

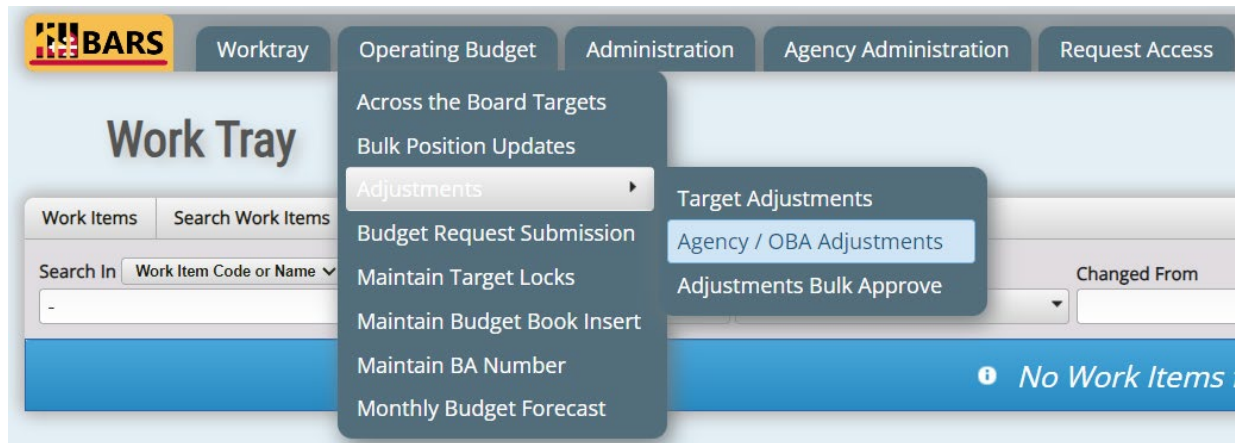
Creating an Adjustment

Step 1:

Log into BARS Production

Step 2:

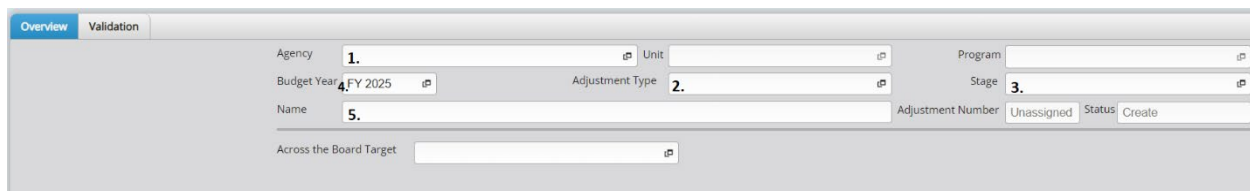
From the BARS Homepage/Worktray, hover over **Operating Budget** at the top of the page and select **Adjustments > Agency / OBA Adjustments**.



Step 3:

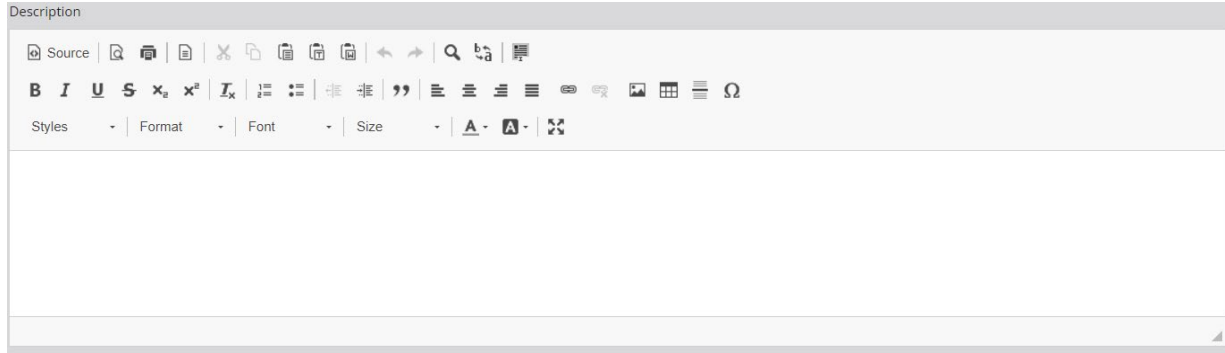
In the Overview Tab—

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



The screenshot shows the 'Overview' tab of the BARS adjustment creation form. The form contains several input fields with numbered placeholders: Agency (1), Unit, Program, Budget Year (4, FY 2025), Adjustment Type (2), Stage (3), Name (5), Adjustment Number, Unassigned, Status, and Create. There is also an 'Across the Board Target' field.

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.



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:

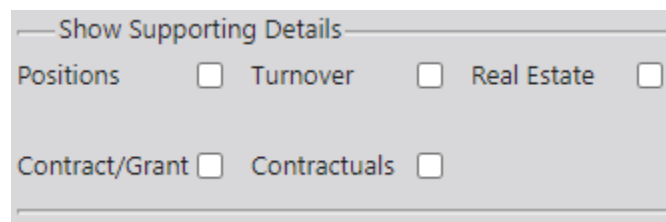
Positions: Adding, Changing, or Moving PINs within an adjustment.

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.



— Show Supporting Details —

Positions Turnover Real Estate

Contract/Grant Contractuals

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**.

Narrative Expenditures Revenue OBA Review Slice and Dice Tags Validation

Agency: A15: Payments to Civil Divisions of the State Unit: Program:
 Budget Year: FY 2025 Adjustment Type: Agency Adjustment Stage: Agency Additional Request
 Name: Example Adjustment Number: Unassigned Status: Create

Expenditure Sub-Program Filter: Object Filter: Load Show COA Names: Clear All:
 Expenditure Financials

Source	Unit	Program	Subprogram	Object	Comptroller Subobject	Fund	FY 2025 Target	FY 2025 Current	FY 2025 Adjustment

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 Expenditure Sub-Program Filter

Expand All Collapse All Remove Value Search Confirm Selection

- A15000: Payments to Civil Divisions of the State - A15000: Payments to Civil Divisions of the State
 - A1500001: Disparity Grants - A1500001: Disparity Grants
 - A1500001-1BSL: Disparity Grants - A1500001-1BSL: Disparity Grants
 - A1500002: Teacher Retirement Supplemental Grants - A1500002: Teacher Retirement Supplemental Grants
 - A1500002-2BSL: Teacher Retirement Supplemental Grants - A1500002-2BSL: Teacher Retirement Supplemental
 - A1500003: Miscellaneous Grants - A1500003: Miscellaneous Grants
 - A1500003-3BSL: Miscellaneous Grants - A1500003-3BSL: Miscellaneous Grants

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.

Name: Example Adjustment Number: Unassigned Status: Create

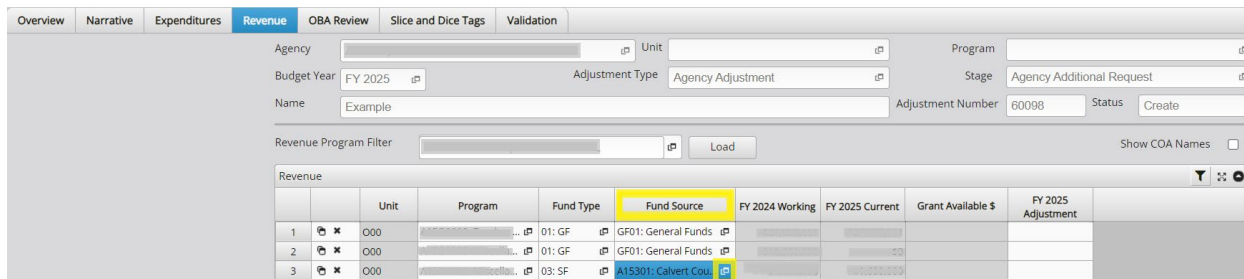
Expenditure Sub-Program Filter: A15000022BSL, A15000033BSL Object Filter: Load Show COA Names: Clear All: Clear Empty:
 Populate Revenue

Source	Unit	Program	Subprogram	Object	Comptroller Subobject	Fund	FY 2024 Working	FY 2025 Target	FY 2025 Current	FY 2025 Adjustment
Approved	000	A1500002: Teacher Retire...	A15000022BSL: Teacher Re...	12	1202: Aid To Political ...	01: GF	\$27,658,661		\$27,658,661	
Approved	000	A1500003: Miscellaneous ...	A15000033BSL: Miscellane...	12	1202: Aid To Political ...	03: SF	\$1,000,000		\$1,000,000	
Approved	000	A1500003: Miscellaneous ...	A15000033BSL: Miscellane...	12	1204: Educational Gr...	01: GF	\$10,250,000			

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.

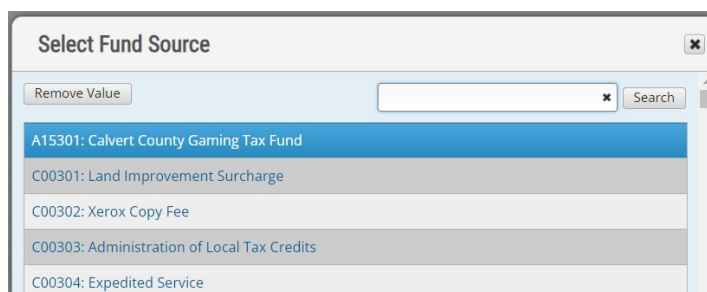
Step 6: In the Revenue Tab—

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 bring up additional unit and program selectors to populate the Revenue grid with fund values already uploaded and “Released” within BARS.



The screenshot shows the 'Revenue' tab interface. At the top, there are tabs for Overview, Narrative, Expenditures, Revenue (selected), OBA Review, Slice and Dice Tags, and Validation. Below the tabs are several filter fields: Agency, Unit, Program, Budget Year (FY 2025), Adjustment Type (Agency Adjustment), Stage (Agency Additional Request), Name (Example), and Adjustment Number (60098). There is a 'Load' button and a 'Show COA Names' checkbox. Below these filters is a table with columns: Unit, Program, Fund Type, Fund Source, FY 2024 Working, FY 2025 Current, Grant Available \$, and FY 2025 Adjustment. The 'Fund Source' column is highlighted in yellow. The table contains three rows of data, with the third row showing 'A15301: Calvert Cou...' in the Fund Source column.

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.



The screenshot shows a 'Select Fund Source' dialog box. It has a search bar with a 'Search' button and a 'Remove Value' button. Below the search bar is a list of fund sources: A15301: Calvert County Gaming Tax Fund, C00301: Land Improvement Surcharge, C00302: Xerox Copy Fee, C00303: Administration of Local Tax Credits, and C00304: Expedited Service. The first item is highlighted in blue.

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 Overview Tab is missing, if Expenditures and Revenues are out of balance, or if adjustments have been made to budget lines that require SD Tab detail.

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

Export Validation Result

- ✖ An Analysis Document Summary must be entered. [Go To Error]
- ✔ An Agency has been selected
- ✖ Please enter a Description before continuing [Go To Error]
- ✔ An Adjustment Type has been selected
- ✔ An Adjustment Name has been entered
- ✔ Validate an Action is Specified for Each Row in the Positions Grid
- ✔ Validate Budget Year Selected
- ✔ Validate ATB Targets met by Adjustment, if relevant
- ✔ Validate Controlled Subobject Expenditure Amounts Sum to Zero
- ✔ Validate CY Expenditure Amounts Net to Zero by Program and Fund Type
- ✔ Adjustment Expenditure nets to zero by Fund Type
- ✔ Validate Expenditure Rows have Fund Specified
- ✔ Validate Expenditure Rows have Subprogram Specified
- ✔ Validate Expenditure Rows have Subobject Specified
- ✔ Each row in the Revenue grid has a SubProgram
- ✔ Validate Expenditure and Revenue data balance
- ✔ Detailed Fund Sources have been entered.
- ✔ Validate Contractuals and Expenditure Amounts Balance by Sub-Program and Comptroller Subobject.
- ✔ Validate Contract and Grant Details balance with Expenditure Amounts by Sub-Program and Comptroller Subobject.
- ✔ Validate Lease Values and Expenditure Amounts Balance by Sub-Program and Comptroller Subobject.
- ✔ Submission includes disabled chart elements
- ✔ Budget Decision Specified

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

Provide additional submission details

Multiple submission paths are available, please select one of the available submission paths below

Continue Working

Submission Comment

Confirm