



# Deprovision - Financial Systems

## Steps to take

### Danying He – Financial Accounting

- What needs to be reviewed
- Changing Financial Manager
- Closing Accounts
  - Operating Accounts
  - Specific Purpose Accounts

# Deprovision

When to contact?

- An employee is changing position and access needs to be removed.
- An employee is leaving UVic.

Email [provision@uvic.ca](mailto:provision@uvic.ca) **BEFORE** changes occur.

# Deprovision

What needs to be reviewed?

- Financial Manager (account holder)
- FAST Finance viewing access
- Workflow AP Approval queue

# Deprovision

- Financial Manager (account holder)
- Is a user the financial manager for any accounts?

The screenshot shows a web-based financial reporting application. The browser title is "Return to Document Details - Journal Voucher (11:12:08 AM)". The application has a navigation menu with "Home", "Applications", "Operating Statement", "Balance Sheet", "Additional Reports", and "Financial Statement". A green header bar contains "Finance Reporting". Below this are tabs for "Application Info", "Quick Launch", and "Dashboard".

A message box says: "Please input your desired report parameters. You can click on the magnifying glass to lookup a field." Below this are several input fields with magnifying glass icons:

- Chart(s):  1 - University Of Victoria
- Index:
- Fund:
- Orgn:
- Acct:
- Prog:
- Actv:
- Locn:
- Fund.Fin.Mgr:**  (highlighted with a red box)
- Orgn.Fin.Mgr:

Below these fields is a search window titled "FFM" with a search button and the text "965 record(s) found". A table displays the search results:

Chart	Fund.Fin.Mgr	Title
1	10005160	Johnson, Janice
1	10005181	Hyndman, Roy
1	10005187	Wickwire, Wendy
1	10005189	Hills, Marcia

At the bottom left, there is a "Reset Parameters" button.

# Deprovision

Financial Manager (account holder)

- Deprovisioning can only occur when a user is not a Financial Manager.

# Deprovision

Financial Manager (Account Holder)

## Change Financial Manager

- If the Financial Manager needs to be changed, fill out the online “[Financial system access form](#)” available on the Accounting Services website.

**Research accounts – contact Research Accounting**

# Deprovision

Financial Manager (Account Holder)

## Closing an account

- If account(s) needs to be closed, check the account balance and make sure it is zero before sending a request to [finadmin@uvic.ca](mailto:finadmin@uvic.ca) to have the account(s) closed.

**Research accounts – contact Research Accounting**

# Deprovision

Financial Manager (Account Holder)

## Operating Accounts

- For 10000 operating accounts, don't forget to check the balance under 11310 Budgetary Saving – Carry Over Funds



**Finance Reporting**

Application Info x Quick Launch Dashboard

Please input your desired report parameters.  
You can click on the magnifying glass to lookup a field.

Chart(s):  1 - University Of Victoria

Index:

Fund:

Orgn: 28282

Acct:

Prog:

Actv:

Locn:

Fund.Fin.Mgr:

Orgn.Fin.Mgr:

Fund Type:

Acct Type:

Fiscal Period: Feb-2015 (Open)

Report: Operating Statement

Reset Parameters

**Finance Reporting** Summary by Hierarchy Current Year

Filter Options Advanced Options Report Results Help + More

Current Year  Period Feb-2015 (Open)  By Fund

▼ 1 | Chart = 1 | Orgn = 28282 Ethnoecology Field Studies

Fund	Title	Base Budget	Annual Budget	Feb-2015 Month Actual	Feb-2015 YTD Actual	O/S Commitments	\$ Ann.Bud Variance	Budget Fav/Unfav
100	General Operating	0.00	10.00	10.00	10.00	0.00	0.00	
		0.00	10.00	10.00	10.00	0.00	0.00	0%



# Deprovision

- FAST Finance viewing access
- Workflow AP Approval queue

We are working to create reports that department users can run in new FAST to monitor FAST Finance viewing access and AP approval queue. Stay tuned!