

PRISM Central User 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 <http://prism.pitt.edu/>.

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: _____

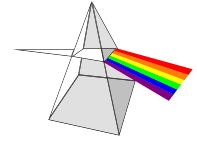
Supervisor Printed Name: _____

Supervisor Signature: _____ Date: _____ Phone: _____

Authorized RC Signature: _____ Date: _____ Phone: _____

Customer Assessment:

System Administrator:



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Please choose the necessary responsibilities and one appropriate action.

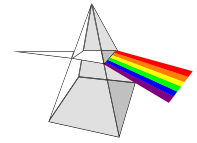
Accounts Payable

- Add Delete **AP Clerk**
Enter and update invoices and suppliers.
- Add Delete **AP Processor**
Enter and update invoices.
- Add Delete **AP Check Payer Pittsburgh**
Create and void payments for Pittsburgh campus only.
- Add Delete **AP Void Payments**
Void payments only.
- Add Delete **AP Check Payer Bradford**
Create and void payments for Bradford campus only.
- Add Delete **AP Check Payer Greensburg**
Create and void payments for Greensburg campus only.
- Add Delete **AP Check Payer Johnstown**
Create and void payments for Johnstown campus only.
- Add Delete **AP Invoice Import**
Import invoices from various accounting systems.
- Add Delete **AP Supplier Maintainer**
Create, update and merge supplier information.
- Add Delete **AP Supervisor**
Enter and update invoices and suppliers, maintain Payables accounting.
- Add Delete **AP Manager**
Enter and update invoices and suppliers, create and void checks, and maintain Payables accounting.
- Add Delete **AP Reports**
Submit Payables custom reports.
- Add Delete **AP Audit**
View invoice, payment and supplier information only and submit reports.
- Add Delete **PC CFO Administrator**
Enter and maintain Pcard holders and transactions.

***This section is for use by the Application ASA only:

ASA Approval:

Date:



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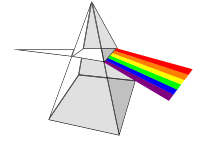
Please choose the necessary responsibilities and one appropriate action.

General Ledger

- | | | |
|------------------------------|---------------------------------|--|
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Central Admin
Journal entry, account/journal/funds inquiry and reporting. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Data Entry
Journals entry only. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Data Entry-Payroll
Journal entry for Payroll department only. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Inquiry
Account/journal/funds/budget inquiry and reporting. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Import/Post
Journal entry/posting, account/journal/funds inquiry and reporting. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Stud Pymt Post
Journal entry/posting, account/journal/funds inquiry and reporting for Student Payment Center only. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO RCA Account Maintenance
Enter and maintain account combinations and cross validation rules for Sponsored Project Accounting only. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Account Maintenance
Enter and maintain accounts and cross validation rules. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO GA Account Maintenance
Enter/maintain accounts and cross validation rules for General Accounting. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Bank Administrator
Journal entry, account/journal/funds inquiry and reporting for bank reconciliation, for General Accounting only. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Accounts HR
Maintain account combinations for Talent Center entries. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Accounts PP
Maintain account combinations for invoice imports. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO FSG Admin
Create and maintain Financial Statement Generators. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO FSG User
Submit Financial Statement Generators. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL Fringe Benefits Super User
Update subcodes, rates and active date ranges for Fringe Benefits. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Super User
Includes all GL functions with the exception of some application setups. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Allocation User
Create mass allocations and reports. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | GL CFO Year End Period Control
Manage Year End (ADJ-4) period and closing. |

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Please choose the necessary responsibilities and one appropriate action.

Internal Audit

- | | | |
|------------------------------|---------------------------------|---|
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | IA View
View only access to Accounts Payable, General Ledger, Purchasing and Human resources applications for Internal Audit only. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PLD IA View
View batch balance maintenance, labor distribution and cost sharing percentages, account inquiries, and person inquiries. |

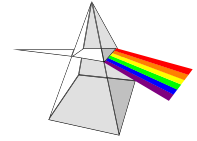
Purchasing

- | | | |
|------------------------------|---------------------------------|---|
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Req Entry
Enter and assign requisitions. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Central Receiving
Enter receipts and returns. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Central Buyer
Enter and maintain requisitions and purchase orders. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Management
Includes all PO functions with the exception of application setups. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Location Maintenance
Enter and update locations. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Supplier Maintainer
Enter and update supplier information. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO View
View requisitions, purchase orders and receipts only. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Reports
Submit custom Purchasing reports. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Agency Reports
Submit custom DBE and Agency/Project reports. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Analysis Reports
Submit custom purchasing analysis reports. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | PO Asset Mgmt Reports
Submit custom asset management reports. |

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Please choose the necessary responsibilities and one appropriate action.

Budget

- | | | |
|------------------------------|---------------------------------|--|
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | BMR Operating Budget Entry
Enter operating budgets. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | BMR Operating Budget Approver
Approve operating budgets. |

RPA - Office of Research

- | | | |
|------------------------------|---------------------------------|--|
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA Office of Research Inquiry
View research proposal and project information. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA Office of Research User
View and update research proposal information. |

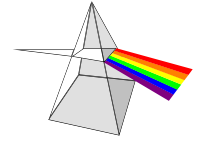
RPA - Research and Cost Accounting

- | | | |
|------------------------------|---------------------------------|--|
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA Collect Cash
Management of cash for research projects. Functions include cash application, lockbox, adjusting open balances, and viewing invoices, proposals and projects. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA Inquiry
View research proposal, project, invoice and billing information. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA Manager
View and update research proposals, projects, invoices, billing data, and access cash management functions. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA PAA User
View and update research proposal, project and invoice information. Perform billing inquiries, adjust open balances and inquire holding account data. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA User Reports
Submit custom RPA reports. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA Super User
Includes all functions within the Research Proposal and Accounting application. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | BMR Research Budget Entry
Enter of research budgets. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | BMR Research Budget Approver
Approve research budgets. |
| <input type="checkbox"/> Add | <input type="checkbox"/> Delete | RPA OIA Admin Inquiry
View project information for Office of Institutional Advancement only. |

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Archived Data Responsibility Request

Please choose the necessary responsibilities and one appropriate action.

General Ledger

- Add Delete **GLA CFO Archive Inquiry**
View access to archived data only.
- Add Delete **GLA CFO Combined Archive Inquiry Only**
View access to production AND archived data. This responsibility should be used for combined queries only.

Labor Distribution

- Add Delete **PLD SPAR Processing Super User**
- Add Delete **PLD SPAR Processing Special**
- Add Delete **PLD Payroll Special**
- Add Delete **PLD FRS Labor Processor**

Special entity requests and justifications:

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ASA Approval: _____ Date: _____