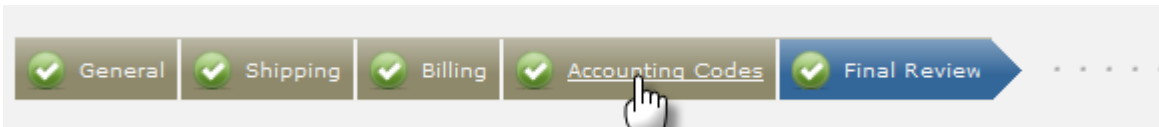




Did You Know....

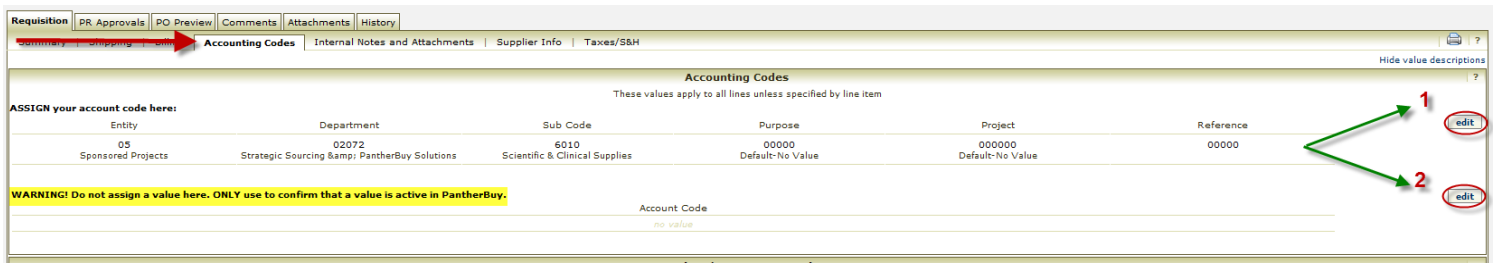
How to Check to See If An Account Number is Active

Account numbers activated in the PRISM system will become available for use in the PantherBuy system. The process, however, can take up to two hours. There is a quick and easy method to verify the account number is valid in PantherBuy. After placing items in your cart, click "Proceed to Checkout". While in the requisition view, click on "Accounting Codes".



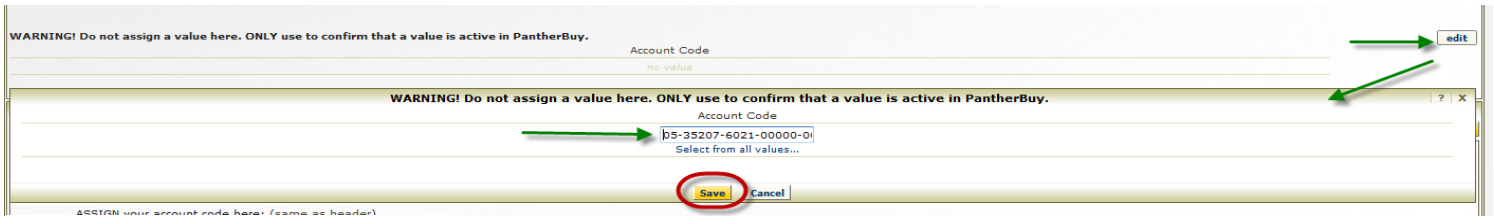
You will now be in the Accounting Codes tab of the requisition. From the Accounting Codes tab, you can

1. Edit the account number you want to use
2. Check and confirm that a value is active or inactive in PantherBuy

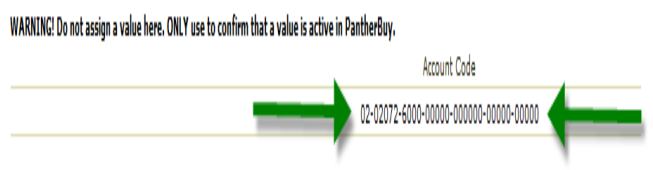


Click on edit and you will receive a pop up box.

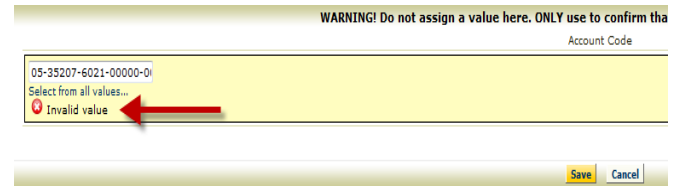
1. Type in the 32 digit account number. (xx-xxxxx-xxxx-xxxxx-xxxxxx-xxxxx-xxxxx)
2. Click "Save"



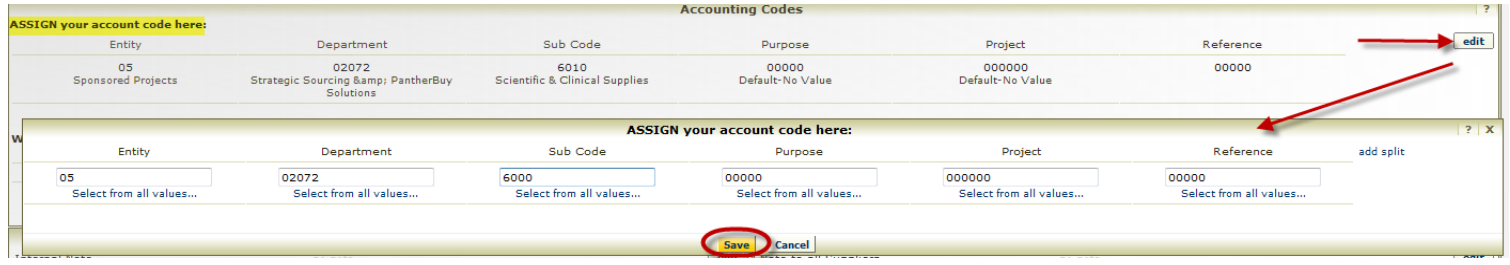
Example: VALID Account number

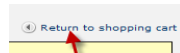


Example: INVALID Account number



- If the account number is valid, click on the "Edit" button to assign the account code. After the account code is assigned, click "Save". The new account number that you entered will now be on the requisition. You can now submit the requisition when you are ready.



- If the account number is **Invalid**, click on Return to Shopping Cart at the top of the page  and save the cart so that you can re-try the account number later. If, after two hours, the account number is still not valid, please contact customer service [HERE](#)