



Pitt's Real-time Integrated Solutions for Management

PRISM General Ledger

User Guide

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Chapter 1 - Navigation

What is PRISM?

PRISM, Pitt's Real-time Integrated Solutions for Management, is the University of Pittsburgh's Enterprise Financial and Human Resources system.

It is a comprehensive suite of web-based applications which provide innovative solutions to streamline university business processes and transactions. PRISM allows self-service access for faculty and staff to manage their personal data online from anywhere, such as benefits and address information.

PRISM's integrated applications include:

- General Ledger (GL)
- Purchasing (PO)
- Accounts Payable (AP)
- P-card Redistribution (PC)
- Research Proposal & Accounting (RPA)
- Human Resources (HR)
- Payroll (PY)
- Benefits (BEN)
- Time Keeping & Entry (PRISM TRKS/PTE)

Access

PRISM access is granted upon submission of the relevant User Access Form.

You can find the User Form and Instructions here: <https://prism.pitt.edu/access>

Installing Java

- You must have Java platform installed on your computer before you can use the professional applications within PRISM, Self-Service forms do not require Java.
- This procedure needs to be done only once. Oracle releases periodic updates of Java, please verify the latest update version is supported in PRISM before updating your computer.
- Unless you have full administrative rights to your computer, you must have someone from your tech support group install Java.

Follow the steps listed below to get directions for installing Java:

1. Enter the following URL in your Browser: <https://prism.pitt.edu> , then click on the **PRISM Access** menu and select **System Requirements**.

University of Pittsburgh

PRISM
Pitt's Real-time Integrated Solutions for Management

Search

Login to PRISM

PRISM ACCESS

- User Access Forms
- PRISM Printing
- System Requirements**
- Frequently Asked Questions

Pitt's Real-time Integrated Solutions for Management, Financial and Human Resources system.

PRISM TRKS

General Ledger

Travel & Business Expense

Purchasing

P-card

Payables

RPA

SPAR

Employee Self Service

PRISM is a comprehensive suite of web-based applications which provide innovative solutions to streamline University business processes and transactions. PRISM allows self-service access for faculty and staff to manage their personal data online from anywhere, such as benefits and address information.

PRISM's integrated applications include Purchasing, General Ledger, Accounts Payable, PCard Redistribution, Research, Human Resources, Payroll, Benefits, and Time Keeping.

my.pitt.edu

View Training Manuals

Submit a Help Ticket

Quick Links

- FY 2020 Cutoff Dates & Times
- June 2019 Year End Closing Schedule
- Subcode Listings
- Valid Reference Numbers
- Account Number Structure
- HR Glossary

2. Here you will find all relevant information about PRISM System Requirements and versions.

System Requirements

The PRISM System desktop requirements are provided according to the certifications by Oracle Corporation for the University's current version of Oracle E-Business Suite (12.1.3). Please use the listed buttons for information on java setup and desktop/browser configurations.

As of July 28, 2018, PRISM has been configured to use Java Web Start to reduce the java dependencies in multiple browsers. Click [here](#) for information on Java Web Start.

Java Plug In Instructions

Desktop Configuration Requirements

Using Java Web Start in Various Browsers

Pop Up Blockers & Trusted Sites

Internet Explorer Security Settings

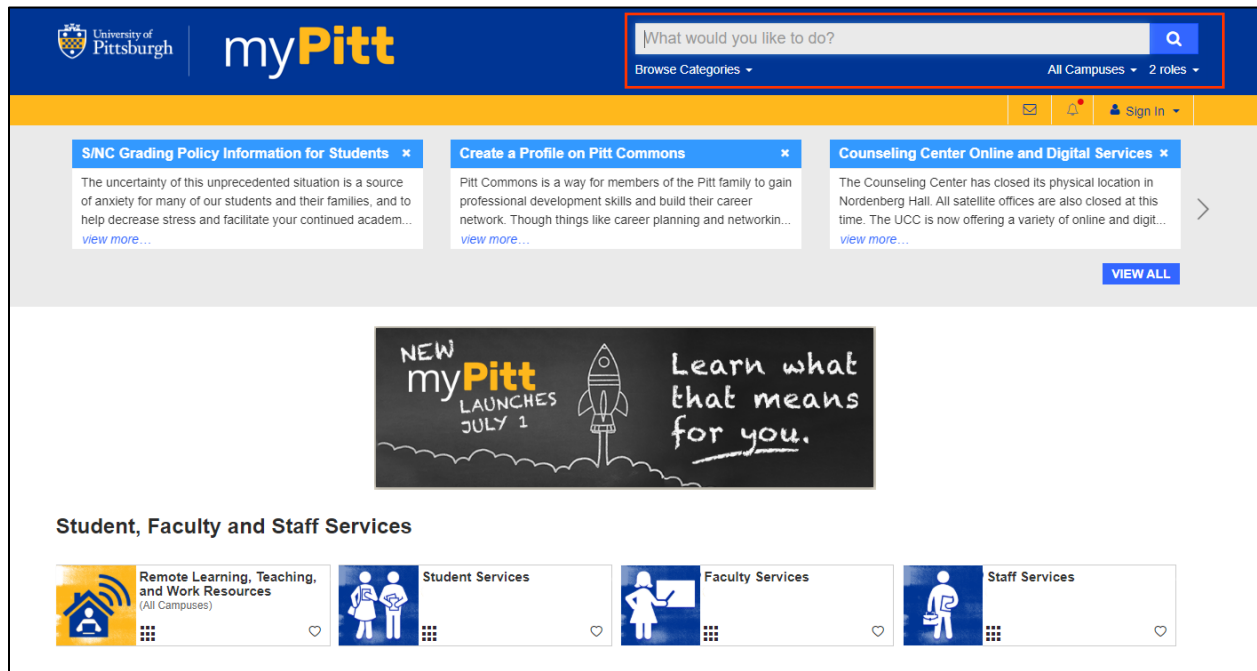
Log in to PRISM

1. Navigate to the University Portal: <https://my.pitt.edu>

The image shows the login page for the University of Pittsburgh's Pitt Passport system. At the top, there is a dark blue header with the University of Pittsburgh logo on the left and the text "University of Pittsburgh" in a gold serif font. Below this is a gold horizontal bar with the text "Pitt Passport" in dark blue. The main content area has a light gray background with a faint map of Pittsburgh. It contains two input fields: "Username" with the placeholder text "Enter username" and "Password" with the placeholder text "Password". Below these fields is a large gold button with the text "Submit" and a right-pointing arrow. Under the button are two links: "Forgot password?" with a gear icon and "Need Help?" with a question mark icon. At the bottom, there is a link for "New Account Activation".

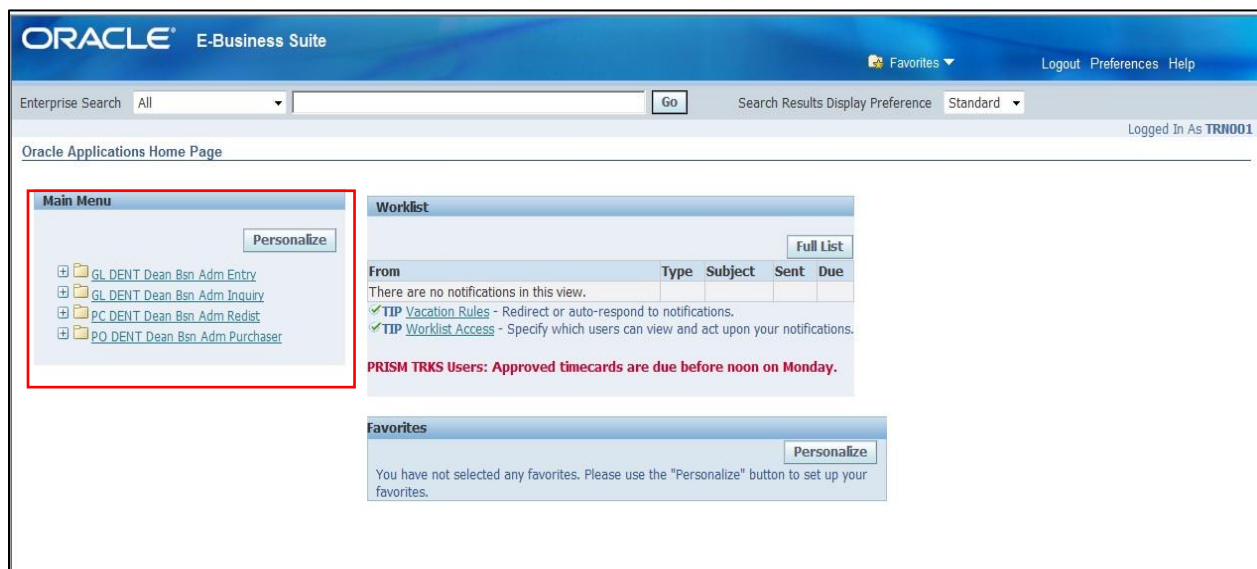
2. Enter Username and Password.
 - If you have forgotten your password, click **Forgot Password?** to go to the University Self Service Password Reset option or contact the Technology Help Desk at 412-624-HELP (4357).
 - In order to use the self-service password reset, users must setup the designated security questions at <http://accounts.pitt.edu/>
3. Click the Submit button, then choose the secondary authentication method and log in.

4. On the My Pitt home page, search for PRISM in the search bar.

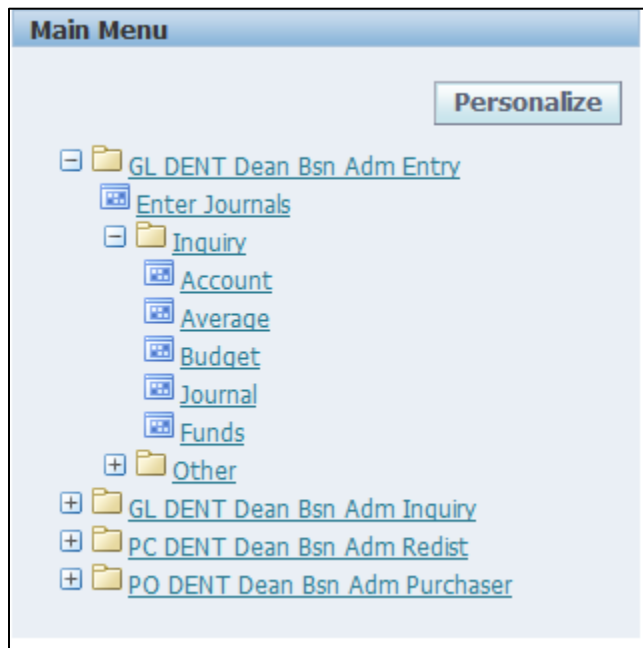


You can add PRISM to your favorites by clicking the Heart Icon.



5. The Oracle E-Business Suite home page will display your active responsibilities, worklist action items and favorites.



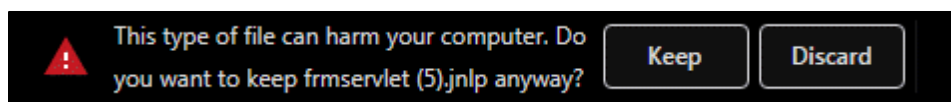
6. Your PRISM responsibilities are listed in the left-hand column under *Main Menu*. Notice each responsibility has a folder icon.



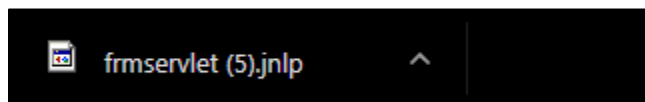
7. Click on the plus signs to expand the folders and see the forms associated with that responsibility.
8. Items that are expanded are preceded by a minus sign (-). You can expand no further when an item displays neither a plus or minus sign. (perhaps show the difference in icons for self-service vs. professional forms)
9. There are two types of Forms in PRISM:

Self Service Forms	Ex: PHR Self Service, Time Entry, Time Off Balances	Self Service Forms are marked with the following icon:	
Professional Forms	Ex: Journal Entry, Reports	Professional Forms are marked with the following icon:	

10. To open a form click on the form name, e.g., Enter Journals. (If it is a professional form, java web start will launch the professional form in a new window, SS will open directly)
11. An **fmsrvlet.jnlp** file will start downloading. This file is part of Java Web Start and will trigger the opening of Java. Depending on the browser you use, you might get a warning message, like this one in Chrome: (The webstart would be better addressed in navigation and not in this part of the manual. If they were already in PRISM they could go to the navigator and open the form without this)

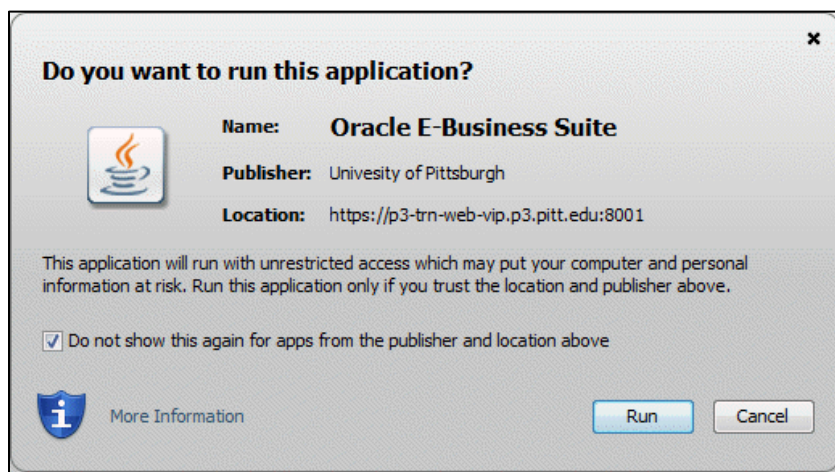


12. Select Keep, then open the file:



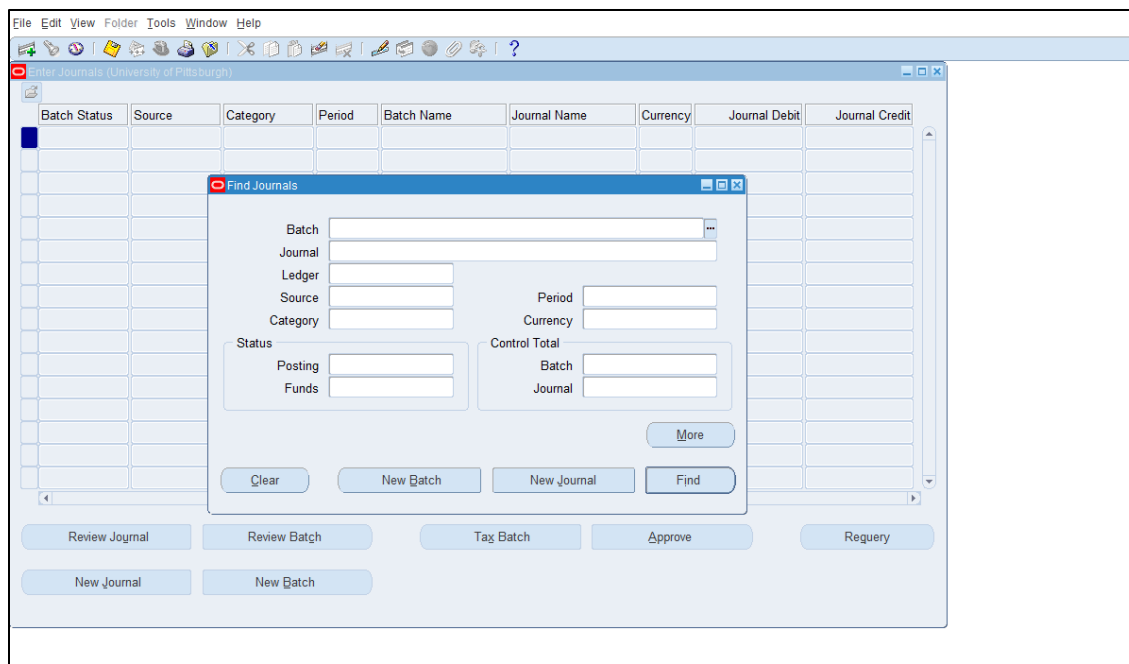
Note: Depending on your browser and its settings, the file might be downloading automatically, or the browser might ask you to choose a location. Once the file is downloaded, open it, and PRISM will start as long as you have the right Java platform installed.

You may also get the following message, select Run.



13. Java will open. You will see the icon in your taskbar.

14. The professional form will be now opened in the Java window



The Navigation List

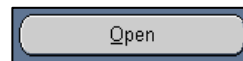
The navigation list is organized much like the hierarchy of a file system. You can expand items that begin with a plus sign (+) to further sublevels until you find the desired item. Sublevels appear indented below the items from which they are expanded.

Items that are expanded are preceded by a minus sign (-). You can expand no further when an item displays neither a plus nor minus sign.

Expanding the Navigation List

Choose one of the following methods to expand an item to its next sublevel:

- Double-click the item
- Select the item, then click the Open button
- Select the item, then click the Expand button



Collapsing the Navigation List

- To collapse an expanded item, Select the item, then click the Collapse button



Expand and Collapse Several Items on the Navigation List

To expand or collapse several items at once, choose one of the following buttons:

- *Expand Branch* expands all the sublevels of the currently selected item
- *Expand All* expands all the sublevels of all expandable items in the navigation list
- *Collapse All* collapses all currently expanded items in the navigation list




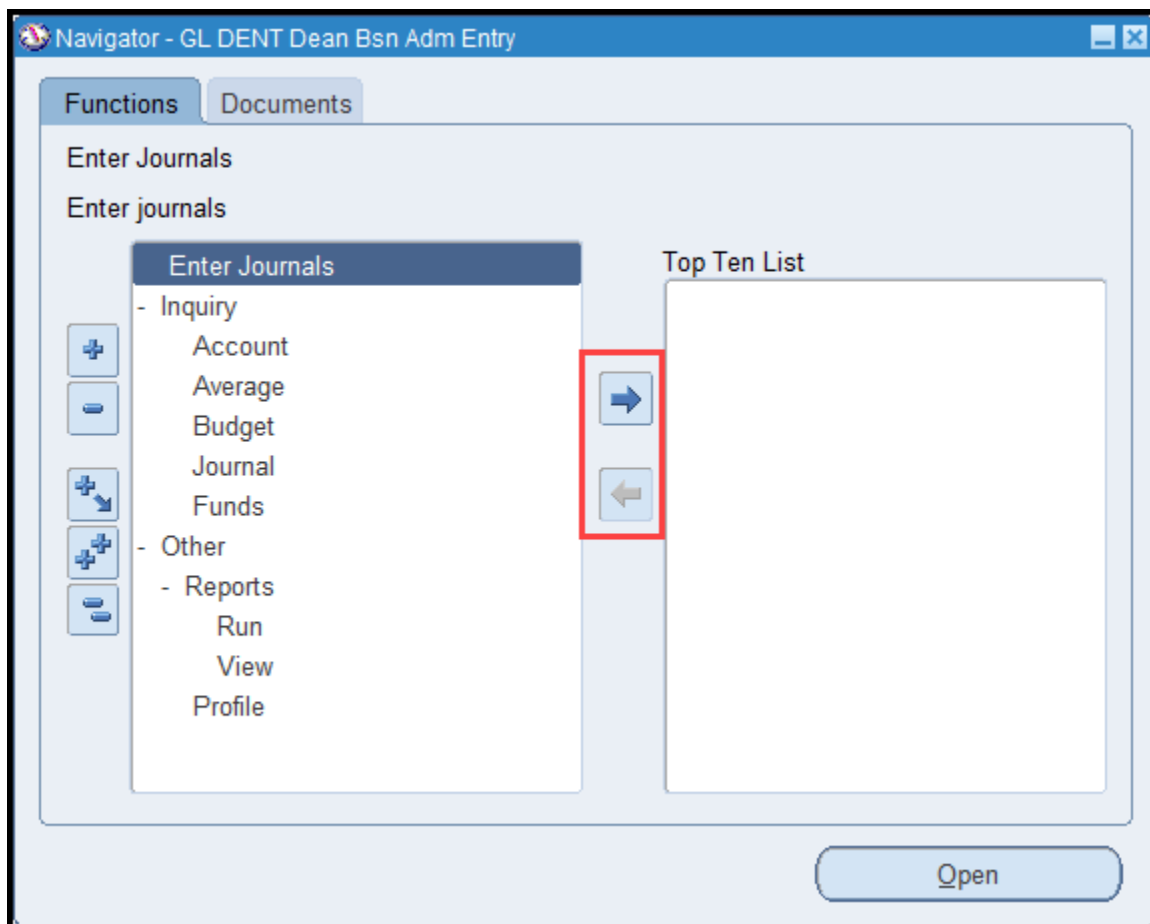
Opening a Form from the Navigation List

There are several ways to open forms from the navigation list:

1. Select the desired item, then click the *Open* button.
2. Double-click on the desired item.
3. Press the number that precedes the desired item.

Creating a Navigation Top-Ten List

- If there are forms that you use frequently, you can copy them to a *Navigation Top-Ten List* located on the right side of the Navigator window.
- The *Navigation Top-Ten List* displays your forms numerically so that you can choose them instantly without having to search for them in the navigation list.
- Once the *Top-Ten List* is created, it will always be displayed when you go into the Navigator window.
- You can place a maximum of ten items on the *Top-Ten List*
- You can create a different *Top-Ten List* for each responsibility to which you have access.
- A form can be deleted from the *Top-Ten List* at any time, simply by highlighting the item and then clicking on the *Remove*  button.
- A *Top-Ten List* is unique for the responsibility and user sign-on combination that you use.



The Applications Toolbar



The toolbar will be on the top of your screen. It is a list of shortcuts that replicate many commonly used menu items so you can invoke their actions quickly without having to search for them in the menu bar. Each toolbar button performs a specific action. Keep in mind, the toolbar buttons are always applied to the form that is selected at that time. Also, not all buttons will be available on every form.

	New Record	Opens a new record in the active form (<i>File → New</i>)
	Find	Opens a search window (<i>View → Find</i>)
	Show Navigator	Returns to the Navigator window (<i>View → Show Navigator</i>)
	Save	Saves any pending changes in the active form (<i>File → Save</i>)
	Next Step	This feature does not work in this application
	Switch Responsibility	Allows user to choose another responsibility when in the Navigator window
	Print	Prints a copy of the active window (<i>File → Print</i>)
	Close Form	Closes all windows in the active form (<i>File → Close Form</i>)
	Cut	Removes the current selection and places it on the clipboard (<i>Edit → Cut</i>)
	Copy	Copies the current selection to the clipboard (<i>Edit → Copy</i>)
	Paste	Pastes from the clipboard into a specified field (<i>Edit → Paste</i>)
	Clear Record	Erases the current record from the active window (<i>Edit → Clear → Record</i>)
	Delete	Deletes the current record from the database (<i>Edit → Delete</i>)
	Edit Field	Displays the Editor window for the current field (<i>Edit → Edit Field</i>)
	Zoom	This feature does not work in this application
	Translations	This feature does not work in this application
	Attachments	Opens the Attachments window (<i>View/Attachments</i>)
	Folder Tools	Enables tools for folder adjustments (<i>Folder/etc.</i>)
	Window Help	Displays general help for the active window (<i>Help ? Window Help</i>)

Keyboard Shortcuts

Key	Description	Key	Description
F4	Close Window	Ctrl S	Save
F5	Clear Field	Ctrl Down	Insert Record
F6	Clear Record	Ctrl Up	Delete Record
F8	Clear Form	Tab	Go to next field
F11	Enter Query	Shift Tab	Go to previous field
Ctrl/F11	Execute Query	Shift PageUp	Previous Block
F4	Cancel Query or Close Window	Shift F5	Duplicate Field Above
Ctrl E	Field Edit	Shift F6	Duplicate Record Above
Ctrl K	List of Keys	Shift Home	Highlight Field
Ctrl L	List of Values (LOV)	Shift End	Highlight Field

Button Shortcuts

- Each button has a descriptive name displayed inside it with a specific letter underlined. To simulate clicking the button by using the keyboard, press the Alt key and the underlined letter found inside the button. For example:

Alt O =



Navigating Within a Form

You can navigate within a form using one of the following methods:

- Move the cursor with your mouse.
- Choose an appropriate menu item.
- Enter an appropriate keyboard shortcut. For example, pressing Tab or Enter.

Difference between Tab and Enter:

- Tab moves you between fields.
- Enter accepts the default entry in the field or window, providing there is a default entry available.
- If you use Enter to navigate between fields, you may get unexpected errors. Use Tab or your mouse as much as possible.


Field Colors:

- Yellow fields – mandatory by the system, for example, the Batch name.
- White fields – optional by the system but sometimes required by policy, for example, the control total.
- Greyed out fields – Read only.

Switching Responsibilities

If you have several responsibilities and you want to work in Oracle Applications under a different responsibility, you can do so without exiting Oracle Applications. You must be in the Navigator window to switch responsibilities.

To switch your responsibility:

- Click on the Top Hat icon  or select File/Switch Responsibility
- Select a new responsibility from the Responsibilities window and click the OK button or double click on the desired responsibility.

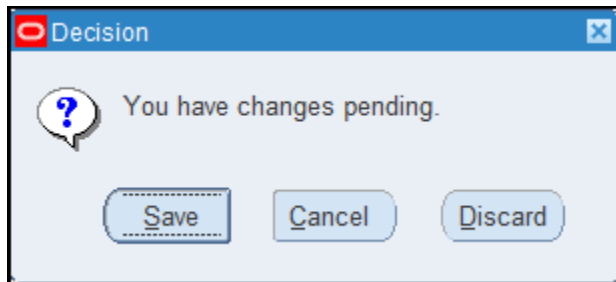
The Navigator window title and contents will reflect the new responsibility you have chosen.

Closing a Form

- In some forms, the initial window contains buttons that cause additional windows to be displayed. There are two ways to close windows within the applications.
1. Select File from the menu bar, then select Close Form.
 2. Click the Close Window button that appears at the upper right hand corner of each active window.
 3. Use the Keyboard shortcut-- F4.
 4. Use the Close Form icon.

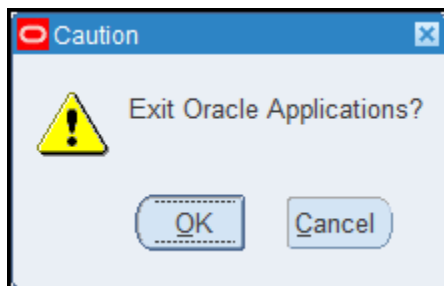
Exiting Oracle Applications

1. Choose File -> Exit Oracle Applications.
2. When exiting, if changes were made and not saved, a Decision box is displayed giving you the following choices:



- Save - Save the changes before exiting
- Cancel - Close this window and cancel the exit
- Discard - Exit without saving any changes

3. If there are no changes to save in your window or windows, a Caution pop-up box appears.



4. Click OK if you are certain you want to exit, otherwise click on the Cancel button.
5. Close all remaining windows until you return to the desktop.

Chapter 2 - Manual Journal Entries

Journal Components

Every manually created journal consists of two major parts:

- **The Batch**, which contains a single journal or a group of journals, with a mandatory batch control totals required for posting.
- **The Journal**, which contains the header information, a journal control total for validation, the lines related to the transaction/s, and the preparer and approver information. Journals should not be created without a defined parent Batch.

Journal Batches

- The use of journal batches is required.
- Batches can contain an unlimited number of journal entries.
- All journal entries in a batch must share the same period and the same category.

Transaction Types

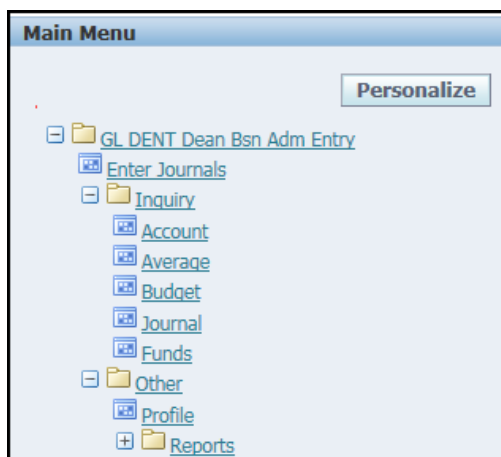
The transaction type will define the type of journal being entered. There are four major transaction types:

NSCT - Non-Salary Cost Transfer

Non-Salary Cost Transfers are used to correct erroneous transactions caused by data entry or other clerical errors. NSCTs may also be used in limited circumstances related to the transfer of expenditures held in a departmental expense account until a sponsored program (Entity 05) account is established or a final accounting is determined. NSCTs apply to all subcode categories except for series 5000-5999.

Example: an incorrect account code was used during a purchase in Panther Express, or a P-card transaction was redistributed to the incorrect account, the cost can be transferred to the correct account.

The transaction code for Non-Salary Cost Transfers is **NSCT**. An NSCT can be completed using the Enter Journal form in the GL Entry responsibility.



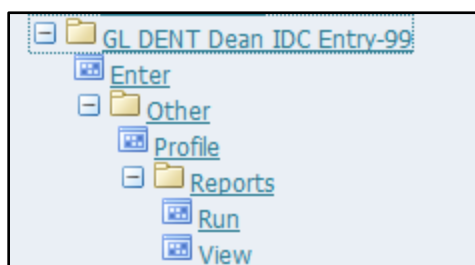
IDC - Inter Departmental Charge

An Inter Departmental Charge is a journal transaction type restricted to authorized cost centers and certain other units to distribute the cost of goods and services provided to University departments on a recurring basis.

Example: The Print Services department charges all other departments for printing services. Departments authorize the charge by submitting a printing request, which contains the relevant account numbers. Upon completion, the printing office creates an IDC to charge the requestor.

The transaction code for Inter Departmental Charge is **IDC**.

An IDC can be completed using the Enter Journal form within the assigned IDC responsibility.



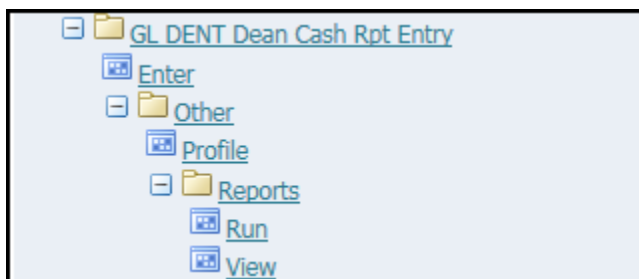
DDCR – Direct Deposit Cash Report

A Direct Deposit Cash Report is a journal transaction type used to record revenue received by units through various methods authorized and approved by both the Controller and Officer of the Treasure (includes deposits made directly to a University authorized banking institution).

Example: The Athletics department sells tickets to a game. All cash that was paid for the tickets needs to be deposited to the bank account they have. The day this is completed, the department must enter a DDCR Journal entry to record the deposit.

The transaction code for Direct Deposit Cash Report is **DDCR**.

A DDCR can be completed using the Enter Journal form in the GL Cash Rpt responsibility.



A detailed guide on how to complete DDCRs can be found here:

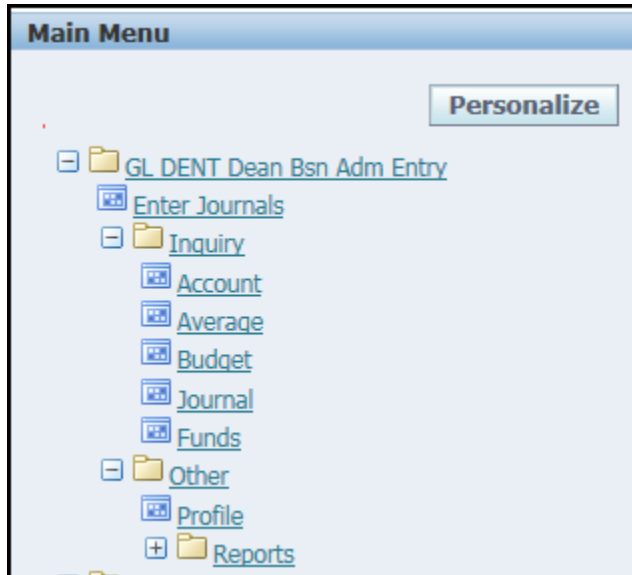
<https://www.controller.pitt.edu/general-accounting/policies-procedures-guidelines-instructions/direct-deposits-and-credit-card-receipts/>

JE – Journal Entries

The JE Type journal entry can be used for any entry other than the ones mentioned above.

The Transaction code for a Journal Entry is **JE**.

A JE can be completed using the Enter Journal form in the GL responsibility.



A detailed guide on how to complete JEs can be found here: <https://pre.prism.pitt.edu/wp-content/uploads/Online-JE-Notification-6-6-19.pdf>

Batch Name

Each batch within an accounting period must have a unique name that conforms to the established batch naming conventions, specific for each transaction type.

Transaction Code Department Number 3 Initials Date Entered Tracking Number (Optional)

1. Transaction Code: the code of the transaction type detailed above
2. Department Number: the preparer's department number
3. Initials: The initials of the person entering the journal (3 initials are required if available)
4. Date Entered: The Date the journal is entered, in MM-DD or an acceptable and accurate format.
5. Tracking Number: An Identifier in case more journals are entered the same day, or if they need special identifiers. The tracking number can be any unique numeric or alpha character

Examples for each transaction type (*note that Batch Names must be in UPPER CASE*):

- Non-Salary Cost Transfer: NSCT 49010 BAK 07-26-19 01
- Inter-Departmental Charge: IDC 49010 BAK 07-26-19 01
- Direct Deposit Cash Report: DDCR 49010 BAK 07-26-19 01
- Journal Entries: JE GA BAK 07-26-19 01

Please review this guide before creating a batch name: <http://pre.prism.pitt.edu/wp-content/uploads/Batch-Naming-Conventions-update-0525.pdf>

Batch Period

- The batch period field defaults to the latest open period.
- A batch can be created for any open or future-enterable period (future is only one month additional from current i.e. if SEP-19 is the current open period then OCT-19 is the only future).
- An existing batch can also be updated for any open or future-enterable period as long as the batch is not posted.
- All journals in a batch must be within the same period.

Batch Control Total

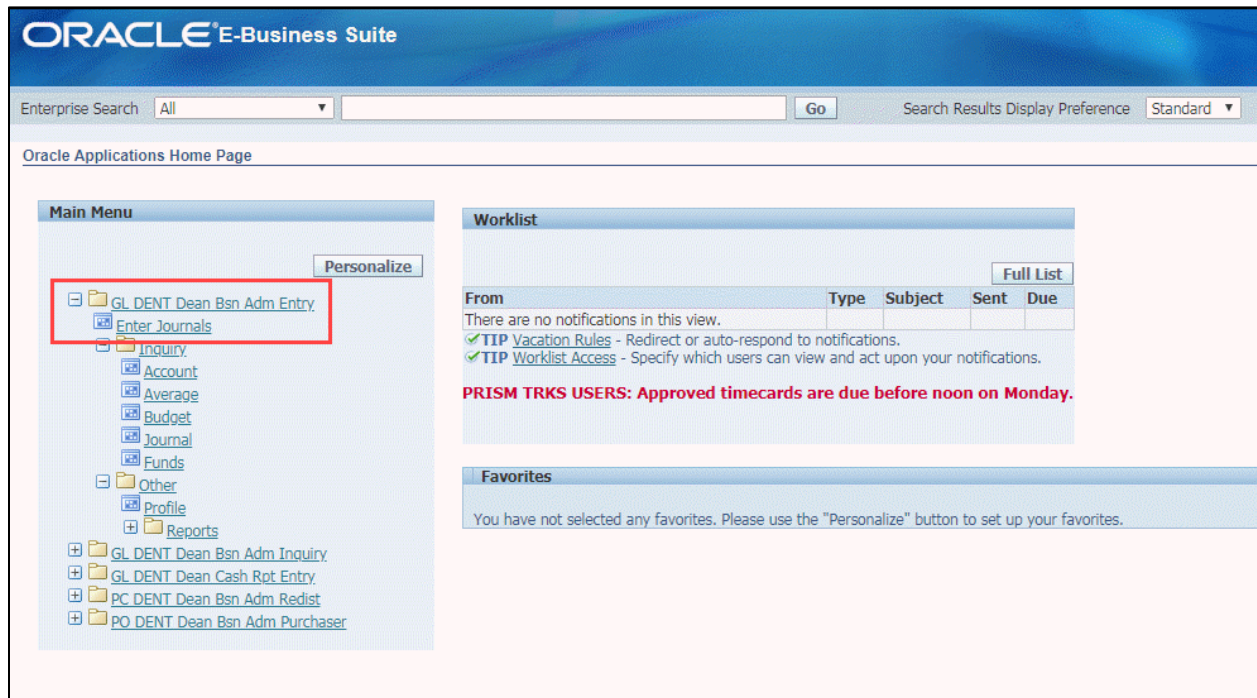
- Begin all batches with 1.00 in the BATCH control total to ensure premature posting and to signify that the batch has not been completed and still in progress.
 - A Control Total = 1 is required with the start of each batch and then changed to the proper total when the batch is completed and ready for posting. (Except procedures for cash reports)
- When completed, the Batch Control Total must equal total debit = total credits for a batch.

Example: 500.00 (total debits – 500.00 (total credits) = 500.00 (batch control total) PRISM verifies that the Batch Control Total equals the total of all entered bit amounts and the total of all entered credit amounts within the batch.

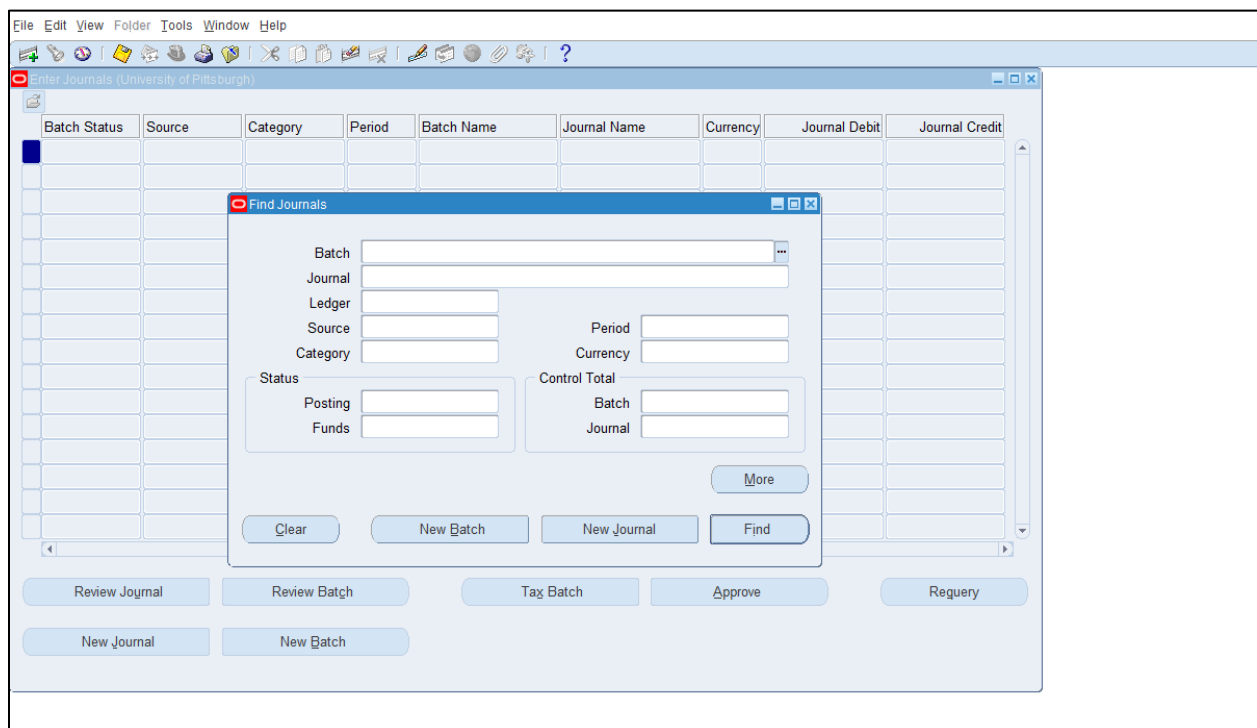
- If there is a discrepancy, Oracle General Ledger displays a warning message before saving.
- Batches, journals, and journal entry lines can be modified or deleted if the batch has not been posted.

Creating a Journal Batch – Non-Salary Cost Transfer

1. To create an NSCT, log in to PRISM, and select the Journal Entry form in the GL responsibility.



2. By default, you will see the following windows open:



3. Click on **New Batch** on the Find Journals form

4. The Batch header opens. Enter the following details:

- Enter the **Batch** name - for a Non-Salary Cost transfer, follow the required format in UPPER CASE:

Transaction type Department Number 3 Initials Date Identifier

NSCT 49010 BAK 07-29-19 01

- The **Period** defaults to the current period. Be sure to select the proper available period for posting if necessary.
- Enter the **Description** (optional).
- Enter the BATCH **Control Total**: of 1.00 (one). This is required until all transactions within the batch are completed. Change the batch control total of 1.00 to the proper amount when the batch has been completed and approved and is ready for posting.

5. Click on **Journals**.

The screenshot shows the 'Batch (University of Pittsburgh)' form. The 'Batch' field is 'NSCT 49010 BAK 11-01-19 01'. The 'Period' is 'NOV-19' and 'Balance Type' is 'Actual'. The 'Status' section shows 'Posting' as 'Unposted', 'Funds' as 'N/A', and 'Approval' as 'N/A'. The 'Batch Totals' section has 'Entered' and 'Accounted' fields, and 'Debit' and 'Credit' columns. The 'Details' section shows 'Created' as '31-OCT-2019', 'Posted' as empty, and 'Posted By' as empty. At the bottom, the 'Journals' button is highlighted with a red box. Other buttons include 'Autocopy Batch...', 'Check Funds', 'Reserve Funds', 'View Results', 'Tax Batch', 'Approve', and 'Change Period...'.

6. The journal form opens. The required information on a Journal can be divided in three parts. Header information (1), Line items (2), and Preparer/Authorizer information (3).

The screenshot shows the 'Journals (University of Pittsburgh) - NSCT 49010 BAK 11-01-19 01' form. The form is divided into three parts: Header information (1), Line items (2), and Preparer/Authorizer information (3).
Part 1 (Header information) includes fields for 'Journal', 'Description', 'Ledger' (University of Pittsbu), 'Period' (NOV-19), 'Balance Type' (Actual), 'Clearing Company', 'Category' (Journal), 'Effective Date' (01-NOV-2019), 'Budget', 'Tax' (Not Required), and 'Control Total'.
Part 2 (Line items) is a table with columns: 'Line', 'Account', 'Debit (USD)', 'Credit (USD)', 'Description', and a checkbox column. The table is empty.
Part 3 (Preparer/Authorizer information) includes 'Conversion' (Currency: USD, Date: 01-NOV-2019, Type: User, Rate: 1) and 'Reverse' (Date, Period, Method: Switch Dr/Cr, Status: Not Reversed).
At the bottom, there are buttons for 'Tax', 'AutoCopy Batch...', 'Approve', 'Line Drilldown...', 'T Accounts...', 'Check Funds', 'Reserve Funds', 'View Results', 'Change Period...', and 'Change Currency...'.

7. Part 1 - Complete the Journal header information.

- Enter the **Journal** name - The Journal name should reflect the department creating the journal entry.
- Enter the Journal **Description** – should reflect the purpose of the entry This description becomes the default value in the Description field for each entry in the Line items section. If this information should not default to the line items, then complete this field after all line items have been entered.
- The **Ledger** is always **University of Pittsburgh**. This is the default value.
- The **Category** is always **Journal**. This is the default value.
- The **Period** defaults from the Batch header and must match the period selected for the Batch.
- The **Effective Date** defaults to the **current date**,
- Enter the **Control Total**. The Journal Control Total equals to the total credits/debits of the line items.

Journals (University of Pittsburgh) - NSCT 49010 BAK 11-01-19 01			
Journal	PantherExpress Charge Transfer		
Description	Wrong subcode was used		
Ledger	University of Pittsbu	Category	Journal
Period	NOV-19	Effective Date	01-NOV-2019
Balance Type	Actual	Budget	
Clearing Company		Tax	Not Required
		Control Total	50.00

8. Part 2 - Enter the Line items.

- Enter a unique **Line** number. As a best practice, use 10 as the first identifier. This causes the system to enter the next line numbers automatically in increments of 10. This makes it easier to add lines between existing lines if necessary.
- Enter the first **Account**. This can either be the debit or the credit account. You can type in the full account number, or if you enter the first two digits of the account entity and press [Tab], the system will automatically bring up the PITT_PRODUCTION COA window with zeros in the Reference and Unspecified fields.

Note: for the full description of the university accounting code structure and explanation, visit this website: <http://www.cfo.pitt.edu/ga/asas.html>

- Enter the **debit or credit amount**, depending on the account you entered first.
- Update the description if necessary (defaulted from header)
- **Add additional lines. You must enter a minimum of two lines, one credit line and one debit line, and the dollar amounts total debits must equal total credits.** (Note – if the entry is being completed by two separate departments, then total debit amount must equal total credit amount at the completion of the batch.

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.00000.000000.00000.000	50.00		Wrong subcode was used
20	02.49010.6010.00000.000000.00000.000		50.00	Wrong subcode was used
		50.00	50.00	

- You can add additional **Reference** information on the Other Information tab.

Credits Vs. Debits

It is important to understand the role of credits and debits in actual journal entries (non-budget).

- A **Debit** will always **lower** the balance on an account.
- A **Credit** will always **increase** the balance on an account.

Credits and Debits must always equal, meaning there must always be at least one credit and one debit line.

In the example above, line 10 reflects the account currently charged (debited) in error. To move the charge to the proper account, line 10 will record the amount of the change as a credit amount. Line 20 reflects the target account (the account that should have been charged (debited) for the purchased item. To complete the correcting transaction and move the charge to the proper account, line 20 will record the amount of the charge as a debit amount.

TOTAL Debits = TOTAL Credits

- Part 3 - Complete the Journal – Journal Entries (Preparer/Authorizer) information. Click into the small flexfield found to the right of the Control Total field.

- A pop-up audit notification message will appear, asking you to ensure that the preparer and approver are two unique individuals and that the approver of this entry is the appropriate individual.

You can review the related policy here: <http://cfo.pitt.edu/policies/documents/policy05-06-08.pdf>

11. Enter the Preparer and Approver information, then click OK. (Note that Budget Entry must always be “NO”)

Journals - Journal Entries

Prepared By: Balazs Kudelasz

Phone: 1234567890

Authorized By: Dianne DeNezza

Phone: 9876543210

Budget Entry: No

OK Cancel Clear Help

12. **Save your work!**

13. At this point, you should receive an error, notifying you that there is a batch control total violation. This is because the batch control total is still set to 1, but the journal control totals show the actual value. Select Save. If, however, you first receive an error prompt indicating a JOURNAL control total error, review your journal lines to determine and correct the error then save again.

Decision

There is a control total violation in this journal batch.
Do you still want to save this batch?

No Yes

14. Close the journal window. In the batch header, if the batch has been approved and is ready for posting, then change the Batch **Control Total** to the proper amount (total debit amount = total credit amount = batch control total). Notice the batch header displays these.

Batch (University of Pittsburgh)

Batch: NSCT 49010 BAK 11-01-19 01

Period: NOV-19 Balance Type: Actual

Description:

Control Total: 50

Batch Totals

	Debit	Credit
Entered	50	50
Accounted	50	50

Status

Posting: Unposted

Funds: N/A

Approval: N/A

Details

Created: 31-OCT-2019

Posted:

Posted By:

Journals Autocopy Batch... Check Funds Reserve Funds View Results

Tax Batch Approve Change Period...

15. Save the batch. The batch will now be available for Budget & Financial Reporting to post the entry. Posting can occur within 1 – 3 days of release (this can vary) depending on schedules.

Multi-Line Journals

A journal can contain many debit and credit lines.

There are some cases when an NSCT can have multiple credit and debit lines. Such as, if the correction is to be applied to multiple accounts or if multiple corrections are done within the same journal.

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.00000.000000.00000.000		50.00	Wrong subcode was used
20	02.49010.6010.00000.000000.00000.000	25.00		Wrong subcode was used
30	04.49010.6010.22950.000000.00000.000	25.00		Wrong subcode was used
		50.00	50.00	

In the example above, the transaction involves more than one entity. The system will automatically create “Intracompany balancing line” transactions to bring the entities into balance.

You do not see the Intracompany lines the system adds because they do not impact departmental accounts, but the Total debit and total credit amounts will change along with the respective journal and batch control totals. You will see this when you query the batch.

No actions are required by the user as the individual line items were recorded as entered.

Journals (University of Pittsburgh) - NSCT 49010 BAK 11-01-19 01

Journal: **PantherExpress Charge Transfer**

Description: Wrong subcode was used

Ledger: University of Pittsbu

Period: NOV-19

Balance Type: Actual

Clearing Company:

Category: **Journal**

Effective Date: **01-NOV-2019**

Budget:

Tax: Not Required

Control Total: 150.00

Conversion: Currency: USD, Date: 01-NOV-2019, Type: User, Rate: 1

Reverse: ☒ Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed

Lines

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.00000.000000.00000.000		50.00	Wrong subcode - Charge 1
20	02.49010.6010.00000.000000.00000.000	50.00		Correct Subcode - Charge 1
30	02.49010.6020.00000.000000.00000.000		100.00	Wrong subcode - Charge 2
40	02.49010.6010.00000.000000.00000.000	100.00		Correct Subcode - Charge 2
		150.00	150.00	

Acct Desc: Operating.Dent Med-Dean, . Scientific & Cl.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Journals (University of Pittsburgh) - NSCT 49010 BAK 11-01-19 01

Journal: **PantherExpress Charge Transfer**

Description: Wrong subcode was used

Ledger: University of Pittsbu

Period: NOV-19

Balance Type: Actual

Clearing Company:

Category: **Journal**

Effective Date: **01-NOV-2019**

Budget:

Tax: Not Required

Control Total: 150.00

Conversion: Currency: USD, Date: 01-NOV-2019, Type: User, Rate: 1

Reverse: ☒ Date: , Period: , Method: Switch Dr/Cr, Status: Not Reversed

Lines

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.00000.000000.00000.000		50.00	Wrong subcode - Charge 1
20	02.49010.6010.00000.000000.00000.000	50.00		Correct Subcode - Charge 1
30	02.49010.6020.00000.000000.00000.000		100.00	Wrong subcode - Charge 2
40	02.49010.6030.00000.000000.00000.000	75.00		Correct Subcode - Charge 2 - Split 1
50	04.49010.6030.22950.000000.00000.000	25.00		Correct Subcode - Charge 2 - Split 2
		150.00	150.00	

Acct Desc: Discretionary.Dent Med-Dean, . Other Supplies.Dean's Discreti.Default-No Valu.Default-No Valu.Default-No Valu

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

Multi-Department Journals

Journal entries that cross multi departments and are outside of the user's security access, will require two users to complete, one from each department.

The below method can only be used if all 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 (a university account number outside of those designated for Central or General university use.) account you do not have access to, the entry may be done online by adhering to the following procedure:

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 (Steps 1-4)
2. Enter the portion of the transaction affecting the originating department's account using line numbers between 1 and 49. (Steps 5-7)
3. Enter the Preparer and Approver information of the originating department. (Steps 8-10)
4. Save the batch. (Step 11-12)
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. 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.

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 the 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
- 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.
$$\text{DEBITS} = \text{CREDITS} = \text{BATCH CONTROL TOTAL}$$
- 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

Creating a Journal Entry – Inter Departmental Charge

Creating an IDC is the same process as creating an NSCT, with the following differences:

- IDC replaces NSCT in the BATCH name
- In an IDC journal the Reference field must contain the IDC authorization code issued to the department entering the IDC and the name of the issuing department (Example=D3 Panther Central)
- The Debit lines are the department accounts being charged. Each department charge must have its own debit line
- The Credit lines are the accounts associated with the recovery of costs

Creating a Journal Entry – Transfer Journals (826x subcode)

Creating a JE with subcode 826x is the same process as creating an NSCT, with the following differences:

- Use of subcode 826x is required for all accounts within the journal.
- You will need to use the General Ledger “Transfer” responsibility to enter the transfer journals
- The batch naming convention begins with JE and the remainder will be in the standard format (e.g. JE 02020 SRS 4-2)
- In order to complete a split transfer journal online, both areas involved must have the General Ledger “Transfer” responsibility in PRISM, otherwise, the transfer should be completed on a paper journal entry form and submitted to Financial Records Services for processing. If both areas have the proper access, you can proceed with the multi-department entry.

Refer to the following document to see the details on how to Create Transfer Journals:

<https://pre.prism.pitt.edu/wp-content/uploads/Transfers-826x.pdf>

Querying and Updating a Batch/Journal

On a monthly basis, check to ensure that all your journal entries for that period have been posted. Posting usually occurs within one to three days from release of the entry for posting. This will vary based on schedules. All batches properly completed and released for posting by the published cutoff date and time for that period and without error will be posted for the period entered.

Check for the following:

- Incorrect Batch names
- Batch Control Total still contains a “1”, or Control Totals are missing
- Incomplete Batches (Debits do not equal Credits)
- Posting Status = “Error”

To query for journal entries, follow these steps.

1. There are two ways to query a journal: from Entry and Inquiry modes.
 - Open the Enter Journals Form. By default, the Find Journals search form will open. If you query a batch/journal from the entry mode, you will be able to edit the journal

The screenshot shows the 'Enter Journals (University of Pittsburgh)' application. The main window has a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar is a table with the following columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. A 'Find Journals' dialog box is open, allowing users to search for journals by Batch, Journal, Ledger, Source, Category, Period, Currency, Status (Posting, Funds), and Control Total (Batch, Journal). The dialog includes buttons for 'Clear', 'New Batch', 'New Journal', 'Find', and 'More'. At the bottom of the main window, there are buttons for 'Review Journal', 'Review Batch', 'Tax Batch', 'Approve', 'Requery', 'New Journal', and 'New Batch'.

- Open the Journals form in the Inquiry folder. By default, the Find Journals search form will open. If you query a batch/journal from the inquiry mode, you will **not** be able to edit the journal

2. Use the Enter Journals form. In the Find Journals screen, in the Batch field, enter “%Dept# Initials%”. The % is a wild card character that can stand for a single character, a group of characters, and blank spaces. Enter one blank space between Dept# and Initials.
3. Enter the period for which you are querying journals, using the format MMM-YY.
4. Click Find.

- For each unposted Journal, review the Batch and Journals pages. Place your cursor on the desired journal line and then click on Review Batch

[illegible]

- Check the following:
 - Batch name - should be all upper-case characters and in the following format
 - "Type Dept Initials Date Tracking#" (only 1 space between each segment; no space before Type).
 - In case the period entered is no longer the current period, it needs updated. To change the Period, click on the Change Period button.

Batch (University of Pittsburgh)

Batch: **NSCT 49010 BAK 11-01-19 01**

Period: **NOV-19** Balance Type: **Actual**

Description:

Control Total: []

Batch Totals

	Debit	Credit
Entered	50	50
Accounted	50	50

Status

Posting: **Unposted**

Funds: **N/A**

Approval: **N/A**

Details

Created: **31-OCT-2019**

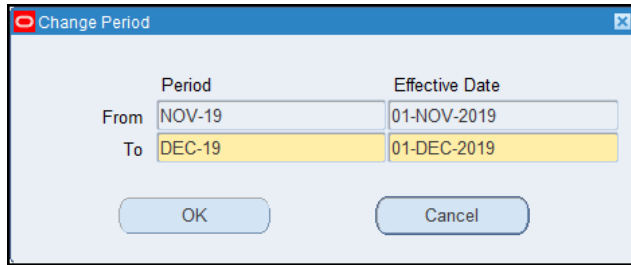
Posted:

Posted By:

Journals Autocopy Batch... Check Funds Reserve Funds View Results

Tax Batch Approve **Change Period...**

- Enter the new Period in the “To” field and click OK.

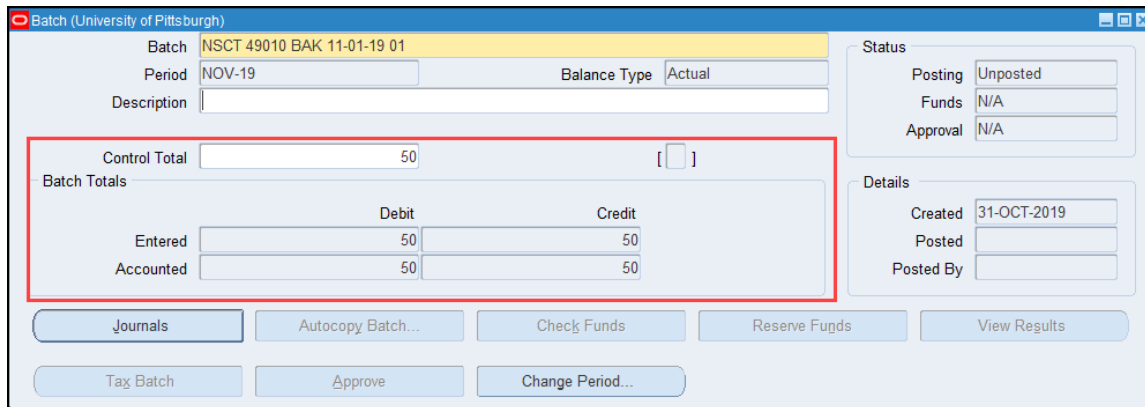


Change Period dialog box showing the following fields:

Period	Effective Date
From: NOV-19	01-NOV-2019
To: DEC-19	01-DEC-2019

Buttons: OK, Cancel

- Note:** For the Journal to be ready for posting, the Batch Control Total should equal Total Debits and Total Credits (except for Cash Reports, in which case the Batch Control Total should be “2”).



Batch (University of Pittsburgh) window showing the following fields:

Batch: NSCT 49010 BAK 11-01-19 01
 Period: NOV-19
 Description: [Empty]
 Balance Type: Actual

Status: Posting: Unposted, Funds: N/A, Approval: N/A

Details: Created: 31-OCT-2019, Posted: [Empty], Posted By: [Empty]

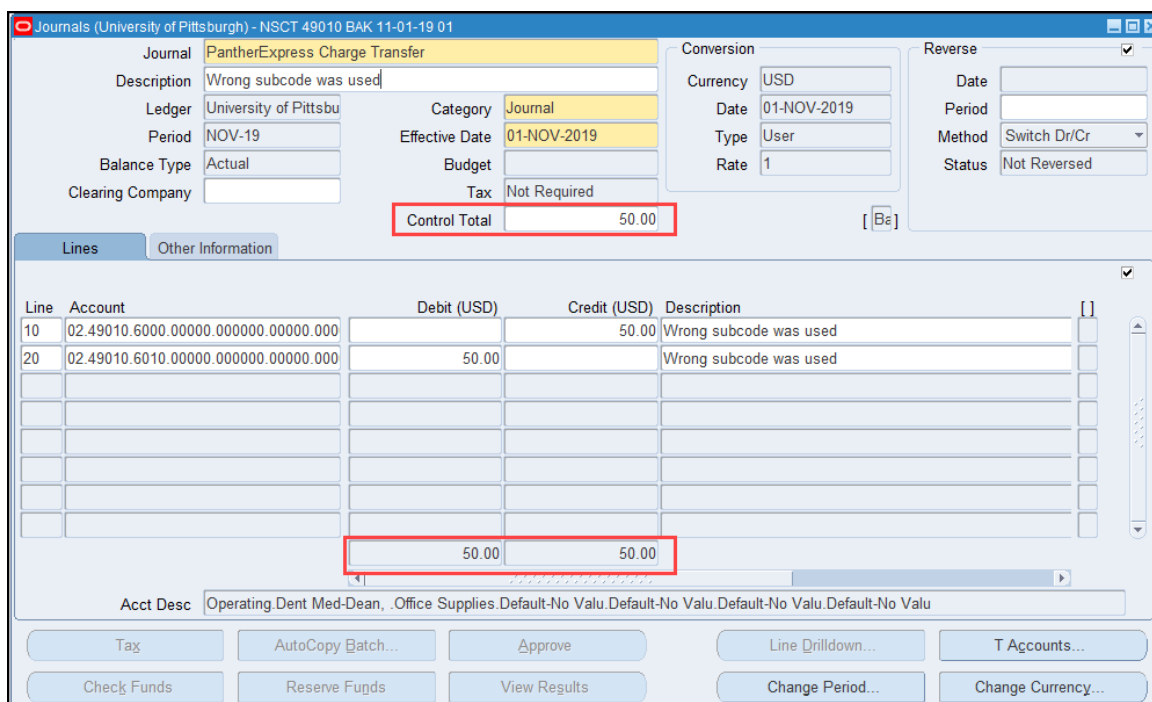
Control Total: 50 [B]

Batch Totals:

	Debit	Credit
Entered	50	50
Accounted	50	50

Buttons: Journals, Autocopy Batch..., Check Funds, Reserve Funds, View Results, Tax Batch, Approve, Change Period...

- Click on the Journals button to open the Journal. Make sure the Control Total equals Debits and Credits



Journals (University of Pittsburgh) - NSCT 49010 BAK 11-01-19 01 window showing the following fields:

Journal: PantherExpress Charge Transfer
 Description: Wrong subcode was used
 Ledger: University of Pittsburgh
 Category: Journal
 Period: NOV-19
 Effective Date: 01-NOV-2019
 Balance Type: Actual
 Budget: [Empty]
 Clearing Company: [Empty]
 Tax: Not Required

Conversion: Currency: USD, Date: 01-NOV-2019, Type: User, Rate: 1

Reverse: [Checked], Date: [Empty], Period: [Empty], Method: Switch Dr/Cr, Status: Not Reversed

Control Total: 50.00 [B]

Lines:

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.00000.000000.00000.000		50.00	Wrong subcode was used
20	02.49010.6010.00000.000000.000000.000	50.00		Wrong subcode was used
		50.00	50.00	

Acct Desc: Operating Dent Med-Dean, Office Supplies.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

At this point, as long as the batch is “unposted” you can make any updates to this journal as necessary.

- You can insert a line by clicking into an existing line, then clicking on the Insert Record button on the toolbar
- Update both the Journal and Batch control totals accordingly.
- **Save the change**

File Edit View Folder Tools Window Help

Journals (University of Pittsburgh) - NSCT 49010 BAK 11-01-19 01

Journal: PantherExpress Charge Transfer
 Description: Wrong subcode was used
 Ledger: University of Pittsbu
 Period: NOV-19
 Balance Type: Actual
 Clearing Company:
 Category: Journal
 Effective Date: 01-NOV-2019
 Budget:
 Tax: Not Required
 Control Total: 50.00
 Conversion: Currency: USD, Date: 01-NOV-2019, Type: User, Rate: 1
 Reverse: ☒
 Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.000000.000000.000000.0000		50.00	Wrong subcode was used
20	02.49010.6010.000000.000000.000000.0000	50.00		Wrong subcode was used
		50.00	50.00	

Acct Desc: Operating.Dent Med-Dean, .Scientific & Cl.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

Tax AutoCopy Batch... Approve Line Drilldown... T Accounts...
 Check Funds Reserve Funds View Results Change Period... Change Currency...

- Notice that the new line was inserted, and got the ID of 21, next available digit. Add the account code, the debit/credit, and ensure that the totals are equal.

Journals (University of Pittsburgh) - NSCT 49010 BAK 11-01-19 01

Journal: PantherExpress Charge Transfer
 Description: Wrong subcode was used
 Ledger: University of Pittsbu
 Period: NOV-19
 Balance Type: Actual
 Clearing Company:
 Category: Journal
 Effective Date: 01-NOV-2019
 Budget:
 Tax: Not Required
 Control Total: 50.00

Conversion
 Currency: USD
 Date: 01-NOV-2019
 Type: User
 Rate: 1

Reverse
☒
 Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed

Lines Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.00000.000000.00000.000		50.00	Wrong subcode was used
11				Wrong subcode was used
20	02.49010.6010.00000.000000.00000.000	50.00		Wrong subcode was used
		50.00	50.00	

Acct Desc

Tax AutoCopy Batch... Approve Line Drilldown... T Accounts...
 Check Funds Reserve Funds View Results Change Period... Change Currency...

- You can delete a line by clicking into the line you would like to delete and then clicking on the Delete button on the toolbar.
- Update both the Journal and Batch control totals.
- **Save the change**

Journals (University of Pittsburgh) - NSCT 49010 BAK 11-01-19 01

Journal: PantherExpress Charge Transfer
 Description: Wrong subcode was used
 Ledger: University of Pittsbu
 Period: NOV-19
 Balance Type: Actual
 Clearing Company:
 Category: Journal
 Effective Date: 01-NOV-2019
 Budget:
 Tax: Not Required
 Control Total: 50.00

Conversion: USD
 Date: 01-NOV-2019
 Type: User
 Rate: 1

Reverse: ☒
 Date:
 Period:
 Method: Switch Dr/Cr
 Status: Not Reversed

Lines | Other Information

Line	Account	Debit (USD)	Credit (USD)	Description
10	02.49010.6000.000000.000000.0000		50.00	Wrong subcode was used
11	...			Wrong subcode was used
20	02.49010.6010.000000.000000.0000	50.00		Wrong subcode was used
		50.00	50.00	

Acct Desc:
 Tax AutoCopy Batch... Approve Line Drilldown... T Accounts...
 Check Funds Reserve Funds View Results Change Period... Change Currency...

- **Note:** Be certain to make all necessary updates prior to the established cutoff dates and times published on the PRISM website, www.cfo.pitt.edu/prism. If additional assistance is needed, refer to Chapter 2 of the PRISM General Ledger training manual, or contact the Technology Help Desk at 624-HELP.

Deleting a Batch

Note: Only Unposted batches can be deleted.

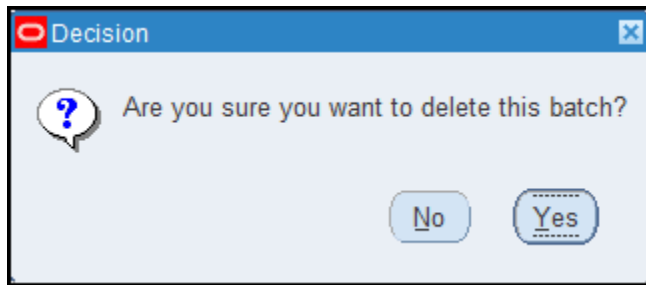
1. Run a query on your Journals as above, place your cursor on the batch you would like to delete, and click Review Batch.

The screenshot shows the 'Enter Journals (University of Pittsburgh)' window. It features a table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. The first row is highlighted with a blue background and contains the following data: Unposted, Manual, Journal, NOV-19, NSCT 49010 BAK 11-1, PantherExpress Chrg, USD, 50.00, 50.00. Below the table, there are several buttons: 'Review Journal', 'Review Batch' (highlighted with a red rectangle), 'Tax Batch', 'Approve', 'Regquery', 'New Journal', and 'New Batch'.

2. Click on the Batch name, to make sure it is highlighted then click the Delete button on the toolbar.

The screenshot shows the 'Batch (University of Pittsburgh)' window. The 'Batch' field is highlighted in yellow and contains 'NSCT 49010 BAK 11-01-19 01'. The 'Period' field contains 'NOV-19' and the 'Balance Type' field contains 'Actual'. The 'Status' section shows 'Posting' as 'Unposted', 'Funds' as 'N/A', and 'Approval' as 'N/A'. The 'Batch Totals' section shows a 'Control Total' of 50. Below this, there is a table with columns: Debit, Credit, Entered, and Accounted. The 'Entered' row shows 50 in the Debit column and 50 in the Credit column. The 'Accounted' row shows 50 in the Debit column and 50 in the Credit column. The toolbar at the top contains several icons, with the 'Delete' icon (a trash can) highlighted with a red rectangle. At the bottom, there are buttons for 'Journals', 'Autocopy Batch...', 'Check Funds', 'Reserve Funds', 'View Results', 'Tax Batch', 'Approve', and 'Change Period...'.

3. You will receive a warning message. Select Yes to delete the batch.



4. **Save your work!** You will need to **Save** to confirm the deletion of the batch.

Reversing a Journal Entry

Once the journal has been posted, it can no longer be deleted. If the transaction was entered by mistake, it can be reversed.

- This process will mark the journal for automated reversal. The process will create a reversing journal entry of the original entry. You cannot select specific entries on a journal page for reversal. All entries on a journal page will be reversed.
- You can choose to reverse a single journal or all journals within a batch.
- You can reverse the journal to any open period or future entry period.
- You can automatically reverse a journal only once.
- You can reverse a reversing journal by the same method.

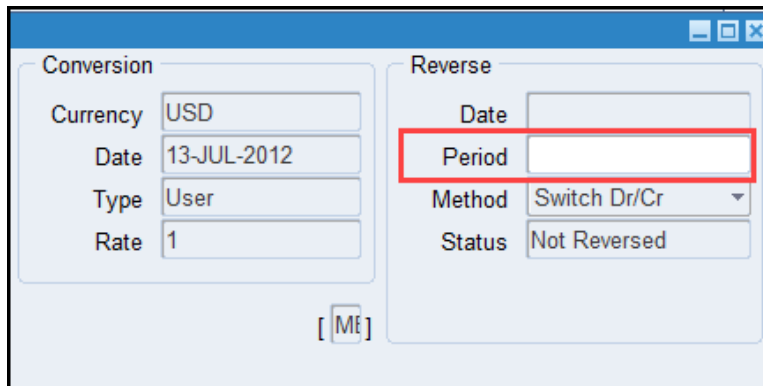
Note: The system will create a batch beginning with “Reverse” followed by the journal name of the original journal page in quotes.

1. Query the posted batch, then click on Review Journal.

[illegible]

Note: If there are multiple journal pages within the batch, select the journal page/s you want to reverse by moving your cursor to the top of that page.

2. In the Reverse section on the top left side of the Journal, click into the Period field.



Conversion

Currency USD

Date 13-JUL-2012

Type User

Rate 1

[ME]

Reverse

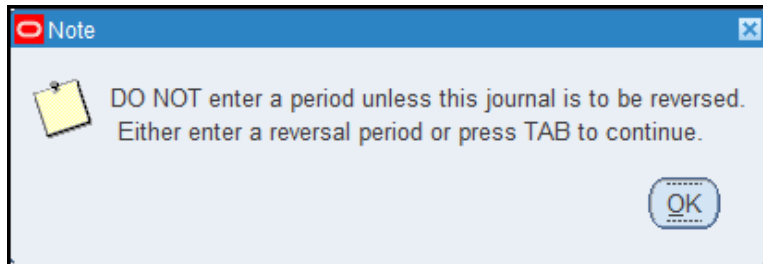
Date

Period

Method Switch Dr/Cr

Status Not Reversed

3. You will receive a warning message. Click Ok.

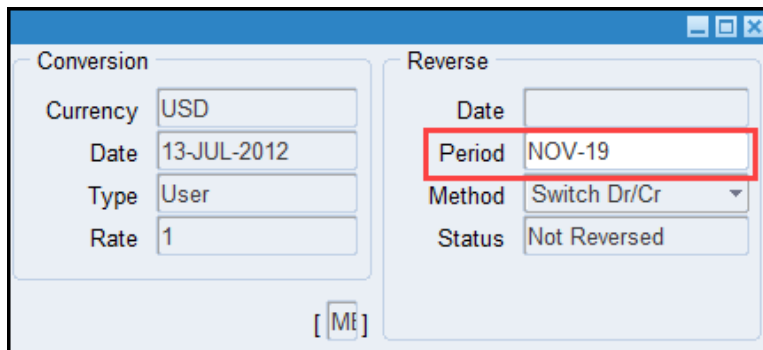


Note

DO NOT enter a period unless this journal is to be reversed.
Either enter a reversal period or press TAB to continue.

OK

4. Enter the period in which you want the journal page to be reversed.



Conversion

Currency USD

Date 13-JUL-2012

Type User

Rate 1

[ME]

Reverse

Date

Period NOV-19

Method Switch Dr/Cr

Status Not Reversed

- 5.
6. You will be prompted again with the previous message. Click ok
7. Save your changes.

Note:

- Only the preparer of the posted journal or an authorized individual from the preparer's department can initiate/authorize an automated reversal of the journal. Central Administration may also initial the reversal if applicable in nature (If this action is needed, you will be notified.).
- Enter the period in the Reverse window only if you want the journal page to be reversed.
- Once you have marked a journal page to be reversed and saved the action, it will be generated and posted within the period you have selected, . (B&FR generates and posts the reversal)

Chapter 3 - Inquiries

Account Inquiry

The Account Inquiry provides detailed information about a specific account number or range of account numbers for a specified period.

- Does not show funds available
- Shows posted entries only

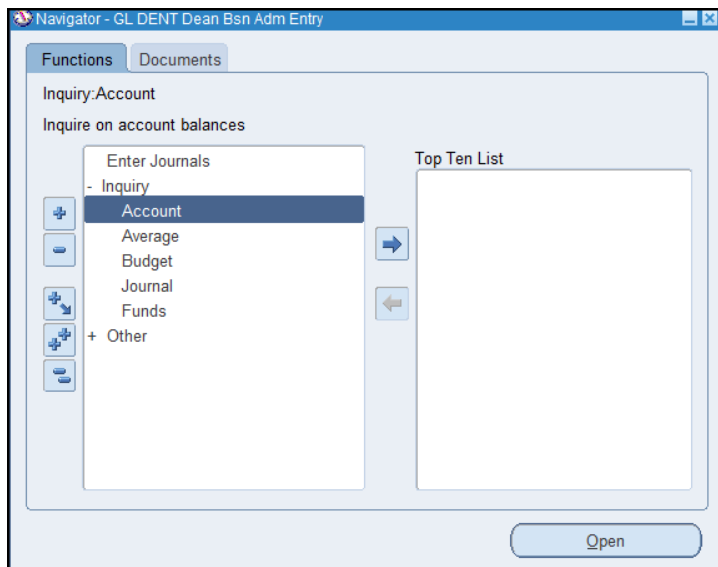
It also shows two balance types at once.

- Actual
- Budget

It allows the review of journal entry details.

- Drill down from account balances to journal entry detail
- Review information for each journal entry line affecting the current account
- Shows the effect of charges to the account

1. Open the Account Inquiry form from the home page, or from the Navigator.



2. Select the From and To Accounting Periods.

Account Inquiry (University of Pittsburgh)

Ledger/Ledger Set
Name: University of Pittsburgh
Currency: USD

Accounting Periods
From: OCT-19
To: OCT-19

Currency
Type: Total
Entered:

Primary Balance Type
☒ Actual
☐ Budget
☐ Encumbrance

Secondary Balance Type
Budget:
Encumbrance Type:

Factor
☒ Units
☐ Thousands
☐ Millions
☐ Billions

Summary Template:

Accounts
[List of accounts with checkboxes]

Description

Buttons: Show Balances, Show Journal Details, Show Variance

3. Click into the accounts field to enter the account number ranges. The unused segments can remain blank. Click OK (you can select 0000-9999 accordingly to get the entire range available within security).

Find Accounts

	Low	High
Entity	02	02
Department	02070	02070
Subcode	6000	6000
Purpose		
Sponsored Project		
Reference		
Unspecified		

Buttons: OK, Cancel, Clear, Help

4. The form will list all available accounts in the specified range within your assigned security. Your options are Show Balances, Show Journal Details, and Show Variance by individual accounts. First, select Show Balances.

Account Inquiry (University of Pittsburgh)

Ledger/Ledger Set
Name
Currency

Accounting Periods
From
To

Currency
Type
Entered

Primary Balance Type
☒ Actual
☐ Budget
☐ Encumbrance

Secondary Balance Type
Budget
Encumbrance Type

Factor
☒ Units
☐ Thousands
☐ Millions
☐ Billions

Summary Template

Accounts

02.02070.6000.00000.000000.000000.000000
02.02070.6000.00000.000000.000000.000002.00000
02.02070.6000.00000.000000.000000.000007.00000
02.02070.6000.00000.000000.000000.000010.00000

Description

Operating.Purchasing.Serv.Office.Supplies.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

5. Show Balances shows the period to date and year to date balances for the periods specified. To see the journals for a period click into the period field, select Journal Details.

[illegible]

6. Show Journal Details shows the batches making up the balance for the specified period.
 - When the Source field says Payables you will be able to drilldown to invoicing and payment information. Select a journal, and click on Drilldown
 - Note, the drilldown option is not available for manual journal entries

Journals (University of Pittsburgh) - 02.02070.6000.00000.000000.00000.00000.OCT-19

Balance Type: Actual Currency Type: Total

Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
Payables A 2	OCT-19 Purchase I	Payables	USD	110	13.95	
Payables A 2	OCT-19 Purchase I	Payables	USD	111	32.48	
Payables A 2	OCT-19 Purchase I	Payables	USD	112	100.00	
Payables A 2	OCT-19 Purchase I	Payables	USD	113	267.20	
Payables A 2	OCT-19 Purchase I	Payables	USD	114	428.40	
Payables A 2	OCT-19 Purchase I	Payables	USD	115	3,500.00	
Payables A 2	OCT-19 Purchase I	Payables	USD	116	10,000.00	
Payables A 2	OCT-19 Purchase I	Payables	USD	117	10,500.00	
Payables A 2	OCT-19 Purchase I	Payables	USD	118	11,500.00	
Payables A 2	OCT-19 Purchase I	Payables	USD	119	50,000.00	

Drilldown Show Full Journal Detail Balances

7. A new tab will open in your browser window. Here you can find more information on the expense. To see more details, click on the View Transaction button.

File Edit View Favorites Tools Help

PrismTraining Login - Learning Center PRISM Stage - WordPress PRISM - WordPress - PR... Dev3

ORACLE

Navigator Favorites Preferences

View Journal Entry Lines

Ledger: University of Pittsburgh GL Batch Name: Payables A 2039590 12387482
 Period: OCT-19 GL Journal Entry Name: OCT-19 Purchase Invoices USD
 Currency: USD Accounted DR: 428.4
 Account: 02.02070.6000.00000.000000.00000.00000 Accounted CR:

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.
☐ Show table data when any condition is met.

Balancing Segment: Is Natural Account Segment: Is GL Date: Is

Go Clear Add Another Accounted CR Add

Select Subledger Journal Entry Line: View Transaction View Journal Entry Export

Select Ledger	Account	AccountDescription	GL Date	Accounting Class	Accounted DR	Accounted Supplier CR/Name	Supplier Number	Transaction Number	Line Des
University of Pittsburgh	02.02070.6000.00000.000000.00000.00000	Operating,Purchasing Serv.Office Supplies.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu	31-Oct-2019	Item Expense	428.40	MATHESON TRI-GAS INC	215353	989800008989898-09	ARG ARG

8. The Invoice Workbench will open in addition to general invoicing information, you can view the following:

- Holds
- Payments
- Scheduled Payments
- Prepayment Applications
- Distributions

Invoice Workbench (GL CFO Central Admin)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Univ of Pittsburgh		Standard		MATHESO	215353	WEST MIFF	30-OCT-2015	989800008989	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	4,512.67
Retainage	
Prepayments Applied	
Withholding	
Subtotal	4,512.67
Tax	0.00
Freight	
Miscellaneous	
Total	4,512.67

Amount Paid

USD 4,512.67

Status

Status	Validated
Accounted	Yes
Approval	Not Required
Holds	0
Scheduled Payment Holds	0

Description

Inv No: 98980000898989-09, PO NO: *E0002

Calculate Tax Tax Details All Distributions

9. Click on View Payments to see the payment details. Here you will be able to see the Check Number (Document Num), the Payment Date, the GL Date and the Payment Amount. Click Payment Overview to see additional Payee and Invoice detail.

Invoice Workbench (GL CFO Central Admin)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Univ of Pittsburgh		Standard		MATHESO	215353	WEST MIFF	30-OCT-2019	989800008989	USD

1 General 2 Lines 3 Holds **4 View Payments** 5 Scheduled Payments 6 View Prepayment Applications

Payment Method	Document Num	Payment Date	GL Date	Void	Payment Amount	Discount Taken	[]
Check	3133036	31-OCT-2019	31-OCT-2019	<input type="checkbox"/>	4,512.67	0.00	
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

Payment Overview

Calculate Tax Tax Details All Distributions

Payment Overview (GL CFO Central Admin)

Operating Unit

Number

Currency

Amount

Date

Payment Process Request

Voucher

Status

Cleared Amount

Cleared Date

Void Date

Maturity Date

Payee

Paid To Name

Supplier Number Site

Address

Bank

Name

Account

Payment Document

Payment Method

Payment Process Profile

Invoices

Number	Amount Paid	GL Date	Description
989800008989898-09	4,512.67	31-OCT-2019	Inv No: 989800008989898-09, PO NO: ^E0002527

Invoice Overview Bank Supplier Payments

10. Close the Payment overview window, then click on the All Distributions button.

Invoice Workbench (GL CFO Central Admin)

Batch Control Total: [] Batch Actual Total: []

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
Univ of Pittsburgh		Standard		MATHESO	215353	WEST MIFF	30-OCT-2015	989800008989	USD

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	4,512.67
Retainage	
Prepayments Applied	
Withholding	
Subtotal	4,512.67
Tax	0.00
Freight	
Miscellaneous	
Total	4,512.67

Amount Paid: USD 4,512.67

Status

Status: Validated
 Accounted: Yes
 Approval: Not Required
 Holds: 0
 Scheduled Payment Holds: 0

Description: Inv No: 989800008989898-09, PO NO: ^E0002

Calculate Tax Tax Details All Distributions

11. Here you will see the distribution lines on the transaction. Scroll through the list to find the charge you are looking for.

Distributions (GL CFO Central Admin) - Univ of Pittsburgh, 989800008989898-09, MATHESON TRI-GAS INC

Line Number: 3 Invoice Total: 4,512.67
 Line Description: Distribution Total: 4,512.67

Num	Type	Amount	GL Date	Account	Asset Book	Description
1	Item	65.00	31-OCT-2019	02.02072.6000.00000.000000.00		OXY 4500 LIQUID OXYGEN
1	Item	84.00	31-OCT-2019	02.02072.6000.00000.000000.00		C02 65# C02 SIPHON
1	Item	86.80	31-OCT-2019	02.02072.6000.00000.000000.00		BA 311 CF GRADE "D" AIR
1	Item	95.40	31-OCT-2019	02.35258.6000.00000.000000.00		BA 234 CF GRADE "D" AIR
1	Item	96.00	31-OCT-2019	02.02072.6000.00000.000000.00		C02 50# C02 SIPHON
1	Item	136.44	31-OCT-2019	02.13207.6000.00000.000000.00		BA 'E' GRADE "D" AIR
1	Item	151.45	31-OCT-2019	02.02072.6000.00000.000000.00		C02 'E' CARBON DIOXIDE
1	Item	161.00	31-OCT-2019	02.13207.6000.00000.000000.00		ARG 156 CF ARGON C/O
1	Item	200.00	31-OCT-2019	02.35258.6000.00000.000000.00		ARG 336 CF ARGON
1	Item	261.00	31-OCT-2019	02.02072.6000.00000.000000.00		C02 20# CARBON DIOXIDE C/O
1	Item	267.20	31-OCT-2019	02.02070.6000.00000.000000.00		ARG 4300 LIQUID ARGON
1	Item	400.80	31-OCT-2019	02.13207.6000.00000.000000.00		ARG 4300 LIQUID ARGON
1	Item	428.40	31-OCT-2019	02.02070.6000.00000.000000.00		ARG 92 CF ARGON
1	Item	667.35	31-OCT-2019	02.02072.6000.00000.000000.00		C02 384 CARBON DIOXIDE

Status: Validated Distribution Class: Saved
 Accounted: Processed Associated Charges:
 Account Description: Operating.Purchasing Serv.Office Supplies.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

Tax Distributions View Receipt

Funds Inquiry

View Funds Available allows review of:

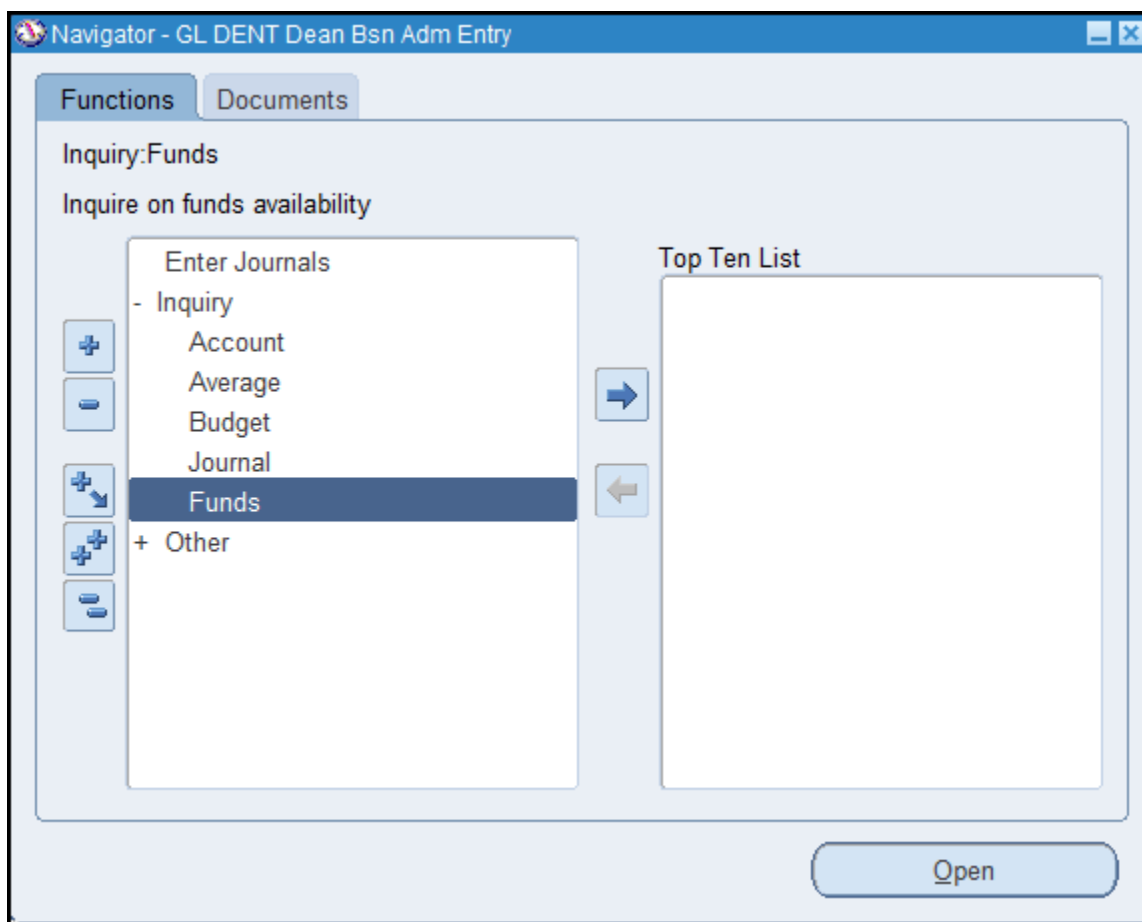
- Budget and actual amounts
- Funds available for specific accounts
- Drilldown to view associated journals or invoicing and payment information

Funds available is your budget less any expenditures:

$$\text{Funds Available} = \text{Budget} - \text{Actuals}$$

View Funds Available provides immediate, up-to-the-minute financial information, and includes posted and unposted entries.

1. Select the Funds form from the Home page or from the Navigator.



2. Fill out the header information

The following are default values:

- Ledger: University of Pittsburgh
- Budget: University
- Encumbrance Type: All
- Account Level: All

Populate the following fields:

- Amount Type:
 - Year to Date Extended (Default) – Cumulative balances from the start date of the fiscal year until the specified period, including adjustment periods
 - Project to Date Extended - Cumulative balances from the start date of the account until the specified period, including adjustment periods
- Period: Enter the current period

Funds Available Inquiry (University of Pittsburgh)

Selection Criteria

Ledger: University of Pittsburgh

Budget: UNIVERSITY

Period: NOV-19

Amount Type: Year To Date Extended

Encumbrance Type: ALL

Account Level: All

Summary

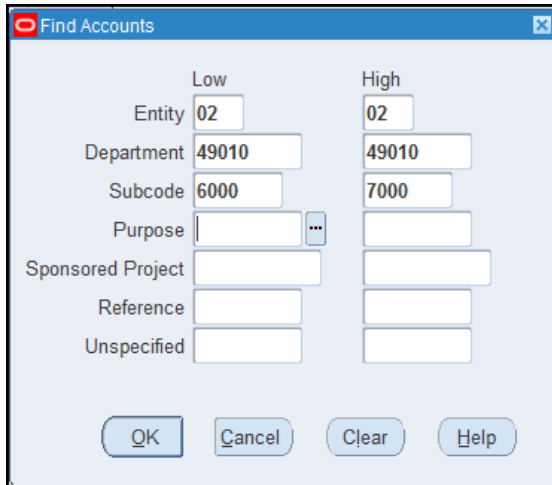
Account	Budget	Encumbrance	Actual	Funds Available

Encumbrance Amounts

Commitment: Obligation: Other:

Account Description:

- Click into the Account field and populate the account or the account range, then click OK.

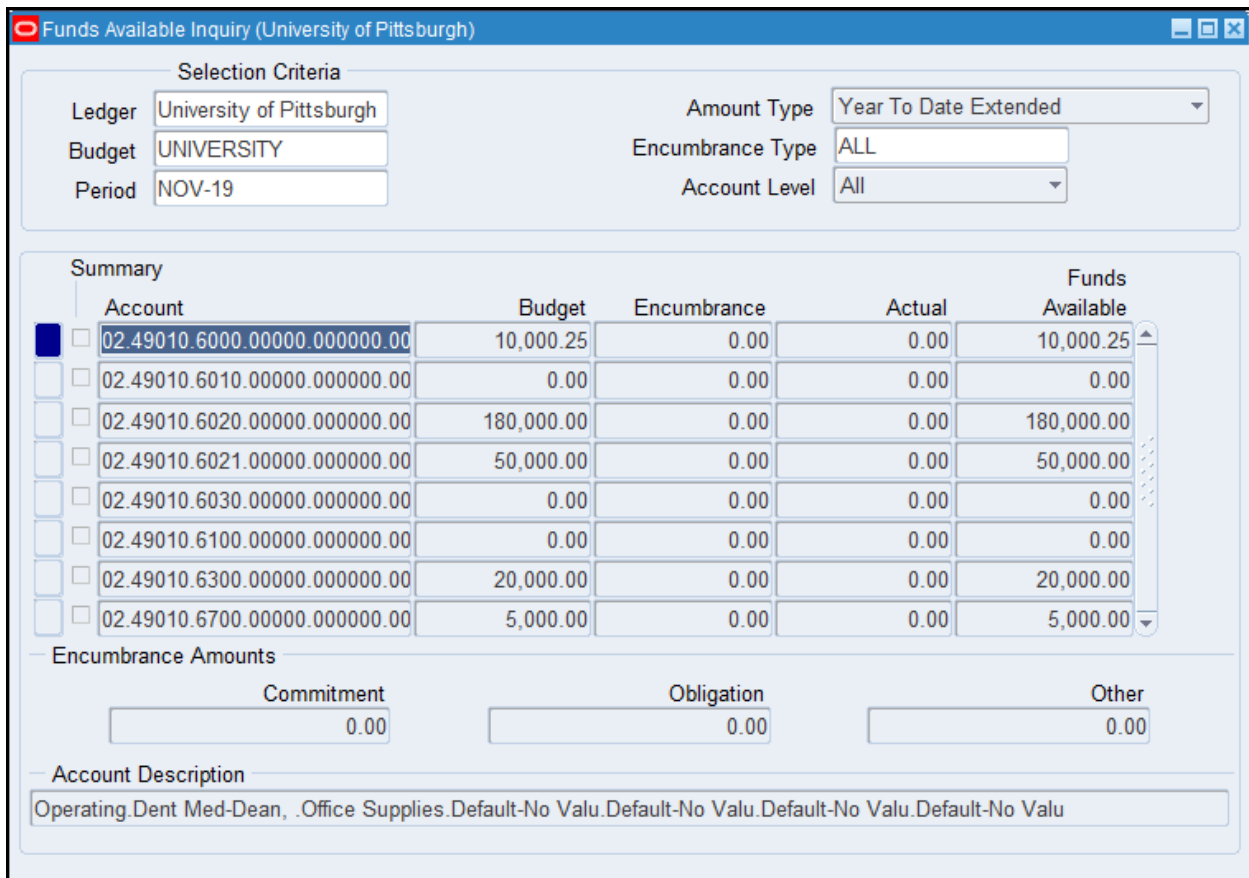


The 'Find Accounts' dialog box is shown with the following fields:

	Low	High
Entity	02	02
Department	49010	49010
Subcode	6000	7000
Purpose		
Sponsored Project		
Reference		
Unspecified		

Buttons: OK, Cancel, Clear, Help

- All available accounts will be populated from the range specified within your assigned security. For each account that displays, you can view a budget and actual amount and the resulting funds available.



The 'Funds Available Inquiry (University of Pittsburgh)' window displays the following information:

Selection Criteria

Ledger	University of Pittsburgh	Amount Type	Year To Date Extended
Budget	UNIVERSITY	Encumbrance Type	ALL
Period	NOV-19	Account Level	All

Summary

Account	Budget	Encumbrance	Actual	Funds Available
<input checked="" type="checkbox"/> 02.49010.6000.00000.000000.00	10,000.25	0.00	0.00	10,000.25
<input type="checkbox"/> 02.49010.6010.00000.000000.00	0.00	0.00	0.00	0.00
<input type="checkbox"/> 02.49010.6020.00000.000000.00	180,000.00	0.00	0.00	180,000.00
<input type="checkbox"/> 02.49010.6021.00000.000000.00	50,000.00	0.00	0.00	50,000.00
<input type="checkbox"/> 02.49010.6030.00000.000000.00	0.00	0.00	0.00	0.00
<input type="checkbox"/> 02.49010.6100.00000.000000.00	0.00	0.00	0.00	0.00
<input type="checkbox"/> 02.49010.6300.00000.000000.00	20,000.00	0.00	0.00	20,000.00
<input type="checkbox"/> 02.49010.6700.00000.000000.00	5,000.00	0.00	0.00	5,000.00

Encumbrance Amounts

Commitment	Obligation	Other
0.00	0.00	0.00

Account Description

Operating.Dent Med-Dean, .Office Supplies.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

5. To view more details, highlight an account, then select Tools/Period Balances from the toolbar.

The screenshot shows the 'Funds Available Inquiry' window with the 'Tools' menu open. The 'Period Balances' option is highlighted, and its sub-menu is visible, containing the following items: 'Period Balances', 'Detail Accounts', 'Budget Lines', 'Actual Lines', and 'Encumbrance Lines'. The 'Encumbrance Lines' option is highlighted in blue. The window also displays fields for 'Ledger' (University), 'Budget' (UNIVERSITY), 'Period' (NOV-19), 'Amount Type' (Year To Date Extended), 'Encumbrance Type' (ALL), and 'Account Level' (All). Below these fields is a 'Summary' table with columns for 'Account', 'Budget', 'Encumbrance', 'Actual', and 'Funds Available'. The table lists several accounts with their respective budget and encumbrance amounts. At the bottom, there are sections for 'Encumbrance Amounts' (Commitment, Obligation, Other) and 'Account Description'.

Account	Budget	Encumbrance	Actual	Funds Available
02.49010.6000.00000.000000.00	10,000.25	0.00	0.00	10,000.25
02.49010.6010.00000.000000.00	0.00	0.00	0.00	0.00
02.49010.6020.00000.000000.00	180,000.00	0.00	0.00	180,000.00
02.49010.6021.00000.000000.00	50,000.00	0.00	0.00	50,000.00
02.49010.6030.00000.000000.00	0.00	0.00	0.00	0.00
02.49010.6100.00000.000000.00	0.00	0.00	0.00	0.00
02.49010.6300.00000.000000.00	20,000.00	0.00	0.00	20,000.00
02.49010.6700.00000.000000.00	5,000.00	0.00	0.00	5,000.00

Encumbrance Amounts

Commitment	Obligation	Other
0.00	0.00	0.00

Account Description

Operating.Dent Med-Dean, .Office Supplies.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

6. This option will show you a detailed balance for each period. Click into a period field, then select Tools/Actual Lines from the toolbar.

[illegible]

You will now see the transactions posted that month, if any. Select a transaction, then click Journal for manual GL transactions or Drilldown for Payable transactions.

- For Payable transactions, the Source field will say “Payables”
- For manually entered journals, the Source field will say “Manual”

You can review the manual journal, or follow the steps from the Account Inquiry, and review the payable transaction details.

Chapter 4 - Reports

Standard Reports

- Standard reports are pre-defined reports that allow you to review financial information
- Users have access to specific reports based on their responsibility
- Reports may run at any time and are submitted via the Submit Requests form
- Users have the option of reviewing the output of a report online in addition to printing a hard copy of the output

Commonly used Standard Reports:

- **Account Analysis** - Lists the accumulated balances of a single account or a range of accounts and all journal entry lines that affect that range; cannot cross fiscal years
- **Budget- Journal by Account** - Contains information about budget loads and modifications, by account numbers
- **Chart of Accounts** - Provides information about the accounts in Pitt's Chart of Accounts, including segment values, rollup ranges and suspense accounts
- **General Ledger** - Lists the accumulated balances of a single account or a range of accounts and all journal entry lines that affect that range; can cross fiscal years
- **Journals-G**— general report - Provides journal information including posted, unposted, and error journals. You can also review journal activity for particular periods and balancing segments. The Journals-General report will print out a hard copy of your journal entry

Custom Reports

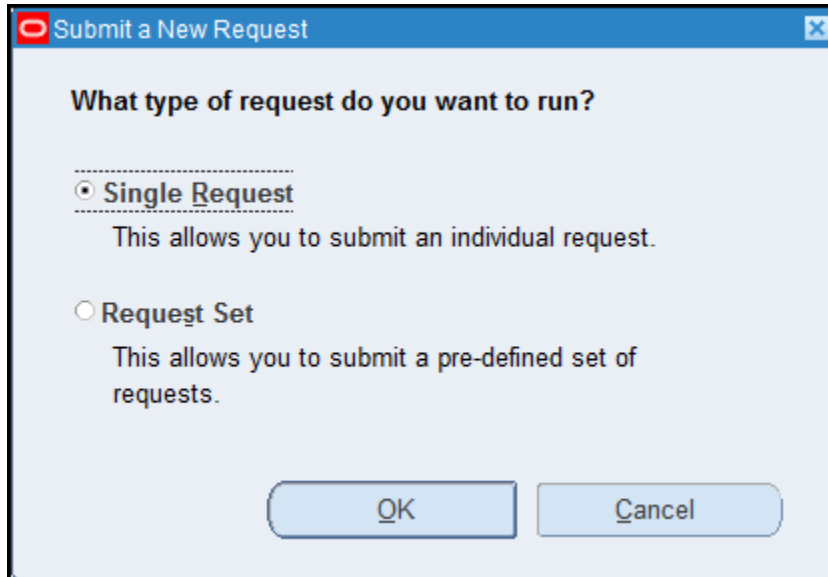
Financial Statement Generator (FSG) - FSG's are custom built reports that provide summary information (i.e. no transaction detail) for a specific period selected by the user.

Refer to the following document for details on how to run FDG Reports:

<http://pre.prism.pitt.edu/wp-content/uploads/FSG-Department-User.pdf>

Running a Report

1. To run a report, open the Submit a New Requests Form ->Other – Reports – Run
Select the request type, then click OK. For GL, the Single Request type is most common.



The dialog box titled "Submit a New Request" has a blue header bar with a red icon on the left and a close button on the right. The main area is light blue and contains the text "What type of request do you want to run?". Below this text are two radio button options. The first option, "Single Request", is selected and has a dotted underline. Below it is the text "This allows you to submit an individual request." The second option, "Request Set", is unselected and has the text "This allows you to submit a pre-defined set of requests." at the bottom. At the very bottom of the dialog are two buttons: "OK" and "Cancel".

Submit a New Request

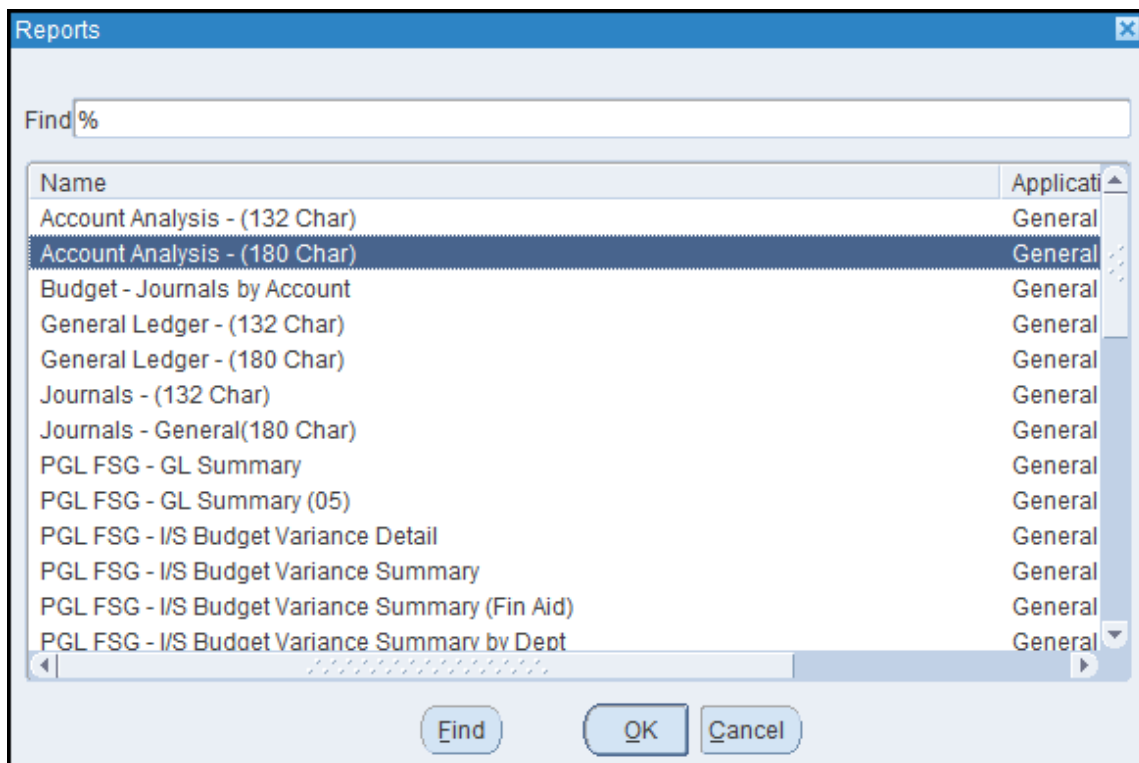
What type of request do you want to run?

☒ Single Request
This allows you to submit an individual request.

☐ Request Set
This allows you to submit a pre-defined set of requests.

OK Cancel

2. Click in the Name field. Select the Name of the report you want to run from the list of values, then click OK.



The dialog box titled "Reports" has a blue header bar with a close button on the right. Below the header is a search bar labeled "Find %". Below the search bar is a list box with two columns: "Name" and "Applicati". The list box contains several report names, with "Account Analysis - (180 Char)" selected. Below the list box are three buttons: "Find", "OK", and "Cancel".

Reports

Find %

Name	Applicati
Account Analysis - (132 Char)	General
Account Analysis - (180 Char)	General
Budget - Journals by Account	General
General Ledger - (132 Char)	General
General Ledger - (180 Char)	General
Journals - (132 Char)	General
Journals - General(180 Char)	General
PGL FSG - GL Summary	General
PGL FSG - GL Summary (05)	General
PGL FSG - I/S Budget Variance Detail	General
PGL FSG - I/S Budget Variance Summary	General
PGL FSG - I/S Budget Variance Summary (Fin Aid)	General
PGL FSG - I/S Budget Variance Summary by Dept	General

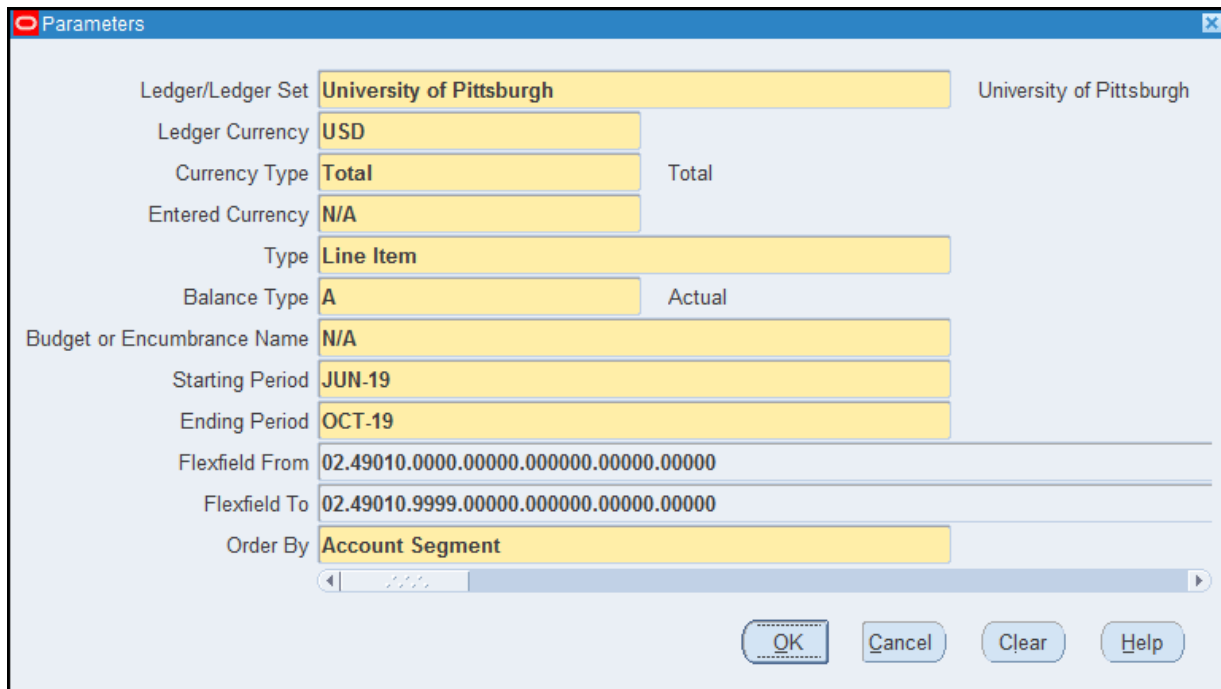
Find OK Cancel

Note: Your responsibility's request group determines which reports appear in the list.

3. The parameters window will appear. Define the Required Parameters (yellow) then click OK.

Note:

- Most requests require you to enter parameter values so you can specify the scope of information you want to see in the output. Prompts in the Parameters window are specific to the request you select.
- Some parameter fields have a list of values available to ensure you choose a valid parameter value while other parameters are optional and require no value.
- Default values may be predefined for one or more of the parameters associated with your request. Default values are automatically applied to these parameters when the Parameters window is opened.
- The more parameters you define, the more narrow and specific the search will be.



The screenshot shows a 'Parameters' window with the following fields and values:

Field	Value	Default/Label
Ledger/Ledger Set	University of Pittsburgh	University of Pittsburgh
Ledger Currency	USD	
Currency Type	Total	Total
Entered Currency	N/A	
Type	Line Item	
Balance Type	A	Actual
Budget or Encumbrance Name	N/A	
Starting Period	JUN-19	
Ending Period	OCT-19	
Flexfield From	02.49010.0000.00000.000000.00000.00000	
Flexfield To	02.49010.9999.00000.000000.00000.00000	
Order By	Account Segment	

At the bottom right, there are four buttons: OK, Cancel, Clear, and Help.

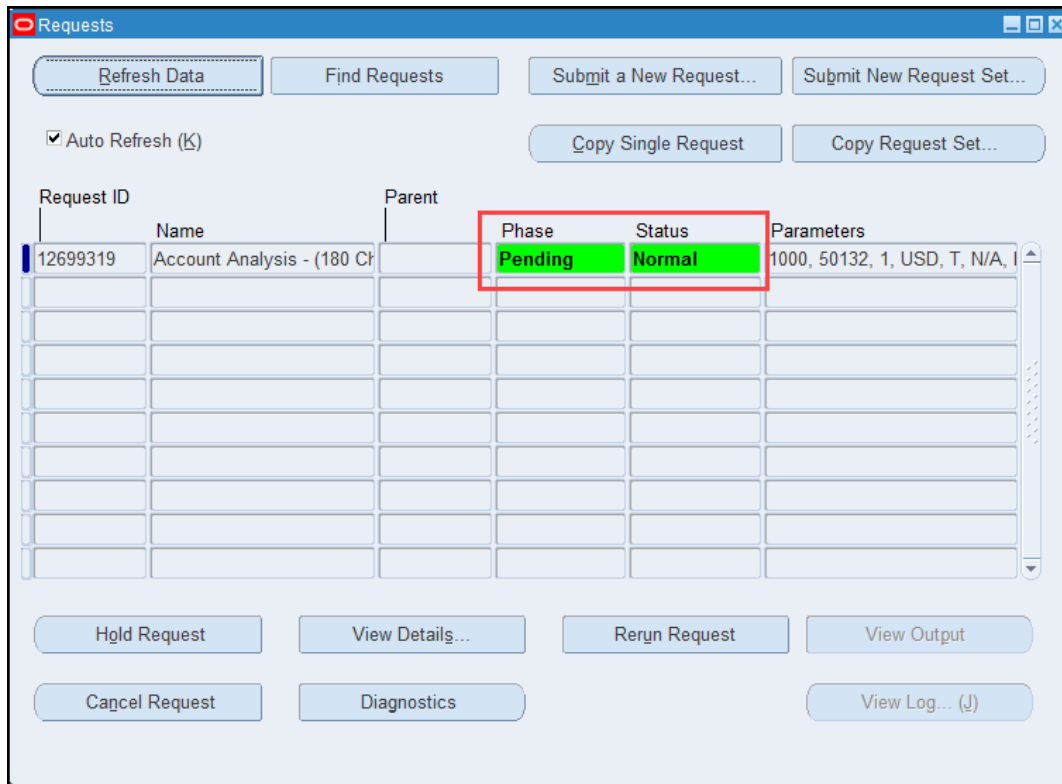
4. Notice the defined parameters in the **Parameters** field.

The screenshot shows the 'Submit Request' dialog box. The 'Run this Request...' section contains fields for Name, Operating Unit, Parameters, and Language. The 'Parameters' field is highlighted with a red rectangle and contains the text 'University of Pittsburgh.USD.Total.N/A.Line Item.A.N/A.SEP-19.NOV-19.02\49010\0000\0'. Below this section are buttons for 'Language Settings...' and 'Debug Options'. The 'At these Times...' section has a 'Run the Job' dropdown set to 'As Soon as Possible' and a 'Schedule...' button. The 'Upon Completion...' section has checkboxes for 'Save all Output Files' (checked) and 'Burst Output' (unchecked), and fields for 'Layout', 'Notify', and 'Print to' (set to 'noprint'). There are buttons for 'Options...', 'Delivery Opts', 'Help (C)', 'Submit', and 'Cancel'.

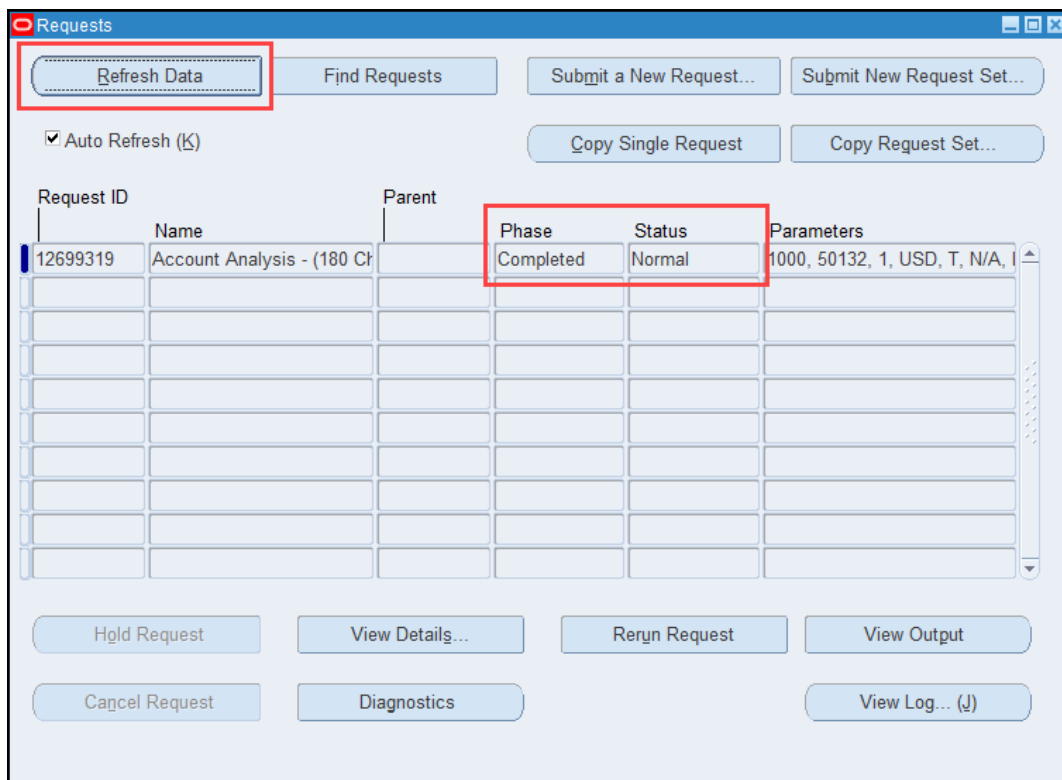
5. Click on Submit.

This screenshot is identical to the previous one, showing the 'Submit Request' dialog box. In this view, the 'Submit' button at the bottom center is highlighted with a red rectangle.

6. The Requests window opens, and notice that your request is pending.



7. Click Refresh Data to see when your request is completed.



- The most recently run report will appear at the top of the list
 - Check the Phase field to see if the status is completed
 - If the report is still running, click on the Refresh Data button to refresh the screen until the Phase field says Completed
8. Click on View Output button to view the report online once it completes running.

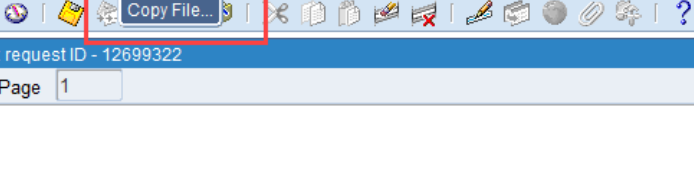
The screenshot shows a software window titled "Requests". At the top, there are buttons for "Refresh Data", "Find Requests", "Submit a New Request...", and "Submit New Request Set...". Below these is a checkbox for "Auto Refresh (K)" and buttons for "Copy Single Request" and "Copy Request Set...".

Request ID	Name	Parent	Phase	Status	Parameters
12699319	Account Analysis - (180 Ch		Completed	Normal	1000, 50132, 1, USD, T, N/A, I

At the bottom of the window, there are buttons for "Hold Request", "View Details...", "Rerun Request", and "View Output" (which is highlighted with a red box). Below these are buttons for "Cancel Request", "Diagnostics", and "View Log... (J)".

- To view more of the report on the screen, change the font size
- The vertical and horizontal scroll bars will move you through a page of your report
- Use the button: Go To, First, Previous, Next, and Last to move through pages within the output
 - If you click Last and then look in the upper left-hand corner of the window, you will see the total number of pages in the report
- If you have a printer setup for PRISM, printing a copy of the report will automatically be sent to the designated printer

PRISM GL Department Administrator



File Edit View Folder Tools Window Help

Copy File...

Report request ID - 12699322

Page 1

University of Pittsburgh

Accounts From: 02.49010.0000.00000.000000.00000.00000

To: 02.49010.9999.00000.000000.000000.00000.00000

Balance Type: Actual

Ledger: University of Pittsburgh

Period: JUN-19

[illegible]

Chapter 5 - Additional Information

Office of the Chief Financial Officer

Please visit the Office of the CFOs website here: <http://cfo.pitt.edu/> for additional financial resources.

University of Pittsburgh

CFO
Office of the Chief Financial Officer

Home Departments Systems & Tools Guides & Training Financial Resources Reports & Policies Contact

The Office of the CFO is the University's trusted financial responsibility center. We provide financial expertise, information, and solutions in a framework that enables the University community to thrive in a challenging educational environment.

In support of the Plan for Pitt we are dedicated to strengthening administrative and operational efficiency by providing a supportive and productive financial work environment. [Read about our Strategic Initiatives](#)

Departments

Controller's Office

- Budget and Financial Reporting
- Cost Accounting
- Financial Compliance for Research
- General Accounting
- Institutional Research
- Sarbanes-Oxley (SOX) Section 404 Project Management
- Sponsored Projects Accounting
- Student Payment Center

Financial Information Systems

Financial Operations

- Financial Records Services
- PantherExpress-Buying & Paying
- PantherExpress-Travel & Expense Management
- Payroll
- Risk Management
- Workers' Compensation

Systems & Tools

Effort Certification

Employee Self Service Portal

PantherExpress-Buying & Paying

PantherExpress-Travel & Expense Management

PittPAY

PRISM Account Request

PRISM

Salaried Personnel Activity Report Application (SPAR)

SOX Control Self Assessment

University Business Forms

Vincent Payment Solution

Guides & Training

Financial Compliance for Research Workshops

Financial Records Training

Level Report Guidance

Lynda Technical Training

PantherExpress Training Programs

PantherExpress Guide ▶

Payroll Administrator Guide

PRISM Training Classes

PRISM Training Manuals

Research Accounting Guidelines

Risk Management Learning Programs

Technical Support for CFO Staff

Financial Resources

Audited Financial Statements

Capital Asset Management

E-Business Resource Group

Fact Book

Faculty Activity Reporting (FARs)

OMB Uniform Guidance

Online Level Reports

Right-to-Know Disclosures

University Policies & Procedures

Office of the Chief Financial Officer
1817 Cathedral of Learning
4200 Fifth Avenue
Pittsburgh, PA 15260

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PRISM Website

Please visit the PRISM website for additional application information <https://prism.pitt.edu/>

Here you can find:

- User Access Forms
- System Requirements
- Training Manuals
- Training Demos
- Quick Reference Guides
- Contact Information

The screenshot shows the PRISM website homepage for the University of Pittsburgh. The header includes the University of Pittsburgh logo and name, with links for Pitt Home, my.pitt.edu, and CFO. Below the header is the PRISM logo and a search bar. A navigation menu contains links for Home, PRISM ACCESS, APPLICATIONS, TRAINING, and CONTACT. The main content area features a banner stating "Pitt's Real-time Integrated Solutions for Management, is the University of Pittsburgh's Enterprise Financial and Human Resources system." Below this are eight application tiles: PRISM TRKS, General Ledger, Travel & Business Expense, Purchasing, P-card, Payables, RPA, and SPAR. An "Employee Self Service" button is also present. A text block describes PRISM as a comprehensive suite of web-based applications for streamlining business processes. A "Quick Links" sidebar on the right includes links to FY 2020 Cutoff Dates & Times, June 2019 Year End Closing Schedule, Subcode Listings, Valid Reference Numbers, Account Number Structure, and HR Glossary.

University of Pittsburgh

PRISM
Pitt's Real-time Integrated Solutions for Management

Search

Login to PRISM

PRISM ACCESS APPLICATIONS TRAINING CONTACT

Pitt's Real-time Integrated Solutions for Management,
is the University of Pittsburgh's Enterprise Financial and Human Resources system.

PRISM TRKS General Ledger Travel & Business Expense Purchasing

P-card Payables RPA SPAR

Employee Self Service

PRISM is a comprehensive suite of web-based applications which provide innovative solutions to streamline University business processes and transactions. PRISM allows self-service access for faculty and staff to manage their personal data online from anywhere, such as benefits and address information.

PRISM's integrated applications include Purchasing, General Ledger, Accounts Payable, PCard Redistribution, Research, Human Resources, Payroll, Benefits, and Time Keeping.

my.pitt.edu

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Submit a Help Ticket

Quick Links

- › FY 2020 Cutoff Dates & Times
- › June 2019 Year End Closing Schedule
- › Subcode Listings
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