What is System Access Review (SAR)?

System Access Review (previously known as Identity Management) is an important control activity required for internal and external audits. They provide assurance that the appropriate users have access to financial systems. To improve the effectiveness of this control, certain changes will be instituted effective for the first quarter of fiscal year 2018.

- The organization level at which the control is performed will be at the division level;
- The review will be performed within BFS.
- Division Finance Leaders (DFLs) will be required to ensure that system access reports are complete in BFS within thirty (30) days of the quarter end.

System Access Review in BFS

The System Access Review consists of three main roles:

- 1. **Inquire** Read-only access; users cannot make changes or updates to the data on the page.
- 2. **Review** Allows the user to confirm system access.
- 3. **Approve** Allows the user to confirm system access and sign off that the review is complete. Only DFLs will have the 'Approve' role. Approval indicates:

"I am responsible for and acknowledge that I have performed the System Access Review. As of the Approved On date, access for employees in my division is accurate and appropriate for their current job responsibilities and supports proper segregation of duties within my division."

Navigation

The menu path to get to the System Access Review page is Main Menu > CAL Components > Security > System Access Review > Review Report

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Search Page

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Review Repor	rt						
Enter any informa	tion you have and	d click Search. Leave fiel	lds blank for a li	st of all value:	S.		
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Search	Clear Basic S	earch 📴 Save Searc	h Criteria				

There are four search criteria available for users to find reports.

Field	Description
Quarter End Date	Select the report period
Report	Select the name of the report. Reports group multiple org nodes together
Approved By	Select the DFL who approved the report
Approved	Options are: Yes – Report was approved No – Report is still pending approval

NOTE: Only those reports the user has access to will appear in the search results.

Review Report Page

Favorites - N	Main Menu - > CAL Components	→ Security → Sy	ystem Access Review 👻 > Review F	Report				
						Home W	orklist Add to Favorite	s Sign out
ORACLE								
							New Window Help P	ersonalize Page 🗠
Review Report								
0			B 444					
Quarter End Date	e: 06/30/2017 Report: OACA	AD_SSALL	D-024					
Approv	e Report	Cubraitte d Or						
Submitted By:		Submitted Or	" Appro	val Section				
Approved By:	Q	Approved On						
Comments:								
Papart Filter				1				
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System:	R	eview Action:		ilter Section				
User ID:	Q	Name:						
Role:		Org Node:	Q					
Empl ID:	વ્ ા	Jpdate ID:	٩					
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System User II	D Name	Empl ID	Role	Home D	ept Org Node	Review Action	Update ID	Update D
1 BFS 01234	5678 Badger,Bob	010738864	BIBS Permanent Budget PRT	EWSUI	UYOLI	Pending •		
2 BFS 01234	5678 Badger,Bob	010738864	BIBS Temporary Budget Ledger App	erover EWSUI	UYOLI	Pending •		
3 BFS 01234	5678 Badger,Bob	010738864	GL Journal Approver Dept	EWSUI	UYOLI	Pending •		
4 BFS 09876	5432 Hamster, Henrietta	098765432	AP Voucher Approver Dept	EWSUI	UYOLI	Pending •		
5 BFS 09876	5432 Hamster,Henrietta	098765432	BIBS Temporary Budget Ledger App	erover EWSUI	UYOLI	Pending •		
6 BFS 09876	5432 Hamster, Henrietta	098765432	BearBuy Requisition Approver	EWSUI	UYOLI	Pending •		
7 BFS 09876	5432 Hamster, Henrietta	098765432	BearBuy Requisition Creator	EWSUI	UYOLI	Pending •		
•								

There are 3 main sections of the Review Report page.

Section	Description
Approvals	The DFL will use this section to approve the report.
Filters	Allows the user to filter the results in the results grid
Results and Actions	Shows rows in the report matching the filters and allows users with Review or Approve roles the ability to confirm access

Report Filter Options

Once the report is opened, the user can further filter the results. Any users with access to the page can use the filters.

Favorites - Main Menu -	CAL Components • > Security • > System Access Review • >	Review Report
ORACLE		
Review Report		
Quarter End Date: 06/30/2017 Approve Report	Report: OACAD_SSALL D-024	
Submitted By:	Submitted On:	
Approved By:	Approved On:	
Comments:		
Report Filter		
System:	Review Action: 🔹	
User ID:	Name:	Filter Section
Role:	C Org Node:	
Empl ID:	Update ID:	Q

There are eight filters available for users.

Filter	Description					
System	Systems include:					
	BFS – Berkeley Financial System					
	 BCS – Berkeley Campus Solutions 					
	 CARS – Campus Accounts Receivable System (retired) 					
	CDS – Campus Depository System					
	CNET - CashNet					
	 DSAS – Department Student Aid System (retired) 					
	ENT - Entertainment					
	HCM – Human Capital Management					
	PPS – Payroll system					
	TRV – Travel system					
	UNCP - Unifier					
User ID	The User ID is the ID used within the system to uniquely identify the user					
Role	The roles the user has access to					
Empl ID	The Employee ID is the number given to us by HCM . The Employee ID is often					
	also the User ID, but this isn't always the case.					

Filter	Description				
Review Action Available Review Actions to filter by include:					
	Accept				
	Pending				
	Remove				
	Terminate				
Name	User Name				
Org Node	For BFS, the designated Org Node for roles that are regulated by specific				
	departments. If the role is not regulated, then the employee's Home				
	Department Org Node will be listed				
Update ID	This is the employee name who took the review action				

If you wish to review data by person, we recommend using Employee ID (Empl ID) to sort the data rather than User ID. Employee ID is the number given to us by HCM. The Employee ID is often also the User ID, but that is not always the case. PPS uses mainframe IDs rather than employee IDs, so a user can have different User IDs. You can also review data by financial system by sorting the data by System.

Results and Actions Grid

The results and actions grid shows rows in the report matching the filters and allows users with Review or Approve roles the ability to confirm access.

Review Actions

	Home Dept	Org Node	Review Action	Update ID	Update Date/Time Co
PRT	EWSUM	UYOLI	Pending 🔻		Note the 'Review Action'
Ledger Approver	EWSUM	UYOLI	Accept		drop-down list shows the
pt	EWSUM	UYOLI	Pending Remove		actions available for the
ept	EWSUM	UYOLI	Terminate		Review and Approve roles
Ledger Approver	EWSUM	UYOLI	Pending •		
prover	EWSUM	UYOLI	Pending •		
ator	EWSUM	UYOLI	Pending •		
		197611	(n. 1)		

On the Review Report page, there are four actions that can be taken:

Review Action	Description
Pending	System default indicates an action needs to be taken
Accept	Use if the employees' access is correct
Remove	Use when a single role or Org Node should be removed*
Terminate	Use when the employee has left UCB**

Once an action of Accept, Remove or Terminate has been selected, the system will populate the Update ID and the Update Date Time Stamp. Changing the Review Action back to pending will remove the Update ID and Update Date Time Stamp values.

Additionally, those with Review or Accept roles can enter comments about the action taken. This can be particularly useful for communications between Reviewer and Approvers.

Please note that all rows have the system default action of 'Pending' indicating that an action needs to be taken.

*If the employee has left the department but you are unsure if the employee is still employed by UCB, you should use the 'Remove' action not 'Terminate'.

** When using the 'Terminate' action, a message box will be displayed alerting the user that all records for that Empl ID on the report have been set for termination and to refresh to see the changes.

Message	
All records for 012345679 on this report have been set for termination. Refresh for this employee to see	e the changes. (0,0)
OK	

To refresh for an employee, re-filter the results by the employee ID. The updates to the Update ID and Update Date/Time will appear.

NOTE: Only add comments to Terminated rows after the Update ID and Update Date/Time fields have been populated.

Update All

If you have a long list to review, you might find it easier to use the 'Update All' function. This allows you to pick an action to apply to every row in the grid. For instance, you could change all rows to 'Accept' and then overwrite the roles where you wish to 'Remove' or 'Terminate' the user's access.

Inquire

Users with the Inquire role are only able to view the data on the page but are unable to take any actions.

	Home Dept	Org Node	Review Action	Update ID	Update Date/Time	C
t PRT	EWSUM	UYOLI	Pending			
Ledger Approver	EWSUM	UYOLI	Pending			
pt	EWSUM	UYOLI	Pending	Note that the Inquir	e role	
ept	EWSUM	UYOLI	Pending	has no 'Review Act	ion'	
Ledger Approver	EWSUM	UYOLI	Pending	drop-down menu av	ailable	
prover	EWSUM	UYOLI	Pending			
eator	EWSUM	UYOLI	Pending			
pt	EWSUM	UYOLI	Pending			

Notice that the 'Review Action' field is display only and there is no drop down action available for the Inquire role.

Approvals

The Approve Report button is only available to DFLs. By clicking on the Approve Report button, the DFL is certifying that they have performed the System Access Review and that as of the Approved On date, the access for employees in their division is accurate and appropriate for their current job responsibilities and supports proper segregation of duties within their division.

Review Re Quarter El Submitted Approved Comment Report Fi System: Jser ID: Role: impl ID:	port Ud Date: 66 Approve Repo By: By: S: Uter	302017 Rep d	The " active chan until Review Ac- Name: Org Node	App e e ged the	orove Report' b ven though the . The button re DFL approves	utt rep ma the	on oor ins e re	is s t ha s ac epor	still as tive rt.	alze Page		
					Update All:							
Susteen	Here ID	Marrie		Errord ID	Bola	Marrie David	Ore Note	Devices Action	Hodata ID	Undate Date/Time	Pers	mailz
1 BFS	012345678	Badger,Bob		012345678	BIBS Permanent Budget PRT	EWSUM	UYOLI	Remove T	OBEAR - BEAR,OSKI	09/13/2017 4:46PM	Function no longer needed in current role	
2 BFS	012345678	Badger Bob		012345678	BIBS Temporary Budget Ledger Approver	EWSUM	UYOLI	Pending v				
3 BFS	012345678	Badger Bob		012345678	GL Journal Approver Dept	EWSUM	UYOLI	Pending •				
4 BFS	098765432	Hamster Henrietta		098765432	AP Voucher Approver Dept	EWSUM	UYOU	Terminale •	OBEAR - BEAR OSKI	09/13/2017 4:49PM	No longer employed by UC Berkeley	
	000705400	Line and a line of all		0000000000	0.00 T	Concernant of the second		Constant of the	00000		in anger anger of our betweey	

The Approve Report section remains active until the DFL has approved the report.

Review Repo	art				New Window Help Personalize Page								
Guarter End Submitted B Approved B Comments: Report Filte System: User ID: Rote: Empl ID:	Date: 06/ prove Repo y: 01122: y: 011223	202017 Report: OACAD_SSAL 2020 Wildest,Wilbur 2024 Wildest,Wilbur 2024 Wildest,Wilbur 2024 Wildest,Wilbur 2024 Wildest,Wilbur 2020 Virgenses 2020 Virge	L Submitted C Approved O	D-024 BE 0011117 3 06:22 000000PM BE 0011117 3.06:22 000000PM 	Onc 'App out. 'Sub 'App	e t prov Ad omi prov	he ve Idit tte	DF Rep ion d O d O	L appro port' bu ally, the n', 'Ap n' fields	oves the itton be e 'Subm proved s are po	e report, the comes greye hitted By', By', and opulated.	d	
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2 8FS 0	12345678	Badger,Bob	012345678	BIBS Temporary Budget Ledger Approver		EWSUM	UYOLI	Accept ¥					
3 BFS 0	12345678	Badger,Bob	012345678	GL Journal Approver Dept		EWSUM	UYOLI	Accept *					
4 BFS 0	98765432	Hamster, Henrietta	098765432	AP Voucher Approver Dept		EWSUM	UYOLI	Terminate •	OBEAR - BEAR, OSKI	09/13/2017 4:49PM	No longer employed by UC Berkeley		
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Once the DFL has approved the report, all fields on the report become display only and the 'Submitted By,' 'Submitted On,' 'Approved By' and 'Approved On' fields are populated.

NOTE: The Submitted By and Submitted On fields are only for the BFS Security Administrator's use. They may be used for historical Security Access Review approvals.

Example

When a user with the Review or Approve role first opens the report, all Review Actions are set to Pending.

Review R	port									New Wind	ow Help Per	rsonalize Page				
Quarter I Submitte Approve Commer	Ind Date: 06 Approve Repo d By: d By:	/30/2017 Report	Rows action	wit is	h' ne	Pe ed	ndin ed.	g' iı	ndic	ate	-					
Report f	itter		Devine Actions									loda	Daviaw Ac	tion	Und	
User ID:		a	Name:		a							Noue	Review AC	tion	opua	
Role:			Q, Orp Node:		a.							DLL	Pending			
Empl IO:		a	Update ID:		Q								i onong			
				Update	AII: •							LI	Pending	۲		
Syster	n User ID	Name	Empl	ID Role			Home Dep	t Org Node	Review Ar	tion Update (2)					1	Personaliz
1 BFS	012345678	Badger,Bob	0123	45678 BIBS	Permanent Budget PRT		EWSUM	urrou	Pending	7			Pending	•		
2 BFS	012345678	Badger,Bob	0123	45678 BIBS	Temporary Budget Ledger App	rover	EWSUM	UYOU	Pending					/		
3 BFS	012345678	Badger,Bob	0123	45678 GL Jo	runnal Approver Dept		EWSUM	UYOU	Pending	*						
4 BFS	098765432	Hamster,Henrietta	0907	65432 AP Vo	sucher Approver Dept		EWSUM	UYOLI	Pending							
5 BF8	096765432	Hamster, Hennetta	0987	65432 BIBS	Temporary Budget Ledger App	rover	EWSUM	uvou	Pending							
6 BFS	098765432	Hamster,Henrietta	0907	65432 BearB	luy Requisition Approver		EWSUM	uvou	Fending	*						
7 8FS	098765432	Hamster, Henrietta	0987	66432 BaarB	kuy Requisition Creator		EWSUM	UYOU	Pending							
, s'ers	098765432	Harrester, Henrietta	0987	65432 OL Jo	urnal Approver Dept		EWSUM	UYOLI	Pending							
9 0FS	055443322	Deer,David	0554	43322 Bearb	luy Global Inquiry		UYOLI	urou	Pending							
10 BFS	055443322	Deer,David	0554	43322 Finan	cial Inquiry - AP/PO/GL/AR/Ve	ndor	UYOLI	UYOU	Penang	*						
11.8FS	011223344	Collie,Colleon	0112	23344 8IBS	Perm Budget SPA		ACBUD	UYOU	Pending							

Rather than going into each row individually and selecting an action, the user can use the 'Update All' functionality as follows:

61 B	hhhore iteh										
Submitted	By:			Submitted O	n:						
Approved	By:			Approved On:							
Comment	s:										
Report Fi	lter										
System:	v		Review Actie	on:	¥						
User ID:		Q	Name:		Q						
Role:			Q Org Node:								
Empl ID:		a	Update ID:		/	2					
				1	Undate All						
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System	User ID	Name		Empl ID	Role	Pending					
1 BFS	BFS 012345678 Badger,Bob			010738864	BIBS Perma	Remove Terminate					
2 BFS	012345678	Badger,Bob		010738864	BRS Temporary Budget Ledger in						
3 BFS	012345678	Badger,Bob		010738864	GL Journal	Approver Dept					
	000705422	Hamatar Hanriatta		00765422		Annen Dent					

Notice that after the 'Update All' function is used, all rows have changed from 'Pending' to 'Accept' and the 'Update Id' and 'Update Date/Time' fields are populated

Per me	-							New Window H	isto Personalize Page		
Review Re	sport										
Quarter E	ind Date: 06	30/2017 Report:	OACAD_SSALL	B-024							
	Approve Repr	st									
Submittee	d By:		Submitted (Dn:							
Approved	d By:		Approved C	w.							
Commen	ts:										
Report F	ilter										
System:	-		Review Action:								
User ID:		Q	Name:	Q.							
Rote:			C, Org Node:	Q.							
Empl ID:		Q	Update ID:	Q							
				Invitate All. Accept							
											Personaliz
System	n User ID	Name	Empl ID	Role	Home Dept	Org Node	Review Action	Update ID	Update Data/Time	Comments	
1 BFS	012345678	Badger,Bob	012345678	BIBS Permanent Budget PRT	EWSUM	UYOLI	Accept *	Wildcat,Wilbur	09/11/2017 3:06PM		
2 BFS	012345678	Badger,Bob	012345678	BIBS Temporary Budget Ledger Approver	EWSUM	UYOU	Accept *	Wildcat, Wilbur	09/11/2017 3:06PM		
3.BFS	012345678	Badger,Bob	012345678	GL Journal Approver Dept	EWSUM	UYOU .	Accept *	Wildcat, Wilbur	09/11/2017 3:06PM		
4 BFS	098765432	Hamster,Henrietta	090765432	AP Noucher Approver Dept	EWSUM	UYOLI	Accept *	Wildcal, Wilbur	09/11/2017 3:06PM		
5 BF8	098765432	Hamster, Hennetta	098765432	BIBS Temporary Budget Ledger Approver	EWSUM	uyou	Accept *	Wildcat,Wilbur	09/11/2017 3:06PM		
6 BFS	098765432	Hamster, Henrietta	090765432	BearBuy Requisition Approver	EWSUM	uyou	Accept *	Wildcat, Wilbur	09/11/2017 3.06PM		
7 8FS	098765432	Hamster, Henrietia	098765432	SearBuy Requisition Creator	EWSUM	UYOU	Accept .	Wildcat,Wilbur	09/11/2017 3.06PM		
. 8.8FS	098765432	Harreler, Henrietta	098765432	GL Journal Approver Dept	EWSUM	UYOLI	Accept +	Wildcat, Wilbur	09/11/2017 3:06PM		
9 0fs	055443322	Deer,David	065443322	Bearbuy Global Inquiry	UYOU	UYOU	Accept +	Wildcat, Wilbur	09/11/2017 3:06PM		
to BFS	055443322	Deer, David	055443322	Financial Inquiry - AP/PO/GL/AR/Vendor	UYOLI	UYOLI	Accept *	Wildcat, Wilbur	09/11/2017 3:06PM		
11.8FS	011223344	Collie,Colleen	011223344	BIBS Perm Budget SPA	ACBUD	UYOU	Accept +	Wildcat, Wilbur	09/11/2017 3:06PM		

To change or overwrite one of the roles that now has a 'Review Action' of "Accept", the user will go to the row that needs to be changed, select the appropriate action and make comments if desired.

Review R	eport								New Window H	elp Personalize Page	
Quarter I	Approve Repo	v30/2017 Report	OACAD_SSALL		D-024				1	Review Action Up	
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Annun	d Be		,	pproved O	R:				1	Accept	
Commer	its:								DLI	Accent Wildca	
Report	ilter									Bonding	
System:	-		Review Actio	n:					PLL	Vilde	
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Syster	n User ID	Name	E	impl ID	Role	Home Dept	Org Node	Review Action	Update RS	Update Date/Time Comme	enta
1 BFS	012345678	Badger,Bob	0	12345678	BIBS Permanent Budget PRT	EWSUM	UYOU	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
2 BFS	012345678	Badger,Bob	0	12345678	BIBS Temporary Budget Ledger Approver	EWSUM	UYOU	Accept	Wildcat, Wilbur	09/11/2017 3 06PM	
3 BFS	012345678	Badger,Bob	0	12345678	GL Journal Approver Dept	EWSUM	UYOU	Pending Remove	Wildeat, Wilbur	09/11/2017 3:06PM	
4 BFS	098765432	Hamster,Henrietta	0	98765432	AP Voucher Approver Dept	EWSUM	UYÖLI	Terminate	Wildcat,Wilbur	09/11/2017 3:06PM	
5 BF8	090765432	Hamster, Hennetta	0	98765432	BIBS Temporary Budget Ledger Approver	EWSUM	uvou	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
6 BFS	098765432	Hamster, Henrietta	0	98765432	BearBuy Requisition Approver	EWSUM	uyou	Accept *	Wildcat,Wilbur	09/11/2017 3:06PM	
7 BFS	098765432	Hamster, Henrietta	0	98765432	SearBuy Requisition Creator	EWSUM	UYOU	Accept •	Wildcat,Wilbur	09/11/2017 3.06PM	
. 6'8FS	098765432	Harroster, Henrietta	0	98765432	GL Journal Approver Dept	EWSUM	UYOLI	Accept +	Wildcat,Wilbur	09/11/2017 3:06PM	
9 0FS	055443322	Deer,David	o	65443322	Bearbuy Global Inquiry	UYOU	urou	Accept •	Wildcat, Wilbur	09/11/2017 3:06PM	
10 BFS	055443322	Deer,David	0	55443322	Financial Inquiry - AP/PO/GL/AR/Vendor	UYOLI	UYOU	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
11.8FS	011223344	Collie,Colleon	0	11223344	BIBS Perm Budget SPA	ACBUD	UYOU	Accept .	Wildcat, Wilbur	09/11/2017 3 06PM	

As the screenshot indicates, the 'Review Action' is now "Remove" and the 'Update Date/Time' has been changed. The comments that the user added are also visible.

Review R	leport								New Window	Help Personalize Page	
Quarter	Anner End Date: 06/30/2017 Report: OACAD_SSALL D-024										
Submitte	d Brc		Su	o bettimet	n:						
200	a by:		4.0	menued Or							
Approve	d By:		nh	Anonea Or							
Comme	105-										
Report	Filter										
System:	*		Review Action:		•						
User ID:		Q	Name:		Q						
Role:			C, Org Node:		Q.						
Empl ID:		a,	Update ID:		Q						
				1	and an Arrent *						
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Syste	m User ID	Name	Em	OI log	Role	Home Dept	Org Node	Review Actio	n Update ID	Update Date/Time	Comments
1 BFS	012345678	Badger,Bob	01	2345678	BIBS Permanent Budget PRT	EWSUM	UYOU	Remove	 Wildcat,Wilbur 	09/11/2017 3:12PM	Employee job role has changed. Role no longer needed
2 BFS	012345678	Badger,Bob	012	2345678	8IBS Temporary Budget Ledger Approver	EWSUM	UYOU	Accept	 Wildcat,Wilbur 	09/11/2017 3:06PM	
3 BFS	012345678	Badger,Bob	012	2345678	GL Journal Approver Dept	EWSUM	UYOU	Accept	 Wildcat,Wilbur 	09/11/2017 3:06PM	
4 BFS	098765432	Hamster/Henrietta	090	8765432	AP Voucher Approver Dept	EWSUM	UYOU	Accept	Wildcat,Wibur	09/11/2017 3:06PM	
5 BF8	090765432	Hamster, Hennetta	09	8765432	BIBS Temporary Budget Ledger Approver	EWSUM	uvou	Accept	• Wildcat,Wilbur	09/11/2017 3.06PM	
6 BFS	098765432	Hamster, Henrietta	094	8765432	BearBuy Requisition Approver	EWSUM	uvou	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
7 8FS	098765432	Hamster, Hannetia	098	8765432	SearBuy Requisition Creator	EWSUM	UYOU	Accept	Wildcat,Wilbur	09/11/2017 3.06PM	
. sters	098765432	Harrester, Hernietta	094	8765432	GL Journal Approver Dept	EWSUM	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
9 8FS	055443322	Deer,David	055	5443322	BearBuy Global Inquiry	UYOLI	UYOU	Accept	Wildcat, Wilbur	09/11/2017 3:06PM	
10 BFS	055443322	Deer, David	055	5443322	Financial Inquiry - AP/PO/GL/AR/Vendor	UYOLI	UYOLI	Accept	Wildcat,Wilbur	09/11/2017 3:06PM	
	0113322344	Colline Collinson	011	1223344	BIRS Perm Richard SRA	aceum	LIND I	Arrent	Wildcat Wilher	09/11/2017 3.06PM	

Actions will continue to be editable on the Review Report page until it has been approved by the appropriate DFL.