

Explaining Adjustment Types

An Adjustment in BARS is a collection of information that documents the modification of financial, position or fund data related to the overall development, analysis and management of the Maryland Operating Budget.

Adjustment types are different classifications for an adjustment that invokes different data, workflow and reporting rules. The current budget life cycle deals with the following normal agency adjustment types:

- [Agency Adjustment](#)
- [Agency Actuals Adjustment](#)
- [Agency Reductions](#)
- [Agency Deficiency](#)
- [Agency Over The Target Requests](#)
- [Position Reconciliation](#)
- [CY Adjustment](#)

However, there are also a set of special adjustment types which mirror some of the above except for they are a non-validating (NV) version of the adjustment type, for use by agencies with different rules than standard state agencies. These adjustment types are as follows:

- [Agency Adjustments \(NV\)](#)
- [Agency Actuals Adjustment \(NV\)](#)
- [Agency Reductions \(NV\)](#)
- [Agency Deficiency \(NV\)](#)
- [Over The Target Requests \(NV\)](#)
- [CY Adjustment \(NV\)](#)

Agency Adjustments Types

Agency Adjustments are adjustments made by an agency. OBA will not be able to view agency adjustments until they are submitted either through the Budget Request Submission module (if the type requires it) or directly to OBA for review.

Agency Adjustment

This is a generic adjustment which should be used by an agency for any changes in their budget for the upcoming season which are not covered by another adjustment type. Agency adjustments do not allow changes in the current year because these adjustments need to be made in the CY adjustment type as they have different business rules, and similarly they do allow PY changes for the same reason.

PY	CY	BY	+/- Impacts
No	No	Yes	+/-

Agency Actuals Adjustment

This type of an adjustment Allows an agency to adjust their stated actuals for the Prior Year in whatever way they need to. This process should be used to align your actuals with what is stated in FMIS, as well as update PY Position Counts to match Central Payroll Bureau (CPB) numbers.

PY	CY	BY	+/- Impacts
Yes	No	No	+/-

Agency Reductions

Reduction options submitted by an Agency. Use this adjustment type to submit to OBA the reduction options in line with what your OBA analyst has suggested.

PY	CY	BY	+/- Impacts
No	No	Yes	(-) Only

Agency Deficiency

Agency deficiency requests for the Current Year. If you have a deficiency in your current year budget, you will submit it using this adjustment type.

PY	CY	BY	+/- Impacts
No	Yes	No	+/-

Agency Over The Target Requests

Agencies create this type of Adjustment when they are requesting to exceed their targeted amount for specific purposes. This also includes any positions in excess of the prior year Appropriation. Also called Agency “Over the Target” additional funding requests.

PY	CY	BY	+/- Impacts
No	No	Yes	(+) Only

Position Reconciliation

Allows an agency to perform a position reconciliation which does not allow net changes to FTE counts. Use this adjustment type to align your positions with what Workday currently looks like.

PY	CY	BY	+/- Impacts
No	No	Yes	+/-

CY Adjustment

CY adjustments allow changes to the Current Year which do not affect your appropriation. For this reason, CY adjustments need to net to zero by program and fund.

PY	CY	BY	+/- Impacts
No	Yes	No	+/-

Non-Validating (NV) Agency Adjustment Types

NV or Non-validating agency adjustments are provided for agencies which have different rules to standard state agencies. If you can see NV adjustments in your list of available adjustments it means that your agencies is one of these non-standard ones and you can use them - if they do not appear, it means that you cannot use them.

Agency Adjustment (NV)

This is a generic adjustment which should be used by an agency for any changes in their budget for the upcoming season which are not covered by another adjustment type. Agency adjustments do not allow changes in the current year because these adjustments need to be made in the CY adjustment type as they have different business rules, nor do they allow PY changes for the same reason.

PY	CY	BY	+/- Impacts
No	No	Yes	+/-

Agency Actuals Adjustment (NV)

This type of an adjustment Allows an agency to adjust their stated actuals for the Prior Year in whatever way they need to. This process should be used to align your actuals with what is stated in FMIS, as well as update PY Position Counts to match Central Payroll Bureau (CPB) numbers.

PY	CY	BY	+/- Impacts
Yes	No	No	+/-

Agency Reductions (NV)

Reduction options submitted by an Agency. Use this adjustment type to submit to OBA the reduction options in line with what your OBA analyst has suggested.

PY	CY	BY	+/- Impacts
No	No	Yes	(-) Only

Agency Deficiency (NV)

Agency deficiency requests for the Current Year. If you have a deficiency in your current year budget, you will submit it using this adjustment type.

PY	CY	BY	+/- Impacts
No	Yes	No	+/-

Over The Target Requests (NV)

Agencies create this type of Adjustment when they are requesting to exceed their targeted amount for specific purposes. This also includes any positions in excess of the prior year Appropriation. Also called Agency “Over the Target” additional funding requests.

PY	CY	BY	+/- Impacts
No	No	Yes	(+) Only

CY Adjustment (NV)

CY adjustments allow changes to the Current Year which do not affect your appropriation. For this reason, CY adjustments need to net to zero by program and fund

PY	CY	BY	+/- Impacts
No	Yes	No	+/-