

# Ohio University: PNC Pinacle User Request Form

TO BE COMPLETED BY REQUESTOR; APPROVED BY MANAGER

## Section 1: Requestor Information

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_ Position: \_\_\_\_\_

Office Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_

Type of Request:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Create New User Account         | <input type="checkbox"/> Modify Existing User               | <input type="checkbox"/> Delete User Account  |
| <input type="checkbox"/> Add Entitlements (select below) | <input type="checkbox"/> Add Entitlements (select below)    | <input type="checkbox"/> No longer employed   |
| <input type="checkbox"/> Emulate User _____              | <input type="checkbox"/> Delete Entitlements (select below) | <input type="checkbox"/> New responsibilities |

Reason for account access and/or modification to entitlements: \_\_\_\_\_

## Section 2: Entitlements Module Request - Check Requested Bank Accounts and Modules (see page 2 for module descriptions)

Banking Module:	Bank Account											
	Operating	Clearing	Payroll	Student Refund	Baker Center	Workers Comp	Dublin	Perkins	Primary Care Loans	Loans Disadv Students	Foundation Operating	Foundation Clearing
Account Analysis Statements												
Account Transfer												
ACH												
ACH Positive Pay												
ARP Statements												
Cash Logistics												
Check Management												
DDA Statements												
Deposit on Site												
Funds Transfer												
Image On-Demand												
Information Reporting												
Integrated Payables												
Issue Maintenance												
Positive Pay												
Special Reports												

Place stop     Cancel stop     Inquiry

## Section 3: Requestor Agreement

By signing this form, I certify that I have read and understand Policy 55.002: User of University Resources (<https://www.ohio.edu/policy/55-002.html>) and Policy 91.003: Computer and Network Use (<https://www.ohio.edu/policy/91-003.html>). I understand that my PNC Operator ID and password are to be kept confidential. Should I share this information, my access will be revoked.

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 4: Manager Approval

By signing this form, I approve this employee for the access requested above.

Print Manager Name \_\_\_\_\_ Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PNC Online Banking Module Descriptions**

The **Account Analysis Statements** module provides access to the electronic statements that summarize your monthly account balance information as well as provide a detailed listing of your monthly activity charges at PNC. You can access a rolling 13 month history of statements, building from your first online statement.

The **Account Transfer** module helps to initiate real-time account transfers between Ohio University and/or Ohio University Foundation bank accounts. The module also allows you to check balances, and create/approve/delete/view scheduled or recurring transfers.

The **ACH** module help to initiate incoming or outgoing ACH transactions such as: creating a freeform batch, creating a batch from a template, uploading a NACHA file, approving a template, and initiating a reversal entry.

The **ACH Positive Pay (APP)** module manages debit block exceptions. It helps to screen received ACH debits and establish rules to identify authorized transactions. This entitlement is restricted to bank security administrators only.

The **ARP Statements** module provides access to electronic statements for your ARP accounts at PNC. Statements are available for up to the preceding 18 periods for each account. Statement types include: cover sheet, recap of posted items, outstanding settlement, diagnostic summary, paid items, outstanding items, consolidated items, misc credits, misc debits, stop report, paid no issue.

The **Cash Logistics** module helps to quickly and easily place one-time or standing orders for coin and currency that will be delivered to your business location. Once placed, you can view, edit or cancel an order. The module also provides the ability to place deposits and view deposit activity, including Brinks deposit activity.

The **Check Management** module helps to manage stop payment requests, search for the status of specific checks, monitor stop payment processing, and view check images to verify authenticity.

**DDA Statements** is the module that provides access to electronic statements for our accounts at PNC. Statements are available for up to the preceding seven years for each account.

The **Deposit On-Site®** module enables the remote deposit of checks received and transmission of these images to the bank for processing.

The **Funds Transfer** module is used to initiate wire payments using either a freeform entry or a template (for repetitive payments). This module is also used to initiate real-time payments,

The **Image On-Demand** module provides quick access to images of detail transaction items, including: paid checks, checks deposited, deposit tickets, paper return items, return deposited items, credit and debit adjustments.

The **Information Reporting** module provides quick access to transaction information on accounts. Dependent upon entitlements, you may have access to current day information, previous day information or both. Use the module to view standard reports, create custom reports or search for transactions.

The **Integrated Payables** module provides the ability to authorize or cancel payment files, import payment files, and review information usng the search and reports feature.

The **Issue Maintenance** module is used to approve stop payment requests, approve issues/voids, and approve positive pay exceptions.

The **Positive Pay** module is used to view positive pay check exceptions and submit decisions on those items.

The **Special Reports** module provides transaction information related to return items, notification of change (ACH), and EDI reporting.