

BEARS Reports

This lesson will provide a conceptual overview of the Reports module in the BEARS system.

Key Notes:

- BEARS provides a number of canned reports so that you can verify adjustments both before and after submitting your budget request to F&A Division of Budget.
- The BEARS system contains the following reports:
 - **Adjustment Detail:** Shows an individual adjustment, broken down by account code and allotment code.
 - **Adjustment Summary:** Displays all adjustments created within a group. Report can be filtered to show only adjustments of a specific classification.
 - **Base Request Detail:** Displays baselines and any adjustments made to actual year, estimated year, and base year for each allotment code.
 - **Base Request Summary:** Shows the expenditure totals for a department, broken down by allotment code.
 - **Budget File:** Displays agency expenditures, revenues, and total positions for actual, estimated, and base years by allotment code. This report appears in the Budget Document.
 - **Cost Increases and Reductions:** Shows all agency cost increases and/or base budget reductions with descriptions.
 - **Expenditures by Object:** Displays totals by object code for actual year, estimated year, base year, cost increases, and recommended budget. This report shows totals for each allotment code, as well as a total for the entire department. This report appears in the “white book”.
 - **Transmittal Letter:** Summarizes the departmental totals for expenditures, revenues, and positions for the submitted budget request.
- Reports are filtered by security level, meaning a user only has the ability to view agencies/allotment codes that he or she has been approved for.

BEARS Reports

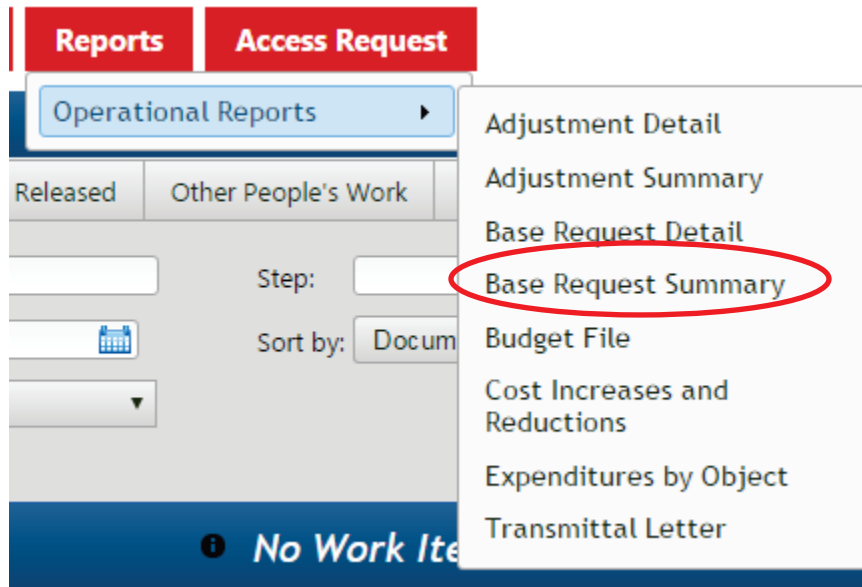
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How Do You Run A Report In BEARS?

While each report requires the selection of different parameters, most can be run intuitively after you have run one. If you have any questions about which variables to select for your report, please contact your F&A Budget Analyst.

1. Go to the **Reports** tab, hover over **Operational Reports**, and then select your desired report.

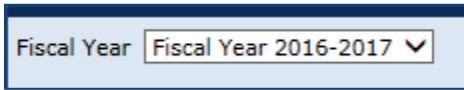


2. A new tab will open with multiple drop-down selections. If a new tab does not appear, check the tabs that are already open.

	Department of	BEARS
	Finance & Administration	Budget Entry Analysis & Reporting System
Fiscal Year	<Select a Value>	Version
Agencies		Allotments
Revenues		Statuses
Groups		

3. Select the Fiscal Year.

Note: Fields will only become available once the prior field is selected.

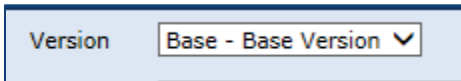


A screenshot of a web form showing a dropdown menu for 'Fiscal Year'. The selected option is 'Fiscal Year 2016-2017'.

4. Select the Version of the report.

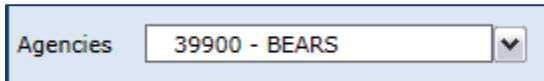
For the Budget Request phase, please choose **Base – Base Version**.

Note: Other versions (Work Program, etc.) will appear later. For now, Version defaults to Base.



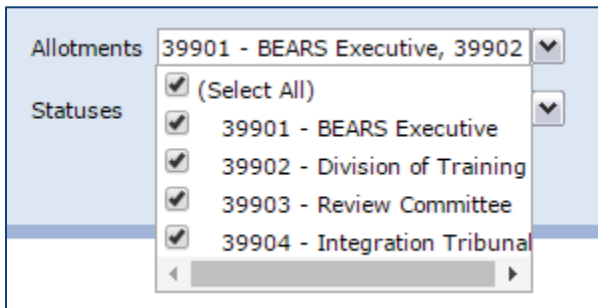
A screenshot of a web form showing a dropdown menu for 'Version'. The selected option is 'Base - Base Version'.

5. Select your agency.



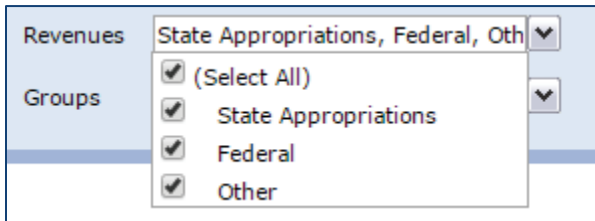
A screenshot of a web form showing a dropdown menu for 'Agencies'. The selected option is '39900 - BEARS'.

6. Select which allotment code(s) you want to include in the report. For reports that feature data for the entire department, choose **(Select All)**.



A screenshot of a web form showing a multi-select dropdown menu for 'Allotments'. The selected options are '(Select All)', '39901 - BEARS Executive', '39902 - Division of Training', '39903 - Review Committee', and '39904 - Integration Tribunal'.

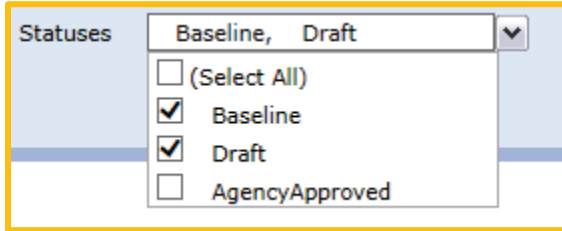
7. In the Revenues field you can select one or a combination of the following options:
- State Appropriations – Includes general fund and dedicated state dollars
 - Federal
 - Other— Includes interdepartmental, current services and all other revenue account codes.



The image shows a screenshot of a software interface. On the left, there are two labels: 'Revenues' and 'Groups'. To the right of 'Revenues' is a dropdown menu that is currently open, displaying the text 'State Appropriations, Federal, Oth'. Below this dropdown is a list of four items, each with a checked checkbox: '(Select All)', 'State Appropriations', 'Federal', and 'Other'. To the right of the list is another dropdown arrow.

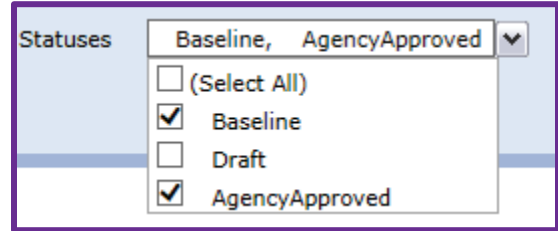
8. Select the status(es) for the report. The Status field allows you to filter reports based on an adjustment's stage in the approval process. This is helpful when creating scenarios for your FY18 budget request submission to F&A Division of Budget. You can select one or a combination of the following:
- Baseline** – Expenditure, revenue, and position totals from the previous year's recurring work program. The system will select this status by default, however you can uncheck it if you wish to see the FY18 adjustments as a stand-alone.
 - Draft** – Adjustments that are in the agency's workflow steps (Delegate and Central Office).
 - Agency Approved** – Adjustments that have been sent to the F&A workflow step. These are considered a "final submission" by the agency. If changes need to be made after submitting to the F&A workflow step, please call your F&A Budget Analyst to send the adjustment back down the workflow to the Central Office step.

When running reports to view the adjustments you created for the FY18 budget request against the FY17 budget, you will need to select the **Baseline** status plus one of either **1) Draft** or **2) Agency Approved** statuses.



A screenshot of a 'Statuses' dropdown menu. The dropdown is open, showing a list of options: '(Select All)', 'Baseline', 'Draft', and 'AgencyApproved'. The 'Baseline' and 'Draft' options are checked with black checkmarks. The dropdown menu is highlighted with a yellow border.

OR



A screenshot of a 'Statuses' dropdown menu. The dropdown is open, showing a list of options: '(Select All)', 'Baseline', 'Draft', and 'AgencyApproved'. The 'Baseline' and 'AgencyApproved' options are checked with black checkmarks. The 'Draft' option is unchecked. The dropdown menu is highlighted with a purple border.

Select when you want to view your baseline plus adjustments at the "Draft" stage. These are adjustments that have *not yet been submitted* to F&A.

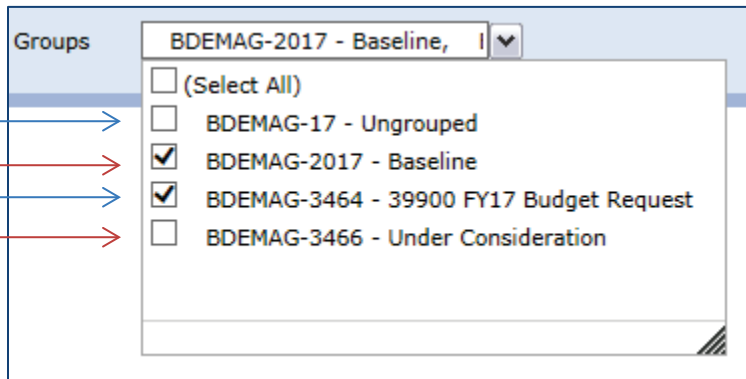
Select when you want to view your baseline plus adjustments at the "Agency Approved" stage. These are adjustments that *have been submitted* to F&A.

Note: Do not select both Agency Approved and Draft statuses. The numbers that are generated in the report will not be accurate.



A screenshot of a 'Statuses' dropdown menu, crossed out with a large orange 'X'. The dropdown is open, showing a list of options: '(Select All)', 'Baseline', 'Draft', and 'AgencyApproved'. All three options ('Baseline', 'Draft', and 'AgencyApproved') are checked with black checkmarks. The dropdown menu is highlighted with an orange border.

9. Pick the groups you wish to view in the report. The Groups field has a drop-down list that includes the default adjustment groups and all of the adjustment groups that were created in the Managing Adjustment Groups (BDEMAG) module. *Note: See the training guide on Adjustment Groups for more details on how to create groups.*



The two default groups are 1) Ungrouped and 2) Baseline.

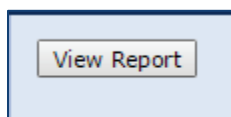
- 1) Ungrouped is a catch-all group that contains all adjustments that have not been placed in another group.
- 2) Baseline contains all adjustments that were necessary to get the rolling baseline.

You must select the Baseline group to include baseline adjustments. Simply selecting the Baseline status will not work. However, if you only wish to view adjustments that have been created against the baseline and not the baseline itself, unselect the Baseline group.

All other groups that appear in the drop-down menu were created in the Managing Adjustment Groups (BDEMAG) module.

- 1) "FY17 Budget Request" includes all the adjustments to send to the F&A workflow step for the FY17 Budget Request.
- 2) "Under Consideration" includes all the adjustments that do not have a final decision for the FY17 Budget Request.

10. Click the **View Report** button on the right side of the page once you've filled out these fields.



What Does Each Report Look Like?

A) Adjustment Detail

The Adjustment Detail report displays the financial and position details for an individual adjustment, broken down by allotment code and account code.

Note: Only the object and revenue codes affected by the adjustment will be displayed on the report.

		Adjustment Detail BDEADJ-3461					User: NETIAGBUD103
Agency: 39900 - BEARS Title: Increased Collections Classification: Other Status: Draft		PY 2014-2015		CY 2015-2016		BY 2016-2017	
		Document	Recurring	One-Time	Recurring	One-Time	BY Impact
39902 - Division of Training							
Operational							
70800 - Professional Services 3rd Party		0	200,000	0	100,000	0	300,000
Total Operational		0	200,000	0	100,000	0	300,000
Total Expenditure		0	\$200,000	\$0	\$100,000	\$0	\$300,000
Revenue							
68080 - Current Services		0	200,000	0	100,000	0	300,000
Total Revenue		0	\$200,000	\$0	\$100,000	\$0	\$300,000



Descriptive information about the adjustment

Non-recurring details

Rolling Baseline

B) Adjustment Summary

The Adjustment Summary report displays all adjustments that were created for an agency. You can filter the type of adjustment classification that's shown when running the report.

 		Adjustment Summary Fiscal Year 2016-2017			User: NETIAG02054
		<u>PY 2014-2015</u>	<u>CY 2015-2016</u>	<u>BY 2016-2017</u>	
30500 - Secretary of State					
30501 - Secretary of State					
Reorganization					
Priority: 0					
BDEADJ-2713					
Name: test					
Description: test					
<input checked="" type="checkbox"/> Payroll		\$0	\$1,000,000	\$0	
70100 - Regular Salaries		\$0	\$1,000,000	\$0	
Total Expenditure		\$0	\$1,000,000	\$0	
<input checked="" type="checkbox"/> State Appropriations		\$0	\$1,000,000	\$0	
86050 - General Fund Appropriation		\$0	\$1,000,000	\$0	
Total Revenue		\$0	\$1,000,000	\$0	

C) Base Request Detail

The Base Request Detail report displays Actual Year, Estimated Year, and Base Year for an allotment code at the account code level. It includes baselines and any adjustments created for those three years.

		Fiscal Year 2016-2017 Base Request Detail										Base Request Detail	
		Actual 2014-2015			Estimated 2015-2016			Requested 2016-2017				Total Request	
		Baseline	Adjustments	Total Request	Baseline	Adjustments	Total Request	Baseline	Base Adjustments	Base Request	Cost Increases		
39900	BEARS												
39902	Division of Training												
Personnel	70100 - Regular Salaries	3,695,600	0	3,695,600	3,447,800	0	3,447,800	3,447,800	0	3,447,800	90,000	3,537,800	
	70102 - Longevity	39,700	0	39,700	43,600	0	43,600	43,600	0	43,600	0	43,600	
	70200 - Benefits	1,336,800	0	1,336,800	1,248,200	0	1,248,200	1,248,200	0	1,248,200	18,000	1,266,200	
	Personnel Total	\$5,072,100	\$0	\$5,072,100	\$4,739,600	\$0	\$4,739,600	\$4,739,600	\$0	\$4,739,600	\$108,000	\$4,847,600	
Operational	70300 - Travel	436,700	0	436,700	565,300	0	565,300	565,300	0	565,300	0	565,300	
	70400 - Printing and Duplicating	16,400	0	16,400	24,000	0	24,000	24,000	0	24,000	0	24,000	
	70600 - Communications	13,100	0	13,100	26,100	0	26,100	26,100	0	26,100	0	26,100	
	70700 - Maintenance	0	0	0	400	0	400	400	0	400	0	400	
	70800 - Professional Services 3rd Party	1,220,000	0	1,220,000	1,953,600	200,000	2,153,600	1,953,600	300,000	2,253,600	0	2,253,600	
	70900 - Supplies and Materials	73,700	0	73,700	32,500	0	32,500	32,500	0	32,500	0	32,500	
	71000 - Rentals and Insurance	67,700	0	67,700	41,800	0	41,800	41,800	0	41,800	0	41,800	
	71100 - Motor Vehicle Operations	600	0	600	400	0	400	400	0	400	0	400	
	71200 - Awards and Indemnities	0	0	0	1,100	0	1,100	1,100	0	1,100	0	1,100	
	71300 - Grants and Subsidies	5,732,200	0	5,732,200	9,684,000	0	9,684,000	2,996,500	0	2,996,500	0	2,996,500	
	71400 - Unclassified	0	0	0	400	0	400	400	0	400	0	400	
	71600 - Equipment	33,000	0	33,000	0	0	0	0	0	0	0	0	
	72100 - Training	33,900	0	33,900	22,200	0	22,200	22,200	0	22,200	0	22,200	
	72200 - Computer Related	110,200	0	110,200	0	0	0	0	0	0	750,000	750,000	
	72500 - Professional Services State Agencies	701,300	0	701,300	435,700	0	435,700	434,400	0	434,400	0	434,400	
	Operational Total	\$8,438,800	\$0	\$8,438,800	\$12,787,500	\$200,000	\$12,987,500	\$6,098,700	\$300,000	\$6,398,700	\$750,000	\$7,148,700	
	Total Expenditures	\$13,510,900	\$0	\$13,510,900	\$17,527,100	\$200,000	\$17,727,100	\$10,838,300	\$300,000	\$11,138,300	\$858,000	\$11,996,300	
Revenues	86050 - General Fund Appropriation	13,506,800	0	13,506,800	17,121,700	0	17,121,700	10,432,900	0	10,432,900	858,000	11,290,900	
	68080 - Current Services	3,000	0	3,000	20,000	200,000	220,000	20,000	300,000	320,000	0	320,000	
	68090 - Inter-Departmental	1,100	0	1,100	385,400	0	385,400	385,400	0	385,400	0	385,400	
	Total Revenues	\$13,510,900	\$0	\$13,510,900	\$17,527,100	\$200,000	\$17,727,100	\$10,838,300	\$300,000	\$11,138,300	\$858,000	\$11,996,300	

D) Base Request Summary

The Base Request Summary report shows the expenditure totals for a department broken down by allotment code.

- The report will start with the work program expenditure totals from the previous fiscal year (for the FY18 Budget Request, this will be FY 2016-17).
- The non-recurring portion is then subtracted so that the recurring work program remains. The recurring work program serves as the baseline in BEARS. These two columns (“Recurring Work Program” and “Baseline”) should be the same.
- The baseline is the starting point of each budget request cycle. All adjustments made to this baseline create the total budget request.
- The “Base Adjustments” column shows all adjustments made to the baseline, excluding cost increases. Cost increases are separated for easy differentiation.
- The baseline and base adjustments are summed in the “Base Request” column. This represents the total budget request without cost increases.
- All departmental cost increases are totaled in the “Cost Increases” column.
- The “Total Request” column is the sum of the totals for the baseline, the base adjustments, and the cost increases. These are the final numbers submitted to F&A and serve as the official budget request.

	Fiscal Year 2015-2016			Baseline	Base Adjustments	Fiscal Year 2016-2017			Total Positions
	Work Program	Non-Recurring	Recurring Work Pgm			Base Request	Cost Increases	Total Request	
39900 - BEARS									
39901 BEARS Executive	6,413,100	900	6,412,200	6,412,200	0	6,412,200	0	6,412,200	45
39902 Division of Training	17,527,100	6,688,800	10,838,300	10,838,300	300,000	11,138,300	858,000	11,996,300	50
39903 Review Committee	26,646,500	100	26,646,400	26,646,400	0	26,646,400	0	26,646,400	8
39904 Integration Tribunal	2,223,400	100	2,223,300	2,223,300	0	2,223,300	0	2,223,300	7
Total BEARS	\$52,810,100	\$6,689,900	\$46,120,200	\$46,120,200	\$300,000	\$46,420,200	\$858,000	\$47,278,200	110
Grand Total	\$52,810,100	\$6,689,900	\$46,120,200	\$46,120,200	\$300,000	\$46,420,200	\$858,000	\$47,278,200	110

Links to base request detail for the allotment code chosen.

Includes all adjustments made to the baseline (reductions, reorganizations, etc.). *This column does not include cost increases.*

Note: Clicking on the hyperlink for each allotment code in the Base Request Summary report will bring up the Base Request Detail report for that allotment.

E) Budget File

The Budget File is the report that is displayed in the Governor's Recommended Budget Document. It shows the total expenditures, revenues, and positions for an entire department and for each allotment code for actual year, estimated year, base year, cost increases, and the recommended budget.

Budget File					
Fiscal Year 2016-2017					
	<u>Actual</u> <u>2014-2015</u>	<u>Estimated</u> <u>2015-2016</u>	<u>Base</u> <u>2016-2017</u>	<u>Cost Increases</u> <u>2016-2017</u>	<u>Recommended</u> <u>2016-2017</u>
G1 - General Government					
Full-Time	4,362	4,473	4,587	74	4,661
Part-Time	175	175	175	0	175
Seasonal	28	28	28	0	28
Administrative	0	0	0	0	0
Professional	0	0	0	0	0
Faculty	0	0	0	0	0
Clerical	0	0	0	0	0
Total	4,565	4,676	4,790	74	4,864
Payroll	307,058,500	358,344,800	373,121,900	9,865,000	382,986,900
Operational	544,417,900	677,057,800	685,065,300	150,245,500	835,310,800
Total	\$851,476,400	\$1,035,402,600	\$1,058,187,200	\$160,110,500	\$1,218,297,700
State	302,677,600	423,331,900	403,055,100	153,490,300	556,545,400
Federal	32,812,600	66,075,800	95,229,300	69,600	95,298,900
Other	511,187,500	545,994,900	559,902,800	6,550,600	566,453,400
Tuition/Fees	0	0	0	0	0
Total	\$846,677,700	\$1,035,402,600	1,058,187,200	\$160,110,500	\$1,218,297,700
Headcount	0	0	0	0	0

F) Cost Increase and Reduction Summary

The Cost Increase and Reduction Summary report shows all agency cost increases and/or reductions, along with full descriptions and financials. If the report is run to show both cost increases and reductions, the report will give you a net total.

Cost Increase and Reduction Summary						
Fiscal Year 2016-2017						
	State	Federal	Other	Total	Positions	
32900 - Correction						
Cost Increase						
Priority: 1						
BDEADJ-3464						
Mandated: No						
Name: Computer Replacement						
Description: Create Computer Replacement Schedule						
Long Description: Create Computer Replacement Schedule						
32901 - Administration						
	\$750,000	\$0	\$0	\$750,000		0
TOTAL BDEADJ-3464	\$750,000	\$0	\$0	\$750,000		0
TOTAL Priority: 1	\$750,000	\$0	\$0	\$750,000		0
TOTAL Cost Increase	\$750,000	\$0	\$0	\$750,000		0
TOTAL 32900 - Correction	\$750,000	\$0	\$0	\$750,000		0
GRAND TOTAL	\$750,000	\$0	\$0	\$750,000		0

G) Expenditures by Object and Funding by Source

The Expenditures by Object and Funding by Source report is similar to the Base Request Detail report since they both display an allotment code's expenditures and revenues by object code. However, the Expenditures by Object report also shows those same details for the department as a whole. If you have ever used the printed "white book", you will notice that this report displays that same information.

Expenditures by Object and Funding by Source					
Fiscal Year 2016-2017 Recommended					
	Actual 2014-2015	Estimated 2015-2016	Base 2016-2017	Cost Increase 2016-2017	Recommended 2016-2017
329.00	Correction				
Salaries (70100)	0	221,163,100	221,507,700	78,948	221,646,748
Longevity (70102)	0	7,037,000	7,037,000	0	7,037,600
Overtime (70104)	0	8,063,700	8,063,700	0	8,063,700
Benefits (70200)	0	110,825,200	110,934,300	26,015	110,963,315
Total Payroll	0	347,089,000	347,542,700	104,963	347,731,363
Travel (703)	0	1,315,800	1,343,200	0	1,343,200
Printing & Dupl. (704)	0	94,700	94,700	0	94,700
Utilities & Fuel (705)	0	20,287,800	20,287,800	0	20,287,800
Communications (706)	0	715,000	715,000	0	715,000
Maintenance (707)	0	5,318,200	5,318,200	0	5,318,200
Prof. Svc. 3rd Pty (708)	0	157,447,400	159,663,100	0	160,263,100
Supplies (709)	0	42,314,800	38,617,600	0	38,717,600
Rentals & Ins (710)	0	1,035,700	1,035,700	0	1,035,700
Motor Veh. Oper. (711)	0	828,400	828,400	0	828,400
Awards/Indemn. (712)	0	5,403,200	5,403,200	0	5,403,200
Grants & Subs. (713)	0	253,714,200	295,610,400	0	295,610,400
Unclassified (714)	0	19,719,300	19,719,300	0	19,719,300
Inventory (715)	0	7,552,300	7,552,300	0	7,552,300
Equipment (716)	0	7,336,100	2,580,000	0	2,630,000
Land (717)	0	0	0	0	0
Buildings (718)	0	15,000	15,000	0	15,000
Discounts Lost (719)	0	0	0	0	0
Hwy. Construction (720)	0	0	0	0	0
Training (721)	0	120,200	120,200	0	120,200
Computer Related (722)	0	1,439,300	1,439,300	1,500,000	2,939,300
Prof.Svc.St.Agy. (725)	0	55,098,000	38,684,800	0	38,684,800
Debt Retirement (731)	0	0	0	0	0
Total Operational	0	579,755,400	599,028,200	1,500,000	601,278,200
Total Expenditures	0	926,844,400	946,570,900	1,604,963	949,009,563
Funding					
State (86050)	0	0	0	0	0
Federal (88001)	0	753,300	353,300	0	953,300
Counties (88030)	0	0	0	0	0
Cities (88050)	0	0	0	0	0
Non-Govt (88060)	0	0	0	0	0
Current Svcs (88080)	0	14,794,300	14,794,300	0	14,794,300
Interdep1 (88090)	0	1,836,900	1,435,300	0	1,669,000
Reserves	0	565,200	565,200	0	565,200
Student Tuition & Fees	0	0	0	0	0
General Fund Appropriation (86050)	0	908,894,700	929,422,800	1,604,963	931,027,763
Dedicated State Appropriation (DedAppn)	0	0	0	0	0
Positions					
Full-Time	6,705	6,458	6,458	0	6,458
Part-Time	0	0	0	0	0
Seasonal	0	0	0	0	0
Administrative	0	0	0	0	0
Professional	0	0	0	0	0
Faculty	0	0	0	0	0

H) Transmittal Letter

- Like with the previous budget system, a signed Transmittal Letter sent to F&A with your budget request will provide verification of your submitted request.
- For the signed Transmittal Letter report that you will include with your FY18 Budget Request, be sure to run the report *after* the budget request has been submitted (Agency Approved status). This will assure F&A Division of Budget staff that the adjustments sent to the F&A step in the workflow match what an agency *intended* to send as their submitted budget request.



BEARS
Annual Budget Request
Fiscal Year 2016-2017

Tuesday, June 28, 2016

State of Tennessee
 Commissioner of Finance and Administration
 State Capitol
 Nashville, Tennessee 37243-0285

To the Commissioner of Finance and Administration:

There are transmitted herewith the estimates of the amounts required for appropriation and the positions required for the Fiscal Year 2016-2017 to execute the activities described herein.

	<u>Base Request</u> FY 2016-2017	<u>Cost Increase</u> FY 2016-2017	<u>Total Request</u> FY 2016-2017
Payroll	10,569,400	108,000	10,677,400
Operational	35,850,800	750,000	36,600,800
Total Expenditures	\$46,420,200	\$858,000	\$47,278,200
Federal	26,529,800	0	26,529,800
Other	1,372,500	0	1,372,500
Less: Departmental Revenue	\$27,902,300	\$0	\$27,902,300
State Appropriation Requested	\$18,517,900	\$858,000	\$19,375,900
Positions Requested	110	0	110

Prepared By

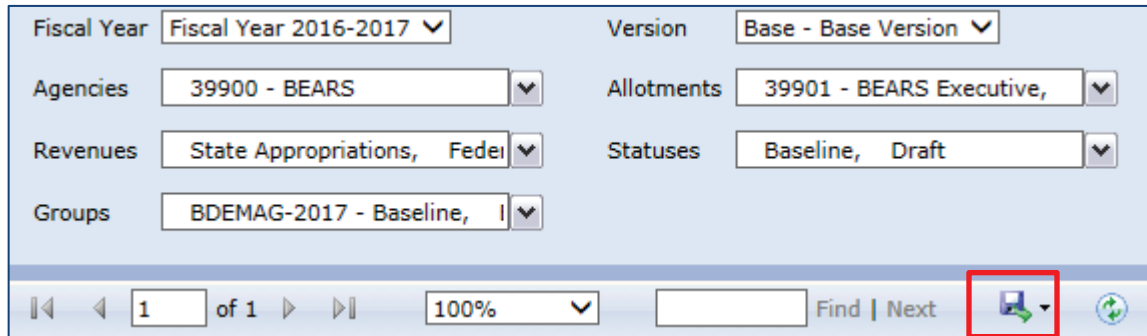
Approved By

 Budget Officer

 Agency Head

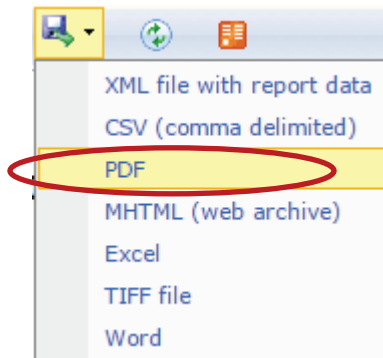
How Do You Print Reports From BEARS?

1. While your report is still open, click the drop-down menu next to the **Save** button.



The screenshot shows the BEARS report interface. At the top, there are several filter options: Fiscal Year (Fiscal Year 2016-2017), Version (Base - Base Version), Agencies (39900 - BEARS), Allotments (39901 - BEARS Executive), Revenues (State Appropriations, Federal), and Statuses (Baseline, Draft). Below these filters is a Groups section (BDEMAG-2017 - Baseline). At the bottom of the interface is a toolbar with navigation controls (back, forward, search), a page indicator (1 of 1), a zoom control (100%), and a search box. A red box highlights the print icon (a printer with a document) in the toolbar.

2. Select **PDF**. This will download a printable PDF file.



3. You can print from this downloaded PDF and/or save it on your computer.

How Do You Find a Report In BEARS That Was In The Budget Request System?

While the reports in BEARS may have a different format, you will be able to find all of the same information that you were able to find in the Microsoft Access Budget Request system reports. It is important to note that some of the reports in BEARS may have combined the information that was displayed in separate reports in the Microsoft Access Budget Request system.

All of these reports can be found by going to the **Reports** execution tab and hovering over **Operational Reports**.

Microsoft Access Budget Request System Report	BEARS Report
Transmittal Letter	Transmittal Letter
Program Summary Report	Budget File
Base Request Detail	Base Request Detail and/or Expenditures by Object
Departmental Cost Increases	Cost Increases and Reductions
Departmental Increases by Program	Cost Increases and Reductions
Program Increase Summary	Adjustment Summary (filtered for Cost Increases)
Program Increase Detail	Adjustment Detail and/or Adjustment Summary (filtered for Cost Increases)
Personnel Increase Support	Adjustment Detail and/or Adjustment Summary (filtered for Cost Increases)
Taxes, Licenses, & Fees*	Information will be collected outside of BEARS
Occupancy Schedule*	Information will be collected outside of BEARS

*There are some items (such as base supporting detail and occupancy schedules) that are not currently set up in BEARS. Therefore, those reports do not exist at this time. As those items are added to BEARS, corresponding reports will be available for your use. In the meantime, please submit that data to your F&A Budget Analyst in an external Excel file.