

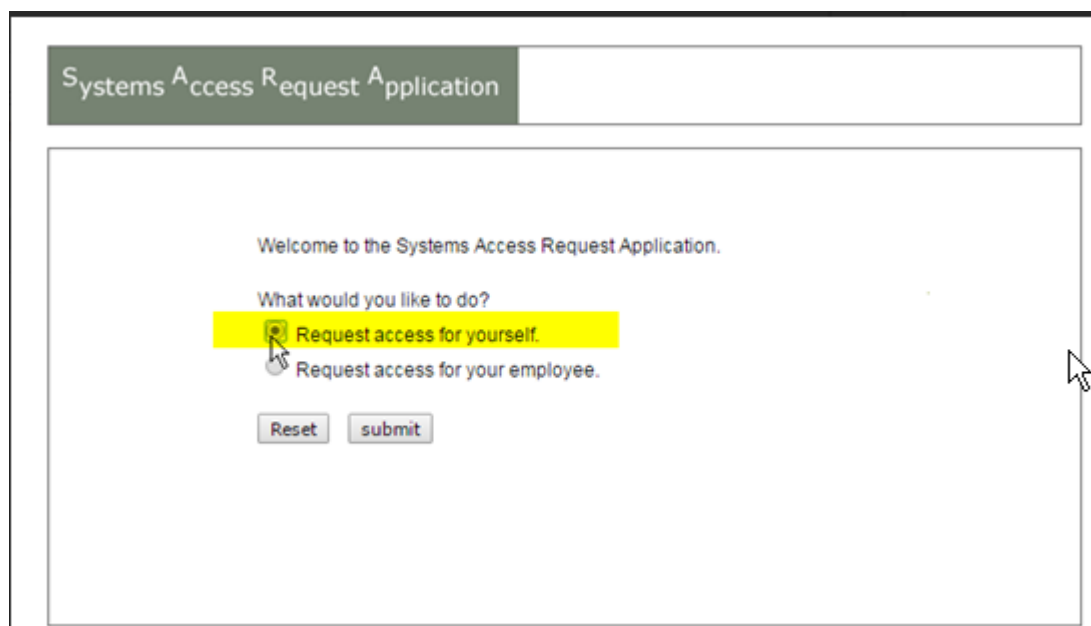
Requesting BFS Access

1. <https://sara.berkeley.edu/>
2. Click on "Request Access for Yourself or Your Employee"

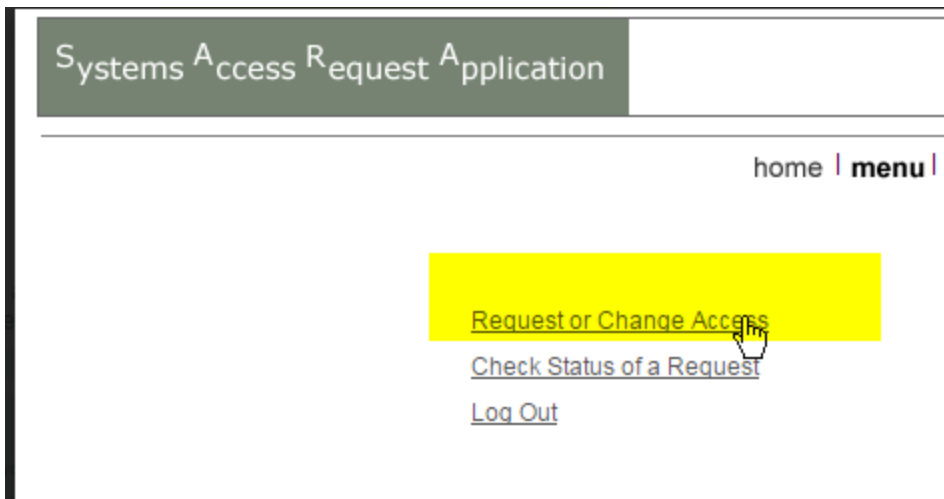


The screenshot shows the SARA application interface. At the top, there is a header bar with the text "Systems Access Request Application". Below this, a welcome message reads "Welcome to the Systems Access Request Application (SARA)". A prompt "Please make the following selection:" is followed by four options: "Request Access for Yourself or Your Employee" (highlighted in yellow), "Manager or Authorizer: Review and Approve Requests", "Control Unit Approver: Review and approve Requests (authorized users only)", and "Security Administrator: Review and Approve Requests (authorized users only)".

3. Enter your CalNet Authentication
4. Click on "Request access for yourself"



This screenshot shows the same SARA application interface as the previous one, but with the "Request access for yourself." option selected, indicated by a yellow highlight and a mouse cursor. Below the selection prompt "What would you like to do?", there are two buttons: "Reset" and "submit".



6. Click Next

7. Click on BFS, BIBS and BearBuy

8. Click on "no" and then next on the screen



9. Click on "Request New Access"

10. On the next screen make sure you choose the following in yellow

BFS, BIBS & BearBuy

help

BFS, BIBS & BearBuy

Access Roles Not Restricted by Org Node

| Roles | Action |
|---|--|
| <input type="checkbox"/> BearBuy PO Change Order Preparer | |
| <input type="checkbox"/> BearBuy Receiver | |
| <input type="checkbox"/> BearBuy Global Inquiry | |
| <input type="checkbox"/> Profile Management | |
| <input type="checkbox"/> bluCard Cardholder | |
| <input type="checkbox"/> bluCard Reconciler/Approver | |
| <input type="checkbox"/> GL Preparer | |
| <input type="checkbox"/> GL Chartfield/SpeedChart Set Up | |
| <input type="checkbox"/> Grants Dept Contact Maintenance | |
| <input type="checkbox"/> Grants Research Administrator | |
| <input type="checkbox"/> BIBS Temporary Budget Ledger Preparer | |
| <input type="checkbox"/> BIBS Permanent Budget Ledger Preparer | |
| <input checked="" type="checkbox"/> Financial Inquiry - AP/PO/GL/Vendor | <input checked="" type="radio"/> Add Roles |
| <input type="checkbox"/> Ver 8.8 Financial Inquiry - AP/PO/GL/Vendor | <input type="radio"/> Drop Roles |

Clear Make Request

Access Roles Restricted by Org Node Levels 4 to 6

| Roles | Level | Org Node | Action |
|--|--------------|----------|--|
| <input type="checkbox"/> BIBS Permanent Budget PRT | | | <input checked="" type="radio"/> Add Roles |
| <input type="checkbox"/> BIBS Perm Budget | Choose Level | ? | <input type="radio"/> Drop Roles |

Clear Make Request

Access Roles Restricted by Org Node Levels 2 to 6

| Roles | Level | Org Node | Action |
|--|--------------------|----------|--|
| <input type="checkbox"/> BearBuy Requisition Creator | | | |
| <input type="checkbox"/> BearBuy Match Exception Preparer | | | |
| <input type="checkbox"/> BearBuy Requisition Approver | | | |
| <input type="checkbox"/> BearBuy Voucher Approver | | | |
| <input type="checkbox"/> AP Voucher Approver | | | |
| <input type="checkbox"/> GL Approver | | | |
| <input type="checkbox"/> BIBS Temporary Budget Ledger Approver | | | |
| <input checked="" type="checkbox"/> AR Bill Creator | Choose Level | | <input checked="" type="radio"/> Add Roles |
| <input checked="" type="checkbox"/> AR Bill Adjustor | 2 Control Unit | | <input type="radio"/> Drop Roles |
| <input checked="" type="checkbox"/> AR Inquiry | 3 Division | | |
| | 4 Department | | |
| | 5 Discipline Group | | |
| | 6 Sub Unit | | |
| | 4 Department | ? | |

Clear Make Request

On Org Node choose your department

11. Click Make request on both sections then click next.

12. When it ask for approval section in the next part choose the person who will approve you (manager or director)

13. You should get a confirmation.

Support:

For questions or assistance, please contact **(PAYMENT SERVICES)**:

- Call **510-643-9055**
- Email: nonstu_ar@berkeley.edu
- File copies: <G:\BFS AR NonStudents\Policies and Procedures 6-2020>