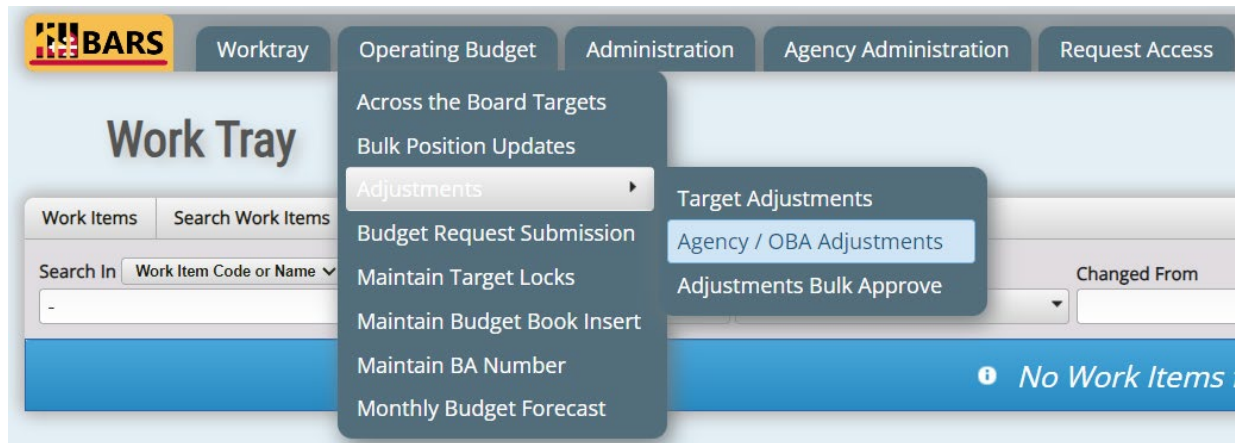# Creating an Adjustment

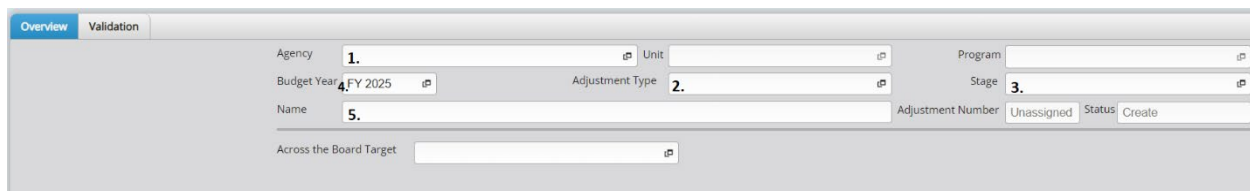### Step 1:
Log into BARS Production

Step 2:
From the **BARS** Homepage/Worktray, hover over **Operating Budget** at the top of the page and select **Adjustments** > **Agency / OBA Adjustments**.
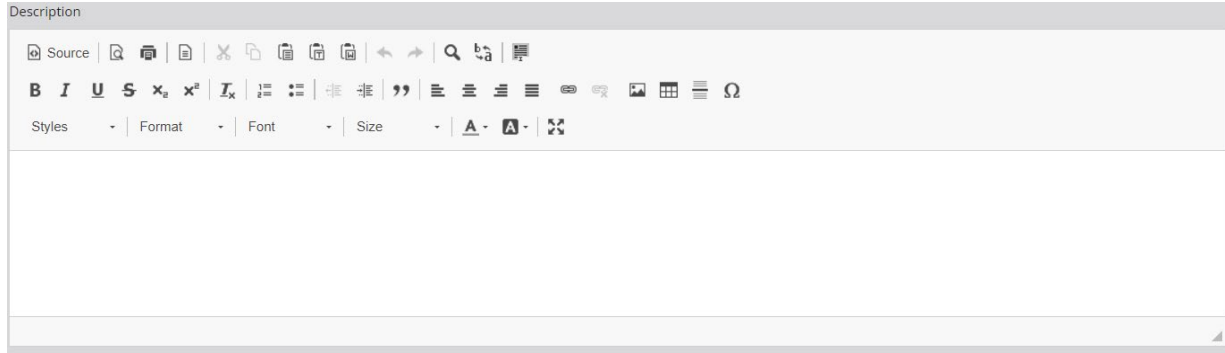

Step 3:
In the Overview Tab—

Select your (1) **Agency**, (2) **Adjustment Type**, (3) **Stage**, (4) **Budget Year**, (5) desired **Name** for the adjustment.

Provide a **Description** of the Adjustment in the provided box. Agencies may add any information in this section, including dollar figures, program name and budget location, or a synopsis of the agency justification.

Description

Select the required **Supporting Detail (SD)** based on the contents of the adjustment by checking and unchecking the associated box.

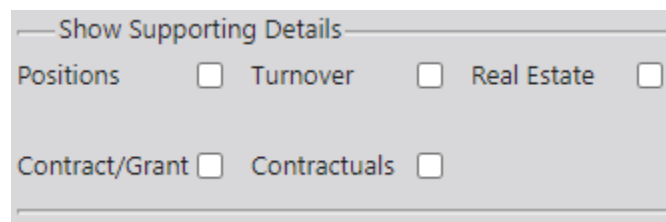SD Tab detail is required for the following adjustments:

Positions: Adding, Changing, or Moving PINs within an adjustment.

Real Estate: Any Adjustments with funds that include Comptroller Subobject 1303 for Non-DGS Leases

Contract/Grant: Any Adjustments with funds that include Object 08 or Object 12.

Contractuals: Any Adjustments with funds that include Comptroller Subobject 0220 for Contractual Positions under "Special Payments Payroll."

Select "Upload File" under **Supporting Documentation** to attach documents that support the specific Adjustment.

Step 4:
In the Narrative Tab, agencies may include detail on **Impact** and **Justification** for the given Adjustment. Over the Target Requests, Deficiency Requests, and Agency Reduction Options are required to include these fields.

Step 5:
In the Expenditures Tab—

Confirm the information brought over from the Overview Tab is correct in the top section, and select the search button for **Expenditure Sub-Program Filter** to bring up a window to select a specific unit, program, or subprogram of your agency. If a user would prefer to load by object, comptroller subobject, or agency subobject, they can use the **Object Filter.**

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

Select **Load** to populate the readied sections of the budget into the Expenditure Financials grid below. Once populated, add or subtract funds from the line item for the Adjustment. This is performed in the "FY 20XX Adjustment" column, and is _additive_ to the budget dollars already included in the "FY 20XX Current" column. Agencies may also include additional detail on the adjustment using the "Comment" column to expand upon the desired Adjustment.

Once all of the desired increases or decreases to the budget have been made, select **Populate Revenue** to bring the expenditure dollars over to the funding side of the adjustment.
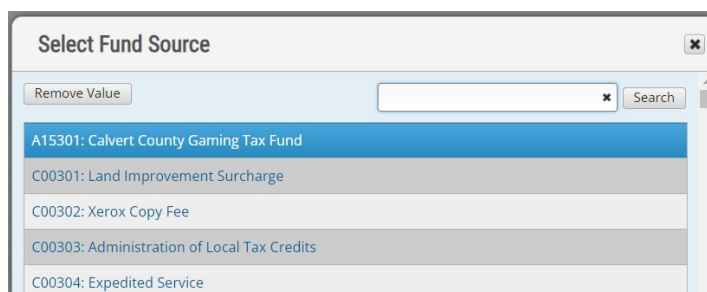
Step 6:
In the <u>Revenue Tab</u>—

Confirm that the desired funds are in the "FY20XX Adjustment" column. Revenue may be loaded using the **Revenue Program Filter** similar to the Expenditure Sub-Program Filter in the Expenditure Financials grid. This will brings up additional unit and program selectors to populate the Revenue grid with fund values already uploaded and "Released" within BARS.

If the adjustment includes non-General Funds, the agency must identify the source of the funds in the "Fund Source" column. Click on the search button and select from the list of available fund sources.

Step 7:
Once you have determined that the desired changes have been made and the Expenditures and Revenue dollars match by program and by fund type, click on the **Validate** or **Submit** buttons at the top of the screen.

Validate will confirm that there are no required pieces that are missing from the budget Adjustment. As a baseline, the Adjustment will not validate if any of the information specified above from the <u>Overview Tab</u> is missing, if Expenditures and Revenues are out of balance, or if adjustments have been made to budget lines that require SD Tab detail.

Submit will bring up an independent submission window that will allow the agency to include a Workflow Comment before clicking **Submit.**