

PRISM Batch Naming Conventions

Transaction Type	Transaction Code	Preparer's Department	Preparer's Initials	Date Entered (MM-DD)	Tracking Number**
Non Salary Cost Transfers	NSCT	02022	TDW	11-20	01
IDC – InterDepartmental Charges	IDC	02022	DJW	3-19	A
Journal Entries (1)	JE	GA	TSW	8-8	J1
Direct Deposit Cash Reports (2)	DDCR	02022	MRV	12-16	99
Cash Transaction Input (3)	CTI	GA	RLS	7-14	11
Student Payment Center Cash Reports (4)	CRX	1234	NAS	11-5	1
Budget Modification Requests for Operating Accounts (02/03)	BMR RC T or P	02025	HLL	5-25	1

Example: **NSCT 02025 HLL 2-16 1***

BMR06T 02025 HLL 5-25 1*

** Only the first 24 characters of the batch name will appear on the Level I report.*

***The tracking number can be any unique numeric or alpha character.*

- (1) Journal entries are restricted to the following areas: JO-Johnstown, GR-Greensburg, TI-Titusville, BR-Bradford, various Budget & Controller Areas (ADMIN-Financial Record Services, BFR-Budget & Financial Reporting, GA-General Accounting, OF-Office of Finance, PP-Payment Processing, PY-Payroll, RCA-Research & Cost Accounting, RM-Risk Management, SAB-Student Accounts & Billing, SPC-Student Payment Center, UCO-University Collections Office) and SOMD-School of Medicine.
- (2) The DDCR transaction code represents Direct Deposits keyed directly by departments. It excludes those processed by the Student Payment Center.
- (3) Cash Transaction Input forms, or CTI's, are to be used only by the following areas: Budget & Controller Areas (BFR-Budget & Financial Reporting, GA – General Accounting, OF-Office of Finance, PP-Payment Processing, PY-Payroll, RCA-Research & Cost Accounting, SAB-Student Accounts & Billing, SPC-Student Payment Center).
- (4) The preparer's department segment for Student Payment Center cash reports is a unique bank reconciliation number. This is an exception to the general rule of using the preparer's department number.
- (5) For BMR entries, RC is the actual RC number and T or P is used to indicate if the modification is Temporary or Permanent.