

PRISM Access Information Form

Please complete the following form to establish or modify access to PRISM applications. Once completed, please return this form to FIS Customer Assessment located at 3200 Cathedral of Learning or email/fax to fisbfax@cfo.pitt.edu / 412-688-6064 respectively. To schedule training, view on-line demos or if you have any questions, please refer to our website at www.cfo.pitt.edu/prism.

Please choose one: New User Existing User Access Termination

Effective Date: _____ Last 4 of Social Security Number: xxx – xx– _____

Requester: _____

Print full "Legal" Name: _____

Department or Division Name: _____ Responsibility Center #: _____

Preferred Email Address: _____

My Current University Computer Account is : _____

Or My Current PRISM Account User ID is : _____

* To get your printer setup for PRISM, please submit a help ticket at www.technology.pitt.edu or call 624-4357.

NON Pitt Employees Only: Female Male

Birth Date: _____

SSN: _____

FIS USE ONLY

Additional Comments: _____

Authorization:

As the requester, I affirm that I have read and understand University Computing, Information, and Data Policies:

10-02-04 (<http://www.cfo.pitt.edu/policies/policy/10/10-02-04.html>)

10-02-05 (<http://www.cfo.pitt.edu/policies/policy/10/10-02-05.html>)

10-02-06 (<http://www.cfo.pitt.edu/policies/policy/10/10-02-06.html>)

and will abide by these policies, and use the requested data access only as required in the performance of my University duties.

As the supervisor for the requester, I affirm this request is in accordance with the requester's job function. I will be responsible for taking the appropriate change action, if the requester has a change in employment status.

Requester Signature: _____ Date: _____ Phone: _____

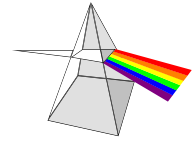
Supervisor Printed Name: _____

Supervisor Signature: _____ Date: _____ Phone: _____

Authorized RC Signature: _____ Date: _____ Phone: _____

Customer Assessment:

System Administrator:



PRISM Access Information Form

GENERAL LEDGER Responsibility Request

Please choose the necessary responsibilities and one appropriate action.

*****All Entry Responsibilities include limited aubcode Inquiry functions and exclude Payroll subcodes*****

GL Business Administrator (Entities 02, 03, 04, 05, 09)

- Add Delete **Inquiry** (Includes Entities 06, 07, 08, 47, 48 & Payroll)
- Add Delete **Entry**
- Add Delete **Transfer** (Entities 02, 03, 04, 826x subcode only)

GL Operating (Entities 02, 03)

- Add Delete **Inquiry** (Includes Payroll)
- Add Delete **Entry**
- Add Delete **Transfer** (Entities 02, 03 826x subcode only)

GL Operating/Grants (Entities 02, 05)

Include RDF (04)

- Add Delete **Inquiry** (Includes Payroll)
- Add Delete **Entry**

GL Grants (Entity 05)

Include RDF (04)

- Add Delete **Inquiry** (Includes Payroll)
- Add Delete **Entry**

GL Restricted (Entities 04, 09)

- Add Delete **Inquiry** (Includes Payroll)
- Add Delete **Entry**
- Add Delete **Transfer** (Entity 04, 826x subcode only)

GL Department ****Does not include inquiry functions**

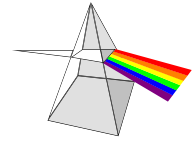
- Add Delete **Entry** (Entities 02, 03, 04, 05, 09)
- Add Delete **Transfer** (Entities 02, 03, 04, 826x subcode only)

GL IDC Entry (for authorized IDC areas only)

- Add Delete **Authorization Code Number** _____ (2 digit)
- ***Does not include inquiry functions

GL Cash Report Entry (Pre-authorized areas only)

- Add Delete **Entry**
- ***Does not include inquiry functions



PRISM Access Information Form

PURCHASING Responsibility Request

Please choose the necessary responsibilities and one appropriate action.

PO Business Administrator (Entities 02, 03, 04, 05, 09)

- Add Delete **Purchaser**
- Add Delete **Approver**

PO Operating (Entities 02, 03)

- Add Delete **Purchaser**
- Add Delete **Approver**

PO Operating/Grants (Entities 02, 05)

Include RDF (04)

- Add Delete **Purchaser**
- Add Delete **Approver**

PO Grants (Entity 05)

Include RDF (04)

- Add Delete **Purchaser**
- Add Delete **Approver**

PO Restricted (Entities 04, 09)

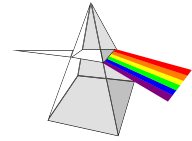
- Add Delete **Purchaser**
- Add Delete **Approver**

Please select the proper approval level:

- Level 0 (\$0 All Purchasing & Requisitioning require submission to Approver)
- Level 1 (Purchasing & Requisitioning Goods & Services under \$500)
- Level 2 (Purchasing & Requisitioning Goods & Services under \$5,000)
- Level 3 (Purchasing Goods & Services under \$5,000
Requisitioning Goods & Services at Any Amount)

Person who will be approving your PRISM purchases online (N/A for Level 3): _____

FIS USE ONLY	Position:		
<input type="checkbox"/> In/Out of Hierarchy	<input type="checkbox"/> Placed in Buyer's List	Completed:	
<input type="checkbox"/> Position Controls Setup	<input type="checkbox"/> Placed in Prism Email Lists		



PRISM Access Information Form

PCARD Application Responsibility Request

Please choose the necessary responsibilities and one appropriate action.

*****All Redistribution Responsibilities include Pre-Transaction Logs*****

PC Business Administrator (Entities 02, 03, 04, 05, 09)

- Add Delete **Redistribution & Review**
- Add Delete **Pre-Transaction Log Only**

PC Operating (Entities 02, 03)

- Add Delete **Redistribution & Review**
- Add Delete **Pre-Transaction Log Only**

PC Operating/Grants (Entities 02, 05)

Include RDF (04)

- Add Delete **Redistribution & Review**
- Add Delete **Pre-Transaction Log Only**

PC Grants (Entity 05)

Include RDF (04)

- Add Delete **Redistribution & Review**
- Add Delete **Pre-Transaction Log Only**

PC Restricted (Entities 04, 09)

- Add Delete **Redistribution & Review**
- Add Delete **Pre-Transaction Log Only**

PCard View Only

- Add Delete

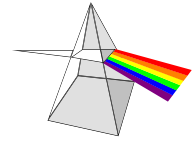
Please select the appropriate user type.

- Cardholder Only**
- Cardholder / Account Redistributor**
- Account Redistributor/Reviewer Only**

For **Redistributor** user types, the following section must be completed. A separate sheet can be attached for long lists. To be assigned as a Reviewer, you must contact the PCard Administrator for approval. Information for this can be found on the PantherExpress web site at <http://www.cfo.pitt.edu/pexpress/payments/pCardfaq.php>.

Cardholder Name	Department

FIS USE ONLY			
<input type="checkbox"/> Placed in Prism Email Lists	<input type="checkbox"/> New User Status	<input type="checkbox"/> Add Auditor(s)	Completed:



PRISM Access Information Form

Special Access Responsibility Request

Budget Modification Requests (Entities 02, 03 only) Add Delete

RPA Account Activation Inquiry Add Delete

GL Archive Access

The following responsibilities are GL Archive Inquiry access. They are **only used for access to GL Data from **FY04** and prior.

GLA Business Admin Archive Inquiry Add Delete

GLA Operating Archive Inquiry Add Delete

GLA Operating/Grants Archive Inquiry Add Delete *Include RDF (04)*

GLA Grants Archive Inquiry Add Delete *Include RDF (04)*

GLA Restricted Archive Inquiry Add Delete

Other Special Access Requests and Justification:

Non-Pitt Employee Access For Concur Travel & Expense

To gain access to the Concur Travel & Expense system to arrange travel and enter expenses for University employees, please complete the Non-Pitt Employee section on page one and the information below.

Person who will be approving your Expense Reports on-line: _____

Default account number: _____ .6300. _____ .00000

FIS USE ONLY
 Add for Portal Access Add Account Add Approver Completed: