



# Reference Appendix

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This appendix contains

- **A Report List**

A list of the reports available in BAIRS and information about how they are intended to be used.

- **A Decision Tree**

To help you determine which report to run based on the level of detail or type of information you are looking for.

- **Troubleshooting and Error Messages**

A list of common problems/error messages and what to do about them.

- **Some Data Definitions**

To help you understand some of the data you'll see on your reports.

## BAIRS Report List

The table below describes the BAIRS reports which are available via the Berkeley Reporting Portal. Please note that not all users have access to all reports. For example, if your userid is not setup to see payroll detail, you will not be able to subscribe to the Customer Report or Payroll Exception Report. If your userid is not setup for permanent budget access, you won't see any of the permanent budget or staffing (PRT) reports.

The Report List is grouped in the same categories as the subscription list in BAIRS.

**IMPORTANT:** As a best practice, we encourage departments to find one or two summary reports that allow them to monitor their resources each month and use the detail reports simply for investigating anomalies that arise in reviewing the summary reports. In addition, departments are encouraged to use the Transaction Verification Report (described below) to monitor activity which occurs outside their processing unit and the Payroll Exception Report (also described below) to monitor for invalid payroll entries.

GL Detail Reports	
<b>Customer Report</b>	<p>Designed to provide a monthly statement to “customers” such as faculty Principal Investigators or Administrative Directors, this report consists of two primary elements: 1) a summary report which displays balances summarized by type of expense and 2) a detail report which provides backup at the level of the individual transaction. The detail sections <b>do not</b> contain balances - only transactions. And the detail sections only display transactions for the “current” period which is determined by which month(s) the report is run for.</p> <p>The number of columns in the name of the report (9, 7 or 6) refers to the number of columns which appear on the summary reports in that version. The detail sections are identical regardless of the number of columns in the summary sections. Users are encouraged to view the 9, 7 and 6 column versions and then select the one that will best meet their needs.</p>
<b>Why Run</b>	<ul style="list-style-type: none"> <li>To provide either balance and/or detail information to a customer (i.e., PI, manager) for review.</li> </ul>

<b>Encumbrance</b>	Provides a list of purchase orders and Physical Plant/Capital Projects liens which make up your encumbrance balance for a particular chartfield or chartstring.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To understand why you are seeing an encumbrance balance on a particular org, fund, etc.</li> <li>• To generate a “work-list” of POs requiring change or cancellation (for example, for a fund which is closing you can find all POs with open balances by running this report).</li> </ul>
<b>Detail Expanded Report</b>	Provides transaction-level detail, including POs, Reqs, Vouchers, and Journals. In cases where a feeder system (like CARS) passes multiple entries per chartstring to BFS, the Expanded Detail Report will display each entry separately, whereas the Standard Detail Report displays the lumpsum amount per chartstring.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To investigate anomalies you discover on your summary reports (for example, why are the expenses in an org higher than you think they should be? Or why is a fund in overdraft this month when it was not last month?).</li> </ul>
<b>Payroll Exception Report</b>	Provides details about <b>only</b> those payroll transactions which did <b>not</b> post properly to the ledger because the chartstrings were invalid. Departments should <b>not</b> attempt to correct these entries. Instead, submit the Payroll Exception Report to Payroll indicating the correct chartstring to be used.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To clean-up invalid payroll transactions and provide Payroll with the correct accounting information for those transactions.</li> <li>• To determine employees whose PAFs may need to be corrected to prevent future invalid activity.</li> <li>• To view amounts which have not posted to the ledger in a particular org, fund, or other chartfield (particularly useful when closing out a grant or at fiscal close.)</li> </ul>
<b>Pre-encumbrance</b>	Provides a list of requisitions and soft-liens which make up your pre-encumbrance balance for a particular chartfield or chartstring.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To understand why you are seeing a pre-encumbrance balance on a particular org, fund, etc.</li> <li>• To generate a “work-list” of Reqs or soft-liens requiring change or cancellation (for example, for a fund which is closing you can find all Reqs and soft-liens with open balances by running this report).</li> </ul>

<b>Detail Standard Report</b>	Provides transaction-level detail, including POs, Reqs, Vouchers, and Journals. In cases where a feeder system (like CARS) passes multiple entries per chartstring to BFS, the Standard Detail Report will display the lumpsum amount per chartstring. Use the Expanded Detail Report to see each individual item from the feeder system.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To investigate anomalies you discover on your summary reports (for example, why are the expenses in an org higher than you think they should be? Or why is a fund in overdraft this month when it was not last month?).</li> </ul>
<b>Transaction Verification Report</b>	Contains only those transactions posted to your org codes by another processing unit. Included in this report might be recharges, new grant/gift appropriations, and errors prepared in another department using your org code. The report can provide your own processing unit's PCard transactions as well. Unlike the Standard or Expanded Detail Report, transactions in this report are <b>only</b> ones which require additional review for accuracy and appropriateness. Typically this report would be run and reviewed once a month after close.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To verify activity external to your processing unit but affecting your org codes.</li> <li>To verify your processing unit's bluCard transactions (select the PCARD transaction type only).</li> <li>To verify your processing unit's fed ex &amp; cts charges (select the VCHR transaction type only).</li> <li>To see all recharges posted to your orgs (select the FJRNL transaction type only).</li> <li>To see all budget journals posted by users outside your processing unit, including new awards through EFA, appropriations from your Control Unit, and journals posted by the Budget Office (select the BJRNL transaction type only).</li> </ul>

<b>GL Summary Reports</b>		
<b>Report</b>	<b>Usage</b>	
<b>GL Sum by Account L4 BUDSUM</b>	Summarizes the budget, actuals, encumbrances and pre-encumbrances by BUDSUM account for each unique combination of org-fund-project-flexfield-program, with grand totals for the first field in the selected sort order (fund, org, or flex).	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To manage your resources if you manage by BUDSUM account.</li> <li>To find out how much money you have left in a particular fund and in which categories.</li> </ul>
<b>Sum Flex by Fund or Org</b>	Summarizes the budget, actuals, encumbrances and pre-encumbrances for each flexfield (including blank) within a fund or an org.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To manage your resources if you manage by flexfields within funds or orgs.</li> <li>To identify funds or orgs with transactions missing flexfields if your department intends to use flexfields consistently.</li> </ul>
<b>Sum Full Chartstring by Fund</b>	Summarizes the budget, actuals, encumbrances and pre-encumbrances by <b>full</b> chartstring (BU-acct-fund-org-prog-proj-flex) within a fund. Used primarily by Budget and General Accounting.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To collect the full chartstring needed to correctly prepare an adjusting journal (moving balances).</li> </ul>
<b>Fund Overdraft</b>	This report lists funds in overdraft.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To review any funds in your unit currently in overdraft.</li> </ul>
<b>Fund Summary</b>	Compares Tempbudget to Actuals for a given fund's revenue, expenditure and fund balance accounts. Revenues and expenditures are summarized either at the department or org code level. For Plant funds project CIP accounts are included.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To manage your resources and review budgeted funds, revenues, and fund balance accounts to actual expenditures.</li> </ul>
<b>GL Central Specific Combos Sum</b>	Summarizes the budget, actuals, encumbrances and pre-encumbrances by account-fund-program or project-fund-account-org-program.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>Typically used only by General Accounting. Replaces the GL070 report (pre-BFS report).</li> </ul>

<b>Income &amp; Expense by Org</b>	Summarizes the income and expenses for each org and compares them with the projected income and expenses (temporary budget) by individual fund or with several funds summed together.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>Designed for use by units with income (either revenue or recharge income).</li> </ul>
<b>Sum by Account</b>	Summarizes the budget, actuals, encumbrances and pre-encumbrances by BFS account and BUDSUM rollup account for org, org-fund, fund, flex, project, flex or "all parameters." Note that when summarizing for one or two fields (e.g. org or org-fund), this report includes amounts for those fields regardless of any other chartfield (e.g. program). The "all parameters" option allows you to summarize all together the data you requested from the dashboard.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To review or monitor your expenses and/or budgets by BFS account.</li> </ul>
<b>Sum by Five Chartfields</b>	Summarizes the budget, actuals, encumbrances and pre-encumbrances for each unique combination of org-fund-project-flexfield-program, with grand totals for the first field in the selected sort order (fund, org, or flex).	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To manage your resources if you manage by org, fund, or flexfield.</li> <li>To find out whether you have overspent a particular grant or not.</li> <li>To quickly review balances by org, fund, or flexfield.</li> </ul>
<b>Matching Fund Balance</b>	Summarizes specific accounts by fund groups for General Accounting.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>Used only by General Accounting.</li> </ul>
<b>Sum by Org</b>	Summarizes the budget, actuals, encumbrances and pre-encumbrances for each org. This report should be run for multiple orgs, either by building a value list, entering a range, or selecting an org tree node.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To manage your resources by org.</li> <li>To quickly review balances for each of your org codes.</li> </ul>

<b>Plant Projects Summary</b>	Summarizes the budget, actuals, encumbrances and pre-encumbrances for plant projects by project or by fund within project. Also has an option to display only those projects which are in deficit.	
	<b>Why Run</b>	<ul style="list-style-type: none"><li>• Typically used only by Budget and Plant Accounting.</li></ul>
<b>Two Year Actuals Comparison</b>	Summarizes Actual revenues & recharge income and Actual expenses and compares by month and year-to-date between the selected year and the prior year.	
	<b>Why Run</b>	<ul style="list-style-type: none"><li>• Designed to allow units to compare income and/or expenses across fiscal years.</li></ul>

<b>List Reports</b>		
<b>Report</b>	<b>Usage</b>	
<b>Five Field Validation</b>	Provides list of values from the Five Field Validation table in BFS. This report can be run for valid combos, invalid combos or both.	
	<table border="1"> <tr> <td><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>To review combos in the table for possible action such as inactivation or deletion.</li> <li>To provide a list of valid values to others in the department.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
<b>Why Run</b>	<ul style="list-style-type: none"> <li>To review combos in the table for possible action such as inactivation or deletion.</li> <li>To provide a list of valid values to others in the department.</li> </ul>	
<b>Flexfields by Dept Code</b>	Provides a list of flexfields for a given department. You enter a departmental prefix (first 2 characters of the processing unit) and receive a list of all flexfields which begin with that prefix.	
	<table border="1"> <tr> <td><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>To provide a list of valid flexfields to others in the department.</li> <li>To review flexfields for the department for possible action such as inactivation.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
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<b>Job Code Listing</b>	Provides a list of UC Berkeley Job Codes and their descriptions. Other information includes Representation Unit, Personnel Program, and Provision Level Salary (if budgetable) for each job code.	
	<table border="1"> <tr> <td><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>To provide a list of job codes and their descriptions.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
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<b>Master Org Tree</b>	Provides a list of org codes in the requested range or under the requested tree node.	
	<table border="1"> <tr> <td><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>To provide a list of valid org codes to others in the department.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
<b>Why Run</b>	<ul style="list-style-type: none"> <li>To provide a list of valid org codes to others in the department.</li> </ul>	
<b>Project by Dept Code</b>	Provides a list of project codes for a given department. You enter a departmental prefix (first 2 characters of the processing unit) and receive a list of all projects which begin with that prefix or (for management project codes) have the prefix as the third and fourth character.	
	<table border="1"> <tr> <td><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>To provide a list of valid project codes to others in the department.</li> <li>To review project codes for the department for possible action such as inactivation.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
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<b>Speedtype by Org Criteria</b>	Provides a list of speedtypes for a given org or orgs. You enter one or more org codes and receive a list of speedtypes which begin with those org(s).	
	<table border="1"> <tr> <td><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>To provide a list of valid speedtypes to others in the department.</li> <li>To review speedtypes for the department for possible action such as inactivation.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
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Perm Budget Reports		
Report	Usage	
Academic Breakdown Detail	This report is typically used only by the Budget Office.	
	Why Run	•
Academic Breakdown Instr	This report is typically used only by the Budget Office.	
	Why Run	•
Academic Breakdown NonInstr	This report is typically used only by the Budget Office.	
	Why Run	•
Equity Adjustments	Provides a listing of the equity salary adjustments that have been processed.	
	Why Run	• To review your equity adjustments.
Journal Activity by Account	Lists journal line activity by Fund, Org, Program. Can be run by month or year-to-date.	
	Why Run	• To review your permanent budget activity.
Ledger POS Error	This report is used only by the Budget Office.	
	Why Run	•
Ledger Summary	Summarizes ledger balances for the permanent budget. It includes dollar and FTE values for positions and dollar values for all non-salary chartfield combinations by budget summary (BUDSUM) account	
	Why Run	• To review your permanent budget balances.
Position Balance	Provides the ledger value and incumbent status of permanently budgeted positions. It includes dollar and FTE values, by position and job code, and also lists the employee ID number and name, and if the position is linked to an incumbent.	
	Why Run	<ul style="list-style-type: none"> <li>• To review the status (filled or unfilled) of your department's permanently budgeted positions.</li> <li>• To determine which positions may require further action such as linking someone to an unfilled position.</li> </ul>

<b>Position History</b>	This report shows all year-to-date changes to each position.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To check that all expected merit, range, reclass, and equity changes for a position have been processed in the permanent budget.</li> <li>• To reconcile, in conjunction with the TB_Curyr_Position_Funding report, staffing funding actions between the Permanent and Temporary Budgets.</li> </ul>
<b>Position Summary</b>	Summarizes entries for each position by the July Adjusted Budget (period 1) in the first column and displays by transaction code category (FTE/COA changes, Merits/Ranges, Promotions/Regularizations, Reclasses, Equity, and Upgrading/Downgrading) for accounting periods 2-12. It includes three sort orders and can be run for filled, unfilled or all positions.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To check that all expected merit, range, reclass, and equity changes for positions have been processed in the permanent budget.</li> <li>• To reconcile, in conjunction with the TB_Curyr_Position_Funding report, staffing funding actions between the Permanent and Temporary Budgets.</li> </ul>
<b>PRT Error</b>	This report replaces the EDB Audit Rpt in BAIRS 1. It lists employees with "budgeted FTE" marked on their distribution line that meet one or more of the following criteria: they are not linked to a position, or their chartfield string, FTE amount or salary amount has changed since they were originally linked to a position. The goal is to have a blank report.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To generate a "work list" of employees who may need either to be linked to an unfilled position or to have their PAF changed if they will not be linked to a position.</li> </ul>
<b>PRT Upgrading</b>	Shows incumbent salary values at month end for positions that were unfilled at the close of the prior month. This report compares the dollar amount in the job code table with the salary amount for the position. Allows users to select whether incumbent salary is over, under or equal to mid-range for salary. Has 5 sort orders.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• Useful for control units to see changes in dollar amounts for positions.</li> </ul>
<b>PRT Request Status</b>	This report provides users with a list of PRT requests submitted for approval. Users can prompt by processing unit, org, operator id and request status.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To view the status of a PRT request.</li> </ul>

<b>Reclassifications</b>	This report lists all reclassified positions, both filled and unfilled, by Fund, Org and Program. Shows original job code and salary, new job code and salary, and amount of increase for each position.	
	<b>Why Run</b>	<ul style="list-style-type: none"><li>Primarily designed for Budget Office and Control Unit use.</li></ul>
<b>Sum by Transcode Category</b>	Summarizes permanent budget entries by transaction code category, org, fund, and program.	
	<b>Why Run</b>	<ul style="list-style-type: none"><li>Use it to review period 0 balances (beginning of the fiscal year balances), July increments, current year salary adjustments, control unit and campus budget allocations (these are transaction code categories in the Budget system).</li></ul>

<b>Temp Budget Reports</b>		
<b>Report</b>	<b>Usage</b>	
<b>Curyr Position Funding</b>	Groups salary funding transactions coming from the Permanent budget to the Temporary budget by position, org and fund. The position number is picked up from the journal line description in the temporary budget entry.	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>• To check the July Adjusted Budget, merit range or reclass funding for positions in the temporary budget.</li> <li>• To reconcile with the PB_Position_History report staffing funding actions between the Permanent and Temporary Budgets.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To check the July Adjusted Budget, merit range or reclass funding for positions in the temporary budget.</li> <li>• To reconcile with the PB_Position_History report staffing funding actions between the Permanent and Temporary Budgets.</li> </ul>	
<b>Journal Activity By Account</b>	Lists journal line activity by Fund-Org-Program-Project-Flexfield. Can be run by month or YTD.	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>• To review all temporary budget journal activity for your unit.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To review all temporary budget journal activity for your unit.</li> </ul>	
<b>Reappropriations.</b>	<p>Summarizes temporary budget reappropriations to department (Level 4 node on the Org tree), fund, and program for reporting required as part of the EVCP and Campus Budget call.</p> <p>In the fund category, you can pick a single fund, a range of funds, a fund node, or "Budget Rpt" which will give you the range of funds that the Budget Office has been focusing on for the past several years. This range includes State, Opportunity, Student Fee, Sales &amp; Service, Auxiliary and Reserve funds. If you choose to "ignore" fund, you will see all reappropriations for your unit. (If you choose this option, remember that contract and grant funds are "inception-to-date" funds and do not have reappropriations.)</p> <p>It is used by executive management in the campus and EVCP annual budget processes.</p>	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 25%;"><b>Why Run</b></td> <td> <ul style="list-style-type: none"> <li>• To respond to the Campus Budget call.</li> <li>• To review your reappropriated balances for a given fiscal year.</li> </ul> </td> </tr> </table>	<b>Why Run</b>
<b>Why Run</b>	<ul style="list-style-type: none"> <li>• To respond to the Campus Budget call.</li> <li>• To review your reappropriated balances for a given fiscal year.</li> </ul>	

<b>Sum By Transcode Cat</b>	Summarizes data by Accounting Period and Transaction code. Results can be viewed by Account, Account Tree node, Fund, Fund Tree node, Org, Org Tree node, Program or Fund-Program.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>Use it to review period 0 balances (July Adjusted budget), reappropriations, current year salary adjustments, interlocation transfers, control unit and campus budget allocations, interfund group transfers and other general transfers (these are transaction code categories in the Budget system).</li> </ul>
<b>TB vs PB July Adj Budget</b>	Compares the July Adjusted Budget entries for the Temporary and Permanent Budget.	
	<b>Why Run</b>	<ul style="list-style-type: none"> <li>To check that your July Adjusted Budget Funding in the Temporary Budget matches the July Adjusted Budget shown in the Permanent Budget.</li> </ul>

## Report Decision Tree for GL Reports

What kind of information are you looking for

<b>Detailed Transactions</b>	
<b>Why do you need detailed transactions?</b>	
<b>To review</b>	<b>Use</b>
bluCard Charges	Transaction Verification Report with "PCard" selected as Transaction Type
EFA Budget Journals	Transaction Verification Report with "BJRNL" selected as Trans Type
Fed Ex and CTS charges	Transaction Verification Report with "VCHR" selected as Trans Type
Recharges	Transaction Verification Report with "FJRNL" selected as Trans Type
<b>To review charges affecting your chartstrings but originating outside your unit ("reconciliation")</b>	Transaction Verification Report
<b>To review invalid payroll that has not yet posted to your chartstrings</b>	Payroll Exception Report
<b>For distribution to "customers," i.e., PI's</b>	Customer Report

<b>Summary Financials</b>	
<b>What level of summary?</b>	<b>Use</b>
BUDSUM (account rollup)	Sum by Account L4 BUDSUM
BFS Account, including rollups	Sumy by Account
Org, Fund, Program, Project, Flexfield	Sum by Five Chartfields
Flexfields within an Org or Fund	Sum Flex by Fund or Org
Org and nothing else	Sum by Org
Full Chartstring, including Account, Fund, Org, Program, Project and Flexfield	Sum Full Chartstring by Fund

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## Troubleshooting and Error Messages

In this section, you'll find some of the most frequently seen error messages or problems that occur when using BAIRS. This section provides information about the cause of the problem and/or how to resolve it. If you are encountering a problem which is not covered by this section, or the information provided here is not sufficient to resolve the situation, please call the BFS/BAIRS Help Desk at 3-4250.

### Plug-in Problems

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**IMPORTANT:** If you are a Mac user and you get any of the errors described in this Plug-in section, you should call the BFS/BAIRS Help Desk at 3-4250. Please note the number of the Citrix server you are on - you'll see a MF with a number in the bottom left corner of your Citrix window. 

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The following list of errors/problems are most frequently caused by a problem with the plug-in installation on your computer:

- A Hyperion file error when clicking on a report name
- A message asking you which application to use to open a report
- A message asking you to select a folder to save the file, when you click on a report name
- 2017 internal server error when trying to run a report

### Report Returned No Data or No Results

This message (received instead of “Reports are Ready to View”) means there is no data in the BAIRS database which matches your parameters and your security setup. This is either a problem with your parameters or with your security setup. Check your parameters to ensure you selected the correct business unit, months, program codes, accounts, orgs, funds, etc., and that you did not make any typos. If your parameters

appear correct and something may have changed recently with your security setup (or you're a new user), please call the BFS/BAIRS Help Desk at 3-4250. They can verify whether there is data in the database and look at how your userid's access is setup.

**Note** If you get a "no data" message when running the Payroll Exception Report, it may mean your department had no "exceptions" (transactions which did not post properly) that month.

### **I can't subscribe to the Customer or Payroll Exception Reports**

Your userid is probably not setup to see Payroll detail, which both of these reports contain. If you and your manager agree that you should have this access, your manager needs to submit a change request for your userid. The form is available on the BAI website at <http://www.bai.berkeley.edu/bai/bfs%20tools/bfsacces.htm>.

### **I can't subscribe to Permbudg reports (Position Balance, PRT Error, etc.)**

Your userid is probably not setup to see Permanent Budget data. If you and your manager agree that you should have this access, your manager needs to submit a change request for your userid. The form is available on the BAI website at <http://www.bai.berkeley.edu/bai/bfs%20tools/bfsacces.htm>.

### **I'm not seeing balances on my Customer Report (Current Activity Detail)**

The detail sections of the Customer Report (reached by clicking one of the Detail buttons on the Sort Selection panel) do **not** contain balances. They are called "Current Activity Detail" because they contain **only** the activity (transactions) for the month(s) you requested when you ran the report. To see your balances, refer to a summary section by clicking the blue arrow (top right corner) to go back to the Sort Selection panel and then clicking one of the Summary buttons.

## **Why do I have POs with zero amounts in the Encumbrance column on my Detail Standard/Expanded Report?**

Hyperion (the software we're using for BAIRS) summarizes data rows when the displayed elements are all the same. So, when the data you requested contains two (or more) entries for a PO that net to zero (for example, the creation of the PO and then it's release when the voucher was paid), you will see the PO number, vendor, etc. but the amount nets to \$0.00. The line on the report indicates there was activity, but the amounts for the month(s) you requested wash out and have no net effect on your balances.

## Data Definitions

Detail reports contain fields that identify individual transactions, including the type of transaction as well as a description of the transaction and the date and ID of the transaction. The table below defines these four columns: Transaction Type, Doc ID, Doc Date, and Description.

Trans Type	Doc_ID	Doc_Date	Desc
PO	PO Number	PO Date	Vendor
REQ	Requisition Number	Requisition Date	Vendor
VCHR	Voucher Number	Invoice Date	Vendor
PCARD	Voucher Number	Invoice Date	Vendor
BJRNL	Journal ID	Journal Date	Journal Line
FJRNL	Journal ID	Journal Date	Journal Line
Payroll*	Journal ID	Payroll Period End Date	Employee Name
ALLOC**	Journal ID	Journal Date	Estim. Overhead
BBAL	None (beg. balances)	None	Beginning Balance
CTS	Voucher Number	Invoice Date	Vendor

\*Payroll detailed entries only appear on select reports such as the Customer Report and Payroll Exception Report.

\*\*ALLOC is only used for estimated overhead; see “Estimated Overhead” on page 43 for more information.

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**IMPORTANT:** For more information about fields you see in BAIRS, please see the BAIRS Data Dictionary on the BAI website at <http://www.bai.berkeley.edu/bairs/bairs2datadict.htm>.

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