Budget Analysis and Reporting System

This document and all other FY 2028 Budget Instructions documents are currently under review for accessibility compliance. A revised version will be available on the DBM website by September 1, 2026

FY 2028 BARS Training
BARS Refresher

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

Office of Budget Analysis

August 10, 2026

Department of BUDGET AND MANAGEMENT

Welcome to Training

- Presenters:
  - Carolyn Ellison, Assistant Director, DBM-OBA
  - Anne Davis, Budget & Technical Support Analyst, 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 using the chat function.

- **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 2028 Budget Season. DBM continues to encourage agencies to learn through peer-to-peer training and interaction with their OBA Budget Analyst.

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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 presentation materials will be provided as a supplemental resource for agency users.

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Overview

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

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“BASICS OF BARS”

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About BARS

- Budget Development
  - Prepare the Agency Budget Request for FY 2028
  - 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 Positions (as necessary)
  - Update Chart of Accounts (units/programs/subprograms)
  - Create reports and publications

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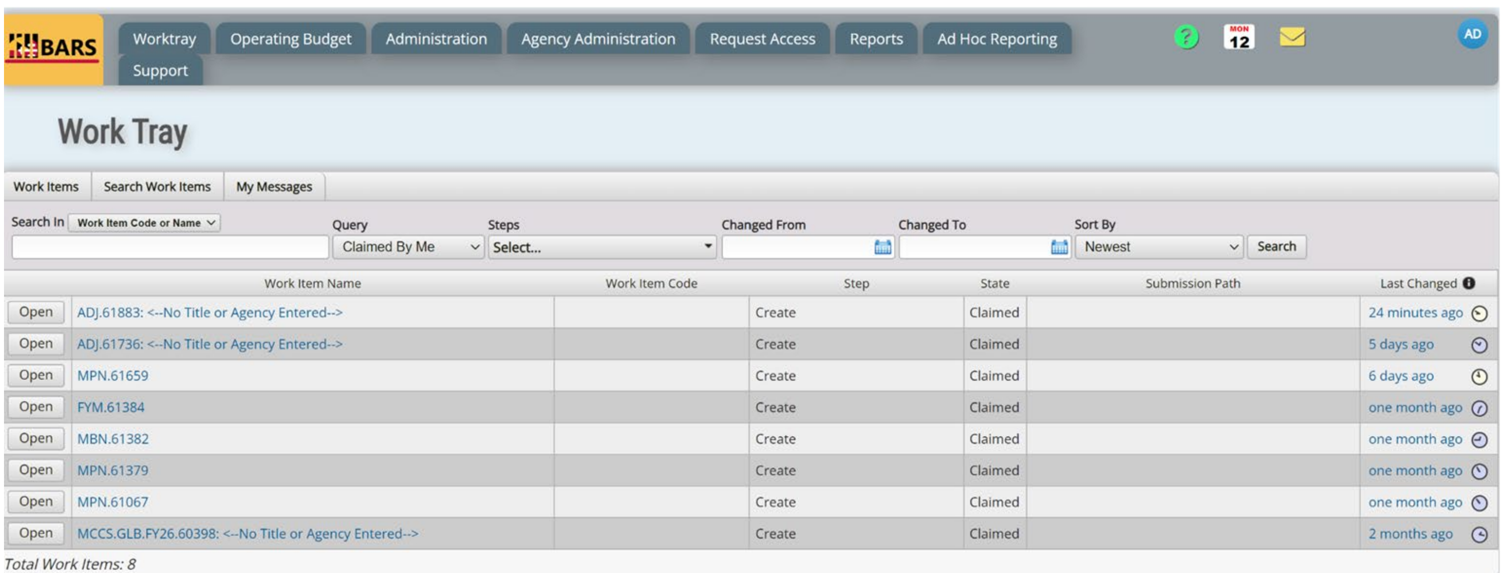
BARS Worktray

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



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BARS Worktray

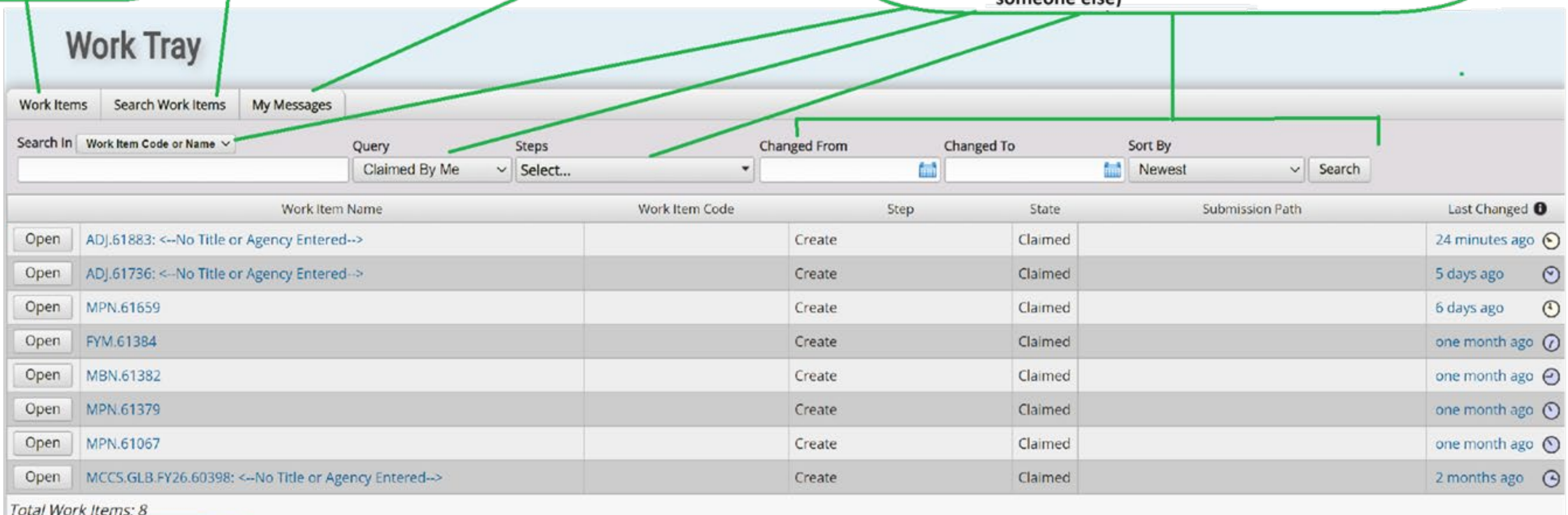
Work Items displays all adjustments available to you as well as items you have claimed

Search Work Items provides the ability to search for work items including those claimed by someone else

My Messages is not currently being used

Filtering tools allow you to find adjustments by:

- **Work Item Code**
- **Name**
- **Query (Available to claim, Claimed by me, Claimed by someone else)**
- **Query (In Progress, Completed, All)**
- **Date last changed**



	Work Item Name	Work Item Code	Step	State	Submission Path	Last Changed
Open	ADJ.61883: <--No Title or Agency Entered-->		Create	Claimed		24 minutes ago
Open	ADJ.61736: <--No Title or Agency Entered-->		Create	Claimed		5 days ago
Open	MPN.61659		Create	Claimed		6 days ago
Open	FYM.61384		Create	Claimed		one month ago
Open	MBN.61382		Create	Claimed		one month ago
Open	MPN.61379		Create	Claimed		one month ago
Open	MPN.61067		Create	Claimed		one month ago
Open	MCCS.GLB.FY26.60398: <--No Title or Agency Entered-->		Create	Claimed		2 months ago

Total Work Items: 8

List of all work items available to you
* Some may be claimed by another user and only visible to you in **'Read Only'**

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BARS Worktray

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

  Claim | ADJ.APOS.D17.FY26.61692: Test Adjustment

  – ADJ: The type of Work Item (Adjustment)
  – APOS: The type of Adjustment (Position Reconciliation)
  – D17: The Agency Code
  – FY26: The Fiscal Year
  – 61692: The unique ID for the Work Item
  – *Test Adjustment* – The name given by the user

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BARS Worktray

- ## Step & Work History

	Work Item Name	Work Item Code	Step	State
Claim	ADJ.APOS.D17.FY26.61692: Test Adjustment	AgencyOBAAdjustments-61692	Agency Approval	Available

Step: The step of the adjustment is where the adjustment is currently sitting in the workflow process. This can be found in the **'Step'** column of the worktray

History: If a user wishes to check the history of a work item, they can click on the clock icon in the **'Last Changed'** column of the worktray. This will open up a new window which will display the history of the work item and which user submitted it.

Last Changed
3 days ago

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BARS Worktray

- 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 someone else has it claimed, your user permissions do not allow editing, or the item has been "released" in the system.

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Key Concepts: Adjustments

- An adjustment in BARS is a collection of information documenting the modification of financial, position or fund data related to the overall development, analysis and management of the State Budget. This is the primary form of work item 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 2026 Agency Actuals, for example, the baseline is a copy of the FY 2026 Working appropriation (including all non-closing amendments).

- An adjustment builds cumulatively 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."

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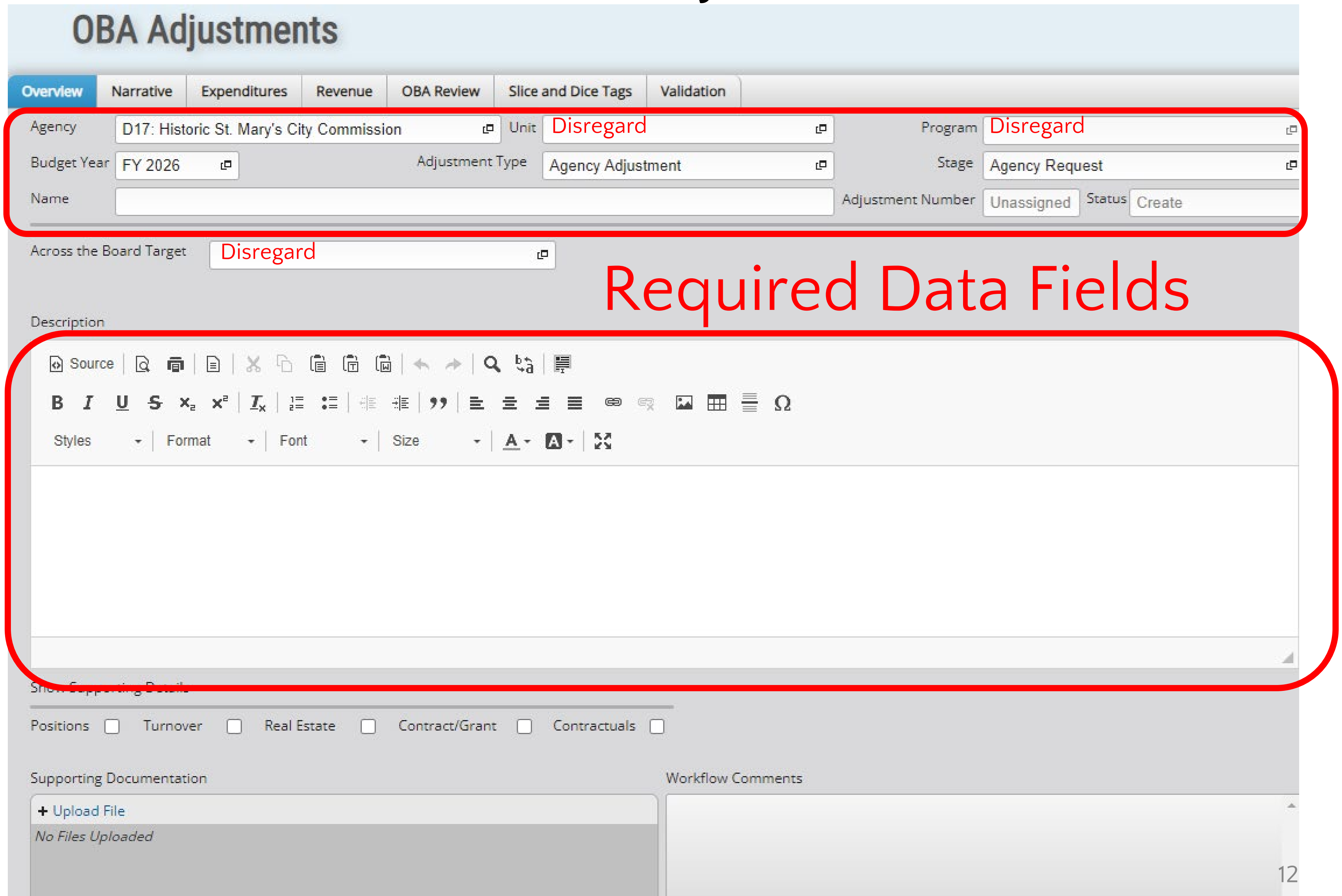
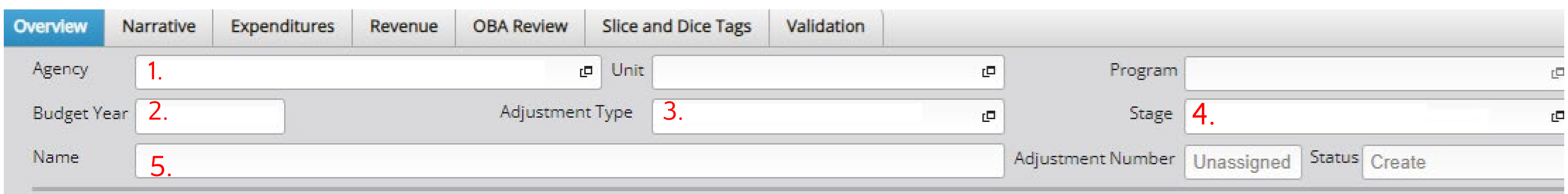
Parts of an Adjustment



Required Data Fields

- All adjustments include entering data into an Overview tab. 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. Agency users, in general, should not utilize "Unit" and "Program" as it will only limit your access to data on the following tabs. That functionality should only be employed by large agencies that have been directed to do so.

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Required Data Fields

Budget Year is another required field. Users will have the option of selecting either the Budget Year (2028), Current Year (2027), or Prior Year (2026)

Note: Only certain adjustment types will be available for each year. These will be explained in the following slide

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Key Concepts: Adjustment Type

- **Adjustment Type** is 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 Prior Year)
  - CY Adjustment (+/- in the Current Year)
  - Agency Adjustment (+/- in the Budget Year)
  - 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)

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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 **that** stage.

- **Example:** An Agency Adjustment (Agency Request Stage) will be unaffected by an Over the Target Adjustment (Agency Additional 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.

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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).

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Agency Stages Through Time

Budget Year	Current Year	Prior Year
OBA Baseline	Agency Working	N/A Source Actuals
OBA Baseline Adjusted	Agency Additional Working	Agency Actuals
OBA Target	OBA Budget Book Working	OBA Budget Book Actuals
Agency Request	OBA Working	
Agency Additional Request		
OBA Governor's Allowance		
OBA Legislative Appropriation		

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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).

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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).

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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: 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.

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Other BARS Stages

- **Baseline**: The starting point for the budget. For example, for FY 2028 the starting point is the FY 2027 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**

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Other BARS Stages

- **Legislative Appropriation:** The final appropriation as passed by the Legislature. This stage is sometimes referred to as LEGACT or Fiscal Digest. **CY**
- **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**

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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: <u>Who is this adjustment ready for?</u>
- 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, though it can vary by adjustment type.
  - E.g., Program Approved -> Unit Approved -> Agency Approved -> Released

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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 status.
  - 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.

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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/OBA Review:** Items which have been approved at the Agency level by an agency. 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>.
  - <u>All</u> adjustments (other than Over-the-Targets, Reductions, and Deficiencies) are "Released" by the BRS when it has been submitted by the agency.
  - <u>Only</u> adjustments that are at "Released" can be viewed in the grids.

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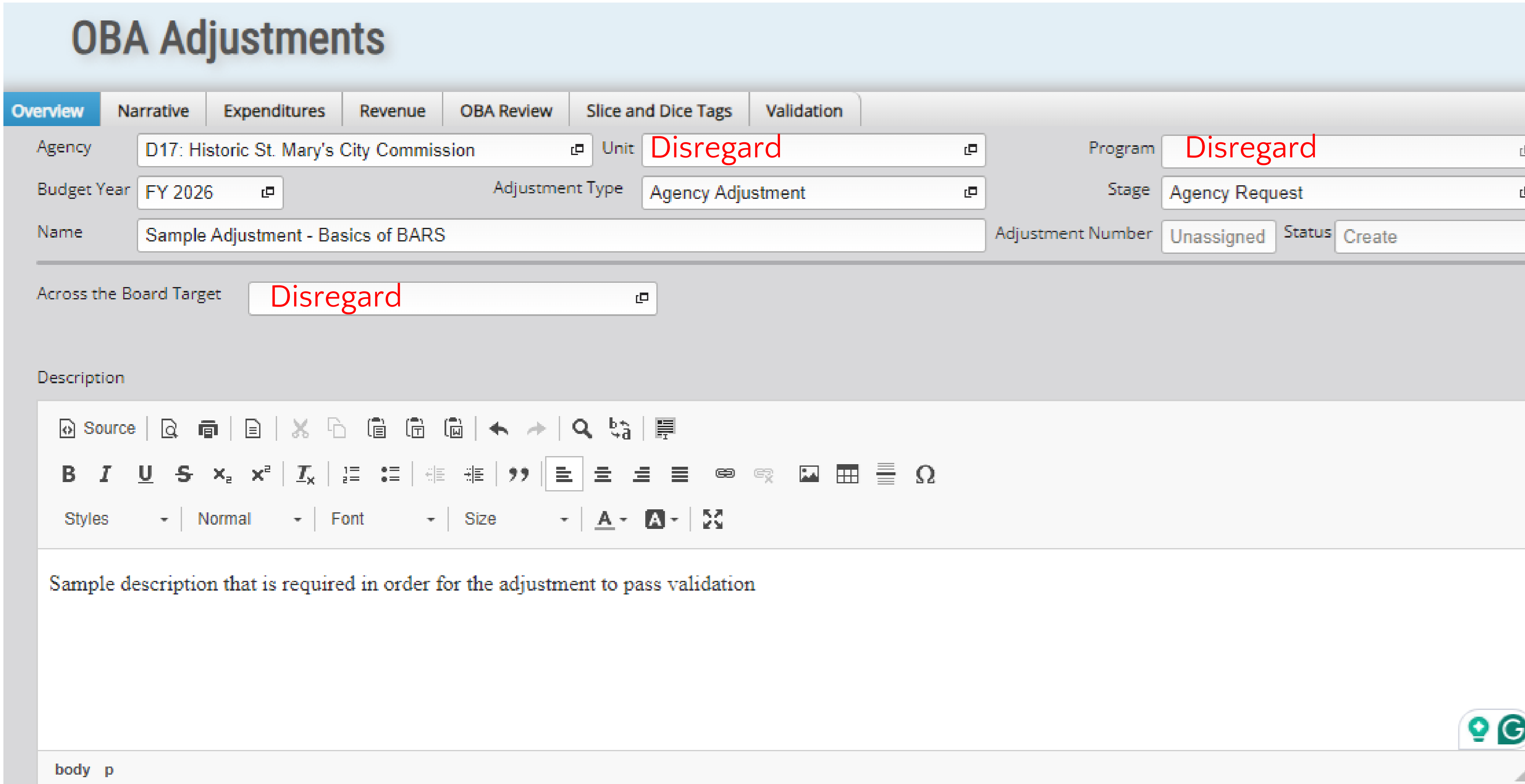
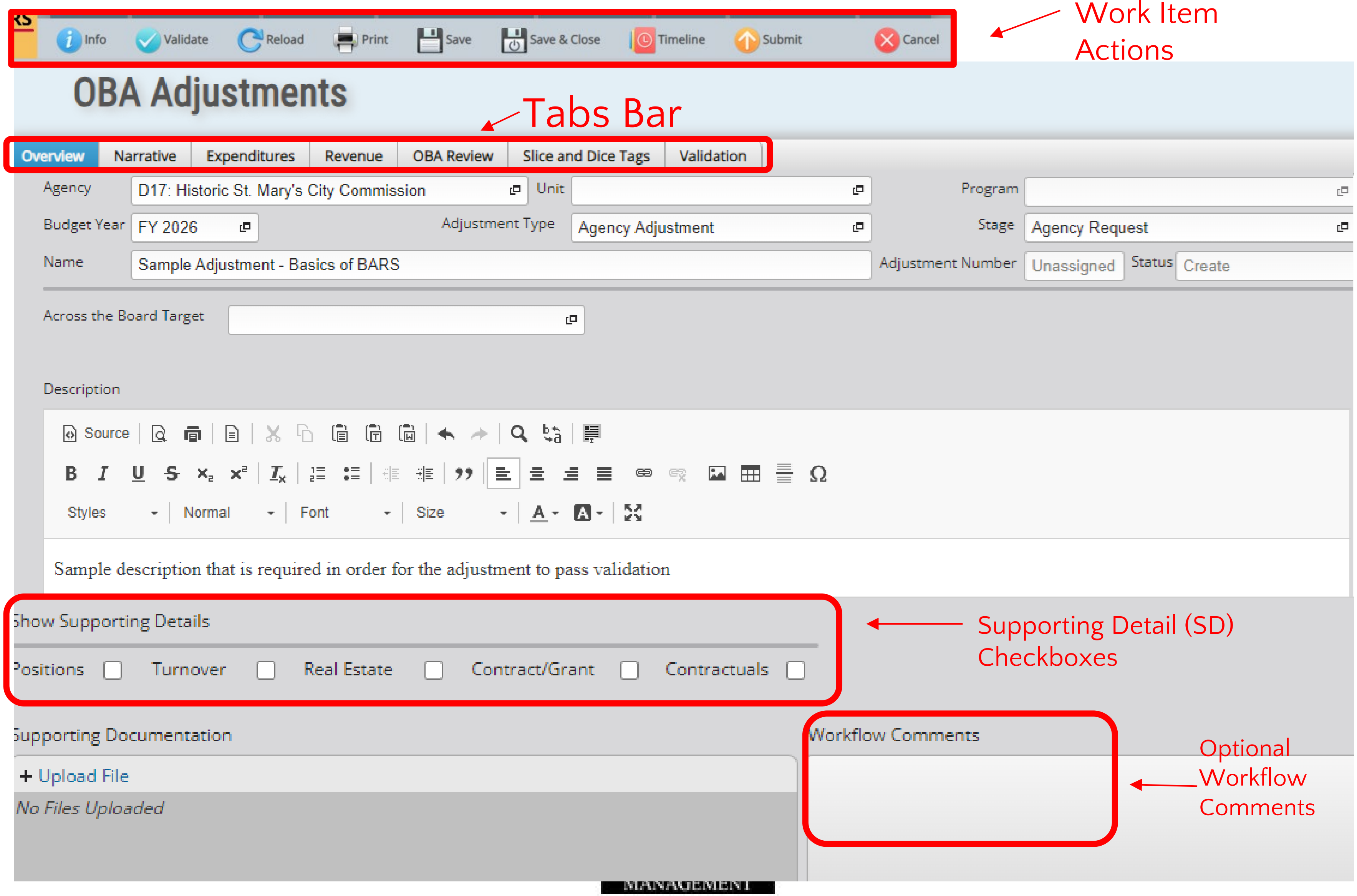
Completed “Required Details”

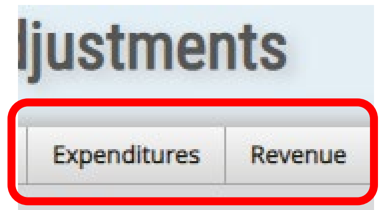


Parts of An Adjustment



Expenditure and Revenue Tabs

- Virtually all adjustments also include an Expenditure Tab and a Revenue Tab.



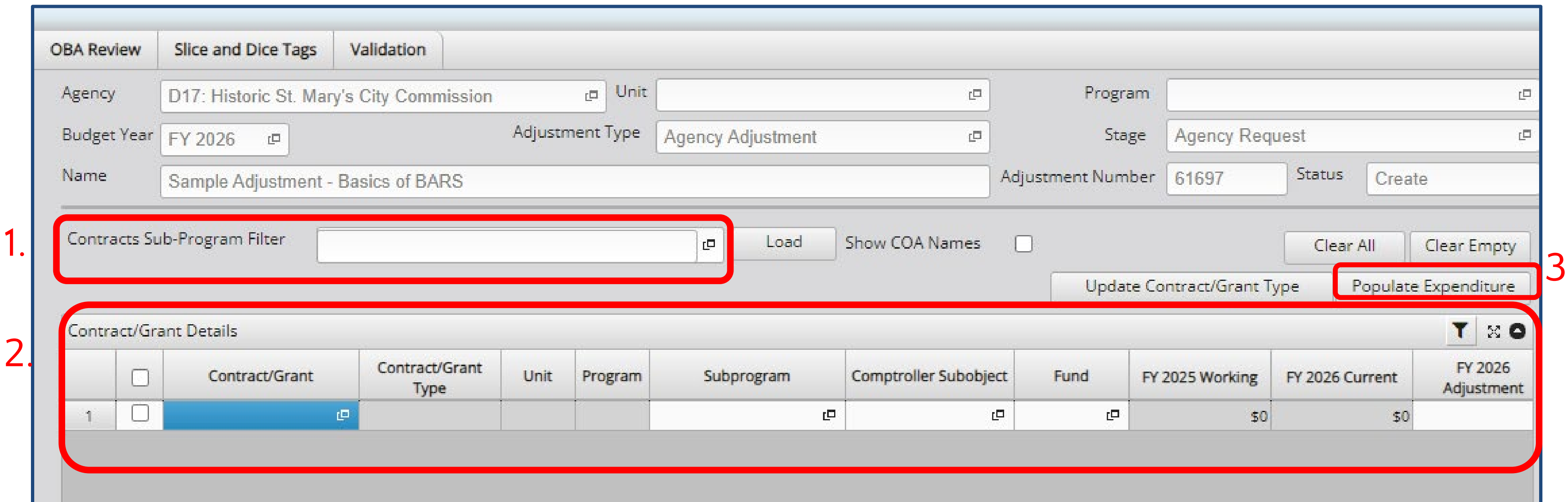
- The Expenditure tab hosts all of the line-item detail of the agency's budget, specific to the selected Stage and Budget Year.

- 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.

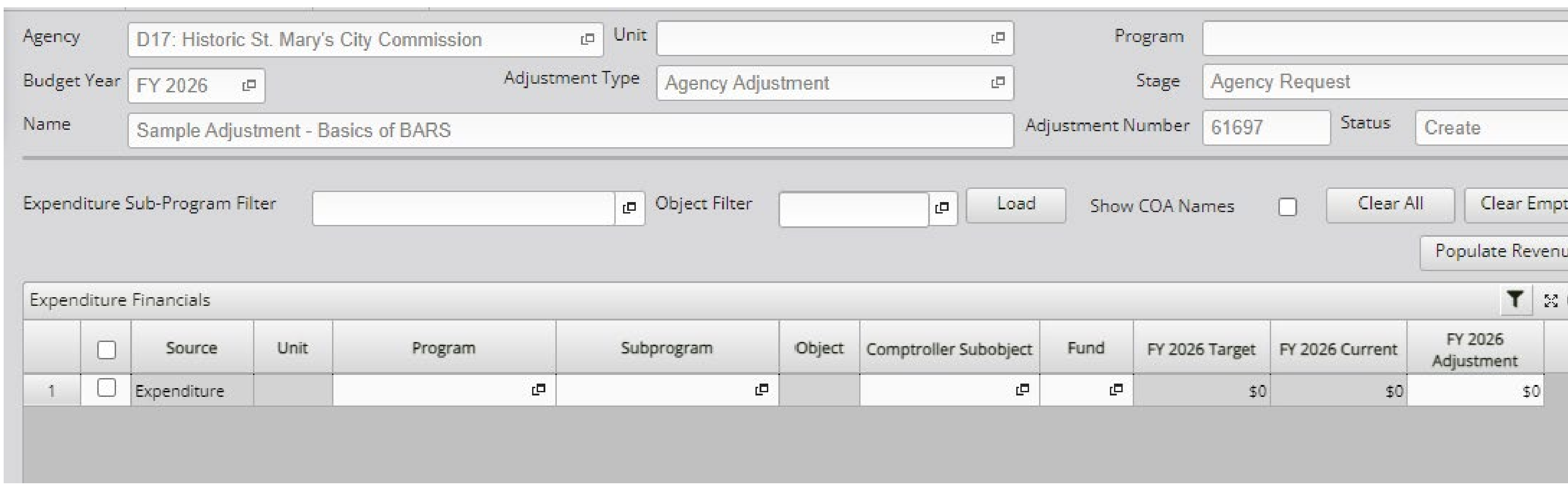
Essentials of a Tab

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



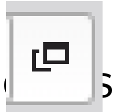
The Expenditures Tab

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



The Expenditures Tab

- The Expenditures tab includes data “released” in BARS, which may be loaded through the Expenditure Subprogram Filter, Object Filter, and the Load button.

- By clicking on the window icons users  select and load the desired unit, program, subprogram, object, or subobject from the ensuing pop-up. Select “Confirm Selection” after selecting the desired chart of accounts levels.

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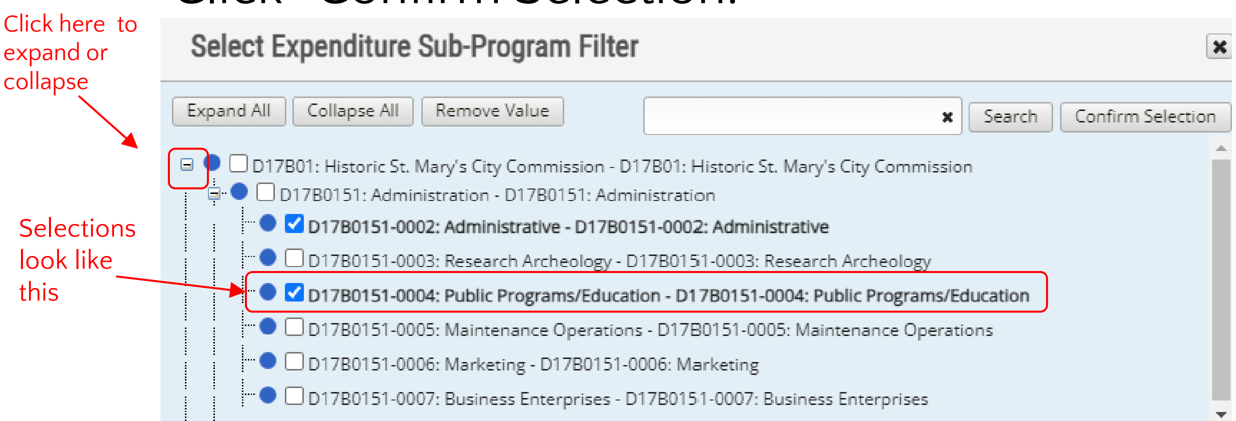
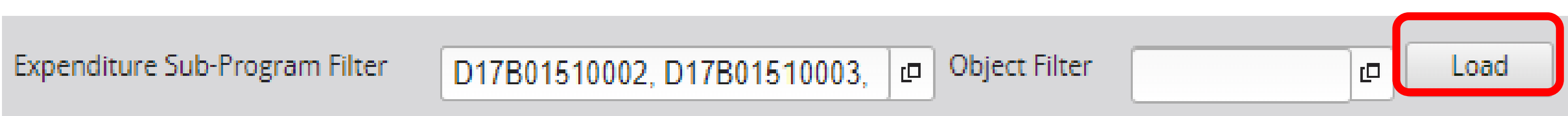
The Expenditures Tab

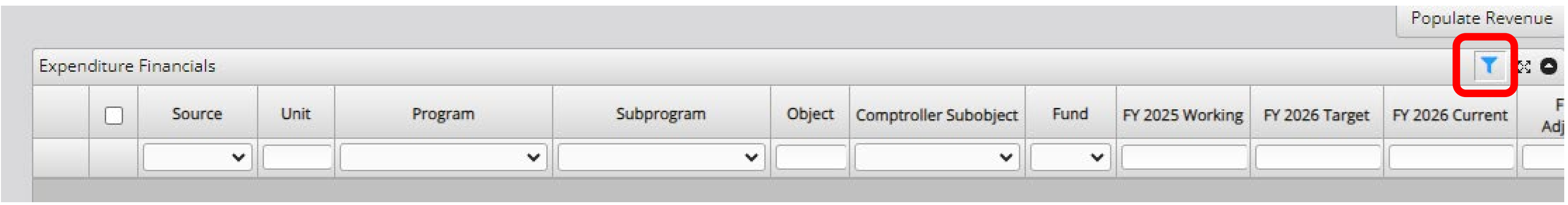
- From the pop-up, select one or more units, programs, or subprograms by clicking on the dash next to the names to expand the menu. Selections will be marked with a checkbox and become bold. Click "Confirm Selection."



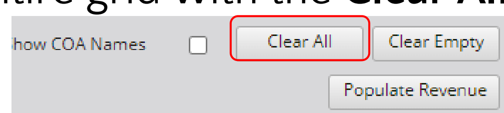
- 

The Expenditures Tab

- 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. Simply click the blue funnel button.



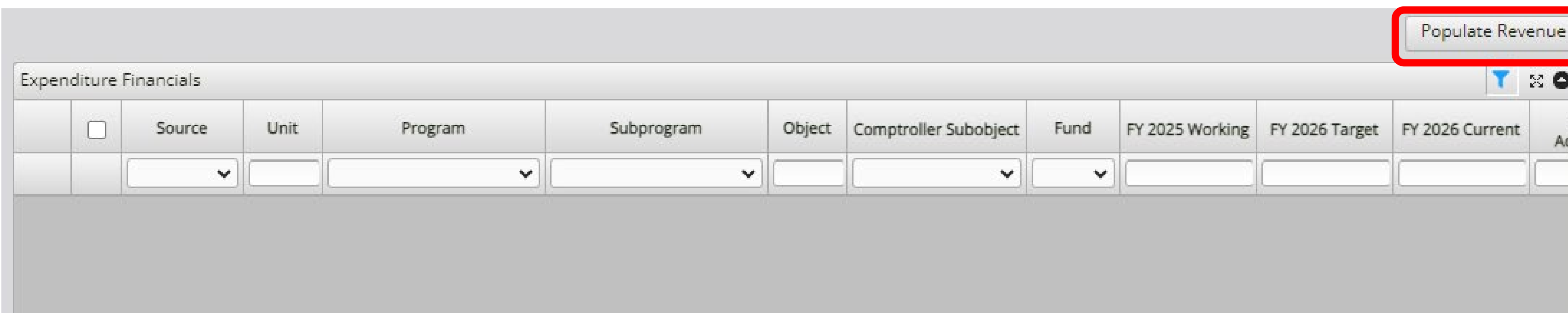
- In the Expenditure Financials grid, line items may be adjusted with positive or negative values, which are ***additive*** to the existing budget, with adjustments made in the "FY 20XX Adjustment" column.
- Brand new lines may be added by clicking the (+) button in the bottom left corner of the grid. Data may be cleared by selecting a row and clicking the (x) button.
- Alternatively, users can clear the entire grid with the **Clear All** button and data be reloaded after clearing the grid.



- **Note:** the "Clear All" function will delete all information in the grid, **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 Revenue tab.



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Important Notes on the Expenditures Tab

- As mentioned previously, certain subobjects can only be adjusted through SD tabs, and <u>in general</u> 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.

- 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.

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The Revenue Tab

- Adjustments that make changes to the fund data must utilize the Revenue 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.

Revenue

		Unit	Program	Fund Type	Fund Source	FY 2025 Working	FY 2026 Current	Grant Available $	FY 2026 Adjustment
1		B01	D17B0151: Adminis...	05: FF	FF05: Federal Funds		Bad		$4,500
2		B01	D17B0151: Adminis...	05: FF	45.164: Promotion ...		Good		$4,500

The Revenue Tab

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

Revenue

		Unit	Program	Fund Type	Fund Source	FY 2025 Working	FY 2026 Current	Grant Available $	FY 2026 Adjustment
1		B01	D17B0151: Adminis...	05: FF	FF05: Federal Funds	$65,161	$65,161		$4,500
2		B01	D17B0151: Adminis...	05: FF	45.164: Promotion ...	$190,000	$190,000		$4,500

- The unspecified revenue in the “Fund Source” column (currently FF05: Federal Funds above) indicates a line item that must be assigned a non-generic fund source. By clicking the window icon, u s can identify the correct fund source.

Select Fund Source

Remove Value | Search

03.734: Empowering Older Adults and Adults with Disabilities Through Chronic Disease Self-Management Educati

10.001: Agricultural Research Basic and Applied Research

10.025: Plant and Animal Disease, Pest Control and Animal Care

10.028: Wildlife Services

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 (+) button 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.

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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.

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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 **structure of the spreadsheet must remain the same**. 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 09).

- 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.

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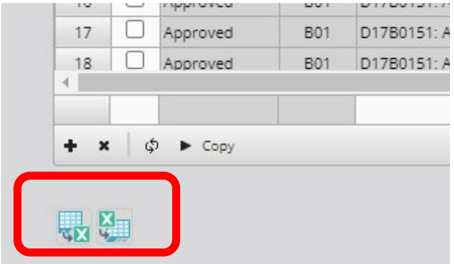
Exporting Grids to Excel

- 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. **Note:** Export is first and import is second. If you hover over the Excel icons, the title of the button will be displayed.



- 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.

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Work Item Actions

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

- **Info:** Displays the work item history, including when the adjustment was created, which users submitted or claimed it, and which step it currently resides at.

- **Validate**: When the **Validate** button is selected, BARS runs the validation process against existing business rules and automatically displays the results within the Validation tab of the adjustment or work items being completed.

- **Reload:** This reloads the page and **will clear any work you have already done.**

- **Print:** Opens a new window which allows users to print the adjustment.

- **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.

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Work Item Actions

- **Save & Close:** This does the same thing as Save but also closes the document and brings you back to the worktray.

- **Timeline**: A visual representation of the timeline of changes made to an adjustment.

- **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**: <u>Releases</u> your claim on an item you have claimed from the Worktray.
  - <u>Note</u>: 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).

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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."

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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 Agency Justification and Impact statements to DBM (to be entered on the Narrative tab of an adjustment).

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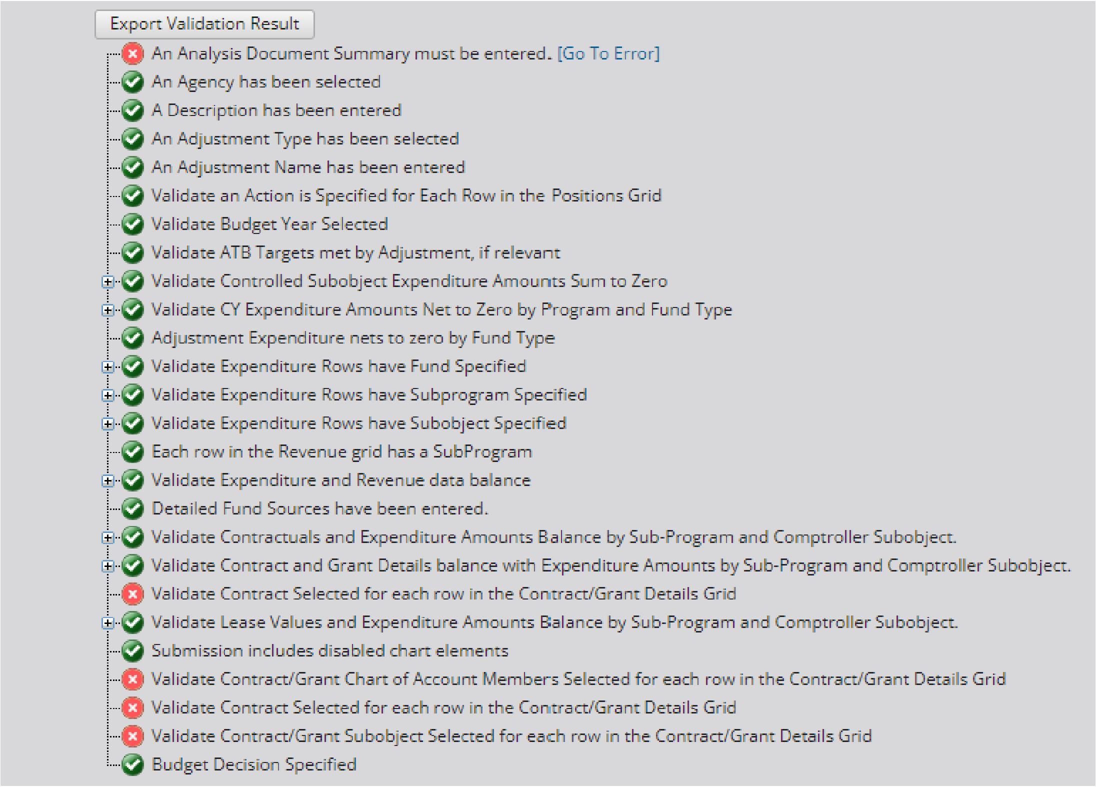
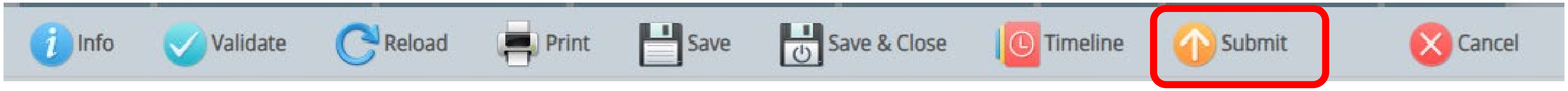
Key Concepts: Validations

- The Validations tab holds the many data rules required for every adjustment to ensure data integrity. 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.



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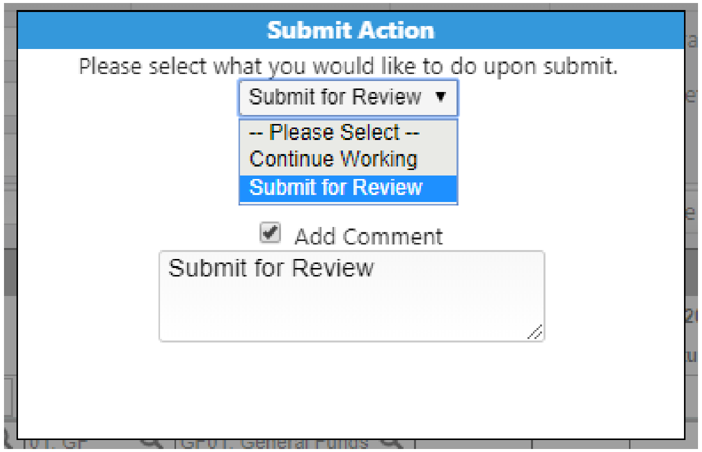
Key Concepts: Submission

- 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 the Position Reconciliation” adjustment type directly to the “Released” status so that agencies can continue with the budget submission process without OBA approval.

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SUPPORTING DETAIL (SD) TABS

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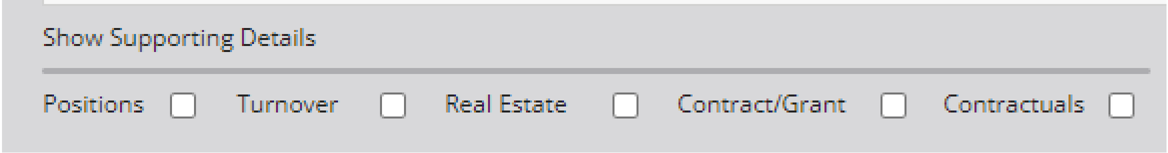
Supporting Detail (SD) Tabs

- 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):



- 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

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

The Expenditures Tab adjusts all other budget detail.

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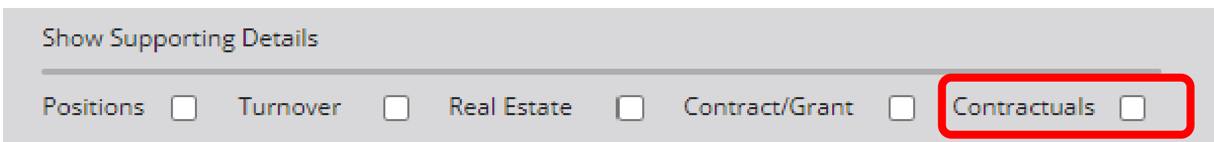
SD Tabs: The Contractuals Tab

- The Contractuals SD tab 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.

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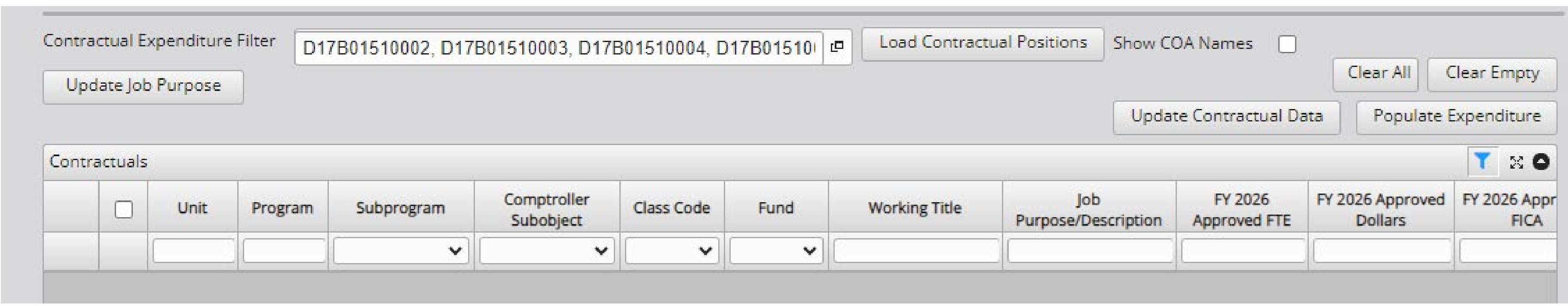
SD Tabs: The Contractuals Tab

- 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.

SD Tabs: The Contractuals Tab

- Each individual line in the Contractuals tab can indicate a single position (including part-time or partial FTEs) or multiple positions, sorted by class code and location.
- 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	6183	01: GF	Office Clerk II	GF - Office Clerk B
p	0220: Special Payme	0220: Special P	6183	03: SF	Office Clerk II	SF - Office Clerk B

- All contractual lines must exceed $28,800 : 1.0 FTE. Example: A 0.50 FTE must have a contractual salary no less than $14,400 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.

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SD Tabs: The Contractuals Tab

- 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

Load Contractual Positions

Update Contractual Data

Populate Expenditures

	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
8	$96,781	$7,404	$271	-1.68	$96,781	$7,404	$271	$7,675
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 (+) button, 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.

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SD Tabs: The Contractuals Tab

- **<u>Reminder:</u>** 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.

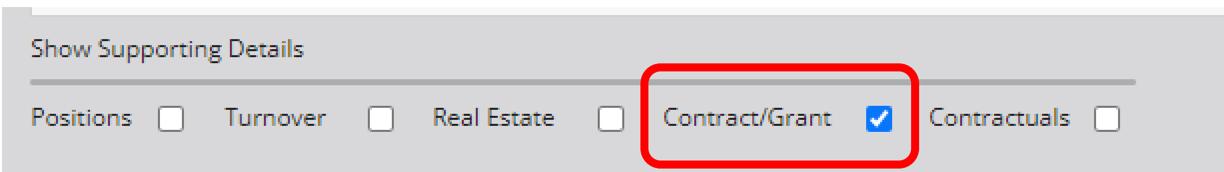
- The **Job Purpose/Description** field in the Contractuals tab can also be updated using the **Update Job Purpose** without an adjustment value against a particular contractual position line.

Department of BUDGET AND MANAGEMENT

SD Tabs: The Contract/Grant Tab

- The Contract/Grant SD tab 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.

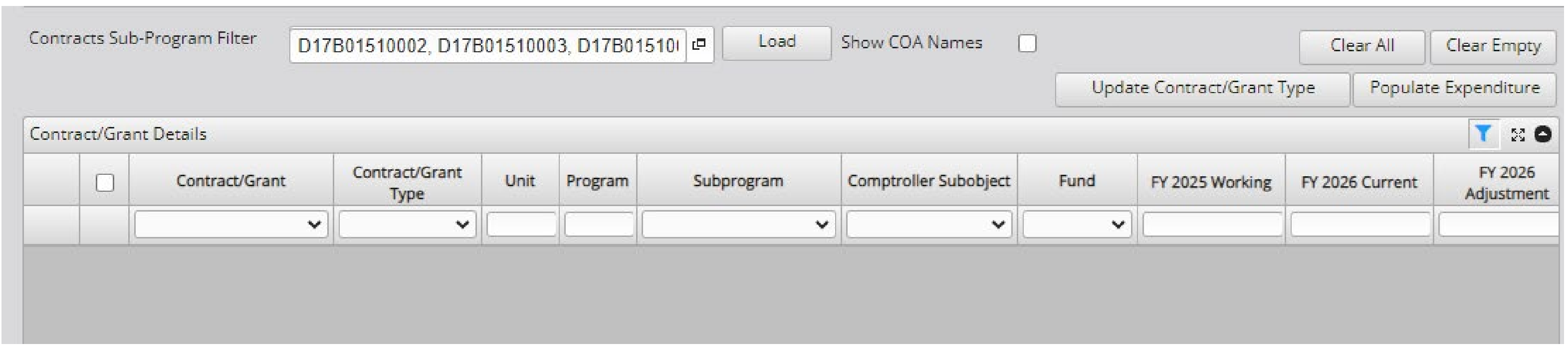


- The data entered and adjusted in the Contract/Grants SD tab maintains all Object 08 and Object 12 funding in the budget request, including controlled subobjects.

- 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.

SD Tabs: The Contract/Grant Tab

- 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.

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SD Tabs: The Contract/Grant Tab

- 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 <u>per contract/grant</u>**, 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.

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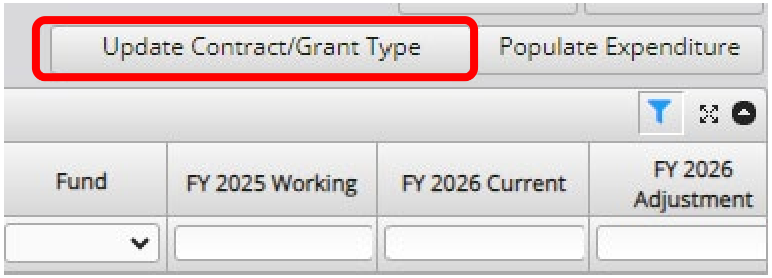
SD Tabs: The Contract/Grant Tab

- The "Contract/Grant" column must be 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.

- <u>Note: Exiting an adjustment without saving or submitting will cause permanent loss of the entered data.</u>

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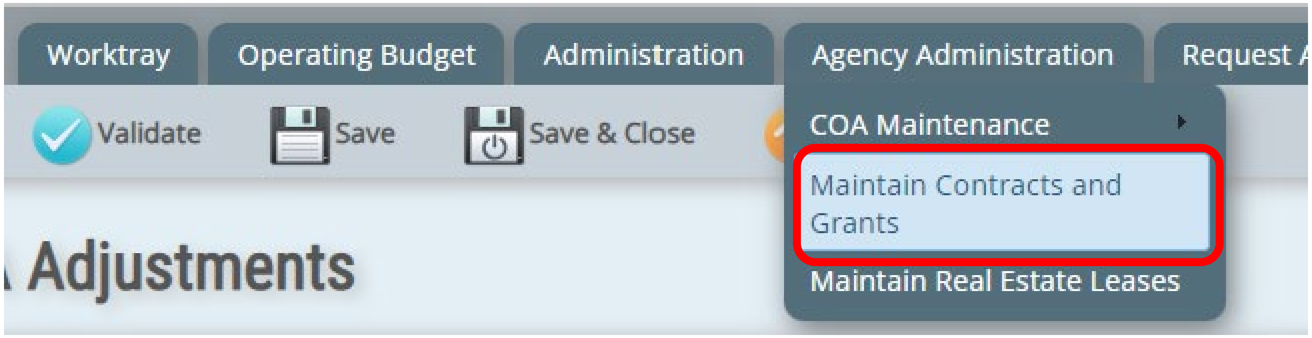
The Contract/Grant Maintenance Screen

- 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.

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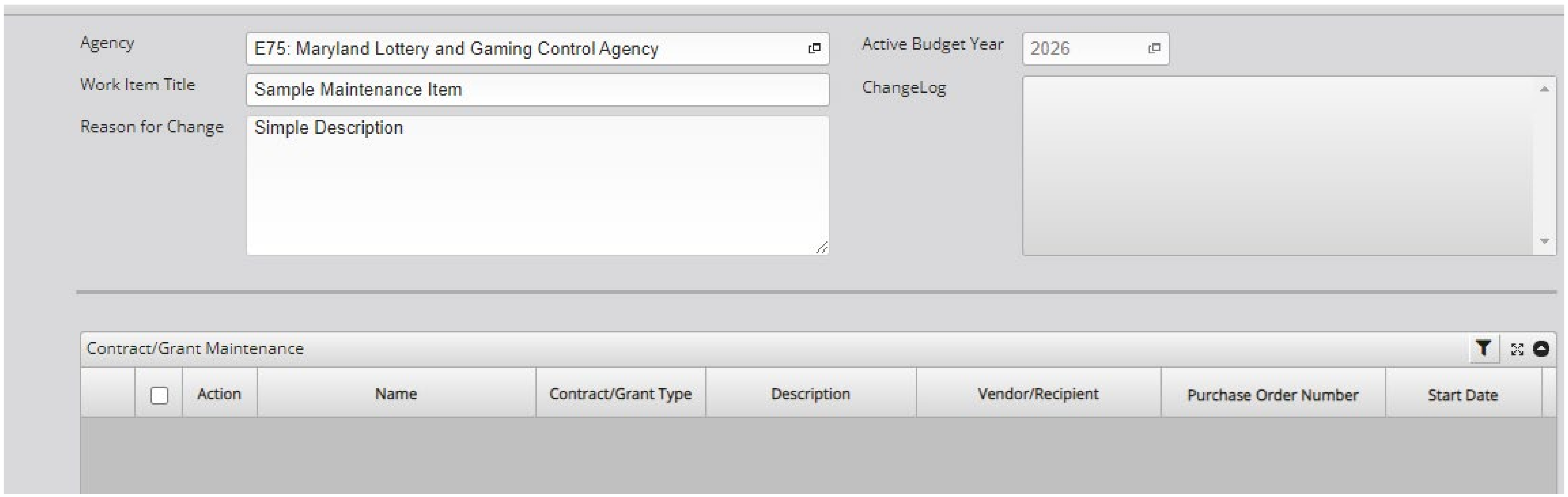
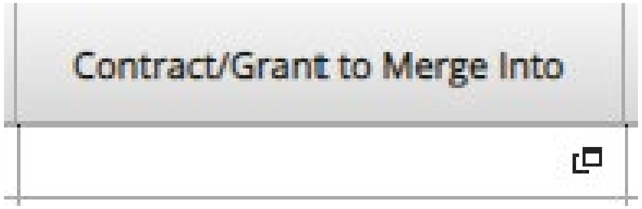
The Contract/Grant Maintenance Screen



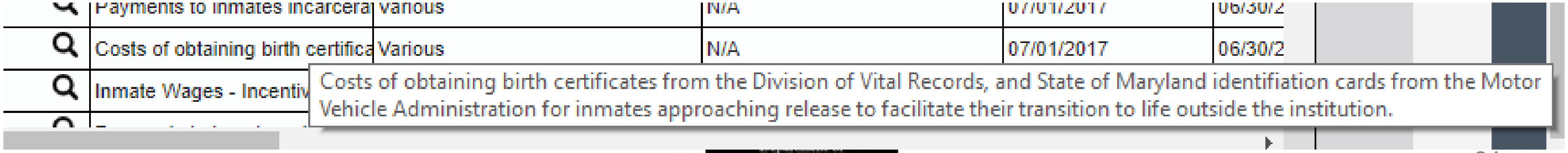
- Agencies are responsible for all information in this tab, and may submit <u>and approve/release</u> information entered into this tab.

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 window 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.



- 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.



SD Tabs: The Contract/Grant Tab

- 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 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
ITCD 8730 Disaster	Contract	X99A01: X99 U	X99A0102: X	utside Servi	0873: Outside Servi	01: GF	$0	$185,000	$190,000	$0	
ITCD 8730 Offender Wa	Contract	X99A01: X99 U	X99A0102: X	utside Servi	0873: Outside Servi	01: GF	$0	$275,000	$275,000	$0	
ITCD 8850 Archives	Contract	X99A01: X99 U	X99A0102: X	State Servi	0885: In State Servi	01: GF	$0	$100,000	$100,000	($100,000)	
Archival Solutions Inc.		X99A01: X99 U	X99A0102: X	State Servi	0885: In State Servi	01: GF				$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.

Department of BUDGET AND MANAGEMENT

SD Tabs: The Real Estate Leases Tab

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

- The Real Estate tab is hidden, and must be enabled through the Overview tab.

- The data entered and adjusted in the Real Estate SD tab maintains non-DGS rent lines (comptroller subobject 1301).

- 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.

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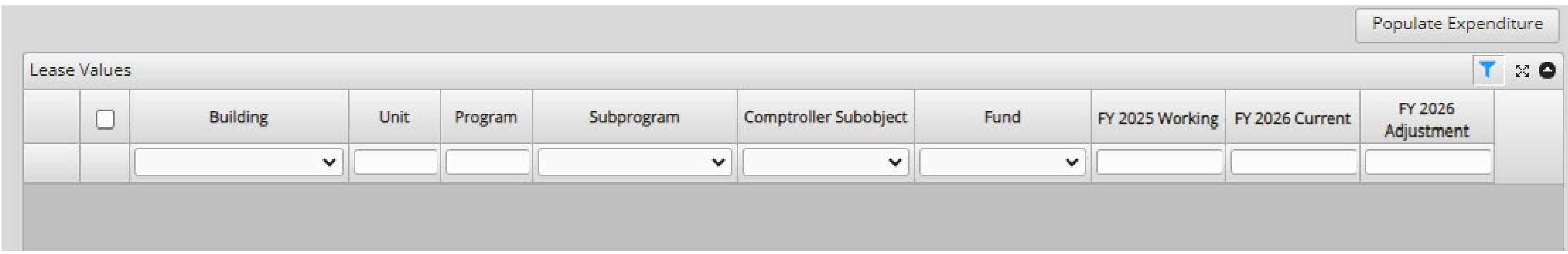
SD Tabs: The Real Estate Leases Tab

- 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.

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SD Tabs: The Real Estate Leases Tab

- 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**.

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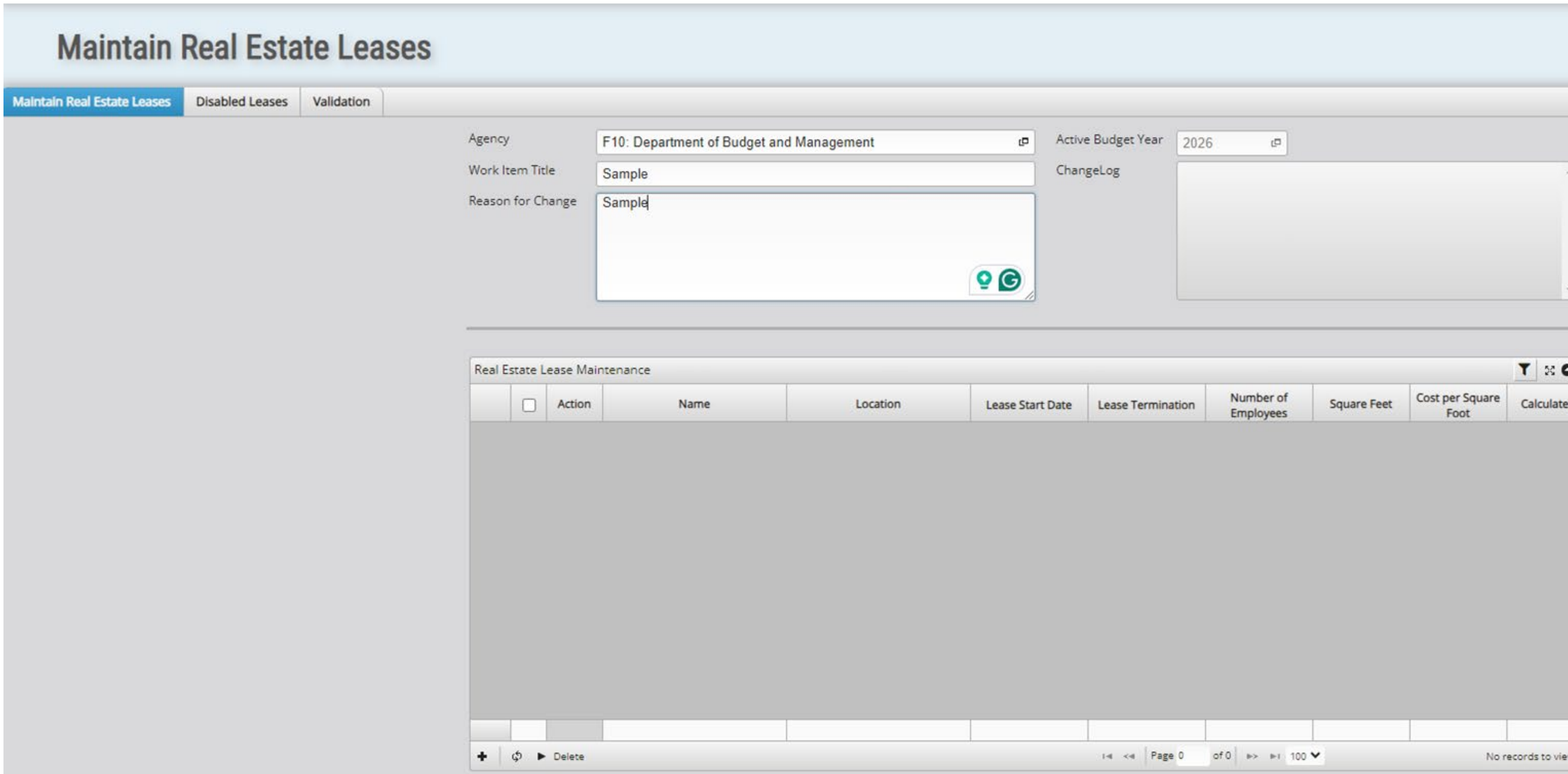
The Real Estate Leases Maintenance Screen



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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 Number of Employees, 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 window 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.

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SD Tabs: The Real Estate Leases Tab

- 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 must be adjusted to zero 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 + button as needed.

- Upon completing all necessary adjustments to the Real Estate Leases tab, including any new lines added through the (+) button, 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.

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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.

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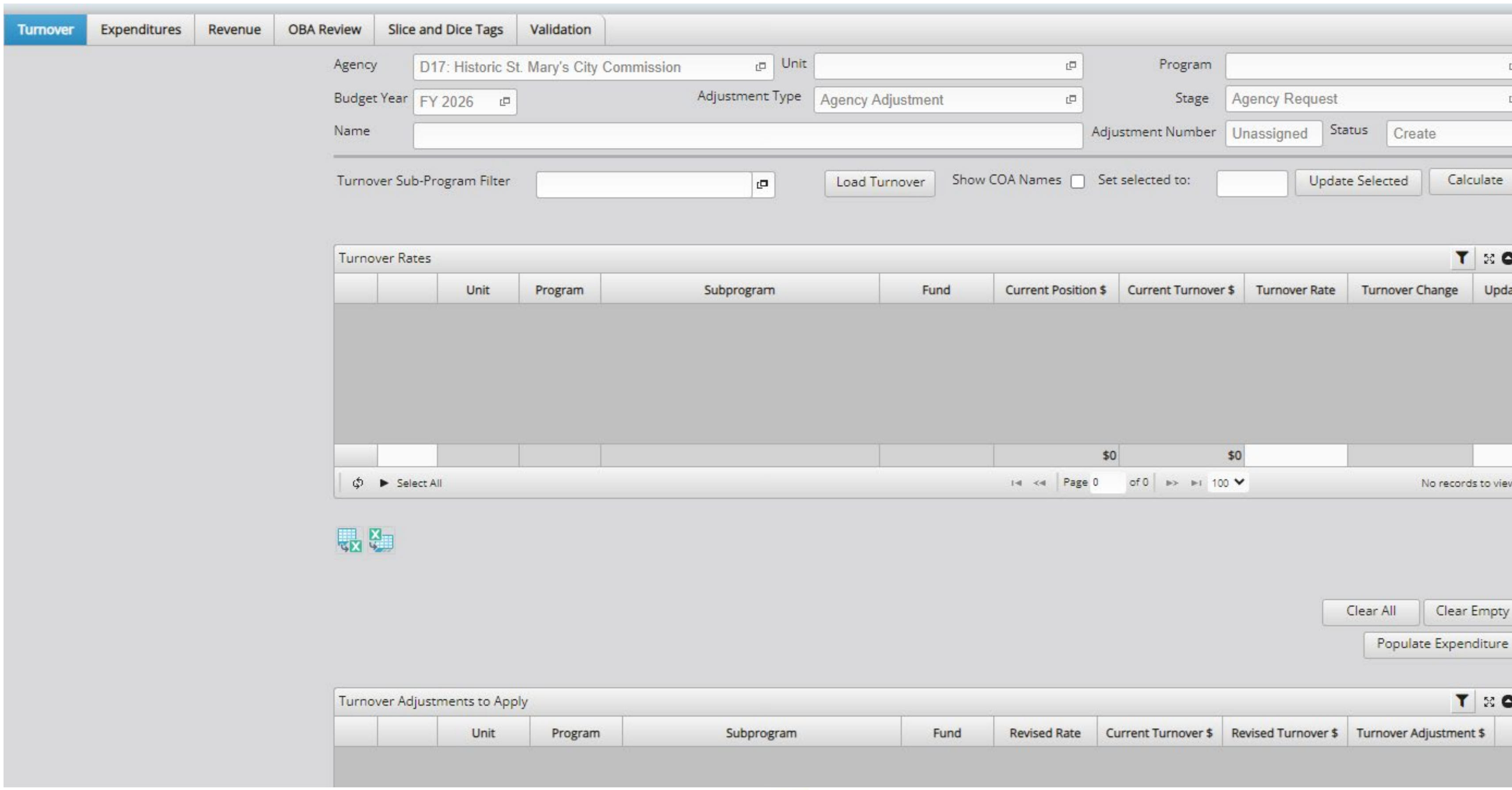
Turnover Tab



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Turnover Tab

- Lines of turnover detail can be manipulated in bulk, using the


e, 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.

- This tab is not required to enter dollar amounts in 0189 on the Expenditure tab.

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POSITION RECONCILIATION AND THE POSITIONS SD TAB

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Position Reconciliation

- OBA implemented a statewide copy of agency information in Workday during the first two weeks of July.
- The Workday copy was limited to Class, Grade, and Step. If there was a difference between the BARS and Workday Step, OBA used the higher value to avoid under-budgeting vacant PINs.
- The GF changes to object 01 due to this copy were netted out in subobject 0192. Agencies will need to move this amount out of 0192 (positive or negative) before submitting the FY 2028 budget request through the BRS.

Tip: Review position Steps to identify positions whose step is incorrect. Many positions' Step may be high due to the Workday copy process performed by OBA in early July.

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More on Position Reconciliation

- **Information that still needs to be reviewed and updated** through POS REC adjustments includes:
  - Budget location
  - Fund splits
  - Bargaining unit, retirement system, staffing status, increment month

- **What data do I use as a reference?** Agencies may choose to use Workday as a reference point (recommended) for reconciliation, as BARS pulls in Workday data to allow easy comparison. For data not available from (or reliable in) Workday (i.e. fund spits in many cases), agencies can use other data maintained by agency budget and HR staff.

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More on Position Reconciliation

- **Agencies can submit Position Reconciliation (POS REC) adjustments up until they go to submit their request through the BRS.** However, personnel 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).
- **Since agencies can release their own Position Reconciliation adjustments**, they should be aware of the budgetary impacts of any changes made. **Any POS REC adjustments made after BRS submission will not be considered as part of a budget request.**
- **More guidance available!** Separate, more detailed guidance has been provided to the agencies by OBA on this new process.

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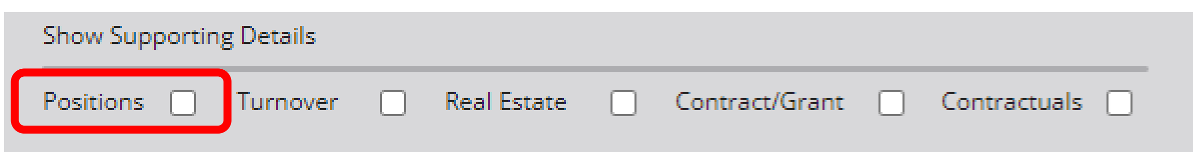
Position Reconciliation Adjustments

- Position Reconciliation adjustments are one type of Agency Adjustment.

- The primary difference between Position Reconciliation adjustments and others is that agencies directly Release them in the system without having to go through the Budget Request Submission (BRS) Module.

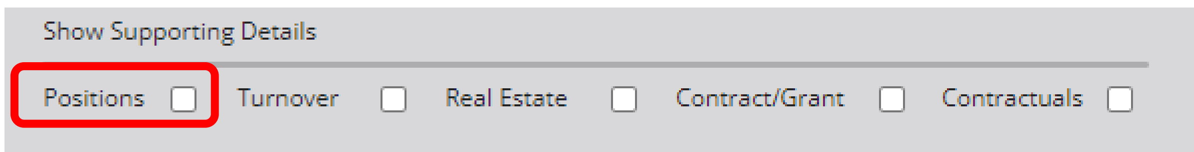
- Position SD Tab functionality is common across all CY and BY adjustment types, so once users are familiar with the tab they can use them in any adjustment where the Position SD Tab is selectable on the Overview tab.



SD Tabs: The Positions Tab

- 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), <u>by fund type</u>.

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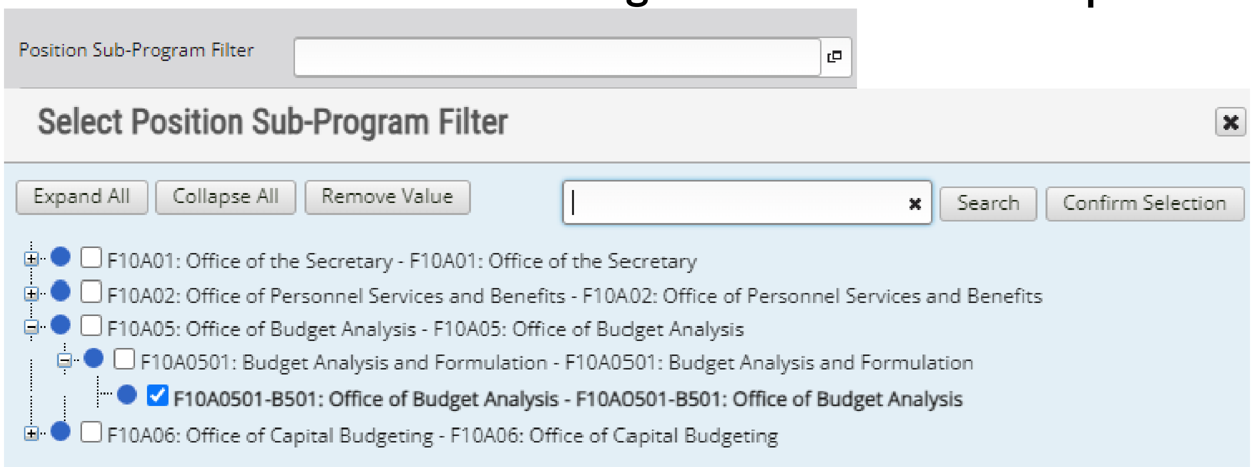
SD Tabs: The Positions Tab

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



1. 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.

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SD Tabs: The Positions Tab

- 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 presents 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
5222	5222
5053	5053
7636	7636
2650	2650
5224	5225

Position Sub-Program Filter: X99B0402-B402: BARS SubProgram 50236B402,

Load PIN Data | Edit PINs | PIN History

Position Review

	Select for Edit	Unit	WD Unit	Program	WD Program	Sub-Program	WD Sub-Program	PIN Number	Class Code	WD Class Code	Job Title	WD
1	☑	X99B04: BARS Un	X99B04: BARS Un	X99B0402: BARS	X99B0404: BARS	X99B0402-B402: E	X99B0404D404: B	005273	4503	4503	Computer Network S	Coı
2	☑	X99B04: BARS Un	X99B04: BARS Un	X99B0402: BARS	X99B0405: BARS	X99B0402-B402: E	X99B0405A405: B	010709	4492	4492	IT Asst Director III	IT A
3	☐	X99B04: BARS Un	X99B04: BARS Un	X99B0402: BARS	X99B0402: BARS	X99B0402-B402: E	X99B0402B402: B	031049	6146	6146	Administrator VI	Adr
4	☑	X99B04: BARS Un	X99B04: BARS Un	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: E	X99B0402B402: B	079120	5485	5485	Prgm Mgr Senior IV	Prg

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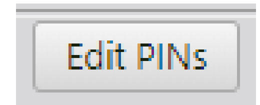
SD Tabs: The Positions Tab



4. There are four primary ways to choose positions to edit in BARS:
   - 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 position 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 All** option at the bottom of the Position grid, selecting every PIN in the agency. 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.”

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SD Tabs: The Positions Tab

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.

   ii. Users can select either **Select all Location Discrepancy** or **Select All Class Discrepancy** buttons on the bottom of the Position Review grid to edit 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.

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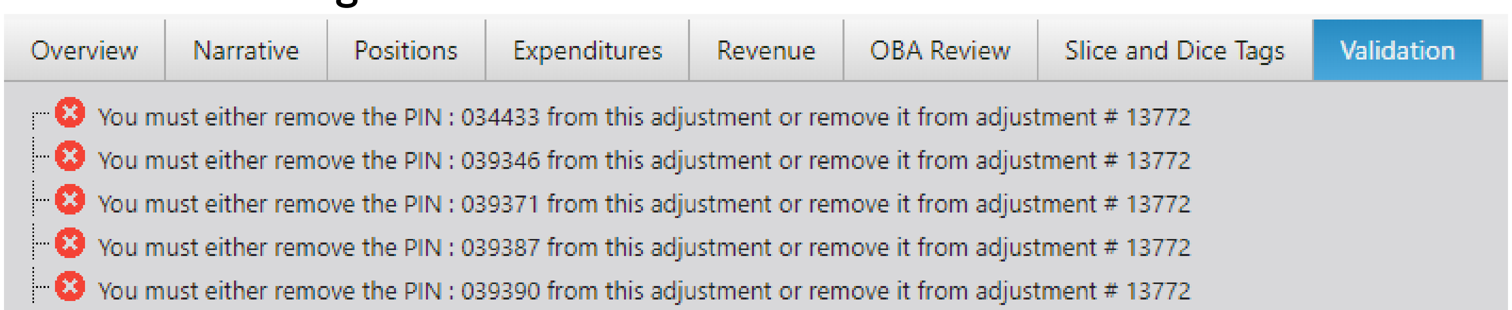
SD Tabs: The Positions Tab

- **Validation Note.** Users cannot edit a PIN that has already been reflected in a previous work item adjustment that has not been submitted 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. **This includes positions labeled "unchanged" in the lower "Positions" grid.**



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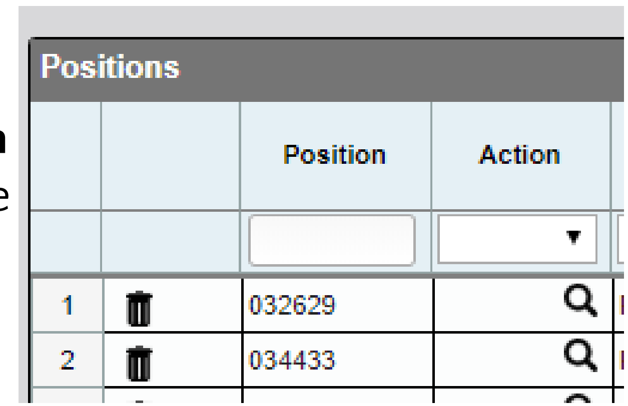
SD Tabs: The Positions Tab

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.

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SD Tabs: The Positions Tab

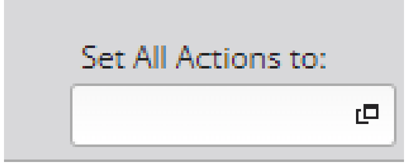
B. **Add.** This action auto-populates if a row is added to the grid. Note that Position Reconciliation adjustments do not allow a net change in FTE, so if any positions have been added in an adjustment another position must also be abolished.

C. **Change.** Select this option if edits are needed to any non-location data for a position (class code, step, staffing status, fund split, etc.).

D. **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.

E. **Unchanged.** Select this option if not making any changes to a selected PIN. Not recommended to be used, as this will lock a PIN into an adjustment and it will not be able to be used until the adjustment is released.

- 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.



SD Tabs: The Positions Tab

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 sub-program 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.

Department of BUDGET AND MANAGEMENT

SD Tabs: The Positions Tab

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.

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SD Tabs: The Positions Tab

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 in BARS of "open" or "frozen" will <u>not</u> be rebased.

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

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.

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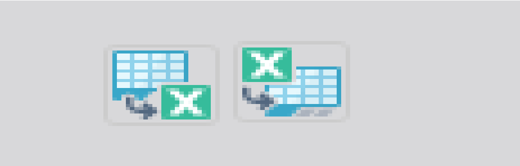
SD Tabs: The Positions Tab – Working in Excel

- Similar to other grids in BARS, users can do much of their update work for the lower **Positions** grid in Excel. 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.

- <u>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.</u>

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SD Tabs: The Positions Tab – Excel Reminders

- Similar to other grids in BARS, the columns must remain the same for BARS to import information correctly.
- If an agency is adding or editing a new position in excel, the Action column must specify "Add" and a dummy number must be used in the "Position" column. BARS will overwrite the dummy position number on import, but without it BARS will not recognize the new position line.
- If the action is "Move" only changes to COA location will be recognized on import. If the action is "Change" only non-COA changes will be recognized.

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BUDGET AMENDMENTS

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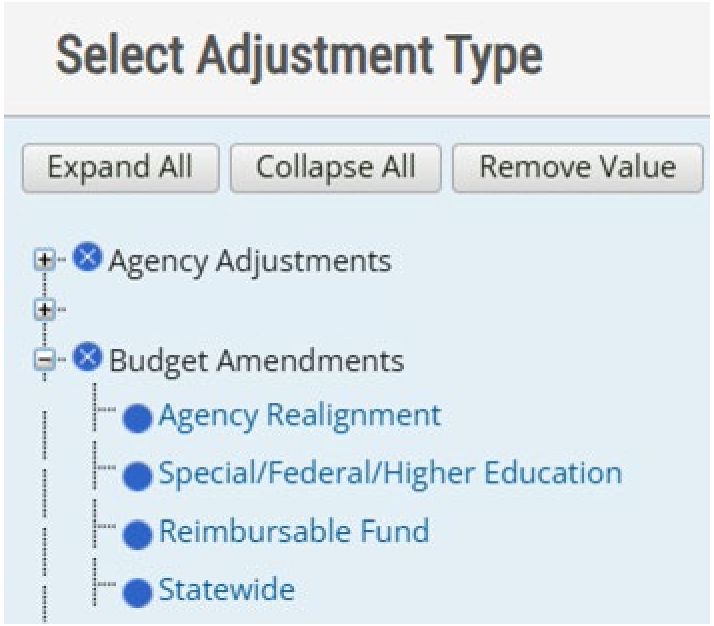
Budget Amendments

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

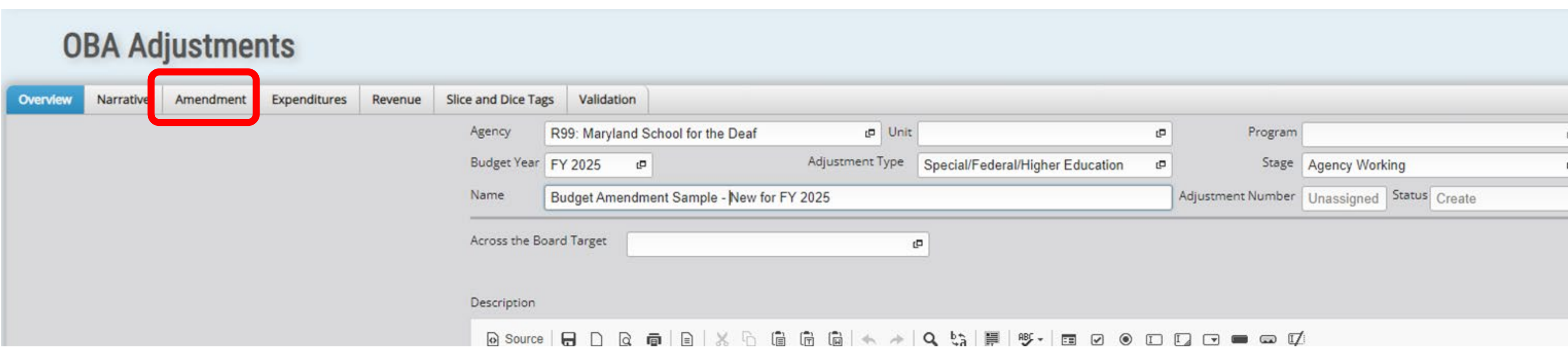


Department of BUDGET AND MANAGEMENT

Budget Amendments

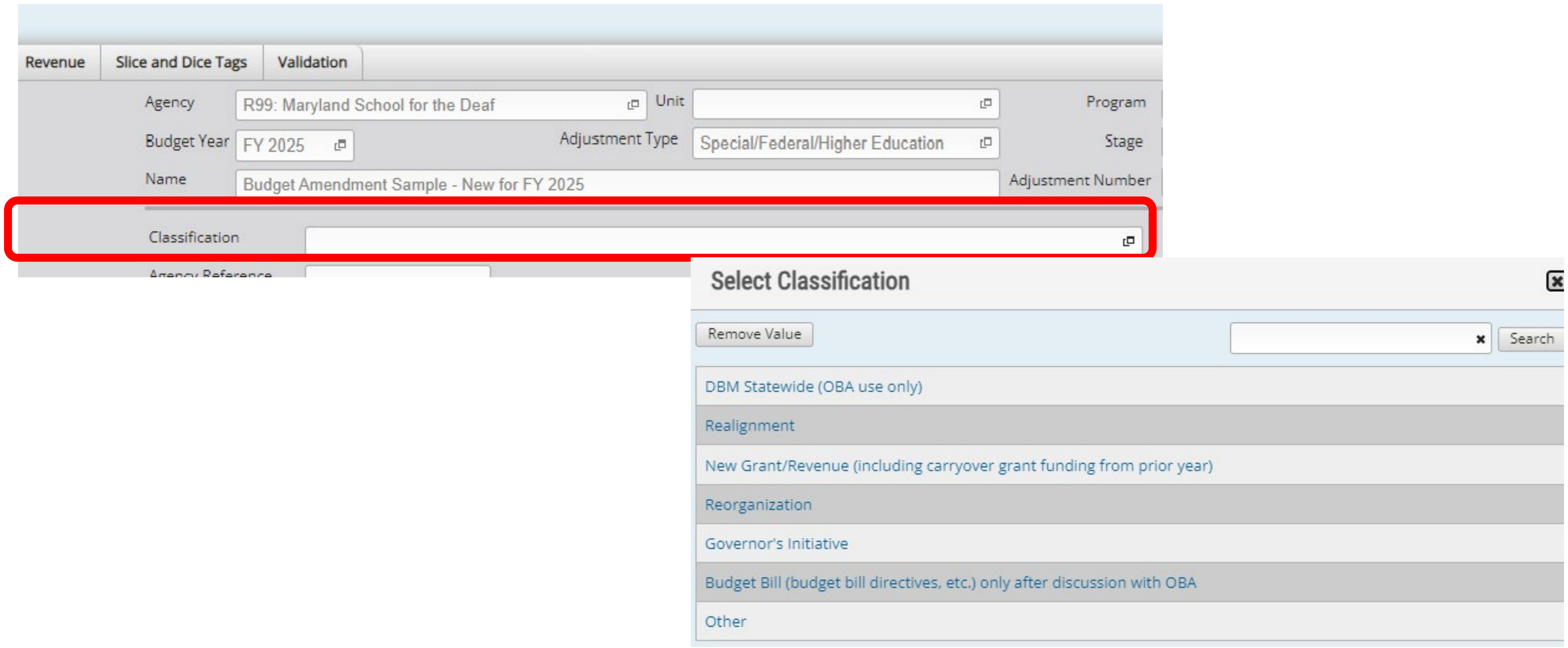
- Agencies will be required to enter all data that was typically provided with the paper transmittal to DBM through this new Budget Amendment process. Separate processes trigger for agency realignment, non-general fund, and reimbursable fund amendments.

- A new “Budget Amendment” adjustment type will display the “Amendment” SD Tab, a tab that replicates the cover page detail from the paper transmittal.



Budget Amendments

- 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 25-#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 25-001.

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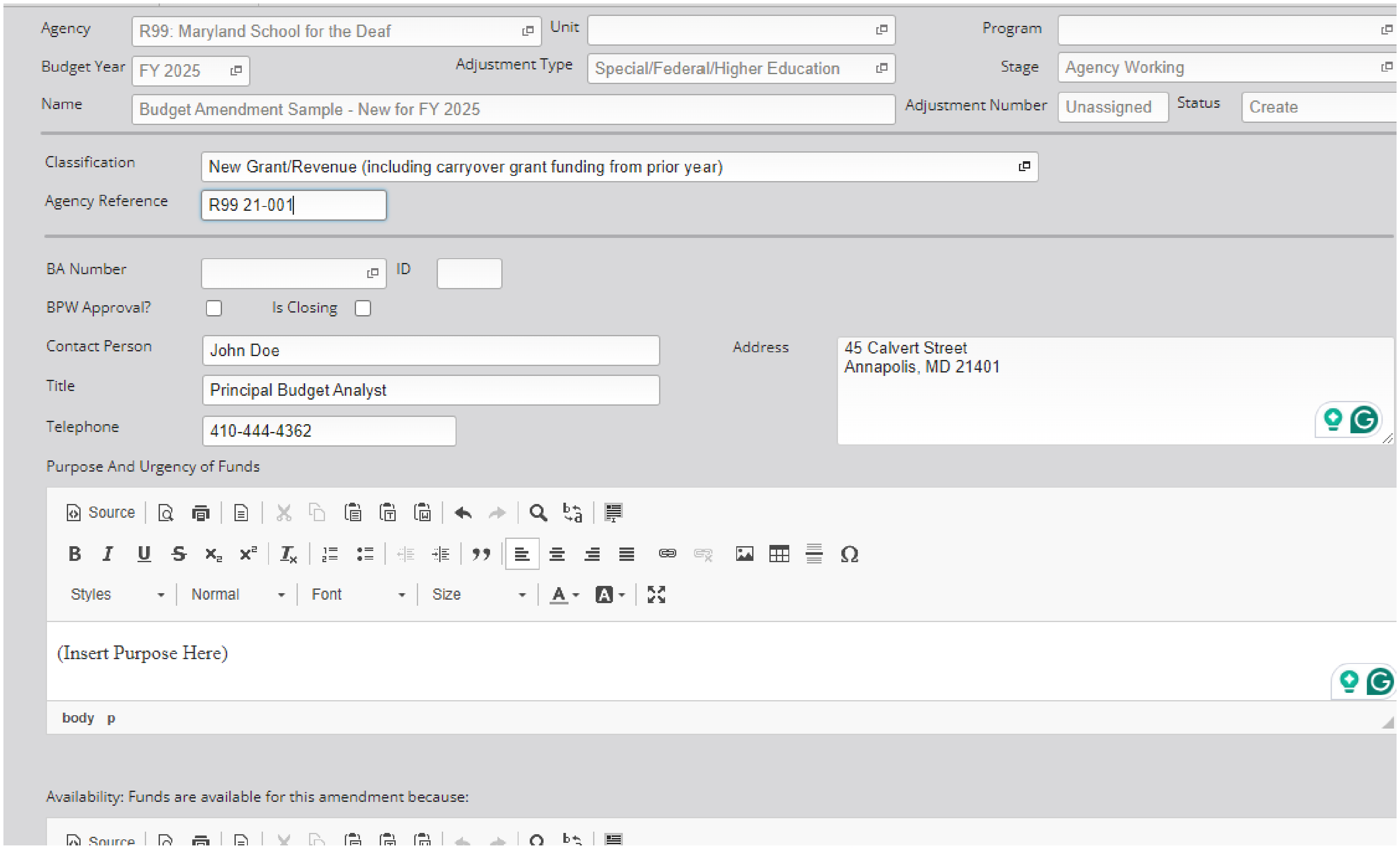
Budget Amendments



Budget Amendments

- 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 A.

- **<u>Reminder:</u>** Since this detail will be seen and signed by agency and administration officials, please check grammar and spelling and use the italicized language below:

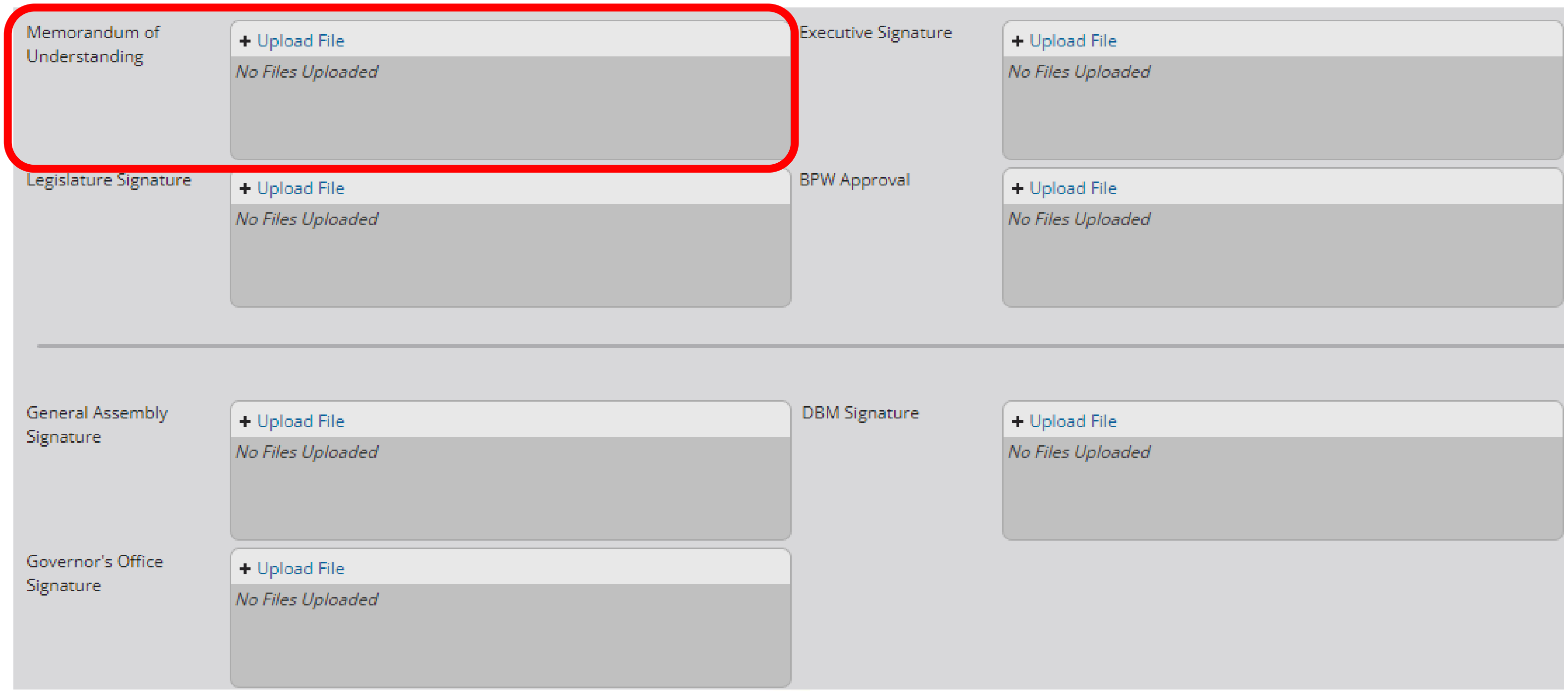
  – Purpose And Urgency of Funds: *This amendment is required and should not be deferred to a future fiscal year because__________________.*

  – Availability: *Funds are available for this amendment because ________________.*

Department of BUDGET AND MANAGEMENT

Budget Amendments

- 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.



Budget Amendments

- 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 Technical Data & Systems Teams (TDS) for consideration, analysis, and approval.

- The Revenue Tab has a Special Fund Balances grid and will require additional information for each Special Fund in the amendment.

If the amendment involves special funds, please provide balance information below:

Load Special Fund Balances

Special Fund Balances

	Fund	Description	FY 2024 Actuals	FY 2025 Appropri...	Notes
✖	SF03:Special Funds	Opening Fund Balance	$0	$0	
✖	SF03:Special Funds	Revenues	$0	$0	
✖	SF03:Special Funds	Existing Appropriation	$0	$0	
✖	SF03:Special Funds	This Amendment	$0	$555	
✖	SF03:Special Funds	Closing Fund Balance	$0	$0	

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Budget Amendments

- Once the adjustment has been internally approved and submitted by the agency, agencies are required to email TDS (dbm.bawa@maryland.gov) 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 bottom of the main budget instructions website.

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THE BUDGET REQUEST SUBMISSION (BRS) MODULE

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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 2026 (PY), FY 2027 (CY), and FY 2028 (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.

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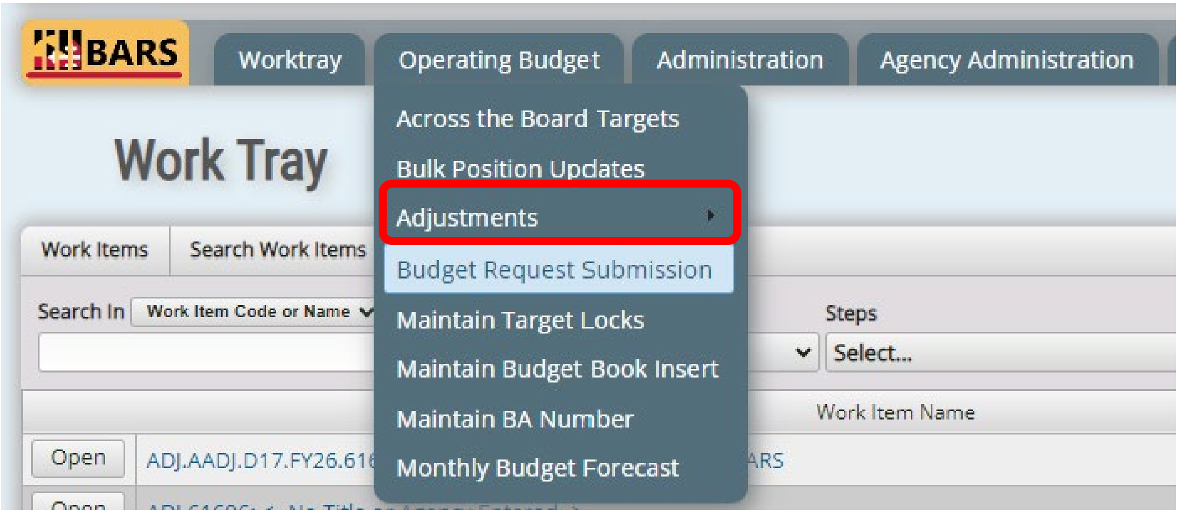
Submitting the Budget Request to DBM

- 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.

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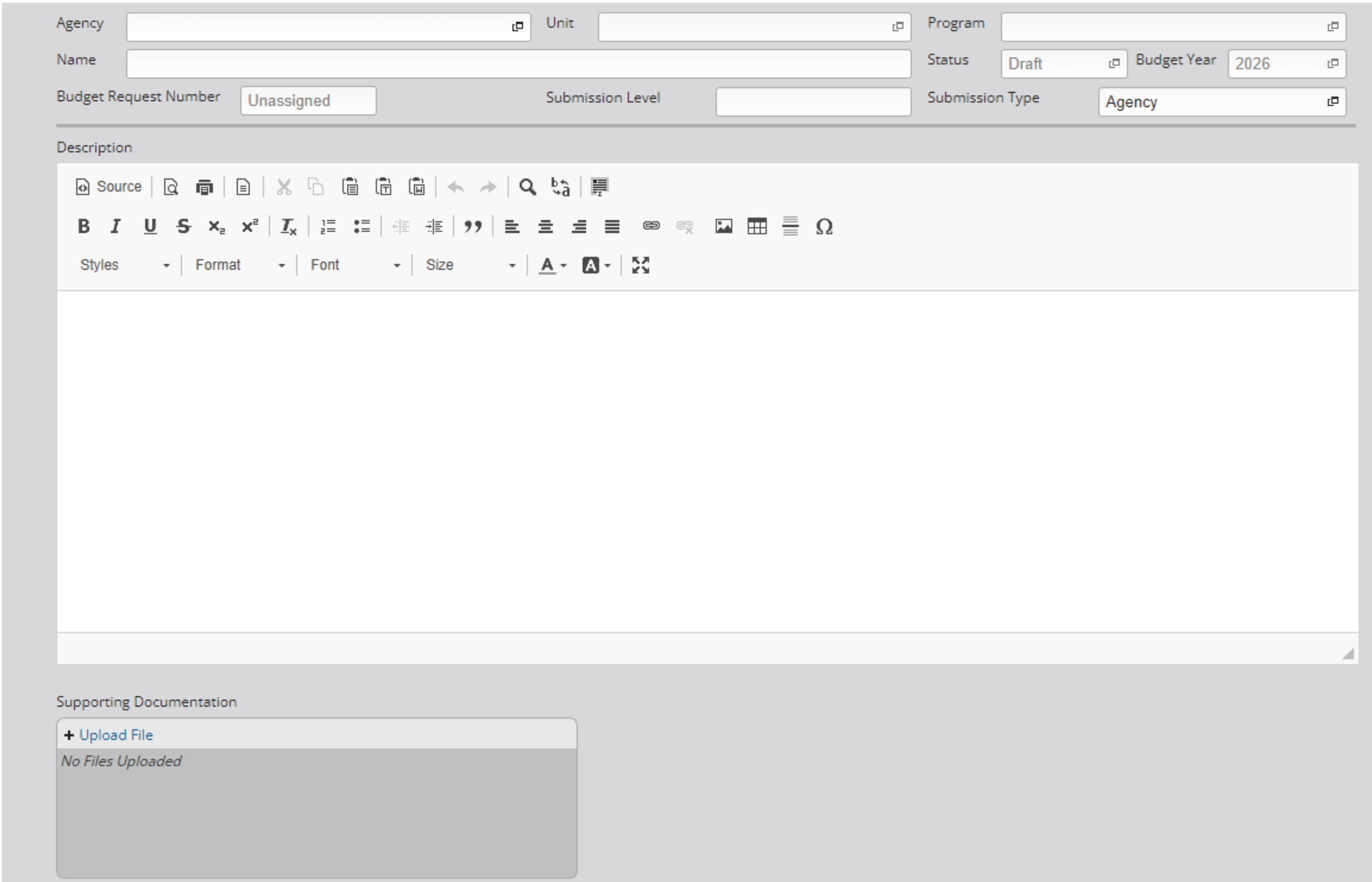
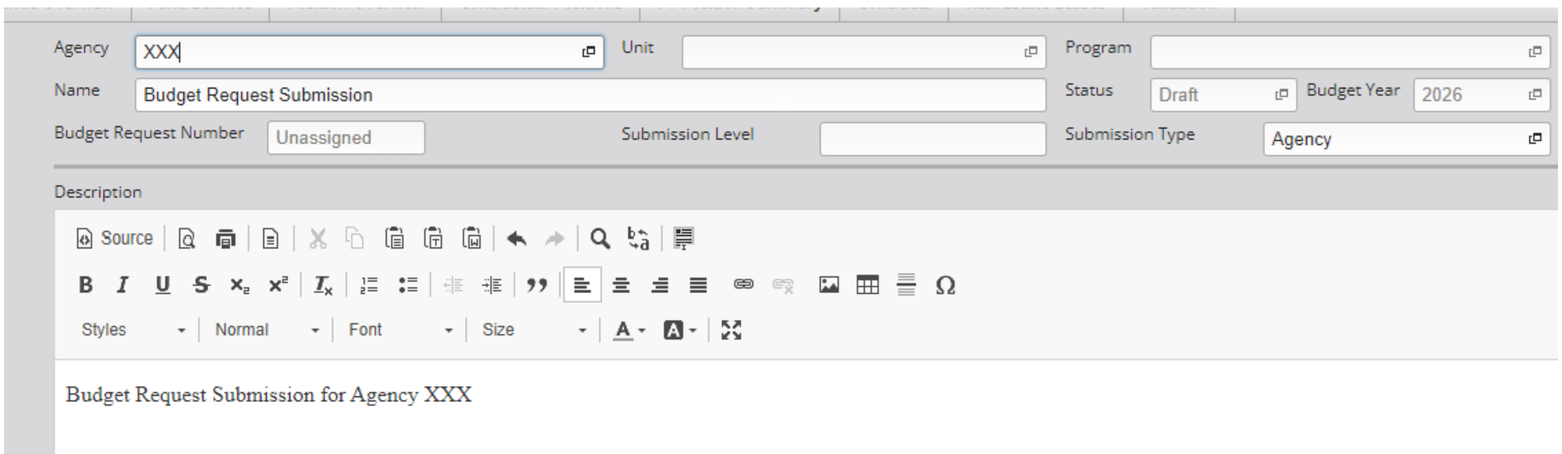
Submitting the Budget Request to DBM



Using the BRS: Overview

- Upon entering the Overview tab, 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 Overview tab information has been added, move on to the Adjustments tab.

Using the BRS: Adjustments

- Once in the <u>Adjustment tab</u>, the grid will be empty until the user clicks 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.

Load Request Data | Load Data for Selected Adjustments

Adjustments

	Include in Submission	SubmitAction	Fiscal Year	Adjustment Type	WorkItem	Adjustment Title	Expenditure Impacts	Revenue Impa
1	☐	Submit for OBA Revi	FY 2020	Agency Adjustment	4206	ADJ.X99.FY20.Unit Approved.4206: Budget Reque	$281,100	$281

- 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>**.

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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 **inclusion** 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 Adjustments tab, continue to the Targets tab.

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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
  b) 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.

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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 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.

Program Object Summary

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

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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 also 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.

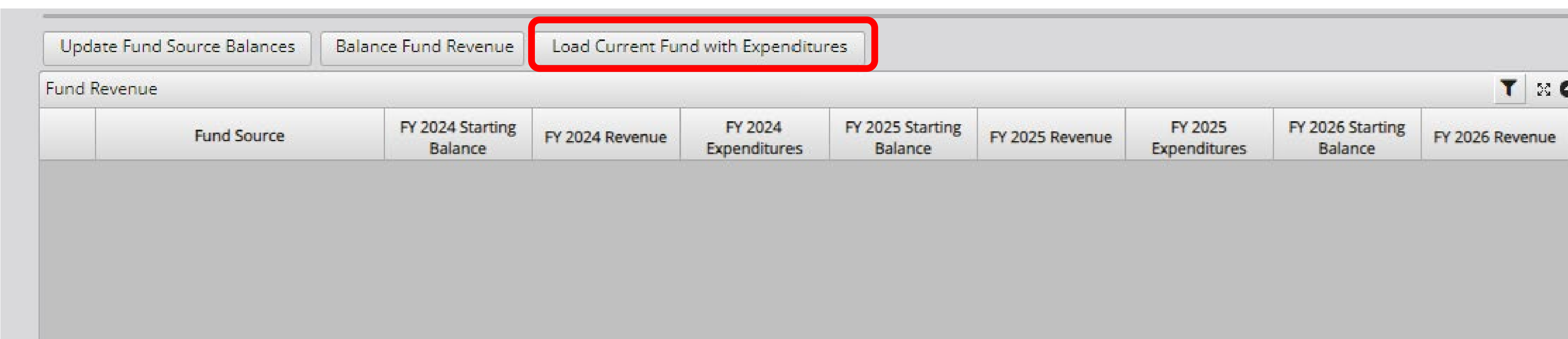
Program Fund Source Summary

	Agency	Unit	Program	Fund Type	Fund Source	PY FMIS	PY Revised	CY Base
1	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograi	01: GF	GF01: General Funds	$0	$0	
2	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograi	03: SF	SWF302: Major Informatic	$0	$0	
3	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograi	01: GF	GF01: General Funds	$0	$0	
4	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograi	09: RF	C98F00: Workers' Compe	$0	$0	
5	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograi	09: RF	D38I01: State Board of El	$0	$0	
6	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograi	09: RF	D53T00: Maryland Institut	$0	$0	
7	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograi	09: RF	D80Z01: Maryland Insurai	$0	$0	
8	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograi	09: RF	E00A04: Comptroller Rev	$0	$0	

Using the BRS: Fund Revenue Tab

- **<u>This tab is the only data entry component of the Budget Request Submission module.</u>** The functionality on this tab is to meet a requirement placed by the General Assembly.

- 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.



Using the BRS: Fund Revenue Tab

- For each row in the grid, enter opening balance data for FY 2026 as well as actual income for FY 2026 and estimated income for FY 2027 and FY 2028.

- 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.

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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.

- Double check that any changes made in the agency's Position Reconciliation adjustments are reflected. If they are not, double check your Position Reconciliation adjustments are fully **released**.

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Using the BRS: BRS “SD” Tabs

- The Contractual Positions Tab, Contracts Tab, and Real Estate Leases Tab 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).

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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.

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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.

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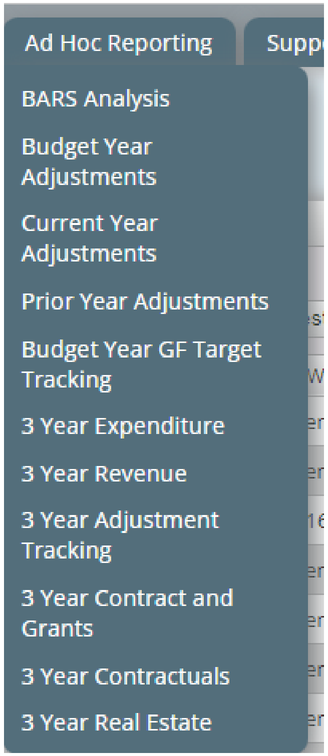
Accessing Ad Hoc

- From the BARS Home Page
  - Hover over Ad Hoc Reporting
  - Click BARS Analysis (or any other report).



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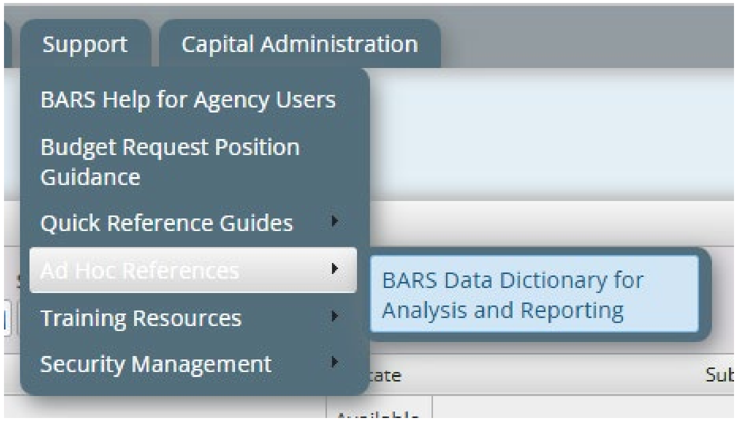
Ad Hoc – Primary Informational Resources

- 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.

- 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.



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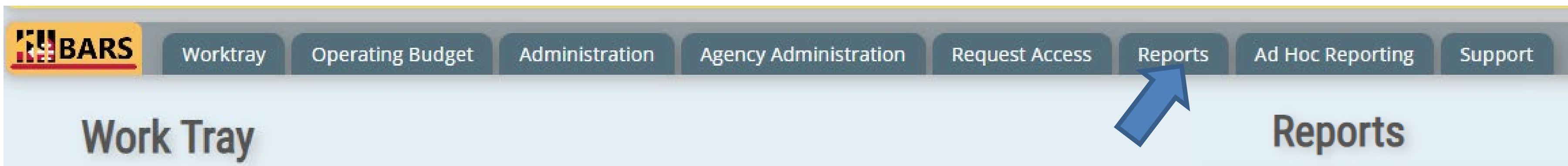
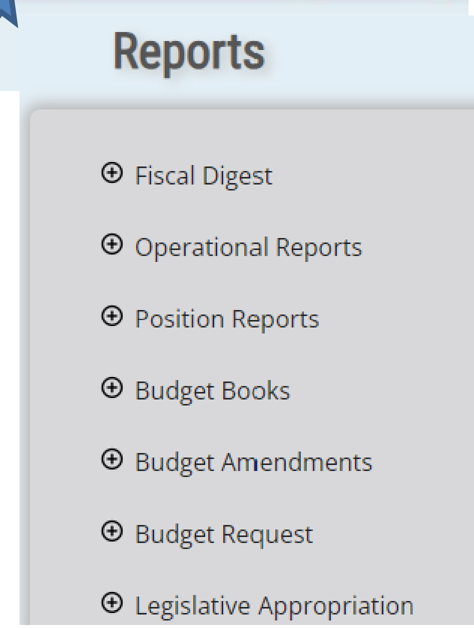
Using Reports in BARS

- 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**.



- 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**.



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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 2028.
  - **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.

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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 2028 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.

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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 left

3 Year Agency Summary Report

Agency : X99 - Sample Agency

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

		2019 - Actuals			2020 - Current				2021 - Budget		
	FMIS	Agency Actuals	Budget Book Actuals	Leg. Appr	Agency Working	Working Additional	Budget Book Working	Target	Agency Request	OTTR/RED	Allowance
⊞ Positions											
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	-	-	-	-
⊞ 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 data for the three request years.

Subobject Analysis

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

x99a01 X99 Unit A01

x99a0101 X99 Program A0101

Agency Subobj	Subobj Name		Expenditures FY 2019	Appropriation FY 2020	Request FY 2021	Allowance FY 2021	Request - Approp	Allow - Request
***********	SUBPROGRAM NO.:	1110	X99 Subprogram A01011110					
***********	OBJECT CODE:	01	Salaries, Wages and Fringe Benefits					
0101	Regular Earnings		0	6,568,321	0	0	(6,568,321)	0

Position Reports

- **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.

Position Baselin

PIN Number	FY 2020 Appropriation												
	Subprogram	Class Code	Salary Grade Profile	Step	Ret. Rate Code	Inc. 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

e 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

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Position Reports

- **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	Sub-Program Name	Class Code	Job Title	Position Number	Acti
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5485	Prgm Mgr Senior IV	X99.015263	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5472	Admin Prog Mgr I	X99.035398	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5177	Paralegal II OAG	X99.035400	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	6908	PSCS Management Advocate II	X99.035408	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5479	Prgm Mgr IV	X99.035411	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5301	Asst Attorney General VI	X99.035417	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram A01011110	5657	Dep Dir Ofc Atty General	X99.035418	Cha
X99	Sample Agency	A01	X99 Unit A01	01	X99 Program A0101	1110	X99 Subprogram	5301	Asst Attorney General VI	X99.035419	Cha

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Position Reports

- **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

Organization / PIN	FY 2020 Target								
		Salaries and Benefits							
	FTE	GF	SF	FF	RF	NB	FTE	GF	
X99: Sample Agency							10412.40	635,154,292	

FY 2020 Agency Request				Delta (FY 2020 Agency Request - FY 2020 Target)					
Salaries and Benefits					Salaries and Benefits				
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		

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Position Reports

- **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 process.

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				
002087														
002210		0.80	33,231	1756	0011	6								
002611			122,438	5483	0024	19		Jul						
002621			60,183	4469	0016			Jul						

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

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
									1				
	1.00	46,942	2247	0015	2								
		66,701	6011	0017	11		Jan						
		64,214	4802	0017			Jan						

ADDITIONAL TRAINING RESOURCES

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BARS Guides and Templates

- 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.
    - Your OBA analyst can also provide these documents outside BARS by request.

- 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.

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Support Tiers for FY 2028

- 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 BARS service desk (bars.doit@maryland.gov) with a copy or screenshot of the application error and a description of what you were trying to do. Please copy the DBM Technical Data and Systems (TDS) team (oba.tds1@maryland.gov)
  - If there is a Chart of Accounts or Fund Source change required, contact the DBM TDS team (oba.tds1@maryland.gov), copying your OBA analyst and providing context for the request as helpful.
  - If there is **<u>any other</u>** issue, contact your OBA analyst (and additional OBA staff, if instructed) as issues arise.

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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.

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DISCUSSION AND QUESTIONS

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

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