BAIRS Basic
Created on June 7, 2008

Overview
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BAIRS Basic Overview 1

BAIRS Availability

BAIRS Availability

The Berkeley Reporting Portal (the gateway to both BAIRS and BIS) is available from 7:00 am to midnight, Monday - Saturday.

BAIRS is not available on Sundays.

BAIRS User Support

User Support

Help Desk

The Budget & Finance User Support Help Desk: 643-4250
Call with questions regarding BAIRS reports, such as

- getting started - installing Hyperion Intelligence Client, accessing reports
- help identifying the best report to answer a specific business question
- understanding report data
- assistance using the BAIRS - Advanced features

Web Page

http://www.bai.berkeley.edu

Weekly Office Hours

BAIRS (or BFS) issues

Sign up via ICE at http://hrweb.berkeley.edu/ice/home/ for drop-in sessions with any questions pertaining to BAIRS or BFS. All Office Hours sessions are held at 2168 Shattuck Ave.

Request Access to BAIRS/BIS

Only authorized users may access BAIRS/BIS reports. Access is restricted in two ways:

- What type of data a user can see – general ledger (tempbudg and actuals), permbudg, and payroll. A user can be given access to one, two or all three types
of data and this will impact both the data he/she can retrieve as well as which reports he/she can access in the reporting portal. Users cannot see reports which contain data to which they do not have access.

- What chartstrings a user can see. Generally users are given access to their department’s or unit’s data, based on the campus organizational tree. A user can be given access to one org code, several org codes or an entire sub-unit, department or control unit (org node).

**Note:** For some BAIRS users, typically faculty Principal Investigators (PI), access to data is restricted within an organizational unit to particular funds, flexfields or project codes. This is referred to as FFP access (Fund, Flex, Project).

### Request Access to BAIRS/BIS

**Procedure**

In this example, we will request access to BAIRS.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the BAI web page (<a href="http://www.bai.berkeley.edu">www.bai.berkeley.edu</a>) you want to get into SARA (Systems Access Request Application), in order to request access. &lt;br&gt;Click the <strong>Request User Access</strong> link.</td>
</tr>
<tr>
<td></td>
<td>The BAI Home page is a good webpage to add as a Favorite - <a href="http://www.bai.berkeley.edu">http://www.bai.berkeley.edu</a>.</td>
</tr>
<tr>
<td>2.</td>
<td>The Obtain User ID access page appears. &lt;br&gt;Click the <strong>form</strong> link, found in the first sentence.</td>
</tr>
</tbody>
</table>
### Step 3
The Systems Access Request Application (SARA) page appears.

**Action:**
Click the **CalNet Authentication** button.

### Step 4
Key in your current CalNet ID and Passphrase.

**Action:**
Click the **Authenticate** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 5.   | Select the appropriate option to indicate whether you are applying for access for yourself or an employee you supervise. In this example, you are applying for access for yourself.  
Click the **Request access for yourself** option. |

![Image of the request access application](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Click the <strong>submit</strong> button.</td>
</tr>
</tbody>
</table>

![Image of the submission button](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 7.   | Another page opens and you have three options. In this example, you want to request additional access (Request or Change Access).  
Click the **Request or Change Access** link. |

![Image of the additional access options](image)
8. Your (or your employee’s) CalNet Directory information is displayed. You have an opportunity to review this data, but you cannot update it here.

   If the information is incorrect, follow instructions on the CalNet website link (https://directory.berkeley.edu/update - displayed above). In this example, we have omitted the User Profile.

   Click the **Next** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>The list of systems to which you can request access, appears. Click the <strong>BAIRS and BIS</strong> link.</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Image of BAIRS and BIS link" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Answer the first question. In this example, we do not use a MAC. Click the <strong>no</strong> option to this first question.</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Image of first question" /></td>
</tr>
</tbody>
</table>
11. If you already have access to BAIRS and are requesting a change to your access, click "yes" to the second question. This lets the Security Administrator know whether we need to create a new account or need to update an existing one.

In this example, you have existing access to BAIRS.

Click the **yes** option.

12. Click the **Next** button.
13. In this example, we continue to work in the same department. Click the **work in same department - update access** option.

14. Some users, especially faculty Principal Investigators, would restrict access further by fund, flexfield or project within an organization.

Most users should accept the default option to the question, "What kind of access do you need?".

Click the **next** button.
### Step 15
The data request panel appears. In our example, we want General Ledger (GL) data, including AP/PO, Actuals and Temporary Budget items.

Click the **GL/ AP / PO Actuals / Tempbudg Ledger (F)** option.

### Step 16
Note there are two types of reports:

**Standard reports:** Theses are the basic BAIRS reports which have a "Main Page" into which you enter your parameters.

**Metatopics:** Metatopics don't have the Main Page and it is recommended that users be trained in Hyperion Query and take the BAIRS - Advanced class to use these queries more fully. For more information, see "BAIRS - Advanced" module.

### Step 17
Select the type(s) of reports to which you request access.

In this example, we want the basic BAIRS reports.

Click the **Standard Reports - Dashboards** option.
## Step 18

Click the **Choose Org Level** drop-down list button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>In this example, we will request access to all orgs which belong to Integrative Biology (at the Level 4 Department Org tree level). Click the 4 Department list item.</td>
</tr>
</tbody>
</table>

![Image of system access request application]

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Type in the Org. Node, if you know it. In this example, we will use the Org Level Node Search feature and will select the Org Level Node used for Integrative Biology. Click the Org Level Node (?) button.</td>
</tr>
</tbody>
</table>

![Image of Org Level Node Search window]
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.</td>
<td>The <strong>Org Level Node Search</strong> panel opens. In this example, we wish to locate the appropriate value for Integrative Biology. Click the <strong>scrollbar</strong>.</td>
</tr>
<tr>
<td>22.</td>
<td>Scroll to the desired Org Node. Click the <strong>IBIBI - Integrative Biology</strong> list item.</td>
</tr>
<tr>
<td>23.</td>
<td>Click the <strong>submit</strong> button.</td>
</tr>
</tbody>
</table>
24. Note that the IBIBI Org Level Node is now present in the Org Level Node field.

Add additional access as desired. In our example, we only want access to IBIBI.

Click the Make Request button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>Note that your items have been added to the <strong>Items Selected</strong> section. Review your request.</td>
</tr>
</tbody>
</table>

If you need Legacy (pre-July 2001) BIS data, click the "Go to Legacy BIS" button.

In this example, we do not need Legacy data.

Click the **skip Legacy BIS** button.
### Step 27
Review your request and the Agreement (computer use policy).

### Step 28
Your manager will receive an email indicating they have a userid request form to approve.

Enter the desired information into the **Enter the email address of your manager**: field. In this example, we enter "fitzgerald@berkeley.edu".
29. Click the **Submit** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 30.  | Note there is now a **BAIRS and BIS Access Request Number**.  
If approved, your manager will then forward the form to your control unit representative or directly to secbfs@berkeley.edu, if your control unit does not review userid requests.  
Your BIS/BAIRS access will generally be established (or changed) in 2-3 business days from the time the central security administrators receive the form from your manager or control unit representative. You will receive an email informing you that your access has been established or changed.  
At any time, you or your manager can check the status of your request by following steps 1-6 above and then clicking **Check Status of Request**. |
| 31.  | We have finished our request for BAIRS/BIS access.  
**End of Procedure.** |

**Configure Your Computer to Use BAIRS**

**Browsers**

**PC Users**

The supported browsers for PC users are Internet Explorer 6 & 7 and Firefox 2.0

**MAC users**

MAC users running HTML reports, will be able to use Firefox 2.0

For MAC users running reports using the Interactive Reporting Web Client will need to go through Citrix. For additional information on how to Configure your computer, see the BAI webpage at http://www.bai.berkeley.edu/.

**Installation of plug-in**

If you choose to run the reports using the Interactive Reporting Web Client, you will need to install the plug-in. This one-time installation will require an Administrator to install the software.

**PC Users**

Only one version of the plug-in can reside on you PC. If you decide to install the new plug-in v 9.3, you must first uninstall the Hyperion Intelligence Client v 8.2. For additional information about the installation of the Hyperion 9.3 plug-in, see the BAI webpage at http://www.bai.berkeley.edu/.
Berkeley Reporting Portal

The Berkeley Reporting Portal is the gateway to BAIRS reports and BIS queries, as well as to Human Resources (HR) BAIRS reports. In the portal, you can build a Personal Page which contains the reports and queries you use so that they are readily accessible to you. You can add other content (such as links to websites you frequently visit) to your Personal Page as well.

The Berkeley Reporting Portal itself requires only a web browser to run, but to open reports or queries within the portal, your computer will need to be configured correctly. See, "Configure Your Computer to use BAIRS".

You are able to login to the Berkeley Reporting Portal, via Blu or by using the reporting portal url.

Login to the Berkeley Reporting Portal via BLU

Procedure

In this example, we will get to the Berkeley Reporting Portal by going through Blu.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Berkeley Home page is displayed. Click in the <strong>Search the Berkeley Web</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>Enter the desired information into the <strong>Search the Berkeley Web</strong> field. Enter &quot;blu&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Search the Berkeley Web</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Search the Berkeley Web" /></td>
</tr>
<tr>
<td>4.</td>
<td>The results of your search appear. You need to select the <strong>Blu</strong> portal.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Blu portal" /></td>
</tr>
<tr>
<td>5.</td>
<td>The Blu login page appears. Note there is a great deal of information available on this page.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Blu login page" /></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>6.</td>
<td>The CalNet Authentication Web Server page appears. Click in the <strong>Current CalNet ID:</strong> field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter the desired information into the <strong>Current CalNet ID:</strong> field. In this example, enter &quot;j_bacon&quot;.</td>
</tr>
<tr>
<td>8.</td>
<td>Press [Tab].</td>
</tr>
<tr>
<td>9.</td>
<td>Enter the desired information into the <strong>Passphrase:</strong> field.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Authenticate</strong> button.</td>
</tr>
</tbody>
</table>
### Step 11
The Blu home page appears.

Click the **Finance** tab.

![Finance Tab](image)

### Step 12
From this page you can go to the Berkeley Financial System (BFS) or BAIRS/BIS.

Click the **Berkeley Reporting Portal** link.

![Berkeley Reporting Portal](image)
### Step 13.
The Berkeley Reporting Portal appears. You are able to run the BAIRS reports to which you have access.

For more information, see "Open/Select Order/Print/Save/Export/Close a Basic BAIRS Report".

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>The Berkeley Reporting Portal appears. You are able to run the BAIRS reports to which you have access. For more information, see &quot;Open/Select Order/Print/Save/Export/Close a Basic BAIRS Report&quot;.</td>
</tr>
</tbody>
</table>

### End of Procedure.

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## Login to the Berkeley Reporting Portal via the Browser

### PC Users
The supported browsers for PC users are Internet Explorer 6 & 7 and Firefox 2.0

### MAC users
Mac users running HTML reports, will be able to use Firefox 2.0

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## Procedure

In this example, we are going to the Berkeley Reporting Portal by use of the url: [https://rptportal.berkeley.edu](https://rptportal.berkeley.edu)
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click in the browser url address field.</td>
</tr>
<tr>
<td></td>
<td><img src="image1.png" alt="Browser interface" /></td>
</tr>
<tr>
<td>2.</td>
<td>Highlight the Berkeley Home Page url field content.  &lt;br&gt; Press [Delete].</td>
</tr>
<tr>
<td>3.</td>
<td>You are now ready to enter the reporting portal url.  &lt;br&gt; Click in the Address field.</td>
</tr>
<tr>
<td></td>
<td><img src="image2.png" alt="Browser interface" /></td>
</tr>
<tr>
<td>4.</td>
<td>Enter the desired information into the field. Enter &quot;<a href="https://rptportal.berkeley.edu">https://rptportal.berkeley.edu</a>&quot;.</td>
</tr>
<tr>
<td></td>
<td><img src="image3.png" alt="Browser interface" /></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td>Press [Enter].</td>
</tr>
</tbody>
</table>

The CalNet Authentication Web Server page appears.

6. Click in the **Current CalNet ID:** field.

7. Enter the desired information into the **Current CalNet ID:** field.
   In this example, enter "j_bacon".

8. Your User ID is present.
   Press [Tab].

9. Tab or click in the **Passphrase:** field.
### Step 10
You have entered your CalNet Passphrase, which displays as shown there.

Click the **Authenticate** button.

### Step 11
Note that if when you select the Authenticate button and you have a problem with your CalNet ID or Passphrase (as documented in an Error Message), there is information on this screen for helpful resources with the CalNet system.
Step | Action
--- | ---
12. | Your logon was successful, allowing you access to the reporting portal.
13. | **End of Procedure.**

**Understand Your Data**

This section provides background information about some of the fields for which you can enter parameters, such as month, program code, account, transaction type and estimated overhead. It is important that you understand the fields and what parameters to enter in order to get the data you want.

**Month**

The most commonly used BAIRS reports have one of two ways for selecting the month(s) you'd like to include in your report.

**GL Detail Reports:**

GL Detail reports such as the GL_Detail_Standard allow you to select one or more months from a listbox. For additional information, see "Navigate the Main Page - Learn about Parameters/Run Report". GL Detail reports allow you to see detailed transactions for multiple months if you need to research something and aren't sure which month contains the activity. Detail reports such as the Standard/Expanded or Customer Reports should only be run for continuous months to properly calculate and reflect Ending Balances. These reports derive the Ending Balances from the first period's beginning balance plus the activity for the selected month(s). Thus, if you ran your report for January and March (but not February), your balances would be missing February's activity.
GL Summary Reports:

GL Summary reports like the GL_Sum_by_Account or GL_Sum_by_Five_Chartfields, require you to select one month only. These reports are always cumulative or "as of" reports. They summarize your balances as of the month you select. In other words, if you want your balances as of February, you do not (and cannot) select July to February; you simply select February, and the report summarizes for the fiscal year to date (or inception to date for contracts and grants).

When selecting a month for your report, it's important to be aware of what activity will be included in the report. Remember that the month typically closes on the 6th business day of the following month - so January's transactions, for example, are typically not complete until around February 9. Until the month is closed and the BAIRS database has refreshed overnight, you cannot assume all activity is included in your report. This is particularly important for payroll and for overhead allocations for contracts & grants. See below for additional information on "Overhead". Both payroll and overhead items post during the 6 business day close and can dramatically affect your financial balances between the end of the calendar month and the close of the fiscal month.

So you can always run a report for the current month; just remember that the month is not complete until the scheduled close date posted on the BAI website in the Budget & GL section and you have a listserve stating that the Fiscal Month has closed. You will be notified via the BFS User's listserve when the month has officially closed, or if there is a delay in the closing process. For more information on the month close schedule see http://www.bai.berkeley.edu/gl/finjourn.htm#monthly.

Program Code

Users with contract & grant funds should be aware that overhead is posted to program code 80, so if you want a complete picture of your activity, including both direct and indirect costs, you should generally leave Program Code set to "Ignore", to get all program codes.

Account

The account default setting for most BAIRS reports is the "Dept Rev & all Expenses" account option. With this account option, you will get all of your department's revenue and expense accounts, as well as all funds which have been appropriated to you in the temporary budget, including gifts, grants and central campus allocations.

Staff in departments that do not sell products or services outside of the UC campuses, can either accept this default setting or select "5-Expense Accounts". If you do not use revenue accounts, none will be captured if you use the default--the query will only bring back your expenses.

Revenue accounts are used only for sales of goods or services outside the University of California. Sales of goods or services to "customers" within the UC system are booked to account 59000 - Recharge Income, which is in the expense account range. Recharge income is therefore captured on reports run for Expense accounts. The option "All Revenue and Expenses" includes both department revenue accounts (those beginning
with 40, 46, 47, 48 & 49), and the revenue side of Contract, Grants, Gifts and Endowment Income (those beginning with 41, 42, 43, 44 & 45).

Most departments will never need to select the "All Revenue and Expenses" account option, or those beginning with 1, 2, or 3. These are generally used by central campus offices like Budget and General Accounting.

Transaction Type

The GL_Transaction_Verification report allows the user to select one or more Transaction Types to include in the report. The types listed are as follows:

PCARD - Procurement Card transactions
BJRNL - Temporary Budget Journals
FJRNL - Financial Journals
VCHR - Vouchers
PO - Purchase Orders
REQ - Requisitions

The GL_Transaction_Verification report is designed to provide you with a list of transactions which impacted your org codes but were not approved on-line by your processing unit. This is intended to provide a tool for departments to easily review only that activity which they did not review on-line already. This then becomes a monthly reconciliation process to complement the on-line review/approval of POs, Reqs, Vouchers and Journals.

This report therefore includes recharges (financial journals), budget allocations or entries from Extramural Fund Accounting for your control unit, as well as entries done in other units where your org code was used in error. In addition, if you include VCHR in your Transaction Type selection, this report will also provide you with CTS (US Bank Trust or American Express will appear as the vendor) and FedEx charges.

Selecting a Transaction Type can narrow down your report search effectively. For example, if you only want to see your recharges you can select FJRNL as the Transaction Type and that is (mostly) what you will get. If you want to see just budget entries (such as gifts or new grants from Extramural Fund Accounting, for example), you can select BJRNL as the Transaction Type.

Unlike the other Transaction Types, the PCARD option will give you the transactions for your processing unit. This provides users with an easy way to monitor their department's bluCard activity.

Estimated Overhead

The GL_Detail_Standard report has a box for estimated overhead. Click this box if you want to include estimated overhead in your report.

Overhead applies only to contract and grant funds. Estimated overhead is for expenditures you have incurred where overhead has not yet been applied. "True" overhead posts to the ledger at month close. For example, October overhead does not
post until early November (typically 6 business days after the end of October). Until that
time, if you run a report for a contract or grant fund for the month of October, the
unexpended balance will appear higher than it should, because the overhead had not
yet been applied to October's direct charges. If you click the "Estimate Overhead"
checkbox, BAIRS will estimate October's overhead for you.

**Improve BAIRS Performance**

**Improving Performance**

**Governing**

Currently, "governing" is turned on in BAIRS between the hours of 9 am and 3:30 pm,
Monday through Friday.

During those hours, any query which will run for longer than 30 minutes will be
prevented from beginning. Users will receive a similar error message if their queries
exceed 30 minutes: "Brio.Insight ODS Error-1019:ODS failed to execute the query
Server Name: GRANITE message: The SQL Server is terminating this process.
Message Number (5702) Severity (0)." Once a query starts, at 30 minutes elapsed time,
the query will move to a lower priority consumer group during the hours from 7 am - 12
midnight. When it's in the lower priority consumer group, it will run until completion or
until 12 midnight. Any query will be prevented from starting that will run longer than 120
minutes from 7 am - 9 am and 3:30 pm - 12 midnight.

If you are having trouble getting the report you need, please call the Budget & Finance
User Support Help Desk at 3-4250. We can either help you change your parameters so
the report runs faster or work with you and the technical staff to get you the data you
need.

**Reports**

Run Summary reports if possible.

If you are looking for the "balances" in your accounts, run a summary report. Detail
reports such as the GL Detail Standard Report are for exactly that, "detail" transactions.
It is advised for reconciliation to run the GL Transaction Verification Report each month
along with the summary report(s) of your choosing. The GL Transaction Verification
Report contains only those transactions posted to your org codes by another processing
unit and therefore require additional review. Included in this report might be recharges,
new grant/gift appropriations and PO's prepared in error by other departments using
your org code.

**Org Code / Org Node**

In general, reports will run faster if you enter parameters for the org, as opposed to
choosing "Ignore" for the org field. A single org code, when possible, is fastest. But
using Org Node to capture all of your department's data is preferable to selecting
"Ignore" and Org Node generates the same results (for users with departmental level security).

If you cancel a query by exiting your browser or pressing Alt-End, please call the BFS/BAIRS Help Desk at 3-4250 so that we can cancel the query from behind the scenes. Canceling a report on your computer often does not cancel it on the database. Queries which are left running, use system resources that other users need. For additional information, see "Cancel a Query".

Navigating BAIRS - Basic Workspace, Main Page & Toolbars
The Hyperion Workspace is the area that contains the Personal page, the Explore section and other documents open within the workspace. All open content will have a tab at the bottom of the screen (much like Excel has worksheets).

The Personal page contains Broadcast messages, useful links and bookmarks of your most commonly used reports or URL’s.

The Explore section contains the report folders. You can subscribe to reports to be added as bookmarks to your Personal Page and add folders to your favorites menu.

See "Add/Remove Folder as a Favorite", "Add/Remove Bookmarks", and "Personalize Content from your Personal Page".

Note: Toolbar icons change depending on what type of workspace or content you are working on. Presented below are some typical examples.
Understand Personal Page and Explore Section
The Berkeley Reporting Portal has two primary modes: Personal Page and Explore. You set up your Personal Page to include the content (reports, queries, links) that you need. You use the Explore section to locate the reports and queries you want to add to your Personal Page or to run a report.

Each time you login to the reporting portal, you might start on your Personal Page. Therefore, you want the reports, queries and links you use frequently to appear on your Personal Page to make them easily accessible. (See "Add/Remove a Report as a Bookmark" and "Add /Remove a Report Folder as a Favorite". You can run reports from the Explore section as well as from your Personal Page, but when you are in the Explore section, you will be scrolling through all reports to find the one you want.

Procedure

In this example, we will examine both the Personal Page and the Explore section.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Your **Personal Page** may look different than this example. You may modify your Bookmarks, Resource Links and there might be a Broadcast Message.  

For additional information, see "Add/Remove a Bookmark" and "Personalize Content/Layout of Your Personal Page".  

In this example, you want to go to the Explore section.  

Click in the **Navigate** field. |

Page 34
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2.   | The Navigate drop-down menu appears.  
      | Click the Explore option.          |
| 3.   | The Explore section displays.  
      | Reports and queries are stored in folders in the portal, similar to how files are stored on your computer. Depending upon your access, you might see different reports from those displayed here.  
      | In the left section, you can see the various folders to which you have access. Note you may run both financial and Human Resources (HR) reports from this portal.  
      | In this example, we would like to modify our view of the center section (now displaying GL Detail reports). We would like to see our list of Budget reports.  
      | Click the Go Up A Level button.    |
Step 4.

You have gone up a level and can see the report folders to which you have access.

In this example, you want to see the Budget reports to which you have access.

Double-click the Budget button.
5. The Budget folder opens and displays the Budget reports to which you have access.

Note that you have access to both Permbudg and Tempbudg reports. Each report has the report name which is descriptive of the report content. In addition, there is a more detailed description of the report to the right of the report name.

After reviewing your Budget reports, you want to review your Chartfield Lists.

Double-click the Go Up A Level object.

6. The Chartfield Lists folder opens and displays the Lists to which you have access.

You want to look at reports under the GL Detail folder. Notice that we can access this folder from the section on the left.

Double-click the GL Detail folder.
7. You review the Detail reports to which you have access.

The GL_Customer reports are an example of reports that require you to be granted access to payroll data. In order to have access to some of these reports, you need to request payroll access. For additional information, see "Request Access to BAIRS/BIS".

You want to see Summary reports.

Double-click the Go Up A Level object.


Double-click the Go Up A Level option.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 9.   | As we navigate the Explore section, you want to close your report folders to the left.  
      | Click the **Root** button. |
| 10.  | Note that the files on the left are closed.  
      | In this example, you want to go to your **Personal Page**.  
<pre><code>  | Click the **Favorites** option. |
</code></pre>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>The Favorites drop-down menu appears.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>My Personal Page</strong> option.</td>
</tr>
</tbody>
</table>

![Image of Berkeley Reporting Portal](image)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td><strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>

**Navigate the Main Page - Learn about Parameters/ Run Reports**

Departments verify and reconcile the transactions affecting their orgs by running various BAIRS reports. The GL_Detail_Transaction_Verification report displays transactions affecting your orgs which originated OUTSIDE your processing unit. Departments are strongly encouraged to use this report for monthly review of transactions (rather than the Standard or Expanded Detail) as the majority of transactions in the department have already been prepared, reviewed and in some cases approved by departmental staff. The GL_Detail_Transaction_Verification Report includes only those transactions which did not go through this process. For more detailed information about which report to run and why, see "Understand Your Data".

Please note that you can specify different levels of the organizational tree for use in running a report. The default value is to show transactions which ordinate outside the L4 Department level, but it can be changed if you work in a subunit of a department and want all transactions which originate outside of your L5 or L6 unit level to be considered "exceptions" for the verification report.
Procedure

You wish to see what financial transactions posted to your org codes by another processing unit, including recharges, grant/gift appropriations, and AP/PO and journal errors prepared in another department. In addition, you want a report that will provide your own processing unit's PCard transactions.

In this example, we will run the **GL_Detail_Transaction_Verification** Report, in order to find the above data for our department, Integrated Biology.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Your Personal Page appears. You want to go to the report folders. Click in the <strong>Navigate</strong> field.</td>
</tr>
<tr>
<td>2.</td>
<td>The Navigate drop-down menu appears. Click the <strong>Explore</strong> option.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
3. | The Explore section appears. Notice that because of your access, you can run both Financial Reports and Human Resources (HR) Reports.
   For more detailed information about the Personal Page and the Explore section, see "Navigating BAIRS - Basic Workspace, Main Page & Toolbars".

Step | Action
--- | ---
4. | The Explore section displays.
   In this example, we are interested in running a Financial report.
   Double-click the **Financial Reports** button.

Step | Action
--- | ---
5. | The various Financial Report folders appear. We know that the report we are looking for is a detail report.
   Double-click the **GL Detail** button.
Step | Action
--- | ---
6. | The various detail reports to which we have access, display. Generally there is the report name and a brief description of the report.

Double-click the **GL_Detail_Transaction_Verification.bqy** button.
### Step 7

**Action:** The Main Page appears.

Most BAIRS reports have similar Main Pages. Each Main Page has a Run Report button in the top left and, below that, fields in which you enter your parameters (typically chartfields and month, year).

Parameters can be entered in the fields on the Main Page in several ways: ignore, drop-down lists, listboxes, value lists, ranges, org nodes and "is null".

During this exercise we will explore all the various ways to enter parameters.

### Step 8

**Action:** You may wish to maximize this page.

Click the **Maximize/Restore** button in the upper right corner of the Main Page.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>We wish to see the options available for Business Unit. Click the Business Unit drop-down button.</td>
</tr>
<tr>
<td>10.</td>
<td><strong>Drop-down lists</strong> allow you to select one value from a pre-populated list. For example, Business Unit is a drop-down list on most BAIRS reports. You can either accept the default Business Unit of &quot;1-UC Berkeley&quot; or click the drop-down arrow at the far right of the field and select &quot;J-UC Office of the President&quot;. Drop-down lists are common in BAIRS reports for other fields as well.</td>
</tr>
<tr>
<td>11.</td>
<td>Notice that there are two Business Unit options. In this example, leave Business Unit at the default <strong>1 - UC Berkeley</strong> which is associated with your User ID.</td>
</tr>
</tbody>
</table>

![Image 1](https://example.com/image1.png)

![Image 2](https://example.com/image2.png)
### Step 12
You are able to specify which Fiscal Year to review.

Click the Fiscal Year drop-down button.

---

### Step 13
The various Fiscal Years pre-populated options appear.

Highlight **2004-05**.

---
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 14.  | **Listboxes** contain pre-populated values like drop-down lists. With a listbox, you can select more than one value if you need to.  

In a listbox, you indicate which values you want, by selecting or highlighting the value(s). When there are more values in the listbox than can be displayed at one time, you see scrollbars on the right side of the listbox. Use these to display the value(s) you want to select.  

To select one value in a listbox, simply click on it.  

To select two or more values which are next to each other, click on the first one and then shift-click on the last value you want.  

To select two or more values which are not next to each other, click on the first value and then ctrl-click (PC) or alt-option-click (MAC) on other values you want. The report will always run for only the listbox values that are selected/highlighted. |
| 15.  | This is a **Detail Report**. With Detail reports, you can run the report for multiple months.  

With **Summary reports** you are able to select only one month from the drop-down list, because summary reports give your balance **as of** a particular month.  

Unlike the detail reports, with a summary report, there is no need to select all the months of the fiscal year to get year-to-date information (or inception-to-date information for contract & grants funds). The summary reports always provide balances up to the month you select.  

For more detailed information about understanding the various reports, see "Understand Your Data". |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>In this example, we are running a detail report and want data from August through October. Highlight <strong>August</strong>.</td>
</tr>
<tr>
<td>17.</td>
<td>After highlighting August, press the <strong>[Shift]</strong> key and click on <strong>October</strong>. This will highlight all three months: August, September and October.</td>
</tr>
</tbody>
</table>
Notice that all three months are now highlighted.

We want to learn about Organizational Perspective. For this report, you can change the Organizational Perspective. That is, you can determine at which level of the Master Organization Tree you wish to look at data.

Typically, the Organizational Perspective will default to the Organizational level that is associated with your User ID access. In this example, you have access at the L4_Department level. We wish, however, to understand the other Organizational Perspectives and will examine the various options available.

For additional information about the Master Org Tree, use the BAI webpage (www.bai.berkeley.edu) and look at Chart of Accounts.

Click the **Organizational Perspective** drop-down button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>For this report, you are offered the ability to select where on the Organization Tree you would like to search for transactional &quot;exceptions&quot; based upon your security access. That is, to look at those transactions that were not done by your org. You will also be able to see PCard transactions for your department. The default value is set to show those transactions which originate outside your L4 Department. The Organizational Perspective can however, be changed if you work in a subunit of a department and want all transactions which originate outside of your L5 or L6 unit level to be considered &quot;exceptions&quot; for verification and review. For more information on the Organizational Tree, visit the Chart of Accounts link at the BAI webpage at <a href="http://www.bai.berkeley.edu">www.bai.berkeley.edu</a>.</td>
</tr>
<tr>
<td>20.</td>
<td>In this example, we will leave the default at the L4_Department level.</td>
</tr>
</tbody>
</table>
### Step 21

Notice that **Ignore** is the default setting on most reports for Program, Project, and Flex fields because users typically want their reports to contain all program codes, all projects and all flexfields.

When the **Ignore** box is checked for a particular value, such as program code, your report will contain data for ALL program codes that match your other parameters. When you check the Ignore box, it is the same as saying, "all".

When the Ignore box is unchecked, this makes other parameter-setting options available.
22. In this example, we want to see all Program Codes associated with your parameters. If you need to, click the Ignore field.

23. Notice that Account has the default setting of, Dept Rev & All Expenses. You want to review the Account options. Click the Account drop-down button.
24. Notice there are a number of BFS Account options that are available to you. The default setting for most BAIRS reports is the "Dept Rev & All Expenses" option. With this account option, you will get all of your department's revenue and expense accounts as well as all funds which have been appropriated to you in the temporary budget including gifts, grants and central campus allocations.

Staff in departments that do not sell products or services outside of the UC campuses, can either accept this default setting or select "5-Expense Accounts". If you do not use revenue accounts, none will be captured if you use the default setting, Dept. Rev & All Expenses.

For more information on fully understanding parameters, see "Understand Your Data".

25. In our example, we will leave the default, Dept Rev & All Expenses.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td><strong>Value lists</strong> allow you to build the exact list of values you want to see for a particular field. For example, if you want to run a report for only two of your funds, you can use a value list to do so. Value lists are commonly used for fund, org, project, and flexfield and can also be used (on most reports) for account. A value list is built by entering the individual parameters you want. You enter them into the Edit field (field on the left) and then add them to the Values box (field to the right). Only the values in the Values box will be included in your report.</td>
</tr>
<tr>
<td>27.</td>
<td>In this example, we want to explore various options associated with the <strong>Fund</strong> parameter. If you know the specific Fund value, you can enter it into the Edit Field and then add it to the Value box. The value must be in the Value box in order to filter the parameter. For more detailed information about which parameter to use, see &quot;Improve BAIRS Performance&quot;.</td>
</tr>
<tr>
<td>28.</td>
<td>In this example, we know the value. <strong>Click the Fund field.</strong></td>
</tr>
</tbody>
</table>
Step | Action
-----|-------
29.  | Enter the desired information into the **Fund** field. Enter "20397".

30.  | You want to move the value from the Edit field to the Values box. Click the **Add-->** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 31.  | Notice that the value (20397) is in the Value box.  
In this example, as we learn various navigational tools, we wish to delete this value from the Value box.  
Highlight the value 20397. |
| 32.  | Click the **Remove** button. |
| 33.  | Notice the Value box is now empty.  
In this example, we want information on all of our funds and not to filter by Fund.  
Click **Ignore**. |
### Step 34
Enter the **Org** value if you know it.

In this example, we will review the various Org field options.

Click the **Org** drop-down button.

### Step 35
There are three **Org** options listed.

In this example, we want to understand the range option.
### Step 36

Ranges allow you to run your report for a contiguous range of values. For example, if you want to get a report for orgs 12300-12307, inclusive, you can use a range to do so.

Ranges are inclusive, so your report will include your "From" value and your "To" value as well as all values in between.

### Step 37

There is a "From" box and a "To" box.

Enter the first account for your range in the "From" box. Enter the last account for your range in the "To" box.

### Step 38

In this example, we want to look at another way to filter the Org. field.

Click the Org drop-down button.
39. The Org value list appears. Select **Org Node**.

40. The **Org Node** option allows you to run your report for all orgs under a particular "node" on the campus organizational tree. This option is only available for org and is most typically used by control units or large departments with many subunits under them.

   To see how your department is set up in the campus organizational tree, refer to www.bai.berkeley.edu - Chart of Accounts.

41. Notice that when you select Org Node, the Click to Choose field appears.

   Click the **Click to Choose** drop-down button.
Step | Action
--- | ---
42. | Displayed are the levels of the Master Org Tree available to you as determined by your access.

43. | In this example, we want information for L4 Department level.

Select **L4 Department**.

44. | Notice that the field to the right is populated with org nodes at the L4 Department level.

You need to select the option associated with your access. In this example, we are part of Integrated Biology.
45. In this example, we are interested in Org node IBIBI. Place your cursor on the first item in the list. Enter the desired information into the Org Node field. Enter "I".

46. Notice that you are in the "I" group of the L4 Department Org Nodes. You are able to scroll thru the options and highlight the org node you are authorized to access (Integrated Biology = IBIBI)

To select two or more adjacent nodes, click the first node, press the Shift key and simultaneously click the last node you want. (Shift+click)

To select two or more non-adjacent nodes, click the first node, press the Control key (MAC users: Alt/Option key) and simultaneously click the other node(s) you want, until all the nodes you desire are selected.
### Step 47

In this example, we want to explore the options offered for filtering the **flexfield**.

In order to see all the options, click the **Ignore** option.

### Step 48

Click the **Flex** value list drop-down button.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>49.</td>
<td>The &quot;<strong>Is Null</strong>&quot; option allows you to run your report to find blank values for a particular field. The &quot;<strong>Is Null</strong>&quot; option is available for project and flexfield. It can be used to find transactions or balances which have no project code or no flexfield code.</td>
</tr>
<tr>
<td>50.</td>
<td>In this example, we don't want to filter our report to only those chartstrings with blank flexfields. <strong>Click Ignore.</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 51.  | Once you have set your parameters, the Main Page might look like this. You now want to run your report.  

Click the **Run Report** button. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>52.</td>
<td>After you click Run Report, the query begins processing. A message appears in the Status bar in the bottom left indicating that the query is processing. As long as the &quot;Waiting for Server&quot; message is there, the report is trying to run. Do not click the Run Report button again. While your browser is processing a long query, you may not be able to return to the portal to run another report. You may run other programs and use another browser, if your workstation has enough RAM, but you may not be able to use the browser that is processing the report. For additional information about stopping a query, see &quot;Cancel a Query&quot; and &quot;Improve BAIRS Performance&quot;.</td>
</tr>
<tr>
<td>53.</td>
<td>The &quot;Reports are Ready to View&quot; message displays. Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
54. | **The Select Report to View / Sort Order** page appears.

The sort order buttons represent different sorts and/or subtotal orders for the data. Thus, you do not need to re-run your report to see a different sort order or sub-total.

Some BAIRS reports have only one sort order. If you run one of those reports, and you click "OK" on the "Reports are Ready to View" message, the next screen you see is the report itself. For more information, see "Select a Sort Order".
55. The **by Type** sort option will sort the transaction types (PCARD, BJRNL, FJRNL, VCHR, PO, REQ) for each detail item.

   **Click by Type.**

56. The GL Detail Transaction Verification report appears.

   The report title and sort order appear at the center top of the Header. The Header also displays the run date and time (to the right) and the parameters for your query (on the left).

   Notice the page numbers are not complete.

57. In order to see the number of pages, use the right vertical **Scrollbar** and scroll to the bottom of your pages.

   Use the right vertical **Scrollbar.**
Step | Action
--- | ---
58. | When you scroll to the top of the report, notice the total page numbers are now displayed.
You would like to increase the font size of your report, to more easily read the report on the screen.
Click the View on the Hyperion toolbar.

59. | The View drop-down menu appears.
Point to the Zoom option.
Step | Action
--- | ---
60. | The Zoom drop-down menu appears.
   
   Click **150%**.
   
   This does not change the font on the report that you might print.

61. | Notice that the font is larger.
   
   If you would like a different sort order or sub-total or if you would like to change parameters, you are able to remain in the report and move back to the prior screen.
   
   Click the **Back Arrow**.

62. | You may return to the Main Page and rerun the report with different parameters or you may sort the report by a different sort order.
   
   Click the **Back to Main Page to Rerun Report**.

63. | You could change the parameters and re-run the report.
   
   **End of Procedure.**