Deprovision F-inancial Systems Steps to take

Danying He Financial Accounting

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

When to contact? An employee is changing position and accented needs to be removed. An employee is leaving UVic. Emailprovision@uvic.cBEFOREchanges occur.

What needs to be reviewed? Financial Manager (account holder) FAST Finance viewing access Workflow AP Approval queue

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

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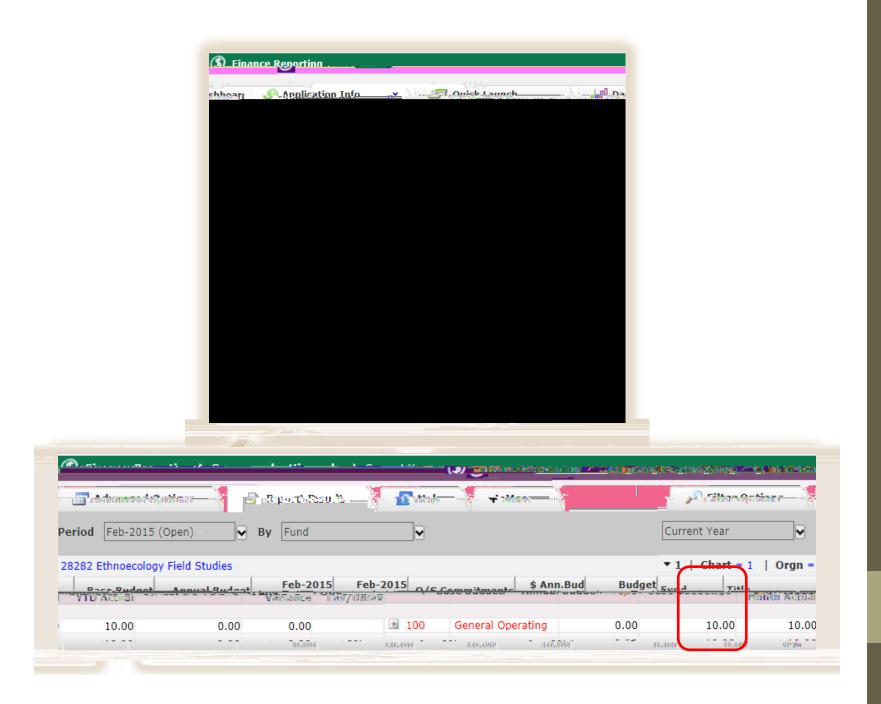
Financial Manager (Accduolder) <u>Change Financial Manager</u> If the Financial Manager needs to be changed, fil

Financial Manager (Accdunt

Financial Manager (Accduolder)

Operating Accounts

For 10000 operating accounts, don t forget t check the balance under 11310 Budgetary Saving Carry Over Funds



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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