Maintain Extended Financial Access
(UEFA)

Assign New Access

If you are going to assign someone new access to a specific account number or cost center:

1. At Fisc. Yr., enter the fiscal year that you want the user to be able to view
2. At Acct # or Cost Center, enter the specific account or Cost Center that you want the users to view.
3. Press PF5 to assign the new access.

If you are requesting a cost center in multiple admin areas, a pop-up window will appear. Using the SEL# select the applicable admin area and press PF12

(multiple admin areas)
1. Enter the userID’s of the individuals to have access.
   Press PF12 to assign the new access.
   Press PF7 to cancel changes.
   Press PF9 to return to the UEFA screen.
Revoke Access

If you are going to revoke a user’s access to a specific account or cost center.

1. At Fisc. Yr., enter the fiscal year.
2. At Acct # or Cost Center, enter the specific account or Cost Center to which you want to revoke access.

Press PF6 to revoke the access.

If you are requesting a cost center in multiple admin areas, a pop-up window will appear. Using the SEL# select the applicable admin area and press PF12.

(multiple admin areas)
1. Enter the userID of the individual to be removed and press PF12 to **revoke** the access
Global Processing

This function grants or removes extended financial access for all accounts and/or cost centers to the userID entered:

<table>
<thead>
<tr>
<th>ENTER KEY FOR ADD/REVOKE OR PF12 FOR GLOBAL CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/05 IBIS FINANCIAL SYSTEM UEFA</td>
</tr>
<tr>
<td>11:21:17.3 MAINTAIN EXTENDED FINANCIAL ACCESS KZL3</td>
</tr>
</tbody>
</table>

Are you planning to: (select one)

PF 5 Assign New Access
PF 6 Revoke Access
PF 12 Global Processing

(Do not enter 'Next Key' for global operations)

NEXT KEY: Fisc Yr: ____ / ____ and Acct#: __ - ___ – ___UP 10010_
or Cost Center: __________

NEXT FUNCTION: _____________________________________________ (MENU, KEYS, END)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END ADD REVK CNCL . RTRN . PRNT GLOB

The Fisc Yr, Acct# or Cost Center are not required for this function.

Press PF12 for Global Processing

PLEASE FILL IN FIELD/S FOR GLOBAL OPERATION

Global Processing

Admin Area: 015

Replace LDB1__ with KZL3__

Delete ______

On University Structures (Y/N): Y

On Cost Centers (Y/N): Y

1. Enter the Admin Area
2. This option allows you to replace the extended financial access to all accounts and/or cost centers within the admin area for the first userID with the second userID. Enter the userID of the individual you want to replace. Enter the userID of the individual you want to have the access that the first userID had.
3. This option removes extended financial access for all accounts and/or cost centers within the admin area for the userID entered. Enter the userID of the individual you want to delete.
4. This option allows you to select Yes or No to accounts.
5. This option allows you to select Yes or No to cost centers

Press PF12 to Process global access
Press PF7 to Cancel changes
Press PF9 to Return to the UEFA screen.