

PBCS Access Information Form

Please complete the following form to establish or modify access to PBCS applications. Once completed, email the form to helpdesk@pitt.edu. Please refer to our website at <https://prism.pitt.edu/applications/planning-and-budgeting-cloud-service-pbcs/>.

Please choose one: New User Existing User Access Termination

Effective Date: _____

Requester: _____

Print full "Legal" Name: _____

Department or Division Name: _____ Responsibility Center #: _____

Preferred Email Address: _____

My Current University Computer Account (MyPitt/Pitt Passport) is: _____

Access to Mirror (list existing user to mirror for new user): _____

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.

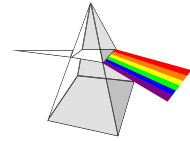
Requester Signature: _____ Date: _____ Phone: _____

Supervisor Printed Name: _____

Supervisor Signature: _____ Date: _____ Phone: _____

Authorized RC Signature: _____ Date: _____ Phone: _____

ERP Financials USE ONLY
 Add/Remove PBCS User Add/Remove PBCS Role(s) Add/Remove PRISM Resp. Completed:



PBCS Access Information Form

Please choose the necessary responsibilities and access level for each application within Oracle Planning & Budgeting Cloud Service. More information can be found on our website at <https://prism.pitt.edu/applications/planning-and-budgeting-cloud-service-pbcs/>.

Annual Operating Budget Process & Reporting (PittPlan)

User (maintain annual operating budgets, run reports, and manage encumbrance forms)

Add Delete

Entities: 02 03 04 05 06 09

Budget Form Entry: Add Delete

Budget Approver: Add Delete

Budget Reconciler: Add Delete

Encumbrance Entry: Add Delete

Viewer (run reports and view encumbrance and budget forms)

Add Delete

Entities: 02 03 04 05 06 09

Reporting Only (run reports only)

Add Delete

Entities: 02 03 04 05 06 09

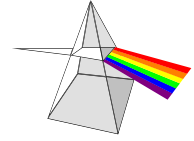
Security Group (SO, RC, Department Group or individual departments)

BFR USE ONLY

Add/Remove Security Groups

Completed:

Group Names: _____



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Enrollment & Tuition Revenue Budget Process (PittTuition)

User (enter enrollment data and run reports)

- Add Delete

Viewer (view tuition planning documentation and reports)

- Add Delete

Security Group (SO, RC/School level)

SFS USE ONLY	
<input type="checkbox"/> Add/Remove Security Groups	Completed:
Group Names: _____	

RC Resource Proposal - RCRP (PittPlan, PittTuition, PittFund)

User (maintain resource proposal documentation, operating/capital expenses and reports)

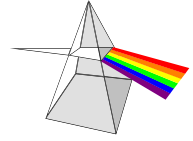
- Add Delete

Viewer (view RCRP documentation)

- Add Delete

Security Group (SO, RC/School level)

BFR/Controller's Office USE ONLY	
<input type="checkbox"/> Add/Remove Security Groups	Completed:
Group Names: _____	



PBCS Access Information Form

Please choose the necessary responsibilities and access level for each application within Oracle Planning & Budgeting Cloud Service. More information for Grants Forecasting can be found on our SharePoint site at <https://pitt.sharepoint.com/sites/PBCS/grants>.

Grants Forecasting (PittProj)

User (maintain grant budget forecasting scenarios and reports)

Add Delete

Viewer (view forecasts and reports)

Add Delete

Security Group (SO, RC, Department Group or individual departments)

ERP Financials USE ONLY

Add/Remove Security Groups Add to Fiscal Panther Completed:

Group Names: _____

