

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 <u>every grid in BARS, including those in the Supporting Detail (SD) Tabs, allows some sort of Import/Export feature</u>. The Import/Export feature also allows user to offload and save data for future use, for data recovery and record keeping or 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 <u>Expenditures Tab</u>, and use either the **Subprogram** or **Object Filter** and **Load** to populate the Expenditure Financials grid with data existing within BARS for the specific Stage and Status.

| erview Narrativ | e Expend | ditures | Revenue | OBA Revie | w Slic | ce and Dice Tag | s Va | lidation | | | | |
|------------------|------------|-----------|-----------------|-----------|--------|-----------------|--------|------------|------|----------|-----------------------|---------|
| Agency | A15: Paym | ents to C | vivil Divisions | of the S | Unit | | | | Prog | jram 🛛 | | |
| Adjustment Type | Agency Adj | justment | | | Stage | Governors Alle | owance | | Budg | get Year | FY 2023 | Sta |
| Name | Example S | creensho | ot | | | | | | | | Adjustme | ent Nun |
| Subprogram Filte | er 📃 | | | | ٩ | Object Filter | | | ٩ | Load | | |
| Subprogram Filte | | | | | Q | Object Filter | | | Q | Loac | Clear Zer Show COA | |
| | | Unit | Prog | ram | | Object Filter | Obj | Comptrolle | | Fund | | Names |

Step 4:

Once populated, navigate to the bottom of the Expenditures Financials grid and locate the "Export" button.

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| 17 | N 🗂 | Approved | xxxxxxxxx Q | xxxxxxxxxxx Q | $\boldsymbol{\sigma}$ | 01: Salaries, Wages Q | 0189: Turnover Exp Q | 03: SF Q | S0 | S0 | - |
| | | | | | | | | | | | - F |
| | | | | | | | | | | | |
| | | | | | | | | | \$0 | \$2,843,680 | \$2 |



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.

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|-------------------------|----------------------------------|----------|-------------------|-------------|-------------------|----------------|--------------------------------------|----------|
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| Save as type: Microsoft | Excel Worksheet (*.xlsx) | | | | | | ~ | r |
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Step 5:

Open this file in Excel and click Enable Editing.

| | 5. | | | | | | BARS Training Example Expension | ditureFinancia | als.xlsx [Protected View | w] - Excel |
|--------|---------------|-----------------------|------------------------------|------------------------------|-------------------------------|-------------------------------|---------------------------------|----------------|--------------------------|--------------------|
| | ile H | Home Insert Pa | ge Layout Formulas | Data Review | View Acrobat 🖓 | Tell me what you want to | do | | | |
| 0 | PROTEC | CTED VIEW Be careful— | files from the Internet ca | n contain viruses. Unless yo | u need to edit, it's safer to | stay in Protected View. | Enable Editing | | | |
| AI | | • : × < | <i>f</i> _x Source | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| 2 | A | В | C | D | E | F | G | н | 1 | J |
| 1 | A | B | C | D Sub-Program | E Object | F Comptroller Subo | G bjec Agency Subobject | H | l FY 2016 Actuals | J FY 2017 Actua |
| - | | | | | E Object 01 | F Comptroller Subo 0101 | | | I FY 2016 Actuals | |
| 2 | Source | Unit | Program | Sub-Program | | | bject Agency Subobject | Fund | I FY 2016 Actuals | |
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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, values may be added or subtracted in the "FY 20XX Adjustment" column for upload through the Excel Import process. When making adjustments to existing data, users should generally not make changes the Chart of Account location data for each line (Object, Comptroller Subobject/Agency Subobject, Fund coding). Users



are encouraged to 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 | н | К | L | М | N | 0 | P | Q | |
|----------|-------------------------|--------|------------------|-----------------|------------------|------------------|------------------|---------------------|-----------------|-----|
| Object 💌 | Comptroller Subobject 💌 | Fund 💌 | FY 2018 Actual 💌 | FY 2019 Worki 💌 | FY 2020 Target 💌 | FY 2020 Currer 💌 | FY 2020 Adjust 🔻 | Comment 🛛 💌 | Apply Adjustm 💌 | Sou |
| 02 | 0213 | 03 | 0 | 77721 | | 77721 | | | | Арр |
| 02 | 0214 | 01 | 83 | 70 | | 70 | | | | Арр |
| 02 | 0214 | 03 | 0 | 2845 | | 2845 | | | | Арр |
| 02 | 0220 | 01 | 29628 | 25000 | | 25000 | | | | App |
| 02 | 0220 | 03 | 0 | 1015962 | | 1015962 | | | | Арр |
| 02 | 0289 | 01 | 0 | -270 | | -270 | -35 | adj. to anticipated | l contr. TO | Арр |
| 02 | 0289 | 03 | 0 | -21931 | | -21931 | -5355 | adj. to anticipated | l contr. TO | Арр |
| 03 | 0301 | 01 | 0 | 0 | | 0 | | | | Арр |
| 03 | 0302 | 01 | 0 | 0 | | 0 | | | | Арр |
| 03 | 0306 | 01 | 662 | 661 | | 661 | 115 | cell phone plan in | creases | Арр |
| 03 | 0397 | 01 | 0 | 0 | | 0 | | | | App |

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. User can also add new rows to the sheet per the below.

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. This must match the format of the Column <u>exactly</u>, including the Os at the beginning of Program/Subobject/etc. 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 | | 8 | C | - min | D | E | F | H | K |
|-------|---|------|---------|-------|---------------|----------|------------------------------------|--------|----------------|
| ource | ٠ | 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 | 1 | 0000 | 13 | 1305 | 01 | 250 |
| | | X99 | 04 | | 0000 | 11 | | | |
| | | | | | | | (Ctrl) • | | |
| | | | | | | | Procession and an other statements | | |

"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 <u>must match exactly</u> for these columns to be imported properly, which can be performed easily through the Copy and Paste function in Excel.



| | B | C | D | E | F | н | K |
|---|--------|-----------|---------------|----------|-------------------------|--------|---------------|
| Ŧ | Unit 💌 | Program 💌 | Sub-Program * | Object * | Comptroller Subobject 💌 | Fund * | FY 2018 Actua |
| | X99 | 04 | 0000 | 11 | 1115 | 01 | 4 |
| | X99 | 04 | 0000 | 13 | 1301 | 01 | 312 |
| | 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 | |
| | | | | | | | and services |

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

| | K | L | M | N | 0 | P | Q | R | 5 |
|---|------------------|-----------------|------------------|------------------|------------------|------------------|-------------------|-----------------|----------|
| • | FY 2018 Actual * | FY 2019 Worki 💌 | FY 2020 Target * | FY 2020 Curret * | FY 2020 Adjust - | Comment . | Apply Adjustm 👻 | Source (do not | · pdify) |
| 1 | 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 destroye | d A/V equipment i | n main conferen | ce room |
| | 💼 (Ctri) • | | | | | | | | |

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.

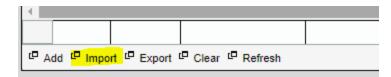
Some final rules/reminders about uploading data into BARS from Excel:

- A. Please do not change any of the **column header labels**, as BARS will be unable to import the data.
- B. Make sure that all **Chart of Account** information on each row matches the number of digits from the BARS export (i.e. Program is 2 digits even if it starts with "0").
- C. Do not add any **additional columns** and make sure to delete data in the sheet outside of the table that is being uploads.
- D. Make sure the file only has **one tab** of data—BARS will have issues if users attempt to upload a file with multiple tabs.
- E. Users <u>can</u> highlight cells or change cell font/color—BARS will still upload this just fine.
- F. BARS <u>can</u> upload **formulas** (in the adjustment column)—it will just upload related values.

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 Fin | ancials | | | | | | | | | |
|--------------------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------------|------------------------|------------------|
| Object | Comptroller Subobject | Fund | FY 2016 Actuals | FY 2017 Actuals | FY 2018 Actuals | FY 2019 Working | FY 2020 Current | FY 2020 Adjustment | Comment | App Adjustmen |
| T | | • | | | | | | | | |
| Technical and S Q | 0220: Special Paym Q | 01: GF Q | \$0 | \$38,099 | \$29,628 | \$25,000 | \$25,000 | | | |
| Technical and S ${f Q}$ | 0220: Special Paym Q | 03: SF Q | \$0 | \$0 | \$0 | \$1,015,962 | \$1,015,962 | | | |
| Technical and S ${f Q}$ | 0289: Turnover Exp Q | 01: GF Q | \$0 | \$0 | \$0 | (\$270) | (\$270) | (\$35) | adj. to anticipated co | |
| Technical and S ${f Q}$ | 0289: Turnover Exp Q | 03: SF Q | \$0 | \$0 | \$0 | (\$21,931) | (\$21,931) | (\$5,355) | adj. to anticipated co | |
| Communication Q | 0301: Postage Q | 01: GF Q | \$0 | \$13 | \$0 | \$0 | \$0 | | | |
| Communication Q | 0302: Telephone Q | 01: GF Q | \$0 | \$8 | \$0 | \$0 | \$0 | | | |
| Communication Q | 0306: Cellular Telep Q | 01: GF Q | \$0 | \$635 | \$662 | \$661 | \$661 | \$115 | cell phone plan incre | |
| Communication Q | 0397: Paycheck Po: Q | 01: GF 🔍 | \$0 | \$2 | \$0 | \$0 | \$0 | | | |
| - · · · | | at or 0 | | 00.040 | 00.005 | | 00.400 | | | |

As well as all adjustments creating brand new line items

| Fixed Charges Q | 1305: Association D Q | 01: GF Q | \$0 | \$1,800 | \$2,500 | \$1,800 | \$1,800 | | |
|--------------------------|-------------------------------|-----------------|-----|-------------|-------------|-------------|--------------|-----------|----------------------|
| Equipment - Adc Q | 1102: Audio-Visual I Q | 01: GF Q | | | | | | \$1,850 | replace destroyed A/ |
| 4 | • | | | | | | | | · · |
| | | | \$0 | \$2,843,680 | \$2,730,575 | \$3,959,439 | \$3,997,185 | (\$3,425) | |
| Add Import | Export Clear R | lefresh | | | | 🕫 🛹 Page 1 | of 1 🕞 🖃 100 | T | |

Step 9:

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