

# 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

05/03/05 13:25:48.2	IBIS FINANCIAL MAINTENANCE SYSTEM BROWSE EXTENDED FINANCIAL ACCESS	BEFA KZL3
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①  
ENTER USERID: KZL3\_\_

TO DISPLAY EXTENDED FINANCIAL ACCESS BY:

② X ACCOUNT  
OR  
② \_ COST CENTER

③ FOR FISCAL YEAR: 2003 / 2004

NEXT FUNCTION: \_\_\_\_\_ (MENU, KEYS, END)  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
HELP MENU CMPS END . . . . . PRNT .

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.

```
05/03/05          IBIS FINANCIAL MAINTENANCE SYSTEM          BEFA
13:44:53.1      BROWSE EXTENDED FINANCIAL ACCESS BY ACCOUNT      KZL3
                                                         PAGE 1

EXTENDED FINANCIAL ACCESS FOR KZL3 BY ACCOUNT

ACCOUNT

0108980 HN10010
0200514 HN10010

PRESS PF6 FOR COST CENTERS FOR: KZL3
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
      HELP MENU CMPS END TOP CCTR . FWRD RTRN . PRNT .
```

**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.

```
PRESS 'PF6' FOR ACCOUNTS, 'PF8' TO 'FWD', OR 'PF9' TO RETURN
05/03/05          IBIS FINANCIAL MAINTENANCE SYSTEM          BEFA
13:53:19.2      BROWSE EXTENDED FINANCIAL ACCESS BY COST CENTER      KZL3
                                                         PAGE 1

EXTENDED FINANCIAL ACCESS FOR KSK3 BY COST CENTER

COST CENTER      ACCOUNT      ADMIN AREA

BLUEHENS         0000102 HN10010    084
YELLOWDOGS      0000102 HN10010    084
SPOTEDDOG       0000102 HN10010    084
PINKPIGS        0000102 HN10010    084
REDFROGS        0000102 HN10010    084
PINKDOGS        0000102 HN10010    084
HOTRODS         0000102 HN10010    084
REDCOWS         0000102 HN10010    084
PURLHOGS        0000102 HN10010    084
HOTDOGS         0000102 HN10010    084

PRESS PF6 FOR ACCOUNTS FOR: KSK3
NEXT FUNCTION: _____ (MENU, KEYS, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
      HELP MENU CMPS END TOP ACCT . FWRD RTRN . PRNT .
```

**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.