

# FY 2024 BARS Training BARS Refresher

This training will be recorded and made available in the calendar invite link, and the PowerPoint presentation is attached to the calendar invite.

> Office of Budget Analysis August 2, 2022



#### **Welcome to Training**

- Presenter: Nathan Bowen, Assistant Director, DBM-OBA
- Today's presentation will be primarily instructions, with additional demonstration for more complicated operations in BARS. Attendees are asked to follow along with the demonstration and ask clarifying questions when needed.
- Note: This training is intended to provide a refresher for returning users, as well as a foundation for new users, for operating BARS for the FY 2024 Budget Season. DBM continues to encourage agencies to learn through peer-to-peer training and interaction with their OBA Budget Analyst.



#### **Overview**

- The "Basics of BARS"
  - Adjustments and Workflow
  - Supporting Detail (SD) Tabs
  - Position Reconciliation and the Positions SD Tab
- The Budget Request Submission (BRS) Module
- Ad-Hoc and BARS Reports
- Additional Training Resources
- Discussion & Questions



#### Introduction

- Please mute yourself as soon as you enter the call. Participants will be muted manually if unable to mute themselves in a timely manner.
- There will be a Q&A opportunity at the end, time permitting. Please provide those questions in the chat box on the right. Some critical questions may be answered mid-presentation.
- Additional detail on the FY 2024 Budget Instructions can be found at this link.



#### "BASICS OF BARS"

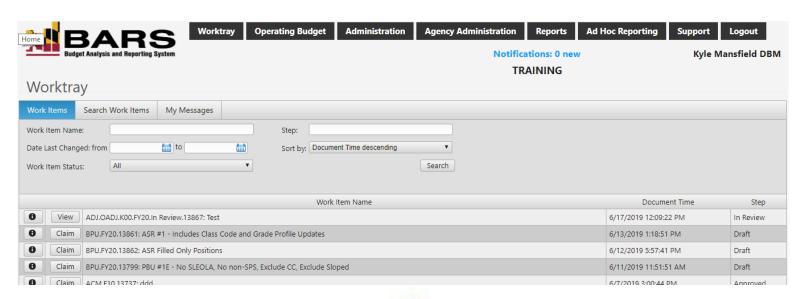


#### **About BARS**

- Budget Development
  - Prepare the Agency Budget Request for FY 2024
  - Enter Adjustments for the Prior Year (PY) Actuals, Current Year (CY) and Budget Year (BY)
  - Submit to DBM through the Budget Request Submission module (BRS)
  - Develop the Governor's Allowance and Publish the Budget
- Budget Management
  - Update Position Inventory
  - Update Chart of Accounts (units/programs/subprograms)
  - Report Budget vs. Actuals
  - Create reports and publications



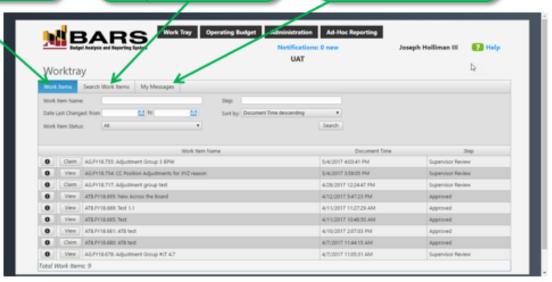
- Your personal Worktray is the first screen you see after BARS access has been granted.
- The Worktray displays all of your active work items.





"Work Items" displays all adjustments that are available to you as well as items you have claimed "Search Work Item" provides the ability to search for Work Items including those claimed by someone else

"My Messages" currently not used.



#### List of all work items available to you

 Some may be claimed by another user and only visible to you in "Read Only" mode

#### Filtering tools allow you to find adjustments by:

- Name
- Workstep
- Date Last Changed



 Work Item Name: Consists of several parts, shown in the example below:



- ADJ: The type of Work Item (Adjustment)
- TADJ: The type of Adjustment (Technical Adjustment)
- C82: The Agency Code
- FY19: The Fiscal Year
- In Review: The "Status" of the Work Item
- 13074: The unique ID for the Work Item
- "Contract Grant Cleanup": The name given by the user.



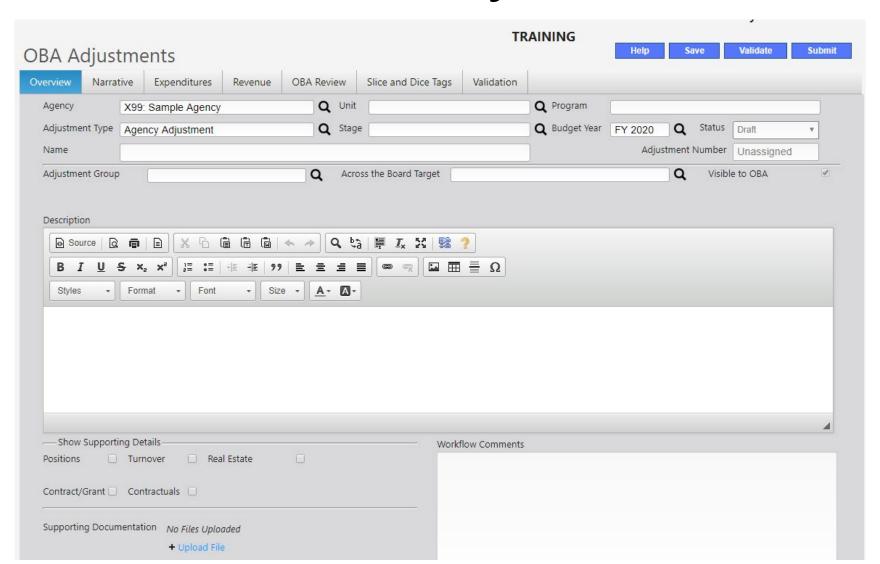
- Actions users can take with work items:
  - Claim: Opens and claims an item for which you have rights or edit access. While you have it claimed no one else can edit the item.
  - **Open:** Opens an item that you have created or claimed.
  - View: Opens an item to which you do not have edit rights because either someone else has it claimed or your user permissions do not allow editing.



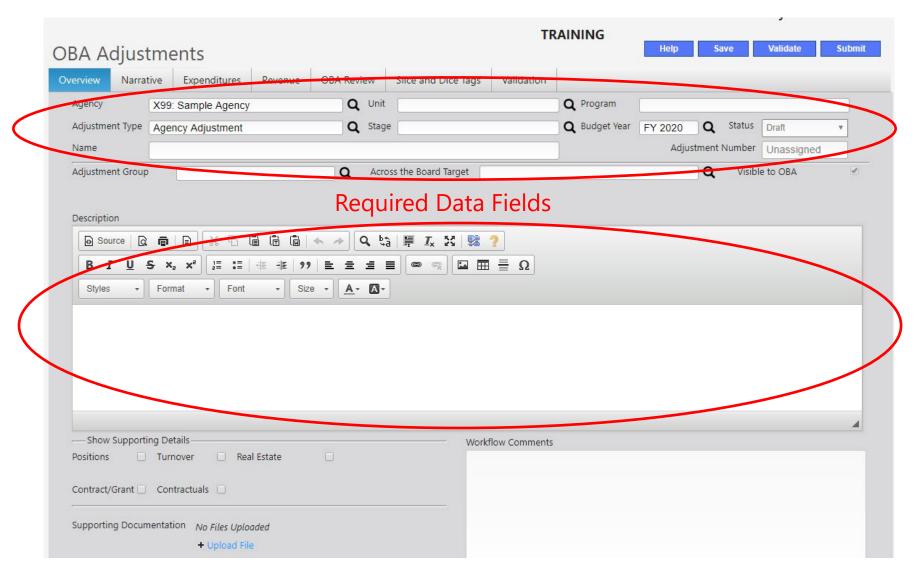
#### **Key Concepts: Adjustments**

- An adjustment in BARS is a collection of information documenting the <u>modification</u> of financial, position or fund data related to the overall development, analysis and management of the State Budget. This is the primary form of <u>work item</u> that users will see in their Worktray.
- Adjustments have role-based security, business rules, and validations based on the Adjustment Type (e.g., CY Adjustment, Over the Target Request) being processed.
- BARS captures all data as an adjustment to a baseline. The baseline is the starting point of the fiscal year's data. For the FY 2022 Agency Actuals, for example, the baseline is a copy of the FY 2022 Working appropriation (including all non-closing amendments).
- An adjustment builds <u>cumulatively</u> with data that has been approved and released prior to its creation but does not become part of a future baseline without itself being "released."

# Parts of an Adjustment

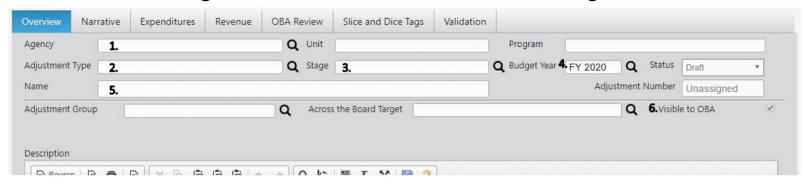


# Parts of an Adjustment



#### **Required Data Fields**

- All adjustments include entering data into an <u>Overview tab</u>. This Overview tab represents the top-level selection of which data needs to be modified.
- The following data fields on the Overview tab are required in each adjustment.
   We will be covering each of these in detail in the following slides.



 Agency is mandatory, and represents the submitting agency's budget code and name. <u>Agency users, in general, should not utilize "Unit" and "Program" as it will only limit your access to data on the following tabs</u>. That functionality should only be employed by large agencies that have been directed to do so.



### **Key Concepts: Adjustment Type**

- Adjustment Type is also mandatory. Each type corresponds to specific types of data entry within BARS, sometimes with individual workflow and reporting rules.
- The following adjustment types are currently available to agency users:
  - Agency Actuals Adjustment (+/- in the <u>Prior Year</u>)
  - CY Adjustment (+/- in the <u>Current Year</u>)
  - Agency Adjustment ( +/- in the <u>Budget Year</u>)
  - Agency Reductions (- only, in the BY)
  - Agency Deficiency (+ only, in the CY)
  - Agency Over the Target Requests (+ only, in the BY)
  - Position Reconciliation (+/- position-specific adjustment in the BY)



#### **Key Concepts: Stages**

- The Stage field identifies the various periods of the budget development life cycle through fiscal year end. When an adjustment is created or modified, the system will typically automatically select a stage appropriate for that adjustment and user.
- Changes made to that adjustment will only affect <u>that</u> stage.
- Example: An Agency Adjustment (Agency Request Stage) will be unaffected by an Over the Target Adjustment (Agency <u>Additional</u> Request Stage) until received and approved by DBM.
- Adjustments are cumulative and incorporate all changes "Released" in previous stages as well as the current stage.



#### **Key Concepts: Stages**

- Multiple adjustments can be performed against the same stage, and separate adjustments may be performed against the same line. Agencies should take care to track and understand instances of multiple adjustments in this manner.
- OBA analysts may change an adjustment, such as an Over-the-Target as part of the OBA Recommendation, and the Governor's final decision may change it yet again as part of the Allowance.
- BARS maintains data from prior stages for later reference (accessible through reports and ad hoc).



#### **Agency Stages Through Time**



MANAGEMENT

### **Agency Budget Year (BY) Stages**

- Agency Request: This stage is where agency primary budget request submission adjustments are made (i.e. excluding over-the-targets and reduction options).
- **Agency Additional Request**: The stage contains adjustments that are submitted along with the agency request, but are not part of it (over-the-target requests and reduction options).



### **Agency Current Year (CY) Stages**

- **Agency Working**: This stage includes budget amendments completed prior to the submission of the budget request.
- Agency Additional Working: This stage includes changes that the agency would like DBM to consider as part of their budget request, but that have not yet been approved (generally just deficiencies).



### **Agency Prior Year (PY) Stages**

• **Agency Actuals**: This stage allows agencies to adjust the final appropriation to match actual agency expenditures to match how they wish to present the data to DBM/DLS. Note that these adjustments must bring the data in line with totals from the accounting system's general ledger (e.g. FMIS) at the program and fund type level.



## **Other BARS Stages**

- Baseline: The starting point for the budget. For example, for FY 2024 the starting point is the FY 2023 Legislative Appropriation plus statewide salary adjustments.
   BY
- Baseline Adjusted: OBA uses this stage to update the rolled over Appropriation data for necessary data corrections and position updates. BY
- Target: This stage contains adjustments that create the agencies' targets for that budget year. Adjustments in this stage include removal of one-time enhancements, additions for new legislative mandates, funding for projected caseload trends, etc. BY
- **Governor's Allowance**: The Governor's Allowance as printed in the Budget Book. **BY**
- **Legislative Appropriation**: The final appropriation as passed by the Legislature. This stage is sometimes referred to as LEGACT or Fiscal Digest. **BY**



### **Other BARS Stages**

- **Budget Book Working**: The current year working budget as printed in the Budget Book. This includes OBA-generated deficiencies and amendments processed after the agency request is finalized. **CY**
- Working: Amendments or legislative changes to the current year budget completed after the budget books have been printed. CY
- Budget Book Actuals: The final, edited version of actual expenditures for the budget book to include OBA's technical adjustments to correct any mismatch between BARS data and FMIS reported totals. PY



### **Key Concepts: Adjustment Statuses**

- The Adjustment Status identifies the readiness or completeness of an individual adjustment, indicating the level of approval as the adjustment is submitted/processed and the status is updated.
- What this actually means: Who is this adjustment ready for?
- Adjustments change statuses through the **Submit** action. (not "Continue")
- Each adjustment has one status at any one point in time. Adjustments typically move <u>forward</u> through this process.
  - E.g., Program Approved -> Unit Approved -> Agency Approved -> Released



### **Agency Adjustment Statuses**

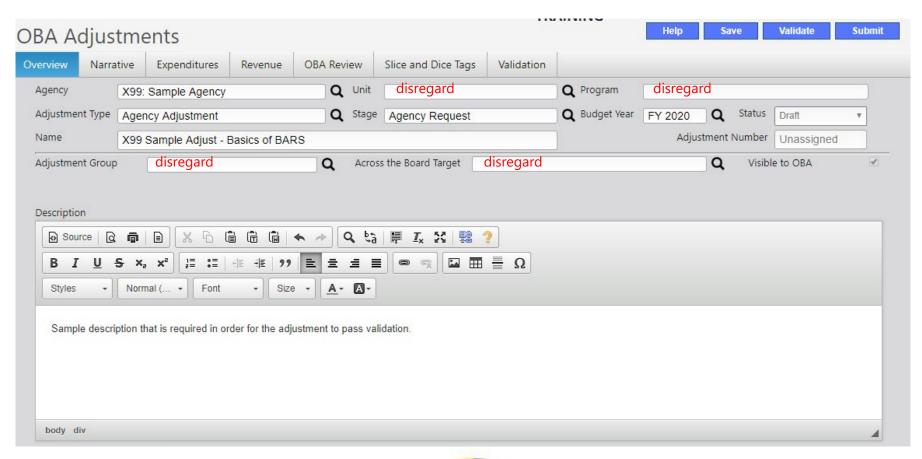
- **Agency Draft**: Contains any data which has been created by an agency but has not been through any approval. When an adjustment is created, Agency Draft is automatically selected. An adjustment in draft status means:
  - Many validations are disabled in this stage.
  - The impact and detail are visible only to the adjustment author.
- **Agency Void:** Contains items which have been sent to void by an agency. This is the closest to "delete" that an adjustments gets in BARS, and an adjustment <u>cannot</u> be brought back from Void.
- Program Approved: Includes data which has been approved at the Program level by an agency.

### **Agency Adjustment Statuses**

- **Unit Approved:** Includes data which has been approved at the Unit level by an agency. This is the status at which items are pulled into the Budget Request Submission (BRS) module in BARS to be submitted to OBA as part of an agency's official budget submission.
- **Agency Approved:** Items which have been approved at the Agency level by an agency. May be used during the Position Reconciliation, and is where Over-the-Targets, Reduction Options, and Deficiencies go to Agency Approved once submitted from the BRS.
- \*\*\*Released\*\*\*: Contains <u>finalized</u> adjustments which were included in the budget request submission or have been fully approved as the new <u>baseline</u>.
  - All adjustments (other than Over-the-Targets, Reductions, and Deficiences) are "Released" by the BRS when it has been submitted by the agency.
  - Only adjustments that are at "Released" can be viewed in the grids.

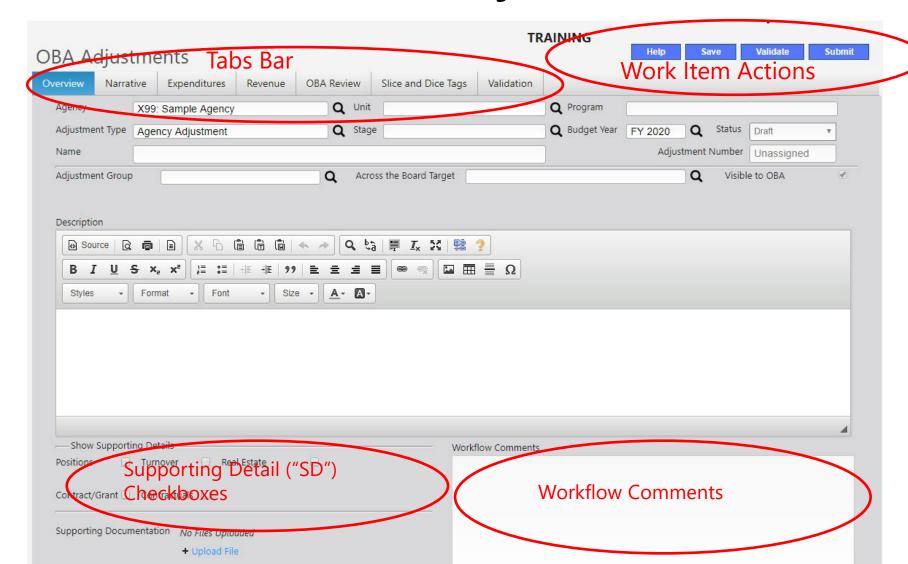


### Completed "Required Details"





# Parts of An Adjustment



#### **Expenditure and Revenue Tabs**

Virtually all adjustments also include an <u>Expenditure Tab</u> and a <u>Revenue Tab</u>.



- The Expenditure tab hosts all of the line-item detail of the agency's budget, specific to the selected Stage and Budget Year.
- In order to make changes to budget data, changes must be made in the Expenditures tab (even if the detail is calculated elsewhere in the adjustment...but more on that later).
- Note: Adjustments can be performed using only the Revenue tab to realign fund detail. This may be used to accurately state the funds for reporting and publication.



## **Supporting Detail (SD) Tabs**

 Supporting Detail, or "SD" tabs, allow agencies to input detail requirements depending on the type of data the user wishes to modify.

There are four primary SD tabs and one optional SD tab (the

Turnover tab):

— Show Supporting Details—										
Positions	Turnover		Real Estate							
Contract/Grant	Contractuals									

• Each of these SD tabs have specific data input requirements, called "Validations," that must be completed and resolved in order for an adjustment to be successfully submitted.



## **Supporting Detail (SD) Tabs**

- <u>Positions Tab</u>: Adjusts PIN detail, and adjusts 0101 and associated fringes.
- <u>Contractuals Tab</u>: Adjusts Contractual FTE detail, and adjusts 0220 and calculates 0213 and 0214.
- Contracts/Grants Tab: Adjusts <u>all</u> Object 08 and 12 detail.
- Real Estate Tab: Adjusts subobject 1301 expenditures (non-DGS Leases)
- <u>Turnover Tab</u>: Adjusts 0189 "across-the-board" in line with entered rates.
- The <u>Expenditures Tab</u> adjusts all other budget detail.



#### **Essentials of a Tab**

 Almost all tabs, including the Expenditures tab, are broken up include three main functions: (1) filters, (2) grids, and (3) a "populate" button.

Agency Adjustments					TRAINING  Help Save Validate Sul						
verview	Narrative	Positions	Contractual Position	ns Contra	ct/Grant	Expenditures	Revenue	Validation			
Agency				Uni	t			Program			
Adjustm	nent Type 🛛 A	pe Agency Adjustment Stage Agency						Budget Year	FY 2022	raft 🗸	
Name	S	ample Adjustine	nt						Adjustmen	t Number Unassio	ned
Contra	cts Sub-Progra	am Filter			Q[	Load Contract	/Grant Expendit	ures Upd	ate Contract/Grant		Expenditure 3
Contra	ciorant Det	ails									0 0
2.		Contract/Grant	Contract/Grant Type	Unit Progr	am Su	bprogram	Comptroller Sub	object Fund	FY 2021 Worki	ng FY 2022 Current	FY 2022 Adjustmen
		~	•			~		~	~		



 Adjustments that make changes to the budget data must utilize the <u>Expenditures tab</u> (including adjustments whose detail must be entered first through an SD tab and then "populated" over).

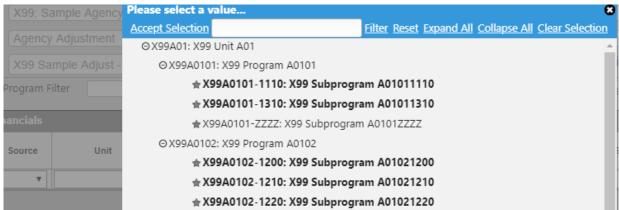
Agency	у	F10: Department of Budget and Manage				Unit			Program				
Adjusti	ment Type	Agency Adjustment				Stage Agency Request			Budget Year FY 2024 Status Draft				
Name		Sample Na	ıme							Adjustme	nt Number Ur	nassigned	
Subpi	Subprogram Filter Q Load Clear Zero Rows												
										Show COA	Names 🗌	Populate Revenue	
Expe	enditure F	inancials										0 0	
		Source	Unit	Program	Su	b-Program	Obj	Comptroller Subobje	ct Fund	FY 2024 Current	FY 2024 Adjustment	Comment	
		~		<b>~</b>		~		`	•				



- The Expenditures tab includes data already loaded in BARS, which may be loaded through the Expenditure Subprogram Filter, Object Filter, and the Load button.
- By clicking the magnifying glass icons **Q** users can select and load the desired unit, program, subprogram, object, or subobject from the ensuing pop-up. Select "Accept Selection" after highlighting the desired chart of accounts levels.



 From the pop-up, select one or more units, programs, or subprograms by clicking their names. Selections will be bolded. Click "Accept Selection."



Once added to the filter, select the Load button to populate the grid.

Subprogram Filter	F10A0101-B101: Office of the Secretary, F Q	Object Filter	Q	Load



 The Expenditure Financials grid includes line-item detail for the selected budget stage and fiscal year. Once populated, the grid can be sorted and filtered similar to Excel.

Ехр	Expenditure Financials • • • • • • • • • • • • • • • • • • •										
		Source	Unit	Program	Sub-Program	Object	Comptroller Subobject	Agency Subobject	Fund	FY 2016 Actuals	FY
		•	▼		▼	▼	▼		•		
1	D <b>t</b>	Approved	X99A01: X99 Unit A <b>Q</b>	X99A0101: X99 Pro <b>Q</b>	X99A0101-1110: X9 <b>Q</b>	01: Salaries, Wages <b>Q</b>	0101: Regular Earni <b>Q</b>	0101: Regular Earni <b>Q</b>	01: GF <b>Q</b>	\$0	<b>^</b>
2	D <b>i</b>	Approved	X99A01: X99 Unit A <b>Q</b>	X99A0101: X99 Pro <b>Q</b>	X99A0101-1110: X9 <b>Q</b>	01: Salaries, Wages <b>Q</b>	0102: Additional Ast <b>Q</b>	0102: Additional Ast <b>Q</b>	01: GF <b>Q</b>	\$0	
3	D 1	Approved	X99A01: X99 Unit A <b>Q</b>	X99A0101: X99 Pro <b>Q</b>	X99A0101-1110: X9 <b>Q</b>	01: Salaries, Wages <b>Q</b>	0104: Overtime Eari Q	0104: Overtime Earl <b>Q</b>	01: GF <b>Q</b>	\$0	
4	© <b>i</b>	Approved	X99A01: X99 Unit A <b>Q</b>	X99A0101: X99 Pro <b>Q</b>	X99A0101-1110: X9 <b>Q</b>	01: Salaries, Wages <b>Q</b>	0105: Shift Different <b>Q</b>	0105: Shift Different <b>Q</b>	01: GF <b>Q</b>	\$0	
5	D 1	Approved	X99A01: X99 Unit A <b>Q</b>	X99A0101: X99 Pro <b>Q</b>	X99A0101-1110: X9 <b>Q</b>	01: Salaries, Wages <b>Q</b>	0111: Accrued Leav Q	0111: Accrued Leav Q	01: GF <b>Q</b>	\$0	
6	D 1	Approved	X99A01: X99 Unit A <b>Q</b>	X99A0101: X99 Pro <b>Q</b>	X99A0101-1110: X9 <b>Q</b>	01: Salaries, Wages <b>Q</b>	0112: Reclassificatic <b>Q</b>	0112: Reclassificatic <b>Q</b>	01: GF <b>Q</b>	\$0	
7	n53 <b>★</b>	Approved	V00404- V00 Heit A 0	V0040404- V00 Dra 0	V0040404 4440- V0 <b>0</b>	04: Calarian Magon O	04E4: Coolal Coouril O	NAEA- Conial Conseil O	04: OF 0	en	

- In the Expenditure Financials grid, line items may be adjusted with positive or negative values, which are *additive* to the existing budget, with adjustments made in the "FY 20XX Adjustment" column.
- Brand new lines may be added through the "Add" function in the bottom left corner of the grid. Data may be cleared with the "Clear" function and reloaded. NOTE the "Clear" function will delete all information in the grid,

Approved

Approved

Add Import Export Car Clear Refresh

X99D00: X99 Unit E Q X99D0001: X99 Pro Q

X99D00: X99 Unit E Q X99D0001: X99 Pro C

including your work.

## The Expenditures Tab

 Once any adjustments have been made in the "FY 20XX Adjustment" column in the grid, clicking the "Populate Revenue" button will add any resulting changes in funds to the <u>Revenue tab</u>.

xpenditure Sub-Program Filter X99A0101-1110: X99 Subprogram A01 Q Load Sub-Program Expenditures Clear Zero Row Populate Revenue										
xpenditure	Financials									0
bject	Comptroller Subobject	Agency Subobject	Fund	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment
ctual Sen Q	0899: Other Contrac Q	0899: Other Contrac Q	01: GF <b>Q</b>	\$0	\$0	\$2,246,543	\$2,337,474	\$1,067,474		
es and Mi Q	0902: Office Supplie Q	0902: Office Supplie Q	01: GF <b>Q</b>	\$0	\$0	\$128,000	\$135,000	\$35,000	\$15,000	
			01: GF <b>Q</b>		\$0	\$30,000	\$15,000	\$0		
es and Mi Q	0911: Medicine, Dru <b>Q</b>	0911: Medicine, Dru <b>Q</b>	01: GF Q	\$0	\$0	\$45,000	\$45,000	S0		
es and Mi Q	0915: Library Suppli Q	0915: Library Suppli <b>Q</b>	01: GF <b>Q</b>	S0	S0	\$29,500	\$35,000	\$7,500	\$2,500	
ment - Rej Q	1015: Office Equipm Q	1015: Office Equipm Q	01: GF <b>Q</b>	\$0	\$0	\$22,000	\$22,410	\$17,640	(\$3,000)	



# Important Notes on the Expenditures Tab

- As mentioned previously, certain subobjects can only be adjusted through SD tabs, and in general should not be adjusted through the Expenditures tab. This also applies to newly "Added" lines, and the Import/Export feature does not override this restriction.
- The "Source" column shows where the data of each line on the grid comes from. "Approved" means existing data in the system. When data is populated to the Expenditures grid from some other tab, the name of that tab will appear in the Source column for that row.
- Comments can be entered against individual lines explaining year-over-year agency changes to the budget detail.
- While not generally recommended, certain SD tab-specific line items may be adjusted through the Expenditures tab in order to synchronize data between the two tabs without populating the Expenditures tab from the SD tab.



# **Exporting Grids to Excel**

- BARS grids can be completed in BARS or can be exported to Microsoft Excel, completed, then imported back into BARS to populate the on-screen grid in each tab.
- Even though all data exported to Excel can be manipulated, the <u>structure of the spreadsheet must remain the same</u>. Cells can be formatted and columns/rows can be hidden, but individual column headers cannot be moved/deleted/added.
- Similarly, data entered into cells must be the same exact format as the information that is exported from BARS (e.g., Object 09 must be <u>0</u>9).
- Any time you export a grid from BARS, any import must be performed into the same exact source grid. Users will be prompted by BARS to check their import if the import does not line up properly.



# **Exporting Grids to Excel**

- Export-able BARS grids are always exported using the "Export" button at the bottom left of the grids. The same is true with imports using the "Import" button.
- If you edit cells that are read-only or not editable in the particular grid, you
  will be prompted that the intended changes did not upload.
- You can confirm which cells or columns are editable by trying in BARS. If you
  can edit the cell or column in BARS, you can typically edit the cell or column
  in Excel.



## **Import/Export Demonstration**



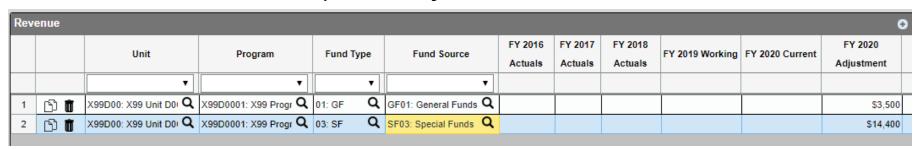
### The Revenue Tab

- Adjustments that make changes to the fund data must utilize the <u>Revenue</u> tab.
- This is primarily an informational tab that displays the corresponding impact of adjustments in the Expenditures tab, organized by program.
- Funds brought over from the Expenditures tab are in an *unspecified* form (e.g., "SF03: Special Funds"). Non-General funds must be specified for the adjustment to be submitted successfully. Higher Education Funds are excluded from this restriction.

Fund Type	Fund Source	Fund Source FY 2021 Working FY 2022 Current		FY 2022 Adjustment	Comment
~	~				
05: FF <b>Q</b>	FF05: Federal Funds Q			\$4,500	
05: FF <b>Q</b>	17.283: Workforce Inn <b>Q</b>			\$4,500	Good

#### The Revenue Tab

 The Revenue tab allows users to assign fund sources to non-general fund detail for each specific adjustment.



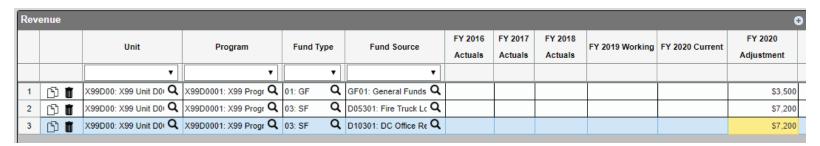
• The unspecified revenue in the "Fund Source" column (currently SF03: Special Funds above) indicates a line item that must be assigned a nongeneric fund source. By clicking the magnifying glass con, users

can identify the correct fund source. Please select a val

oarce.	Please select a value
	<u>Filter</u> <u>Reset</u> <u>Expand All</u> <u>Collapse</u>
25	★ D05301: Fire Truck Loan Fund
36	★ D05302: Peabody Institute Fund
Departmen	★ D06302: Quality Zone Academy Bonds
BUDGET	★ D10301: DC Office Rent
MANAGEM	

#### The Revenue Tab

 In the case of fund sources required for the amount brought over from the Expenditure tab, additional fund lines may be added through the "Add" function at the bottom left of the Revenue grid. These new lines must also be assigned a non-generic fund source.



- Users must ensure that the Expenditures tab and Revenue tab totals match by fund type, particularly when creating new fund lines. If the two tabs are out of balance, the adjustment will prompt the user that the adjustment has failed Validations upon submission.
- **Note:** Hitting "Populate Revenue" from the Expenditures tab will overwrite any work done already done in the Revenue tab.



## Important Notes on the Revenue Tab

- Existing Revenue data already assigned within the BARS budget system can be loaded through the "Revenue Program Filter" function and manipulated if needed.
  - This can be performed both with an adjustment that includes Expenditure tab detail, or in an adjustment that seeks to realign funds among fund sources without expenditure detail.
- Each fund type for every program with Expenditure tab data will have a discrete line in the Revenue tab. The Revenue tab does not differentiate between subprograms.



#### **Work Item Actions**

Work Item Actions tell BARS what to do with an individual work item/adjustment.



- **Help**: A built-in functionality of the off-the-shelf software, but not currently used in Maryland.
- **Undo**: Reverses all edits and changes made to the work item <u>since the last submission/claim or **Save** of the adjustment</u>.
- **Save**: Performs a temporary action that will keep the information safe in the Worktray from the last time the **Save** action was performed. It is not intended for long term saving of work items/adjustments.



#### **Work Item Actions**

Help Undo Cancel Save Validate Submit

- **Validate**: When the **Validate** button is selected, BARS runs the validation process against existing business rules and automatically displays the results within the <u>Validation tab</u> of the adjustment or work items being completed.
- **Submit**: Once you have entered all required data and supporting data and satisfied all validation rules, select **Submit** to process your work item in BARS for approval.
  - You can "Submit to..." a variety of different workflow steps, depending on the context of the work item.
- Cancel: Releases your claim on an item you have claimed from the Worktray.
  - Note: This will also undo any work you have completed in the work item/adjustment since its last submission/claim.
  - Cancel <u>permanently deletes</u> a work item that is brand new which you have opened but have not yet submitted for review or approval (i.e. at the "Draft" status).

# Work Item Actions: Save vs. Submit to Continue Working

#### **Save**

- The Save button "saves" your work to your Worktray. Use Save as you progress through the data tabs of a work item in case your computer crashes or you lose connection.
- If saved (but not submitted beyond "Draft"), Cancel will permanently
  delete a work item that you have created.
- **Save** does not update the BARS database—your changes will not be visible in reports, Ad-Hoc reporting, or other adjustments.

#### **Submit to Continue Working**

- This is the recommended option whenever you are leaving your adjustment for more than a few hours.
- Any data sent to **Submit** is visible in reporting as "Draft" or the appropriate "Status."



## **Key Concepts: Validations**

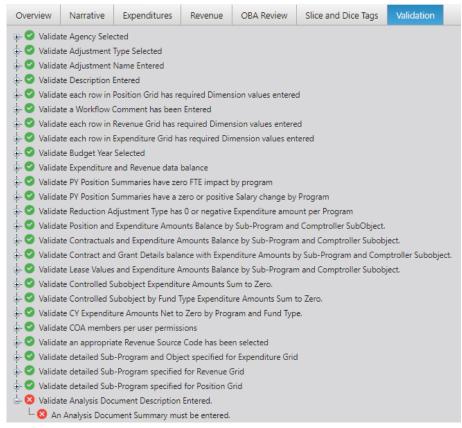
- Validations consist of rules for required data within in a specific adjustment or work item. They can vary by stage or status.
- All adjustment (and work item) types have validation rules that trigger upon submission of the adjustment.
- Adjustments always require Description detail before submission. Some adjustments, such as Deficiency and Over-the-Target adjustments, require additional <u>Agency Justification</u> and <u>Impact</u> statements to DBM to be entered on the Narrative tab of an adjustment).



## **Key Concepts: Validations**

 The Validations tab holds many, many data rules required for every adjustment. Even the simplest adjustments run many validations

prior to submission.



## **Key Concepts: Validations**

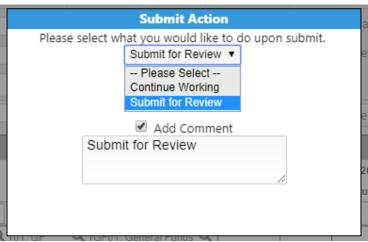
- Example: All expenditure detail submitted in BARS requires Chart of Accounts detail, including Unit, Program, and Subprogram detail.
- As previously noted, additional validations will be required as more advanced detail is included in the adjustment.
- If the minimum business rules have been met for the entire adjustment, the user can submit the work item on to a new step and status of the Workflow.





## **Key Concepts: Submission**

 Once a user performs the "Submit for Review" action or any approval submission action thereafter, validations will run specific to the content of the adjustment in question.



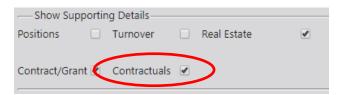
• <u>Note:</u> Agency Approvers have the ability to submit certain "Position Reconciliation" adjustments directly to the "Released" status so that agencies can continue with the budget submission process without OBA approval.



## **SUPPORTING DETAIL (SD) TABS**



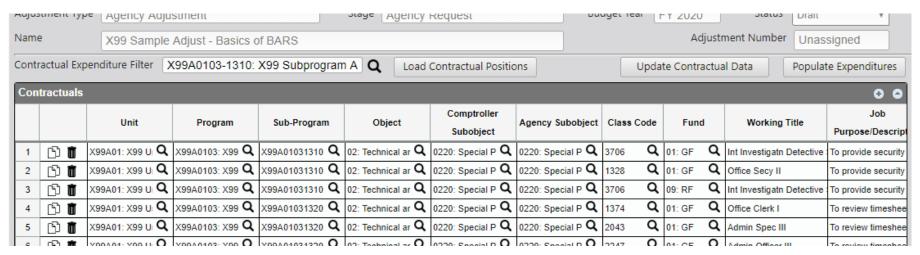
- The <u>Contractuals SD tab</u> is the data entry module for all detail related to contractuals FTEs in the BARS system.
- The Contractuals tab is hidden, and must be enabled through the Overview tab.



 The data entered and adjusted in the Contractuals SD tab maintains subobject 0220 funding in the budget request and automatically calculates contractual fringe rates (0213 and 0214) for population into the Expenditures tab.



 Similar to the other tabs in BARS, the Contractuals tab allows users to filter and load existing data to adjust for the budget request, as well as enter brand new data.



 Agencies must make adjustments against existing detail in the Contractuals grid and add lines where necessary to state the Actuals and the BY Request.



- Each individual line in the Contractuals tab can indicate a single position (including part-time or partial FTEs) or multiple positions.
- However, each line is specific to a single fund type (GF, SF, etc...). Split-funded contractual positions must be split across two lines containing the split distribution of the intended FTE (e.g., a 50/50 GF/SF 0.80 split-funded FTE should have a 0.40 FTE line with GFs and a 0.40 FTE line with SFs).

	Comptroller Subobject	Agency Subobject	Class Code	Fund	Working Title	Job Purpose/Descript
p	0220: Special Payme	0220: Special P <b>Q</b>	6183 <b>Q</b>	01: GF <b>Q</b>	Office Clerk II	GF - Office Clerk B
р	0220: Special Payme	0220: Special P <b>Q</b>	6183 <b>Q</b>	03: SF <b>Q</b>	Office Clerk II	SF - Office Clerk Be

- All contractual lines must exceed \$20,000 : 1.0 FTE to comply with BARS validation rules. Example: A 0.50 FTE must have a contractual salary no less than \$10,000 in order to pass validation.
- "Working Title" and the "FY 20XX FICA" and "FY 20XX Unemployment" columns are **read-only fields** that are populated by clicking the "Update Contractual Data" button, once all other required information has been entered.

 In order to reduce or eliminate existing contractual positions from the Contractuals tab, users must make a negative dollar <u>and</u> FTE reduction within that intended line in the applicable adjustment columns.

)	X99A0103-1310: X99 Subprogram A Q Load Contractual Positions Update Contractual Data Populate Expenditures										
I	0 0										
	FY 2020 Approved Dollars	FY 2020 Approved FICA	FY 2020 Approved Unemployment	FY 2020 FTE Adjustment	FY 2020 Dollars Adjustment	FY 2020 FICA	FY 2020 Unemployment	Benefit Change	Comment		
8	\$96,781	\$7,404	\$271	-1.68	\$96,781	\$7,404	\$271	\$7,675	eliminate FTEs		
4	\$53,991	\$4,130	\$151	0.00	\$0	\$0	\$0	\$0			

 Upon completing all necessary adjustments to the Contractuals tab, including any new lines added through the "Add" feature, the adjustment dollars must be brought over to the <u>Expenditures tab</u> through the "**Populate Expenditures**" button, and ultimately populated over to the Revenue tab.



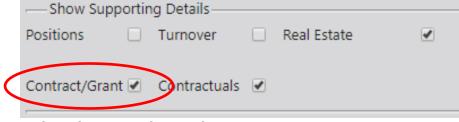
- Reminder for FY 2024: For the FY 2024 Budget Submission, BARS will collapse contractual position lines of the same class code (by fund, within a single subprogram) into a single line in the Contractual Positions SD tab.
- As with prior budget submissions in BARS, agencies are required to provide justification for each contractual position using the "Descriptions" field.
- The **Job Purpose/Description** field in the Contractuals tab can also be updated using the **Update Job Purpose** without an adjustment value against a particular contractual position line.



 The <u>Contract/Grant SD tab</u> is the data entry module for all detail related to Object 08 and Object 12 detail in the BARS system.

The Contract/Grant tab is hidden and must be enabled through the

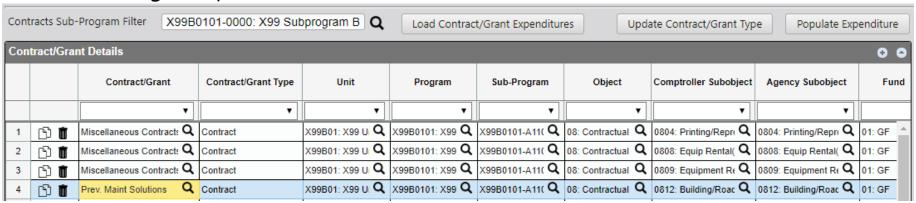
Overview tab.



- The data entered and adjusted in the Contract/Grants SD tab maintains all Object 08 and Object 12 funding in the budget request, including controlled subobjects.
- A Contract/Grant "Maintenance Screen" module—separate from adjustments—is used to maintain the list of contract/grant options that can be selected/adjusted in an adjustment.



 The Contract/Grant tab allows users to filter and load existing data to adjust for the budget request, as well as enter brand new data.

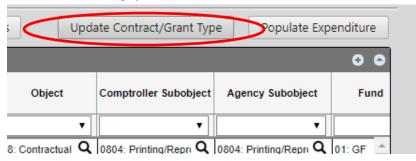


- Agencies make adjustments against existing detail in the Contract/Grant Details grid and add lines where necessary to state the Actuals and the BY request.
- While "expenditure" detail is entered into the Contract/Grant Details grid, specific
  information about new contracts or grants used by the system must be entered
  through the Contract/Grant Maintenance module. All previously entered and
  altered contract/grant detail will also live in that screen and can be adjusted as
  needed by the agency.

- Each line in the Contract/Grant tab indicates a single line item dedicated to a single contract (in the case of contracts or grants greater than\$50,000) or multiple contracts (in the case of contracts or grants less than\$50,000).
- Each line is specific to a single fund type. Multiple fund sources dedicated to a single contract or grant must be spread across as many lines. A contract totaling \$75,000 in general funds supported by \$25,000 in federal funds must be allocated across two lines in the Contract/Grant details grid.
- In the case of contract or grant line items that are less than \$50,000 per contract/grant, these can be combined into a single line per subobject named "Miscellaneous Contract" or "Miscellaneous Grant." No miscellaneous contracts should be placed into subobject 0899 or 1299 lines, as DLS/DBM would then lack any information regarding the line item.
- **Controlled subobjects** may be placed on a single line item per subobject line per fund type named "State of Maryland." Agencies should not create individual contracts for every controlled subobject.



 The "Contract/Grant" column must completed from available contracts/grants in the system. The "Contract/Grant Type" column is read-only and becomes populated once the user has selected the "Update Contract/Grant Type" button.



- The "Contract/Grant" column detail ultimately feeds from the details already entered by the agency in the separate Maintenance module. The maintenance screen can be found from the Worktray.
- Note: Exiting an adjustment without saving or submitting will cause permanent loss of the entered data.

## The Contract/Grant Maintenance Screen

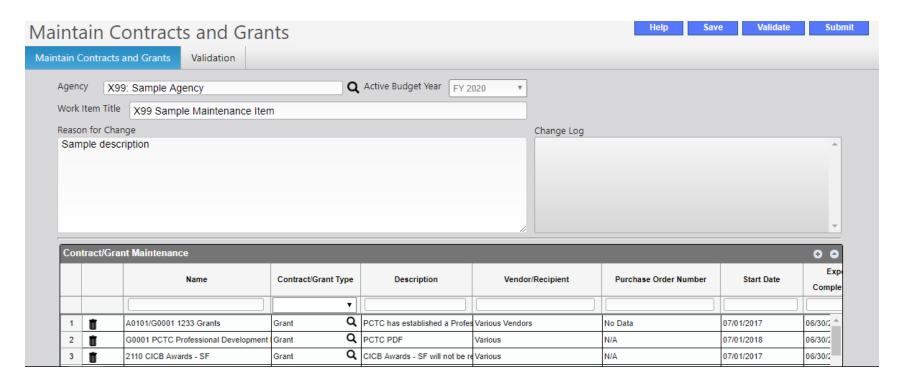
 The Contract/Grant Maintenance Screen module can be found from the navigation bar at the top of BARS under Agency Administration.



 This screen allows agencies to add <u>new</u> contracts or grants to the BARS system, as well as <u>edit</u> existing information for contracts and grants already in use in the system.



## The Contract/Grant Maintenance Screen

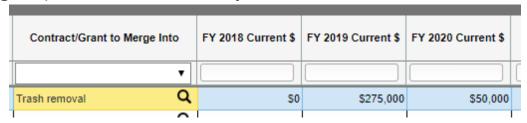


• Agencies are responsible for all information in this tab, and may submit and approve/release information entered into this tab.



## The Contract/Grant Maintenance Screen

- New lines can be added to the grid and data can be exported and re-imported.
- In addition to edits to existing detail, multiple contracts or grants may be merged into a single line using the familiar magnifying glass **Q** con. Dollars from existing detail are fed back into this grid and provide additional context for any edits or merge operations desired by the user.



 Based on reporting requirements from the Legislature, agencies must continue to include detailed descriptions in the "Descriptions" column for all new and existing contracts and grants. DBM advises multiple sentences describing each line as applicable.

ч	Payments to inmates inc	arcera	various	N/A	07/01/2017	06/30/2		
Q	Costs of obtaining birth c	ertifica	Various	N/A	07/01/2017	06/30/2		Ц
Q	Inmate Wages - Incentiv		of obtaining birth certificates from	n the Division of Vital Records, a oaching release to facilitate the				or
^		verne	e Administration for inmates appr	oaching release to racilitate the	ii tialisition to life out	side the ins	titution.	-4

- Once all new contracts have been added and edits have been made, users can return to the adjustment with the Contract/Grant SD tab.
- If a user wants to change an existing line to a different contract or grant, the existing value within that line <u>must be adjusted to zero</u> and a new line should be created belonging to the new contract. Simply clicking into an existing "Name" column cell will not correctly change the detail behind the scenes for that line. Use the Copy or Add Add button as needed.

	Contract/Grant	Contract/Grant Type	Unit	Prograr	oller Subobject	Agency Subobject	Fund	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comm
	▼		•		•	▼	•					
ල 🛊	ITCD 8730 Disaster Q	Contract	X99A01: X99 Ui <b>Q</b>	X99A0102: X	utside Servi Q	0873: Outside Servi <b>Q</b>	01: GF Q	\$0	\$185,000	\$190,000	\$0	
ලා 🗖	ITCD 8730 Offender Wa Q					0873: Outside Servi <b>Q</b>		\$0	\$275,000	\$275,000	\$0	
ලා 🐧	ITCD 8850 Archives Q	Contract	X99A01: X99 Ui <b>Q</b>	X99A0102: X	State Servi Q	0885: In State Servi <b>Q</b>	01: GF Q	\$0	\$100,000	\$100,000	(\$100,000)	
ල 🛊	Archival Solutions Inc. Q		X99A01: X99 Ui <b>Q</b>	X99A0102: X	State Servi Q	0885: In State Servi <b>Q</b>	01: GF Q				\$100,000	

 Upon completing all necessary adjustments to the Contract/Grant tab, including any new lines added through the "Add" feature, the adjustment dollars must be also brought over to the Expenditures tab through the "Populate Expenditures" button, and ultimately populated over to the Revenue tab.

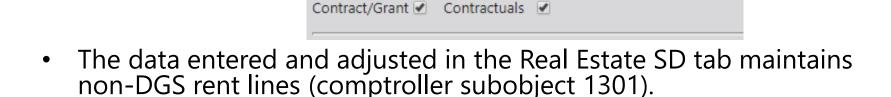


 The Real Estate Leases SD tab is the data entry module for all detail related to subobject 1301 detail in the BARS system.

Turnover

Real Estate

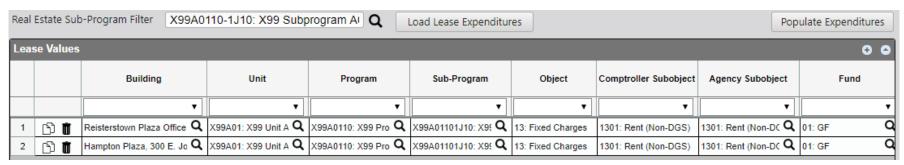
Positions



 The same as the Contracts/Grants tab, a Real Estate Leases "Maintenance Screen" outside of the adjustment process is used to maintain the list of selectable leases in the system.



• The Real Estate Leases tab is structured almost identically to the Contract/Grant SD tab, and similarly requires management of each "building" through a dedicated maintenance screen.



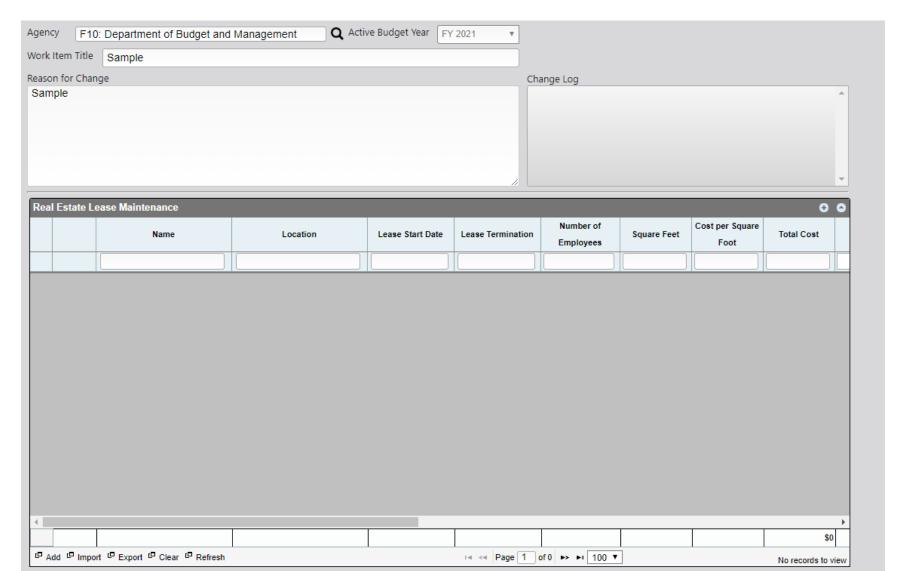
- Agencies must make adjustments against existing detail in the Lease Values grid and add lines where necessary to state the Actuals and the BY Request.
- As with Contracts/Grants, each line is specific to a single fund type. Multiple fund sources dedicated to a single lease must be spread across as many lines.



- While "expenditure" detail is entered into the Lease Values grid, specific information about new contracts or grants used by the system must be entered through the Real Estate Leases Maintenance module.
- The Maintain Real Estate Leases module can be found from the navigation bar at the top of BARS under Agency Administration.



### The Real Estate Leases Maintenance Screen



### The Real Estate Leases Maintenance Screen

- New lines can be added to the grid and data can be exported and re-imported.
   Agencies may use this operation in order to add new real estate leases
- Additional detail for this maintenance screen include <u>Number of Employees</u>, Square Feet, Cost per Square Foot, Total Cost, "Lease is Renewable," "Includes Utility Costs," and "Includes Customization."
  - Note: The "Total Cost" column in this maintenance screen does not validate against the detail provided in the Real Estate Leases SD tab.
- In addition to edits to existing detail, multiple building lines may be merged into a single line using the familiar magnifying glass icon. Dollars from existing detail are fed back into this grid and provide additional context for any edits or merge operations desired by the user.



- Once all new leases have been added and edits have been made, users can return to the adjustment with the Real Estate SD tab and finalize any work or adjustments.
- If a user would like to change an existing line to a different building lease, the existing value within that line <u>must be adjusted to zero</u> and a new line should be created belonging to the new lease. Simply clicking into an existing "Building" column cell will not correctly change the detail behind the scenes for that line. Use the Copy or Add Add button as needed.
- Upon completing all necessary adjustments to the Real Estate Leases tab, including any new lines added through the "Add" feature, the adjustment dollars must be also brought over to the Expenditures tab through the "Populate Expenditures" button, and ultimately populated over to the Revenue tab.



### **Turnover Tab**

- The Turnover Tab is slightly different from the other SD tabs in BARS in that it is never required, and the Expenditure tab does not validate against work done on the tab. It is simply a helpful tool for agencies to create adjustments to implement a unified turnover rate across subprograms, programs, and/or units in an agency.
- COAs are loaded through the Filter and generate calculated turnover rates for each selected subprogram by fund type.
- The **Current Position** \$ values are comptroller subobjects 0101, 0151, 0161-0169, and 0174 for the relevant subprogram/fund type and match the **Released** data in the Expenditure tab.
- The **Current Turnover** % values are the 0189 totals for that same COA combination, matching the **Released** data in the Expenditures tab.
- The **Turnover Rate** is the calculated rate, and the **Turnover Change** should begin at 0.00% as no changes have yet been initiated in this tab.



### **Turnover Tab**

Sub	program(s)	) (((((((((((((((((((((((((((((((((((((		Q Load Turnov	er Show COA Nan	nes 🗌 Se	t selected to:	Upda	te Selected Ca	lculate
Turi	nover Rate	es								0 0
		Unit	Program	Sub-Program	Fund	Current Position \$	Current Turnover \$	Turnover Rate	Turnover Change	Up Rate
				~	~					
1	Ò	A01	05	y	GF01: General Fund	\$132,458	(\$11,788)	-8.89%	0.00%	
2	ā	A01	05		FF05: Federal Funds	\$936,398	(\$83,339)	-8.89%	0.00%	
4					T					<b> </b>
						\$1,068,856	(\$95,127)			
ا <sup>ا</sup>	mport 🗗 Ex	xport 🗗 Clear	<sup>□</sup> Refresh		14	< Page 1 of 1 ⊳	≻ ►I 100 <b>∨</b>		Viev	v 1 - 2 of 2



### **Turnover Tab**

- Lines of turnover detail can be manipulated in bulk, using the Set selected to: Update Selected feature, or at the line item level.
- Users can use multiple methodologies by checking and unchecking the **Update Rate** field for each line.
- Once a user has set all of their Turnover Rates and Turnover Changes in the top grid, use the Calculate button to populate the lower grid, which will provide the new proposed turnover rate ("Revised Rate"), the Current Turnover \$, the new Revised Turnover \$ column, and the Turnover Adjustment \$ column, which is the dollar difference between the two.



## POSITION RECONCILIATION AND THE POSITIONS SD TAB



### Position Reconciliation and the Position SD Tab

- What is the "Position Reconciliation" Exercise? In BARS, key subobjects in Object 01 (salaries and fringes) are <u>directly linked</u> to personnel data entered into the system. In fact, these subobjects can only be changed by editing personnel data. Position Reconciliation (POS REC) is the process through which DBM and the agencies work together to bring this personnel data up to date, forming the foundation of the personnel budget in the request.
- Why now and not throughout the fall (budget season)? DBM recognizes that personnel data changes on a daily basis, and that the fiscal year agencies are budgeting for is months away. However, cleaning up and updating personnel data earlier in the budget process allows sufficient time for review and enables timely budget submission.
- What data will I start with? In BARS, the FY 2023 Legislative Appropriation data (plus the COLA, other statewide salary adjustments, and possibly BPW reductions) has been rolled forward to create the "baseline" for the FY 2024 Request.

### **More on Position Reconciliation**

- What am I updating? Information that needs to be updated through POS REC includes PIN location, class codes, steps, slope/EPP salaries, increment month, FTE percent, <u>fund splits</u>, vacancy status, and retirement system.
- What data do I use as a reference? Agencies may choose to use Workday as a reference point (recommended) for reconciliation, as BARS actually pulls in Workday data to allow easy comparison. For data not available from Workday (i.e. fund spits in many cases), agencies can use other PIN management/tracking tools that are utilized by budget staff.



### **More on Position Reconciliation**

- Is this my last chance to edit positions? To the greatest extent possible, DBM recommends that agencies keep positions budgeted at the same level as set in the Position Reconciliation exercise. Because the data is constantly changing, it should not be necessary to implement every small change you are aware of in September and October (depending on your budget due date). If necessary--in particular for fund changes to aid agencies to bring their budget in line with their target--agencies can submit position adjustments as part of the budget request.
- More guidance available! Separate, detailed guidance has been provided to the agencies by OBA on how to complete Position Reconciliation.

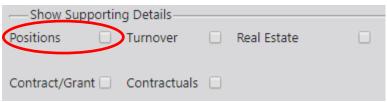
## **Position Reconciliation Adjustments**

- Position Reconciliation adjustments are one type of Agency Adjustment.
- The primary difference between Position Reconciliation adjustments and others is that <u>agencies directly Release them in the system without having to go through the Budget Request Submission (BRS) Module</u>.
- Position SD Tab functionality is common across all CY and BY adjustment types, so once users are familiar with the tab they can use them in any adjustment where the Position SD Tab is selectable on the Overview tab.

-Show Supportin	g Details——		
Positions	Turnover	Real Estate	
Contract/Grant	Contractuals		



- The <u>Positions SD tab</u> is the data entry module for all detail related to budgeting for state employees in the BARS system.
- The Positions tab is hidden, and must be enabled through the Overview tab.



 The data entered and adjusted in the Positions SD tab maintains Object 01 detail including salaries (comptroller subobject 0101), social security (0151), retirement (0161, 0163, 0165, 0166, and 0169), and unemployment insurance (0174), by fund type.



- 1. Navigate to the Positions tab.
- 2. Set the **Position Sub-Program Filter**. Click **Accept Selection** to proceed.



3. Click the **Load PIN Data** button. The grid will populate with every PIN within the chosen subprogram(s). Columns can be filtered using the filter above each column. Columns can be sorted A-Z by clicking on the title of the column.

**PIN History** 

Edit PINs

Load PIN Data

- For any instances where Workday and BARS data does not match, BARS highlights related cells as shown in the following.
- The Positions Review grid only <u>presents</u> data—users cannot make changes in this grid, but must instead use the first column and check the Select for Edit box for any positions you wish to edit in the adjustment.

Class Code	WD Class Code			
Class Code				
	•			
5222	5222			
5053	5053			
7636	7636			
2650	2650			
5224	5225			

Positi	on Sub-Program	Filter X99E	30402-B402: BA	ARS SubProgra	m 50236B402,	) Q		L	oad PIN Data	Edit PIN	Ns PIN Histo	ory
Posi	tion Review										9	0 0
	Select for	Unit	WD Unit	Program	WD Program	Sub-Program	WD Sub-	PIN Number	Class Code	WD Class	Job Title	WD
	Edit	Onit	WB Offic	Frogram	WD Flogram	Sub-Frogram	Program	File Number	Class Code	Code	JOB Title	VVD
				~			~					
1	$\checkmark$	X99B04: BARS Un	X99B04: BARS Ur	X99B0402: BARS	X99B0404: BARS	X99B0402-B402: E	X99B0404D404: B	005273	4503	4503	Computer Network S	Coi ^
2	abla	X99B04: BARS Un	X99B04: BARS Ur	X99B0402: BARS	X99B0405: BARS	X99B0402-B402: E	X99B0405A405: B	010709	4492	4492	IT Asst Director III	IT /
3		X99B04: BARS Un	X99B04: BARS Ur	X99B0402: BARS	X99B0402: BARS	X99B0402-B402: I	X99B0402B402: B	031049	6146	6146	Administrator VI	Adr
4	$\checkmark$	X99B04: BARS Un	X99B04: BARS Ur	X99B0402: BARS	X99B0404: BARS	X99B0402-B402: E	X99B0404B404: B	071108	4413	4413	Computer Network S	Coı
5		X99B04: BARS Un	X99B04: BARS Un	X99B0402: BARS	X99B0402: BARS	X99B0402-B402: [	X99B0402B402: B	079120	5485	5485	Prgm Mgr Senior IV	Prg
_												_



4. There are four primary ways to choose positions to edit in BARS:

Edit PINs

- A. Manually go through the upper position grid and check the boxes next to the PINs the user wishes to edit. Then click the **Edit PINs** button.
- B. If users would rather work from an exported BARS position list in Excel, they can do so using the lower positon grid:
  - i. In the upper grid, click the **Export** button at the bottom left.
  - ii. In Excel, enter "TRUE" in the first column of any PIN you want to edit.
  - iii. Import the file. Select the **Edit PINS** button. All of the selected PINS will appear in the lower grid.
- C. Also in Excel, users can:
  - A. Use the **Select for Edit** toggle at the top of the Position, selecting every row. Then click **Edit PINs**.
  - B. In the bottom Positions grid, select the action "Unchanged" for any PIN that does not require alteration. Any positions selected in the top grid must have an action, even if it is "Unchanged."

- D. \*Recommended\* BARS has a useful functionality for selecting all positions with certain types of differences between Workday and BARS data.
  - i. If users scroll all the way to the right in the Positions Review grid, there are two columns: (a) the **Location Discrepancy** column has boxes checked for any instances where a position is located in different places in Workday versus BARS and (b) the **Class/Step Discrepancy** column is checked where those data points differ in Workday versus BARS.
    - Users can select **True** in the boxes in each column to filter for either all positions that should be moved or all positions that may need to be changed in one fell swoop. Once the positions are filtered, click the box next to the **Select for Edit** at the top of the Position Review grid in order to select the filtered positions for editing.



ii.



• Validation Note. Users cannot edit a PIN that has already been reflected in a previous work item adjustment that has not been approved through to Released or Voided. If you attempt to do so, the following validation will show listing the positions that are impacted by another adjustment, and listing the specific adjustment they are in. Before you can continue with the current adjustment, you will need to unselect the impacted positions for editing. Once the other adjustments have been finalized (Released or Voided) you will be able to edit those positions again.

				•			
Overview	Narrative	Positions	Expenditures	Revenue	OBA Review	Slice and Dice Tags	Validation
You m	ust either remo	ove the PIN : 03	4433 from this adj	ustment or ren	nove it from adjust	tment # 13772	
You must either remove the PIN : 039346 from this adjustment or remove it from adjustment # 13772							
₩ You m	ust either remo	ove the PIN: 03	9371 from this adj	ustment or ren	nove it from adjust	tment # 13772	
₩ You m	ust either remo	ove the PIN: 03	9387 from this adj	ustment or ren	nove it from adjust	tment # 13772	
- 🥴 You m	ust either remo	ove the PIN: 03	9390 from this adj	ustment or ren	nove it from adjust	tment # 13772	
You m	ust either remo	ove the PIN: 03	9390 from this adj	ustment or ren	nove it from adjust	tment # 13772	



- 6. Scroll down to the **Positions** (lower) grid. This grid will now be populated with data for all of the positions you selected for editing above. The presented data shows both Workday and BARS positions data, and also shows salary and fringe calculations based on the BARS detail.
- 7. For each position, users must first choose the **Action** they want to implement in the second column of the grid. Options include:
  - **A. Abolish.** If a position is no longer valid. Note that Position Reconciliation adjustments do not allow a net change in FTE, so if any positions have been abolished in an adjustment another position must also be added.

Pos	itions		
		Position	Action
1	Ò	032629	Q
2	Ò	034433	Q

- **B. Add.** This action auto-populates if a row is added to the grid. Note that Position Reconciliation adjustments do not allow a net change in FTE, so if any positions have been added in an adjustment another position must also be abolished.
- **C. Attach to Workday.** This is an OBA-specific function, and agency users should not use it.
- **D. Change.** Select this option if edits are needed to any non-location data for a position (class code, step, staffing status, fund split, etc.).
- **E. Move.** Select this option if positions are moving elsewhere in the agency's chart of accounts. Again, positions can only be moved or changed in an adjustment, not both.
- If all of the positions in the Positions grid will have the same action, users can click the Set All Actions to button, select the action, and that action will auto-populate in the Action column of the grid.

  Set All Actions to:

- 8. After selecting an **Action** users can only edit certain columns based on the **Action** they chose. For example, if **Move** is selected, users can only edit chart of accounts values. If **Change** is selected, users can edit the following:
  - **A. Fund Type.** Ensure that the total "General Fund %, Special Fund %, Federal Fund %, Reimbursable Fund %, and Non-Budget Fund % equals, and does not exceed 100%. BARS allocates Object 01 comptroller object budget values based on this fund type allocation by subprogram total so the *appropriate fund allocation is essential*.
  - **B. Class Code.** This selection drives the Grade, Job Title, and the salary (when combined with step and FTE number).
  - **C. FTE Number.** Agencies should ensure that no FTE exceeds 1.0 FTE and the final FTE count reconciles to expected POSCON totals by program and agency.

- **D. Step.** Users must verify the steps are complete and correct, with no null values, as this directly impacts budgeted salaries.
- **E. Slope, Flat Rate, and Executive Pay Plan Positions.** This column should be checked for such positions. Users verify that the salary data is consistent with Workday and make adjustments accordingly (only for these positions can salaries be hard keyed in).
- **F. Increment Month.** Ensure that each position has January (01 in Excel) if the employee Entry of Duty (EOD) date is between Jan. 1 and Jun. 30, or July (07 in Excel) if the EOD is between Jul. 1 and Dec. 31. Positions will be defaulted to July if field is blank.
- **G. Retirement Code.** Verify that the field is FILLED with the appropriate retirement code for this position. Select the "No Retirement" option if the employee is not entitled to retirement. Verification of correct retirement codes is important as BARS uses the codes to select associated retirement rate tables for the different retirement rates to apply the calculated value in the expenditure grid. If the code is wrong, the rate will used will also be wrong.

**H. Staffing Status.** In general, users should update this field to match Workday data unless there are open recruitments or impending retirements. Note: any position with staffing status of "open" or "frozen" will be rebased to the appropriate step (zero in most instances).

\*\*\*Users cannot edit the Workday (WD) columns in the grid.

Update PIN Data

- 9. Once all desired edits have been made in the grid, click **Update PIN Data** above and to the right of the grid. Scroll throughout the grid to make sure the changes have been implemented correctly. If a Move is being made, the chart of accounts should be listed as the new ones. If a Change, Abolish, or Add has been implemented, review the **Salary and Benefit change columns** for correctness.
- 10. If data is correct, the adjustment dollars must be also brought over to the Expenditures tab through the "**Populate Expenditures**" button, and ultimately populated over to the Revenue tab.

Populate Expenditure

## SD Tabs: The Positions Tab - Working in Excel

• Similar to other grids in BARS, users can do much of their update work for the lower **Positions** grid in Excel. However, the functionality looks a little different. This is what the feature looks like, at the bottom below the lower grid.

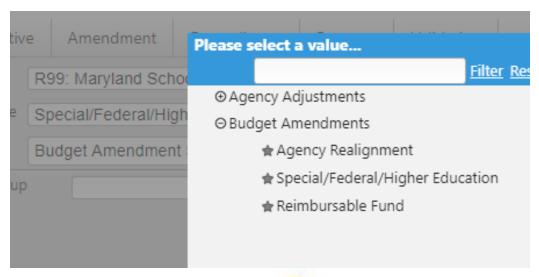
- To export, simply click the **left icon**, showing the BARS spreadsheet going into Excel.
- To import your edited file, click Choose File, select the file, then click the right icon, showing the Excel file going back into BARS.
- If there are any issues with exporting the file, please note that you may have to temporarily disable your browser's pop-up blocker from the BARS domain.



### **BUDGET AMENDMENTS**

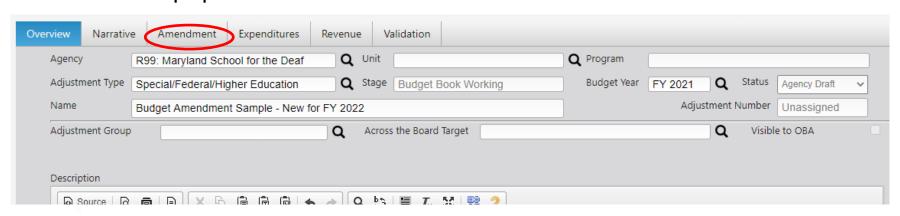


- Except for closing amendments (those processed after May 31 of a fiscal year), all amendments must be processed through and generated from BARS going forward.
- Amendments are separate types of adjustments in the system.

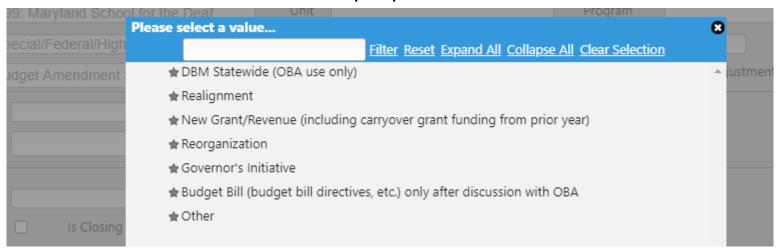




- Agencies will be required to enter all data that was typically provided with the paper transmittal to DBM through this new Budget Amendment process. Separate processes trigger for agency realignment, non-general fund, and reimbursable fund amendments.
- A new "Budget Amendment" adjustment type will display the "Amendment" SD Tab, a tab that replicates the cover page detail from the paper transmittal.



 Agencies will be required select one choice from the "Classification" selector to indicate to OBA the purpose for the amendment.



• DBM recommends that agencies use XXX 23-#BA as the format for the Agency Reference field, where #BA is the amendment's order for processing from the agency. For example, F10's first amendment would be F10 23-001.

Classification	New Grant/Revenue (including carryover grant funding for	rom prior year)	Q	
Agency Reference	R99 21-001			
BA Number	ID			
BPW Approval?	☐ Is Closing ☐			
Contact Person	Kyle Mansfield		45 Calvert St Annapolis, MD 21401	
Title	Principal Budget Analyst	j '	Alliapolis, MD 21401	
Telephone	410-260-7505			//
Purpose: This amend	ment is required and will:			
B <i>I</i> ∪	S x₂ x² Formats • I₂ X D D D			<b>6</b> ∂ 🖶 🔯
[Insert Purpose Here				
Urgency: The purpose	e of this amendment cannot or should not be deferred to a futur	e fiscal year because:		
B <i>I</i> ∪	S X <sub>2</sub> X <sup>2</sup> Formats ▼ I <sub>X</sub> X I I II I			<b>5</b> ∂ 🖶 🔯
[Insert Urgency Here	1			96

- The remainder of the "Amendment" tab must have text in each field in order to validate, and is used to populate the text in the official printed amendment form's Exhibit B.
- **Reminder:** Since this detail will be seen and signed by agency and administration officials, please check grammar and spelling and make the text the continuation of the provided sentence:
  - Purpose: This amendment is required and will \_\_\_\_\_\_\_\_
  - Urgency: The purpose of this amendment cannot and should not be deferred to a future fiscal year because \_\_\_\_\_\_\_.
  - Timeliness: This amendment was not included as part of the Governor's original budget allowance because \_\_\_\_\_\_\_.
  - Availability: Funds are available for this amendment because



 Agencies are expected to provide an upload of the MOU using the provided functionality at the bottom of the "Amendment" tab. The remainder of these functions are for OBA use.

Memorandum of Understanding	■ MOUsupportingdocumentationba.docx × + Upload File	Executive Signature	No Files Uploaded + Upload File
Legislature Signature	No Files Uploaded  + Upload File	BPW Approval	No Files Uploaded  + Upload File
General Assembly Signature	No Files Uploaded  + Upload File	DBM Signature	No Files Uploaded + Upload File
Governor's Office Signature	No Files Uploaded  + Upload File		

- This "Budget Amendment" adjustment type in BARS is very similar to a normal adjustment, including requiring line-item data entry and Supporting Detail, and is sent to DBM's Budget Processing Team (BPT) for consideration, analysis, and approval.
- The Expenditures Tab requires additional Amendment Note data similar to a paper budget amendment. These notes must be indicated in the individual line items, and must be provided below in a lower grid pertaining to each of these note numbers.



 For each row with an adjustment value in the Expenditure Financials grid, users must designate an **Amendment Note** # (format 1, 2, 3, etc...). Multiple lines can be labeled with the same Note #.

Comptroller Subobject	Fund	FY 2021 Current	FY 2021 Adjustment	Comment	Amendment Note #
~	~				
1202: Aid To Political Sul	01: GF	\$158,321,523	(\$500,000)		1
1202: Aid To Political Sul	01: GF	\$27,658,661	\$500,000		1
1202: Aid To Political Sul	03: SF	\$750,000	\$50,000		2
1207: Grants To Non-Go	03: SF	\$50,000			
1299: Other Grants, Subs	03: SF	\$420,000			

 Then, for each Amendment Note #, users must click Add and type in a note explaining the number changes. The text will be used by BARS to populate the Notes sheet in the official printed amendment form.

		Amendment Notes					
	Amendment Note #	Amendment Note					
1 🖺	1	Insert text here.					
2 🖺	2	Insert more text here.					

- Once the adjustment has been internally approved and submitted by the agency, agencies are required to email BPT (<u>dlbudgethelp dbm@maryland.gov</u>) and your OBA analyst notifying them that an amendment has been submitted.
- Further guidance regarding the budget amendment process this year is available at the top of the <a href="main">main</a> <a href="budget instructions website">budget instructions website</a>.



# THE BUDGET REQUEST SUBMISSION (BRS) MODULE

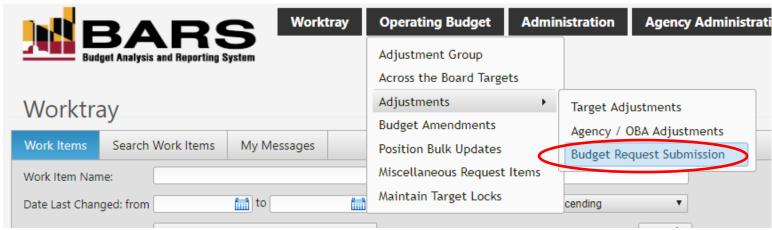


## Submitting the Budget Request to DBM

- The Budget Request Submission (BRS) module in BARS enables the agency user to load and confirm their final budget submission as well as provide additional Special and Federal Fund source information required by DLS.
- Some opening notes:
  - An agency's budget request is formed by creating adjustments against the current data in BARS for FY 2022 (PY), FY 2023 (CY), and FY 2024 (BY).
  - All budget submission components (e.g., reductions, over-the-targets, etc...)
     must be created as adjustments separate from the BRS.
  - The BRS module is mostly "read-only" in that no adjustments are entered here. Its function is primarily as a tool for information review and to bundled together agency adjustments and submit them to DBM.
  - Agency Approvers have access to the data and enter data and submit to continue working, but Agency Coordinators retain the sole ability to submit to DBM.

## Submitting the Budget Request to DBM

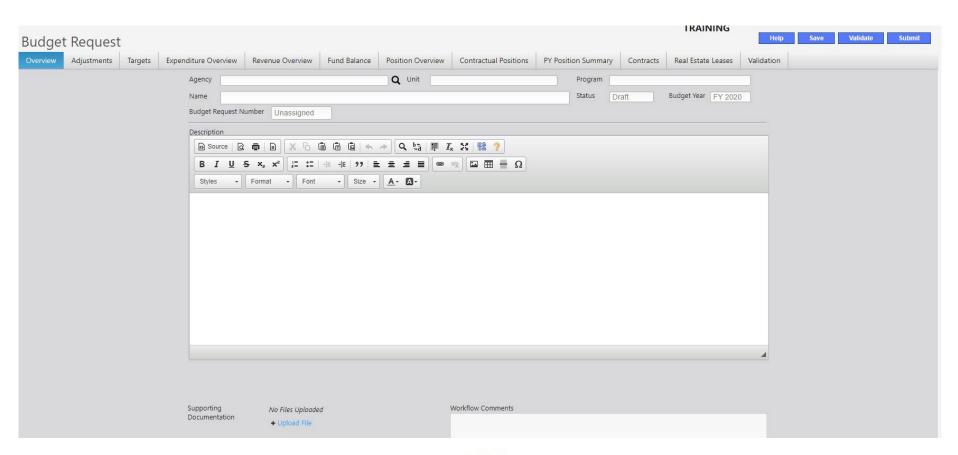
 It is found under the **Adjustments** button in the navigation bar in BARS.



• The BRS's structure is similar to that of an adjustment. It has an overview tab, must be loaded with pre-existing data, and must ultimately be submitted and validated using the **Submit** option.



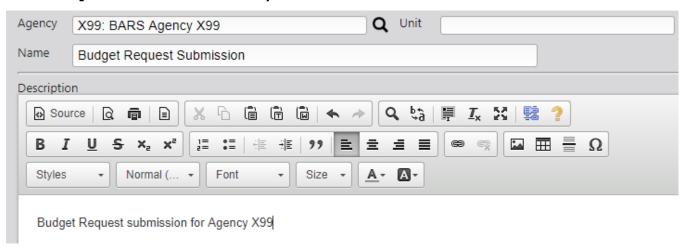
## **Submitting the Budget Request to DBM**





## **Using the BRS: Overview**

 Upon entering the <u>Overview tab</u>, agencies must select the appropriate **Agency** and enter a **Name** similar to a common adjustment. Agency users are also encouraged to enter detail into the **Description** field that provides a sense of the work item.

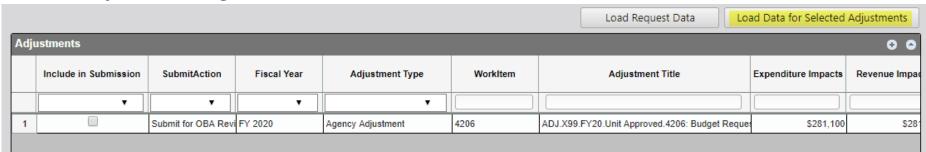


Once all <u>Overview tab</u> information has been added, move on to the <u>Adjustments tab</u>.



## **Using the BRS: Adjustments**

 Once in the <u>Adjustment tab</u>, the grid will be empty until the user uses the **Load Request Data** button to load a list of all of the agency's adjustments pertaining to the Budget Request at the <u>Unit Approved</u> stage in the Adjustments grid.



- The BRS loads all adjustments for the 3-year window relevant to the agency's budget request.
  - The Budget Request will only load adjustments that are <u>Unit Approved</u> and have been submitted for <u>Agency Approval</u>.



### **Using the BRS: Adjustments**

- Note: Unit Approved is the farthest submission point for all adjustments prior to the BRS, except for Position Reconciliation adjustments which are processed separately from the BRS (and amendments which are entirely separate from the budget submission process).
- The Adjustments grid displays information pertaining to each qualifying adjustment.
- Users must review the adjustments, select them for <u>inclusion</u> in the budget, and click the **Load for Data for Selected Adjustments** button to populate all supporting detail from the adjustments into the relevant grids within this module.
- Once you have loaded the desired adjustments from the <u>Adjustments tab</u>, continue to the <u>Targets tab</u>.

#### **Using the BRS: Targets**

- The Targets grid contains all of the targets which have been set by DBM for your agency. The grid displays the Agency Request versus the OBA target.
- For each line, this grid will also display the "Target Type," which indicates whether the request must (a) match the target to the exact dollar, (b) be less than or equal to the target, or (c) equal to or greater than the target.
- The request <u>cannot be submitted</u> until all dollars in these lines satisfy the OBA targets. If your request does not meet these targets, you will need to either
  - a) create new adjustments to modify your requested values, or
  - exclude from your submission adjustments that have caused your agency to fail the validation.
- The "Current Request Amount" column and the "Target Amount" column will be highlighted if your current request does not meet the target.



#### **Using the BRS: Expenditures Overview**

- This tab displays an object-level Expenditure data summary of the total values that result when (a) the agency's selected adjustments for each year are added to (b) the Current Approved (i.e., "Released") numbers in the system.
- This tab is also read-only, and should be used as a tool for agency submitters to ensure the budget data is what they want it to be prior to submission.

Prog	gram Object Summary							0 0
	Agency	Unit	Program	Object	FundType	PY FMIS	PY Revised	CY Base
	· ·	▼	•	•	7			
1	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograr Q	02: Technical and Special Q	01: GF Q	\$0	\$0	
2	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograr Q	07: Motor Vehicle Operatic Q	01: GF Q	\$0	\$0	
3	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograr Q	08: Contractual Services Q	01: GF Q	\$0	\$0	
4	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograr Q	08: Contractual Services Q	03: SF Q	\$0	\$0	
5	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograr Q	10: Equipment - Replacen Q	01: GF Q	\$0	\$0	
6	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograr Q	12: Grants, Subsidies, and Q	01: GF Q	\$0	\$0	
7	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograr Q	13: Fixed Charges Q	01: GF Q	\$0	\$0	
8	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	01: Salaries, Wages and F Q	01: GF Q	\$0	\$0	
9	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	01: Salaries, Wages and F Q	09: RF Q	\$0	\$0	
10	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	03: Communication Q	01: GF Q	\$0	\$0	



#### **Using the BRS: Revenue Tab**

- This tab displays a revenue data summary (referenced by DBM as the "Fund File") of the total values that result when (a) the agency submitter's selected adjustments for each year are added to (b) the Current Approved (i.e., "Released") numbers in the system.
- This tab is read-only, and is a tool for agencies to ensure the budget submission's revenue data is what they want it to be prior to submission.

Pro	gram Fund Source Summ	ary						0 0
	Agency	Unit	Program	Fund Type	Fund Source	PY FMIS	PY Revised	CY Base
	·	•	•	•	•			
1	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograf Q	01: GF Q	GF01: General Funds Q	\$0	\$0	_
2	X99: BARS Agency X99 Q	X99A01: BARS Unit 101A Q	X99A0101: BARS Prograr Q	03: SF Q	SWF302: Major Informatic <b>Q</b>	\$0	\$0	
3	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	01: GF Q	GF01: General Funds Q	\$0	\$0	
4	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	09: RF Q	C98F00: Workers' Compe Q	\$0	\$0	
5	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	09: RF Q	D38I01: State Board of Eli Q	\$0	\$0	
6	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	09: RF Q	D53T00: Maryland Institut Q	\$0	\$0	
7	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	09: RF Q	D80Z01: Maryland Insurar Q	\$0	\$0	
8	X99: BARS Agency X99 Q	X99B04: BARS Unit 101B Q	X99B0401: BARS Prograr Q	09: RF Q	E00A04: Comptroller Revi Q	\$0	\$0	



#### **Using the BRS: Fund Revenue Tab**

- This tab is the only data entry component of the Budget Request Submission module. The functionality on this tab is to meet a new requirement placed by DLS.
- This tab should be populated with every Special and Federal Fund in your budget for all three fiscal years. If it is lacking data, click the Load Current Fund with Expenditures button.

Lo	ad Current	Fund with Expenditures Update Fund Source Balances Save Fund Balances										
Fun	d Revenu	e										
		Fund Source		PY Starting Balance	PY Revenue	PY Expenditure						
			~									



#### **Using the BRS: Fund Revenue Tab**

- For each row in the grid, enter opening balance data for FY 2022 as well as actual income for FY 2022 and estimated income for FY 2023 and FY 2024.
- With these four numbers, BARS can generate the balance, income, and expenditure summary information for each fund.
- For federal funds, agencies should report balance as the remainder of spending authority on a multi-year grant, as federal funds do not technically have a "balance." A majority of federal funds will have revenue equal to budget expenditures in each year.

#### **Using the BRS: Positions Overview**

- This tab displays the Program/Class Summary grid, showing all of the selected agency's position detail rolled up by program.
- The grid will reflect the changes made by each agency as part of the Position Reconciliation and any relevant adjustments made during the creation of the budget request.



#### **Using the BRS: BRS "SD" Tabs**

- The <u>Contractual Positions Tab</u>, <u>Contracts Tab</u>, and <u>Real Estate</u>
   <u>Leases Tab</u> each have their own dedicated tabs in the BRS to
   review the data that has been entered in the BRS's selected
   adjustments.
- These tabs display the grids summarizing each of these tabs. Agencies can take the opportunity to identify detail that requires polishing in the submission (e.g., the "Descriptions" field for Contracts/Grants).



#### Using the BRS: Validation and Submission

- Once you have reviewed all of the tabs in the module and have entered the required Fund Revenue data, your budget request is ready for submission.
- Upon submission, BARS validates the bundled agency submission using business rule "validations" (in addition to the adjustment-level validations that have already been implemented) and ensures that each have been met. If your BRS passes validation, the agency submitter will be returned to the Worktray with a "Successfully Submitted" banner displayed at the top of the screen.
- Following submission, DBM will then be able to view the agency's budget request data. Note that even after submission in BARS, DBM still requires agencies to send an official email with certain attachments—see budget instructions for specific guidance.



## REVIEWING YOUR DATA USING AD HOC AND BARS REPORTS

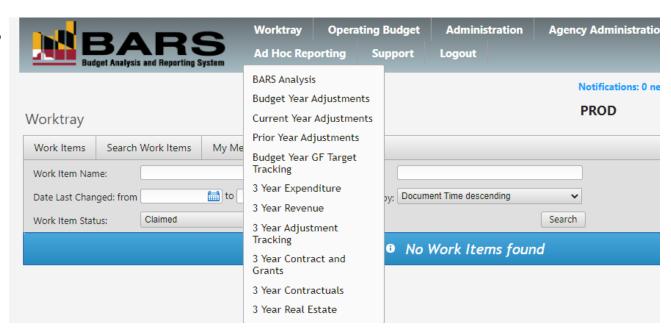


#### What is Ad Hoc?

- Ad Hoc is an Excel tool that allows you to view up-to-date data directly from BARS using **pivot tables**, enabling users to configure a multitude of data views to obtain desired reports.
- Once you have created an Ad Hoc report that you are happy with, it can be saved and used again in the future as a template. Every time you refresh the data or your connection the numbers will update with the latest information from BARS.
- The report you have created can be shared with other users. Of course, they will only have access to data that they have permissions to see. But this will allow them to use your template as a starting point for their own analysis.

#### **Accessing Ad Hoc**

- From the BARS Home Page
  - Hover overAd HocReporting
  - Click BARS
     Analysis or
     any other
     report.



 Separate training is provided on using and manipulating ad hoc reports.



## Ad Hoc - Primary Informational Resources

- BARS captures many types of data across different time periods, and you can configure ad hoc to view almost every data point that is entered into BARS. As such, the field choices can be a bit daunting at first.
- Separate training was provided on basics of Excel and using ad hoc, and that should be a helpful introduction to functionality as well as common fields to pull into an ad hoc report.
- The Data Dictionary explains the fields available, with detailed descriptions of those fields and their suggested use within an Ad Hoc report, helping users to select the best options for the data views they want.
- The Data Dictionary is available under the Support button at the top ribbon in BARS.



#### **Using Reports in BARS**

- Because certain data views of BARS information are universally useful, in addition to Ad Hoc which can be reconfigured almost any which way, reports have been developed to present that information.
- To access these reports, from the BARS Worktray, click Reports.



Worktray 0

**Operating Budget** 

Agency Administration

Reports

**Ad Hoc Reporting** 

Logout

- A list of report-type options will be displayed:
- Note that not all users can see all options.
- The two categories helpful to agencies are
   Operational Reports and Position Reports.

### Reports

- ⊕ Operational Reports
- ◆ Position Reports
- ⊕ Budget Request
- ⊕ Legislative Appropriation



#### **Using Reports in BARS**

- The first time you click on a report from the menu during a BARS session, you will be required to logon using your connect.md.gov credentials.
- All reports will have certain filters (varying by report) you need to select in the top ribbon before clicking **View Report** to see the data.
- The main filters you will encounter are:
  - Fiscal Year. This should almost always be set to FY 2024.
  - Adjustment Status. Always include at least Released. Beyond that, it depends on which of the agency statuses you want to include/exclude (depending on how far along your adjustments are for your request. Options include Agency Draft, Program Approved, Unit Approved, and Agency Approved. If you want to see what your request would look like if pushed to DBM at a given point in time, select Released and Unit Approved.
  - Budget Status. Leave at In the Budget.



#### **Using Reports in BARS**

- Chart of Accounts. Agency should be preselected for your agency. If not, select it. From there, it depends on whether you only want to view certain units, programs, subprograms, or fund types.
- Fiscal Year Stage. Generally set to FY 2024 Agency Request.
- Once populated, all reports can be downloaded to Excel and PDF.
- Separate guides are available for accessing each of the main six reports of interest to agencies for the budget season, but the following slides have a quick guide to each.



#### **Operational Reports**

• **3-Year Agency Summary.** This report shows a 3-year, across stages view of personnel, contractual, expenditure, and revenue data with a drill down on the

3 Year Agency Summary Report

Agency: X99 - Sample Agency Fund: [GF,SF,FF,NB,RF,CUR,CR,FFA]

	7	2019 - Actual	s		2020 - 0	Current		2021 - Budget				
± Positions	FMIS	Agency Actuals	Budget Book Actuals	Leg. Appr	Agency Working	Working Additional	Budget Book Working	Target	Agency Request	OTTR/RED	Allowance	
Number of Authorized Positions	-		-	10,412.40	10,412.40	10,412.40	10,412.40	-	-	-	-	
Number of Contractual Positions			-	274.34	274.34	274.34	274.34	-		-	-	
<b>±</b> Expenditure												
01 Salaries, Wages and Fringe Benefits	-			891,211,702	891,211,702	891,211,702	891,211,702		-	-	-	
02 Technical and Special Fees	-			10,224,397	10,224,397	10,224,397	10,224,397	-		-	-	

Subobject Analysis. Provides a subprogram, subobject level view of budget

Subobject Analysis

Fund: GF, SF, FF, NB, RF, CUR, CR, FFA

x99a01 X99 Unit A01

x99a0101 X99 Program A0101

Agency				Expenditures	Appropria	tion Request	Allowa	nce		
Subobj		Subobj Name		FY 2019	FY 202	0 FY 2021	FY 202	21 R	Request - Approp	Allow - Request
******	* SU	BPROGRAM NO.:	1110	X99 Subprogram A	01011110					
******	• OB	SJECT CODE:	01	Salaries, Wages and	d Fringe Bene	fits				
0101	Regular Earni	ings		0	6,5	68,321	0	0	(6,568,321)	0

• **Position Baseline Comparison.** Shows the baseline of position detail and the edited detail at the Agency Request stage so users can see the impact of their adjustments on personnel data.

	Base	

					FY 2020	) Appropi	riation						
			Salary Grade		Ret. Rate	Inc.							
PIN Number	Subprogram	Class Code	Profile	Step	Code	Month	GF %	SF %	FF %	NB %	RF %	FTE	Salary
002005	F10A0204B204	2043	STD 0012	10	22	Jan	0.00	0.00	0.00	0.00	0.00	1.00	45,924

#### ie Comparison

	FY 2021 Allowance											
Subprogram	Class Code	Salary Grade Profile	Step	Ret. Rate Code	Inc. Month	GF %	SF %	FF %	NB %	RF%	FTE	Salary
F10A0204B204	2043	STD 0012	10	22	Jan	0.00	0.00	0.00	0.00	1.00	1.00	47,539



• **Position Detail.** Shows the PIN-level detail at a specified stage all of the personnel data values for that point in time in BARS.

Agency	Agency Name	Unit	Unit Name	Program	Program Name	_	Sub-Program Name	Class Code	Job Title	Position Number	Act
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5485	Progr. Mar. Senior IV	X99.013263	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5472	Admin Poss Mac I	X99.033398	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5177	Paralegal II OAG	X99.033400	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	6908	PSCS Management Advocate II	X99.033408	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5479	Court Mac IV	X99.033411	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5301	Attorney General VI	X99.033417	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5657	Dix Dir Q(x, 6tts General	X99.033418	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram	5301	& Attorney General VI	X99:033419	Cha



• **Position Reconciliation Budget Impact.** Compares an agency's FTEs and budget salaries and benefits by fund type between two stages (users must select the stages), with the ability to drill down to the PIN level. Users can compare stages between fiscal years or within the same fiscal year (i.e. Target versus Agency Request to see the impact of Position Reconciliation on the budget). Note – our example agency had no data in the FY 2020 Target thus explaining the blank information in that section of the below.

Position Reconciliation Budget Impact

			FY 20	)20 Target					
			Sa						
Organization / PIN	FTE	GF	SF	FF	RF	NB	FTE	GF	
FI VOO: Sample Agency			•	•		•	10412.40	635 154 202	

± X99; Sample Agency 10412.40 635,154,292

FY 2020 A	gency Request			Delta (FY 2020 Agency Request - FY 2020 Target)								
Sal	aries and Benefit	s				Sala	aries and Benef	fits				
SF	FF	RF	NB	FTE	GF	SF	FF	RF	NB			
18,385,499	13,796,734	-	-	10412.40	635,154,292	18,385,499	13,796,734					



 Workday Difference. Shows only the differences by PIN between BARS and Workday data. All data that is blank matches between the two databases. This report can be used to help guide agencies when seeking to bring BARS data up to date to match their current personnel during the Position Reconciliation

BARS FY 2021 Agency Request

PIN	Subprogram RSTARS Code	FTE	Salary	Class Code	Grade	Step	Retirement Plan	Incr Month	GF Split	SF Split	FF Split	NB Split	RF Split	Staffing Status
			,									-		
002005										0				
000007														
002087														
002210		0.80	33,231	1756	0011	6								
002210		0.00	33,231	1750	0011	0								
002611			122,438	5483	0024	19		Jul						
002011			122,430	3-03	0024	13		Jul						
002624			60 193	4460	0016			Int						

#### Workday 7/8/2019 2:35:38 AM

Subprogram	ıbprogram Class			Incr						Staff			
RSTARS Code	FTE	Salary	Code	Grade	Step	Retirement Plan	Month	GF Split	SF Split	FF Split	NB Split	RF Split	Status
									1				

	1.00	46,942	2247	0015	2		
		66,701	6011	0017	11	Jan	128
		64,214	4802	0017		Jan	

#### **ADDITIONAL TRAINING RESOURCES**



#### **BARS Guides and Templates**

- Budget Instructions now includes a detailed section on BARS Guides and Videos (Section B.6), which links to the DBM webpage.
- BARS includes a variety of step-by-step job aids that will be available to agencies through the **Support** button in the top bar in BARS.
- Agencies will be able to learn more about using different functionality of BARS and diagnose issues with filling out the detail, including validation issues, using these reference guides.
- As always, agencies are strongly encouraged to contact their OBA budget analyst to diagnose issues and find assistance.



#### **Support Tiers for FY 2024**

- Use the "Support" button in BARS to diagnose issues with adjustments or processes in the system. If the problem persists:
  - If there is an Application Error, contact the service desk (with the subject line: "BARS Help").
  - If there is a Chart of Accounts or Fund Source change required, contact the DBM Budget Processing Team (<u>dlbudgethelp\_dbm@maryland.gov</u>), copying your OBA analyst.
  - If there is <u>any other</u> issue, contact your OBA analyst (and additional OBA staff, if instructed) as issues arise.



### **OBA Availability**

- OBA analysts will be on a mixed telework schedule this fall.
- Agency assistance will primarily be virtual as in recent years (using screen-sharing and Google Meet). Some analysts may be available for in-person support—if you are interested in such help, please discuss it with your individual OBA analyst.
- There will be weekend support for agencies. If you intend to work in BARS over a weekend, notify your analyst so they can ensure that someone will be available to answer questions as necessary.

#### **DISCUSSION AND QUESTIONS**

Reminder: This training was recorded and will be available in the calendar invite link, and the PowerPoint presentation is attached to the calendar invite.



# Thank you for participating in this year's BARS Refresher!!!

