

# 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:

```
ENTER KEY FOR ADD/REVOKE OR PF12 FOR GLOBAL CHANGE
05/02/05          IBIS FINANCIAL SYSTEM          UEFA
11:21:17.3       MAINTAIN EXTENDED FINANCIAL ACCESS      KZL3

                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)

                ①                                ②
NEXT KEY: Fisc Yr: 2002 / 2003 and          Acct#: 01 - 042 - 44 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
```

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)

```
SELECT AA OF COST CENTER TO BE PROCESSED

SEL#  AA      Cost Center
----  -
1     084     2004/2005 - PENN SUB
2     048
                Select: _

Enter-PF5---PF7---PF8---PF9---PF12
TOP BACK FRWD RTRN PROC
```

(account or single cost center)

PRESS PF7 TO CANCEL, PF12 TO PROCESS

05/03/05  
10:16:49.9

IBIS FINANCIAL SYSTEM  
ASSIGN NEW ACCESS

UEFA  
KZL3

----- STRUCTURE TITLES -----

Long	Short	Confidential
UNIVERSITY DEFAULT	UNIV DFLT	N

User Ids For Extended Financial Access

				①			
JKF3__	QUB3__	LAB1__	AVM4__	KZL3_	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

NEXT KEY: Fisc Yr: 2004 / 2005 and Acct#: 01 - 042 - 44 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 . . CNCL FWRD RTRN . PRNT PROC

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.

```
ENTER KEY FOR ADD/REVOKE OR PF12 FOR GLOBAL CHANGE
05/02/05          IBS FINANCIAL SYSTEM          UEFA
11:21:17.3      MAINTAIN EXTENDED FINANCIAL ACCESS      KZL3

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: 2002 / 2003 and          Acct#: 01 - 042 - 44 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
```

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)

```
SELECT AA OF COST CENTER TO BE PROCESSED

SEL#  AA      Cost Center
----  -
1     084      2004/2005 - PENN SUB
2     048

Select: _1

Enter-PF5---PF7---PF8---PF9---PF12
TOP BACK FRWD RTRN PROC
```

PRESS PF7 TO CANCEL, PF12 TO PROCESS

05/03/05

IBIS FINANCIAL SYSTEM

UEFA

10:27:53.8

REVOKE ACCESS

KZL3

----- STRUCTURE TITLES -----

Long	Short	Confidential
UNIVERSITY DEFAULT	UNIV DFLT	N

User Ids For Extended Financial Access

JKF3__	QUB3__	LAB1__	AVM4__	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Revoke Id: ① JKF3

NEXT KEY: Fisc Yr: 2004 / 2005 and  
or

Acct#: 01 - 042 - 44 UP 10010\_  
Cost Center: \_\_\_\_\_

NEXT FUNCTION: \_\_\_\_\_ (MENU, KEYS, END)

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

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:

```
ENTER KEY FOR ADD/REVOKE OR PF12 FOR GLOBAL CHANGE
05/02/05                IBIS FINANCIAL SYSTEM                UEFA
11:21:17.3             MAINTAIN EXTENDED FINANCIAL ACCESS    KZL3

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          ❶

Replace LDB1__ with KZL3__ ❷
Delete _____       ❸

On University Structures (Y/N): Y ❹

On Cost Centers (Y/N): Y      ❺

PF7      PF9      PF12
Cancel   Return   Process
```

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.