

Utilizing the Import/Export Function

Introduction

The Import/Export function for grids in BARS is a shortcut feature that allows large amounts of data to be entered using Microsoft Excel. By using exports of certain grids, users may create calculations and filter data in Excel in a way that cannot be done in the BARS system. Virtually every grid in BARS, including those in the SD Tabs, allow some sort of Import/Export feature. The Import/Export feature also allows user to offload and save data for future use, for the case of data recovery and record keeping as well as managing large amounts of data for the import of more complicated grid data down the line. This guide uses the Expenditures grid to explain the process.

Step 1:

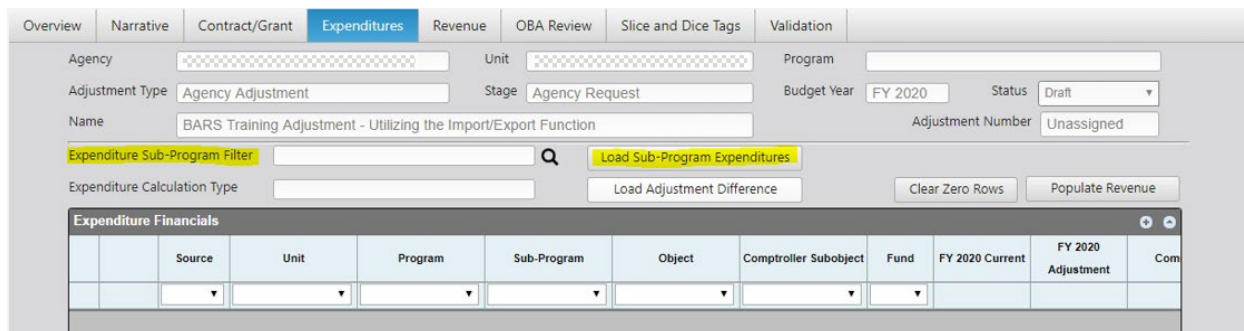
Log into BARS Production

Step 2:

Navigate to the **BARS Homepage/Worktray**, hover over **Operating Budget** at the top of the page and select **Adjustments > Agency / OBA Adjustments**.

Step 3:

Navigate to the Expenditures Tab and **Load Sub-Program Expenditures** to populate the Expenditure Financials grid with data existing within BARS for the specific Stage and Status. Once populated, this grid will



Overview Narrative Contract/Grant **Expenditures** Revenue OBA Review Slice and Dice Tags Validation

Agency: [] Unit: [] Program: []

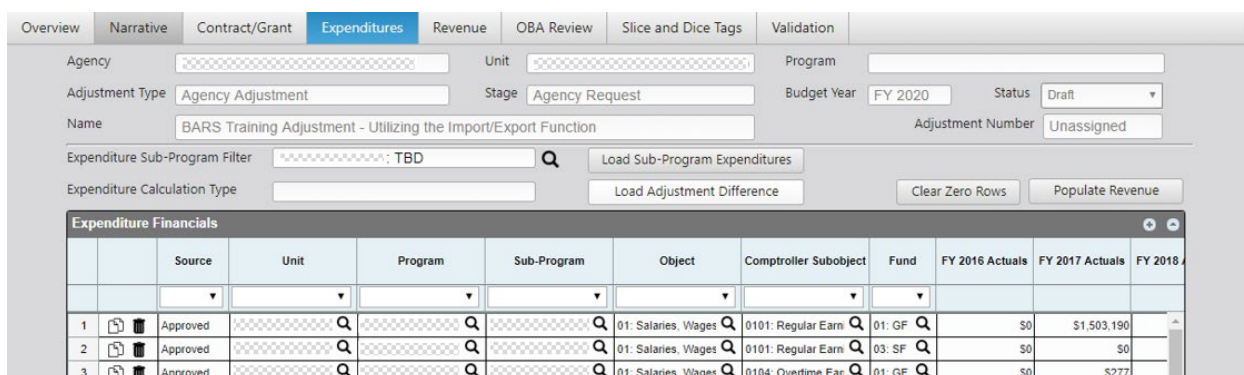
Adjustment Type: Agency Adjustment Stage: Agency Request Budget Year: FY 2020 Status: Draft

Name: BARS Training Adjustment - Utilizing the Import/Export Function Adjustment Number: Unassigned

Expenditure Sub-Program Filter: [] **Load Sub-Program Expenditures**

Expenditure Calculation Type: [] Load Adjustment Difference Clear Zero Rows Populate Revenue

Expenditure Financials										
	Source	Unit	Program	Sub-Program	Object	Comptroller Subobject	Fund	FY 2020 Current	FY 2020 Adjustment	Com
	[]	[]	[]	[]	[]	[]	[]			



Overview Narrative Contract/Grant **Expenditures** Revenue OBA Review Slice and Dice Tags Validation

Agency: [] Unit: [] Program: []

Adjustment Type: Agency Adjustment Stage: Agency Request Budget Year: FY 2020 Status: Draft

Name: BARS Training Adjustment - Utilizing the Import/Export Function Adjustment Number: Unassigned

Expenditure Sub-Program Filter: []: TBD **Load Sub-Program Expenditures**

Expenditure Calculation Type: [] Load Adjustment Difference Clear Zero Rows Populate Revenue

Expenditure Financials										
	Source	Unit	Program	Sub-Program	Object	Comptroller Subobject	Fund	FY 2016 Actuals	FY 2017 Actuals	FY 2018
1	Approved	[]	[]	[]	01: Salaries, Wages	0101: Regular Earn	01: GF	\$0	\$1,503,190	
2	Approved	[]	[]	[]	01: Salaries, Wages	0101: Regular Earn	03: SF	\$0	\$0	
3	Approved	[]	[]	[]	01: Salaries, Wages	0104: Overtime Ear	01: GF	\$0	\$277	

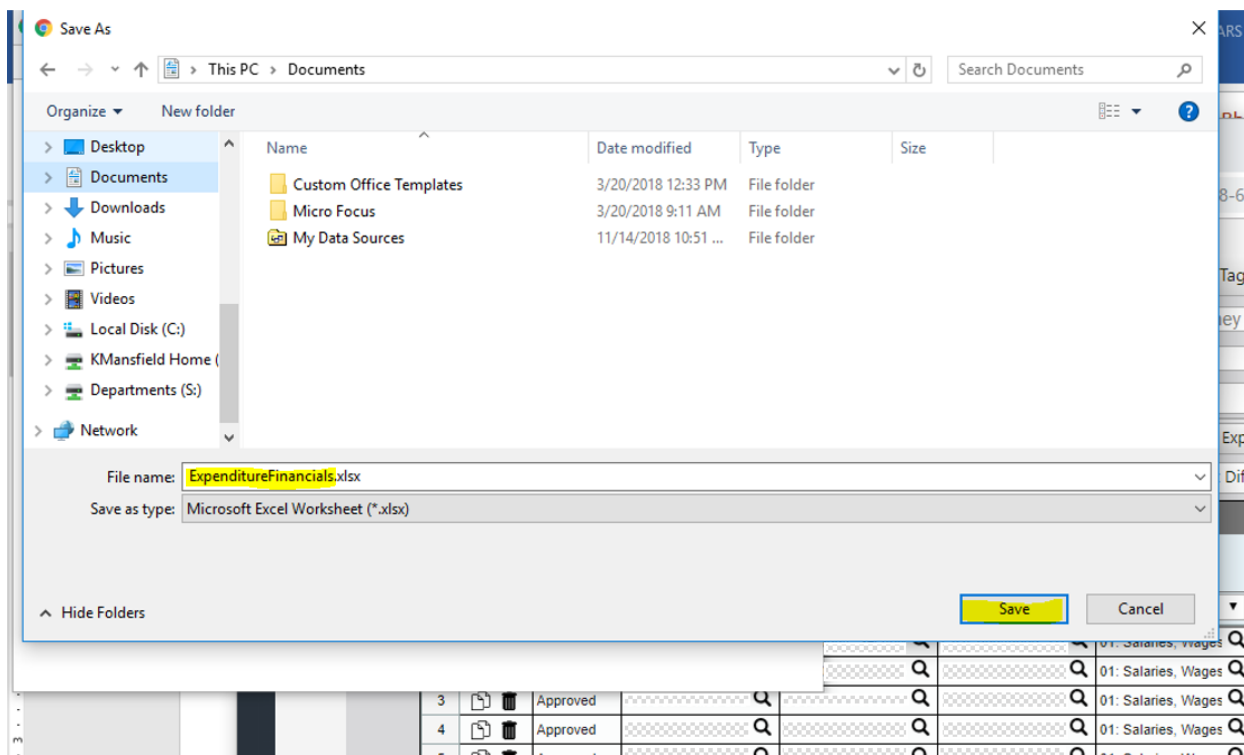
Step 4:

Navigate to the bottom of the Expenditures Financials grid and locate the “Export” button.

16	Approved	01: Salaries, wages	0109: Turnover exp	03: SF	\$0	\$0
17	Approved	01: Salaries, Wages	0189: Turnover Exp	03: SF	\$0	\$0
					\$0	\$2,843,680
					\$0	\$2

Page 1 of 1 100 View 1 - 54 of 54

Click on this button to bring up a save dialogue for the web browser (depending on your browser and settings). This will save an Excel file version of the grid in question to your computer. Users are recommended to rename this file to something specific to the created adjustment.



Step 5:

Open this file in Excel and press **Enable Editing**.

BARS Training Example ExpenditureFinancials.xlsx [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do...

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

1	Source	Unit	Program	Sub-Program	Object	Comptroller Subobject	Agency Subobject	Fund	FY 2016 Actuals	FY 2017 Actual
2	App			0000	01	0101	0101	01	0	15031
3	App			0000	01	0101	0101	03	0	
4	App			0000	01	0104	0104	01	0	2
5	App			0000	01	0111	0111	01	0	250

Note: The Excel file structure is extremely sensitive for the Import process. Users should not make any changes to pre-existing data in the file, including the names of the column titles in Row 1 or the “Source” column.

Step 6:

To adjust existing grid export lines in the Excel file, dollars (or, depending on the specific grid, FTEs) may be added or subtracted in the “FY 20XX Adjustment” column for upload through the Import process. When making adjustments to existing data, users should generally ignore the Chart of Account location data for each line item as well as the Object, Comptroller Subobject/Agency Subobject, and Fund coding for existing lines. Users are encouraged filter, resize, or hide columns and rows that may not be useful, but rearranging columns may result in errors in the uploaded data.

E	F	H	K	L	M	N	O	P	Q
Object	Comptroller Subobject	Fund	FY 2018 Actual	FY 2019 Worki	FY 2020 Target	FY 2020 Curre	FY 2020 Adjust	Comment	Apply Adjustm
02	0213	03	0	77721		77721			
02	0214	01	83	70		70			
02	0214	03	0	2845		2845			
02	0220	01	29628	25000		25000			
02	0220	03	0	1015962		1015962			
02	0289	01	0	-270		-270	-35 adj. to anticipated	contr. TO	
02	0289	03	0	-21931		-21931	-5355 adj. to anticipated	contr. TO	
03	0301	01	0	0		0			
03	0302	01	0	0		0			
03	0306	01	662	661		661	115 cell phone plan increases		
03	0397	01	0	0		0			

Adjustments will only register in the BARS system if the Excel file is uploaded into the system. Only the “FY 20XX Adjustment” and “Comment” columns should be changed in the Excel file for existing lines as the Import process will only read the uploaded data correctly if the rest of the data remains unchanged.

Once the adjustments to the intended line items have been made, Save the Excel file.

Step 7:

To add additional import lines in the Excel file, begin by entering the Chart of Accounts location data for the particular line item. (In this example, using the Expenditures grid, remember that only non-SD tab can be manipulated via the Expenditures Financials grid.) This must match the format of the Column exactly, including the 0s at the beginning of Program codes. This can be performed easily by Copy-ing (Ctrl+C in Windows OS) and Paste-ing (Ctrl+V) data directly from prepopulated budget data lines generated by BARS in the Export.

A	B	C	D	E	F	H	K
Source	Unit	Program	Sub-Program	Object	Comptroller Subobject	Fund	FY 2018 Actual
pp	X99	04	0000	08	0899	03	
pp	X99	04	0000	09	0902	01	216
pp	X99	04	0000	09	0915	01	2230
pp	X99	04	0000	11	1115	01	45
pp	X99	04	0000	13	1301	01	31284
pp	X99	04	0000	13	1301	03	
pp	X99	04	0000	13	1302	01	112
pp	X99	04	0000	13	1304	01	82
pp	X99	04	0000	13	1305	01	250
	X99	04	0000	11			

“Object”, “Comptroller Subobject/Agency Subobject”, and “Fund” data columns must be entered to match the intended adjustment (generally an *increase* for a brand new line item). Again, the format **must match exactly** for these columns to be imported properly, which can be performed easily through the Copy and Paste function in Excel.

Unit	Program	Sub-Program	Object	Comptroller Subobject	Fund	FY 2018 Actual
X99	04	0000	11	1115	01	
X99	04	0000	13	1301	01	3121
X99	04	0000	13	1301	03	
X99	04	0000	13	1302	01	1:
X99	04	0000	13	1304	01	1
X99	04	0000	13	1305	01	2:
X99	04	0000	11		1102 01	

Once the line item has been created by the user, dollars may be adjusted using the “FY 20XX Adjustment” column the same as changing an existing line item above, except with the baseline for a brand new line item generally starting at \$0.

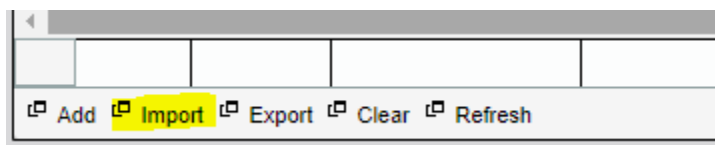
FY 2018 Actual	FY 2019 Worki	FY 2020 Target	FY 2020 Currei	FY 2020 Adjust	Comment	Apply Adjustm	Source (do not	Modify)
452	0		0				App	
312846	312846		312846				App	
0	101122		101122				App	
1121	1073		1073				App	
829	3000		3000				App	
2500	1800		1800				App	
					1850 replace destroyed A/V equipment in main conference room			

Hundreds of lines can be adjusted through each of these methods, and many additional line items may be imported into BARS to supplement existing budget data based on the specific adjustment. Once the adjustments to the intended line items have been made, once again **Save** the Excel file.

Pro-Tip: When uploading large amounts of data, users are encouraged to delete rows that have “blanks” in the “FY 20XX Adjustment” column. This will increase the speed of the adjustment uploading into BARS and reduce clutter in the case of tracking down changes/errors.

Step 8:

Once the Excel file has been saved, return to the BARS screen and select the “Import” button at the bottom left of the same grid.



This will require users to find the Excel file in the computer’s File Explorer similar to an attachment in an email. This may be an automatic process that occurs with an error/dialogue box which, in general, only gives information about irrelevant part of the upload that could not overwrite “Read Only” data that already exists in the grid. If this box pops up, press “OK” and investigate that all of the intended information came over in the import.

This information should include all adjustments to existing data:

Expenditure Financials										
Object	Comptroller Subobject	Fund	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment	<input type="checkbox"/> Apply Adjustment Diff
Technical and S	0220: Special Paym	01: GF	\$0	\$38,099	\$29,628	\$25,000	\$25,000			<input type="checkbox"/>
Technical and S	0220: Special Paym	03: SF	\$0	\$0	\$0	\$1,015,962	\$1,015,962			<input type="checkbox"/>
Technical and S	0289: Turnover Exp	01: GF	\$0	\$0	\$0	(\$270)	(\$270)	(\$35)	adj. to anticipated co	<input type="checkbox"/>
Technical and S	0289: Turnover Exp	03: SF	\$0	\$0	\$0	(\$21,931)	(\$21,931)	(\$5,355)	adj. to anticipated co	<input type="checkbox"/>
Communication	0301: Postage	01: GF	\$0	\$13	\$0	\$0	\$0			<input type="checkbox"/>
Communication	0302: Telephone	01: GF	\$0	\$8	\$0	\$0	\$0			<input type="checkbox"/>
Communication	0306: Cellular Telep	01: GF	\$0	\$635	\$662	\$661	\$661	\$115	cell phone plan incre	<input type="checkbox"/>
Communication	0397: Paycheck Por	01: GF	\$0	\$2	\$0	\$0	\$0			<input type="checkbox"/>

As well as all adjustments creating brand new line items

Fixed Charges	1305: Association D	01: GF	\$0	\$1,800	\$2,500	\$1,800	\$1,800			<input type="checkbox"/>
Equipment - Adc	1102: Audio-Visual I	01: GF						\$1,850	replace destroyed Ar	<input type="checkbox"/>
			\$0	\$2,843,680	\$2,730,575	\$3,959,439	\$3,997,185	(\$3,425)		

Add Import Export Clear Refresh
 Page 1 of 1 100 View 1 - 55 of 55

Step 9:

As with all adjustments, users must complete all required tabs, including the Revenue Tab, and clear all validation requirements to submit the adjustment successfully.