



University of Pittsburgh

Office of the Controller – General Accounting Department

SUBJECT: CASH REPORT ONLINE DATA ENTRY ACCESS

THIS PROCESS RELATES TO DIRECT DEPOSIT AND CREDIT CARD AREAS ONLY

Departmental data entry of cash reports directly into PRISM must be authorized by the General Accounting Department. Once approval has been obtained, the “Guidelines for Completing Direct Cash Reports” should be adhered to in order to ensure the proper reporting of revenue and cash receipts.

ALL REVENUE MUST BE RECORDED IN THE MONTH IT IS RECEIVED.

PRISM Access and Security

Once a department has been approved for cash report data entry, a new responsibility will be created in PRISM by the Office of the Controller and will become one of the General Ledger Responsibility menu options. Account security attached to this responsibility will allow access to departmental accounts and subcodes related to the department’s cash report entries as well as the required University cash accounts – AMX, CID, GME, GPN, and PCC.

Cash Report Online Data Entry Access
EFFECTIVE DATE: December 15, 2008
UPDATED: January 8, 2010
UPDATED: June 1, 2013
UPDATED: July 1, 2017