

Activating a GL account for use in PantherExpress

1. Log into my.pitt.edu and click on PRISM Login
2. Choose your PO Responsibility and open the Requisitions form (Requisitions → Requisitions)
3. Click on Tools, Preferences

Requisitions - [New] | Check Funds | Manage Tax | Unreserve | Type: Purchase Requi | Preparer: Lewis, Cathy B | Status: Incomplete | Total: USD 0.00

Num	Type	Item	Rev	Category	Description	UOM	C	

Destination Type: [] | Requester: [] | Organization: [] | Location: [] | Subinventory: [] | Source: [] | Supplier: [] | Site: [] | Contact: [] | Phone: []

[Distributions] [Approve...]

Requisition Preferences (Univ of Pittsburgh) | Main | Project Information

Need-By: [] | Currency: [] | Rate Type: [] | Rate Date: [] | Rate: []

Charge Account: 02.02025.6021.00000.000000.00000.000 | Source: [] | Buyer: [] | Note To Buyer: []

Justification: [] | Destination Type: [] | Requester: [] | Organization: [] | Location: [] | Subinventory: []

Transaction Nature: [] | Supplier: [] | Site: [] | Contact: [] | Phone: []

Urgent | BFG Required

[Apply]

4. Enter the new account number in the Charge Account field.
5. Click Apply.
6. Exit out of the Requisition. You do not have to save.