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 Pitt IT Business Solutions 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 https://www.technology.pitt.edu/247-it-help-desk or call 412-624-4357.

NON Pitt Employees Only: ☐ **Female**   ☐ **Male**

  Birth Date: _____

  SSN: _____

Business Solutions 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   (https://www.policy.pitt.edu/computer-data-administration-10-02-04)
  10-02-05   (https://www.policy.pitt.edu/computer-access-and-use-10-02-05)
  10-02-06   (https://www.policy.pitt.edu/university-administrative-computer-data-security-and-privacy-10-02-06)

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.

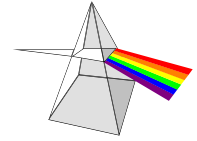**Requester Signature:** _____   **Date:** _____   **Phone:** _____

Supervisor Printed Name: _____

Supervisor Signature: _____   **Date:** _____   **Phone:** _____

Authorized RC Signature: _____   **Date:** _____   **Phone:** _____

Customer Assessment:

System Administrator:

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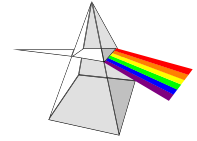Please choose the necessary responsibilities and one appropriate action.

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:
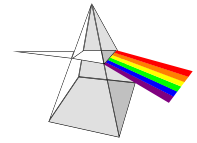
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Please choose the necessary responsibilities and one appropriate action.

General Ledger

☐ Add ☐ Delete **GL CFO Central Admin**
Journal entry, account/journal/funds inquiry and reporting.

☐ Add ☐ Delete **GL CFO Data Entry**
Journals entry only.

☐ Add ☐ Delete **GL CFO Data Entry-Payroll**
Journal entry for Payroll department only.

☐ Add ☐ Delete **GL CFO Inquiry**
Account/journal/funds/budget inquiry and reporting.

☐ Add ☐ Delete **GL CFO Import/Post**
Journal entry/posting, account/journal/funds inquiry and reporting.

☐ Add ☐ Delete **GL CFO Stud Pymt Post**
Journal entry/posting, account/journal/funds inquiry and reporting for Student
Payment Center only.

☐ Add ☐ Delete **GL CFO RCA Account Maintenance**
Enter and maintain account combinations and cross validation rules for
Sponsored Project Accounting only.

☐ Add ☐ Delete **GL CFO Account Maintenance**
Enter and maintain accounts and cross validation rules.

☐ Add ☐ Delete **GL CFO GA Account Maintenance**
Enter/maintain accounts and cross validation rules for General Accounting.

☐ Add ☐ Delete **GL CFO Bank Administrator**
Journal entry, account/journal/funds inquiry and reporting for bank
reconciliation, for General Accounting only.

☐ Add ☐ Delete **GL CFO Accounts HR**
Maintain account combinations for Talent Center entries.

☐ Add ☐ Delete **GL CFO Accounts PP**
Maintain account combinations for invoice imports.

☐ Add ☐ Delete **GL CFO FSG Admin**
Create and maintain Financial Statement Generators.

☐ Add ☐ Delete **GL CFO FSG User**
Submit Financial Statement Generators.

☐ Add ☐ Delete **GL Fringe Benefits Super User**
Update subcodes, rates and active date ranges for Fringe Benefits.

☐ Add ☐ Delete **GL CFO Super User**
Includes all GL functions with the exception of some application setups.

☐ Add ☐ Delete **GL CFO Allocation User**
Create mass allocations and reports.

☐ Add ☐ 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

☐ Add   ☐ Delete   **IA View**
View only access to Accounts Payable, General Ledger, Purchasing and Human resources applications for Internal Audit only.

☐ Add   ☐ Delete   **PLD IA View**
View batch balance maintenance, labor distribution and cost sharing percentages, account inquiries, and person inquiries.

Purchasing

☐ Add   ☐ Delete   **PO Req Entry**
Enter and assign requisitions.

☐ Add   ☐ Delete   **PO Central Receiving**
Enter receipts and returns.

☐ Add   ☐ Delete   **PO Central Buyer**
Enter and maintain requisitions and purchase orders.

☐ Add   ☐ Delete   **PO PEX Document Updates**
Maintain purchase orders imported from PantherExpress.

☐ Add   ☐ Delete   **PO Management**
Includes all PO functions with the exception of application setups.

☐ Add   ☐ Delete   **PO Location Maintenance**
Enter and update locations.

☐ Add   ☐ Delete   **PO Supplier Maintainer**
Enter and update supplier information.

☐ Add   ☐ Delete   **PO View**
View requisitions, purchase orders and receipts only.

☐ Add   ☐ Delete   **PO Reports**
Submit custom Purchasing reports.

☐ Add   ☐ Delete   **PO Agency Reports**
Submit custom DBE and Agency/Project reports.

☐ Add   ☐ Delete   **PO Analysis Reports**
Submit custom purchasing analysis reports.

☐ Add   ☐ Delete   **PO Asset Mgmt Reports**
Submit custom asset management reports.

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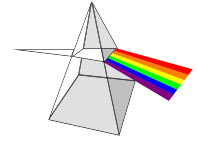
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Budget & Financial Reporting

☐ Add   ☐ Delete   **BMR Operating Budget Entry**
Enter operating budgets.

☐ Add   ☐ Delete   **BMR Operating Budget Approver**
Approve operating budgets.

RPA - Office of Sponsored Programs

☐ Add   ☐ Delete   **RPA Office of Research Inquiry**
View research proposal and project information.

☐ Add   ☐ Delete   **RPA Office of Research User**
View and update research proposal information.

RPA – Sponsored Projects Accounting

☐ Add   ☐ Delete   **RPA Collect Cash**
Management of cash for research projects. Functions include cash application, lockbox, adjusting open balances, and viewing invoices, proposals and projects.

☐ Add   ☐ Delete   **RPA Inquiry**
View research proposal, project, invoice and billing information.

☐ Add   ☐ Delete   **RPA Manager**
View and update research proposals, projects, invoices, billing data, and access cash management functions.

☐ Add   ☐ Delete   **RPA PAA User**
View and update research proposal, project and invoice information. Perform billing inquiries, adjust open balances and inquire holding account data.

☐ Add   ☐ Delete   **RPA User Reports**
Submit custom RPA reports.

☐ Add   ☐ Delete   **RPA Super User**
Includes all functions within the RPA application.

☐ Add   ☐ Delete   **Research Closing Processing**
Submit the Pitt Research Monthly Report Concurrent Request set.

☐ Add   ☐ Delete   **BMR Research Budget Entry**
Enter of research budgets.

☐ Add   ☐ Delete   **BMR Research Budget Approver**
Approve research budgets.

☐ Add   ☐ Delete   **RPA OIA Admin Inquiry**
View project information for Office of Institutional Advancement only.

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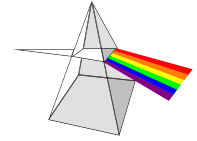
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Archived General Ledger Data

☐ 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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