# Utilizing the Revenue Tab & Realigning Funds and Revenue

## Introduction

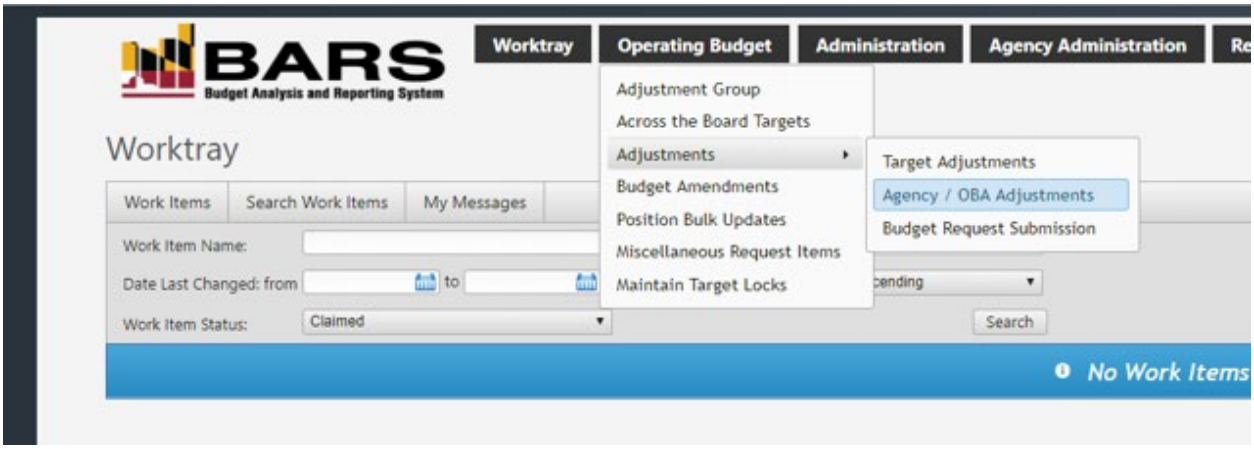
The Revenue Tab in an adjustment represents the BARS version of the Fund File from HOBO. The Revenue Tab allows the user to enter lower level Fund Source detail to reconcile to Fund Type-level information entered on the Expenditure Tab. The Revenue Tab also allows the user to change the Fund Source of 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**.




## Step 3:

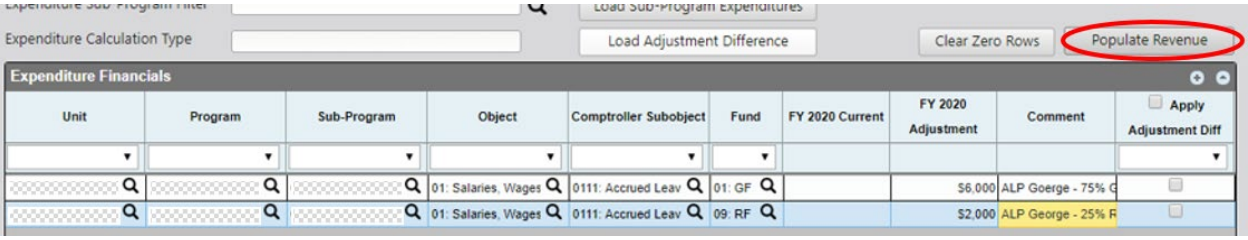
Complete the Overview Tab, relevant SD Tabs (Contracts/Grants, Contractuals, Real Estate, and Positions), and the Expenditure Tab to effectuate any changes intended by the adjustment. See separate guides regarding those functionalities in BARS.

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 Revenue Tab.

## Step 4:

In the Expenditures Tab—

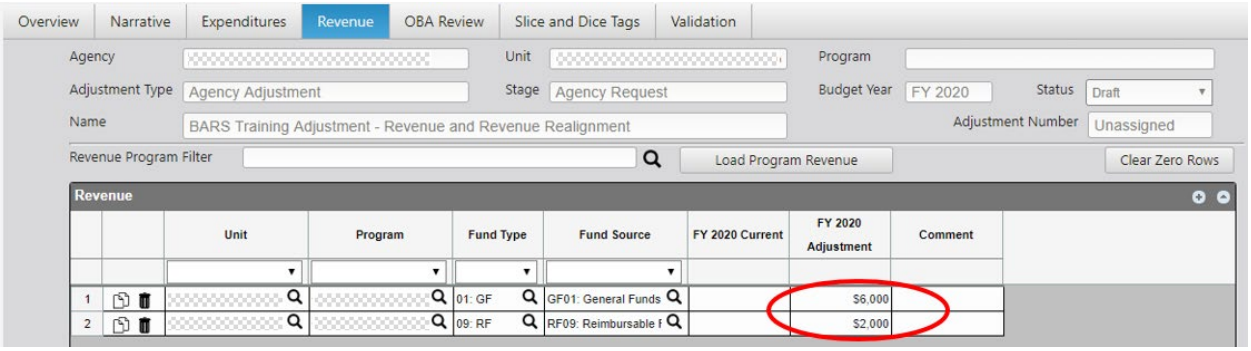
Confirm the expenditure grid information is as intended. Once you are satisfied with the detail included, select **Populate Revenue** to bring the expenditure *Fund Type* data over to the Revenue Tab. **Users must populate the Revenue Tab even on adjustments that are only changing General Funds**



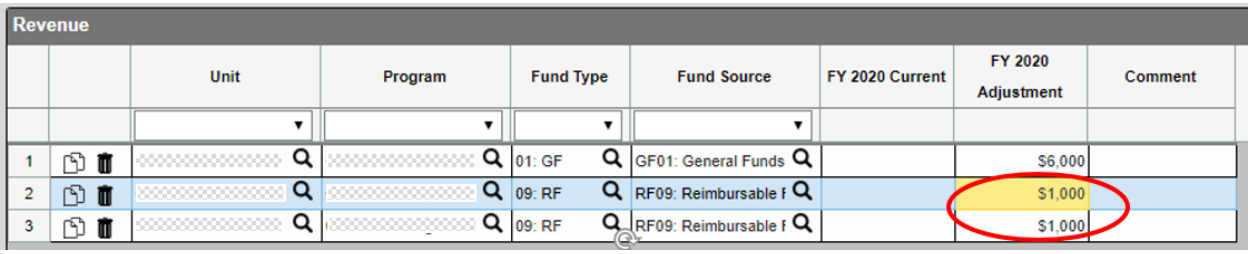

## Step 5:

In the Revenue Tab—

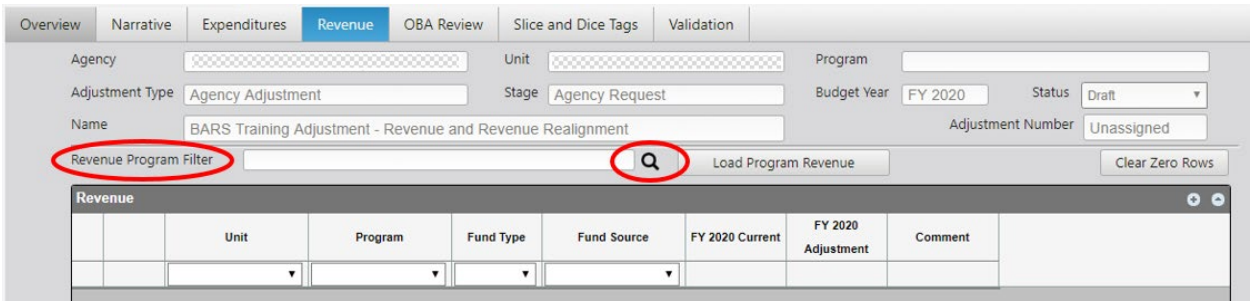
Confirm that the desired funds are in the "FY20XX Adjustment" column. Note that the "Fund Source" column is unallocated. If the adjustment includes non-General Funds, the agency must identify the source of the funds in the "Fund Source" column.

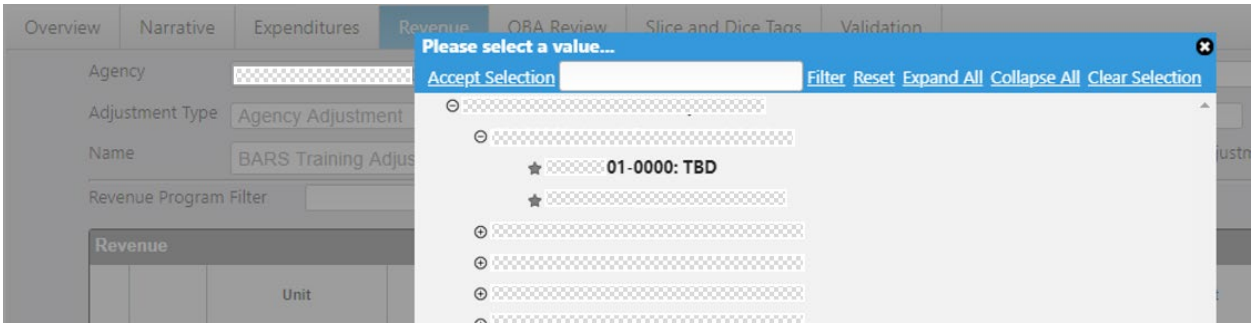



Users may allocate non-General Fund lines across as few or as many fund sources are necessary, with the only requirement being that the Expenditures Tab totals and Revenue Tab totals match dollar-for-dollar by program and fund type. For more than one line, adding additional lines can be accomplished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



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.

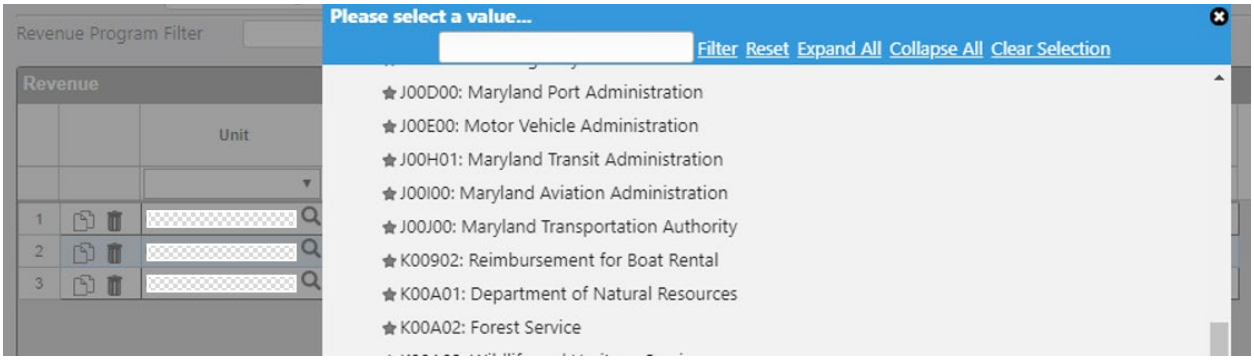


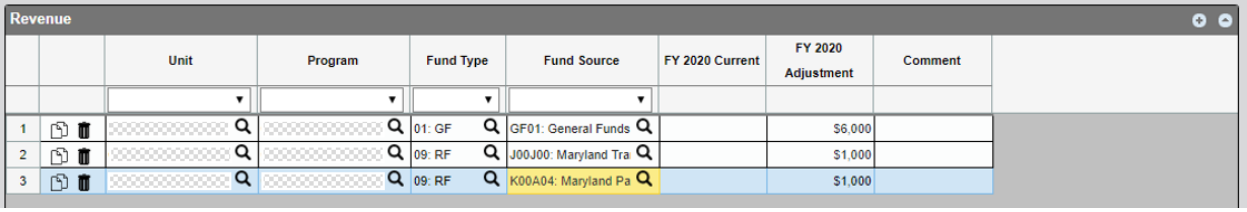

Select **Load Program Revenue** to populate the readied sections of the budget revenue into the Revenue grid below. These populated revenue lines represent the "Released" revenue lines for this particular Stage, and the "FY 20XX Current" column represents the detail that would be adjusted.

## 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.



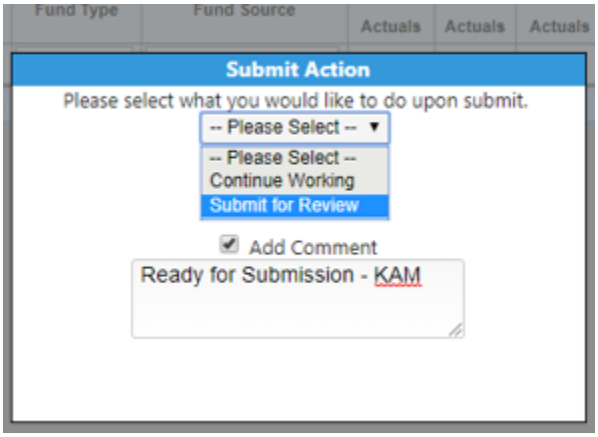
*****If agencies anticipate needing to add new fund sources to BARS for their upcoming budget submission (new Special Funds, new federal grants, etc.), please send the request to the Budget Processing Team at DBM (dlBudgetHelp_DBM@maryland.gov) as early in the season as possible to ensure it does not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




## 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**.



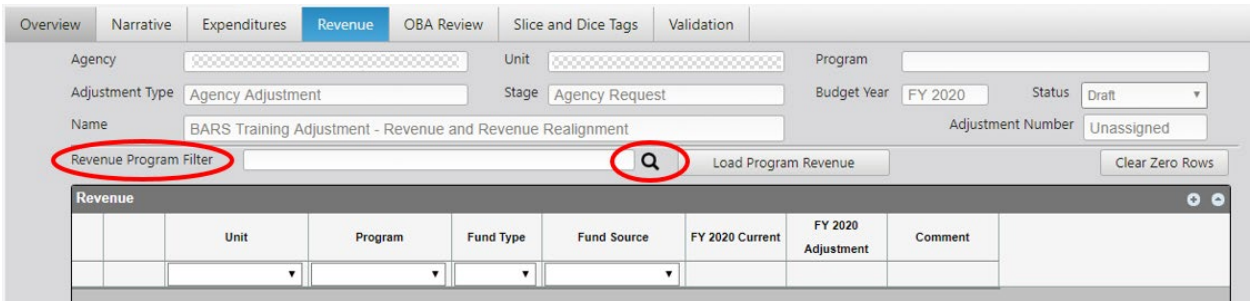

## Step 8 - RealigningFunds:

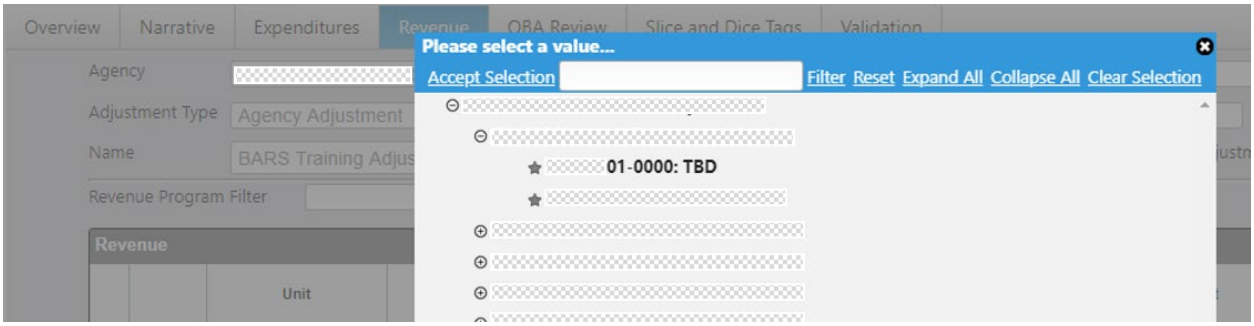
To realign existing revenue in BARS, complete the Overview Tab and go directly to the Revenue Tab. Revenue adjustments may be performed without Expenditure tab or SD tab detail to reconcile funds among different fund sources.

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.

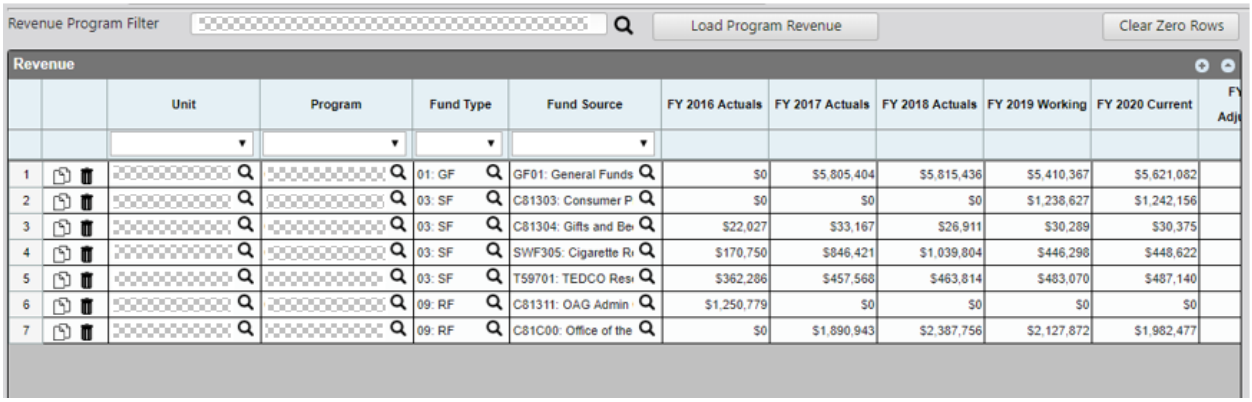
Revenue may be loaded using the **Revenue Program Filter** similar to the Expenditure Sub-Program Filter in the Expenditure Financials grid. This filter will bring up additional unit and program selectors to populate the Revenue grid with fund values already uploaded and "Released" within BARS.



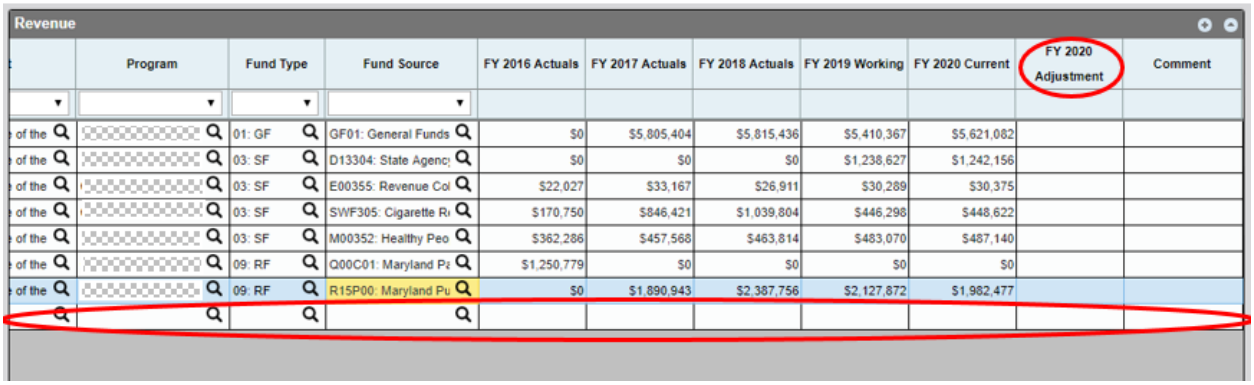

Select **Load Program Revenue** to populate the readied sections of the budget revenue into the Revenue grid below. These populated revenue lines represent the "Released" revenue lines for this particular Stage, and the "FY 20XX Current" column represents the detail that would be adjusted in a given 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 not include adjustments that the agency has made as part of their request but which have not been Released. It does include any Released Position Reconciliation adjustments. It is strongly suggested that agencies use Reports and Ad Hoc to guide their work realigning fund sources rather than relying on data loaded in the grid.*



## 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.

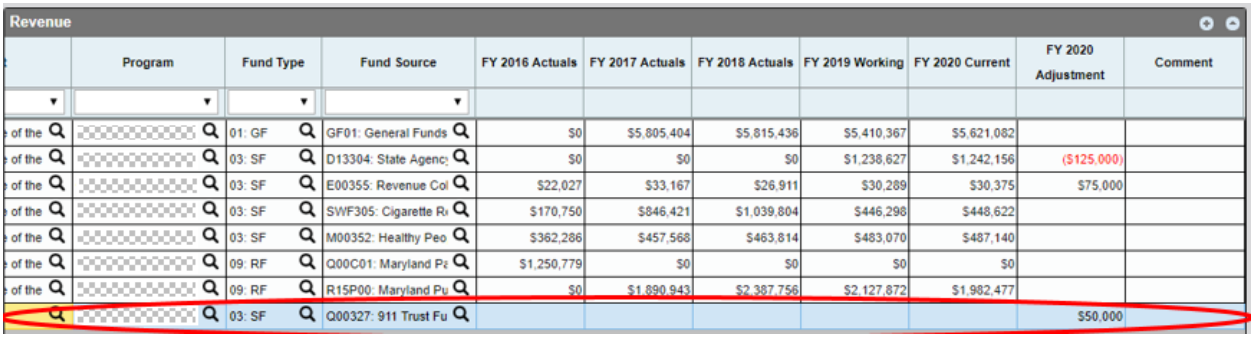


Revenue

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

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

| | Program | Fund Type | Fund Source | FY 2016 Actuals | FY 2017 Actuals | FY 2018 Actuals | FY 2019 Working | FY 2020 Current | FY 2020 Adjustment | Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| of the | | 01: GF | GF01: General Funds | $0 | $5,805,404 | $5,815,436 | $5,410,367 | $5,621,082 | | |
| of the | | 03: SF | D13304: State Agenc | $0 | $0 | $0 | $1,238,627 | $1,242,156 | ($125,000) | |
| of the | | 03: SF | E00355: Revenue Col | $22,027 | $33,167 | $26,911 | $30,289 | $30,375 | $75,000 | |
| of the | | 03: SF | SWF305: Cigarette R | $170,750 | $846,421 | $1,039,804 | $446,298 | $448,622 | | |
| of the | | 03: SF | M00352: Healthy Peo | $362,286 | $457,568 | $463,814 | $483,070 | $487,140 | | |
| of the | | 09: RF | Q00C01: Maryland Pa | $1,250,779 | $0 | $0 | $0 | $0 | | |
| of the | | 09: RF | R15P00: Maryland Pu | $0 | $1,890,943 | $2,387,756 | $2,127,872 | $1,982,477 | | |
| | | 03: SF | Q00327: 911 Trust Fu | | | | | | $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**.