

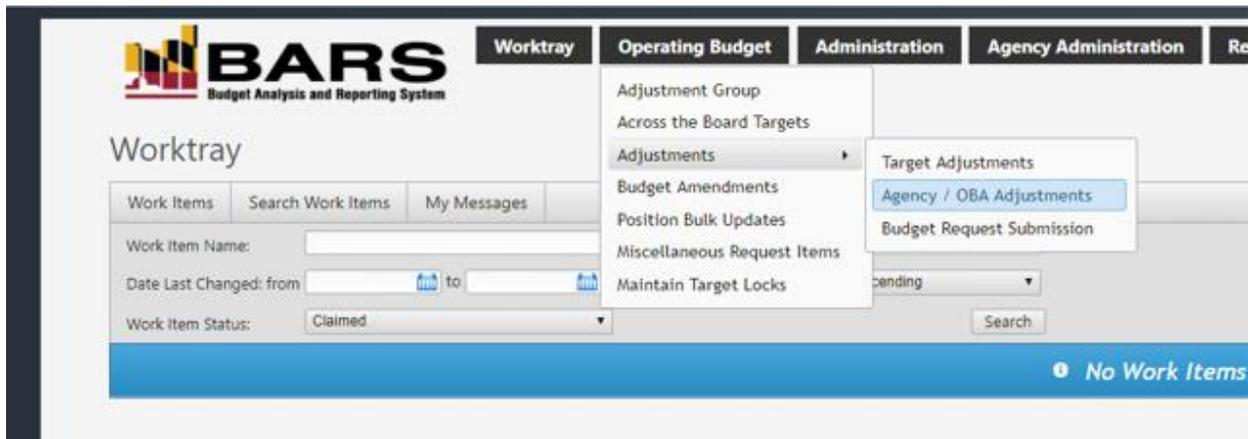
Creating an Adjustment

Step 1:

Log into BARS Production

Step 2:

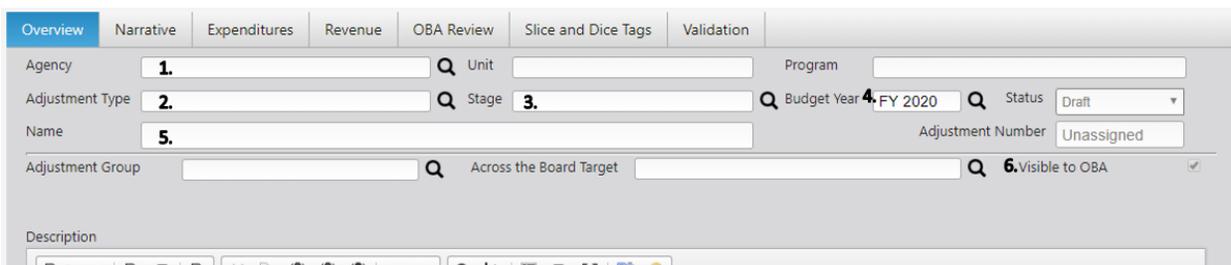
From the **BARS Homepage/Worktray**, hover over **Operating Budget** at the top of the page and select **Adjustments > Agency / OBA Adjustments**.



Step 3:

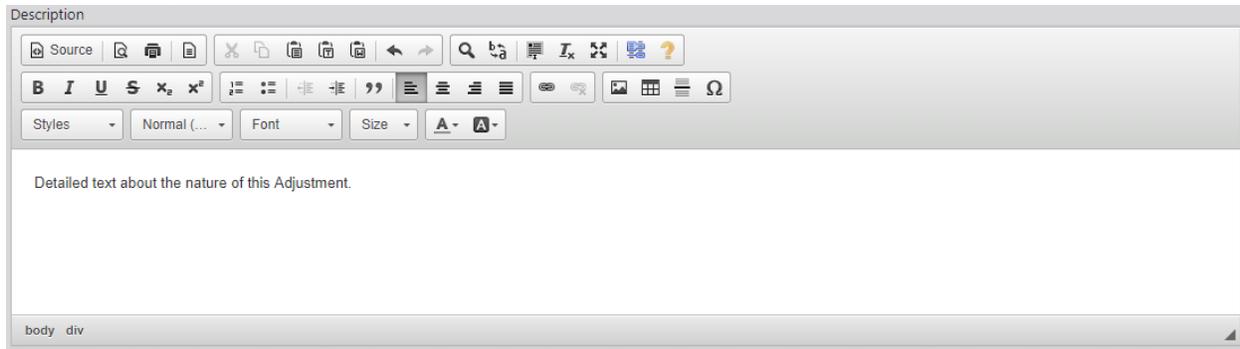
In the Overview Tab—

Select your (1) **Agency**, (2) **Adjustment Type**, (3) **Stage**, (4) **Budget Year**, (5) desired **Name** for the adjustment, and check or uncheck (6) **Visible to OBA**.



Overview	Narrative	Expenditures	Revenue	OBA Review	Slice and Dice Tags	Validation
Agency	1.	Unit	Program			
Adjustment Type	2.	Stage	3.	Budget Year	4. FY 2020	Status: Draft
Name	5.		Adjustment Number	Unassigned		
Adjustment Group		Across the Board Target		6. Visible to OBA	<input checked="" type="checkbox"/>	
Description						

Provide a **Description** of the Adjustment in the provided box. Agencies may add any information in this section, including dollar figures, program name and budget location, or a synopsis of the agency justification.



Select the required **Supporting Detail (SD)** based on the contents of the adjustment by checking and unchecking the associated box.

SD Tab detail is required for the following adjustments:

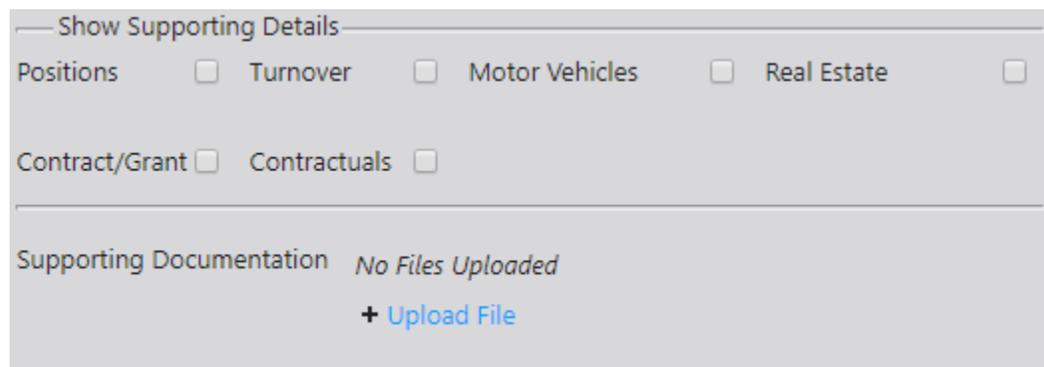
Positions: Adding, Changing, or Moving PINs within an adjustment.

Real Estate: Any Adjustments with funds that include Comptroller Subobject 1303 for Non-DGS Leases

Contract/Grant: Any Adjustments with funds that include Object 08 or Object 12.

Contractuals: Any Adjustments with funds that include Comptroller Subobject 0220 for Contractual Positions under “Special Payments Payroll.”

Select “Upload File” under **Supporting Documentation** to attach documents that support the specific Adjustment.



Note: The “Motor Vehicles” supporting documentation is provided outside of BARS via the DA-8 - Vehicle Request Form.

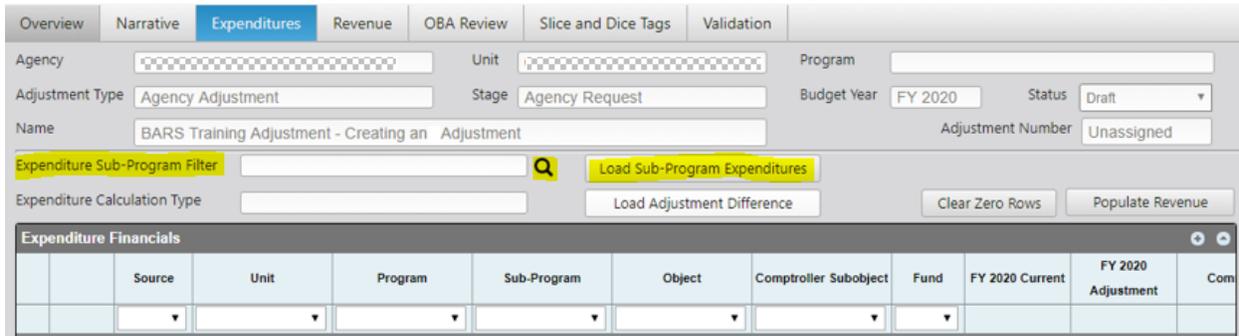
Step 4:

In the Narrative Tab, agencies may include detail on **Impact** and **Justification** for the given Adjustment. Over the Target Requests, Deficiency Requests, and Agency Reduction Options are required to include these fields.

Step 5:

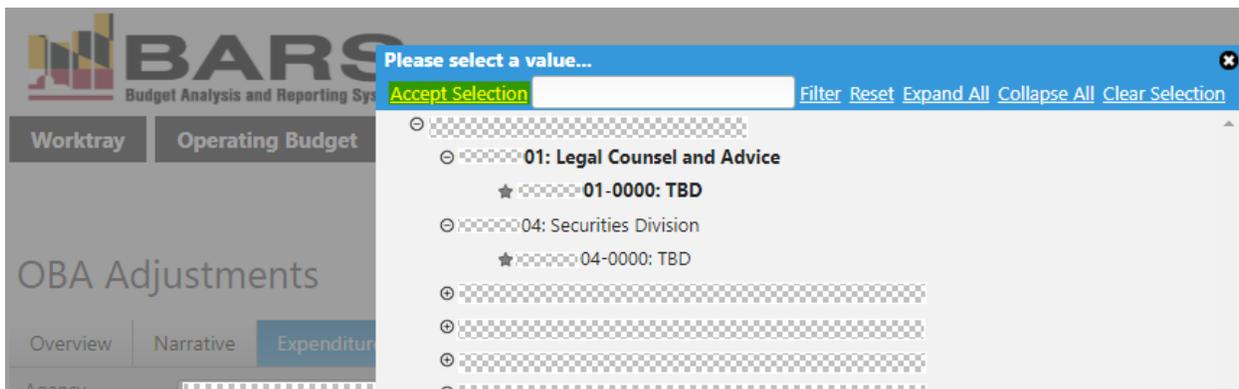
In the Expenditures Tab—

Confirm the information brought over from the Overview Tab is correct in the top section, and select the magnifying glass under **Expenditure Sub-Program Filter** to bring up a window to select a specific unit, program, or subprogram of your agency.



Source	Unit	Program	Sub-Program	Object	Comptroller Subsubject	Fund	FY 2020 Current	FY 2020 Adjustment	Com

To load a specific subdivision of an agency, click on that program or subprogram to highlight that portion of the budget. Once you have highlighted all of the desired units, programs, and subprograms, select **Accept Selection** to ready those sections of the budget to be loaded.



Select **Load Sub-Program Expenditures** to populate the readied sections of the budget into the Expenditure Financials grid below. Once populated, add or subtract funds from the line item for the Adjustment. This is performed in the “FY 20XX Adjustment” column, and is **additive** to the budget dollars already included in the “FY 20XX Current” column. Agencies may also include additional detail on the adjustment using the “Comment” column to expand upon the desired Adjustment.

Name: BARS Training Adjustment - Creating an Adjustment Adjustment Number: Unassigned

Expenditure Sub-Program Filter: 01-0000: TBD Load Sub-Program Expenditures

Expenditure Calculation Type: Load Adjustment Difference Clear Zero Rows Populate Revenue

Sub-Program	Object	Comptroller Subobject	Fund	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment
010000: TB	01: Salaries, Wages	0101: Regular Earn	01: GF	\$0						
010000: TB	01: Salaries, Wages	0101: Regular Earn	03: SF	\$0						
010000: TB	01: Salaries, Wages	0101: Regular Earn	09: RF	\$0						
010000: TB	01: Salaries, Wages	0104: Overtime Ear	01: GF	\$0					\$2,500	addtl funds

Once all of the desired increases or decreases to the budget have been made, select **Populate Revenue** to bring the expenditure dollars over to the funding side of the adjustment.

Step 6:

In the Revenue Tab—

Confirm that the desired funds are in the “FY20XX Adjustment” column. Revenue may be loaded using the **Revenue Program Filter** similar to the Expenditure Sub-Program Filter in the Expenditure Financials grid. This will bring up additional unit and program selectors to populate the Revenue grid with fund values already uploaded and “Released” within BARS.

Overview Narrative Expenditures **Revenue** OBA Review Slice and Dice Tags Validation

Agency: Unit: Program:

Adjustment Type: Agency Adjustment Stage: Agency Request Budget Year: FY 2020 Status: Draft

Name: BARS Training Adjustment - Creating an Adjustment Adjustment Number: Unassigned

Revenue Program Filter: Load Program Revenue Clear Zero Rows

Unit	Program	Fund Type	Fund Source	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment
		01: GF	GF01: General Funds						\$2,500	

If the adjustment includes non-General Funds, the agency must identify the source of the funds in the “Fund Source” column. Click on the magnifying glass and select from the list of available fund sources.

Please select a value...

Filter Reset Expand All Collapse All Clear Selection

- ★ A15301: Calvert County Gaming Tax Fund
- ★ B75301: Transfer from the State Employee and Retiree Health and Welfare Benefit Program
- ★ C00301: Land Improvement Surcharge
- ★ C00302: Xerox Copy Fee
- ★ C00303: Administration of Local Tax Credits

Step 7:

Once you have determined that the desired changes have been made and the Expenditures and Revenue dollars match by program and by fund type, click on the **Validate** or **Submit** buttons in blue at the top right of the screen.

PROD

Validation

Key Grid

Program

Budget Year Status

Adjustment Number

Program Revenue

FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment
				\$2,500	

Validate will confirm that there are no required pieces that are missing from the budget Adjustment. As a baseline, the Adjustment will not validate if any of the information specified above from the Overview Tab is missing, if Expenditures and Revenues are out of balance, or if adjustments have been made to budget lines that require SD Tab detail.

Overview Narrative Expenditures Revenue OBA Review Slice and Dice Tags **Validation**

- ✘ Validate Submit Action
- ✘ When submitting a work item, you must select a submit action before clicking the 'OK' button.
- ✔ Validate Agency Selected
- ✔ Validate Adjustment Type Selected
- ✔ Validate Adjustment Name Entered
- ✘ Validate Description Entered
- ✘ Please enter a Description before continuing
- ✔ Validate each row in Position Grid has required Dimension values entered
- ✔ Validate a Workflow Comment has been Entered
- ✔ Validate each row in Revenue Grid has required Dimension values entered
- ✔ Validate each row in Expenditure Grid has required Dimension values entered
- ✔ Validate Budget Year Selected
- ✔ Some validations not enforced at Draft step
- ✔ Validate COA members per user permissions
- ✔ Validate an appropriate Revenue Source Code has been selected

Submit will bring up an independent submission window that will require the agency to include a Workflow Comment before clicking **Submit**.

Fund Type	Fund Source	Actuals	Actuals	Actuals
Submit Action				
Please select what you would like to do upon submit.				
<input type="button" value="-- Please Select --"/>				
<input type="button" value="-- Please Select --"/>				
<input type="button" value="Continue Working"/>				
<input type="button" value="Submit for Review"/>				
<input checked="" type="checkbox"/> Add Comment				
<input type="text" value="Ready for Submission - KAM"/>				