

Online Entry of Journal (JE) and Non-Salary Cost Transfer (NSCT) Transactions that Cross Departments or Responsibility Centers Outside of Current PRISM Access

THIS METHOD CAN ONLY BE USED IF ALL OF THE FOLLOWING CONDITIONS ARE MET:

- Both the Originating and Target Departments agree to the transaction
- Both Departments involved in the entry have PRISM online General Ledger entry access
- The transaction is NOT part of an IDC or Cash Report
- The transaction does not affect an account number designated for central or general University use

If all of the conditions noted above are met and you are entering a transaction that affects a **departmental*** account you do not have access to, the entry may be done online by adhering to the following procedure:

(* A University account number outside of those designated for Central or General University use.)

A. Originating Department

- 1) Create the appropriate batch in PRISM General Ledger (JE or NSCT) using the standard batch naming convention and placing a 1.00 in the BATCH control total. (Refer to the PRISM General Ledger training material located at www.cfo.pitt.edu/prism).
- 2) Enter the portion of the transaction affecting the Originating Department's account using line numbers between 1 and 49.
- 3) Enter the Preparer and Approver information of the Originating Department.
- 4) Save the batch.
- 5) Notify the Target Department of the need for completion of the entry and provide the batch name that was created and any additional information as requested.
- 6) Upon notification of completion by the Target Department, change the batch control total to the proper amount for posting purposes. **NOTE: It is the sole responsibility of the Originating Department to ensure that the batch is properly completed and the batch control total is changed to the proper amount by the monthly cutoff date and time for the appropriate GL period.**
- 7) It is also the responsibility of the Originating Department to maintain all supporting documentation related to the full transaction according to record retention guidelines and to supply copies of this documentation to the Target Department if requested.

B. Target Department

- 1) Open the entry in PRISM according to the batch name provided by the Originating Department.
- 2) Enter the portion of the transaction affecting Target Department's account using line numbers between 50 and 99 on the SAME journal page within the batch.
- 3) Save the batch.
- 4) Notify the Originating Department upon completion of the entry. Note: The Target Department may request copies of supporting documentation from the Originating Department if needed.

Proper Online General Ledger Batch Completion

The standards for proper online General Ledger Batch/Entry completion have not changed, however, as a reminder, the following standards are required:

- Only proper Batch naming conventions will be accepted - this includes the three initials of the preparer if three are available (Refer to the PRISM training material located at www.cfo.pitt.edu/prism).
- All Batches must begin with 1.00 in the Batch Control total and then must be changed to the proper control total upon completion – **this is critical to the posting process.**
- All Batches must be in balance when released for posting, e.g.
DEBITS = CREDITS = BATCH CONTROL TOTAL
- All Batches must be completed and released for posting to the appropriate period in accordance with the published Monthly General Ledger Cutoff Dates and Times available at www.cfo.pitt.edu/prism or www.cfo.pitt.edu/ga - **departments are responsible for ensuring that their entries have been entered correctly and for the appropriate period and that they have been properly released for posting.**