

# Utilizing the Revenue Tab & Realigning Funds and Revenue

### Introduction

The Revenue Tab in an adjustment represents the BARS version of the Fund File from HOBO. The Revenue Tab allows the user to enter lower level Fund Source detail to reconcile to Fund Type-level information entered on the Expenditure Tab. The Revenue Tab also allows the user to change the Fund Source of existing Revenue detail, providing the opportunity to realign funds from one fund source to another without changing the total for the given Fund Type. For directions on how to realign existing revenue, skip directly to Step 8.

#### 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**.

Bud	get Analysis a	and Reporting S	lystem		Adjustment Group Across the Board Targets				
Vorktra	y				Adjustments	•	Target Adj	ustments	
Work Items	Search V	Work Items	My Messages		Budget Amendments Position Bulk Updates		Agency / C Budget Rec	BA Adjust quest Subm	ments hission
Date Last Chan	ged: from		to	600	Maintain Target Locks	1113	cending	•	
Work Item Stat	us:	Claimed						Search	

#### Step 3:

Complete the <u>Overview Tab</u>, relevant SD Tabs (Contracts/Grants, Contractuals, Real Estate, and Positions), and the <u>Expenditure Tab</u> to effectuate any changes intended by the adjustment. See separate guides regarding those functionalities in BARS.

If the adjustment is making changes to non-General Fund and non-Higher Education fund types (beyond realigning within a program by fund type), then users must allocate those changes from the generic fund sources on the Expenditure tab (Special Funds, Federal Funds, Non-budgeted Funds, and Reimbursable Funds) to the specific fund sources using the <u>Revenue Tab</u>.



#### Step 4: In the <u>Expenditures Tab</u>-

Confirm the expenditure grid information is as intended. Once you are satisfied with the detail included, select **Populate Revenue** to bring the expenditure *Fund Type* data over to the <u>Revenue</u> <u>Tab</u>. \*\*Users must populate the Revenue Tab even on adjustments that are only changing General Funds\*\*

experience sub Frog	ion mue		ų	LOad Sub-Program	in experior	ines			
Expenditure Calculatio	n Type			Load Adjustme	nt Differenc	e	Clear Zer	o Rows Pop	ulate Revenue
Expenditure Financi	ials								0 0
Unit	Program	Sub-Program	Object	Comptroller Subobject	Fund	FY 2020 Current	FY 2020 Adjustment	Comment	Adjustment Diff
•	•	•	•	•	•				•
Q	Q	Q	01: Salaries, Wages Q	0111: Accrued Leav Q	01: GF Q		\$6,000	ALP Goerge - 75% G	
Q	,,,,,,,,,,,,,,,,,,,,,,,,Q	•••••• <b>Q</b>	01: Salaries, Wages Q	0111: Accrued Leav Q	09: RF Q		\$2,000	ALP George - 25% R	

#### Step 5:

In the Revenue Tab-

Confirm that the desired funds are in the "FY20XX Adjustment" column. Note that the "Fund Source" column is unallocated. If the adjustment includes non-General Funds, the agency must identify the source of the funds in the "Fund Source" column.

iew	Narrative	Expenditures	Revenue	OBA Review	Slice	e and Dice Tags Va	alidation				
Age	ncy				Unit			Program			
Adju	ustment Type	Agency Adjustme	ent		Stage	Agency Request		Budget Year	FY 2020	Status	Draft
Nam	ne	BARS Training A	djustment - Rev	venue and I	Revenue	Realignment			Adjustr	ment Number	Unassigned
Reve	enue Progran	Filter				٩	Load Progra	m Revenue			Clear Zero Ro
Reve	enue Progran venue	Filter				Q	Load Progra	m Revenue	_	_	Clear Zero Ro
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Reve	enue Progran venue	) Filter Unit	Program	Fu	nd Type	Q Fund Source	Load Progra	m Revenue FY 2020 Adjustment	Comment	_	Clear Zero Ro
Reve	enue Progran venue	Unit	Program	<b>Fu</b> ▼ 01: G	nd Type T	Q Fund Source GF01: General Funds Q	Load Progra	m Revenue FY 2020 Adjustment S6.000	Comment	-	Clear Zero Ro

Users may allocate non-General Fund lines across as few or as many fund sources are necessary, with the only requirement being that the <u>Expenditures Tab</u> totals and <u>Revenue Tab</u> totals match dollar-for-dollar by program and fund type. For more than one line, adding additional lines can be accomplished through the "Copy" are "Add" and the feature in the Revenue grid. Individual expenditure adjustments can be divided into multiple fund sources of the same type.

Rev	enue							
		Unit	Program	Fund Type	Fund Source	FY 2020 Current	FY 2020 Adjustment	Comment
		•	•	•	•			
1	61	Q	Q	01: GF Q	GF01: General Funds <b>Q</b>		\$6,000	
2	61	Q	Q	09: RF Q	RF09: Reimbursable f ${f Q}$		\$1,000	
3	61	Q	(2000) <b>Q</b>	09: RF Q	RF09: Reimbursable f Q		\$1,000	



If at any point in the process users want to see the existing fund sources already budgeted in their agency as a reference point, Revenue may be loaded using the **Revenue Program Filter** similar to the Expenditure Sub-Program Filter in the Expenditure Financials grid. This filter will bring up additional unit and program selectors to populate the Revenue grid with fund values already uploaded and "Released" within BARS.

Agen	ncy				Unit			Program			12	
Adju	ustment Type	Agency Adjustme	ent		Stage	Agency Request		Budget Year	FY 2020	Status	Draft	٧
Nam	BARS Training Adjustment - Revenue an				d Revenue R	Realignment			Adjustm	ent Number	Unassigned	
Warne		BARS Training Adjustment - Revenue and										
Reve	enue Program	Filter					Load Program	m Revenue			Clear Zero	Ro
Reve Rev	enue Program venue	Filter					Load Program	m Revenue		_	Clear Zero	Ro
Reve	enue Program venue	Filter	Progra	am	Fund Type	Fund Source	Load Program	n Revenue FY 2020 Adjustment	Comment		Clear Zero	Ro

Overview	Narrative	Expenditures	Revenue OBA Review Please select a value	Slice and Dice Tags	Validation		8
Ag	ency		Accept Selection	Ei	iter Reset Expand Al	Collapse All Clear Selectio	n
Ad	justment Type		o				-
Na			ijus ⇔ 📩	1-0000: TBD			justn
Ret	venue Program	Filter	* *******				
			● \$22222222222222				- 55
			€				
		Unit	€ 2000000000000000000000000000000000000				
			A				

Select **Load Program Revenue** to populate the readied sections of the budget revenue into the Revenue grid below. These populated revenue lines represent the "Released" revenue lines for this particular Stage, and the "FY 20XX Current" column represents the detail that would be adjusted.

# Step 6:

Once any additional lines have been created or copied and adjusted to equal the value of the original **Populate Revenue** total, users must assign a fund source by selecting the magnifying glass in the "Fund Source" column of each non-General Fund line. From here, users may select from a list of specified available fund sources and choose the appropriate source.

Revenue Program Filter	Please select a value Filter Reset Expand All Collapse All Clear Selection	8
Revenue	★ J00D00: Maryland Port Administration	•
Unit	★ J00E00: Motor Vehicle Administration	
	★ J00H01: Maryland Transit Administration	
	🕈 👷 J00100: Maryland Aviation Administration	
	☆ J00J00: Maryland Transportation Authority	
2 1 1	★ K00902: Reimbursement for Boat Rental	
3 13 1	▲ K00A01: Department of Natural Resources	
	★ K00A02: Forest Service	



\*\*\*If agencies anticipate needing to add new fund sources to BARS for their upcoming budget submission (new Special Funds, new federal grants, etc.), please send the request to the Budget Processing Team at DBM (<u>dlBudgetHelp\_DBM@maryland.gov</u>) <u>as early in the season as</u> <u>possible</u> to ensure it does not slow down your submission\*\*\*

Rev	enue								0 0
		Unit	Program	Fund Type	Fund Source	FY 2020 Current	FY 2020 Adjustment	Comment	
		•	•	•	•				
1	61	Q	<b>Q</b>	01: GF Q	GF01: General Funds Q		\$6,000		
2	61	A	<b>Q</b>	09: RF Q	J00J00: Maryland Tra Q		\$1,000		
3	61	Q	Q	09: RF Q	K00A04: Maryland Pa <b>Q</b>		\$1,000		

# Step 7:

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

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



# Step 8 - RealigningFunds:

To realign existing revenue in BARS, complete the <u>Overview Tab</u> and go directly to the <u>Revenue</u> <u>Tab</u>. <u>Revenue adjustments may be performed without Expenditure tab or SD tab detail to</u> reconcile funds among different fund sources.

Users should accomplish this work using the following adjustment types for each year:

- Prior Year (PY) Agency Actuals Adjustment.
- Current Year (CY) CY Adjustment
- Budget Year (BY Request Year) Agency Adjustment.

Revenue may be loaded using the **Revenue Program Filter** similar to the Expenditure Sub-Program Filter in the Expenditure Financials grid. This filter will bring up additional unit and program selectors to populate the Revenue grid with fund values already uploaded and "Released" within BARS.



Agency					Unit			Program	[			
Adjustment Type	Agency Adjustme	ent		Stage	Agency Request		Budget Year	FY 2020	Status	Draft	Ŧ	
Name	Adjustment Type Name	BARS Training A	djustment - R	evenue and	Revenue	Realignment			Adjustm	ent Number	Unassigned	
Name Revenue Program												
Revenue Program	Filter				(Q)	Load Progra	m Revenue			Clear Zero	Ro	
Revenue Reven	e Program	Filter				Q	Load Progra	m Revenue	_		Clear Zero	Ro
Revenue	e Program nue	Filter	Program	m Fu	nd Type	Fund Source	Load Progra	m Revenue FY 2020 Adjustment	Comment		Clear Zero	Ro

Overview	Narrative	Expenditures	Revenue OBA Review Please select a value	Slice and Dice Tags	Validation	G	
Д			Accept Selection	E	ilter <u>Reset</u> Expand Al	Collapse All Clear Selection	
A	djustment Type		Θ				
N	ame		⊖	1-0000: TBD			justn
R	evenue Program	Filter	* ******				
5	Javanua		⊕ 333333333333				=
			€				-
		Unit	€ 3000000000000000000000000000000000000				:
			A				

Select Load Program Revenue to populate the readied sections of the budget revenue into the Revenue grid below. These populated revenue lines represent the "Released" revenue lines for this particular Stage, and the "FY 20XX Current" column represents the detail that would be adjusted in a given Prior Year (PY), Current Year (CY), or Budget Year (BY) "FY 20XX Adjustment" column.

Note: In the instance of the Agency Request stage, the populated revenue lines are only representative of Revenue/Fund detail rolled over from the agency's Target (Legislative Appropriation plus OBA Target Adjustments). The data does <u>not</u> include adjustments that the agency has made as part of their request but which have not been Released. It <u>does</u> include any Released Position Reconciliation adjustments. It is <u>strongly suggested</u> that agencies use Reports and Ad Hoc to guide their work realigning fund sources rather than relying on data loaded in the grid.

Reve	nue Progr	am Filter			<b>Q</b>	Load Progra	am Revenue			Clear Zero R	ows
Rev	enue									(	0 0
Γ		Unit	Program	Fund Type	Fund Source	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	F) Adji
		•	•	•	•						
1	01	20000000000 Q	00000000000 Q	01: GF Q	GF01: General Funds Q	50	\$5,805,404	\$5,815,436	\$5,410,367	\$5,621,082	
2	01	5000000000000 Q		03: SF Q	C81303: Consumer P Q	\$0	SO	S0	\$1,238,627	\$1,242,156	
3	60	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	۹-0000000000 م	03: SF Q	C81304: Gifts and Bei Q	\$22,027	\$33,167	\$26,911	\$30,289	\$30,375	
4	61	::::::Q	• \$	03: SF Q	SWF305: Cigarette Ri Q	\$170,750	\$846,421	\$1,039,804	\$446,298	\$448,622	
5	60	000000000 Q	000000000 Q	03: SF Q	T59701: TEDCO Res Q	\$362,286	\$457,568	\$463,814	\$483,070	\$487,140	
6	60	5000000000000 Q	-200000000000 Q	09: RF Q	C81311: OAG Admin   Q	\$1,250,779	50	\$0	\$0	50	
7	ß	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	09: RF Q	C81C00: Office of the Q	\$0	\$1,890,943	\$2,387,756	\$2,127,872	\$1,982,477	



# Step 9:

Scroll to the right of the Revenue grid to find the "FY 20XX Adjustment" column. Additional rows may also be added or copied as the user needs additional revenue lines, as shown below.

Revenue	•									00
	Program	Fund Type	Fund Source	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment
•	•		•	•					$\sim$	
of the Q	Q	01: GF	GF01: General Funds	<b>Q</b> 50	\$5,805,404	\$5,815,436	\$5,410,367	\$5,621,082		
of the <b>Q</b>	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	03: SF	C D13304: State Agenc;	<b>Q</b> 50	\$0	\$0	\$1,238,627	\$1,242,156		
of the <b>Q</b>	٩:0000000000	03: SF	2 E00355: Revenue Col	Q \$22,027	\$33,167	\$26,911	\$30,289	\$30,375		
of the Q	،Q	03: SF	SWF305: Cigarette Re	Q \$170,750	\$846,421	\$1,039,804	\$446,298	\$448,622		
of the Q	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	03: SF	A M00352: Healthy Peo	Q \$362,286	\$457,568	\$463,814	\$483,070	\$487,140		
of the Q	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	09: RF	Q00C01: Maryland Pa	Q \$1,250,779	\$0	S0	\$0	\$0		
of the Q	00000000000 Q	09: RF	R15P00: Maryland Pu	Q 50	\$1,890,943	\$2,387,756	\$2,127,872	\$1,982,477		
<u> </u>	Q		2	Q						

In "Revenue-only" adjustments, take note of the sum values of each of the given program/unit/agency's fund types. Any adjustments within the Revenue grid must be net-zero within each individual fund type.

In order to move funds among different fund sources, the user must use the "FY 20XX Adjustment" column to do the additions and subtractions.

Revenue O O										
	Program	Fund Type	Fund Source	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020	Comment
		· · · · · · · · · · · · · · · · · · ·							Adjustment	
•	•	•	<b></b>							
of the Q	20000000000000 Q	01: GF 🔍 🔍	GF01: General Funds Q	\$0	\$5,805,404	\$5,815,436	\$5,410,367	\$5,621,082		
of the Q	Q	03: SF Q	D13304: State Agenc: Q	\$0	\$0	\$0	\$1,238,627	\$1,242,156	(\$125,000)	
of the <b>Q</b>	Q	03: SF Q	E00355: Revenue Col Q	\$22,027	\$33,167	\$26,911	\$30,289	\$30,375	\$75,000	
of the <b>Q</b>	Q	03: SF Q	SWF305: Cigarette Ri Q	\$170,750	\$846,421	\$1,039,804	\$446,298	\$448,622		
of the Q	Q	03: SF Q	M00352: Healthy Peo Q	\$362,286	\$457,568	\$463,814	\$483,070	\$487,140		
of the Q	Q	09: RF Q	Q00C01: Maryland Pa Q	\$1,250,779	\$0	\$0	\$0	\$0		
of the Q	::::::Q	09: RF Q	R15P00: Maryland Pu Q	\$0	\$1.890.943	\$2,387,756	\$2,127,872	\$1,982,477		
ď	Q	03: SF Q	Q00327: 911 Trust Fu Q						\$50,000	

As shown above, the sum of all Special Fund adjustments within one program is \$0. In the new line, since there is no history for the specific fund source within this agency at this Stage, selecting a new fund source will not populate any of the previous fiscal year columns of data. This allows the adjustment to pass all of the relevant Validations.

# Step 9:

Once again, once you have determined that the desired changes have been made and the Revenue totals to \$0 by fund type, click on the **Submit** button in blue at the top right of the screen.

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