

# 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 <b>Q</b>	xxxxxxxxxxx <b>Q</b>	$\boldsymbol{\sigma}$	01: Salaries, Wages Q	0189: Turnover Exp Q	03: SF Q	S0	S0	-
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									\$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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	c > Documents				V 0 30	arch Documents		
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Documents	Custom Office Templates	3	/20/2018 12:33 PM	File folder				
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🁌 Music	💼 My Data Sources	1	1/14/2018 10:51	File folder				
Pictures								
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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			
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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	
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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.

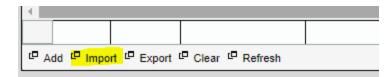
Some final rules/reminders about uploading data into BARS from Excel:

- 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	<b></b>	•								
Technical and S <b>Q</b>	0220: Special Paym Q	01: GF Q	\$0	\$38,099	\$29,628	\$25,000	\$25,000			
Technical and S ${f Q}$	0220: Special Paym <b>Q</b>	03: SF Q	\$0	\$0	\$0	\$1,015,962	\$1,015,962			
Technical and S ${f Q}$	0289: Turnover Exp <b>Q</b>	01: GF <b>Q</b>	\$0	\$0	\$0	(\$270)	(\$270)	(\$35)	adj. to anticipated co	
Technical and S ${f Q}$	0289: Turnover Exp <b>Q</b>	03: SF <b>Q</b>	\$0	\$0	\$0	(\$21,931)	(\$21,931)	(\$5,355)	adj. to anticipated co	
Communication <b>Q</b>	0301: Postage Q	01: GF <b>Q</b>	\$0	\$13	\$0	\$0	\$0			
Communication <b>Q</b>	0302: Telephone Q	01: GF <b>Q</b>	\$0	\$8	\$0	\$0	\$0			
Communication <b>Q</b>	0306: Cellular Telep <b>Q</b>	01: GF <b>Q</b>	\$0	\$635	\$662	\$661	\$661	\$115	cell phone plan incre	
Communication <b>Q</b>	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 <b>Q</b>	1305: Association D <b>Q</b>	01: GF <b>Q</b>	\$0	\$1,800	\$2,500	\$1,800	\$1,800		
Equipment - Adc <b>Q</b>	1102: Audio-Visual I <b>Q</b>	01: GF <b>Q</b>						\$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.