

## Level I Financial Report FGAR311

This level report provides current month transaction detail for revenue and expense subcodes for a specific University account number. Information includes subcode, reference number, transaction description, budget, actual and encumbrance\* amounts, PO/Req number, identifier and batch name. Sort is by subcode then reference number with subtotals provided for both.

### Report Layout

The header information for level reports is consistent and contains the following information: report number, date on which report was run, page number, title of report, period, entity description, department description, function code and description, full account number, account title and responsibility center.

The column information for the Level I Financial Report (FGAR311) is as follows.

Column Name	Description
Subcode	Classification of transactions as revenues (4xxx) or expenses (5xxx-9xxx)
Reference	Additional classification of transactions determined by each department
Description	Vendor name or journal line description depending on the origin
Current Month Budget	Budget modification request (BMR) transaction where positive values are debits and negative values are credits
Current Month Actual	Actual transaction amount where positive values are debits and negative values are credits
Current Month Encumbrance*	All amounts are shown as zero
PO/Req#	PRISM purchase order number associated with the transaction
Identifier	Invoice number or journal reference field depending on the origin
Batch Name	Name assigned to the transaction's journal batch. The batch name can help identify the department that entered the transaction in PRISM

\* Effective FY05, the University eliminated the encumbrance activity feature in PRISM. The encumbrance column on the various level reports now contains zeros. Consideration is being given to whether the level reports will be altered to take advantage of the extra space created by the elimination of encumbrances.

## Identifying Charges

Questions regarding charges that appear on the Level I Report can encompass a wide range of issues. In order to begin pursuit of answers, it is helpful to understand the origin of information that already appears on the Level I Report.

The Batch Name column will help determine which area created the transaction. The Batch Name consists of 5 standard segments as follows.

- Transaction Code – identifies transaction type.
- Preparer's Department – five-digit department code of preparer.
- Preparer's Initials – three initials of preparer.
- Date Entered – creation date of batch.
- Tracking Number – unique numeric or alpha character.

Please review the PRISM Batch Naming Conventions document for more detailed information. The document can be found on the PRISM web page at <http://www.bc.pitt.edu/prism>. However, some journal entries are generated by other accounting systems outside of PRISM. These journals batches are imported into the PRISM system with unique batch names. The table below identifies the first segment of the batch name and the area/system from which the transaction originated.

Batch Name Contains	Originating Area
BUDC	Budget Feed (Capital) - Budget & Financial Reporting
BUDO	Budget Feed (Operating) - Budget & Financial Reporting
BUDR	Budget Feed (Grant) - Research & Cost Accounting
MA: Endow	Endowment Allocation - Office of Finance
MA: Net Asset	Net Asset Update-Budget & Financial Reporting
MA: CA SJE OH	Overhead-General Accounting
Payables	Payment Processing / Accounts Payable
Payroll	Payroll
PCard	PCard Redistribution Application
SIS	Student Information System (PeopleSoft)
TEL	Telephone Charges - Telecommunications
*RAR*	Research & Cost Accounting Subsystem Feed
*RPA*	Research & Cost Accounting Subsystem Feed
*RPA*LOC	Letter of Credit-Research & Cost Accounting

For questions regarding transactions with Payables batch names, PRISM General Ledger (GL) users can utilize the drilldown function to view more detailed invoice information. Drilldown instructions can be found on the PRISM web page at <http://www.bc.pitt.edu/prism>.

### Level I Report Example

SUB		DESCRIPTION	CURRENT MONTH			PO/	IDENTIFIER	BATCH NAME
CODE	REF		BUDGET	ACTUAL	ENCUMBRANCE	REQ#		
REPORT: FGAR311 <span style="float: right;">PAGE 7 OF 19440</span> RUN DATE: xx-FEB-2006  UNIVERSITY OF PITTSBURGH      ENTITY: Operating      ACCOUNT: 02.xxxxx.XXXX.00000.000000.XXXXX.00000 LEVEL I FINANCIAL REPORT      DEPT: Dental Med, Office of the      TITLE: Dental Med, Office of the PERIOD: JANUARY 2006      FUNCTION: 101 Instruction      RC: xx								
6395		Interdept Unallow Conf Reg &						
	00000	#3731		504.60		62	CATERING	IDC 82455 RAM 010506
		41299 S SMITH 1/3		191.71		62	CATERING	IDC 82455 PKL 1-06-06
		#3794		673.60		62	CATERING	IDC 82455 RAM 011706
		81304 CTHDRL 107 1/19		17.50		76	BEVERAGE	IDC 82455 PKL 1-18-06 B
		81606 CTHDRL 107 1/27		62.75-		76	BEVERAGE	IDC 82455 PKL 1-31-06 B
	00000	TOTAL	0.00	1,324.66	0.00			
6395		TOTAL	0.00	1,324.66	0.00			
6400		Professional Services						
	00000	ALL OCCASIONS PARTY RENT		96.82		305252903		01-DEC-05 15643 Payable
		PREMIER FOLIAGE & FLOWER		300.00		119622		01-DEC-05 15643 Payable
		VINCENT LIGHTING SYSTEMS		901.00		R005547		01-DEC-05 15663 Payable
		LENDABLE LINENS		2,177.00		30119-30247-301		15863 Payables 2189092:
	00000	TOTAL	0.00	3,474.82	0.00			
6400		TOTAL	0.00	3,474.82	0.00			