with object code 70150 for the EMBA Faculty credit.
DEPT 67901	Dept. 67901 uses a fec of 10, except for obj 70550, Faculty Summer Salary, when it uses a fec of 15.
DEPT 72221	This department can only be used with entity 01.
DEPT 94022	This department can only use object codes 70000-71999, 72050 & 90230.
DEPT 955XX	Dept. 95500-95599 cannot use object codes 82005 & 82010
DEPT 95700	Only scholarship expenses, 82000 & 82005 can be charged to dept. 95700.
DEPT AP & PO	Acctg - AP & PO dept may only be used with certain asset & liability object codes.
DEPT EXP CAT	If project no. = 00000 then the expense category for each dept must have a certain value.
DEPT REQUIRED	Dept must be greater than 00000
EMBA TUITION	Tuition waiver obj code, 72300, may only be used with department 64900.
END EARN REV	Temp Rest End. Earn. proj numbers must use revenue oject code = 57350
END PROJ	True End Rest must use certain revenue object codes.
ENDOW ADDITIONS	Additions to endowment projects must use object code 90315.
ENDOW ENT II	Only Endowment projects 52000-59999 may use entity 05.
ENDOWMENT ENTIT	Endowment projects 52000-59999 must use entity 05.
ENTITY DEPTS	Entities may only be used with certain departments.
EXP OBJ CODE	Except for capital equipment, all expenses must have a functional expense category greater than 00.
EXT FILE FEEDS	These object codes may only be used with dept 15100
F & A OBJECT	Only RFA grants may use this object code.
F&A CHGBK CREDI	F & A Chargeback Credit object codes may only be used with dept. 01010.
FED & STA STUD	Work Study Students may not be charged to Federal or State Grants
FED G & C REV	Fed G & C must use certain revenue object codes.
FED/STA UNALLOW	These objects are unallowable expenses on a Federal or State grant.
FELLOWSHIPS	These projects can only fund Fellowship expenses, object 82565.
FIC OPERATING	FIC depts. do not have operating budgets and cannot use project 00000.
FIC REPAYMENT	Object code 63115 can only be used with dept 01010 and projects 00000 & 84040
FIN 47 PROJ	FIN 47 Project 84047 can only use object codes 80455-80457 & 59925.
FMS WORK ORDER	This object code, 90171, may only be used with projects 80001-83999, & 88XXX
FOOD SVC	Only Food Svc may use object codes 74150 through 74155.
GAIN/LOSS DEPT	Gain / Loss object codes can only be used with certain depts with specific entities.
GDC 01 DEPTS	These GDC depts. may only have salary, its chgbk and benefits charged to them.
GIFT REVENUE	Temp Rest Gift accounts may only use certain revenue object codes
GRAD STUD SCHOL	These projects can only fund Graduate Student Scholarship expenses, object 82005..
GSS & FELL	These projects can only fund Grad. Stud. Schol. & Fellowship expenses, objects 82005 & 82565.
HTI ADMIN	Dept 62428 may only use entity 01 and object codes 70050, 70450, 70900, 72050, 86000, 90230, & 90020.

Rule Name	Error Message
INSTITUTE OBJEC	These object codes may only be used with Institute departments.
INSURANCE PROJ	Insurance Projects, 29950-29999, can only use object codes 54100,57050,63000-63199, and 86715.
INTERCOMPANY	Intercompany object codes can only be used with dept 00000.
ISC INDIRECT	These object codes may only be used with depts 75100-75900.
ITS CAP EQUIP	Depts 75580 and 75680 cannot be used with operating funds.
ITS CHGBK	ITS depts 740XX & 75XXX are excluded from ITS Chargeback expenses
ITS, PRIZE & AW	These projects can only fund ITS and Prize & Award expenses, objects 90230 & 82560.
MISC EXP	These projects can only Miscellaneous expenses, object 86000.
NON-OP OBJ CODE	These non-op object codes should use a fec equal to 00.
NTID BLDG REPAI	Only NTID dept 45200 may use object code 80452
NTID CAP EQUIP	NTID may only purchase Capitalized Equip with oper. funds against department 41000
NTID CHGBK CRED	These object codes can only use a fec of 50.
NTID CONTRA REV	Object codes 51301-51309 may only be used with depts 43900 & 41011.
NTID DEPARTMENT	NTID departments must use a project number greater than 00000
NTID OBJECTS	Only NTID is allowed to use object codes 76750, 77150, & 77175.
NTID PROJECT	Only NTID departments may use project numbers 01997 through 02020
OBJECT 83250	Only certain depts may use object code 83250, Tuition Costs.
PARTICIPANT SUP	Object code 75700 can only be charged to dept 01000 with a project of 00000.
PHD CAPITAL PUR	These depts can only be used with project 17630.
PLANT FECS	These projects can only use specific fecs for expenses.
PLANT GIFT REV	Plant projects 80000 to 83999 and 88000 to 88999 are not allowed gift income 54000-54111.
PRI G & C REV	Private G & C must use certain revenue object codes
PRIZES & AWARDS	These projects can only fund Prizes & Award expenses, object 82560.
PROJ 15355	RIT OPERATING BUDGET CARRY FORWARD FUND - This project can only be used with transfer object code 63101.
REV ASSET LIAB	All revenue, assets, & liabilities must have a functional expense category equal to 00
RFA DEPT 1	Special Projects may only use specific departments.
RFA DEPT 2	Designated Funds may only use specific departments.
RFA DEPT 3	Gift Scholarships may only use specific departments
RFA DEPT 4	Private Gifts may only use specific departments.
RFA DEPT 5	Endowment Earnings Scholarships may only use specific departments.
RFA DEPT 6	Other Endowment Earnings accounts may only use specific departments.
RFA FEC 1	Special Projects may only use specific FECs.
RFA FEC 2	Designated Funds may only use specific FECs.
RFA FEC 3	Private Gifts may only use specific FECs.
RFA FEC 4	Other Endowment Earnings accounts may only use specific FECs.
RFA INVALID DEP	Grants may only use specific PI Departments.
RFA INVALID FEC	Grants may only use specific FECs.
RIT INN RM RENT	Object 61630 may only be used with department 21900.
RITRC Grants	These grants may only use a fec of 15
RITRC OBJECTS	These objects can only be used with RITRC entity 27.
RITRC PROJECTS	Projects may only be used with certain depts
SCHOL EXP	Temp Rest Schol proj numbers must use expense object code equal to 82000
SCHOL EXP CAT	Scholarship accounts must use a functional expense category of 30
SPEC & DES PROJ	Spec & Design Projects cannot use certain revenue object codes

Rule Name	Error Message
STA G & C REV	State G & C must use certain revenue object codes
STUD GOV DEPT	All Student Gov't Departments must have an Agency project number greater than 89999.
STUD GOV PROJEC	These Student Gov't Projects may only be used with certain department numbers.
TRANSFER CONTIN	Object code 63188 can only be used with projects 80000-89999.
TUITION NON-MAN	Only expense object code 82000 may be used on this project
TUITION SCHOLAR	Tuition Scholarships, 72340, may not be charged to grants, project 3XXXX.

2. Project Types & Descriptions:

Project Type	Project Description
Special Projects (project segment range: 10000-14999)	Special projects are set up to track financial activity for special events such as conferences or seminars that are funded externally through registrations, ticket fees, etc. These funds support the total cost of the event. If there is a surplus remaining, it may be spent at the discretion of the department head. If there is a deficit balance at the conclusion of the event, it must be funded by the responsible department prior to fiscal year end. (Run the “Other Projects Statement” at month-end.)
Designated Funds (project segment range: 15000-17999)	Designated Fund projects are funded internally by a department’s share of their grant’s Facilities & Administration (F&A) recovery, surplus monies from fixed price contracts, or unrestricted gifts. The department head may spend these funds at his/her discretion. (Run the “Other Projects Statement” at month-end).
Unrestricted Quasi-Endowment Earnings (project segment range: 18000-18999)	Quasi-endowed earnings are investment earnings generated from a quasi-endowment fund. A quasi-endowment (funds functioning as endowment) are funds that the University, rather than a donor or other external agency, has determined to be endowed. Quasi-endowed funds are submitted to the Board of Trustees for approval. Financial accounting standards require that contributions (gifts) received by the University be reported as unrestricted, temporarily restricted or permanently restricted revenue. Contributions received without a donor-imposed restriction, such as quasi endowments, are reported as unrestricted revenue.
Scholarship Gift Accounts (project segment range: 20000-24999)	Scholarship gift accounts are funded by gifts from individuals, corporations, or foundations. The funds must be spent in accordance with the donor’s wishes. Funds are disbursed through Financial Aid. If the department is responsible for deciding which student will receive the scholarship, the project is assigned to that department. (i.e.: Department 65200 is responsible for selecting the recipient for project 64331, a scholarship gift account, therefore the 24-digit account number for project 64331 has department 65200 in it; 01.65200.82000.30.64331.00000). If Financial Aid is responsible for choosing the recipient, the project is assigned to the Financial Aid department (FA’s department is in the 24-digit account number). (Run the “Other Projects Statement” at month-end.)

Project Type	Project Description
Other Gift Accounts (project segment range: 25000-29999)	Gift Accounts are funded by gifts from outside sources such as individuals, corporations, or foundations. They are donative in nature and must be spent in accordance with the donor's wishes. Gifts are deposited in separate project accounts, differentiated by department and the purpose of the gifts. If the purpose of a gift is the same as another it may be deposited into the same project within the same department. If the donor has requested specific information as to how the gift was spent, it may be necessary to set up a separate project number to track the gift. (Run the "Other Projects Statement" at month-end.)
Grant & Contract Accounts (project segment range: 30000-39999)	Grant/contract projects are funded by awards from federal, state, or private sources. They have the following characteristics: a stated purpose, a specific period of time during which the funds may be spent, and limiting conditions which are stated in the award document such as fiscal reports. The revenue received from the sponsor supports the total cost of the project. All expenses for the grant or contract are charged to the project and the revenue is credited to the project's revenue account. Over expenditures are not allowed on grant and contract accounts. If an over expenditure occurs, SPA will move the amount to the PI's operating account. Participant Support Costs for grants are charged to a separate range of projects that start with 'P'. Both of the project numbers use the same last 4 digits to link them There may be a cost share or matching requirement for the award. Cost share accounts are set up within a separate project segment range, C0000-C9999. All three of the project numbers use the same last 4 digits to link them together. (Run the "SPA Grants Statement" at month-end.)
Loan Funds (project segment range: 40000-49999)	Loan Fund projects are funded by external donors and are used to make small loans to students. These loans are repaid by the recipient along with interest due and the funds are deposited back into the loan project account. (Run the "General Ledger – Project" report at month-end.)

Project Type	Project Description
Endowment Funds (project segment range: 50000-59999)	RIT maintains an endowment fund to provide support to its educational mission, both today and into the future. New funds are added to the endowment portfolio either through the direction of a donor or through the designation of the RIT Board of Trustees. These amounts serve as the “seed money”, to be invested in perpetuity. Each year, the portfolio produces a certain amount of support for the operation of the Institution. Income from the endowment is used to augment other sources of revenue in support of scholarships, faculty and staff salaries, and maintenance of the campus. Annually during the month of September, a journal entry is processed to move income from the endowment to the endowment earnings project accounts to support these expenditures.
Endowment Earnings (project segment range: 60000-79999)	Scholarship Endowment Earnings Accounts (range 60000-69999). The donor specifies a scholarship that they want to be funded by the income from the endowment. Funds are disbursed by financial aid. (Run the “Other Projects Statement” at month-end.) Professorships and Prizes Endowment Earnings Accounts (range 70000-79999) The donor specifies a professorship or prize that they want to be funded by income from the endowment. (Run the “Other Projects Statement” at month-end.)
Plant-Unexpended (range 80000-83999)	Funded by internal transfers or gifts from external donors, spent on capital renovations and/or modifications to new or existing structures, with a cost greater than \$5,000. (Run the “RIT Plant Fd Cap Proj – Dept” report at month-end.)
Plant-Renewals & Replacement (range 84000-84999)	Funded from annual capital allocations used to fund expenses related to capital equipment purchases greater than \$1,500. (Run the “Capital Equipment Stmt” at month-end.)
Retirement of Indebtedness and Net Investment in Plant Fund (range 85000-89999)	Used by the Controller’s Office to manage the Institute’s debt and capitalize / depreciate any capital projects and capital equipment purchases.

Project Type	Project Description
Agency Projects (project segment range 90000-99999)	Agency projects track income & expenses generated of student organizations. The revenue & expenses are considered “flow through funds” and are not included on the RIT financial statements. Agency projects make it possible for student organizations to manage their fiscal operations by utilizing processes such as RIT Accounts Payable. (Run the “Agency Report” at month-end.)
Grant & Contract Cost Share Accounts (project segment range: C0000-C9999)	Cost Share Accounts are set up to track cost share expenses to meet a cost share requirement on a grant or contract. All cost share expenses, including salaries, are charged directly to the appropriate expense line on the cost share account. Expenses are not charged to the department’s operating account and then moved to the cost share project at a later date. Each quarter, SPA will process transfers to fund cost share expenses. SPA will charge (debit) the department’s transfer line and credit a cost share transfer line on the cost share project. In-kind contributions, from parties external to RIT who have made a cost share commitment to support the grant, are also recorded on the cost share project account. An itemized list of goods or services provided by the outside party on their letterhead, with the estimated value of the contributions and the time period covered must be provided to SPA. SPA will process journal entries to record the contributions on the cost share project. Failure to meet the grant’s cost share commitment may jeopardize RIT’s ability to obtain full reimbursement from the sponsor for expenses incurred on the grant.
Grant & Contract Participant Support Accounts (project segment range: P0000-P9999)	Participant Support Accounts are set up to track participant support expenses on a grant or contract. Participant support costs are those costs paid to (or on behalf of) participants or trainees (but not employees) in meetings, conferences, symposia, and workshops, when there is a category for participant support costs in the award budget. Participant support costs can include registration fees, travel allowances, manuals and supplies, and tuition and stipends.

C. When to Use a Transfer or a Budget Journal Entry

Generally, when departments or projects are within the same budget organization, process a budget entry to move funds from one department to another. When moving funds between departments or projects in different budget organizations, process a transfer journal entry. Use a journal entry to move actual expenses from one object code to another or from one department or project to another.

A budget organization (budget org) is a group of departments or projects that are part of one budget group within RIT. RIT has four budget orgs:

1. **RIT** - departments 01000-39999; 60000-96800 with project number = 00000
2. **NTID** - departments 41000-49999 with project number = 02003 (in fiscal year 02003)
3. **RFA** - SPA project numbers = 10000-39999, 60000-79999, C0000-C9999 and P0000-P9999 for all departments
4. **Plant** – Plant project numbers = 80000-89999 for all departments.
5. **Agency** - accounts with project number = 90000-99999
6. **GDC** – Global Delivery Corporation entity numbers = 30-40 for all departments and projects.

Please note: not all projects belong to a budget organization. For example, Loan Fund projects (40000-49999) are not part of the RIT budget org. While an individual project within one of these groups may have a budget, it is not part of a larger overall budget.

Other projects that are not part of a budget org include:

1. Endowment funds: 50000-59999 (can be unrestricted, temporarily restricted or permanently restricted)

The information on the table below indicates whether to process a budget entry, a journal entry or a transfer journal entry when moving funds **from** one budget org (**far left column**) **to** another budget org (**top row**).

BUDGET ORG	To RIT	To NTID	To SPA	To Plant	To Agency	To GDC	To Other (unrestricted)	To Other (restricted)
From RIT	Budget Entry	Transfer	Transfer	Budget Entry	Journal Entry	Journal Entry	Transfer	Transfer
From NTID	Transfer	Budget Entry	Transfer	Transfer	Journal Entry	Journal Entry	Journal Entry	Transfer
From SPA	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Transfer
From Plant	Budget Entry	Transfer	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Transfer	Transfer
From Agency	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Journal Entry
From GDC	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Journal Entry	Budget Entry	Journal Entry	Journal Entry

From Other (unrestricted)	Transfer	Transfer	Transfer	Transfer	Journal Entry	Journal Entry	Transfer	Transfer
From Other (restricted)	Transfer	Transfer	Transfer	Transfer	Journal Entry	Journal Entry	Transfer	Transfer

D. Billing File Feeds

File Name	Description	Frequency	Contact
<i>Internal:</i>			
Facilities Management	Shipping	Monthly	Todd Garnier, 5-5881
Facilities Management	Projects	Monthly	Todd Garnier, 5-5881
Food Service—2	Catering Sales	Monthly	Juliann Green, 5-2286
HUB	Printing& Proprietary Forms	Monthly	Sandy DeCarlo 5-2116
HUB	Work Orders	Monthly	Sandy DeCarlo 5-2116
HUB	Postage	Monthly	Sandy DeCarlo 5-2116
HUB-Crossroads	Mis Charges	Monthly	Dave Smith, 5-6353
ITS	Computer System and Network Charges	Monthly	Telecom Help Desk, 5-5800
RIT Inn & Conf Center	Petals Restaurant & Banquet charges	Monthly	Barbara Zinter, 359-7777
Telecommunications—1	Equipment Rentals	Monthly	Mike Yonko, 5-6138
Telecommunications—2	Toll Charges	Monthly	Mike Yonko, 5-6138
<i>External:</i>			
CITIBANKBank	Travel – NTID	Monthly	Valerie Russell, 5-4491
FedEx Domestic	Domestic Shipping	Weekly	Steve Lipson, 5-2119
FedEx International	International Shipping	Weekly	Steve Lipson, 5-2119
Kovalsky-Carr	Electrical Supplies	Monthly	Jerry Turner, 325-1950
PaymentNet	Paymentnet Procurement Card Transactions	Weekly	Valerie Russell, 5-4491
PaymentNet CTA	Business Travel	Monthly	Valerie Russell, 5-4491
Employment Store	Agency Temporary Help	Weekly	Cheryl Brennan, 698-1010
Staples	Supplies	Monthly	Customer Service 800-724-0110
UPS	Shipping	Weekly	Lorraine McEvoy, 5-2375
XPEDX Industrial	Shipping	Monthly	Mary Angela Craig, 581-4433

E. Donor Bill of Rights

RIT has adopted the Donor Bill of Rights created by the American Association of Fundraising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), the Association of Fundraising Professionals (AFP), and the Council for Advancement and Support of Education (CASE). It has been endorsed by numerous organizations.

Donor Bill of Rights

To assure that philanthropy merits the respect and trust of the general public, AFP and other fundraising organizations declare that all donors have the following rights.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Provided by the Association of Fundraising Professionals, Genesee Valley Chapter. See website at http://afpgv.org/about_rights.asp

F. Controller's Office Web Page Sites

Useful information regarding accounting practices, procedures and protocol is located on the Controller's Office web site: <http://finweb.rit.edu/controller/>. Information on the site is updated frequently by Controller's Office staff.

G. Sample Reports

1. RIT - Department Statement
2. Payroll Distribution Report
3. RIT Account Analysis – (180 Char)
4. RIT Account Analysis Subledger with AP
5. ITS Chargeback Employee Detail Report
6. ITS Chargeback Student Detail Report
7. NTID – Department Statement
8. RIT- Auxiliary Department Statement
9. SPA Grant Statement
10. Other Project Statement
11. Departmental Asset Inventory Report RIT

1. RIT- Dept Statement

General Ledger		Department Statement				Date: 10-SEP-2008 14:31:20	
		RIT				Page: 1 of 1	
		Current Period: JUL-08					
Currency: USD							
ENTITY=01 (RIT), DEPARTMENT=69999 (COD-COLLEGE OF DENTISTRY), PROJECT=00000 (NONE), PROGRAM=00000 (NONE)							
OBJECT	Permanent Budget	Working Budget	Encumbrance	Actual JUL-08	YTD Actual	Available Balance	Percent Expended
% Of Budget Year Complete	8.33%						
Object Code & Description							
Expenses							
Salaries							
Full Time Salaries							
70050 ADMIN / PROF -SALARIES	106,490.00	106,490.00	0.00	8,874.12	8,874.12	97,615.88	8.3
70150 TENURED / TENURE TRACK FACULTY - SALARIES	1,772,507.00	1,772,507.00	0.00	13,882.78	13,882.78	1,758,624.22	0.8
70300 VISITING FACULTY FULL TIME - SALARIES	52,891.00	52,891.00	0.00	0.00	0.00	52,891.00	0.0
70325 NON TENURE TRACK FACULTY / LECTURERS FULL TI	180,027.00	180,027.00	0.00	0.00	0.00	180,027.00	0.0
70450 TECHNICAL, CLERICAL AND SECRETARIAL - SALARI	203,081.00	203,081.00	0.00	8,030.30	8,030.30	195,050.70	4.0
Subtotal Full Time	2,314,996.00	2,314,996.00	0.00	30,787.20	30,787.20	2,284,208.80	1.3
Part Time Salaries							
70400 ADJUNCT FACULTY - SALARIES	40,474.00	40,474.00	0.00	0.00	0.00	40,474.00	0.0
70550 FACULTY SUMMER - SALARIES	21,085.00	21,085.00	0.00	3,850.04	3,850.04	17,234.96	18.3
Subtotal Part Time	61,559.00	61,559.00	0.00	3,850.04	3,850.04	57,708.96	6.3
Students							
71150 GRADUATE ASSISTANT - WAGES	0.00	0.00	0.00	1,105.00	1,105.00	(1,105.00)	n/m
71250 STUDENT - WAGES	13,566.00	13,566.00	0.00	1,164.56	1,164.56	12,401.44	8.6
71350 STUDENT WORK STUDY - WAGES	13,566.00	13,566.00	0.00	0.00	0.00	13,566.00	0.0
Subtotal of Student	27,132.00	27,132.00	0.00	2,269.56	2,269.56	24,862.44	8.4
Subtotal Salaries	2,403,687.00	2,403,687.00	0.00	36,906.80	36,906.80	2,366,780.20	1.5
Other							
73150 SUPPLIES - OFFICE	1,500.00	1,500.00	0.00	368.68	368.68	1,131.32	24.6
73250 SUPPLIES - INSTRUCTIONAL	5,000.00	5,000.00	1,144.47	139.69	139.69	3,715.84	2.8
73350 SUPPLIES - LAB AND MEDICAL	188,250.00	188,250.00	0.00	68.19	68.19	188,181.81	0.0
73550 SUPPLIES - SUBSCRIPTIONS AND CATALOGS	700.00	700.00	0.00	0.00	0.00	700.00	0.0
73600 SUPPLIES - DUES & MEMBERSHIP FEES	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00	0.0

1. RIT- Dept Statement (cont.)

73750 SUPPLIES - SOFTWARE	2,500.00	2,500.00	0.00	634.86	634.86	1,865.14	25.4
75000 PROFESSIONAL FEES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
75050 HONORARIA	900.00	900.00	0.00	0.00	0.00	900.00	0.0
78000 TRAVEL - CONFERENCES AND COMMITTEES	9,800.00	9,800.00	0.00	(12.25)	(12.25)	9,812.25	(0.1)
78003 TRAVEL - FIELD TRIPS	900.00	900.00	0.00	99.00	99.00	801.00	11.0
78550 TRAVEL - HOSPITALITY	4,500.00	4,500.00	0.00	3,200.77	3,200.77	1,299.23	71.1
78900 TRAVEL - MOVING AND RELOCATION	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
79100 RECRUITMENT - FACULTY	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
79250 RECRUITMENT - STUDENTS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
80200 MAINTENANCE AND REPAIRS - EQUIPMENT	26,000.00	26,000.00	6,280.89	5,632.47	5,632.47	14,086.64	21.7
84000 EQUIPMENT - < \$1500	13,000.00	13,000.00	1,226.45	(828.45)	(828.45)	12,602.00	(6.4)
86000 MISCELLANEOUS EXPENSES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
90170 FMS WORK ORDER CHGBK	1,000.00	1,000.00	0.00	20.05	20.05	979.95	2.0
90370 TELECOMM TELEPHONE CHGBK	6,100.00	6,100.00	0.00	1,234.00	1,234.00	4,866.00	20.2
Subtotal Other	278,250.00	278,250.00	8,651.81	10,557.01	10,557.01	259,014.18	3.8
Subtotal Expenditures	2,681,937.00	2,681,937.00	8,651.81	47,463.81	47,463.81	2,625,821.38	1.8
Revenue & Recovery							
Chargebacks							
90020 RIT CHARGEBACK CREDIT	0.00	0.00	0.00	(12.79)	(12.79)	12.79	n/m
Subtotal Chargeback	0.00	0.00	0.00	(12.79)	(12.79)	12.79	n/m
Total Revenue & Recovery	0.00	0.00	0.00	(12.79)	(12.79)	12.79	n/m
Net Expenditures	2,681,937.00	2,681,937.00	8,651.81	47,451.02	47,451.02	2,625,834.17	1.8
RIT Funded Expenses							
72050 BENEFITS - POOLED EXPENSES	768,873.00	768,873.00	0.00	10,467.78	10,467.78	758,405.22	1.4
90230 ITS COMPUTER SERVICES CHGBK	311,645.00	311,645.00	0.00	3,264.49	3,264.49	308,380.51	1.1
Total RIT Funded Expenses	1,080,518.00	1,080,518.00	0.00	13,732.27	13,732.27	1,066,785.73	1.3
Total Expenses	3,762,455.00	3,762,455.00	8,651.81	61,183.29	61,183.29	3,692,619.90	1.6

Information provided in this report is for RIT internal use only.

2. Payroll Distribution Report for COD, dept 99999

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XXRIT_PAYROLL_DIST_DEPT      Payroll Distribution Report      Page: 1
                                Date: 10-SEP-08
                                Date Range: 01-JUL-08 thru 31-JUL-08
                                Department Range: 99999 thru 99999
=====
Name                           Employee No      Eff Date      Costed Value
-----
Dept Code 99999
Cost Account: 01.99999.70050.10.00000.00000
Corbina, Mr. Ken A              11111           15-JUL-08     2,279.03
Corbina, Mr. Ken A              11111           31-JUL-08     2,279.03
Straikr, Ms. Rose K             2222            15-JUL-08     2,158.03
Straikr, Ms. Rose K             2222            31-JUL-08     2,158.03
                                Sub Class Total:      8,874.12
Cost Account: 01.99999.70150.10.00000.00000
Baltera, Louis                  33333           15-JUL-08     3,587.03
Baltera, Louis                  33333           31-JUL-08     3,587.03
Martino, Doctor Donald T        444             15-JUL-08     3,354.36
Martino, Doctor Donald T        444             31-JUL-08     3,354.36
                                Sub Class Total:      13,882.78
Cost Account: 01.99999.70450.10.00000.00000
Cage, Mr. Nicholas M            5555            11-JUL-08     1,220.40
Cage, Mr. Nicholas M            5555            25-JUL-08     1,251.74
Denton, Mr. Michael R           66666           11-JUL-08     952.00
Denton, Mr. Michael R           66666           25-JUL-08     918.00
Peck, Thomas M                  77777           11-JUL-08     1,211.21
Peck, Thomas M                  77777           25-JUL-08     714.61
Lipton, Julie S                  88888           11-JUL-08     1,236.01
Lipton, Julie S                  88888           25-JUL-08     1,236.02
Morris, Jacquelyn J             9999            11-JUL-08     1,056.48
Morris, Jacquelyn J             9999            25-JUL-08     1,454.03
Tipson, Sarah P                  12222           11-JUL-08     624.26
Tipson, Sarah P                  12222           25-JUL-08     589.35
Yanera, Mr. Keith A             233             11-JUL-08     1,174.53
Yanera, Mr. Keith A             233             25-JUL-08     553.16
                                Sub Class Total:      14,191.80
Cost Account: 01.99999.70550.10.00000.00000
Conner, Sean T                   34444           15-JUL-08     1,824.00
Conner, Sean T                   34444           31-JUL-08     950.80
Fitzpatrick, Brendan            45555           15-JUL-08     895.12
Fitzpatrick, Brendan            45555           31-JUL-08     895.12

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2. Payroll Distribution Report for COD, dept 99999 (cont.)

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XXRIT_PAYROLL_DIST_DEPT      Payroll Distribution Report      Page: 2
                                Date: 10-SEP-08
                                Date Range: 01-JUL-08 thru 31-JUL-08
                                Department Range: 67200 thru 67200
=====
Name ----- Employee No ----- Eff Date ----- Costed Value -----
Dept Code 99999
Cost Account: 01.69999.70550.10.00000.00000

                                Sub Class Total:                4,565.04
Cost Account: 01.99999.71000.10.17670.00000
Conner, Kerry                    56666                    25-JUL-08                141.00
                                Sub Class Total:                141.00
Cost Account: 01.99999.71150.10.00000.00000
Deluca, Cristina                  67777                    11-JUL-08                910.00
Deluca, Cristina                  67777                    25-JUL-08                910.00
                                Sub Class Total:                1,820.00
Cost Account: 01.99999.71250.10.00000.00000
Bank, Paula                       78888                    11-JUL-08                217.88
Bank, Paula                       78888                    25-JUL-08                203.34
Chilson, Laurie                   89999                    11-JUL-08                 59.49
Cooper, Nancy                     90000                    11-JUL-08                269.27
Cooper, Nancy                     90000                    25-JUL-08                257.19
Dawson, Kelly                     10000                    11-JUL-08                384.58
Dawson, Kelly                     10000                    25-JUL-08                 16.80
Wilson, Karen                     20000                    11-JUL-08                235.10
Wilson, Karen                     20000                    25-JUL-08                231.31
                                Sub Class Total:                1,874.96
                                Department Total:                45,349.70
                                Report Total:                45,349.70

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3. COD 99999 RIT Account Analysis - (180Char)

RIT		Account Analysis Report				Report Date: 10-SEP-2008 15:20	
		Entry Item				Page: 1 of 5	
		Period: JUL-08 To JUL-08					
Accounts From: 01.67200.00000.00.00000.00000		To: 01.67200.99999.99.00000.00000					
Balance Type: Actual				By: Department			
Ledger: RIT							
Period: JUL-08							
Source	Category	Batch Name	JE Name	Accounting Flexfield	Description	Debits (USD)	Credits (USD)
Payroll	Payroll	Payroll A 2826258	Payroll U	01.67200.70050.10.00000.00000	Journal Import Created	4,427.06	0.00
Payroll	Payroll	Payroll A 2875696	Payroll U	01.67200.70050.10.00000.00000	Journal Import Created	4,427.06	0.00
Payroll	Payroll	Payroll A 2826258	Payroll U	01.67200.70150.10.00000.00000	Journal Import Created	6,941.29	0.00
Payroll	Payroll	Payroll A 2875696	Payroll U	01.67200.70150.10.00000.00000	Journal Import Created	6,941.29	0.00
Payroll	Payroll	Payroll A 2818497	Payroll U	01.67200.70450.10.00000.00000	Journal Import Created	7,474.89	0.00
Payroll	Payroll	Payroll A 2858198	Payroll U	01.67200.70450.10.00000.00000	Journal Import Created	6,716.91	0.00
Spreadshee	Adjustment	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.70450.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		6,052.09
Spreadshee	Adjustment	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.70450.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		6,052.09
Spreadshee	YEAR-END &	Reverses "152CEA0715-06 Adjust	Reverses	01.67200.70450.10.00000.00000	Peck, Thomas M		5.68
Spreadshee	YEAR-END &	Reverses "152CEA0715-06 Adjust	Reverses	01.67200.70450.10.00000.00000	Tipton, Sarah		103.73
Spreadshee	YEAR-END &	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.70450.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		6,052.09
Payroll	Payroll	Payroll A 2826258	Payroll U	01.67200.70550.10.00000.00000	Journal Import Created	2,719.12	0.00
Payroll	Payroll	Payroll A 2875696	Payroll U	01.67200.70550.10.00000.00000	Journal Import Created	1,845.92	0.00
Spreadshee	Adjustment	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.70550.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		715.00
Spreadshee	Adjustment	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.70550.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		715.00
Spreadshee	YEAR-END &	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.70550.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		715.00
Payroll	Payroll	Payroll A 2818497	Payroll U	01.67200.71150.10.00000.00000	Journal Import Created	910.00	0.00
Payroll	Payroll	Payroll A 2858198	Payroll U	01.67200.71150.10.00000.00000	Journal Import Created	910.00	0.00
Spreadshee	Adjustment	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.71150.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		715.00
Spreadshee	Adjustment	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.71150.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		715.00
Spreadshee	YEAR-END &	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.71150.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		715.00
Payroll	Payroll	Payroll A 2818497	Payroll U	01.67200.71250.10.00000.00000	Journal Import Created	1,166.22	0.00
Payroll	Payroll	Payroll A 2858198	Payroll U	01.67200.71250.10.00000.00000	Journal Import Created	708.64	0.00
Spreadshee	Adjustment	Reverses "152KMM0620-02 YEAR-E	Reverses	01.67200.71250.10.00000.00000	Cage, Nicholas Accrued		42.40
Spreadshee	Adjustment	Reverses "152KMM0620-02 YEAR-E	Reverses	01.67200.71250.10.00000.00000	Cage, Nicholas Accrued		42.40
Spreadshee	Adjustment	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.71250.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		668.00
Spreadshee	Adjustment	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.71250.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		668.00
Spreadshee	YEAR-END &	Reverses "152KMM0620-02 YEAR-E	Reverses	01.67200.71250.10.00000.00000	Cage, Nicholas Accrued		668.00
Spreadshee	YEAR-END &	Reverses "FY 08 PRL P/E 7/02/0	Reverses	01.67200.71250.10.00000.00000	FY 08 PRL P/E 7/02/08 ACCRUAL (6/20/08		668.00
Mass/alloca	BENEFIT AL	MS: 2900915 FY 09 BENEFIT ALLO	RIT FULL-	01.67200.72050.10.00000.00000	RIT FULL-TIME BENEFIT 29.0%	10,159.78	
Spreadshee	SYSTEMS CO	151VDR0723-01 Spreadsheet & 28	PAYMENTNE	01.67200.72150.10.00000.00000	RIT PART-TIME BENEFIT 8.0%	208.00	
Spreadshee	SYSTEMS CO	151VDR0723-01 Spreadsheet & 28	PAYMENTNE	01.67200.72150.10.00000.00000	OFFICEMAX CT	51.97	
Spreadshee	SYSTEMS CO	151VDR0723-01 Spreadsheet & 28	PAYMENTNE	01.67200.72150.10.00000.00000	OFFICEMAX CT	66.17	
Spreadshee	SYSTEMS CO	151VDR0723-01 Spreadsheet & 28	PAYMENTNE	01.67200.72150.10.00000.00000	STAPLES DIRECT00209908	143.74	
Spreadshee	SYSTEMS CO	151VDR0730-01 Spreadsheet & 28	PAYMENT N	01.67200.72150.10.00000.00000	OFFICEMAX CT	106.80	
Manual	PETTY CASH	1523FS0804-10	152LXC080	01.67200.72250.10.00000.00000	64845 SUPPLIES FOR RESEARCH	46.68	
Spreadshee	SYSTEMS CO	151VDR0723-01 Spreadsheet & 28	PAYMENTNE	01.67200.72250.10.00000.00000	0660 MEGEGG.COM	46.38	
Spreadshee	SYSTEMS CO	151VDR0730-01 Spreadsheet & 28	PAYMENT N	01.67200.72250.10.00000.00000	RADTECH	46.09	
Manual	PETTY CASH	1523FS0709-60	152LXC070	01.67200.72350.10.00000.00000	29581 GEN BTO LAB SUPPLIES	18.72	
Manual	PETTY CASH	1523FS0804-10	152LXC080	01.67200.72350.10.00000.00000	64844 SUPPLIES FOR LAB	6.57	
Spreadshee	SYSTEMS CO	151VDR0723-01 Spreadsheet & 28	PAYMENTNE	01.67200.72350.10.00000.00000	0M SUPERCENTER	20.82	
Spreadshee	SYSTEMS CO	151VDR0730-01 Spreadsheet & 28	PAYMENT N	01.67200.72350.10.00000.00000	WOR INTERNATIONAL INC	22.07	
Spreadshee	SYSTEMS CO	151VDR0730-01 Spreadsheet & 28	PAYMENT N	01.67200.72750.10.00000.00000	CDO GOVERNMENT	22.64	
Spreadshee	SYSTEMS CO	151VDR0805-02 Spreadsheet & 28	PAYMENT N	01.67200.72750.10.00000.00000	CDO GOVERNMENT	20.92	
Spreadshee	SYSTEMS CO	151VDR0805-02 Spreadsheet & 28	PAYMENT N	01.67200.72750.10.00000.00000	CDO GOVERNMENT	35.58	
Spreadshee	SYSTEMS CO	151VDR0805-02 Spreadsheet & 28	PAYMENT N	01.67200.72750.10.00000.00000	CDO GOVERNMENT	29.66	
Spreadshee	SYSTEMS CO	151VDR0805-02 Spreadsheet & 28	PAYMENT N	01.67200.72750.10.00000.00000	CDO GOVERNMENT	101.44	
Spreadshee	SYSTEMS CO	151VDR0805-02 Spreadsheet & 28	PAYMENT N	01.67200.72750.10.00000.00000	CDO GOVERNMENT	152.78	
Spreadshee	SYSTEMS CO	151VDR0805-02 Spreadsheet & 28	PAYMENT N	01.67200.72750.10.00000.00000	CDO GOVERNMENT	207.52	
Manual	YEAR-END &	Reverses "150SDB0714-01"17-JUL	Reverses	01.67200.78000.10.00000.00000	to accrue Savka travel expense rpt #221		1,511.52
Payables	Purchase I	Payables A 267709 2842201	JUL-08 Pu	01.67200.78000.10.00000.00000	Journal Import Created	1,499.27	
Manual	PETTY CASH	1523FS0708-13	152KMM070	01.67200.78000.10.00000.00000	29580 - PETTY CASH	49.50	
Manual	PETTY CASH	1523FS0709-40	152LXC070	01.67200.78000.10.00000.00000	29579 FUEL FOR TRUCK	49.50	
Manual	PETTY CASH	1523FS0715-20	152LXC071	01.67200.78550.10.00000.00000	29582 HOSPITALITY FOR BOOK CLUB	13.95	
Payables	Purchase I	Payables A 267852 2854582	JUL-08 Pu	01.67200.78550.10.00000.00000	Journal Import Created	2,150.00	
Spreadshee	SYSTEMS CO	151VDR0723-01 Spreadsheet & 28	PAYMENTNE	01.67200.78550.10.00000.00000	0M SUPERCENTER	1.20	
Spreadshee	SYSTEMS CO	151VDR0730-01 Spreadsheet & 28	PAYMENT N	01.67200.78550.10.00000.00000	DIBELLA'S #901 Q25	25.51	

3. COD 99999 RIT Account Analysis - (180Char) (cont.)

RIT		Account Analysis Report				Report Date: 10-SEP-2008 15:30	
		Entry Item				Page: 2 of 5	
		Period: JUL-08 To JUL-08					
Accounts From: 01.67200.00000.00.00000.00000		To: 01.67200.99999.99.00000.00000		By: Department			
Balance Type: Actual		Ledge: RIT		Period: JUL-08			
Source	Category	Batch Name	JE Name	Accounting Flexfield	Description	Debits (USD)	Credits (USD)
Payables	Purchase I	Payables A 268095 2865522	JUL-08 Pu	01.67200.80200.10.00000.00000	Journal Import Created	2,668.97	
Payables	Purchase I	Payables A 268662 2888232	JUL-08 Pu	01.67200.80200.10.00000.00000	Journal Import Created	2,904.60	
Payables	Purchase I	Payables A 268849 2836046 2	JUL-08 Pu	01.67200.80200.10.00000.00000	Journal Import Created	655.00	
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134248, JK SERVICES		18.55
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134250, JK SERVICES		55.00
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134248, JK SERVICES		55.00
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134248, JK SERVICES		55.00
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134248, JK SERVICES		76.00
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134248, JK SERVICES		82.50
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134250, JK SERVICES		82.50
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134248, JK SERVICES		98.55
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134248, JK SERVICES		198.00
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134055, JK SERVICES		275.00
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.80200.10.00000.00000	134246, INGRAM, SCOTT A		600.00
Payables	Purchase I	Payables A 268880 2817940	JUL-08 Pu	01.67200.84000.10.00000.00000	Journal Import Created	280.48	
Spreadsheet	SYSTEMS CO	1510DR0805-02 Spreadsheet A 28	PAYMENT M	01.67200.84000.10.00000.00000	CDO GOVERNMENT	117.52	
Spreadsheet	YEAR-EMD A	Reverses "FY08 PO ACCRUAL Adju	Reverses	01.67200.84000.10.00000.00000	122421, VOR INTERNATIONAL, LLC		1,226.45
Manual	Chargeback	485MA30711-01	Transfer	01.67200.90020.10.00000.00000	Funds transferred for Angela Foreman -		12.79
Spreadsheet	Chargeback	180TXG0721-04 Spreadsheet A 28	180TXG072	01.67200.90170.10.00000.00000	PROJ 057750 - BILL# 1	8.05	
Spreadsheet	Chargeback	180TXG0721-04 Spreadsheet A 28	180TXG072	01.67200.90170.10.00000.00000	PROJ 058045 - BILL# 1	12.00	
Spreadsheet	SYSTEMS CO	1510DR0720-01 Spreadsheet A 28	PAYMENT M	01.67200.72750.10.00000.00000	CDO GOVERNMENT	22.21	
Spreadsheet	ITS EXP AL	759LUF0804-01 Spreadsheet A 28	JUL-08 IT	01.67200.90230.10.00000.00000	9.315 Employee FTEs for July	787.12	
Spreadsheet	ITS EXP AL	759LUF0804-01 Spreadsheet A 28	JUL-08 IT	01.67200.90230.10.00000.00000	29.218 Student FTEs for June	2,477.37	
Spreadsheet	Chargeback	1511MM0728-04 Spreadsheet A 28	TELECOM R	01.67200.90270.10.00000.00000	Telecom Rental Chrg JUL 08	1,135.29	
Spreadsheet	Chargeback	1511MM0728-05 Spreadsheet A 28	TELECOM T	01.67200.90270.10.00000.00000	Telecom Toll Chrg JUL 08	38.61	
Total Exp. Department 67200						82,024.54	20,841.25
Total for Period: JUL-08						82,024.54	20,841.25
Beginning Balance: 0.00 DR							
Ending Balance: 61,182.29 DR							

4. COD 99999 RIT Account Analysis - Subledger with AP

RIT		Account Analysis With Subledger Detail					Report Date: 11-Sep-08	
From Account: 01.99999.00000.00.00000.00000		Period: JUL-08		To: JUL-08		Page: 1 of 1		
To Account: 01.99999.99999.99.00000.00000						First Order By: Department		
Sort By : SEQUENCE						Second Order By: Project		
Trading Partner:						Third Order By: Object		
Source : Payables								
Batch Name	Account	GL Date	Trading Partner	Trans Num	PO	Debit	Credit	Line Description
Payables A 2677	01.99999.78000.10.00000.00000	Jul 31, 2008	Savka, Michael A.	221627		1,499.27		MERIDA, MEXICO 6/27-30/08
Subtotal	Department 99999	Project 00000	Object 78000			1,499.27	0.00	
Batch Name	Account	GL Date	Trading Partner	Trans Num	PO	Debit	Credit	Line Description
Payables A 2678	01.99999.78550.10.00000.00000	Jul 31, 2008	SNYDER CORP	8/4-5/08		3,150.00		STAFF RETREAT
Subtotal	Department 99999	Project 00000	Object 78550			3,150.00	0.00	
Batch Name	Account	GL Date	Trading Partner	Trans Num	PO	Debit	Credit	Line Description
Payables A 2688	01.99999.80200.10.00000.00000	Jul 31, 2008	GETINGE/CASTLE INC	2071003	134644	296.25		Preventive Maintenance p
Payables A 2688	01.99999.80200.10.00000.00000	Jul 31, 2008	GETINGE/CASTLE INC	2071003	134644	358.75		Preventive Maintenance A
Payables A 2680	01.99999.80200.10.00000.00000	Jul 31, 2008	BECKMAN COULTER INC	4064736	134642	1,548.00		Service Agreement for Ava
Payables A 2680	01.99999.80200.10.00000.00000	Jul 31, 2008	BECKMAN COULTER INC	4064710	134642	1,111.17		Service Agreement for Ava
Payables A 2680	01.99999.80200.10.00000.00000	Jul 31, 2008	BECKMAN COULTER INC	4064738	134642	1,009.80		Service Agreement for Opt
Payables A 2686	01.99999.80200.10.00000.00000	Jul 31, 2008	BIO-RAD LABORATORIES	SDB10016098	134688	2,904.60		catalog# 1709740WSA Servi
+	Subtotal	Department 99999	Project 00000	Object 80200		7,228.57	0.00	
Batch Name	Account	GL Date	Trading Partner	Trans Num	PO	Debit	Credit	Line Description
Payables A 2668	01.99999.84000.10.00000.00000	Jul 31, 2008	VWR INTERNATIONAL, LLC	34312584		6.96		
Payables A 2668	01.99999.84000.10.00000.00000	Jul 31, 2008	VWR INTERNATIONAL, LLC	34312584	133431	273.52		Catalog# 21800-024 Anemon
Subtotal	Department 99999	Project 00000	Object 84000			280.48	0.00	
Subtotal	Department 99999	Project 00000				12,158.32	0.00	
Subtotal	Department 99999					12,158.32	0.00	
Subtotal	JUL-08					12,158.32	0.00	
	Grand Total					1,2158.32	0.00	

5. ITS CHARGEBACK EMPLOYEE DETAIL REPORT

RIT_GLITSCB_EMP.
Version 1.3
Date: 072008
Dept Start: 99999
Dept End: 99999
Project Start: 00000
Project End: 00000

ITS Monthly Chargeback
Employee Detail

Run Date: 09/11/08
Page 1 of 1

GL Account	Name	Emp Number	Exempt Status	Employee Type	Payroll Date	FTE
01.99999.XXXXX.10.00000.00000						
	Cage, Mr. Nicholas M	5555	Non-Exempt	Staff	07/11/08	0.500
	Denton, Mr. Michael R	66666	Non-Exempt	Staff	07/11/08	0.500
	Peck, Thomas M	77777	Non-Exempt	Staff	07/11/08	0.500
	Lipton, Julie S	88888	Non-Exempt	Staff	07/11/08	0.500
	Morris, Jacquelyn J	9999	Non-Exempt	Staff	07/11/08	0.500
	Tipson, Sarah P	12222	Non-Exempt	Staff	07/11/08	0.250
	Yanera, Mr. Keith A	233	Non-Exempt	Staff	07/11/08	0.500
	Baltera, Louis	33333	Exempt	Faculty	07/15/08	0.500
	Corbina, Mr. Ken A	11111	Exempt	Staff	07/15/08	0.500
	Martino, Doctor Donald T	444	Exempt	Faculty	07/15/08	0.260
	Straikr, Ms. Rose K	2222	Exempt	Staff	07/15/08	0.500
	Cage, Mr. Nicholas M	5555	Non-Exempt	Staff	07/25/08	0.500
	Peck, Thomas M	77777	Non-Exempt	Staff	07/25/08	0.295
	Lipton, Julie S	88888	Non-Exempt	Staff	07/25/08	0.500
	Morris, Jacquelyn J	9999	Non-Exempt	Staff	07/25/08	0.500
	Tipson, Sarah P	12222	Non-Exempt	Staff	07/25/08	0.250
	Yanera, Mr. Keith A	233	Non-Exempt	Staff	07/25/08	0.500
	Baltera, Louis	33333	Exempt	Faculty	07/31/08	0.500
	Corbina, Mr. Ken A	11111	Exempt	Staff	07/31/08	0.500
	Martino, Doctor Donald T	444	Exempt	Faculty	07/31/08	0.260
	Straikr, Ms. Rose K	2222	Exempt	Staff	07/31/08	0.500
Total FTEs:						9.315
Grand Total FTEs:						9.315

7. NTID DEPARTMENT STATEMENT

RIT
 NTID Department Statement
 Current Period: OCT-01

Date: 05-DEC-01 14:42:55
 Page: 1

Currency: USD

ENTITY=01 (RIT), DEPARTMENT=49999 (NTID-PHYSICAL EDUCATION), PROJECT=02002 (NTID FY 2002), PROGRAM=00000 (NONE)

OBJECT	Start of Year Budget	Current Budget	Encumbrances	Actual OCT-01	NTID YTD Actual	Available Balance	Percent Expended
% Of Budget Year Completed	8.33%						
Object Code & Description							
Expenses							
Salaries							
Full Time Salaries							
70150 SALARIES - TENURED	69,800	69,800	0.00	5,758.84	5,758.84	64,041.16	8.3
70450 SALARIES - TECHNIC	23,000	23,000	0.00	2,625.00	2,625.00	20,375.00	11.4
Subtotal Full Time Salar	92,800	92,800	0.00	8,383.84	8,383.84	84,416.16	9.0
Part Time Salaries							
70550 SALARIES - FACULTY	152,100	152,100	0.00	177.00	177.00	151,923.00	.1
71000 SALARIES - TEMP HO	11,200	11,200	0.00	0.00	0.00	11,200.00	0.0
Subtotal Part Time Salar	163,300	163,300	0.00	177.00	177.00	163,123.00	.1
Students							
71250 SALARIES - STUDENT	20,300	20,300	0.00	49.00	49.00	20,251.00	.2
71300 SALARIES - STUDENT	0	0	0.00	72.00	72.00	(72.00)	n/m
Subtotal Students	20,300	20,300	0.00	121.00	121.00	20,179.00	.6
Subtotal Salaries	276,400	276,400	0.00	8,681.84	8,681.84	267,718.16	3.1
Other							
63030 COST SHARE TRANSFER	0	0	0.00	0.00	0.00	0.00	n/m
73000 SUPPLIES - GENERAL	1,400	1,400	0.00	242.38	242.38	1,157.62	17.3
73150 SUPPLIES - OFFICE	900	900	0.00	125.64	125.64	774.36	14.0
73250 SUPPLIES - INSTRUCT	2,000	2,000	0.00	0.00	0.00	2,000.00	0.0
75050 HONORARIA	500	500	0.00	0.00	0.00	500.00	0.0
80000 TRAVEL - CONFERENCE	700	700	0.00	0.00	0.00	700.00	0.0
78006 TRAVEL - OTHER TRAV	4,600	4,600	0.00	3,435.00	3,435.00	1,165.00	74.7
78550 TRAVEL - HOSPITALIT	500	500	0.00	0.00	0.00	500.00	0.0
79000 TRAVEL - LOCAL MEET	2,200	2,200	0.00	83.65	83.65	2,116.35	3.8
86000 MISCELLANEOUS EXPEN	6,800	5,800	0.00	0.00	0.00	5,800.00	0.0
90205 HUB POSTAGE CHGBK	0	1,000	0.00	150.00	150.00	850.00	.2
90255 NTID COPY CHGS CHGB	0	0	0.00	0.25	.25	(0.25)	n/m
90370 TELECOMM TELEPHONE	100	100	0.00	51.54	51.54	48.46	.5
Subtotal Other	19,700	19,700	0.00	4,088.46	4,088.46	15,611.54	20.8
Subtotal Expenditures (Inc	296,100	296,100	0.00	12,770.30	12,770.30	283,329.70	4.3

Close Full Screen

7. NTID DEPARTMENT STATEMENT (cont.)

RIT
 NTID Department Statement
 Current Period: OCT-01

Date: 05-DEC-01 14:42:55
 Page: 2

Currency: USD

ENTITY=01 (RIT), DEPARTMENT=49999 (NTID-PHYSICAL EDUCATION), PROJECT=02000 (NTID FY 2000), PROGRAM=00000 (NONE)

OBJECT	Start of Year Budget	Current Budget	Encumbrances	Actual OCT-01	NTID YTD Actual	Available Balance	Percent Expended
Revenue & Recovery							
Revenue							
59000 REVENUE - OTHER INC	(7,100)	(7,100)	0.00	0.00	0.00	(7,100.00)	0.0
Subtotal Revenue	(7,100)	(7,100)	0.00	0.00	0.00	(7,100.00)	0.0
Chargebacks							
90010 NTID Chargeback Cred	(100,000)	(100,000)	0.00	(2,352.15)	(2,352.15)	(97,647.85)	2.4
Subtotal Chargebacks	(100,000)	(100,000)	0.00	(2,352.15)	(2,352.15)	(97,647.85)	2.4
Subtotal Revenue & Recovery	(107,100)	(107,100)	0.00	(2,352.15)	(2,352.15)	(104,747.85)	2.2
Net Expenditures	189,000	189,000	0.00	10,418.15	10,418.15	178,581.85	5.5
NTID Funded Expenses							
72000 BENEFITS - BUDGET 0	81,500	81,500	0.00	0.00	0.00	81,500.00	0.0
72050 BENEFITS - POOLED E	0	0	0.00	2,052.49	2,052.49	(2,052.49)	n/m
90230 RIT COMPUTER SERVIC	800	800	0.00	46.54	46.54	753.46	5.8
Total NTID Funded Expenses	82,300	82,300	0.00	2,099.03	2,099.03	80,200.97	2.6
Total Expenses	271,300	271,300	0.00	12,517.18	12,517.18	258,782.82	4.6

Close Full Screen

8. RIT AUXILIARY DEPT STATEMENT

RIT
 Auxiliary Department Statement
 Current Period: OCT-01

Date: 10-DEC-01 07:52:35
 Page: 1
 Currency: USD

OBJECT	Permanent Budget	Working Budget	Encumbrances	Actual OCT-01	YTD Actual	Available Balance	Percent Expended
ENTITY=01 (RIT), DEPARTMENT=24999 (FOOD SERVICE PIZZA PARLOR), PROJECT=00000 (NONE), PROGRAM=00000 (NONE)							
% Of Budget Year Complete	33.33%						
Object Code & Description							
Expenses							
Salaries							
Full Time Salaries							
70050 ADMIN / PROF -	338,399.00	338,399.00	0.00	28,133.74	112,534.96	225,864.04	33.3
70450 TECHNICAL, CLE	31,880.00	31,880.00	0.00	2,904.79	11,917.82	19,962.18	37.4
70500 MAINT., FOOD S	33,136.00	33,136.00	0.00	2,210.91	8,518.77	24,617.23	25.7
Subtotal Full Time Sa	403,415.00	403,415.00	0.00	33,249.44	132,971.55	270,443.45	33.0
Students							
71250 STUDENT - SALA	3,060.00	3,060.00	0.00	392.16	2,068.19	991.81	67.6
71300 STUDENT CO-OP	1,020.00	1,020.00	0.00	(1,438.48)	(1,568.79)	2,588.79	*****
Subtotal of Students	4,080.00	4,080.00	0.00	(1,046.32)	499.40	3,580.60	12.2
Subtotal Salaries	407,495.00	407,495.00	0.00	32,203.12	133,470.95	274,024.05	32.8
Benefits							
72050 BENEFITS - POOL	101,257.00	101,257.00	0.00	8,345.61	33,375.86	67,881.14	33.0
72300 BENEFITS - TUIT	16,136.00	16,136.00	0.00	0.00	0.00	16,136.00	0.0
72325 BENEFITS - DEPE	0.00	0.00	0.00	0.00	3,500.00	(3,500.00)	n/m
Subtotal Benefits	117,393.00	117,393.00	0.00	8,345.61	36,875.86	80,517.14	31.4
Other							
63184 OTHER TRANSFERS	16,488.00	16,488.00	0.00	1,374.00	5,496.00	10,992.00	33.3
73150 SUPPLIES - OFFI	15,000.00	15,000.00	0.00	1,141.50	7,893.14	7,106.86	52.6
73600 SUPPLIES - DUES	2,000.00	2,000.00	0.00	1,400.00	1,650.00	350.00	82.5
73650 SUPPLIES - UNIF	1,000.00	1,000.00	0.00	509.00	509.00	491.00	50.9
75000 PROFESSIONAL FE	0.00	0.00	0.00	(2,083.65)	0.00	0.00	n/m
75100 ADVERTISING	4,000.00	4,000.00	0.00	1,931.00	14,266.00	(10,266.00)	356.7
77000 CIMS - OCCUPANC	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
78000 TRAVEL - CONFER	10,000.00	10,000.00	0.00	1,571.10	4,904.89	5,095.11	49.0
78550 TRAVEL - HOSPIT	0.00	0.00	0.00	37.50	37.50	(37.50)	N/M
79050 GOVERNMENT UNRE	100.00	100.00	0.00	87.75	216.91	(116.91)	216.9
80000 MAINTENANCE AND	200.00	200.00	0.00	0.00	222.92	(22.92)	111.5
84000 EQUIPMENT - < \$	10,000.00	10,000.00	1,384.00	1,180.90	13,824.65	(3,824.65)	138.2

Close Full Screen

8. RIT AUXILIARY DEPT STATEMENT (cont.)

RIT Auxiliary Department Statement Current Period: OCT-01								Date: 10-DEC-01 07:52:35
ENTITY=01 (RIT), DEPARTMENT=24999 (FOOD SERVICE PIZZA PARLOR), PROJECT=00000 (NONE), PROGRAM=00000 (NONE)								Page: 1
								Currency: USD
OBJECT	Permanent Budget	Working Budget	Encumbrances	Actual OCT-01	YTD Actual	Available Balance	Percent Expende	
86000 MISCELLANEOUS E	12,000.00	7,000.00	0.00	99.60	2,502.73	4,497.27	35.8	
86350 DISCOUNT FEE (M	5,100.00	5,100.00	0.00	929.62	3,454.36	1,645.64	67.7	
90100 CAMPUS CONNECTI	7,000.00	7,000.00	0.00	134.10	134.10	6,865.90	1.9	
90170 FMS WORK ORDER	0.00	5,000.00	0.00	18.64	18.64	4,981.36	0.4	
90185 FS CATERING SAL	5,000.00	5,000.00	0.00	105.60	105.60	4,894.40	2.1	
90200 HUB COPY CHRGS	10,000.00	10,000.00	0.00	571.20	571.20	9,428.80	5.7	
90205 HUB POSTAGE CHG	13,500.00	13,500.00	0.00	220.25	220.25	13,279.75	1.6	
90230 ITS COMPUTER SE	6,724.00	6,724.00	0.00	596.24	2,384.96	4,339.04	35.5	
90370 TELECOMM TELEPH	15,000.00	15,000.00	0.00	1,027.96	1,027.96	13,972.04	6.9	
90520 SPACE RENTAL SM	11,496.00	11,496.00	0.00	958.00	3,832.00	7,664.00	33.3	
90675 FMS INSURANCE S	1,938.00	1,938.00	0.00	162.00	648.00	1,290.00	33.4	
Subtotal Other	148,546.00	148,546.00	1,384.00	11,972.31	63,920.81	84,625.19	43.0	
Total Expenditures (Inc	265,939.00	265,939.00	1,384.00	20,317.92	100,796.67	165,142.33	37.9	
Revenue & Recovery								
Revenue								
61400 SALES - CONCESS	(415,000.00)	(415,000.00)	0.00	(72,488.70)	(148,271.44)	(266,728.56)	35.7	
62400 INCOME - MISCEL	0.00	0.00	0.00	(70.00)	(120.00)	120.00	n/m	
Subtotal Revenue	(415,000.00)	(415,000.00)	0.00	(72,558.70)	(148,391.44)	(266,608.56)	35.8	
Chargebacks								
90020 RIT CHARGEBACK	(33,636.00)	(33,636.00)	0.00	(790.00)	(790.00)	(32,846.00)	2.3	
90021 RIT SM CHARGEBA	(682,037.00)	(682,037.00)	0.00	(59,639.00)	(238,556.00)	(443,481.00)	35.0	
Subtotal Chargebacks	(715,673.00)	(715,673.00)	0.00	(60,429.00)	(239,346.00)	(476,327.00)	33.4	
Total Revenue & Recovery	(1,130,673.00)	(1,130,673.00)	0.00	(132,987.70)	(387,737.44)	(742,935.56)	34.3	
Net Expenditures / (Surp	(864,734.00)	(864,734.00)	1,384.00	(112,669.78)	(286,940.77)	(577,793.23)	33.2	

Close Full Screen

9. SPA GRANT STATEMENT

RIT
RIT SPA Grants Statement
Current Period: OCT-01

Currency: USD

ENTITY=01 (RIT), PROJECT=39999 (99999 Education Grant; ABC-99999, D. Jones; 8/1/01-7/30/02), PROGRAM=00000 (NONE)

OBJECT	Total Budget	Encumbrances	Actual OCT-01	PJTD Actual	Available Balance	Percent Expended

Object Code & Description						
Revenue						
52000 FEDERAL APPROPRIATION	0.00		(1,125.32)	(12,223.52)	12,223.52	n/m
Subtotal Revenue	0.00		(1,125.32)	(12,223.52)	12,223.52	n/m

Expenses						
Direct Costs						
Full-Time Salaries						
70050 SALARIES - ADMIN / PROF	141,785.00		11,242.38	11,242.38	130,542.62	7.9
70450 SALARIES - TECHNICAL, CLERICAL AN	23,245.00		2,046.82	2,701.80	20,543.20	11.6
70825 SALARIES - EXT P/T REG ADMIN/PROF	0.00		1,047.50	1,047.50	(1,047.50)	n/m
Subtotal Full-Time Salaries	165,030.00		14,336.70	14,991.68	150,038.32	9.1
Part-Time Salaries						
70600 SALARIES - PART-TIME REGULAR ADMI	12,671.00		0.00	0.00	12,671.00	0.0
70850 SALARIES - TEMP PROF	12,000.00		1,000.00	1,000.00	11,000.00	8.3
71250 SALARIES - STUDENT	4,500.00		0.00	0.00	4,500.00	0.0
Subtotal Part-Time Salaries	29,171.00		1,000.00	1,000.00	28,171.00	3.4

Subtotal Salaries	194,201.00		15,336.70	15,991.68	178,209.32	8.2
Benefits						
72050 BENEFITS - POOLED EXPENSES	42,225.00		3,640.50	3,802.94	38,422.06	9.0
72300 BENEFITS - TUITION WAIVER	4,257.00		0.00	0.00	4,257.00	0.0
Subtotal Benefits	46,482.00		3,640.50	3,802.94	42,679.06	8.2

Other Direct Costs						
73000 SUPPLIES - GENERAL	5,000.00		0.00	0.00	5,000.00	0.0
73750 SUPPLIES - SOFTWARE	13,000.00		0.00	0.00	13,000.00	0.0
75200 CONSULTANTS/INDEPENDENT CONTRACTO	1,700.00		0.00	0.00	1,700.00	0.0
75850 BROCHURES AND PAMPHLETS	40,000.00		19,151.90	19,151.90	20,848.10	47.9
77250 TELEPHONE	8,000.00		0.00	0.00	8,000.00	0.0
78000 TRAVEL - CONFERENCES AND COMMITTEE	24,000.00		0.00	0.00	24,000.00	0.0
78006 TRAVEL - OTHER TRAVEL AND HOSPITA	29,000.00		50.00	50.00	28,950.00	0.2
80200 MAINTENANCE AND REPAIRS - EQUIPME	3,500.00		120.00	120.00	3,380.00	3.4
86000 MISCELLANEOUS EXPENSES	16,000.00		1,623.97	1,623.97	14,376.03	10.1
90200 HUB COPY CHGS CHGBK	100.00		0.00	0.00	100.00	0.0
90205 HUB POSTAGE CHGBK	12,000.00		2,083.32	2,083.32	9,916.68	17.4
90230 RIT COMPUTER SERVICES	1,000.00		399.79	399.79	600.21	40.0
Subtotal Other Direct Costs	153,300.00		23,428.98	23,428.98	129,871.02	15.3

9. SPA GRANT STATEMENT (cont.)

RIT
RIT SPA Grants Statement
Current Period: OCT-01

Currency: USD

ENTITY=01 (RIT), PROJECT=30599 (99999 DED Education Grant; H056-432-12;S. Briggs; 8/1/01-7/30/02), PROGRAM=00000 (NONE)	Total Budget	Encumbrances	Actual OCT-01	PJTD Actual	Available Balance	Percent Expended
OBJECT -----						
Total Direct Costs	393,983.00		42,406.18	43,223.60	350,759.40	11.0
Facilities & Administration Costs						
85000 FACILITIES & ADMINISTRATION COST	156,017.00		16,792.85	17,116.55	138,900.45	11.0
Subtotal F & A Costs	156,017.00		16,792.85	17,116.55	138,900.45	11.0
Non-Direct Costs						
75350 SUBCONTRACTOR FEES > \$25K	50,000.00		0.00	0.00	50,000.00	0.0
75351 SUBCONTRACTOR FEES > \$25K - GRP A	55,000.00		0.00	0.00	55,000.00	0.0
75352 SUBCONTRACTOR FEES > \$25K - GRP B	55,000.00		0.00	0.00	55,000.00	0.0
75353 SUBCONTRACTOR FEES > \$25K - GRP C	45,000.00		0.00	0.00	45,000.00	0.0
75354 SUBCONTRACTOR FEES > \$25K - GRP D	30,000.00		0.00	0.00	30,000.00	0.0
75355 SUBCONTRACTOR FEES > \$25K - GRP E	40,000.00		0.00	0.00	40,000.00	0.0
75357 SUBCONTRACTOR FEES > \$25K - GRP G	70,000.00		0.00	0.00	70,000.00	0.0
75359 SUBCONTRACTOR FEES > \$25K - GRP I	15,000.00		0.00	0.00	15,000.00	0.0
75360 SUBCONTRACTOR FEES > \$25K - GRP J	10,000.00		0.00	0.00	10,000.00	0.0
75361 SUBCONTRACTOR FEES > \$25K - GRP K	30,000.00		0.00	0.00	30,000.00	0.0
75362 SUBCONTRACTOR FEES > \$25K - GRP L	20,000.00		0.00	0.00	20,000.00	0.0
75363 SUBCONTRACTOR FEES > \$25K - GRP M	30,000.00		0.00	0.00	30,000.00	0.0
Subtotal Non-Direct Costs	450,000.00		0.00	0.00	450,000.00	0.0
Total Expenses	1,000,000.00		59,199.03	60,340.15	939,659.85	6.0

10. OTHER PROJECT STATEMENT

Date: 01-FEB-02 14:05:39

Page: 1

RIT

RIT Other Project Financial Statements

Current Period: OCT-01

Currency: USD

ENTITY=01 (RIT), PROJECT=15999 (99999; JONES DESIGNATED FUND ACCOUNT),

PROGRAM=00000 (NONE)

OBJECT	Total	Fiscal Yr Beginning Bal	Encumbrances	Actual OCT-01	YTD Actual	Available Balance	PJTD Balance
Object Code & Description							
Revenue							
59000 REVENUE - OTHER INCOME				(2,400.00)	(2,400.00)	2,400.00	
Subtotal Revenue				(2,400.00)	(2,400.00)	2,400.00	
Expenses							
Direct Costs							
Full-Time Salaries							
Subtotal Full-Time Salaries				0.00	0.00	0.00	
Part-Time Salaries							
71250 STUDENT - SALARIES				0.00	447.00	(447.00)	
Subtotal Part-Time Salaries				0.00	447.00	(447.00)	
Subtotal Salaries				0.00	447.00	(447.00)	
Benefits							
Subtotal Benefits				0.00	0.00	0.00	
Other Direct Costs							
73000 SUPPLIES - GENERAL				785.90	785.90	(785.90)	
73150 SUPPLIES - OFFICE				21.55	122.41	(122.41)	
73350 SUPPLIES - LAB AND MEDICA				502.38	3,790.04	(3,790.04)	
74250 POSTAGE				0.00	34.32	(34.32)	
77250 TELEPHONE				0.00	4,352.00	(4,352.00)	
78000 TRAVEL - CONFERENCES AND				365.00	365.00	(365.00)	
78002 TRAVEL				177.33	247.48	(247.48)	
78550 TRAVEL - HOSPITALITY				66.30	1,307.80	(1,307.80)	
80000 MAINTENANCE AND REPAIRS -				1,200.00	1,200.00	(1,200.00)	
Subtotal Other Direct Costs				3,118.46	12,204.95	(12,204.95)	
Total Direct Costs				3,118.46	12,651.95	(12,651.95)	
Non-Direct Costs							
82000 STUDENT AID AND PRIZES				0.00	240.35	(240.35)	
Subtotal Non-Direct Costs				0.00	240.35	(240.35)	
Total Expenses				3,118.46	12,892.30	(12,892.30)	
Total Available Balance (Surplus)/D	(45,240.05)			718.46	10,492.30		(34,747.75)

11. DEPARTMENTAL ASSET INVENTORY REPORT RIT

RIT
RIT_FAS410_DEPT 1.0

Departmental Asset Inventory Report RIT

Report Date: 11-SEP-2008 15:46
Page: 1 of 3

Book: RIT_ASSET_BOOK
From Date Placed in Service:
To Date Placed in Service:
Starting DEPARTMENT: 99999
Ending DEPARTMENT: 99999
Order by : Building
ENTITY: 1
DEPARTMENT: 99999

Initials: _____

Dept.	Building	Room	Asset - Description	Category	Manufacturer Name	Model Number	Serial Number	Tag Number	PO Number	Date-in-Svc	Current Cost
99999	Bldg 01	1126	226524 - Latitude D620 1	COMPUTER_5YR04.P.00000	Dell - VarLaeke	LATITUDE D620	B63CLF1	229586	121880	07-NOV-07	1,649.00
99999	Bldg 01	1154	226666 - Latitude D620 1	COMPUTER_5YR04.P.00000	Dell-ALLOCO ALL	LATITUDE D620	4D2CLF1	229602	121880	07-NOV-07	1,649.00
99999	Bldg 01	1156	221949 - OPTIPLEX GX240	COMPUTER.P.0000000	DELL-1ST STUDEN	GX240	2XJ1011	225087	111140	07-NOV-01	1,779.00
99999	Bldg 01	1156	224165 - DELL OPTIPLEX G	COMPUTER.P.0000000	DELL-KEN STUDEN	OPTIPLEX 745	D0Y0421	229158	114580	03-DEC-02	1,607.00
99999	Bldg 01	1156	226662 - Latitude D620 1	COMPUTER_5YR04.P.00000	Dell-BUCKLEY	LATITUDE D620	2J3CLF1	229598	121880	07-NOV-07	1,649.00
99999	Bldg 01	2126	222576 - Latitude D610	COMPUTER_5YR04.P.00000	Dell-Schiffhaus	D610	233F991	227044	124726	FAST	2,252.55
99999	Bldg 01	6000	221927 - DESKTOP	COMPUTER.P.0000000	DELL-ACCT STUDE	OPTIPLEX GX24	7DB2011	225065	111140	07-NOV-01	1,779.00
99999	Bldg 01	6000	224206 - DESKTOP	COMPUTER.P.0000000	DELL-6TH CONF R	OPTIPLEX GX26	C9R0421	226650	114580	02-DEC-02	1,607.00
99999	Bldg 01	6000	224222 - Latitude D620 L	COMPUTER_5YR04.P.00000	Dell-DOMENECH	LATITUDE D620	5473C91	229507	128219	28-DEC-06	1,799.00
99999	Bldg 01	6008	224146 - DESKTOP	COMPUTER.P.0000000	DELL-BROOKS	OPTIPLEX GX26	5MT5421	226257	114580	03-DEC-02	1,607.00
99999	Bldg 01	6012	224220 - Latitude D620 L	COMPUTER_5YR04.P.00000	Dell-STAPPEMEEC	LATITUDE D620	D4739C1	229502	128219	28-DEC-06	1,799.00
99999	Bldg 01	6025	224215 - DESKTOP	COMPUTER.P.0000000	DELL-MCGRATH	OPTIPLEX GX26	FLR0421	226659	114580	02-DEC-02	1,607.00
99999	Bldg 01	6025	226625 - LAPTOP	COMPUTER04.P.0000000	DELL-TAYLOR	LATITUDE D600	F056041	225789	118225	21-DEC-02	1,391.21
99999	Bldg 01	6025	220256 - 4 drawer vertic	FURNISHING304.P.00000				226580	122256	10-JUN-05	1,554.00
Location Bldg 01 Totals:											59,452.75
99999	Bldg 04	2218	229401 - Dell Latitude D	COMPUTER04.P.0000000	DELL-PURDY	Latitude D600	BCN2L61	220922	121999	20-JAN-05	2,289.47
Location Bldg 04 Totals:											2,289.47
99999	Bldg 10	1128	229402 - Dell Latitude D	COMPUTER04.P.0000000	DELL-DITUCCI	Latitude D600	EXXBL61	220923	121999	20-JAN-05	2,289.47
Location Bldg 10 Totals:											2,289.47
99999	Bldg 20	1007	229405 - Dell Latitude D	COMPUTER04.P.0000000	DELL-MONTANARO	Latitude D600	F4N2L61	220926	121999	20-JAN-05	2,289.48
Location Bldg 20 Totals:											2,289.48
DEPARTMENT 99999 Totals:											66,321.17
ENTITY 1 Totals:											66,321.17
Report Totals:											66,321.17
=====											
C = CIP Asset											
E = Expensed Asset											