



# 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 application interface for financial reporting. The browser title is "Return to Document Details - Journal Voucher (11:12:08 AM)". The navigation menu includes "Home", "Applications", "Operating Statement", "Balance Sheet", "Additional Reports", and "Financial Statement". The main header is "Finance Reporting". Below the header 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". The search results are displayed in a table:

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!