Utilizing the Real Estate SD Tab

Introduction
The Real Estate Leases SD Tab is a required supporting detail tab for any changes to non-DGS real estate lease data within an agency (comptroller subobject 1301), including adjustments to existing lease data released within the BARS system.

Step 1:
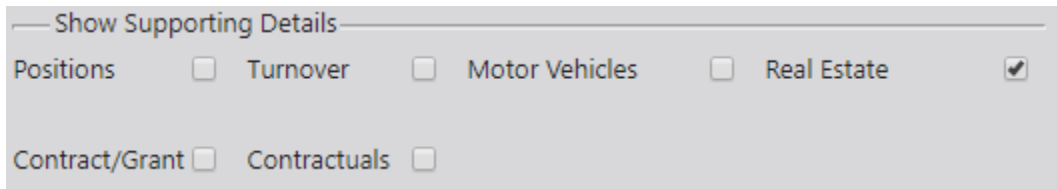Log into BARS Production

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:
Complete <u>Overview Tab</u> and select the **Real Estate** button in the "Show Supporting Details" box at the bottom of the tab. This will bring up the hidden <u>Real Estate Leases SD Tab</u> in the row of tabs at the top of the page.

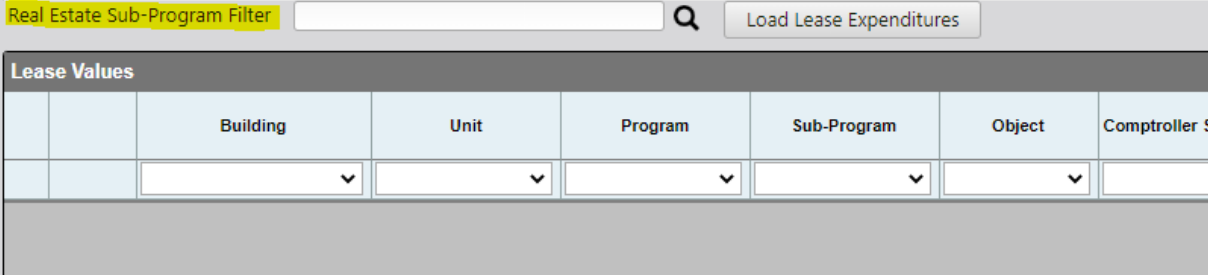| Show Supporting Details							
Positions	☐	Turnover	☐	Motor Vehicles	☐	Real Estate	☑
Contract/Grant ☐		Contractuals ☐					

Any Over the Target Requests, Deficiency Requests, and Agency Reduction Options adjustments entered by agency users are required to include detail in the <u>Narrative Tab</u>, which includes detail on the **Impact** and **Justification** for the given adjustment.
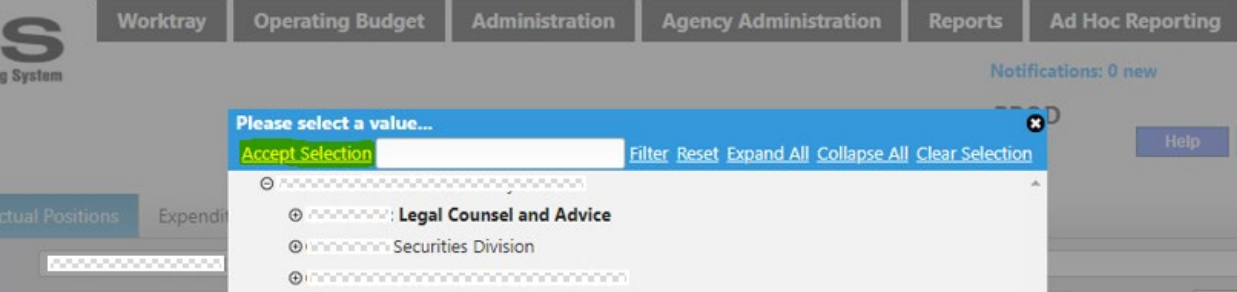
Step 4:
In the <u>Real Estate Leases SD Tab</u>—

Confirm the information brought over from the <u>Overview Tab</u> is correct in the top section, and select the magnifying glass under **Real Estate Sub-Program Filter** to bring up a window to select a specific unit, program, or subprogram of your agency where you want to make adjustments to comptroller subobject 1301.

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.

To adjust **existing leases**, select **Load Lease Expenditures** to populate the existing sections of the budget into the Lease Values grid below, which displays the existing data in BARS for the specific Stage and Status. Once populated, funds may be added or subtracted within the "FY 20XX Adjustment" column, and is _additive_ to the budget dollars already included in the rightmost "FY 20XX" column. Agencies may also include additional detail on the adjustment using the "Comment" column to expand upon the desired Adjustment.

If a user wants to budget for a _new_ lease, they must use the **Maintain Real Estate Leases** module—see separate guidance on that functionality in BARS.

Step 5:

To add **additional real estate leases lines** to the SD tab, users must first select the "Add" button at the bottom left of the Lease Values grid. Users are provided with a blank line that must be filled with the following information:

Building	**Comptroller Subobject**
Unit	**Fund**
Program	**FY 20XX Adjustment**
Sub-Program	**Comment**
Object	

Note: When entering or selecting data for the "Building" column, this cell must match the exact record for an existing "Building Name."

Users are encouraged to include any pertinent information regarding the contractual(s) in the "Comment" column, and there is a large limit to the number of characters in this field.

Note: If the real estate lease has multiple fund types, they must be split across multiple lines with different "Fund" column selections. In these cases, users may use the ⧉ *"Copy" icon at the beginning of each line to duplicate this data quickly, then alter the "Fund" column.*

Step 6:

After entering all of the above required data or making any changes to existing lines, this data must be transferred to the Expenditures Tab through the "Populate Expenditures" button at the upper right above the grid, highlighted below.

This will bring all of the subobject adjustment funding data for Comptroller Subobject 1301 over to the Expenditures Tab, where it cannot be adjusted without making additional changes within the Real Estate Leases SD Tab. As with all adjustments, users must complete Revenue Tab and clear all validation requirements to submit the adjustment successfully.