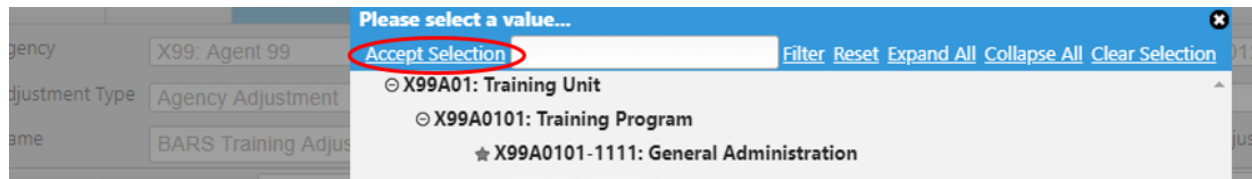




To load a specific subdivision of an agency, click on that program or subprogram to bold that portion of the budget. Once you have highlighted all of the desired units, programs, and subprograms, select **Accept Selection** to ready those sections of the budget to be loaded.



Click on the **Load Turnover** button. The *Turnover Rates* grid will load with subprogram/fund type level data. The **Current Position \$** values are comptroller subobjects 0101+0151+0161-0169+0174 for the relevant subprogram/fund type and match the data in the Expenditure tab. The **Current Turnover \$** values are the 0189 for the same Chart of Accounts (COA) combination from Expenditure data. The **Turnover Rate** is that 0189/(0101+0151+0161-0169+0174). **Turnover Change** should all be 0.00% at first as no adjustments have been entered.

Turnover Rates										
		Unit	Program	Sub-Program	Fund	Current Position \$	Current Turnover \$	Turnover Rate	Turnover Change	<input type="checkbox"/> Update Rate
1			01		GF01: General Fund	\$663,830	(\$59,081)	-8.90%	0.00%	
2			01		GF01: General Fund	\$369,336	(\$32,871)	-8.90%	0.00%	
3			01		FF05: Federal Funds	\$303,006	(\$26,967)	-8.89%	0.00%	
4			01		GF01: General Fund	\$396,831	(\$75,663)	-19.06%	0.00%	

### Step 5:

Once the *Turnover Rates* grid has been populated, the user may (a) individually change each line to different turnover rates, (b) set multiple rows all to the same rate, or (c) do a combination of the two.

To change individual lines, simply type the desired rate into the **Turnover Rate** column for the specific row(s) then click **Update Selected** above the grid. In the example below, the first two rows were -8.90%, -10.00% was typed in the **Turnover Rate** column, **Update Selected** was pushed, and now **Turnover Change** has been populated with -1.10% for those rows to show the difference. Note - users can use this methodology to set different rates for every row if desired.

Set selected to:		Update Selected	Calculate
Current Turnover \$	Turnover Rate	Turnover Change	<input type="checkbox"/> Update Rate
(\$59,081)	-10.00%	-1.10%	<input type="checkbox"/>
(\$32,871)	-10.00%	-1.10%	<input type="checkbox"/>
(\$26,967)	-8.89%	0.00%	<input type="checkbox"/>
(\$75,663)	-19.06%	0.00%	<input type="checkbox"/>

To change multiple lines to the same rate at once, click the box on each row in the **Update Rate** column, or check the box at the top of that column if every row in the grid is being changed at once. Then type the desired rate (must be negative) in the **Set All to:** box and click **Update Selected**.

Set selected to: <b>-10.00%</b>		Update Selected	Calculate
Current Turnover \$	Turnover Rate	Turnover Change	<input type="checkbox"/> Update Rate
			<input type="checkbox"/>
(\$59,081)	-10.00%	-1.10%	<input checked="" type="checkbox"/>
(\$32,871)	-10.00%	-1.10%	<input checked="" type="checkbox"/>
(\$26,967)	-8.89%	0.00%	<input type="checkbox"/>
(\$75,663)	-10.00%	9.06%	<input checked="" type="checkbox"/>
(\$37,313)	-10.00%	-1.11%	<input checked="" type="checkbox"/>
(\$4,430)	-8.90%	0.00%	<input type="checkbox"/>

Users can implement a combination of the two methodologies in the same grid, but make sure not to check the box in the **Update Rate** column if you are entering in a different proposed **Turnover Rate** from what is above in the **Set selected to:** field. Doing so then clicking **Update Selected** will overwrite your manually typed data.

Users can also click **Export** at the bottom of the grid, work in Excel, then **Import** that work back into this grid.

Once a user has set all of their **Turnover Rates** and **Turnover Changes** in this grid and they are satisfied with the data, click **Calculate** above the grid.

**Step 6:**

The lower grid **Turnover Adjustments to Apply** will now be populated with subprogram/fund type level values showing the new proposed turnover rate (**Revised Rate**), **Current Turnover \$** which is existing budgeted turnover pulled from the Expenditure data, **Revised Turnover \$** which is the new calculated amount, and **Turnover Adjustment \$** which is the dollar difference between current and revised.

Turnover Adjustments to Apply									
	Unit	Program	Subprogram	Fund	Revised Rate	Current Turnover \$	Revised Turnover \$	Turnover Adjustment \$	
1		01		01: GF	-10.00%	(\$59,081)	(\$66,383)	(\$7,302)	
2		01		01: GF	-10.00%	(\$32,871)	(\$36,934)	(\$4,063)	
3		01		05: FF	-10.00%	(\$26,967)	(\$30,301)	(\$3,334)	
4		01		01: GF	-10.00%	(\$75,663)	(\$39,683)	\$35,980	
5		01		01: GF	-10.00%	(\$37,313)	(\$41,926)	(\$4,613)	
6		01		05: FF	-10.00%	(\$4,430)	(\$4,977)	(\$547)	
7		01		01: GF	-10.00%	(\$126,698)	(\$142,360)	(\$15,662)	
8		01		01: GF	-10.00%	(\$31,133)	(\$34,981)	(\$3,848)	
9		01		01: GF	-10.00%	(\$76,803)	(\$86,297)	(\$9,494)	

Except for the **Comments** column, this lower grid cannot be edited. If changes are desired, **Clear** this lower grid, access the **Turnover Rates** grid, make the changes there, then re-**Calculate**.

Once you have reviewed the data and are comfortable with the changes/values, click



Populate Expenditure

above the **Turnover Adjustments to Apply** grid. This will bring the 0189 adjustments over to the Expenditures Tab.

### Step 7:

In the Expenditure Tab—review the data as populated from the Turnover Tab. Note that unlike data populated from other SD tabs, users can make changes on the Expenditures tab. BARS does not validate that the Turnover and Expenditures tabs match.

### Step 8:

As with all adjustments, users must complete Revenue Tab and clear all validation requirements to **Submit** the adjustment successfully.