How to assign Chartfield 1 and Chartfield 2 BearBuy Authorizers

1. From your BFS Home page menu, select Main Menu > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values

2. Click the Chartfield Values link to open the Chartfield Values page

3. Click the Chartfield 1 or Chartfield 2 link to open the Chartfield Search page

4. Enter the Chartfield value or Search by Chartfield or Description, and select the appropriate Chartfield

5. Click on the UC BearBuy Authorizers tab to add authorizer names to this Chartfield

6. Enter 9-digit Employee ID No., or click on magnifying glass to Search by employee name

NOTE: Authorizers can be Employees, Affiliates, or Graduate Students.

7. To assign this person as a Chartfield authorizer, click

NOTE: This job aid provides instructions for assigning BearBuy authorizers to an existing Chartfield 1 or Chartfield 2 value. To add a new Chartfield, please see the instructions in the BFS Chart of Accounts Training guide.
NOTE: When an assigned authorizer has been added to Chartfield 1 or Chartfield 2, BearBuy will always require this workflow approval before a requisition can be routed to the Org Node approver. Therefore it is a good business practice to add more than one authorizer name to a Chartfield, which will allow a requisition to complete the approval workflow process when the principal authorizer may be away on vacation or sick leave or otherwise unable to access BearBuy.

8. To assign an additional Chartfield authorizer, click the + sign.

9. Enter 9-digit Employee ID No., or click on magnifying glass to Search by employee name

10. Select the person to assign as an additional Chartfield authorizer and click Save

To Inactivate a Chartfield authorizer:

11. To inactivate a Chartfield authorizer, select Inactive from the dropdown menu and click Save

To Delete a Chartfield authorizer:

12. To delete a Chartfield authorizer, click the – sign to the right of the name

13. In the confirming message box, click OK

14. Click Save to delete the row

Windows Internet Explorer:

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel