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) \rightarrow Requisitions)
- 3. Click on Tools, Preferences

File Edit View Folder Tools W	indow Help				
🛃 🏷 🐼 l 冷 😤 Preference	es 🔀 🕅 🎁 🍻			?	
Requisitions - [New] Check Fu	Inds				
Operating Unit 🛛 Manage	Fax all 😶				
Number	е Туре	Purchase F	Requi Prepa	rer Lewis, Cathy	В
Description	Status	Incomplete	To	tal USD	0.00
					[]]
Lines Source Detai	is Details	Currency			
Num Type	ltem	Rev Cat	egory Desc	ription	UOM ([]
	1000000	L	л		
Destination Type			Sour	ce	
Requester		1	Suppli	ier	
Organization		71	Si	ite	
Location			Conta	ict	
Subinventory			Pho	ne [
			Distribu	tiono	Amprovo
			(Distribu		Opproves
			1		4-4-64
Requisition Preferences (Univ o	f Pittsburgh)				
Main Designed I	a formation a				
	normation]
Need-By			Curre	ncy	
			Rate T	уре	
Charge Account	02.02025.6021.00000.0	0000.0000	00.000 Rate D)ate	
Justification		_	F	late	
Note To Receiver		_		-	
Reference Number		-	Source		•
Transaction Nature			Buyer	ſ	
Deulineti T	U Urgent	-	Note To Buyer		
Destination Type			Quanting	ERA Required	1
Organization		_	Supplier		
Urganization		_	Contact		
Subioventory		-	Phone		
Subinventory	1		r none		

4. Enter the new account number in the Charge Account field.

Apply

- 5. Click Apply.
- 6. Exit out of the Requisition. You do not have to save.