

BFS Reporting BAIRS

BAI Reporting System

Accessing BAIRS

Create a Citrix icon for BAIRS

Step 1. To create a Citrix icon for BAIRS access, download instructions from the web.

- PC Users link to http://bfs-techtips.berkeley.edu/newicaicon/WIN_Icon_BAIR.htm
- Macintosh Users link to http://bfstechtips.berkeley.edu/newicaicon/Mac_icon_BAIR.htm

Note: Anyone may create a BAIRS icon, but only authorized users will have access to BAIRS.

Step 2. Open BAIRS as you would BFS by double-clicking on the BAIRS icon.

Step 3. Login to Citrix and BAIRS using your BFS logon and password.

You are now in BAIRS!

For information on how to access specific reports, see Section 2 “Getting Started with BAIRS.”

Getting Started with BAIRS

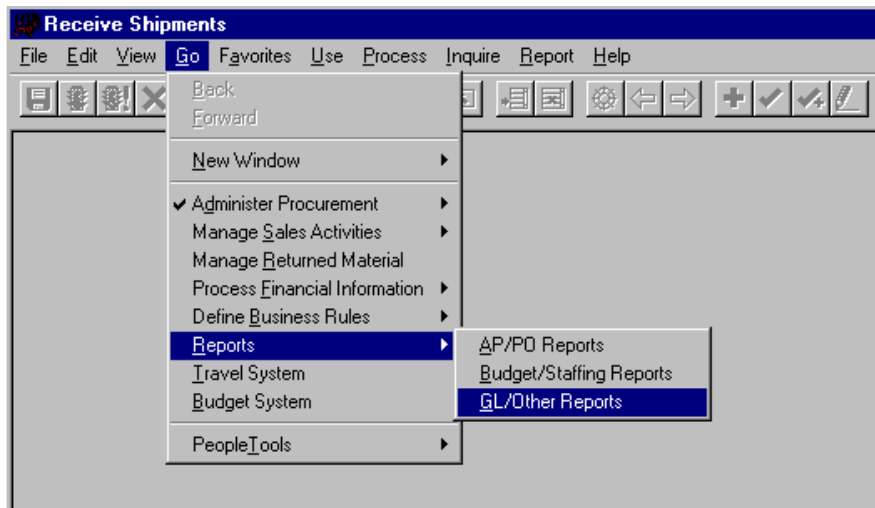
Selecting a Report

Reports are grouped into three Categories

- 1) The **AP/PO Reports** group contains the same reports you can run in the current BFS AP/PO system.
- 2) The **Budget/Staffing System Reports** group contains reports particular to BIBS, including post-audit review reports for budget journals.
- 3) The **GL/Other Reports** group contains reports which compare budget to actuals, including the standard detail report and summaries by org and fund. Additionally, this group contains the verification report (for reconciliation purposes) and the vendor activity report.

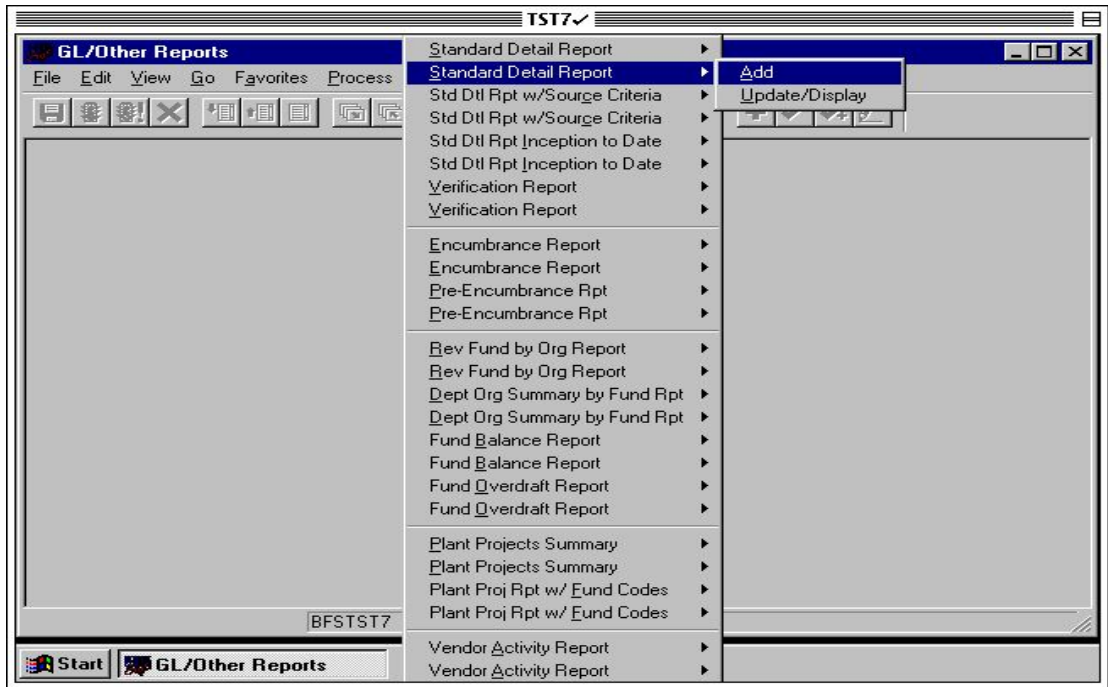
Note: We are actively adding reports to the latter two groups.

Step 1. To access any of the groups, from the Go menu, select Reports, and then select the group you want. The image below shows the GL/Other Reports group being selected.



Step 2. From the Reports menu, select the report you want to run. Then, if this is the first time you are running the report, select Add. Otherwise, select Uppdate/Display. The image below shows a Standard Detail Report being selected and added.

Note: Unlike the image below, you should not see duplicate reports in the list. That is, you will see only one Standard Detail Report, one Encumbrance Report, and so on.



A Run Control ID dialog box appears. The image below shows an Add dialog box.

Step 3. In the dialog box, enter a Run Control ID and click OK or press Enter. For further information on using Run Controls, read the following section “Run Control IDs.”

Run Control IDs

Run Control IDs save the parameters for your report run. Thus, you do not have to reenter parameters every time you run a report. Run control IDs are associated with your Operator ID and cannot be shared between users.

Naming a Run Control ID

- The Run Control ID can be up to 30 characters.

- Spaces are not allowed in the ID. Use underscores instead.
- Avoid special characters.
- Run Controls are stored in the same table. Thus, it is recommended you include a reference to the report you are running to distinguish one report from another. For example, a standard detail report run control might be named, “STD_DTL_TRAIN” and a verification report run control might be named, “VERIF_TRAIN.”

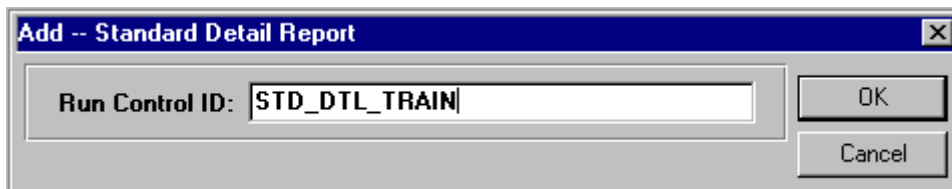
IMPORTANT: You may create as many Run Control IDs as you want. However, you can never delete a run control, so avoid random naming and be careful with your spelling.

Add a Run Control

Note: The first time you logon to BAIRS, no run controls will exist for your Operator ID. Choose Add to create one.

Step 1. From the Reports menu, select the report you want to run.

Step 2. Select Add. The following dialog box appears:

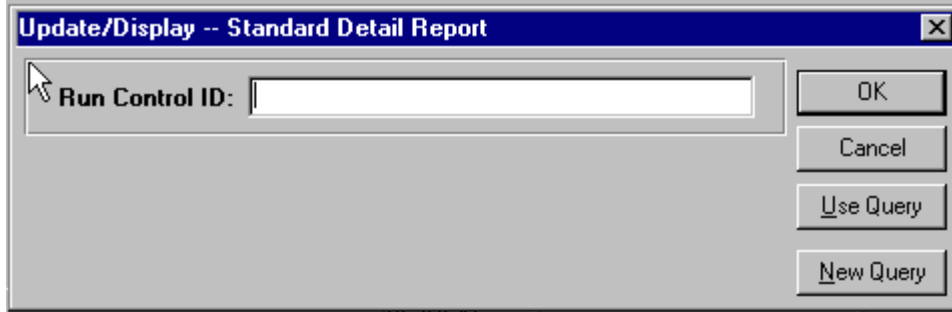


Step 3. Enter an ID for the run control. In the image above, the user has entered “STD_DTL_TRAIN” for their standard detail report.

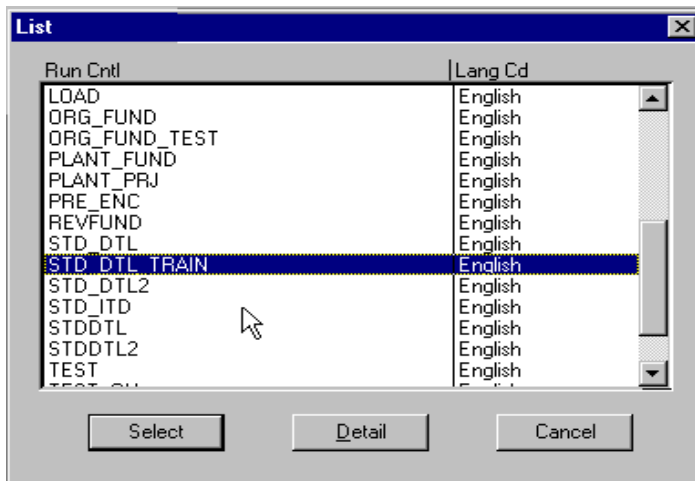
Update a Run Control

Step 1. From the Reports menu, select the report you want to run.

Step 2. Select Uppdate/Display. The following dialog box appears:



Step 3. Enter a partial name, full name (case specific), or click OK to select from a listbox such as the following one:



All of your run controls appear in the listbox no matter which report you are running.

Step 4. Highlight the report you want to run, then press `Enter` or click **Select**.

Encumbrance Report

How to Set Parameters and Run an Encumbrance Report

Step 1. From the Go menu, select GL/Other Reports, then Reports, Encumbrance Report, and either Add or Uppdate/Display.

Step 2. Enter or select a Run Control ID. The Run Encumbrances Report panel appears.

The screenshot shows the 'Run Encumbrance Report' dialog box. The 'Operator Id' is set to 'BAIOKSR' and the 'Run Control ID' is 'ENCUMB_TRAIN'. The 'Business Unit' is 'UC Berkeley' and the 'As of Date' field is empty. The 'Range of Chartfields' section has 'From' and 'To' columns for Account, Fund Code, Program Code, Subprog, Project, and Flexfield. The 'Org Selection' section has two radio buttons: 'Value Range' and 'Tree Rollup Node'. At the bottom, there are 'Preparer Opid' and 'Reviewer Opid' fields, and a status bar with 'BFSTRN7', 'Run Encumbrance Report', and 'Add'.

Step 3. Accept Business Unit or change if necessary.

Step 4. Fill in the **As of Date** field. The encumbrances you will see begin from the date you type in this field. For example, if you want to know the open purchase orders you had as of June 15, 2000, key in 6/15/00.

Step 5. In the **Range of Chartfields** group box, specify the chartfield range parameters for which you would like to run this report. For example, if you want to see encumbrances for fund 19900, supply the fund range 19900 to 19900.

Range of Chartfields		
	From	To
Account:	<input type="text"/>	<input type="text"/>
Fund Code:	<input type="text" value="19900"/>	<input type="text" value="19900"/>
Program Code:	<input type="text"/>	<input type="text"/>
Subprog:	<input type="text"/>	<input type="text"/>
Project:	<input type="text"/>	<input type="text"/>
Flexfield:	<input type="text"/>	<input type="text"/>

Step 6. Choose a mechanism for providing org parameters by clicking either **Value Range** or **Tree Rollup Node**.

Note: If you want to view one org code, select **Value Range** and provide that org code as the beginning and ending of the range. If you want to view your entire department, select **Tree Rollup Node** and follow the instructions starting on **Step 8**.

Step 7. If you select **Value Range**, the fields **Org From** and **Org To** appear to the right. Type in these fields, and go to **Step**

Org Selection	
<input checked="" type="radio"/> Value Range	Org From: <input type="text" value="23135"/>
<input type="radio"/> Tree Rollup Node	Org To: <input type="text" value="23135"/>

Step 8. If you select **Tree Rollup Node**, the fields **Tree Name**, **Eff Date**, **Level Name**, and **Tree Node** appear below.

Org Selection

Value Range

Tree Rollup Node

SetID: 1

Tree Name: [dropdown]

Eff Date: [dropdown]

Level Name: [dropdown]

Tree Node: [dropdown]

Step 9. In the **Tree Name Field** and select UCB_MASTERORGTREE if your department is a 1 business unit or UCOP_MASTERORGTREE if your department is a J business unit.

Operator Id: BAIKSR Run Control ID: ENCUMB_TRAIN

Business Unit: 1 UC Berkeley As of Date: 06/15/2000

Range of Chartfields

	From	/	To
Account:	[dropdown]	/	[dropdown]
Fund Code:	19900	/	19900
Program Code:	[dropdown]	/	[dropdown]
Subprog:	[dropdown]	/	[dropdown]
Project:	[dropdown]	/	[dropdown]
Flexfield:	[dropdown]	/	[dropdown]

Preparer Oprid: [dropdown]

Org Selection

Value Range

Tree Rollup Node

SetID: 1

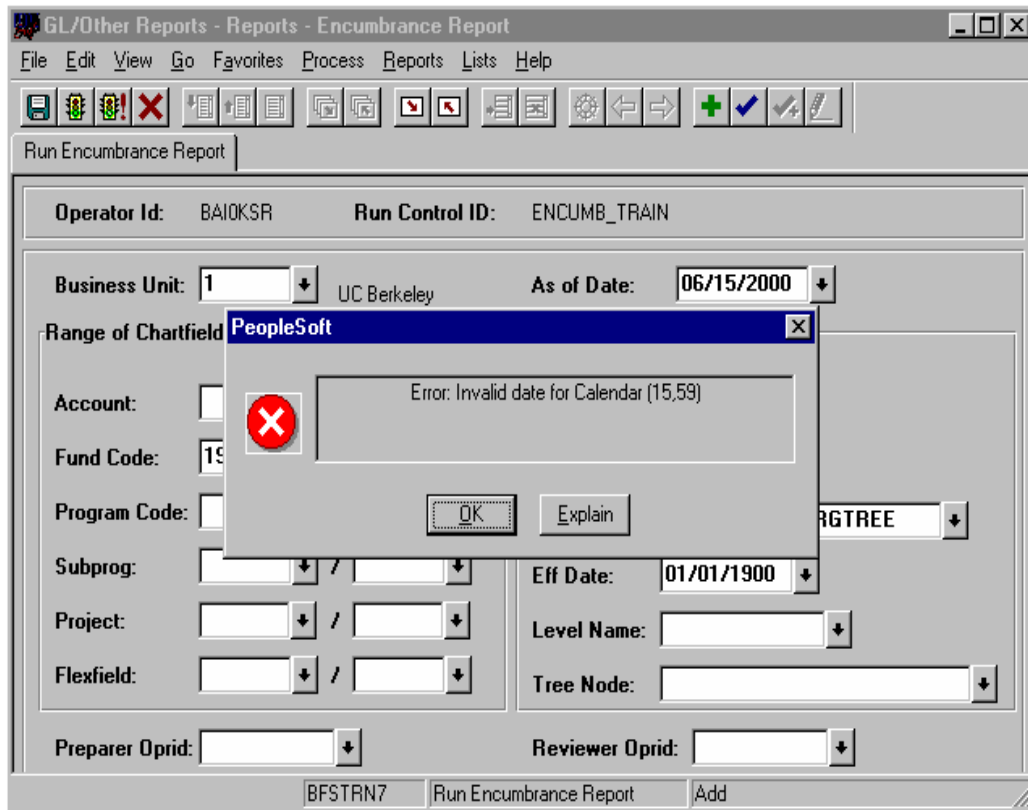
Tree Name: [dropdown]

Valid Values

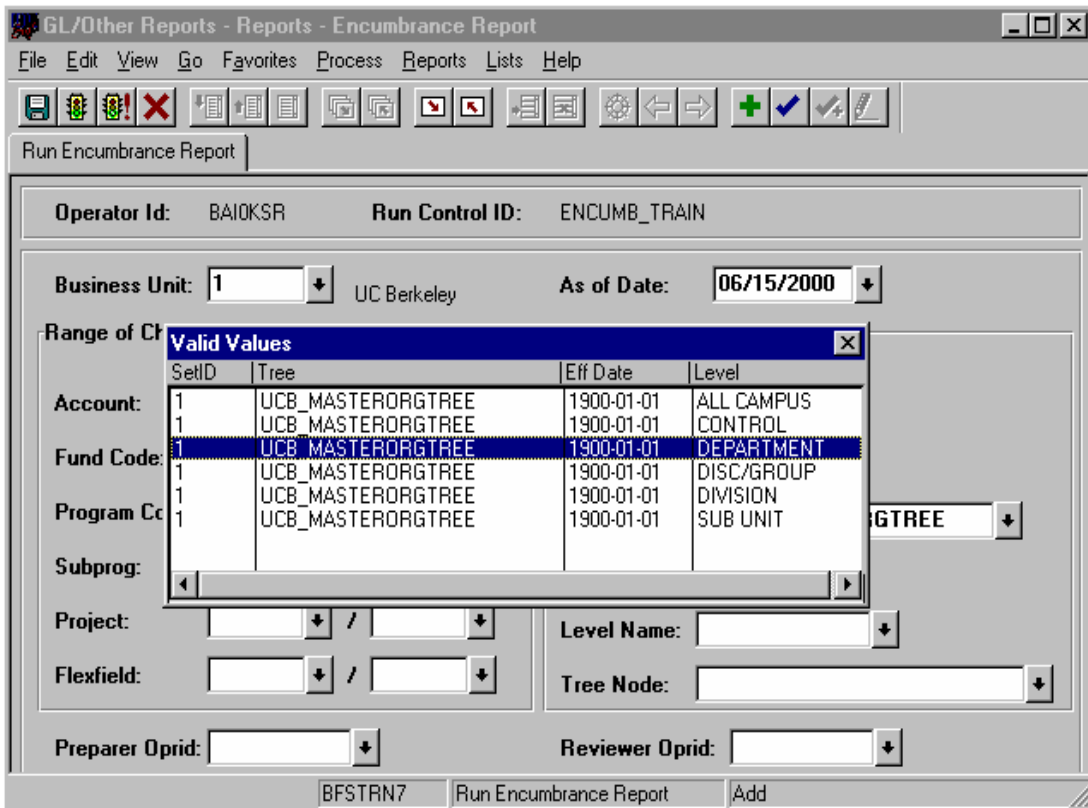
SetID	Tree	Eff Date
1	UCB_MASTERORGTREE	1900-01-01
	UCOP_MASTERORGTREE	1900-01-01

Step 10. Tab to the **Eff Date** field. This will populate the field with 01/01/1900.

Note: If you click the drop down arrow for the effective date field, you will get the following error message. Click OK (This error will not interfere with your report).



Step 11. In the **Level Name** field, select a level. If your department is level 4, select **DEPARTMENT**. If your department is level 5, select **DISC/GROUP**. If you are unsure which level to select, refer to the Organization Tree spreadsheet for your control unit. If you have not downloaded this Excel spreadsheet, you can do so from http://www.bai.berkeley.edu/bai/gl/accounts.html#Org_Control_Unit_List.




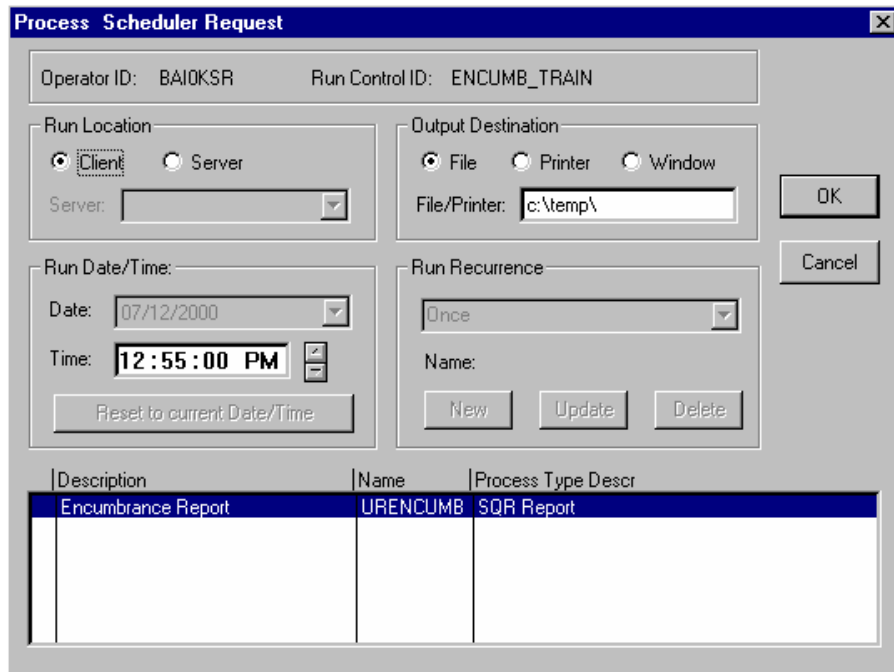
Step 12. In the **Tree Node** field, select the tree node. If you want this report for your processing unit, you can supply your new five character processing unit here.

Note: The node you supply must exist on the level of the tree you selected.

Step 13. If necessary, type in a Preparer Operator ID and/or a Reviewer Operator ID to search for encumbrances prepared or reviewed by specific users. These criteria are optional.

Preparer Oprid: Trainer #1 Reviewer Oprid:

Step 14. When all your parameters are filled out, click the **Run** icon.  The Process Scheduler Request dialog box appears.



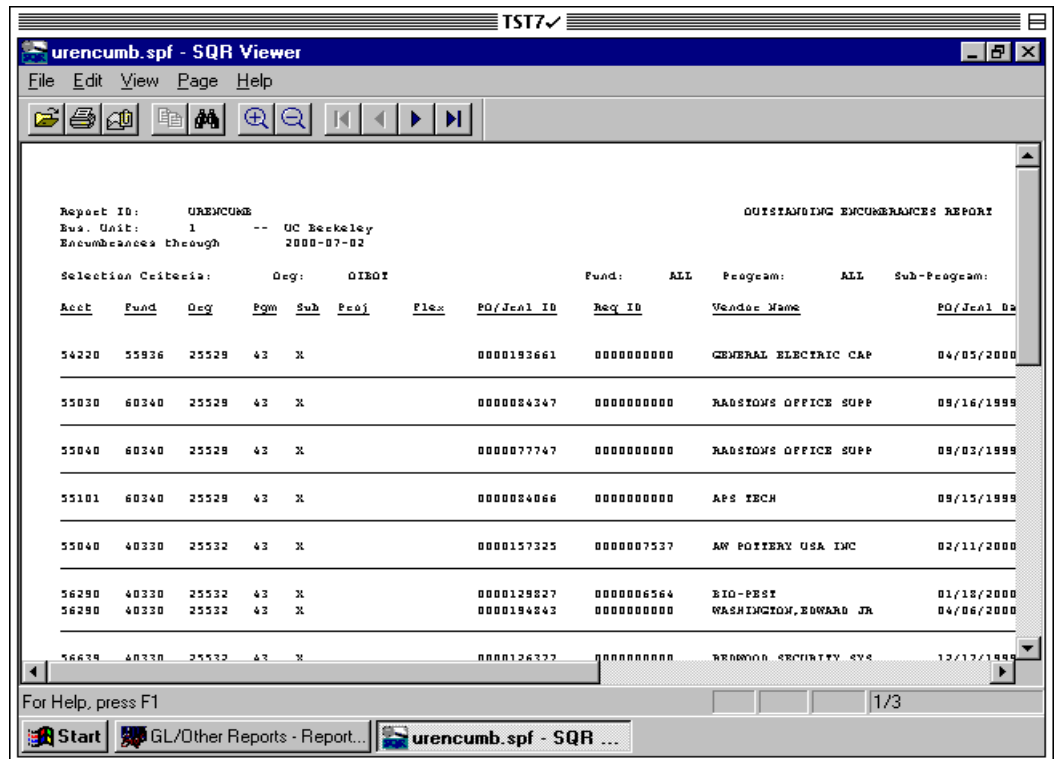
Step 15. Check the settings. In the **Output Destination** group box, click **File** if necessary, and in the **File/Printer** field, type “v:\temp\,” if necessary. For more information about the Process Scheduler, see Section 5 “Process Scheduler Request.”

Step 16. Click OK.

A minimized window for SQR appears in the bottom bar of your screen.



When the report has run, a window will appear with your results like this:



Step 17. You can now print the report  or magnify it on screen .

For more information on the SQR Viewer, see Section 5 “Process Scheduler Request.”

Step 18. To open this report in Excel, see Section 5 “Process Scheduler Request.”

Step 19. To close the SQR Viewer window, click the close button in the top right corner.

Standard Detail Report

Step 1. From the Go menu, select G/L Other Reports, then select Reports, Standard Detail Report, and either Add or Uppdate/Display.

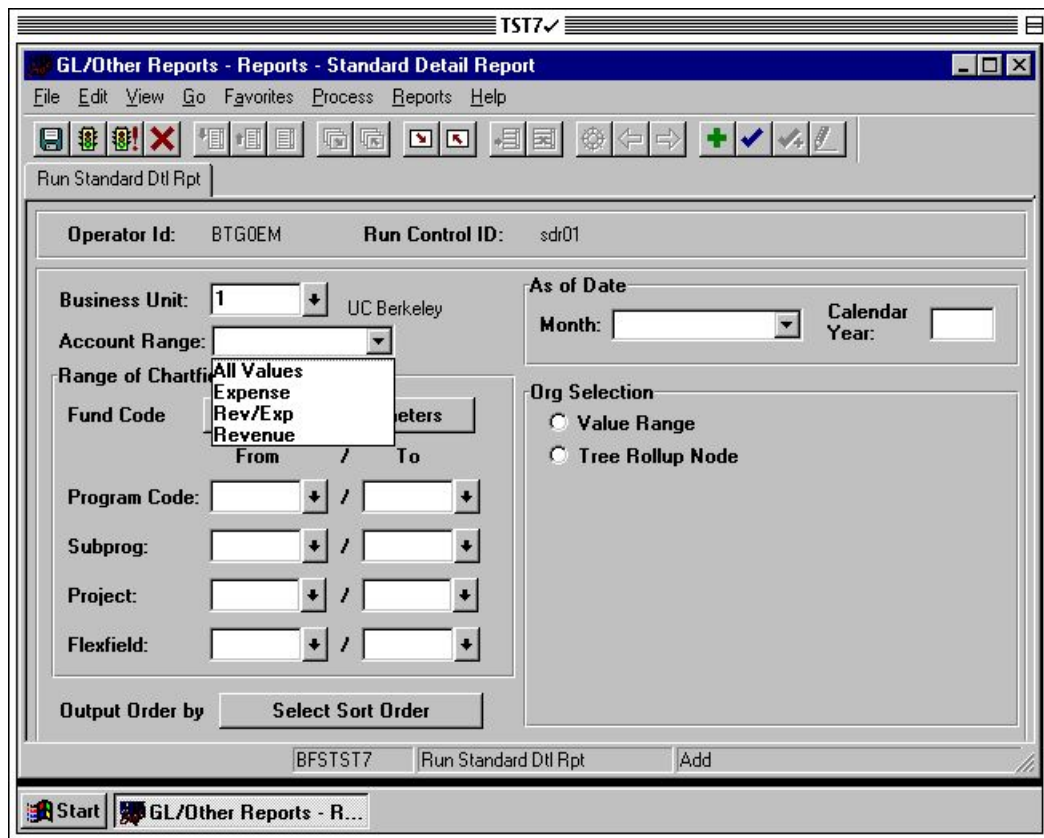
Step 2. Enter or select a Run Control ID. The Run Standard Detail Report appears. Enter the parameters of your report on this panel.

Step 3. Accept the default **Business Unit** or select another.

Step 4. In the **Account Range** field, select a value from the following range of accounts:

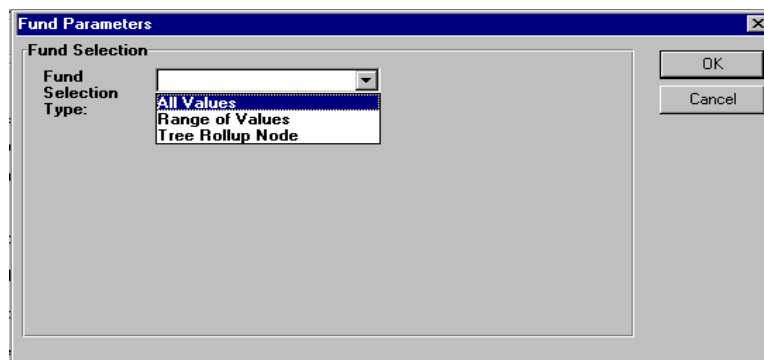
- **Expense** provides expense accounts only.
- **Rev/Exp** provides both revenue and expense accounts.

- **Revenue** provides revenue accounts only.
- **All Values** provides all accounts, including asset, liability and plant accounts.

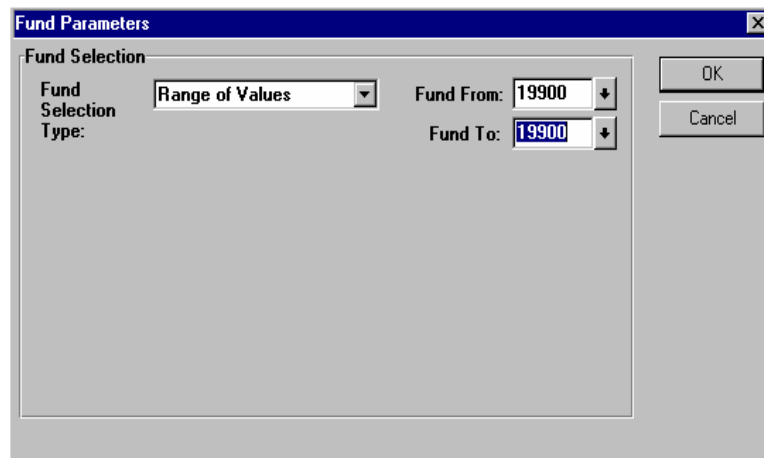


Step 5. In the **As of Date** group box, enter the **Month** and **Calendar Year**. The transaction details you will see begin from the dates you enter in these fields. For example, if you enter July 2000, you will see those transactions posted in July 2000. These fields are required.

Step 6. To enter fund parameters, click the **Enter Fund Parameters** button, complete the Fund Parameters dialog box which pops up, and click OK. If you do not enter any fund parameters, your report will include transactions on all funds which meet your other parameters, such as Org, Flexfield, and so on.



Note: If you want one fund, in the **Fund Selection Type** field, select **Range of Values** and type that fund in the **Fund From** and **Fund To** fields. For example, to see 19900 only, your range would begin 19900 and end 19900 as in the image below.



The screenshot shows a dialog box titled "Fund Parameters". Inside, there is a section labeled "Fund Selection". Under this section, there is a dropdown menu for "Fund Selection Type" which is currently set to "Range of Values". To the right of this dropdown are two input fields: "Fund From:" and "Fund To:". Both of these fields contain the value "19900". On the right side of the dialog box, there are two buttons: "OK" and "Cancel".

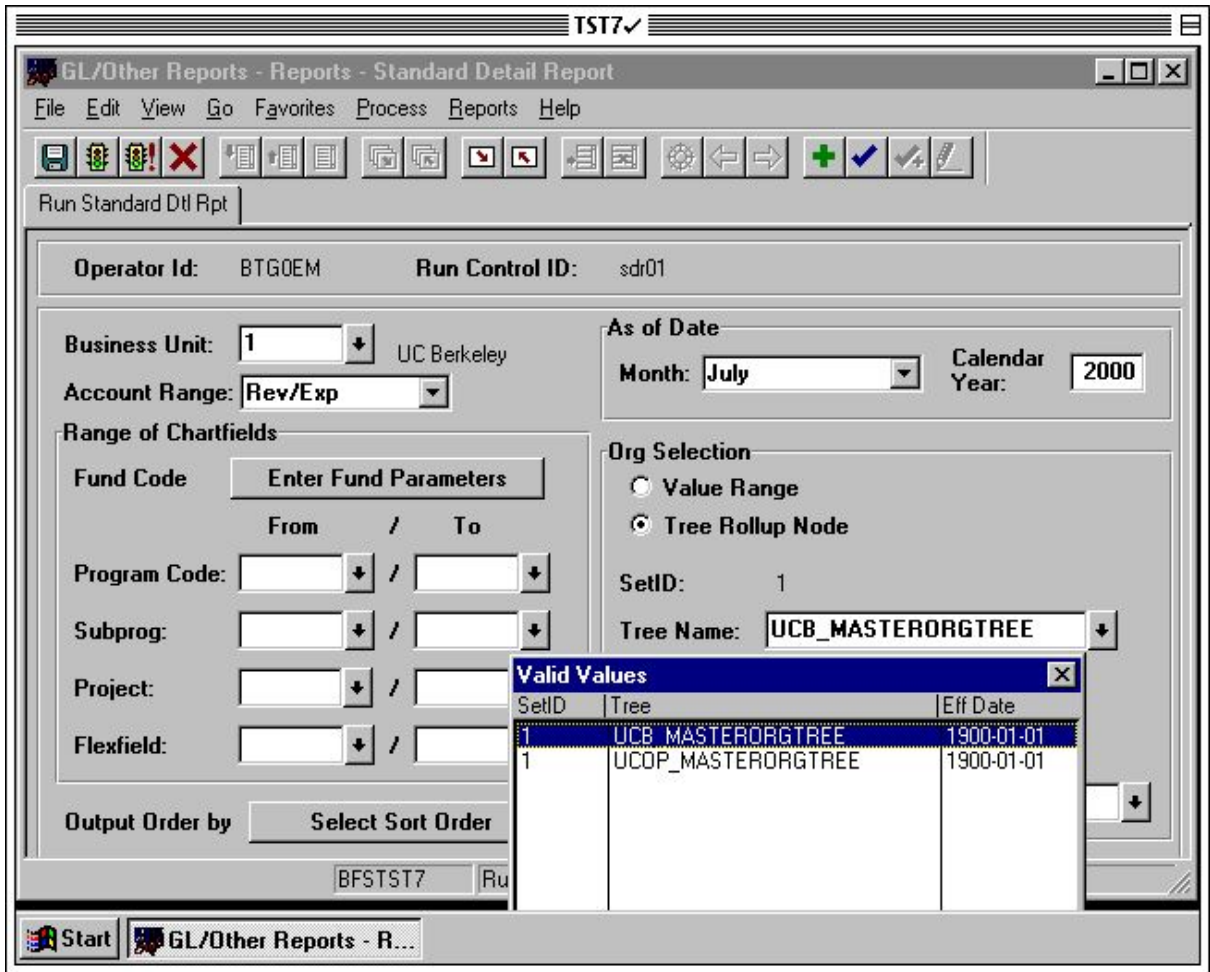
Step 7. Enter ranges for **Program, Subprogram, Project** and **Flexfield**, or leave blank to find all values for these fields.

Step 8. Choose a mechanism for providing org parameters by clicking either **Value Range** or **Tree Rollup Node**.

Note: If you want to view one org code, select **Value Range** and provide that org code as the beginning and ending of the range. If you want to view your entire department, select **Tree Rollup Node** and follow the instructions below.

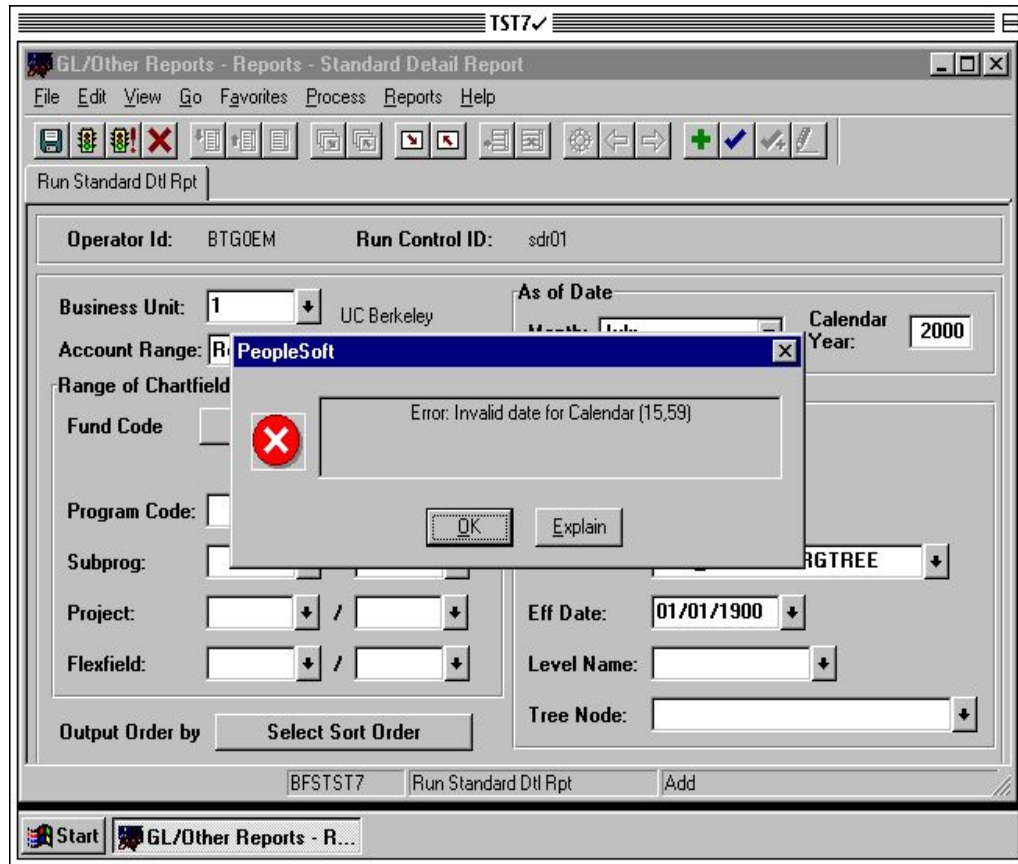
Step 9. If you clicked on **Value Range**, fill in the **Org From** and **Org To** fields. Go to **Step 14**.

Step 10. If you clicked on **Tree Rollup Node**, tab to the **Tree Name Field** and select UCB_MASTERORGTREE if your department is a 1 business unit or UCOP_MASTERORGTREE if your department is a J business unit.

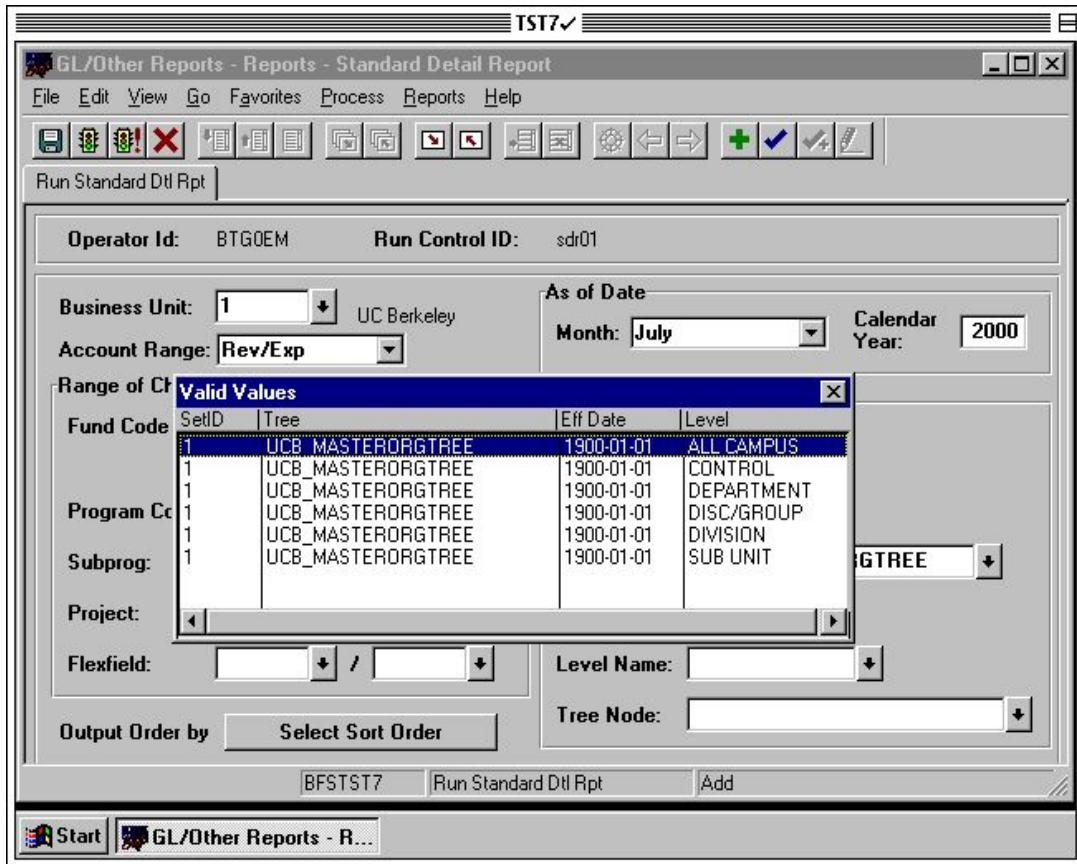


Step 11. Tab to the **Eff Date** field. This will populate the field with 01/01/1900.

Note: If you click the drop down arrow for the Effective Date field, you will get the following error message. Click OK. This error will not interfere with your report.



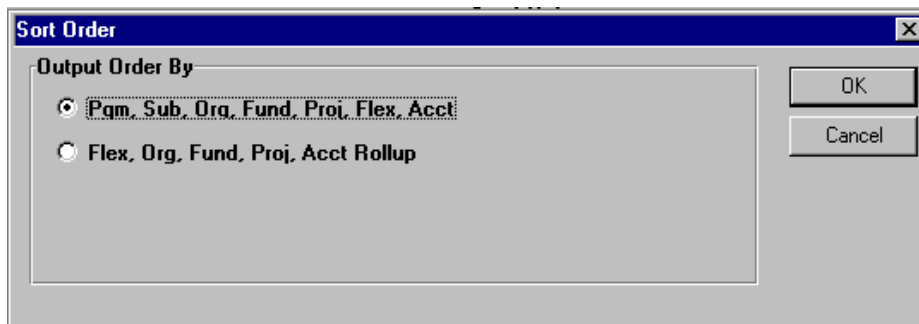
Step 12. In the **Level Name** field, select a level. If your department is level 4, select **DEPARTMENT**. If your department is level 5, select **DISC/GROUP**. If you are unsure which level to select, refer to the Organization Tree spreadsheet for your control unit. If you have not downloaded this Excel spreadsheet, you can do so from http://www.bai.berkeley.edu/bai/gl/accounts.html#Org_Control_Unit_List.



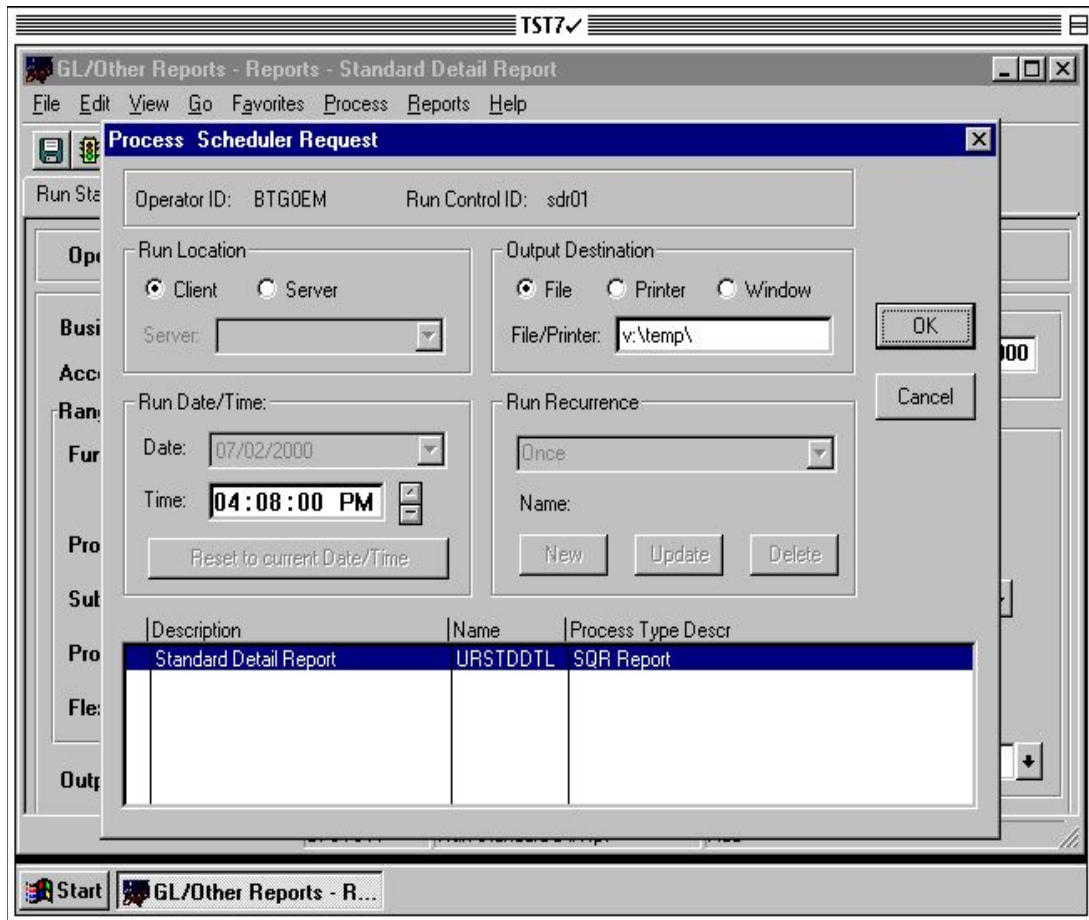
Step 13. In the **Tree Node** field, select the tree node. If you want this report for your processing unit, you can supply your **new** five character processing unit here.

Note: The node you supply must exist on the level of the tree you selected.

Step 14. Select a sort order, if necessary. The default sort order for this report is Program-Subprogram-Org-Fund-Project-Flex. If you prefer the alternative sort order of Flex-Org-Fund-Project, click the **Select Sort Order** button and choose that option.



Step 15. When all your parameters are filled out, click the **Run** icon. The Process Scheduler Request dialog box appears.



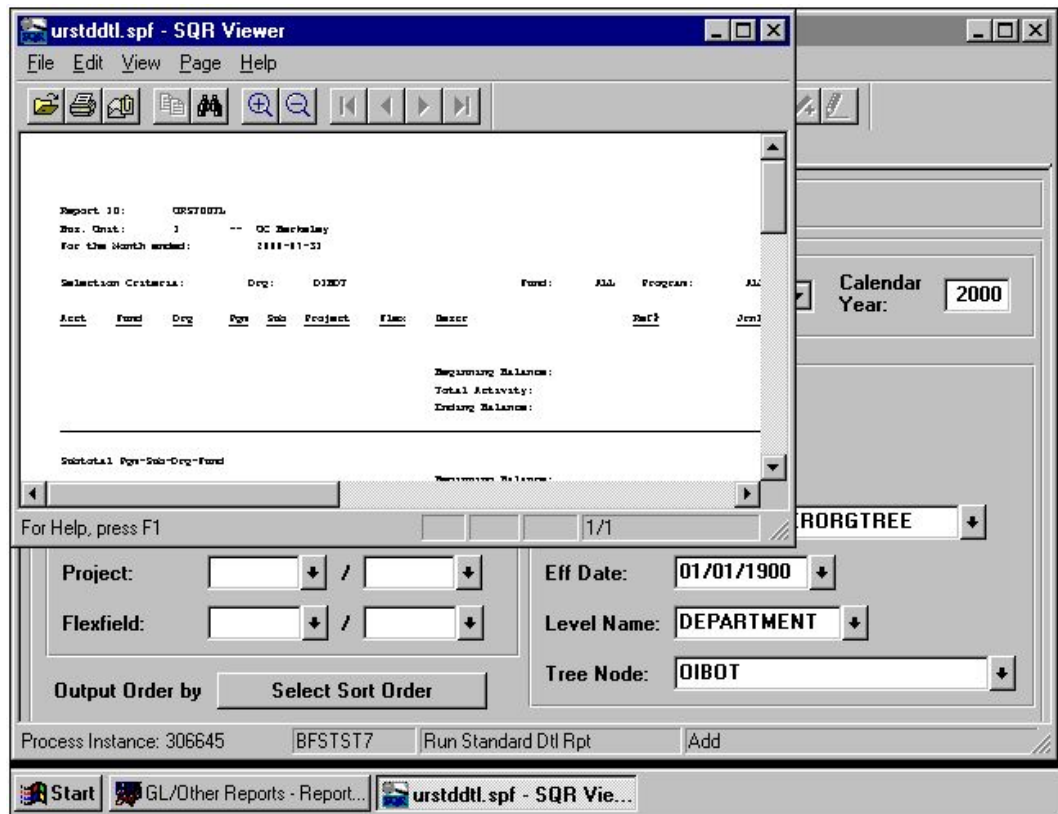
Step 16. Check the settings. In the **Output Destination** group box, click **File** if necessary, and in the **File/Printer** field, type “v:\temp\,” if necessary. For more information about the Process Scheduler, see Section 5 “Process Scheduler Request.”

Step 17. Click OK.

A minimized window for SQR appears in the bottom bar of your screen.



When the report has run, a window will appear with your results like this:



Step 18. You can now print the report  or magnify it on screen .


For more information on the SQR Viewer, see Section 5 “Process Scheduler Request.”


Step 19. To open this report in Excel, see Section 5 “Process Scheduler Request.”

Step 20. To close the SQR Viewer window, click the close button in the top right corner.

Section
5

Process Scheduler Request

Once you create your report parameters (i.e. fill in the fields for the Standard Detail or other report), click the **Run** icon  on the toolbar to launch the report

Note: You can save the parameters to your run control by clicking the **Save** icon.  However, the **Run** icon both saves your run control and launches your report.

When you click the **Run** icon, the **Process Scheduler Request** window opens.

SQR Reports

If this report is an SQR Report, the Process Type Description in the lower right will specify “SQR Report.”

Process Scheduler Request

Operator ID: BFSSMH Run Control ID: ENCUMB

Run Location: Client Server
 Server:

Output Destination: File Printer Window
 File/Printer:

Run Date/Time: Run Recurrence:
 Date:
 Time: Name:

Description	Name	Process Type Descr
Encumbrance Report	URENCUMB	SQR Report







The settings should be as follows:

- In **Run Location**, activate **Client**.
- Accept the default for the **Run Date/Time**.
- Ensure the report description is highlighted in the lower part of the window.
- If this is a new run control, the **Output Destination** in the upper right of the window will be **File** and the **File/Printer:** may be C:\TEMP\. Change this to V:\TEMP\. Be sure to include the trailing backslash. The **Output Destination** ensures the text file created by SQR reports will be saved to your workstation's local drive in the \Temp directory. So, it is very important to select the radio button **File**, and the **File/Printer:** should be **V:\TEMP**. This change will be stored with your Run Control ID, so you only have to make this change once per Run Control ID.
- Accept the default for **Run Recurrence**.

To save the settings and launch the report, click **OK**.

You only need to specify the Process Scheduler Request parameters once per run control, as the parameters are saved for the next time you run a report using this run control.

At the conclusion of the report run, the SQR Viewer will open and your report will appear on-screen. You can navigate the report for viewing on-line using the following toolbar icons and scrollbars:

	Sends the report to your local printer. No page setup is necessary.
	Zoom in or out for better readability in the viewer.
	Go to the first page of the report.
	Go to previous page.
	Go to next page.
	Go to the last page of the report.
Scroll bars	Use to navigate on a page.

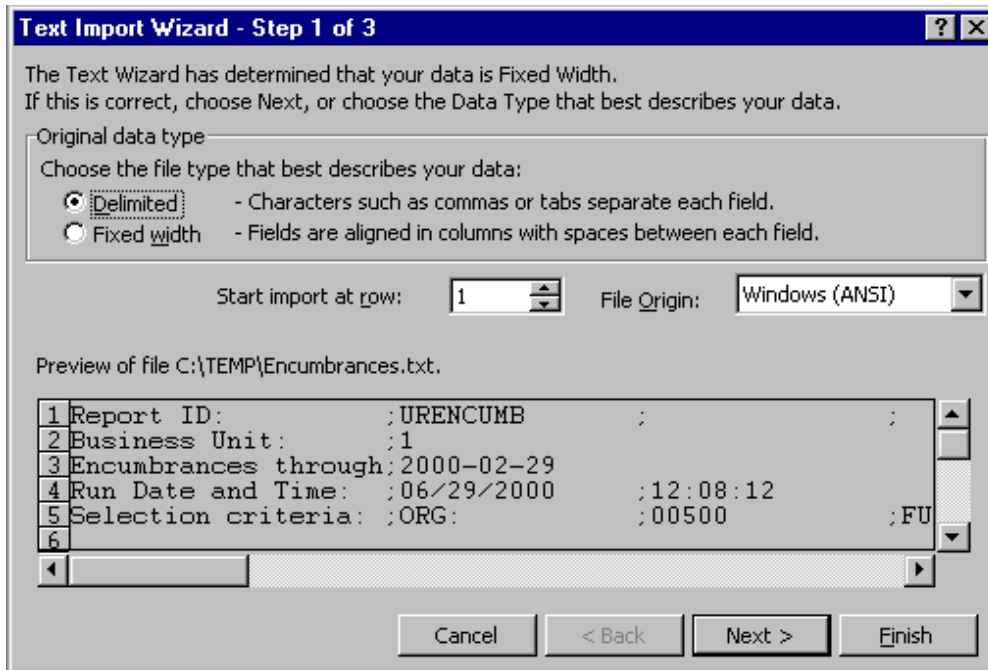
Files Created by the SQR Report Run

Each SQR report will write at least two files to the \Temp directory on your workstation. One of the files has the same name as the SQR with a .spf extension used by the SQR Viewer. The other is a .txt semi-colon-delimited file to be used for opening the report in Excel.

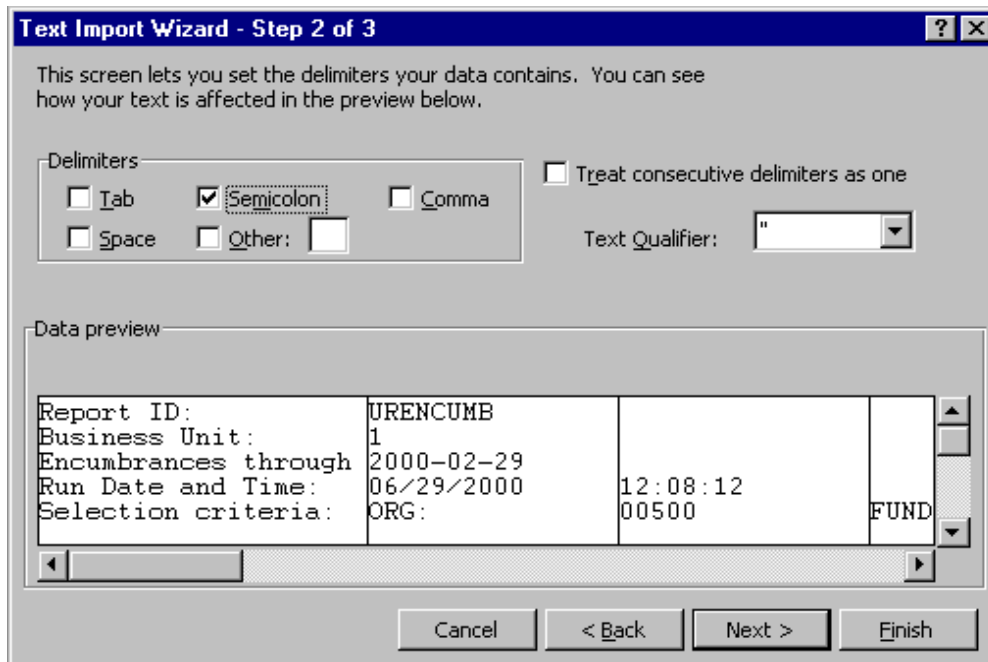
View the .txt file in Excel

Step 1. Launch Excel on your workstation and open the .txt file in Excel.

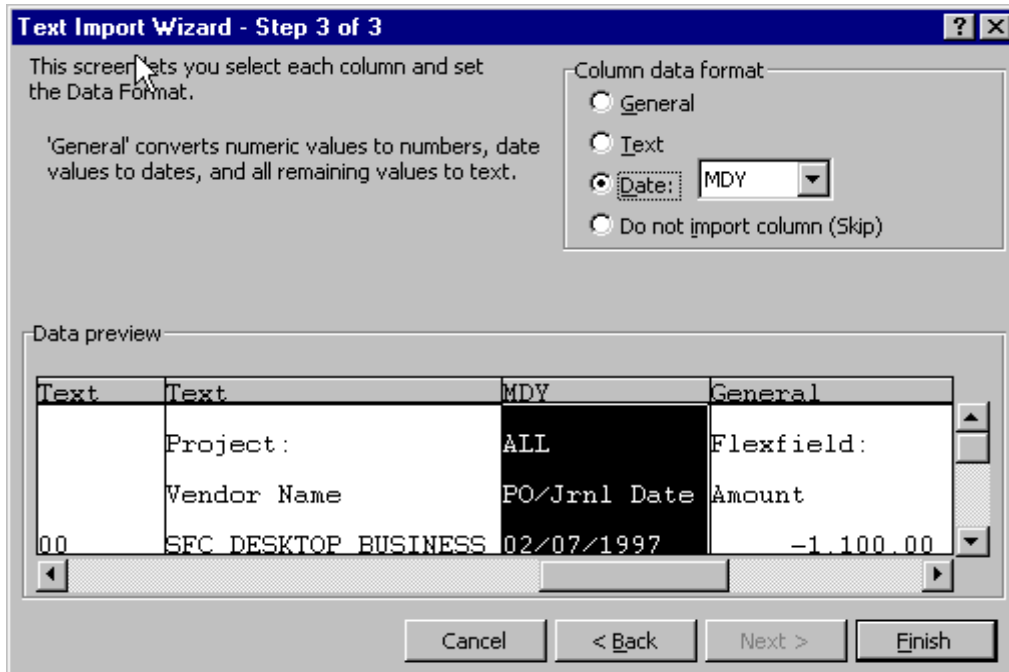
Step 2. Excel will start the Text Import Wizard. Choose the **Delimited** file type.



Step 3. Click **Next** and select **Semicolon** delimiter.



Step 4. Click **Next** and it is recommended you select a **Column data format** for each column. You will need to do that by highlighting one column at a time. It is recommended you use **text** format for all columns except dates (use **date** format) and dollar amounts (use **general** format).



For Crystal Reports

If this report is a Crystal Report, the Process Type Description in the lower right will specify "Crystal."

Process Scheduler Request

Operator ID: BFSSMH Run Control ID: CF_VALUES

Run Location
 Client Server
 Server:

Output Destination
 File Printer Window
 File/Printer:

Run Date/Time
 Date: 07/07/2000
 Time: 02:58:00 PM

Run Recurrence

 Name:

Description	Name	Process Type Descr
Project List by Dept Code	URPRJOR-	Crystal

The settings should be as follows:


- In **Run Location**, activate **Client**.
- Accept the default for the **Run Date/Time**.
- Ensure the report description is highlighted in the lower part of the window.
- For the **Output Destination** in the upper right of the window select **Window**.
- Accept the default for **Run Recurrence**.







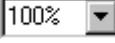

To save the settings and launch the report, click **OK**.

You only need to specify the Process Scheduler Request parameters once for this run control, as they will be saved for the next time you run a report using this run control.

After clicking **OK**, the Crystal icons   appear on the Citrix Server's taskbar.

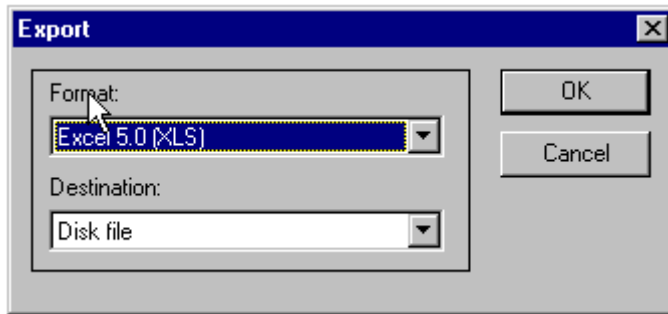
At the conclusion of the report run, the Crystal Report Viewer will open, and your report will appear on-screen. You can navigate the report for viewing on-line using the following toolbar icons and scrollbars:

	Sends the report to your local printer. No page setup is necessary.
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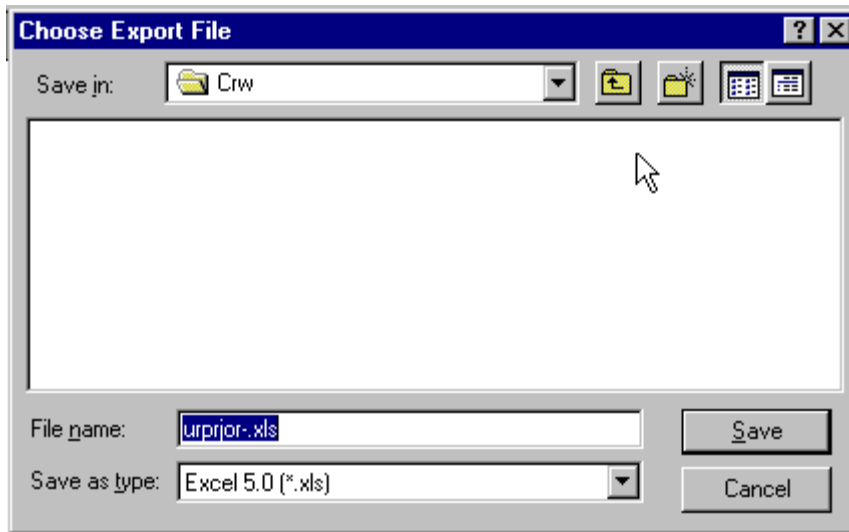
	Export the file to a spreadsheet program.
	Go to the first page of the report.
	Go to previous page.
	Go to next page.
	Go to the last page of the report.
Scroll bars	Use to navigate on a page.
	On the toolbar, shows you the page # you are currently on.
	Select the dropdown to select a zoom factor. This facilitates better viewing of the report on-screen.
	Shows the total number of rows returned in the results of the report.

View the Report in Excel

Step 1. Click the **Export** icon . The Export window appears.



Step 2. Choose the **Format** Excel 5.0 (XLS) and the **Destination** Disk file. Click **OK** and the following window appears:



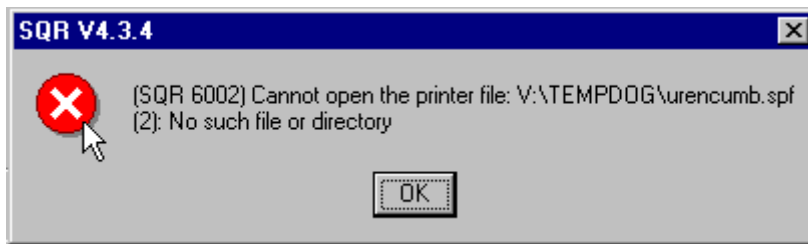
Step 3. Choose a location and a filename for the report. Your workstation will be the V: drive to the Citrix Server.

Step 4. Click **Save**.

Step 5. Open the file in Excel. No special formatting will be necessary.

Errors

When logging onto the Citrix Server, on rare occasion your workstation will not be properly assigned to the V:\ drive of the Citrix Server. When that happens, the report will run but will result in an error similar to the following at the conclusion of the report run. This same type of error will occur if you specify a directory that does not exist on your workstation's drive.



To remedy this, log off and log back on to the Citrix Server and back on to PeopleSoft. Your run control parameters were saved, so you can return to them in the Update/Display mode.

Separately, if your report is taking a long time to run, click once on the SQR item on the taskbar at the bottom of the screen. This may sometimes activate an error message box that was remaining minimized.