BAIRS One-Page Training Guide

1. Highlight of important announcements to BFS/BAIRS users related to Chart of Accounts changes since FY12-13

- Announcements list on BAI site
- June 2015 and March 2016: Contracts and grants (C&G) budget submission and notifications in BFS
- April 2015 and February 2016: Payroll suspense journals in BFS and BAIRS
- July 2014: Current funds detail (non-C&G versus C&G) included in BAIRS reports

2. Overview of major system changes

- FY12-13: Chart of Accounts changed, TempBudg gone, BFS and BAIRS now reflect this
- FY14-15: BAIRS reports focusing on contracts and grants
  - Inception-to-date instead of in-year activity
  - Authorized Budget instead of TempBudg

Note for points 3 and 4

The majority of the training links are based on the Interactive Reporting version of BAIRS

- Difference (pg 1 in link) between the HTML and Interactive Reporting versions
- How to set up Interactive Reporting - you don't need to install anything else other than Citrix
- Access training guides, job aids and courses || Basic and advanced manuals || Report tree (esp. last pg)

3. How to run standard GL Detail and GL Summary reports in BAIRS

A recap of the most commonly run financial reports includes:

- 008. GL Customer Report Fund 9 col, GL Sum by Chartfields, GL Dept Fund Sum
  - GL Customer Report allows you to see payroll by name and EID
  - GL Dept Fund Sum summarizes by the CalPlanning fund hierarchy
- 010. & 020. GL Detail and GL Sum
  - Different from 040 reports in that these reflect 3XXXX, 7XXXX automatically because they are designed for the new Chart of Accounts effective FY13
- 040. GL Detail Expanded and GL Detail Standard
- Descriptions of the reports so you know which one to use
- Data dictionary for what the fields in BAIRS mean
- How to use filters (pg 49-54 in link) and grouping columns to categorize transactions

4. How to go behind the dashboard in BAIRS to create pivot tables and run customized queries

- Create pivot tables (good for exporting to Excel)
- Customize canned reports (good for formatting reports for customers) (pg 97-108 in link)
- Run multiple years (this example is for a saved report, but the same steps are done for an unsaved report)
- Add fields that don't show up by default (pg 68-69 in link)
- Create calculated fields ("computed item")

5. Quick tips

- Ctrl + click to select multiple distinct entities, Shift + click to select a range of entities
- Look up Chart of Accounts values and descriptions
- When the report is running don't click on it, otherwise it will freeze - reports typically take 2-20 seconds to load
- How to save query within BAIRS (pg 9 in link) and on computer (pg 11-14 in link)
- Reports on C&G funds are intended to be run by individual year and not inclusive of multiple years; PI Portfolio is a recommended alternative to query the most current balances