Where do I find information about...

Access to campus systems is through SARA (https://sara.berkeley.edu).   E&I Job Aids and forms are available online (diversity.berkeley.edu/forms).

For Program Managers and Directors

Transaction type	System	What to do. Where to go.
Chartstrings/Fund Sources		Your assigned Financial Analyst (FA) is your primary resource.
Position Management	HR BAIRS	Your FA will provide reports from HR BAIRS.
Payroll Transfer Requests		Initiate a request with your FA.

For Office Managers/Administrative Leads/Program Assistants

Transaction type	System	What to do. Where to go.
Chartstrings/Fund Sources		Your assigned Financial Analyst is your primary resource.
BearBuy (Purchasing, Travel, and Entertainment)	BearBuy	Consult the E&I Job Aid for information on the processes for these transactions. Training for BearBuy is available at http://supplychain.berkeley.edu/bearbuy/instructional-resources and http://supplychain.berkeley.edu/bearbuy/training-courses. Tip: The "What Form Should I Use?" job aid—available in BearBuy and on the E&I forms website—identifies the correct forms to use for BearBuy transactions.
Student Awards (fees, stipends, and training grants)	DSAS	UC Learning Center in blu offers training, but not on a regular basis. You can email dsashelp@berkeley.edu if you have specific questions.
Deposits (e.g., donor checks)		Send all checks to: Marguerite Judson (CEP programs) or Tonia Williams (Undergraduate and Graduate programs)
Interdepartmental Orders (IOCs)		Use Interdepartmental Orders for services such as Criminal Background Checks (CBCs), student meal plans, and Parking & Transportation campus permits. A template for CBCs is available on the E&I forms site.
On-Campus Purchases		Campus services and products (e.g., keys/locks, Physical Plant) generally have a service-specific ordering form or website and require a chartstring.
Catering and Meeting/Event Procurement	varies	The reservation and payment method will depend on the caterer and/or room location.
Travel (including Direct Bill IDs)	Connexxus	Request access and/or help from connexxus@berkeley.edu. Online training is available (http://controller.berkeley.edu/travel/training) and Direct Bill ID instructions are located at http://controller.berkeley.edu/create-direct-bill-id.
BluCard (department-held cards)	BFS	Departments holding their own BluCards are responsible for BluCard reconciliation. Online training is available at http://www.bai.berkeley.edu/support/BFSTraining.htm and via UC Learning Center in blu.
Reporting and Fund Management (optional)	BAIRS	Online training is available at http://www.bai.berkeley.edu/support/BAIRSTraining.htm and the UC Learning Center in blu also has eCourses.