University of Pittsburgh department receipts are processed via cash, money orders, checks, credit cards, e-checks, wires, and electronic fund transfers. In most instances, if revenue is received via cash, money orders, checks, credit cards, or e-checks, the department is responsible for preparing a Cash Report.

In the event the University is advised by the bank of a non-research and/or non-endowment payment via wire or electronic funds transfer, General Accounting is responsible for preparing the entry to record the receipt of cash and credit the appropriate department account. Many of the departments already have a procedure in place to notify us of the account to be credited for anticipated receipts. However, often the bank advises us of an incoming wire or electronic funds transfer for which we have no information to aid in identifying the department for which the funds were intended.

All departments are required to notify General Accounting of any anticipated non-research or non-endowment payments. Send notices to Lee Edwards via e-mail at ledwards@bc.pitt.edu and Julie Manko at jmanko@bc.pitt.edu or via fax to 412-624-9911. Notification should not be made via phone. The following data is required:

- Sender’s Name
- Dollar Amount (in U.S. dollars)
- Anticipated Date of Receipt
- Invoice Number(s)
- PRISM Account Number(s)
- Department Contact Name
- Department Contact Phone Number
- Department Contact e-mail address
- Department Contact Fax Number if a copy of the bank EFT is required

Request that the customer include the Invoice Number in the payment information. Unless your department already has an acceptable (approved by General Accounting) invoice numbering format in place, the following 15-character format is required:

- First five characters must represent the department
- Sixth character hyphen (-) or a blank space
- 7 – 15 – additional invoice numbering to be used at your discretion

XXXXX XXXXXXXXXXX

Be certain not to use the date as an Invoice Number as the Commonwealth of PA cannot accommodate this format.