



PRISM ACCOUNT REQUEST APPLICATION (PARA) Form Instructions – September 2017

PARA

The PRISM Account Request Application (PARA) is a web-based application developed to enable departments to submit a request for a new PRISM Account (except for Entity 04 Endowments and RDFs, Entity 06 Plant, and Entity 05 Research Accounts).

Overview

To submit a request for a new PRISM Account, visit the Forms section on the [General Accounting website](#) and select the link for the Account Request Form. Sign in to **PARA** with your University Computing Account to access the request form. Instructions on how to complete the form are also available on the site. The following is an overview of the features and requirements of **PARA**.

The request form cannot be saved. Therefore, it is imperative that you gather all required supporting documentation and pertinent information before initiating your request.

- Supporting documentation for the new account must be completed and available to upload along with the request. Refer to Exhibit A at the end of this document for more information.
- Funding Sources:
 - Identify University accounts intended to fund the new account.
 - Only checks actually received and deposited to the restricted holding account should be noted as such.
- Account Activities and Expenditures:
 - Identify all account activities and expenditures that are applicable to the account. Determine the predominant activity.

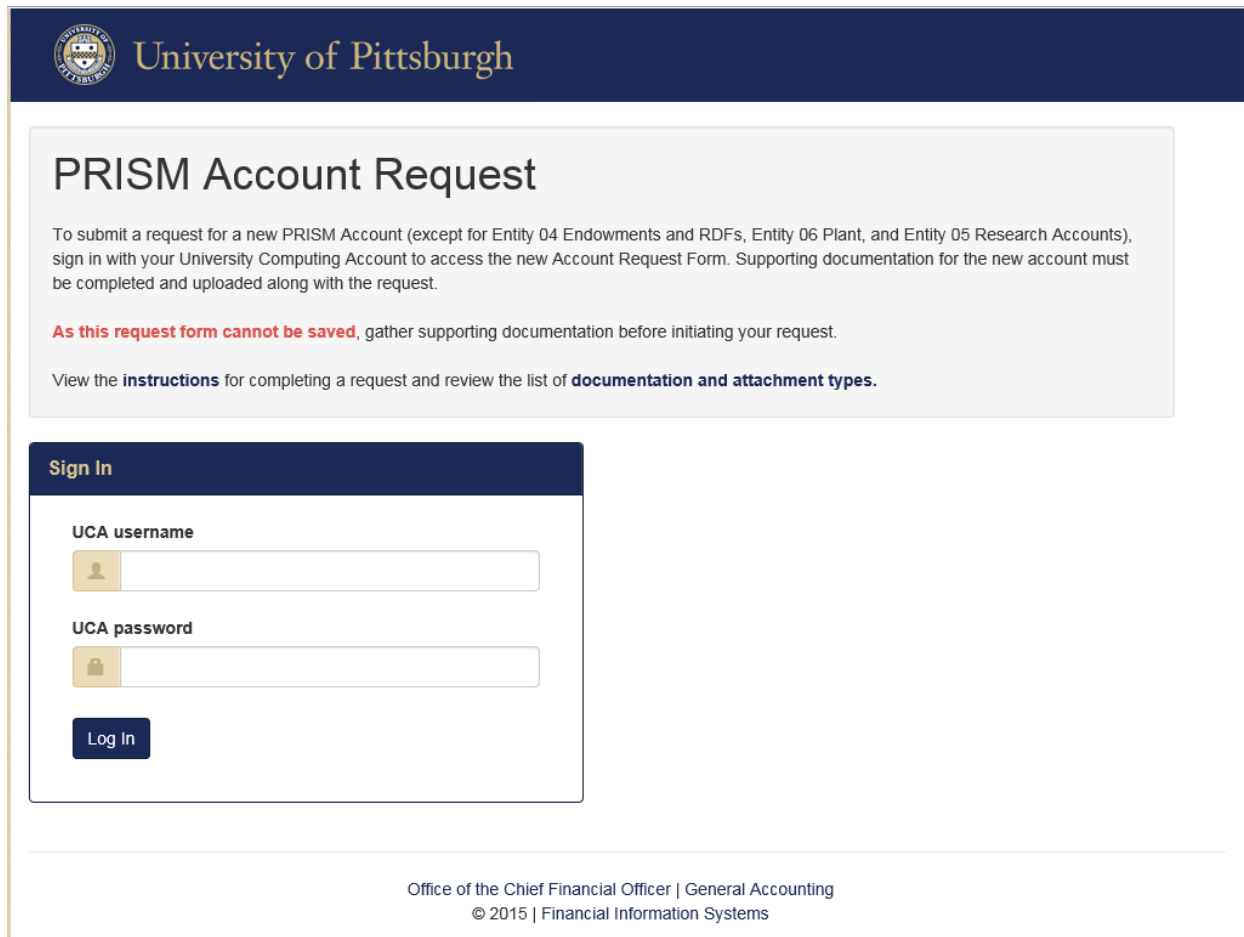
*Review the form for accuracy and completeness. **Note:** Your request will not be processed unless all steps are completed.*

Upon completion and submission of your request, a unique Request ID will be assigned to your request. An acknowledgment of receipt will be emailed to you, as the requestor, as well as the RC Business Manager. If you have questions or would like to send additional information regarding the request, simply notify General Accounting via email at prismaccountrequests@cfo.pitt.edu. To ensure proper delivery of any additional information, please include the Request ID.

New account requests will typically be reviewed and processed within five business days. The timeframe for completion of requests will vary depending on the type of request. Completion of your request may be delayed beyond five business days if we must contact you for clarification or additional information.

PARA Login

1. Once you have gathered all documents and information relevant to your request, log in to **PARA** via the Forms section of the General Accounting website at <http://www.cfo.pitt.edu/ga/forms.html>.



The screenshot shows the University of Pittsburgh logo and name at the top. Below is the title "PRISM Account Request". A paragraph explains that users must sign in with their University Computing Account to access the form and upload supporting documentation. A red warning states that the request form cannot be saved. Below this is a "Sign In" section with fields for "UCA username" and "UCA password", each with a small icon (person and lock respectively). A "Log In" button is positioned below the password field. At the bottom, the footer reads "Office of the Chief Financial Officer | General Accounting © 2015 | Financial Information Systems".

Step 1 - Create PRISM Account Request

Responsible Person

- **Name:** This field is fixed and cannot be edited.
- **Job Title:** Enter your working title.
- **Preferred Email Address:** Review for accuracy and update as needed.
- **Campus Address:** Review for accuracy and update as needed.
- **Preferred Phone:** Review for accuracy and update as needed.
- **Fax:** The fax number is optional.

Responsibility Center Information

- Select the requesting department's Responsibility Center from the drop-down box.
- Select the responsible University department or "New department" from the drop-down box.
- Enter a Preferred Department Series Value if desired.

Account Type Information

- **Type the title of the account being requested. Note that PRISM allows 240 characters in this field but only 30 will be shown on most financial reports.**
- **Purpose & Justification:** Type a brief description of the intended purpose of the requested account. Attach copies of all relevant documents that specify expenditure restrictions such as formal program authorization memoranda or donor agreements.
- **Start Date:** Type or select the earliest date by which the new account is needed.
- **Expected Duration: Select either Indefinite or Specific Date. If Specific Date is selected, type or select the expected end date of the account.**
- **Indicate the type of account being requested by selecting one of the following:**
 - **Entity 02 Operating** – Represents core University operations that are funded primarily by tuition, the State Appropriation, and Education & General Sales and Services. Departmental "hard fund" budgets are allocated annually as part of the University's Planning and Budgeting Process.
 - **Entity 02 Balance Sheet** – Assets and liabilities associated with core University operations and requires a purpose value.
 - **Entity 03 Cost Center** –Self-supporting business enterprise activities including:
 - Specialized Service Facilities
 - Central Support Services
 - Informal and Professional Educational Programs
 - Auxiliary Enterprises

Cost Center activities are supported by revenue from external customers and/or interdepartmental cost recovery from other University departments. Reference the [University of Pittsburgh Financial Guidelines](#) for detailed information on Cost Centers.
 - **Entity 03 Balance Sheet** – Assets and liabilities associated with cost center operations and requires a purpose value.

- **Entity 04 Restricted** – Represents funds restricted by non-governmental donors for specific purposes, programs, departments or schools. Such donations have a charitable or philanthropic intent and generally come from parties external to the University and its related entities.

Entity 04 may also include certain funds which are not restricted by a donor. These may include internal (non-donor) funds set aside as departmental reserves, holding accounts, or other accounts not restricted by external donors.

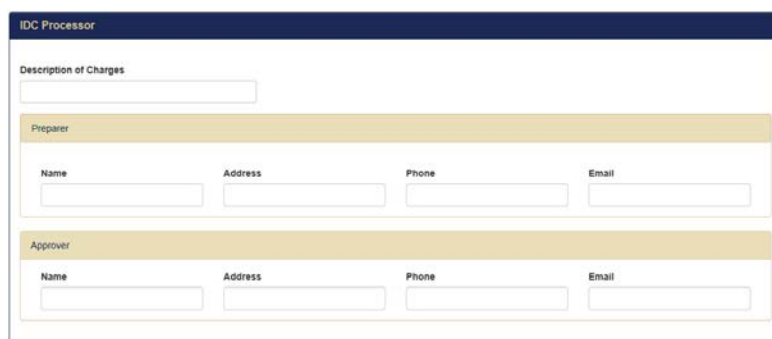
Select either Account with Donor Restrictions or Non-Donor Restricted Account based on the documentation provided as support for the new account.

NOTE: *To ensure compliance with Generally Accepted Accounting Principles, it is critical that Entity 04 accounts do not commingle donor-restricted and internally restricted funds. If a program or initiative expects to include a mix of donor and internal funding, separate accounts must be established.*

- **Entity 07 Government Student Loan** – Government-funded revolving student loans (e.g., Stafford Loans).
 - **Entity 09 Agency** – Represents resources held by the University (the Agent) for organizations or entities (the Principal) external to the University (e.g., a student, staff or alumni association; a professional or scientific organization in which faculty or staff are officers or editors) that are not subject to the University's control.
 - **Entity 47 University Student Loan** – Revolving loan funds that are established by gifts from outside donors or board designated funds.
- **Operating Expense Approver:** Enter the name of a Pitt employee who is assigned the role of Cost Object approver for the respective Department Account charges in the Concur Travel & Expense Application.
 - **Restricted Funds Expense Approver:** Enter the name of a Pitt employee who is assigned the role of Cost Object approver for the respective Restricted or Agency Account charges in the Concur Travel & Expense Application.
 - **Grant Funds Expense Approver:** Enter the name of a Pitt employee who is assigned the role of Cost Object approver for the respective Project Account charges in the Concur Travel & Expense Application.
 - **Overdraft Account:** If requesting a Restricted or Agency account, you must provide a 5-digit department value to complete the 32-digit Operating (Entity 02) account to charge overdrafts.

Funding Sources

- Provide the estimated annual total of all funding sources.
- Indicate the type of funding source(s) expected to support the expenditures of the requested account by checking all funding sources that apply. If more than one funding source is identified, indicate the primary funding source by selecting the radio button (○).
 - You may only select “Gift – presently in the University Holding Account” once you have confirmed the gift has been received and deposited to the University’s restricted gift holding account.
 - Specify the amount.
 - If the funding source is “Other”, provide a detailed explanation of the source.
 - If Interdepartmental Cost Recovery has been selected, indicate in the corresponding box if a new IDC Authorization code is needed for processing charges. If a new code is being requested, the IDC Processor section of this form must be completed.



The image shows a screenshot of a web form titled "IDC Processor". The form has a dark blue header with the title. Below the header, there is a section for "Description of Charges" with a text input field. This is followed by a section for "Preparer" with a yellow background, containing four input fields: Name, Address, Phone, and Email. Below that is a section for "Approver" also with a yellow background, containing four input fields: Name, Address, Phone, and Email.

- Select “Transfer from Another University Account” if the funding for the new account is from an existing University account other than the restricted holding account.
 - List the account numbers

Activities and Expenditures

- Provide the estimated annual total expenditures of the requested account.
- Indicate the type of activity or activities expected to be supported through the expenditures of the requested account by checking all activities that apply. If more than one activity is identified, indicate the predominant activity (i.e., largest proportion of expenditures) by selecting the radio button (○).
 - Provide a valid detailed explanation for any of the following selections:
 - Central Executive Administration
 - Central Support
 - **Other – This selection should rarely be used.** Unless you are requesting an Entity 02 or Entity 03 Balance Sheet account, exhaust all other possibilities before making this selection to avoid a delay in processing your request. Check all other activities that apply.

Financial Report Distribution

(Required for Entity 02 Operating and Entity 03 Cost Center Account Requests Only)

- Recipient: Complete all fields for each recipient.

The screenshot shows a form titled "Financial Report Distribution" with a sub-section for "Recipient 1". It contains five required text input fields: "Name", "Pitt Username (UCA)", "Email Address", "Phone", and "Campus Address". Each field has a red "Required" label below it.

- Type the RC GL Mart Financial Data Approver's name. Refer to RC GL Mart Financial Data Approver [list](#).

The screenshot shows a single text input field labeled "RC GL Mart Financial Data Approver's Name (view list)". A red "Required" label is positioned below the field.

- Once you receive notification of the new account number from General Accounting, you are required to promptly complete and submit the online [GL Data Mart Form](#) for Entity 02 Operating and Entity 03 Cost Center accounts.

Certification

- Please read the terms of this Certification carefully.

Certification: I hereby certify and acknowledge that as the responsible person for the above named account, I agree that the account will be operated in accordance with all University of Pittsburgh policies and procedures, that for restricted agency accounts available revenue will be in excess of expenses at all times, and that the account is subject to termination by the University at any time.

- If you accept the terms, please click **Complete Step 1**.

Complete Step 1 →

- A copy of this account request will be delivered via email to you, the requester, as well as the RC Business Manager(s) as confirmation of your acceptance of the certification.

Step 2 - Add Attachments to Account Request

Attachments are required for all requests. Reference Exhibit A for attachment requirements for each Account Type.

Acceptable file formats include Microsoft Office files, image files, text files, and PDF. A maximum of five documents, each up to 10 MB in size, can be attached to this request.

- Use the **Choose Files** button to select the desired file(s).
- Provide a description for each file.

Description (required)

- Click **Remove** to prevent the file from being uploaded.
- Click **Upload Attachment(s)**.
- Verify the Existing Attachments.
 - Once an attachment file has been uploaded, click **Remove** in the Existing Attachments list to remove the file before submitting the request.
- Select **Return to Step 1** to return to the previous page if necessary.

- Your request will not be processed unless all steps are completed. Select **Complete Step 2 and Submit Request** once all desired attachments have been uploaded to complete your request.

Exhibit A – PRISM Account Request Data and Attachment Types

Supporting documents and/or forms are required to be uploaded when submitting your request. Acceptable file formats include Microsoft Office files (including Outlook email files), image files, text files, and PDF. The type of documentation required is dependent upon the account type being requested.

Account Type	Supporting Documentation
Entity 02 Operating	A request for an Entity 02 Operating Account requires documents that justify a new account. Attach copies of budget documents and relevant emails.
Entity 02 Balance Sheet	A request for an Entity 02 Balance Sheet Account requires documents that justify a new account. Attach a detailed explanation of General Ledger entries pertaining to the account.
Entity 03 Cost Center	A brochure, email or memo describing the program is required for all Entity 03 accounts. A cost model that has been reviewed and approved by Research & Cost Accounting is also required only if the cost center charges sponsored project (Entity 05) accounts.
Entity 03 Balance Sheet	A request for an Entity 03 Balance Sheet Account requires documents that justify a new account. Attach a detailed explanation of General Ledger entries pertaining to the account.
Entity 04 Restricted	<p>Required data on the request form includes:</p> <ul style="list-style-type: none"> • Entity 02 Overdraft Account • Amount of gift held in University Restricted Holding Account (if applicable) <p>Additional documentation must include:</p> <p>FOR ACCOUNTS WITH DONOR RESTRICTIONS:</p> <ul style="list-style-type: none"> • Relevant documents that specify donor restrictions such as donor agreements, letters, memoranda, proposals, emails, etc. • Appropriate signatures, approvals, and authorizations. • Budget and donor reporting documentation, if applicable. • Documentation must be as specific as possible and clearly describe the donor restrictions. • Vague or incomplete documentation will be questioned and/or returned. <p>FOR NON-DONOR, INTERNALLY RESTRICTED ACCOUNTS:</p> <ul style="list-style-type: none"> • Documentation clearly identifying the source of internal funding. • Relevant documents specifying any restrictions on the use of the funds, as applicable. • Correspondence from senior management (e.g. deans, chairs, senior administrators, etc.) indicating the intended use of the funds. • Appropriate signature, approvals, and authorizations. <p>NOTE: To ensure compliance with Generally Accepted Accounting Principles, it is critical that Entity 04 accounts do not commingle donor-restricted and internally restricted funds. If a program or initiative expects to include a mix of donor and internal funding, separate accounts must be established.</p>

Account Type	Supporting Documentation
Entity 09 Agency	<p>Required data on the request form includes:</p> <ul style="list-style-type: none"> • Entity 02 Overdraft Account • Disposition of remaining funds in the event the fund purpose ceases <p>Example attachments include:</p> <ul style="list-style-type: none"> • Documents supporting the purpose of the fund • Documents that support the account as agency rather than a restricted account • Donor agreements if the account is funded by a gift
Entity 07 Government Student Loan	A request for an Entity 07 Loan Account requires a Federal Government letter advising of the new Loan Program.
Entity 47 University Student Loan	A request for an Entity 47 Loan Account requires a donor letter to include the repayment terms if applicable.