

## How to Activate an Account Number in PRISM

PRISM is the official accounting system of record for the University of Pittsburgh. All account number information used by PantherBuy is uploaded on an hourly basis from the PRISM system. For an account number to be available in PantherBuy it must first be activated in PRISM.

If the EXACT account string, as a 32-digit whole, has not been used, or activated, in PRISM, then it will not be available for use in the PantherBuy system.

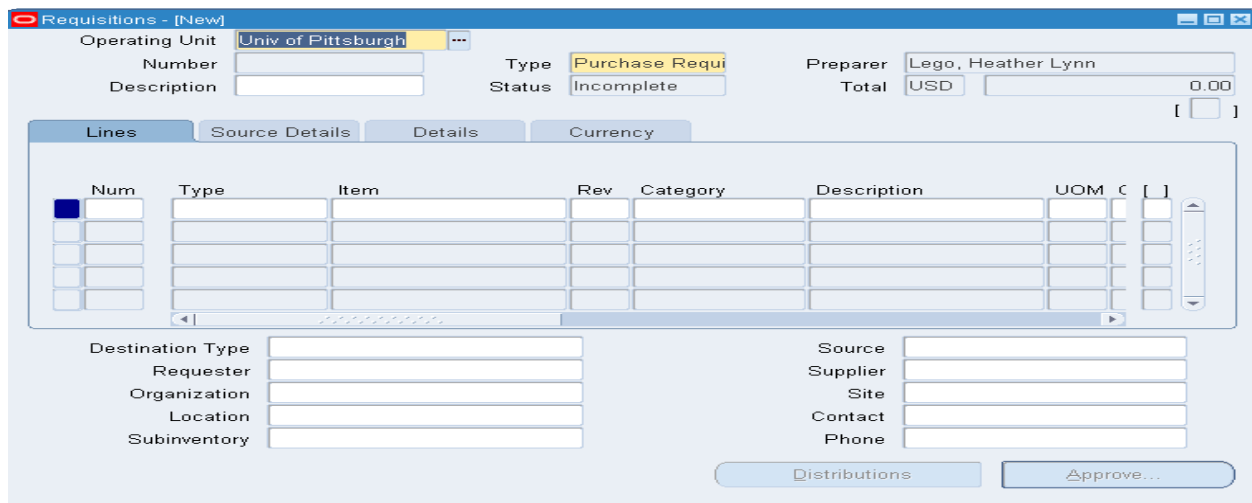
When an account is activated, it is done so by entering the entire 32-digit account number into the PRISM system. This is the format that is used: xx-xxxxx-xxxx-xxxxx-xxxxx-xxxxx-xxxxx. If any variation is made to the account string, for instance a different subcode is used with the main account of 02-12345-6020-00000-000000-00000-00000 then it will fail in the PantherBuy system if that EXACT account number is not active in PRISM first.

Any variation to the account string must first be activated in PRISM, even if it is simply a different reference code. If you do not have access to PRISM, you will need to call the PRISM Help Desk at 412-624-HELP.

For additional PRISM training information, please click here: <http://www.bc.pitt.edu/prism/index.php>

### Account Activation

1. Log into my.pitt.edu and click on PRISM
2. Start a "Dummy" Requisition and use the Preference feature to enter a default account number
3. Once you enter the default account number, click apply.



4. Go to the Enter Requisition screen
5. Click on Tools, Preference
6. Enter the new account number in Charge Account Field
7. Click on the Apply button
8. Exit out of the Requisition, you **DO NOT** have to save

