



### Example

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

### **Budgets**

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

### **NTID Department Statement**

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

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

### **Oracle Detail Reports**

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

### **File Feeds and Other on-Campus Charges**

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

### **Procurement Card Default Accounts**

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

**Student Employment**

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