

# *BMR Training Guide*

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## *Training Guide Overview*

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Budget Modification Requests or BMRs are created to adjust budget amounts during the open budget year. These instructions are specifically for entity 02/03 operating BMRs. Entity 05 BMRs will continue to be manually submitted to Sponsored Projects Accounting (formerly Research Accounting).

This BMR Training Guide has three primary sections: the first two instructing users on how to process BMRs using one of two modes, and the third instructing users on how to run reports on BMRs that have been posted to their accounts. The two modes available to process BMRs are (1) the Budget Transfer screen in PRISM and (2) the Excel BMR Import Template.

Regardless of the mode of entering BMRs, as a reminder to users, there are two types of operating BMRs, temporary and permanent. Temporary BMRs are only for the current budget year and would not be included in the next budget cycle. Permanent BMRs are incorporated into the next year's budget.

# ***Budget Transfer Screen in PRISM***

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## **Overview**

To generate a BMR, you will use the new responsibility (e.g. BMR *DENT Dean Opr Entry*) to initiate the transfer. That process will automatically create the budget entry. Then, you or your approver will query the budget journal batch, complete the Preparer/Approver information, attach any necessary documentation and input the appropriate Control Totals to indicate the BMR is ready for review/posting. Budget & Financial Reporting (B&FR) will post all budget journal entries, generally within 3 business days of release. For month-end cutoff dates and times for any given month, refer to the schedule at <https://prism.pitt.edu/>, under Quick Links.

This BMR process is designed as a budget transfer and requires balanced debits and credits. Additionally, the account from which the amount is being transferred must have sufficient budget funds available to complete the transfer. If the “From” account does not have an available balance, the transfer cannot be completed in the Budget Transfer form using that account, although a work-around is detailed in the step-by-step instructions below.

In addition to the written instructions provided in this document, demonstration videos are available at <https://prism.pitt.edu/applications/demo-videos/>.

## **Budget Transfer Security and Controls**

### ***Salary BMRs***

Any movement of salary dollars requires a movement of fringes at the applicable rate from the same account using the appropriate fringe rate subcode.

Fringe benefit rate information can be found on the Cost Accounting website at [http://www.cfo.pitt.edu/rca/ca\\_rateinfo.html](http://www.cfo.pitt.edu/rca/ca_rateinfo.html). Please refer to Exhibit III and the Salary Subcode Table for the appropriate year in the Approved Fringe Benefit and F&A Rates section.

### ***Budget Deficit Entries***

Oracle’s budget transfer process requires the source account to have an available budget balance. If you must initiate a budget transfer that will result in a temporary deficit (funds are not yet available in the “From” account), there is a workaround to complete the entry on-line with pre-approval. In the “From” account, enter an account combination available to you but enter the amount as \$0. When the BMR is created from the automated journal import, you can edit the accounts and amounts in the budget journal form as long as you have security privileges to the accounts.

## *BMRs Using New Account Combinations*

Oracle's budget transfer window does not allow for dynamic insertion of new account combinations and thus if you are funding an account for the first time, the workaround is to use an existing account in the transfer window. In the "To" account, enter an account combination available to you but enter the amount as \$0. When the BMR is created from the automated journal import, you can create the new account and edit the amount in the budget journal form.

## *BMRs Involving Accounts Outside Your Security Access*

If you are receiving budget funds from a Responsibility Center (RC) account, Senior Officer (SO) account or General University (GU) account outside of your security access, the BMR may still be completed on-line. Before the BMR is entered, ensure all the approvals and documentation for this transfer have been received. In the "From" account, use a valid account in your security access with sufficient budget funds available. If you are unsure of the funds availability, enter \$0 as the amount for the transfer and edit the amount in the BMR journal.

When the BMR is created from the automated journal import, open the BMR journal entry, attach the necessary documentation and/or notes, adjust line amounts and/or descriptions as needed, complete preparer/approver information, enter the designated Control Total (see the next section) and, if required, inform the responsible RC, SO or GU representative that the journal batch is ready for their review and account entry. If RC, SO or GU action is required, that user will adjust the entry to charge the appropriate RC, SO or GU account for the budget transfer and complete the Control Total to release for posting.

## *Using Batch Control Totals*

The batch Control Total field will serve multiple purposes in the BMR process. When the automated process creates the BMR journal entry, the control total is blank. As you are working on the budget journal entry, the batch control total should be 1, as is the standard for all journal entries processed in the General Ledger. When you have completed the budget journal entry and no other approvals are required, the batch control total should be updated to match the amount of the budget journal total (i.e., Debit=Credit=Batch Control Total). This will indicate to Budget & Financial Reporting that the BMR batch is complete and ready for posting.

If your RC requires internal approval before releasing the budget journal for posting, update the batch control total to the appropriate RC number (refer below and Appendix A) and notify the responsible RC approver.

When you are receiving funds from a RC, SO or GU account not available in your security access, the batch control total will be used as an indicator to the designated RC, SO or GU representative that the budget journal is ready for their review and final update. Once you have completed all required elements, update the batch control total as designated (the RC representing the SO/GU listed below) and notify the responsible person. The designated areas will periodically search by control total to find batches awaiting their action. Refer to Appendix A for a list of all RC numbers and related contacts.

Area Providing Funds	Batch Control Total	Contact
Provost Office	10	Shari Manges
Chancellor's Office	0*	John Lea
Health Sciences	30	Rich Henderson
Business and Operations	86	Denise Doswell / cc: Laura Zullo
General University	79	Budget & Financial Reporting

\*0 is used for the Chancellor's office as 01 will display as 1, which is in use already.

## Initiate a Budget Transfer

1. Select the BMR Responsibility from the Oracle Home Page or Navigator menu and open the Budget Transfer window. (*N* → *Budget Modification*)
2. Select *Budget*.
  - UNIVERSITY
3. Enter *Batch Name* as per the Budget & Financial Reporting naming conventions below. This is a required field, if left blank the system will generate a generic batch name.
  - For **Permanent** entries use the convention: **BMRRCP** Dept# Initials DD-MMM-YY X
    - BMR49P 49010 HLL 19-MAR-18 1 (if multiple entries on the same day)
  - For **Temporary** entries use the convention: **BMRRCT** Dept# Initials DD-MMM-YY X
    - BMR49T 49010 HLL 19-MAR-18 1 (if multiple entries on the same day)
4. Select the *From Budget Organization and Account*.
  - The Budget Organization is always Pitt\_organization.
  - There must be an available Budget balance to transfer funds or an error will appear.
  - If funds are not available in the *From* account, \$0 can be input in the transfer amount window and necessary adjustments can be made in later steps within the budget journal entry window.
  - If you are receiving funds from an account outside your security access, use one of your valid accounts as the *From* account, input \$0 as the transfer amount and necessary adjustments can be made in later steps within the budget journal entry window.

- If this entry involves an account outside of your security access, confirm the number of lines required from the other area. It is recommended to add additional account lines with \$0 in the transfer amount. Lines cannot be added once the budget journal is created.

**Note:** In the lower left corner of the window, a record count will be displayed for you to keep track of the line count. You may need to maximize the window to display the field.

5. Select the *To Budget Organization* and *Account*.

- If this budget entry involves salary funds, please ensure the required fringe benefit lines are included.
- For each account line, the Transfers Amounts form must be completed.

Budget Transfer (University of Pittsburgh)

Budget: UNIVERSITY  
 Currency: USD  
 Batch Name: BMR06T 11010 HLL 19-MAR-18  
 Funds Status: N/A

From		To	
Budget Organization	Account	Budget Organization	Account
Pitt_organization	02.11010.6000.00000.00000.00000	Pitt_organization	02.13226.6000.00000.00000.00000

Account Details

From: Operating.Office of the D.Office Supplies.Default-No Valu.Default-Nc  
 To: Operating.Biological Scie.Office Supplies.Default-No Valu.Default-N  
 Type: Expense  
 Type: Expense

Transfer Amounts

6. Click the Transfer Amounts button to open the Transfer Amounts window.

7. Select *Period*.

- Use the current open period. It must be in the **open** budget year.

8. Select *Amount*.

- Use whole dollar amounts. Budget transfers can be done by either a percentage or a specific dollar amount. The balance fields will show the proposed balances.

Transfer Amounts (Pitt)

From Account: 02.11010.6000.00000.000000.000000.000000

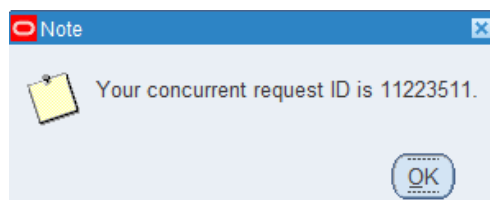
To Account: 02.13226.6000.00000.000000.000000.000000

YTD Transfer From Account To Account

Period	%	Amount	Old Balance	New Balance	Old Balance	New Balance
MAR-18		1,500.00	.00	.00	.00	.00

9. Once the amounts are verified, save the transaction.
10. For multiple account combination budget transfers, repeat steps 4-9 for each account before closing the Budget Transfer window to ensure one budget batch is created.
  - To save data entry time, the *From* account number can be copied from the line above by using Shift + F5 on the keyboard or from the tool bar using Edit → Duplicate → Field Above.
  - Only 4 rows display but additional lines can be created using the down arrow.
  - It is recommended to add a few extra lines with a \$0 amount when doing salary transfers or transfers involving an RC, SO or GU account in the event additional lines are required. New lines cannot be added to the budget transfer once you save and close the transfer window.

Close the Budget transfer windows and acknowledge the Note regarding your concurrent request. A concurrent request (Journal Import) is automatically submitted to create the budget journal entry. Verify the request completes successfully before searching for the new batch. **The following steps must be completed or the batch will not be posted.**



11. Query and find the new journal batch. (*N* → *Adjust Budget Journals*)
  - Make sure to use the wildcard symbol (%) when searching for the batch as the import process adds a date and time stamp to the batch name.



- The batch will be available as soon as the Journal Import process completes. This usually completes in seconds but if the batch is not found, verify the process has completed normally.

12. Click the Review Batch button.

13. Enter 1 as the batch *Control Total* to indicate the batch is in process.

Batch Totals		
	Debit	Credit
Entered	1500	1500
Accounted	1500	1500

14. Save and acknowledge the control total violation message.

15. Click the Journals button.

16. Enter the valid *Control Total* for the journal. This is the total debits/credits after all lines have been modified with the correct accounts and dollar amounts as discussed below.

- Optionally update the line *Description* to provide additional details for the line entry. If the funds are to be provided by the RC, SO or GU, use this field for the designation.
- The *Account*, *Debit* and *Credit* fields may be modified in this form. If a 'placeholder' account or \$0 amount was used in the Budget Transfer form because of funds availability or security, the accounts can be edited here before being released for posting.


Line	Account	Debit (USD)	Credit (USD)	Description
1	02.11010.6000.00000.000000.00000.000		1,500.00	Office Supplies funding
2	02.13226.6000.00000.000000.00000.000	1,500.00		Journal Import Created

17. Tab to open the Journals – Journal Entries descriptive flexfield.

18. Complete the Journals – Journal Entries information.

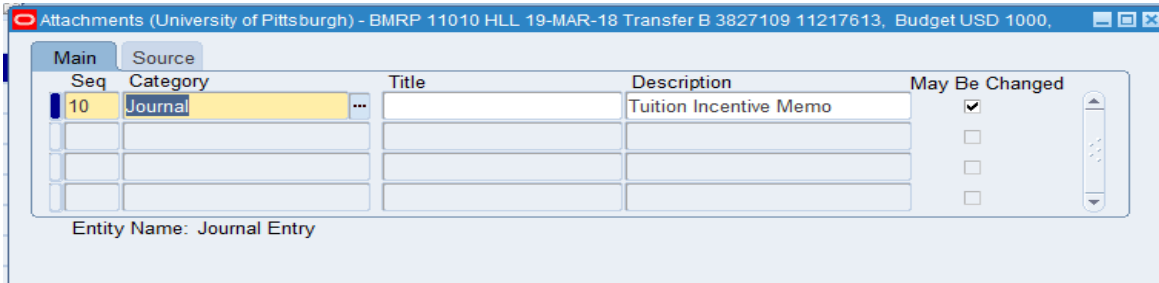
- Enter *Prepared By/Phone* and *Approved By/Phone*.
- In the *Budget Entry* field, select the BMR type.
  - The default is No and this must be changed to either ‘Permanent’ or ‘Temporary.’
- Enter *BMR Description*.
  - This is the description that will be used in your Target Letter (permanent BMRs) and Responsibility Center Planning Information (temporary BMRs). Please use mixed casing and keep descriptions brief to avoid confusion as this could be truncated on reports. In addition, for confidentiality, do not include employee names when referencing salary adjustments (initials are acceptable).
  - Annualizations – This pertains only to permanent BMRs which contain partial year adjustments. Please begin your description with the word “Annualize.” This will alert B&FR to flag the BMR for annualization, which is the process in which remaining budget adjustments are provided to units through the subsequent year target letter.

19. Click the Ok button to return the Journal form.

20. Use the Attachments icon on the tool bar to attach applicable documents and notes. 

21. Select 'Journal' as the *Category*.

22. Optionally enter *Description*.



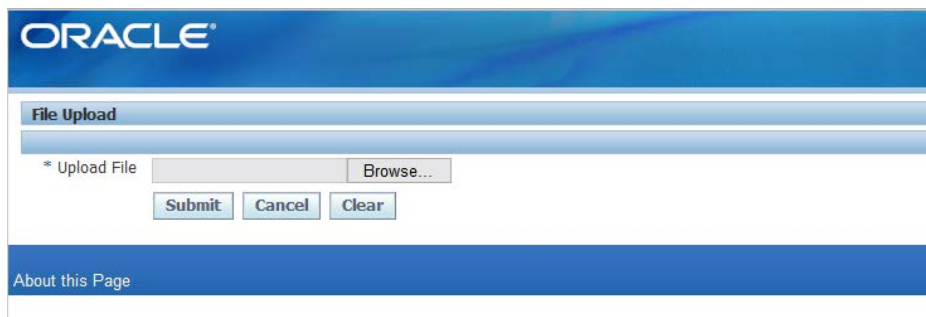
Seq	Category	Title	Description	May Be Changed
10	Journal		Tuition Incentive Memo	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Entity Name: Journal Entry

23. Tab to the *Data Type* field (under *Source* tab).

- Select either *File*, *Long Text* or *Short Text*.
  - Long and Short Text will allow you to enter any notes in the highlighted box. Long Text is recommended, there is a limit of 250 Characters with Short Text.
  - File will allow you to attach a saved document. When you select File, a new file upload window will open in a new browser window where you can find and select the file to attach. The new window that opens is called *GFM Upload Page* and may open in the background on your desktop (minimize PRISM java form to view all browser windows, ensure pop-ups are not blocked). Once attached, return to PRISM and acknowledge the message that the file has been successfully uploaded.

*\*\*This window may appear in the background. Do not answer the PRISM question on file upload until you have loaded the file via this window.*



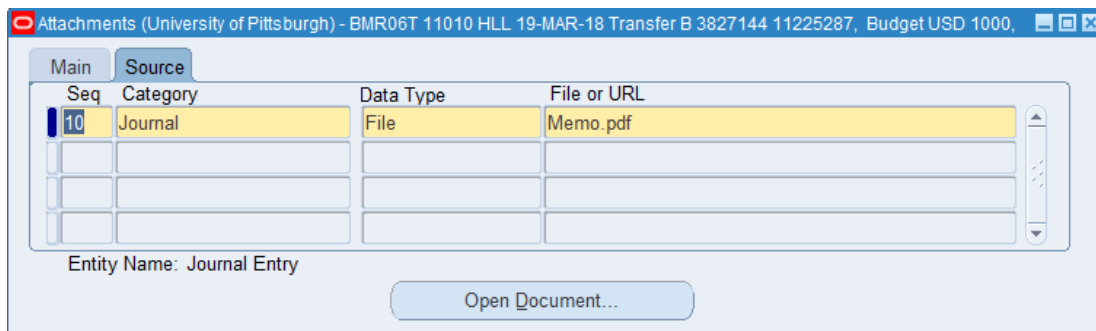
ORACLE

File Upload

\* Upload File  Browse...

Submit Cancel Clear

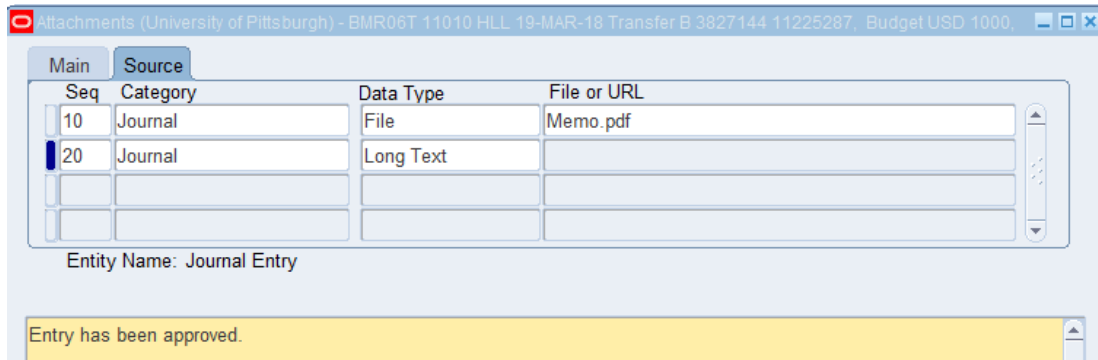
About this Page




Seq	Category	Data Type	File or URL
10	Journal	File	Memo.pdf

Entity Name: Journal Entry

Open Document...



24. Additional attachments can be added by moving to the next line. Once complete, save and close the Attachments window. When you query BMRs for review, the paper clip icon will indicate by appearance that a note is attached. 

25. Close the Journals window and open the Batch header (Review Batch).

26. Enter the *Control Total* for the batch (see image below).

- If this budget entry is complete, the batch control total should match the debits and credits and indicate the batch is ready for posting. It will not be posted until the control total is valid.
- If you are receiving funds from a SO account and used a placeholder account because you do not have access to the SO account, enter the RC Number representing the SO (e.g., 00, 10, 30, or 86) in the *Control Total* and notify the designated SO contact that the budget journal is ready for review and completion. Please include the Batch Name in the notification.
- If you are receiving funds from a GU account and used a placeholder account because you do not have access to the GU account, enter '79' in the *Control Total* and notify Budget & Financial Reporting that the budget journal is ready for their review and completion. Please include the Batch Name in the notification.
- If you are receiving funds from another RC account and used a placeholder account because you do not have access to the RC account, enter the RC number (Refer to Appendix A for a list of all RC numbers and contacts) in the *Control Total* and notify the appropriate contact that the budget journal is ready for review and completion. Please include the Batch Name in the notification.

## Querying and Reviewing a BMR Transfer Batch

BMR batches are generally posted by Budget & Financial Reporting within 3 business days of release. For month-end cutoff dates and times for any given month, refer to the schedule at <https://prism.pitt.edu/>, under Quick Links.

To query for BMR journal entries, follow these steps.

1. From the Oracle E-Business Suite home page, choose your BMR responsibility and navigate to Adjust Budget Journals.
2. In the Find Journals window, multiple search options are available and the following fields are the most helpful when looking for a batch.
  - Batch Name – When searching by batch name, always use the wildcard symbol which is %. This will help you find any batch that contain the text within the % characters.
    - For example, if you are sure you started the batch name with BMR and included the department number, in the batch name you would enter “BMR%11010%” and the query would return any batches that begin with BMR and contain the department number 11010 somewhere in the name, along with any additional field criteria you entered.
    - If you are not sure if you used BMR to begin the batch name but know you used your initials, enter “%HLL%” in the batch name and the system will return all BMRs with HLL in the batch name.
  - Source – For on-line BMRs the source is always *Transfer*.
  - Period – Enter the specific GL period to narrow the search.

- Batch Control Total – Optionally enter 1 or the designated SO/GU control total used when funding is coming from a Senior Officer or General University account and another user is accessing the BMR to complete the entry and release for posting.

3. Click Find.

- This will return all batches that meet your search criteria.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Transfer	Budget	MAY-18	BMR06P 11010 HLL 0	Budget USD 1000	USD	139,200.00	139,200.00
Unposted	Transfer	Budget	MAY-18	BMR06T 11010 HLL 0	Budget USD 1000	USD	3,500.00	3,500.00
Unposted	Transfer	Budget	MAY-18	BMR06T 11010 HLL 0	Budget USD 1000	USD	10,000.00	10,000.00
Unposted	Transfer	Budget	MAY-18	BMR06T 11010 HLL 0	Budget USD 1000	USD	4,500.00	4,500.00

4. Click the Folder icon in the upper left corner of the window as indicated above to open the Show Batch Control folder. This will display the batch control field to easily identify batches that are still not released for posting based on the batch control total.

Period	Batch Status	Source	Category	Batch Name	Journal Name	Batch Control Total	Journal Debit	Journal Credit
MAY-18	Unposted	Transfer	Budget	BMR06P 11010 HLL 05-15 1 Trans	Budget USD 1000	1	139,200.00	139,200.00
MAY-18	Unposted	Transfer	Budget	BMR06T 11010 HLL 04-MAY-18 Tr	Budget USD 1000	3500	3,500.00	3,500.00
MAY-18	Unposted	Transfer	Budget	BMR06T 11010 HLL 05-15 2 Trans	Budget USD 1000	79	10,000.00	10,000.00
MAY-18	Unposted	Transfer	Budget	BMR06T 11010 HLL 05-16 1 Trans	Budget USD 1000	4500	4,500.00	4,500.00

An incomplete batch will not post in the GL. Check for the following on incomplete batches:  
(Review Batch / Review Journal buttons)

- For the unposted batches that still have 1 in the Batch Control Total or Batch Control Total is not valid (missing/incorrect), review the batch and update the batch control total accordingly (click the Review Batch button). If the BMR is still pending completion, approval, or release by another individual area, contact the responsible individual in that area directly for prompt resolution.
- For the unposted batches that still have the designated SO/GU value in the Batch Control Total, check with the responsible person for the batch status.
- If the batch is unposted but the control totals are correct, please check the following journal information. Click the Review Journal button to open the journal entry.
  - Budget Type – In the Preparer descriptive flexfield, verify the correct Budget type has been selected (*Permanent* or *Temporary*) and that it matches the Budget type included in the batch name (BMRT/BMRP).
  - BMR Description – In the Preparer descriptive flexfield, verify the correct BMR description has been entered (*do not use employee names for salary BMRs, text should be mixed case and a maximum of 90 characters long*). Permanent BMRs requiring annualization need to begin description with “Annualize”.
  - Verify that the Journal debits and credits equal and match the journal control total.
  - Verify that the Batch control total matches the debit and credit amounts.
- The Batch Name field, if incorrect, cannot be modified. Batch name should appear as follows: BMRRCT or BMRRCP Dept Initials Date Tracking# (only 1 space between each segment (e.g. BMR79T 99011 LAM 25-MAY-18 1)). If entered incorrectly, your batch may need to be deleted.
- Posting Status = “Error”.

Journals (University of Pittsburgh) - BMR06T 11010 HLL 05-16 1 Transfer B 3827172 115452

Journal: Budget USD 1000  
 Description: Journal Import 11545224:  
 Ledger: University of Pittsbu  
 Period: MAY-18  
 Balance Type: Budget  
 Clearing Company:

Category: Budget  
 Effective Date: 16-MAY-2018  
 Budget: UNIVERSITY  
 Tax: Not Required

Control Total: 4,500.00

Conversion: Currency: USD, Date: 16-MAY-2018, Type: User, Rate: 1

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

[He]

**BMR Type and Description found here.**

Line	Account	Debit (USD)	Credit (USD)	Description
1	02.11010.6300.00000.00000.000		4,500.00	A&S Funding
3	02.13203.6300.00000.00000.000	1,500.00		Travel Budget Update
4	02.13226.6300.00000.00000.000	3,000.00		Travel Budget Update
		4,500.00	4,500.00	

Acct Desc: Operating, Office of the D.Domestic Travel.Default-No Valu.Default-No Valu.Default-No Valu.Default-No Valu

Buttons: Post, AutoConv Batch..., Approve, Line Drilldown..., T Accounts...

- Contact Budget & Financial Reporting for questions in reference to an unposted BMR (Leah Melvin x4-2569, Cassie Brenner x4-4095, Val Doyle x4-4094).
- If additional assistance is needed, contact the Technology Help Desk at 624-HELP (4357).



# Keyboard Shortcuts

## Function Shortcuts

Most everything that can be done with the mouse can usually be accomplished with the keyboard as well. The common keyboard shortcuts are shown in the following table:

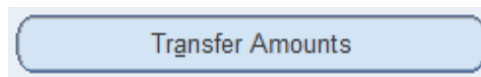
Key	Description	Key	Description
F4	Exit	Ctrl S	Save
F5	Clear Field	Ctrl Down	Insert Record
F6	Clear Record	Ctrl Up	Delete Record
F8	Clear Form	Tab	Go to next field
F11	Enter Query	Shift Tab	Go to previous field
Ctrl F11	Execute Query	Shift PageUp	Previous Block/Window
F4	Cancel Query	Shift F5	Duplicate 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

*\*Ctrl K will display the full list of keyboard shortcuts*

## Button Shortcuts

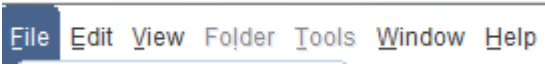
Each button has a descriptive name displayed inside it with a specific letter underlined. To simulate clicking the button by using the keyboard, press the Alt key and the underlined letter found inside the button. For example:

Alt A =



















## *Menu Shortcuts*

Each drop down menu is displayed with a specific letter underlined. To simulate selecting the menu item, press the Alt key and the underlined letter found. For example:

Alt F =  A screenshot of a menu bar with the following items: File, Edit, View, Folder, Tools, Window, Help. The 'File' menu is highlighted with a blue background. Underlined letters are present in 'Edit' (E), 'View' (V), 'Tools' (T), 'Window' (W), and 'Help' (H).

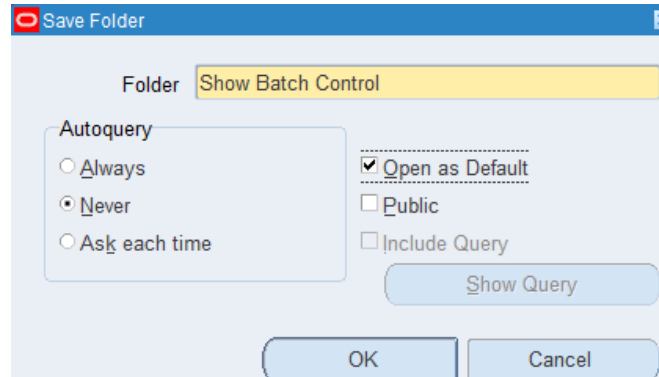
## Application Toolbar

	New Record	Opens a new record/line 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> )
	Switch Responsibility	Allows user to choose another responsibility ( <i>File → Switch Responsibility</i> )
	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	Transfer the current selection to 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> )
	Attachments	Opens the Attachments window ( <i>View → Attachments</i> )
	Folder Tools	Open the Folder Tools window ( <i>Folder → Tools</i> )
	Window Help	Displays general help for the active window ( <i>Help → Window Help</i> )

## Folder Tools

Folder Tools allow you to customize the presentation of data in a folder. If a folder icon appears in the upper left corner of a form, then Folder Tools are available to either open an existing folder or create a new folder. Within a folder, you can choose to reposition columns, show or hide columns, rename columns, and sort.

Folders can also open by default. To do this, select the Folder – Save As option and select *Open as Default* as shown below. Please make sure to select *Never* in Autoquery to avoid data issues for future searches. Also, *Public* should not be selected.



The various options for updating folders are listed below.

New	Creates a new folder definition.
Open	Opens an existing folder definition.
Save	Saves changes to the current folder definition.
Save As	Saves current folder definition to a new name.
Delete	Deletes an existing folder definition.
Show Field	Displays a field that is currently hidden.
Hide Field	Hides the current field.
Move Right	Moves the current field to the right.
Move Left	Moves the current field to the left.
Move Up	Moves the current field up.
Move Down	Moves the current field down.
Widen Field	Increases the width of the current field.
Shrink Field	Decreases the width of the current field.
Change Prompt	Changes the prompt for the current field.
Autosize All	Adjusts all field widths to completely show their data.
Sort Data	Specifies sort order for the first three fields by ascending, descending and no ordering.
View Query	Displays the query criteria for the current folder definition.
Reset Query	Erases the current query criteria.
Folder Tools	Displays the folder tool palette.

# BMR Import Template

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## Overview

The Budget Modification Request (BMR) Import Template should be used for the electronic submission of BMRs to Budget & Financial Reporting (BFR). **It is critical to the process that no formatting changes be made to the template and that you use the most current version of the template located at <https://prism.pitt.edu/training/training-manuals/> under General Ledger/Manuals. Do not make any changes in PRISM to a batch created by this process that has not been posted.**

Record retention responsibility and requirements remain the same as with paper BMR submissions.

BMR batches are generally posted by Budget & Financial Reporting within 3 business days of release. For month-end cutoff dates and times for any given month, refer to the schedule at <https://prism.pitt.edu/>, under Quick Links.

## Completion of the Template

Note that you can hover over the title of each column for instruction. Do not enter information in shaded areas.

### 1. Columns

ACCOUNT NUMBER	Enter all segments of the account number using period separators. Example: 02.01041.6000.00000.000000.00000.00000
JE CATEGORY NAME	BMR-Permanent or BMR-Temporary. Complete ONLY the first row by choosing ONLY one category from the drop down list – this will be applied to all records within the spreadsheet by B&FR.
ENTERED DR:	Enter the debit amount without cents or dollar sign. No negative numbers. <b>Debits MUST equal Credits unless completion is pending another area.</b>
ENTERED CR:	Enter the credit amount without cents or dollar sign. No negative numbers. <b>Debits MUST equal Credits unless completion is pending another area.</b>
REFERENCE4:	This is the BMR Name. Complete ONLY the first row with the required BMR naming convention in upper case.

Segment one = BMR followed by the related two-digit Responsibility Center number, then T or P (T or P must agree to JE Category Name); segment two = the five-digit department number of the preparer; segment three = preparer's three initials; segment four = date of entry; segment five = file tracking number (required format = F1, etc.). EXAMPLE: BMR87P 01041 LAM 10-1-18 F1. This will be applied to all records within the spreadsheet by B&FR.

**REFERENCE5:**

This is the BMR Description. Complete ONLY the first row. This description will be used in your Target Letter (permanent BMRs) and Responsibility Center Planning Information (temporary BMRs). Please use mixed casing and keep descriptions brief to avoid confusion as this could be truncated on reports. In addition, for confidentiality, do not include employee names when referencing salary adjustments (initials are acceptable). This will be applied to all records within the spreadsheet by B&FR.

**REFERENCE6:**

Preparer and Approver information. Complete ONLY the first row by entering P: preparer's first last name phone; A: approver's first last name phone (e.g. P: Lynn Raine 624-1111 A: John Snow 624-2222). This will be applied to all records within the spreadsheet by B&FR.

**REFERENCE10:**

This is the Journal Entry Line Description, which is optional. Enter the information relevant to each line, if desired, or leave blank. This information can vary for each line.

2. When you have completed all records of the BMR spreadsheet, save the document using the BMR name you gave it (refer REFERENCE4 on prior page)  
EXAMPLE: BMR87T 01041 LAM 10-1-18 F1
3. Scan all supporting documentation into a pdf file, and save it using the same name as above, changing the letter F to an S indicating support documentation.  
EXAMPLE: BMR87T 01041 LAM 10-1-18 S1

## Routing and Submission

### *Preparer*

1. Prepare an e-mail with the following in the subject line: **BMR name (must be the same as entered in REFERENCE4).**

EXAMPLE: BMR87T 01041 LAM 10-1-18 F1.

2. The body of the e-mail should contain the items listed below. In the section titled Review and Completion Comments, please indicate if the BMR is only for review or if it also requires completion. Indicate what area should complete the BMR (i.e. the approver or B&FR). This area of the e-mail may also include any other communication relevant to the attached BMR and/or needed for approval or final completion.

**BMR Name:**

**Intended BMR Amount:**

**General Ledger Period:**

**Review and Completion Comments:**

3. Attach the completed BMR spreadsheet file and the support documentation pdf file to the e-mail and route it to the designated approver.

### *Approver*

1. Upon receipt of the e-mail, review the BMR according to business practice and complete, if necessary, with the appropriate information. Follow the instructions for completion as outlined above.
2. Once the BMR has been reviewed, completed (if needed), and approved, forward the e-mail with all attachments to B&FR at the following e-mail address: [BFRBMR@pitt.edu](mailto:BFRBMR@pitt.edu).

**Note: All BMR files and support documentation must be sent to the appropriate approver. Only those submitted to B&FR by the appropriate approver will be processed.**

# ***BMR Reports***

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## **Overview**

There are four single request reports available in the new BMR responsibilities: *Journals – General (180 Char)*, *Budget - Journals by Account*, *FGAE870 Extract for posted BMRs by Period* and *FGAE870 Extract for posted BMRs by Period SO*. Also available is a report request set, *FGAR870 Processed BMR Summary Report*. These reports are meant to provide documentation on the entries created for the accounts within the assigned security only.

## **Journals – General (180 Char)**

This report provides budget journal entry details by a specific date range or GL period. The fields include batch name, line number, account number, transaction date, debits and credits. If you are looking for only BMR journal batches that have been created using the Budget Transfer screen in PRISM, be sure to use the *Source* parameter as indicated below. The parameters are as follows.

- Type (*Required* – Line Item or Source Item)
- Posting Status (*Required* – Posted, Unposted, Error)
- Currency (*Required* – USD)
- Period (*Optional* – GL period)
- Start/End Date (*Optional*)
- Source (*Required* – Use *Transfer* to find only those BMR batches created using the Budget Transfer screen in PRISM)
- Batch Name (*Optional*)

## **Budget - Journals by Account**

This report provides budget journal entry details for a single account combination. The fields include posting status, batch name, line number, account number, transaction date, debits and credits. The parameters are as follows.

- Budget (*Required* – UNIVERSITY)
- Accounting Flexfield (*Required*)
- Currency (*Required* – USD)
- Year (*Required* – Budget Year)



## FGAE870 Extract for posted BMRs by Period

This single request report provides an extract file of all BMRs by department or RC for a period range. The extract can be imported into Excel for further analysis. Excel's PivotTable and Subtotal tools are helpful in summarizing the extract data. If you need help using these tools, contact Budget & Financial Reporting (Cassie Brenner x4-4095 or [cbrenner@cfo.pitt.edu](mailto:cbrenner@cfo.pitt.edu), Val Doyle x4-4094 or [vdoyle@cfo.pitt.edu](mailto:vdoyle@cfo.pitt.edu), or Leah Melvin x4-2569 or [lmelvin@cfo.pitt.edu](mailto:lmelvin@cfo.pitt.edu)).

### *Submit Extract of Posted BMR by Period*

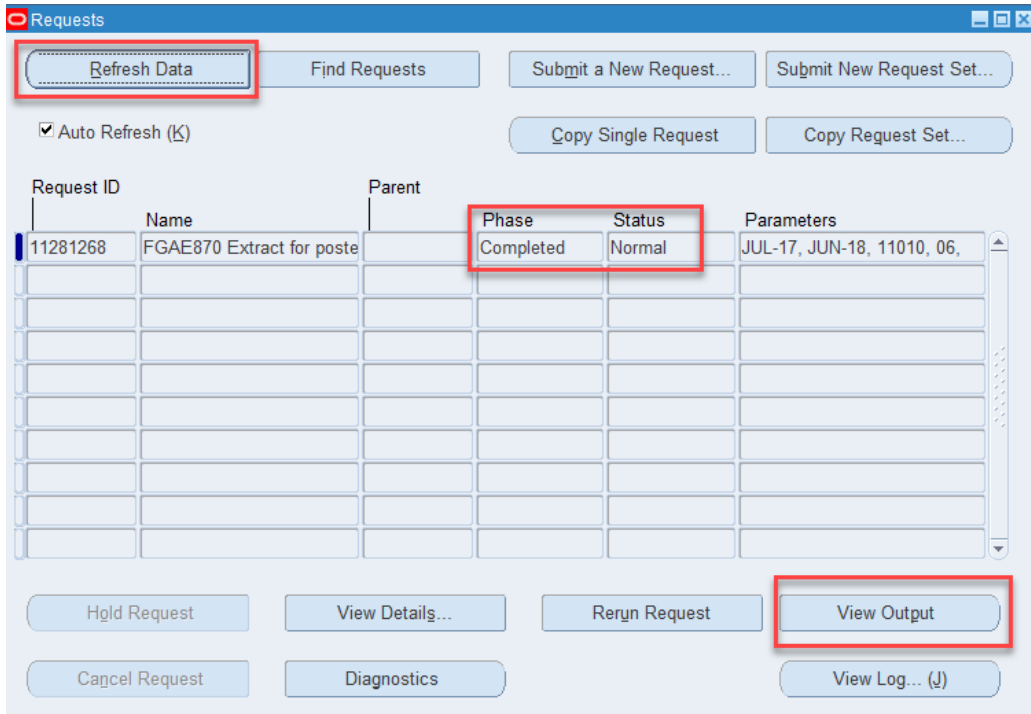
1. Open the Submit Request window.
  - Reports – Run
2. Select *Single Request* and click OK.
3. Select report *Name*.
  - FGAE870 Extract for posted BMRs by Period
4. Select the Starting *Period* and *Ending Period*.
  - The ending GL period must be equal to or greater than the starting GL period or no results will be returned.
5. Select *Department* number, *RC* number or *SO* number.
  - RC number is required

The screenshot shows a 'Submit Request' window with a 'Parameters' sub-window open. The main window has the following fields: Name (FGAE870 Extract for posted BMRs by Period), Operating Unit, Parameters, Language, At these Times..., Run the Job, Upon Completion..., Layout, Notify, and Print to (pcl17is0). The Parameters sub-window has the following fields: Starting Period (JUL-17), Ending Period (JUN-18), Department (11010 - Office of the Dean - Dietrich School of Arts and Sciences), RC (06 - Kenneth P. Dietrich School of Arts & Sciences), and SO. Buttons for OK, Cancel, Clear, and Help are visible in the Parameters sub-window.

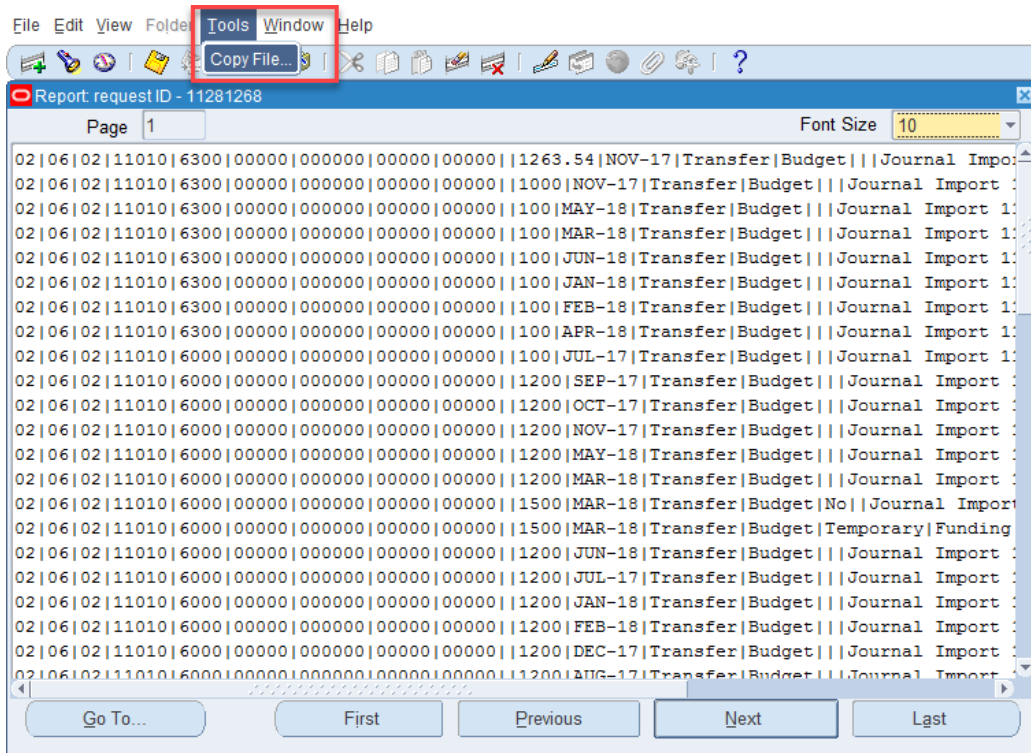
6. Click Submit.

- This will open the Requests window.

7. Click Refresh Data until the report completes, then click View Output.

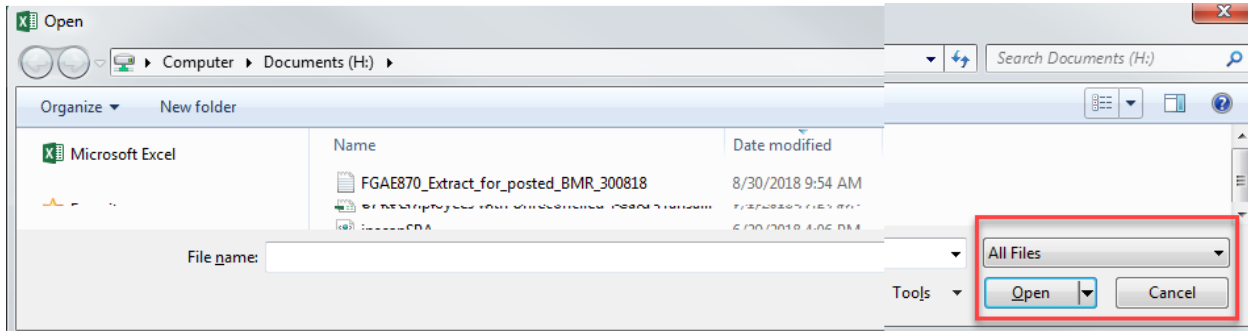


8. Select Tools – Copy File to send the output data to an HTML window.

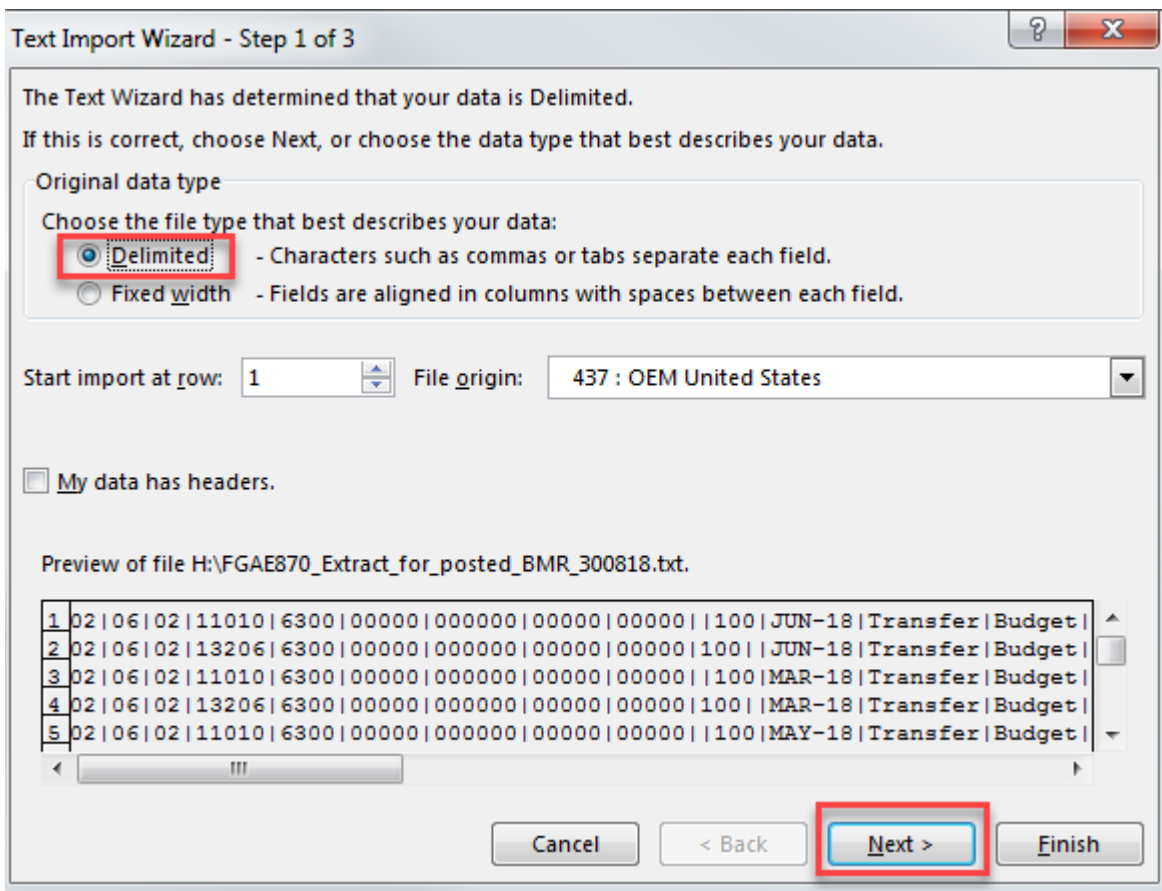


## Using Excel to Analyze Posted BMR by Period

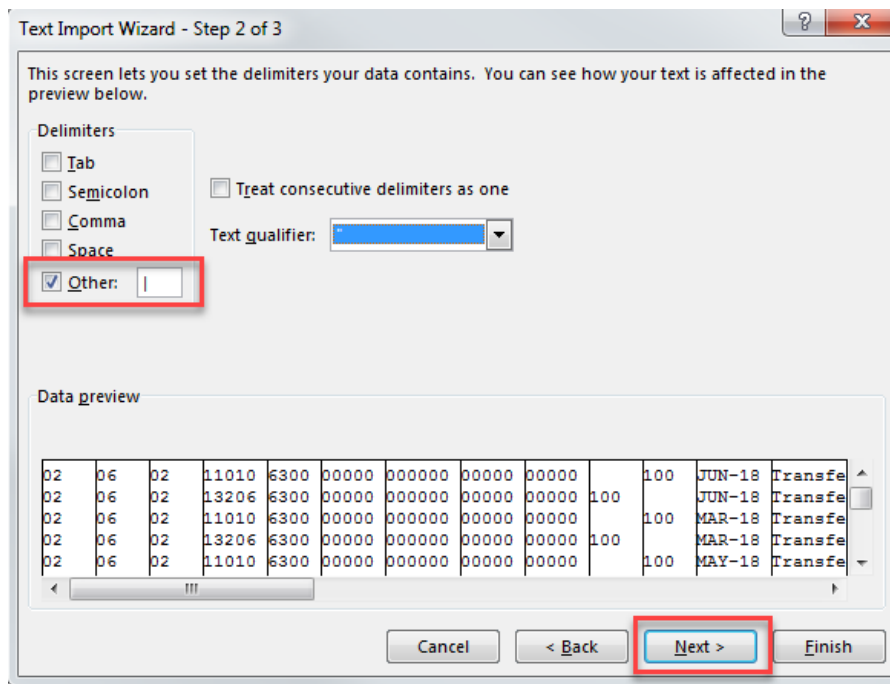
9. In the HTML window, save the file as a .txt file where you can easily retrieve it. Open Excel and find the saved file, make sure you have “All Files” selected in the drop down so that the .txt file is shown.



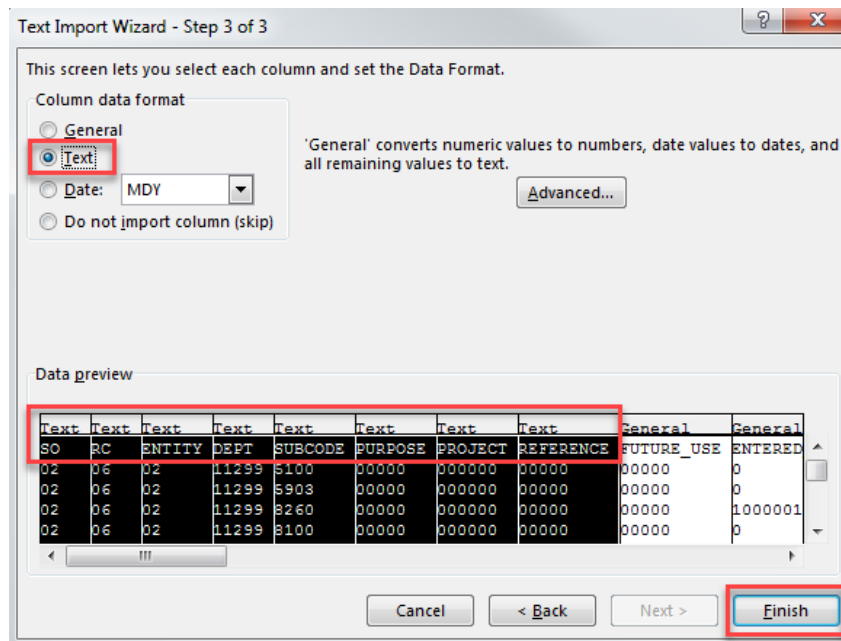
10. This will open the Data Import Wizard. Select Delimited and click Next.



11. Select Other as the delimiter and enter pipe ( | ). Click Next.



12. In the Column Data Format section, it is recommended to make the RC, account and phone number fields “Text” to ensure the leading zeros are imported accordingly. Then click Finish.



13. The following columns will be represented in the spreadsheet.

SO	Senior Officer number
RC	Responsibility Center number
ENTITY	GL Account Entity Segment
DEPT	GL Account Department Segment
SUBCODE	GL Account Subcode Segment
PURPOSE	GL Account Purpose Segment
REFERENCE	GL Account Reference Segment
ENTERED_DEBIT	Journal Line Debit Amount
ENTERED_CREDIT	Journal Line Credit Amount
PERIOD_NAME	GL Period
SOURCE	GL Source – The source will be Transfer for those entered on-line by the departments directly in PRISM. The source will be BUDO for those submitted via excel template (spreadsheet) to Budget & Financial Reporting (B&FR)
BMR_NAME	For BMRs entered on-line by the departments directly in PRISM, this field is the same as BATCH_NAME. For BMRs submitted via Excel template to B&FR, this field is the same as JOURNAL_NAME.
BMR_CATEGORY	Indicates Permanent or Temporary BMR
BMR_DESCRIPTION	Description for BMR entry entered in the designated field for each source
LINE_DESCRIPTION	This is the description entered at the individual line level for each journal line entry.
BATCH_NAME	GL Batch Name
JOURNAL_NAME	Journal Name
DATE_CREATED	Batch Creation Date
POSTED_DATE	Date that the GL batch was posted – keep in mind that BMR batches can be posted back to the first period in the Budget year and can differ significantly from the creation date in some cases.
PREPARER	Prepared By – This information is available for on-line entries only.
P_PHONE	Preparer Phone Number – This information is available for on-line entries only.
APPROVER	Approved By – This information is available for on-line entries only.
A_PHONE	Approver Phone Number – This information is available for on-line entries only.

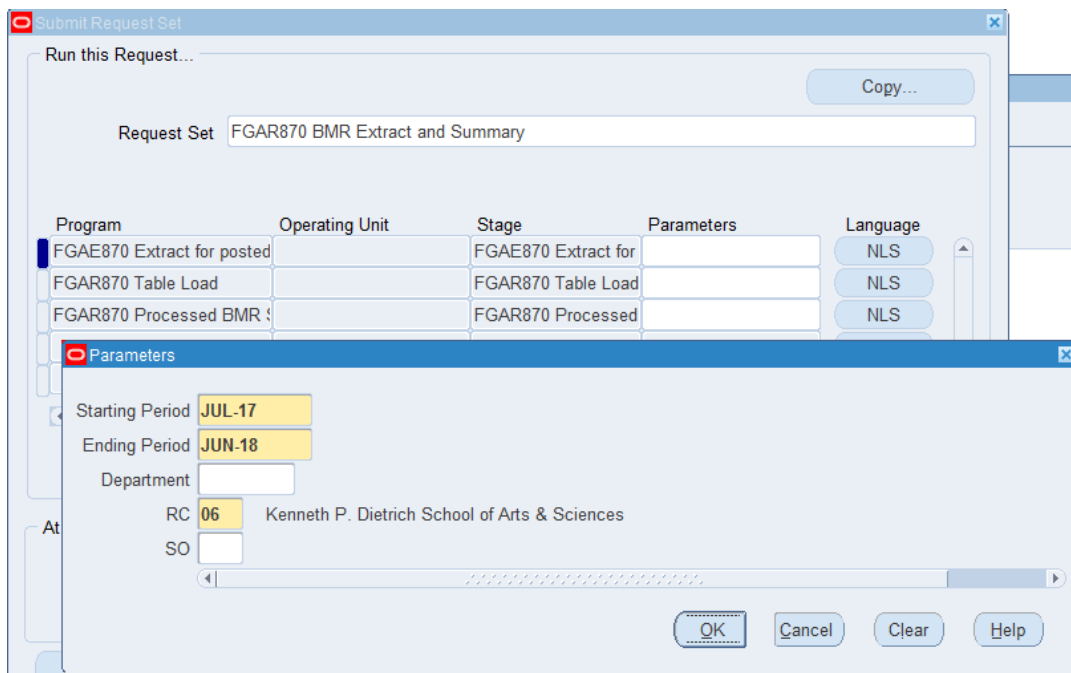
## FGAE870 Extract for posted BMRs by Period SO

This single request report is the same as above but it may be run for an entire Senior Officer (SO) area. It is available to SO-level users only.

## FGAR870 BMR Extract and Summary

This request set will provide the extract file and a summary report of all BMRs by department or RC for a period range. The BMR data is summarized by period, RC, BMR category and batch name. An extract of posted BMRs by Period will be produced in the set, which can be imported into Excel for further analysis.

1. Open the Submit Request window.
  - Reports – Run
2. Select *Request Set* and click OK.
3. Select report *Name*.
  - FGAR870 BMR Extract and Summary
4. Select the *Starting Period* and *Ending Period*.
  - The ending GL period must be equal to or greater than the starting GL period or no results will be returned.
5. Select Parameters: *Department* number, *RC* number or *SO* number.
  - RC number is required.
  - The parameters selected in the first report will copy to the subsequent reports automatically submitted in this set.



6. Click OK.

7. Click Submit.

- This will open the Requests window (see image below).



8. Several Requests will be submitted from this process. Click Refresh Data until all report have completed Normal. Each request has an entry for the report stage, please verify you are selecting the report and not the request stage when viewing output (see image below).

- Select the FGAR870 Processed BMR Summary Report and click View Output to review the summary report. The report is formatted as a PDF and can be printed or saved.
- Select the FGAE870 Extract for posted BMRs by Period request to download the detail file as described in the previous instructions.

The screenshot shows a window titled "Requests" with a table of request entries. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. Two rows are highlighted with red boxes: the first row (Request ID 11902243) and the third row (Request ID 11902239). The "View Output" button at the bottom right is also highlighted with a red box.

Request ID	Name	Parent	Phase	Status	Parameters
11902243	FGAR870 Processed BMR	11902237	Completed	Normal	JUL-17, JUN-18, , 06,
11902241	FGAR870 Table Load	11902237	Completed	Normal	#START-HERE#, fgar870_proc
11902239	FGAE870 Extract for poste	11902237	Completed	Normal	JUL-17, JUN-18, , 06,
11902237	FGAR870 BMR Extract ani		Completed	Normal	20006, 2858
11902235	FGAR870 Processed BMR	11902229	Completed	Normal	JUL-17, JUN-18, , 10,
11902233	FGAR870 Table Load	11902229	Completed	Normal	#START-HERE#, fgar870_proc
11902231	FGAE870 Extract for poste	11902229	Completed	Normal	JUL-17, JUN-18, , 10,
11902229	FGAR870 BMR Extract ani		Completed	Normal	20006, 2858
11900020	FGAE870 Extract for poste		Completed	Normal	JUL-17, JUN-18, , , 02
11900016	FGAR870 Processed BMR	11900010	Completed	Normal	JUL-17, JUN-18, , 10,

## Appendix A

RC	Description	Business Manager	Business Manager Email
01**	Office of the Chancellor	John A. Lea	<a href="mailto:leaj@pitt.edu">leaj@pitt.edu</a>
02	Office of the Secretary of the Board of Trustees	John A. Lea	<a href="mailto:leaj@pitt.edu">leaj@pitt.edu</a>
		Cynthia C. Moore (cc:)	<a href="mailto:ccm20@pitt.edu">ccm20@pitt.edu</a>
03	Senior Vice Chancellor, Research	John A. Lea	<a href="mailto:leaj@pitt.edu">leaj@pitt.edu</a>
05	Student Affairs	Brian F. Hamluk	<a href="mailto:brian.hamluk@pitt.edu">brian.hamluk@pitt.edu</a>
06	Kenneth P. Dietrich School of Arts and Sciences	Barbara L. Vattimo	<a href="mailto:vattimo@pitt.edu">vattimo@pitt.edu</a>
10	Senior Vice Chancellor and Provost	Shari Manges	<a href="mailto:sdm43@pitt.edu">sdm43@pitt.edu</a>
15	College of General Studies	Barbara L. Vattimo	<a href="mailto:vattimo@pitt.edu">vattimo@pitt.edu</a>
20	University Honors College	Karen S. Billingsley	<a href="mailto:ksb@pitt.edu">ksb@pitt.edu</a>
21	Joseph M. Katz Graduate School of Business	Karri R. Rogers (cc:)	<a href="mailto:krogers@katz.pitt.edu">krogers@katz.pitt.edu</a>
		Robert Strauss	<a href="mailto:rjstrauss@katz.pitt.edu">rjstrauss@katz.pitt.edu</a>
22	School of Education	Rochelle L. Woods	<a href="mailto:Rlw75@pitt.edu">Rlw75@pitt.edu</a>
23	Swanson School of Engineering	Rama Bazaz	<a href="mailto:rama.bazaz@pitt.edu">rama.bazaz@pitt.edu</a>
24	School of Law	Stephen M. Conwell	<a href="mailto:conwell@law@pitt.edu">conwell@law@pitt.edu</a>
25	Graduate School of Public and International Affairs	Melissa Grzyb	<a href="mailto:mam107@pitt.edu">mam107@pitt.edu</a>
26	School of Social Work	Megan M. Soltész	<a href="mailto:mms34@pitt.edu">mms34@pitt.edu</a>
30	Senior V.C., Health Sciences	Richard M. Henderson	<a href="mailto:hendri@pitt.edu">hendri@pitt.edu</a>
31	School of Dental Medicine	Marcia A. Walsh	<a href="mailto:marcia.walsh@pitt.edu">marcia.walsh@pitt.edu</a>
32	School of Nursing	Cynthia E. Allshouse	<a href="mailto:cea32@pitt.edu">cea32@pitt.edu</a>
33	School of Pharmacy	Kellie A. Mitchell	<a href="mailto:kmitchel@pitt.edu">kmitchel@pitt.edu</a>
34	Graduate School of Public Health	Renaë Brinza	<a href="mailto:brinza@pitt.edu">brinza@pitt.edu</a>
35	School of Medicine	Michael D. Gaber	<a href="mailto:mike.gaber@pitt.edu">mike.gaber@pitt.edu</a>
39	School of Health and Rehabilitation Sciences	Jean C. Burgess	<a href="mailto:jcburges@pitt.edu">jcburges@pitt.edu</a>
41	University of Pittsburgh at Johnstown	Amy M Buxbaum	<a href="mailto:buxbaum@pitt.edu">buxbaum@pitt.edu</a>
42	University of Pittsburgh at Greensburg	Ronna S. Colland	<a href="mailto:rsc5@pitt.edu">rsc5@pitt.edu</a>
43	University of Pittsburgh at Titusville	Richard T. Esch	<a href="mailto:esch@pitt.edu">esch@pitt.edu</a>
44	University of Pittsburgh at Bradford	Richard T. Esch	<a href="mailto:esch@pitt.edu">esch@pitt.edu</a>
		Steven E. Williams (cc:)	<a href="mailto:swillie@pitt.edu">swillie@pitt.edu</a>
51	University Center for International Studies	Denise G. McCloskey	<a href="mailto:denisemccloskey@pitt.edu">denisemccloskey@pitt.edu</a>
54	Office of General Counsel	John A. Lea	<a href="mailto:leaj@pitt.edu">leaj@pitt.edu</a>
55	Pittsburgh Cancer Institute	Richard M. Henderson	<a href="mailto:hendri@pitt.edu">hendri@pitt.edu</a>

RC	Description	Business Manager	Business Manager Email
56	Division of Philanthropy & Engagement	Tom Spanedda	<a href="mailto:tas49@pitt.edu">tas49@pitt.edu</a>
57	School of Education - University Service Programs	Rochelle Woods	<a href="mailto:rlw75@pitt.edu">rlw75@pitt.edu</a>
60	University Library System	William K. Gentz	<a href="mailto:gentz@pitt.edu">gentz@pitt.edu</a>
61	CSSD	Cindy L. Wertz	<a href="mailto:clw@pitt.edu">clw@pitt.edu</a>
67	Facilities Management	Daniel Marcinko	<a href="mailto:paudm5@pitt.edu">paudm5@pitt.edu</a>
78	Learning Research and Development Center	Patsy B. Guzzi, Jr.	<a href="mailto:pguzz@pitt.edu">pguzz@pitt.edu</a>
80	Department of Athletics	Wendy D. Meyers	<a href="mailto:wmeyers@athletics.pitt.edu">wmeyers@athletics.pitt.edu</a>
		Ryan Varley (cc:)	<a href="mailto:rvarley@athletics.pitt.edu">rvarley@athletics.pitt.edu</a>
85	School of Medicine Administration	Richard M. Henderson	<a href="mailto:hendri@pitt.edu">hendri@pitt.edu</a>
86	Senior V.C. Business and Operations	Denise Doswell	<a href="mailto:doswell@pitt.edu">doswell@pitt.edu</a>
		Laura W. Zullo (cc:)	<a href="mailto:lwzfm1@pitt.edu">lwzfm1@pitt.edu</a>
87	Office of the Chief Financial Officer	Thurman D. Wingrove	<a href="mailto:twingrove@cfo.pitt.edu">twingrove@cfo.pitt.edu</a>
89	V.C., Human Resources	Leo M. Constantino	<a href="mailto:lmc75@pitt.edu">lmc75@pitt.edu</a>
90	Western Psychiatric Institute & Clinic	Richard M. Henderson	<a href="mailto:hendri@pitt.edu">hendri@pitt.edu</a>
91	University of Pittsburgh Applied Research Center	Eli Shorak	<a href="mailto:es@pitt.edu">es@pitt.edu</a>
92	Business Operations	Kevin M. Sheehy	<a href="mailto:ksheehy@bc.pitt.edu">ksheehy@bc.pitt.edu</a>
94	School of Computing and Information	Donald M. Bonidie	<a href="mailto:bonidie@pitt.edu">bonidie@pitt.edu</a>

*\*listing as of 10/30/18*

*\*\* Use 00 as control total for RC01, because 01 displays as 1, which is already in use.*