



University of Pittsburgh

Budget & Financial Reporting

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Subject: General Ledger Transfer Journal Access

Your new PRISM access for entering Transfer Journals (826x subcodes) is now available. Please note the following:

- You will need to use the new General Ledger responsibility in PRISM to complete transfers.
- The new batch naming convention will begin with JE and the remainder will be in the standard format (e.g. JE 02020 SRS 4-2)
- It is preferred that all transfer journals be completed online including those that cross departments or Responsibility Centers (see instructions below). However, please note - in order to complete a split transfer journal online, both areas involved must have the new access in PRISM. Otherwise, the transfer should be submitted to Financial Records Services for processing.

Procedure for Online Multi-Department or RC Transfer:

1. Both the Originating and Target departments agree to the transaction.
2. Both departments have access to the new PRISM transfer responsibility.
3. Originating Department:
 - a. Create a JE batch using convention stated above, and place a 1 in the batch control total.
 - b. Enter your department's portion of the transfer.
 - c. Complete the Preparer and Approver information of the Originating department and save the batch.
 - d. Notify the Target department of the need for completion of the entry and provide them the batch name that was created and any additional information as requested.
4. Target Department:
 - a. Using the new transfer responsibility in Prism open the entry using the batch name provided by the Originating department.
 - b. Enter your portion of the transfer using the same journal page within the batch.
 - c. Save the batch, and notify the Originating department that you have completed the entry.
5. Originating Department:
 - a. Change the batch control to the proper amount for posting.
 - b. Maintain documentation according to record retention guidelines.
 - c. Supply a copy of the documentation to the Target department for their records.

Should you encounter any issues with the new access, need further assistance or have questions, please contact Sharon Sobol at ssobol@cfo.pitt.edu or 412-624-6068, or place a help ticket with the Technology Help Desk at 412-624-4357.