Browse Extended Financial Access (BEFA)

Browse Extended Financial Access (BEFA) is used to view the extended access by an individual’s userID. This function allows the Financial Officer to view the access at the Account or Cost Center level.

At Next Function on the main IBIS menu screen, type BEFA and press enter.

Browse Screen

1. Enter the **userID** of the individual to be viewed.
2. Enter an **X** next to the extended access that you want to view – Account or Cost Center.
3. Enter the applicable **Fiscal Year**
4. Press **Enter**
The screen will display all of the accounts that the userID entered has access to.

<table>
<thead>
<tr>
<th>05/03/05</th>
<th>IBIS FINANCIAL MAINTENANCE SYSTEM</th>
<th>BEFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>13:44:53.1</td>
<td>BROWSE EXTENDED FINANCIAL ACCESS BY ACCOUNT</td>
<td>KZL3</td>
</tr>
<tr>
<td></td>
<td>EXTENDED FINANCIAL ACCESS FOR KZL3 BY ACCOUNT</td>
<td>PAGE 1</td>
</tr>
</tbody>
</table>

| ACCOUNT | 0108980 HN10010 | 0200514 HN10010 |

**Note:** To view cost centers, you do not have to go back to the main browse screen, you can just press **PF6** at this point.

**Note:** If you view the cost centers first, you can simply press **PF6** to see what accounts this particular userID has access to.

At any time you can press **PF9** to **go back** to the main BEFA screen.