



# NWTL GROUP

## PRONTO USER REQUEST FORM

Date: \_\_\_\_\_  
Ref No. \_\_\_\_\_  
(to be filled by IT Support)

FIRST NAME: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_

SURNAME: \_\_\_\_\_  
DIVISION/SECTION: \_\_\_\_\_  
CONTACT NO: \_\_\_\_\_

Type of Request (CHECK ONE): NEW    AMEND    DELETE    OTHERS

### USER OFFICER CLASSES (Check and indicate limits.)

**Credit Release Officer**     **Purchase Officer**     **A. Payable Officer**     **Payroll Officer**  
Credit A. Limit: K \_\_\_\_\_    Non-Stock Limit: K \_\_\_\_\_    Payment Limit: K \_\_\_\_\_    Payroll #1 \_\_\_\_\_  
Cr. Note Limit: K \_\_\_\_\_    Stock Limit: K \_\_\_\_\_    Invoice Limit: K \_\_\_\_\_    Payroll #2 \_\_\_\_\_  
Print CHQ/EFT runs:     Payroll #3 \_\_\_\_\_

### SYSTEM MODULES (Check and indicate Role/Functions.)

<input type="checkbox"/> AP	<input type="checkbox"/> AR	<input type="checkbox"/> GL	<input type="checkbox"/> Inventory	<input type="checkbox"/> PO	<input type="checkbox"/> POS	<input type="checkbox"/> SO	<input type="checkbox"/> Others

User Role: \_\_\_\_\_ Existing user having similar access rights:

### Remarks / Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY	APPROVED BY	APPROVED BY	APPROVED BY	PROCESSED BY
_____	_____	_____	_____	_____
USER /NAME	DEPT/DIV MGR	CFO	BOD	IT SUPPORT