



Aurora Finance Systems Access Termination Request

General information

Faculty/Unit: _____
 Name of individual leaving: _____ Employee/Student No: _____
 User Log In ID: _____ Email: _____
 Date/Time Access to be terminated: _____

The individuals Supervisor or the Faculty/ Department Business Manager must authorize this form before submitting to our team.

Section A – Full Removal of System Access (Sections B & C are not required if this section is completed)

To remove *all* access to a system, please check box for the system which access should be removed.

BANNER Finance **FAST Reporting** **Concur** **EPIC** **UMPlan**

Note: Expenditure approvals are managed through the Signing Authority process on specific FOPs. Changes to this information can be made completing and submitting the [Signing Authority](#) form

Section B – Removal of Specific Transaction Access

When full access to BANNER and FAST are not being removed please indicate specific transaction types which the user should no longer have access to by selecting the appropriate check box.

Journal Entries (JV) <input type="checkbox"/>	Interdepartmental Charges (ID) <input type="checkbox"/>
To create specific JE types to reallocate expenses/revenue	To charge University Departments for services provided
Budget Transfers <input type="checkbox"/>	External Billing <input type="checkbox"/>
To allocate budget to a FOP or transfer budget to a new FOP	To invoice an external organization or person for goods/services provided by the University

Section C – Fund/Organization Access

When full access to BANNER and FAST are not being removed and there are specific fund types, individual funds or Organizations the user should no longer have access to please list below (please attach spreadsheet if additional space is required)

Fund Types	Individual Funds	Organizations
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____

Section D – Aurora Finance User ID Termination Authorization

I certify that the person named above no longer requires the selected Aurora Finance systems access to perform their assigned duties within the specified Faculty/Department at the University of Manitoba

_____ Name	_____ Position
_____ Signature	_____ Date
_____ Email	_____ Phone Number

Internal Office Use Only:

FS Authorization _____ Date Processed _____
 Systems Access assignments removed Transaction Access Removed Fund/Org Access Removed
 Faculty/Department Contact notified: E-mail Phone