Utilizing the Maintain Contracts and Grants Module

Introduction
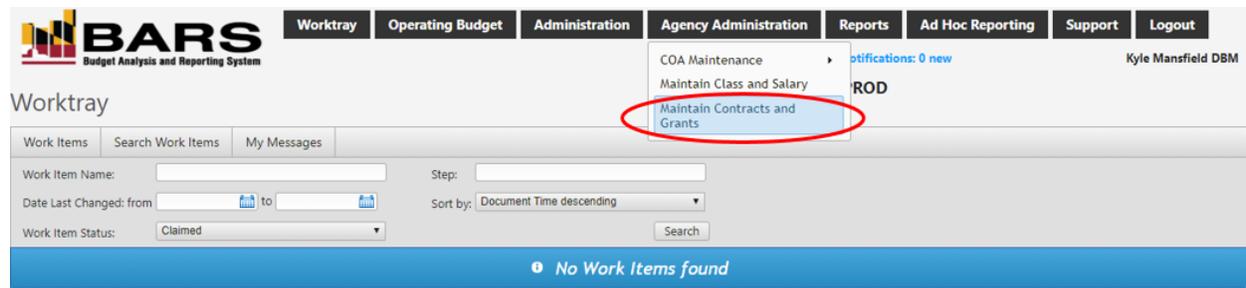
The Maintain Contracts and Grants page, which hosts the former "Upper Grid" data of the Contracts/Grants Tab, allows the user to manage information for its full complement of contracts and grants. Users cannot add, edit, or delete contracts/grants in an adjustment, they must instead use this module.

Step 1:

Log into BARS Production.

Step 2:

From the **BARS** Homepage/Worktray, hover over **Agency Administration** at the top of the page and select **Maintain Contracts and Grants**.


Step 3:

Complete the top of the screen by selecting your **Agency**, giving the item a **Work Item Title** (similar to adjustments, this item must be processed through a workflow before it is finalized in BARS), and typing in your **Reason for Change**.

The **Work Item Title** should be a short phrase giving BARS users an idea as to why changes are being made to the contract and grant complement (i.e. "Adding New Major IT Contract"). The **Reason for Change** should provide more detail as to which specific contracts/grants are being added, edited, or deleted and why.
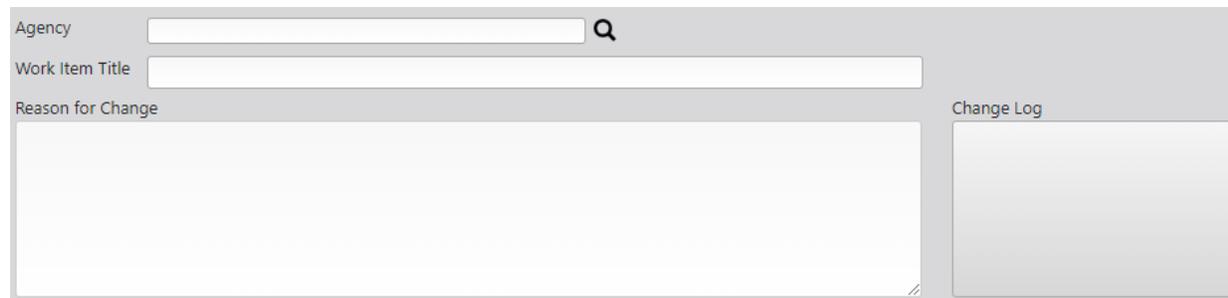
The **Change Log** to the right will be populated with the user names of people who have made previous changes, the dates of those changes, and the Reasons for Change from those items. This documentation is stored and is helpful for future users.

Step 4:

Once the Agency is selected, the **Contract/Grant Maintenance grid** below will populate with the full complement of contracts and grants that the agency has in BARS. Only those contract/grants in this grid are selectable to be budgeted against in the Contracts and Grants SD tab of an adjustment (all Object 08 and Object 12 expenditures must be designated against a contract or grant on that SD tab).

		Name	Contract/Grant Type	Description	Vendor/Recipient	Purchase Order Number	Start Date	Exp Complete
			⌄					
1	🗑	Disparity Grant	Grant 🔍	Section 16-501 of the Local Go	Local jurisdictions	N/A	01/01/1990	12/31/2099
2	🗑	Teacher Retirement	Grant 🔍	Section 16-503 of the Local Go	Local jurisdictions	N/A	01/01/1990	12/31/2099
3	🗑	Boys & Girls Club - North Beach	Grant 🔍	Boys & Girls Club - North Beac	Boys & Girls Club - North Beach	N/A	01/01/1990	12/31/2099
4	🗑	Town of North Beach	Grant 🔍	Town of North Beach. The gran	Town of North Beach	N/A	01/01/1990	12/31/2099
5	🗑	Town of Chesapeake Beach	Grant 🔍	Town of Chesapeake Beach. Tl	Town of Chesapeake Beach	N/A	01/01/1990	12/31/2099

The Contract/Grant Maintenance grid contains the following information. Numbers 1-8 must have values. Numbers 11-15 are populated by BARS and cannot be edited in this grid.

1. **Name.** The Name is the only information from this grid that populates in the Contract and Grant SD Tab of an adjustment, so it should be a phrase that is indicative of the work being done in the contract or the purpose of the grant. Key notes on names:

    a. The Name should <u>not</u> be the vendor name, as that is duplicative of the Vendor field below and is not very helpful for users at the Contract and Grant SD Tab reviewing the budgeted information (purpose is much more helpful than who is doing the work).

    b. Nor should the Name be duplicative of a Chart of Accounts (COA) value—Unit, Program, Subprogram, Object, or <u>Subobject</u>—since users budget at that level already. Contracts are a further, lower level of detail than subobject, so again and Contract Name should never be the same as a subobject name. On the other hand, if the COA hierarchy containing the contract/grants in question already provides the information needed for analysis—say it is a program with multiple grants in it but each has its own separate subprogram with descriptions therein—then a generic contract/grant name created in this module is fine. For example, if an agency has a number of similar grants, but each grant program has its own program or subprogram, the agency can use a generic grant name to apply to them all on the Contract/Grant SD Tab of adjustments (i.e. "Education Grants"). The program/subprogram combo will instead provide users of the purpose of the grant.

   c. The Name must be unique, so users cannot add a new contract or grant that is the same name as another contract/grant in the grid. Nor can users change the name of an existing contract or grant to match the name of another.

   d. The Name "State of Maryland" is reserved for statewide controlled subobjects.

   e. The Names Miscellaneous, Miscellaneous Contract, and Miscellaneous grants are reserved for contracts with a value less than $50,000.

2. **Contract/Grant Type.** This is simply whether the item is a contract (spent out of Object 08) or grant (Object 12).

3. **Description.** This should be at least one sentence (preferably more up to a paragraph) and contain enough information to give new users an idea of the work being done or the grant being provided. Both DBM and DLS rely on this information to analyze the budget so please be thorough and explanatory.

4. **Vendor/Recipient.** The name of the company on the contract or the entity receiving the grant. Can be TBD if unknown at the time of budgeting.

5. **Purchase Order Number.** The purchase order number for the contract or grant (if known). Can be TBD if unknown at the time of budgeting.

6. **Start Date.** The date that the contract or grant begins. If it is an annual grant, just list the first year the grant was initiated. The value must be a date.

7. **Expected Completion Date.** The date the contract or grant will end. If there is no known end date (in the case of many grants, especially mandates), list 12/30/2099. The value must be a date.

8. **Total Contract/Grant Value.** The total multi-year value of the contract. If it is an annual contract or grant, simply list the annual value. If there is no set value—such as a Miscellaneous Contract, or a formula grant that grows each year—just use $1 to pass the validation.

9. **Delete this Contract?** If the user wants to delete the contract or grant, select this checkbox. Note that validations in BARS will prevent the deletion of a contract/grant if it has any values in the Prior Year (PY), Current Year (CY), or Budget Year (BY) or is used in an adjustments. In order to pass these validations, use the next column in addition to this checkbox.

10. **Contract/Grant to Merge Into.** If a contract or grant is being deleted but has values in the PY, CY, or BY or is used in adjustments, this cell is used to select another contract/grant to merge any values attached to the deleted contract/grant into that other contract/grant.

11. **FY 20XX Current $ (PY).** BARS will display the total fund value of Released data in BARS for the contract/grant across the agency in this fiscal year, based on data from the Contract/Grant SD tab. Cannot be edited on this screen.

12. **FY 20XX Current $ (CY).** BARS will display the total fund value of Released data in BARS for the contract/grant across the agency in this fiscal year, based on data from the Contract/Grant SD tab. Cannot be edited on this screen.

13. **FY 20XX Current $ (BY).** BARS will display the total fund value of Released data in BARS for the contract/grant across the agency in this fiscal year, based on data from the Contract/Grant SD tab. Cannot be edited on this screen.

14. **Used in Adjustments.** Lists any adjustments in flight (i.e. not Released) that are editing values associated with the contract/grant in the agency.

15. **Changes.** Once the item has been submitted, this displays what is being changed on each row of the grid so those reviewing the item can tell what is being done in the item.

Step 5:

In the **Contract/Grant Maintenance grid**, users can take the following actions: (a) edit, (b) add, or (c) delete contracts/grants.

A. In order to **Edit** any existing contract or grant, simply revise the text in the grid for numbers 1-8 above (you can change any combination of these).

B. In order to **Add** a new contract or grant, click the Add button at the bottom left of the grid. A new row will be added to the end of the grid—if there are multiple pages of data, go to the last page. Fill out numbers 1-8 above, following the instructions listed for each.

C. In order to delete a contract or grant, users must click the checkbox in the **Delete this Contract?** column for that contract or grant's row. Do <u>not</u> click the 🗑 (trash icon) for the row as that will simply hide the data on the screen, not actually delete the contract. That 🗑 icon is for trashing rows that users start to add but then decide not to implement. If a user is seeking to delete a contract/grant that has values in the PY, CY, or BY or is used in adjustments, then another contract/grant must be designated in the **Contract/Grant to Merge Into** column.

Other key notes when using this grid:

• Contract/grants in this grid are <u>available in any fiscal year</u> once they are created. OBA has noticed that a number of agencies created multiple versions of the same contract or grant, one for each of the three submission years. This is <u>not</u> necessary and leads to a very long list of names to choose from. For example, rather than creating multiple miscellaneous contracts for each year ("Miscellaneous Contract 2018," "Miscellaneous Contract 2019,"

etc.), one version named "Miscellaneous Contract" should be used and selected for all fiscal years in BARS.

- Contracts/grants are also <u>available in any part of the agency</u> once they are created. Agencies do not need to create versions of the same contract/grant for each program, unit, etc. Rather one version should be created and then it can be budgeted in those various places.

- If users prefer, they can export this grid to Excel (using the **Export** button at the bottom of the grid), note any edits, additions, or deletions in Excel, and then Import the grid back into BARS (using the **Import** button).

Step 6:
Once users are done with data entry in the grid, click the **Submit** button, choose **Submit for Review** then **OK**.

Agency Coordinators can submit the item for **Approval** and then **Release** them. Once the item has been released, the additions/edits/deletions will be finalized in BARS, and any new contracts will be selectable in the Contract/Grant SD Tab of an adjustment.