



# 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.

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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 management. 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 content area has tabs for "Application Info", "Quick Launch", and "Dashboard". A search prompt asks the user to input their desired search criteria. The search parameters are as follows:

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

A search button is present next to the "Fund Type" field. Below the search parameters, a table displays the search results:

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

A "Reset Parameters" button is located at the bottom left of the search area.



Financial Manager (Account Holder)

Change Financial Manager

If the Financial Manager needs to be changed, fil

Financial Manager (Accountant)

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Financial Manager (Account Holder)

Operating Accounts

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





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Financial Manager (Accdun(t)-1.2409-1\*

# 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