



**PORT OF FUJAIRAH**  
**USER ACCESS REQUEST FORM**  
**(PRISM -INVOICE)**

To : **IT Manager**      From Dept : \_\_\_\_\_      Date : \_\_\_\_\_

Please grant system access to the following user :

Employee No. \_\_\_\_\_

Name \_\_\_\_\_

Please  the modules where access is required :

| Masters                        |         |        |
|--------------------------------|---------|--------|
|                                | Enquiry | Update |
| Company Type Master            |         |        |
| Charge Party Master            |         |        |
| Costing Activity Master        |         |        |
| GI Account Master              |         |        |
| GI Cost Center Master          |         |        |
| GI Group Master                |         |        |
| Holiday Master                 |         |        |
| Invoice Main Activity Master   |         |        |
| Invoice Sub Activity Master    |         |        |
| Job Type Master                |         |        |
| Marine License Tariff          |         |        |
| Property Master                |         |        |
| Ramadan Master                 |         |        |
| Report Group Master            |         |        |
| Service Code Master            |         |        |
| Service Tariff Mapping Details |         |        |
| Tariff Master                  |         |        |

| Transactions                         |         |        |
|--------------------------------------|---------|--------|
|                                      | Enquiry | Update |
| Job Sheet                            |         |        |
| Manual Proforma Invoice Entry        |         |        |
| Manual Proforma Invoice finalization |         |        |
| Credit Note Entry                    |         |        |
| Credit Note Finalization             |         |        |
| Port Operating License               |         |        |
| Land Lease Rent                      |         |        |
| Error Log                            |         |        |
| Business Month                       |         |        |

| Invoice Daily Reports                        |  |
|--|--|
| Proforma Invoice Print                       |  |
| Final Invoice Print                          |  |
| Invoice Dispatch Report                      |  |
| Pending Proforma                             |  |
| PFR Invoice Finalization User Summary Report |  |
| Invoice Type Wise Summary Report             |  |
| Pof Ebs Integration                          |  |
| List Of Cancelled Proforma Invoices          |  |
| List Of Credit Notes                         |  |
| Auto Finalization Log                        |  |

|                |  |
|----------------|--|
| <b>REPORTS</b> |  |
|----------------|--|

Remarks (specify other modules) \_\_\_\_\_

Authorised By \_\_\_\_\_

Designation \_\_\_\_\_

|                  |                  |            |
|------------------|------------------|------------|
| For IT Dept. Use |                  |            |
| User ID _____    | Created By _____ | Date _____ |