

General Ledger File Transfer/Import Process (Journal Import)

The General Ledger File Transfer/Import Process (data file transfer) involves the electronic transfer of detailed financial transactions (e.g. journal entries, IDC transactions, cash related transactions) from a system, i.e. PRISM or custom application, into the General Ledger. This process eliminates the manual entry of a large volume of financial transactions directly into the General Ledger.

Initial Set-up:

Financial Information Administration must approve all requests for the File Transfer/Import Process prior to technical design. Approval is based on the following criteria:

1. The data transfer is from a current PRISM or PRISM custom application to the General Ledger.
2. The data transfer is from a custom application outside of the PRISM system maintained by a department that creates journal type transactions for posting to the General Ledger.
3. The data transfer is from a tracking system used to process the provision of items and/or services to other University departments that creates journal type transactions for posting to the General Ledger.
4. A file is provided to a department from a vendor or other outside source containing information to be distributed to University departments through journal transactions (e.g. journal entries, IDC transactions, cash related transactions).
5. One hundred (100) or more transactions related to a specific entry type are processed manually, through the tracking system, or custom application within a given month.
6. The Data Owner is an authorized PRISM user and has access to the General Ledger application. **(Required)**
7. A technical support member of the requesting department's staff or a contracted technical support resource is available to complete the necessary programming, required file design, and maintenance. **(Required)**

If approved, file requirements and process guidelines will be provided.

If you would like to be considered for this process, submit a request for PRISM General Ledger File Transfer/Import Process to Sharon Sobol, Financial Information Administration, 3100 CL. Request forms can be obtained by e-mail to ssobol@bc.pitt.edu or by calling 412-624-6068.