Overview

Introduction
This Job Aid describes five new BAIRS financial reports. The reports are based on existing BAIRS reports, but have added features to support C&G data and process changes that resulted from the July 2014 new BFS Contracts and Grants (C&G) module launch.

Security Access
All BAIRS users who currently have access to the original source reports can access the new reports.

Location
The new reports can be accessed from the Financial Reports top folder, “Folder 008-Modified Reports for C&G changes” and are titled with the suffix, “ModC&G.”

Items to Note
- The new report views that display data by account utilize the new BFS CGA account tree structure created to easily summarize accounts for reporting to sponsors. (Previous versions of the reports will remain available and will not utilize the new CGA account tree.)

- All new reports have at least one view that contains a new data column called Authorized Budget (sometimes referred to as “KK amount”). As of 7/1/14, funds that use the new C&G module will have their “authorized to spend” amounts reflected in this column, rather than in TempBudg.

- Authorized Budget definition: Represents the maximum amount as stated in the signed agreement/contract that could be spent on the project. This amount is commonly known as the “budget”. A project may have a total budget amount for multiple years. A sponsor may authorize spending this amount in increments (i.e. year 1, 2, etc.).

- Authorized Budget will use department expense account ChartStrings (and, in limited cases, fund balance accounts), but will not be used with revenue accounts (i.e. Revenue is not included in Authorized Budget). Accordingly:
  - To compare Authorized Budget to Actuals:
    - Do not include revenue accounts in either the Account dropdown list or range parameters.
  - To compare Revenue to Expenses:
    - Focus on the Actuals column. Ignore the Authorized Budget column and any Balance columns, which add Authorized Balance to Actuals.
  - One of the new reports, “GL Dept Fund Sum All Curr Funds ModC&G,” is designed to ensure Authorized Budget and Revenue are not used together.
    - Note: When using any of the other four reports, be thoughtful about the selected account parameters and the appropriate way to use and interpret the data returned for Authorized Budget, Revenue, and Balances.
The following small number of funds will not use Authorized Budget or be included in the new BFS C&G module. They will continue to use TempBudg and will be displayed in the new reports in the TempBudg column:

- **Current C&G funds:**
  - Financial Aid Funds: ranges 23490-23548, 23601-23603, and 33980-33990
  - Federal Appropriation Funds: ranges 21000-21099 and 33870-33899

- **Plant funds:**
  - Reserves for Renewal and Replacement: range 76000-76999
  - Unexpended Plant for capital projects: range 00300-01599

In order to better organize the financial reports in BAIRS due to the addition of the new reports, we have renamed one of the BAIRS financial folders. The reports in this folder can continue to be run for many purposes, but these reports do not contain the new 'Authorized Budget' data so should not be used for Budget C&G reporting from FY14-15 on (instead, we recommend you use the new folder for this purpose).

- **Changed from:** 010. FY13 and Later - All Current Funds
- **Changed to:** 010. FY13 and FY14 - All Current Funds

### How your FY14-15 C&G data appears: Data Conversion details

- All BFS data conversion entries were done in FY14-15, most in July (Period 1).
- No transactions related to the C&G implementation were recorded in FY13-14
- You may notice some conversion entries in your July (Period 1), FY14-15 BAIRS reporting as follows:
  - In Actuals and Encumbrances: An “in and out” entry to zero out expenses, and then reinstate them with the addition of the PC chartfields to the original chartstring. The entries will appear identical in your BAIRS reports, just with reversed signs, since the reports do not yet contain these new fields.
  - TempBudg balances for most C&G funds were zeroed out in the TempBudg ledger and moved to the Commitment Control ledger, displayed in the new BAIRS reports as 'Authorized Budget'. **TempBudg will no longer be used for these funds going forward.**
- Most conversion entries, most notably in Revenue, reversed inception to date activity and restated it in FY14-15. Therefore, in year FY14-15 reporting may contain some inception to date activity. While this may make FY14-15 data more difficult to understand, data should be more accurately reflected for future years.

### Additional Content Overview

- **BAIRS Login and New Directory Structure** page 3
- **GL Customer Report Fund 9col All Curr Funds ModC&G** pages 4-5
- **GL Dept Fund Sum All Curr Funds ModC&G** pages 6-7
- **GL Detail Expanded All Curr Funds ModC&G** pages 8-9
- **GL Sum by Chartfields ModC&G** pages 10-11
- **GL Sum Monthly Expense ModC&G** pages 12-13

### Questions

If you have any questions, please email bfsairs@berkeley.edu.
BAIRS Login

Login to BAIRS (as you normally would):

**Recommended:**
- Citrix
  a) New Citrix Users: [https://kb.berkeley.edu/page.php?id=38362](https://kb.berkeley.edu/page.php?id=38362)
  b) Existing Citrix Users: [https://citrix.berkeley.edu/vpn/index.html](https://citrix.berkeley.edu/vpn/index.html)

**Additional:**
- RDP
  BAIRS Remote Application (RDP): [https://berkeley.edu/bairs-remote-application](https://berkeley.edu/bairs-remote-application)

**Additional:**
- Direct Browser
  Using Internet Explorer 8 (IE8): [http://rptportal.berkeley.edu/](http://rptportal.berkeley.edu/)

New Directory Structure

The BAIRS Financial Reports directory structure has been modified to include a new folder titled, “Modified Reports for C&G Changes” that contains the five new reports.
Report Name: GL Customer Report Fund 9col All Curr Funds ModC&G

Purpose:
To provide detail and summary views like the current Customer report, while incorporating the new Authorized Budget Field.

Report Description:
Detail and summary Customer report with Authorized Budget. Reports All Current funds, including C&G. Dept Rev account drop down option excludes C&G fund revenue. Run for FY13 forward.

Specifications:
- Modified GL Customer Rpt Fund 9col All Curr Funds report
- Reports both non-C&G and C&G funds
- Includes new Authorized Budget field
- Can be run for FY13-on to incorporate the FY13 BFS changes for non-C&G funds
- Account Selection Criteria Notes:
  - Range/Value List: If revenue accounts are included, ending balances on most C&G funds are invalid since the Actuals column contains revenue and Authorized Budget does not.

Report Views:
- Detail and Summary
  - By Fund
  - By Fund - Chartfield 1
  - By Fund - Chartfield 2
### BAIRS Contracts and Grants Reports

**Sample Report:** (includes TempBudg/Authorized Budget conversion entries)

**Report View:** Detail

#### C&G Funds

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Description</th>
<th>Authorized Budget</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
</tr>
</thead>
<tbody>
<tr>
<td>191202607170</td>
<td>General Supplies</td>
<td>7872.00</td>
<td>6360.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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<tr>
<td>191202607171</td>
<td>General Supplies</td>
<td>7872.00</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>191202607172</td>
<td>General Supplies</td>
<td>7872.00</td>
<td>6360.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
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</tr>
</tbody>
</table>

**Report View:** Summary

#### C&G Funds

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Description</th>
<th>Authorized Budget</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
<th>Authorized</th>
<th>TempBudg</th>
</tr>
</thead>
<tbody>
<tr>
<td>191202607170</td>
<td>General Supplies</td>
<td>7872.00</td>
<td>6360.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>191202607171</td>
<td>General Supplies</td>
<td>7872.00</td>
<td>6360.00</td>
<td>0.00</td>
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<td>0.00</td>
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</tr>
<tr>
<td>191202607172</td>
<td>General Supplies</td>
<td>7872.00</td>
<td>6360.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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**NOTE:** Credits are displayed as negative numbers and debits as positive. For example, a positive budget or balance of $10,000 is displayed as $10,000.
Report Name: GL Dept Fund Sum All Curr Funds Mod C&G

Purpose:
To provide a report for use by Unit/Dept Managers to enable monitoring of C&G and non-C&G funds in single report (“By CalPlanning Fund Hierarchy – Budget and Actuals” view) and to highlight and facilitate the review of funds in deficit (“By CalPlanning Fund Hierarchy – Actuals Only” view).

Report Description:
Budget & Actuals view: For use by Unit/Dept Mngrs to enable monitoring of C&G and non-C&G funds in a single report. Actuals only view: To facilitate review and highlight funds in deficit. Reports all Current funds including C&G. Run for FY15 forward.

Specifications:
- Modified GL Department Fund Summary All Curr Funds report
- Reports both non-C&G and C&G funds
- Can be run for FY15-on to incorporate the FY15 BFS changes for C&G funds
- A new Primary PI column has been added (this field is an attribute on fund)

Report Views:
- **By CalPlanning Fund Hierarchy - Budget and Actuals**
  - Fund summary report reflecting budget vs. actuals
  - Includes new Authorized Budget field
  - Suppressed data (grey box):
    - A grey box appears in the output view to suppress the Authorized Budget and TempBudg amounts for non-C&G funds, since revenue and operating transfer account balances are being shown.
    (Note: Non-C&G fund budgets for cost sharing will not be reflected in this report.)
    - A grey box appears in the C&G funds Revenue and Operating Transfers to suppress revenue for C&G funds because Authorized Budget is being shown.

- **By CalPlanning Fund Hierarchy – Actuals Only**
  - Fund summary report reflecting actuals only
BAIRS Contracts and Grants Reports

Sample Report:

Report View: Budget & Actuals

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Fund Dept</th>
<th>Primary PI</th>
<th>Authorized Budget</th>
<th>Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>F0100</td>
<td>PERSONAL CONTRACT GRANT OVER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>UNRESTRICTED FUNDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>TOTAL UNRESTRICTED FUNDS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Budget Amount

Actuals

Total Level 4 Unrestricted: 0 0 385 385 -87,408 0 -87,023 0 -87,022

Actuals C&G 1/1/10 to date. Actuals Non-C&G 1/1/10 to date. Budget Amount for Non-C&G Funds is suppressed because not shown is included here but is alsogerated in Operating Transactions in Actuals. Budget amount avoids double counting.

Revenue and Operating Transfers for C&G Funds are suppressed because Authorized Budget is shown. Including both Revenue and Authorized Budget amount in the same report would overstate resources.

Report View: Actuals only

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>F0100</td>
<td>PERSONAL CONTRACT GRANT OVER</td>
<td>0.00</td>
<td>0.00</td>
<td>385.32</td>
<td>385.32</td>
<td>-87,408.12</td>
<td>0.00</td>
<td>-87,023.60</td>
<td>0.36</td>
<td>-87,022.44</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNRESTRICTED FUNDS</td>
<td>0.00</td>
<td>0.00</td>
<td>385.32</td>
<td>385.32</td>
<td>-87,408.12</td>
<td>0.00</td>
<td>-87,023.60</td>
<td>0.36</td>
<td>-87,022.44</td>
<td></td>
</tr>
</tbody>
</table>

Total Level 4 Unrestricted: 0.00 0.00 385.32 385.32 -87,408.12 0.00 -87,023.60 0.36 -87,022.44

TOTAL Non C&G Funds 0.00 0.00 385.32 385.32 -87,408.12 0.00 -87,023.60 0.36 -87,022.44

Actuals C&G 1/1/10 to date. Actuals Non-C&G 1/1/10 to date.
Report Name: GL Detail Expanded All Curr Funds ModC&G

Purpose:
To provide a report with transaction-level detail that includes new Authorized Budget field and full chartstring.

Report Description:
The report displays transaction-level detail, including POs, Reqs, Vouchers, and Journals. When a feeder system (like CARS) passes multiple entries per chartstring to BFS, this report will display each entry separately.

Specifications:
- GL Detail Expanded report
- Reports both non-C&G and C&G funds
- Includes new Authorized Budget field. Also includes new Project Activity Number and Project Number fields.
- Account Selection Criteria Notes:
- Range/Value List: If revenue accounts are included, ending balances on most C&G funds are invalid since the Actuals column contains revenue and Authorized Budget does not.

Report Views:
- Detail and Summary
  - By Chartfield 2, Dept ID, Fund, Chartfield 1
  - By Chartfield 2, Fund, Dept ID, Chartfield 1
  - By Fund, Dept ID, Chartfield 2, Chartfield 1
  - By Dept ID, Fund, Chartfield 1, Chartfield 2
### BAIRS Contracts and Grants Reports

#### Sample Report:

**Report View:** Detail

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### GL Detail Expanded All Funds Report ModC&G

<table>
<thead>
<tr>
<th>Type</th>
<th>Amt</th>
<th>Date</th>
<th>Description</th>
<th>Auth_Bgt</th>
<th>Actuals</th>
<th>Over/Under</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td></td>
<td>Beginning Balance</td>
<td>0.00</td>
<td>0.00</td>
<td>-900.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.00</td>
<td></td>
<td>Total Activity</td>
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<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.00</td>
<td></td>
<td>Ending Balance</td>
<td>0.00</td>
<td>0.00</td>
<td>-900.00</td>
<td></td>
</tr>
</tbody>
</table>

### Chartfield 2 - (Blank) Dept C

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amt</th>
<th>Date</th>
<th>Description</th>
<th>Auth_Bgt</th>
<th>Actuals</th>
<th>Over/Under</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>300000</td>
<td>Beginning Balance</td>
<td>0.00</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>30.67</td>
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<td></td>
<td>Total Activity</td>
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<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</tr>
<tr>
<td></td>
<td>Ending Balance</td>
<td>0.00</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>30.67</td>
<td></td>
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</tbody>
</table>

### Chartfield 2 - (Blank) Dept C

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amt</th>
<th>Date</th>
<th>Description</th>
<th>Auth_Bgt</th>
<th>Actuals</th>
<th>Over/Under</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>122011</td>
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<td></td>
<td>0.00</td>
<td>0.00</td>
<td>-174,123.41</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Activity</td>
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<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ending Balance</td>
<td>0.00</td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>-174,123.41</td>
<td></td>
</tr>
</tbody>
</table>

### Chartfield 2 - (Blank) Dept C

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amt</th>
<th>Date</th>
<th>Description</th>
<th>Auth_Bgt</th>
<th>Actuals</th>
<th>Over/Under</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>502111</td>
<td>Beginning Balance</td>
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<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>913.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Payroll</td>
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<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>2,224.68</td>
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<td>Payroll</td>
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<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>1,998.62</td>
<td></td>
</tr>
</tbody>
</table>

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*BAIRS | Job Aid*
Report Name: GL Sum by Chartfields ModC&G

Purpose:
To provide a more summarized view of data by Chartfields to more easily highlight overall fund activity by summarizing Budget and Actual expenses and Fund Balances. Run options exclude program code.

Report Description:
Summarized view of data by Chartfields to more easily highlight overall fund activity. Dept Rev account drop down option excludes C&G fund revenue. Reports All Current funds, including C&G. Run for FY13 forward.

Specifications:
- Sum by Four and Sum by Five views: Modified GL Sum By Five Chartfields All Curr Funds report
- Sum by Full Chartstring view: Modified GL Sum Full Chartstring By Fund report
- Reports both non-C&G and C&G funds
- Includes new Authorized Budget field. Sum by Full Chartstring view also includes new Project Activity Number and Project Number fields.
- Can be run for FY13-on
- All views here are available with global access to all DeptIDs/Orgs rather than restricted based on usual BAIRS DeptID/(org) security limitations.
  - Given the security implication, users may wish to include DeptID in queries when desired results are to limit by DeptID or unit.
- Account Selection Criteria Notes:
  - Range/Value List: If revenue accounts are included, ending balances on most C&G funds are invalid since the Actuals column contains revenue and Authorized Budget does not.

Report Views:
- **Sum By Four**
  - By Dept ID, Fund, Chartfield 1, Chartfield 2
  - By Chartfield 2, Fund, Chartfield 1, Dept ID
  - By Fund, Dept ID, Chartfield 2, Chartfield 1
- **Sum By Five**
  - By Dept ID, Fund, Chartfield 1, Chartfield 2, Program Code
  - By Chartfield 2, Fund, Chartfield 1, Dept ID, Program Code
  - By Fund, Dept ID, Chartfield 2, Chartfield 1, Program Code
- **Sum by Full Chartstring**
  - By Fund
### BAIRS Contracts and Grants Reports

#### Sample Report:

**Report View:** Sum by Four

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Fund</th>
<th>Chartfield 1</th>
<th>Chartfield 2</th>
<th>Authorized Budget</th>
<th>Temp Budget</th>
<th>Transference to Date Actuals</th>
<th>Encumbrances &amp; Pre-Encumbrances</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>25014</td>
<td>MEZNA</td>
<td>-15,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>-15,500.00</td>
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<td>77610</td>
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<td></td>
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</tr>
<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>-194,479.00</td>
</tr>
</tbody>
</table>

**Grand Total:**
-194,479.00

*Most Contract and Grants funds will reflect transference to date actuals while non-Contract and Grants funds will reflect year to date.

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**Report View:** Sum by Full Chartstring

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Fund</th>
<th>Chartfield 1</th>
<th>Chartfield 2</th>
<th>Project</th>
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*Note: Contract and Grants funds will reflect transference to date actuals while non-Contract and Grants funds will reflect year to date.

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**Report View:** Sum by Full Chartstring

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<th>Fund</th>
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*Note: Contract and Grants funds will reflect transference to date actuals while non-Contract and Grants funds will reflect year to date.
Report Name: GL Sum Monthly Expense ModC&G

Purpose:
To provide a monthly expense report that includes new Authorized Budget field by showing monthly breakdown of Budget vs. Actual data.

Report Description:
Monthly expense report that includes Authorized Budget. Actuals broken out by month. Reports C&G funds only. Run for FY01 forward.

Specifications:
- Modified GL Sum Monthly Expense report
- Reports C&G funds only
- Includes new Authorized Budget field
- Can be run for FY01-on

Account Selection Criteria Notes:
- Range/Value List: If revenue accounts are included, ending balances on most C&G funds are invalid since Actuals columns contain revenue and Authorized Budget does not.

Report Views:
- Detail and Summary
  - By Dept ID
  - By Fund
  - By Chartfield 2
# BAIRS Contracts and Grants Reports

## Sample Report:

### Business Unit: 1 - UC Berkeley

**As of: July 2014**

### GL Sum Monthly Expense ModC&G

#### Summary by Dept ID

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Budgeted Amount</th>
<th>Temp budget</th>
<th>Prior Year</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
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<th>DEC</th>
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</table>

**If including revenue accounts in the Selection Criteria using Range or Value List, ending balances on cost & grants funds are invalid since the Actuals column contains revenue and Authorized Budget does not.**

---

**Report View:**

- **Detail**
- **Summary**

---

### Business Unit: 1 - UC Berkeley

**As of: July 2014**

### GL Sum Monthly Expense ModC&G

#### Summary by Dept ID

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**Report View:**

- **Detail**
- **Summary**

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**Berkeley University of California**

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Page 13 | Page