

BARS Job Aid

1. Log into BARS at <https://apps.beckman.illinois.edu/BARS/>.



2. Click on Financial Reporting to see all active (A) funds associated with you divided into 3 categories:

- Non-Grants (State, ICR, Gift, and Plant) CFOP Accounts
- Grants CFOP Accounts (including Cost Share)
- Revenue (Self-Supporting) CFOP Accounts

To see accounts that are inactive (frozen-F and deleted-D), click on “show all” in the appropriate account reporting section.

Non-Grants CFOP Accounts

Show All

	C	F	O	P	Index	LinkedIndex	Status	Title
<input type="checkbox"/>	1	621254	392028		191100	392607	A	GENERAL MOTORS
<input type="checkbox"/>	1	200250	392016		392184	392286	A	ICR

Grants CFOP Accounts

Show All

	C	F	O	P	Index	LinkedIndex	Status	Title
<input type="checkbox"/>	1	200250	392029		392357	A3118	A	A3118-Grant Match Lyding
<input type="checkbox"/>	1	487664	392030		191100	A20361	A	Navy N00173-10-1-G-017
<input type="checkbox"/>	1	480803	392030		191100	AE9981	A	AE998 392 NH 1 UG3 OD023727-01
<input type="checkbox"/>	1	480616	392030		191100	AE8641	A	AE864 392 NH 1 R01 CA213149A BOPPART-PS-OCT
<input type="checkbox"/>	1	480059	392030		191100	AE4311	A	AE431 392 R21 MH112578 A
<input type="checkbox"/>	1	489179	392030		191100	A31181	A	392 NAVY SUB NU SP0004324PROJ00014
<input type="checkbox"/>	1	489177	392030		191100	A31182	A	392 NAVY SUB NU SP0004324PROJ00014

Revenue CFOP Accounts

Show All

	C	F	O	P	Index	LinkedIndex	Status	Title
<input type="checkbox"/>	1	303485	392013		392401		A	DOIL - Diffusive Optical Tomography

Select Expense From

Current FY through Yesterday

Current FY through Period Ending 05/31/2018

Inception to Today

From: To: 05/31/2018

Generate Non-Grants Report

Select Report Type

Select Expense From

Current FY through Yesterday

Current FY through Period Ending 05/31/2018

Inception to Today

From: To: 05/31/2018

Generate Grants Report

Select Report Type

Select Expense From

Current FY through Yesterday

Current FY through Period Ending 05/31/2018

Inception to Today

From: To: 05/31/2018

Generate Revenue Report

3. Sort accounts (by Chart, Fund, Org, Program Code, etc.) by clicking on the arrows in the column headings.

Select accounts by clicking in the boxes on the left, or click in the box in the blue-shaded area to select all accounts in the category.

Choose the report type and desired time frame.

Non-Grants (State, ICR, Gift, and Plant) CFOP Accounts

Customer CFOP Financial Reports

Non-Grants CFOP Accounts

Show All

	C	F	O	P	Index	LinkedIndex	Status	Title
<input checked="" type="checkbox"/>	1	200250	392016	392169	392271		A	ICR - COHEN
<input type="checkbox"/>	1	200250	392001	392001	392001		A	ICR BI ADMINISTRATION

Select Report Type

Expense Detail

Select Expense From

Current FY through Yesterday

Current FY through Period Ending

Inception to Today

From: To:

Generate Non-Grants Report

Select Report Type

Click on the drop-down arrow and select a report.

- **Expense Detail:** Includes all details for expenses and obligations and the total for each account code.
- **Expense Summary:** Shows totals for budget, expense, and obligation categories.
- **Balance Summary:** Shows totals for budget, expenses, and obligations including the most recent month and year-to-date amounts.
- **Balance Summary and Detail:** Creates Balance Summary and Expense Detail Reports. (This report most closely mirrors the financial statements you previously received.)

Select Time Period

Choose the time period, changing dates in boxes as needed to get desired result.

To run a report for a previous fiscal year, please choose "FY Through Period Ending [Date]", and enter 6/30/202X.

Create Report

After all selections have been made, click on **Generate Non-Grants Report**. Use the icons across the top of the page to go to another fund and to save (as Excel, PDF, or Word) or to print reports.

Grant CFOP Accounts

Grants CFOP Accounts

Show Active Only

	C	F	O	P	Index	LinkedIndex	Status	Title
<input type="checkbox"/>	1	200250	392029	392357	A3118		A	A3118-Grant Match Lyding
<input checked="" type="checkbox"/>	1	487664	392030	191100	A20361		A	Navy N00173-19-1-G-017
<input type="checkbox"/>	1	480803	392030	191100	AE9981		A	AE998 392 NIH 1 UG3 OD023727-01
<input type="checkbox"/>	1	480616	392030	191100	AE8641		A	AE864 392 NIH 1 R01 CA213149A.BOPPART-PS-OCT
<input type="checkbox"/>	1	480059	392030	191100	AE4311		A	AE431 392 R21 MH112578 A
<input type="checkbox"/>	1	489179	392030	191100	A31181		A	392 NAVY SUB NU SP0004324PROJ00014
<input type="checkbox"/>	1	489177	392030	191100	A31182		A	392 NAVY SUB NU SP0004324PROJ00014
<input checked="" type="checkbox"/>	1	489176	392030	191100	A31183		F	392 NAVY SUB NU SP0004324PROJ00014

Select Report Type

Select Expense From

Current FY through Yesterday

Current FY through Period Ending

Inception to Today

From: To:

Generate Grants Report

Select Report Type

Click on the drop-down arrow and select a report.

- **Expense Detail:** Details of all expenses and obligations in the selected time frame.
- **Expense Summary:** Expenses grouped by major expense category in selected time frame.

- Balance Summary: Inception to date summary of budget vs. expenses and obligations for current month and inception to date and balance of each budget category.
- Balance Summary and Detail: Balance summary plus details of all expenses. (This report most closely mirrors the financial statements you previously received.)
- Linked Balance Summary: Summary of all funds linked to a specific grant code (including grant match) followed by break down of each associated fund.

Select Time Period

Choose the reporting period adding dates as necessary to filter results.

Create Report

After all selections have been made, click on **Generate Grants Report**. Use the icons across the top of the page to go to another fund and to save (as Excel, PDF, or Word) or to print reports.

Reports will open in a new window with a separate page for each fund selected.

Revenue (Self-Supporting) CFOP Accounts

Revenue CFOP Accounts

	C	F	O	P	Index	LinkedIndex	Status	Title
<input type="checkbox"/>	1	301591	392011	392136	392336		A	BECKMAN CAFETERIA 40

Select Report Type

Select Expense From

Current FY through Yesterday

Current FY through Period Ending 05/31/2018

Inception to Today

From: To: 05/31/2018

Generate Revenue Report

Select Report Type

Click on the drop-down arrow and select a report.

- Expense Detail: Includes all details for expenses and obligations and the total for each account code.
- Revenue Summary: Includes monthly totals for revenue, expenses, and obligations.

Select Time Period

Choose the time period, changing dates in boxes as needed to get desired result.

To run a report for a previous fiscal year, please choose "FY Through Period Ending [Date]", and enter 6/30/202X.

Create Report

After all selections have been made, click on **Generate Revenue Report**. Use the icons across the top of the page to go to another fund and to save or print reports.