

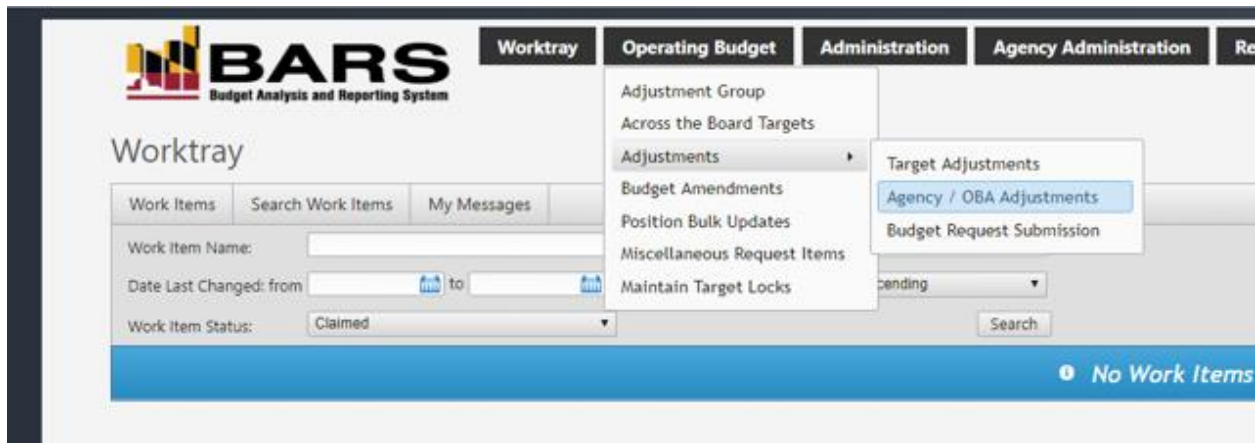
Creating an Adjustment

Step 1:

Log into BARS Production

Step 2:

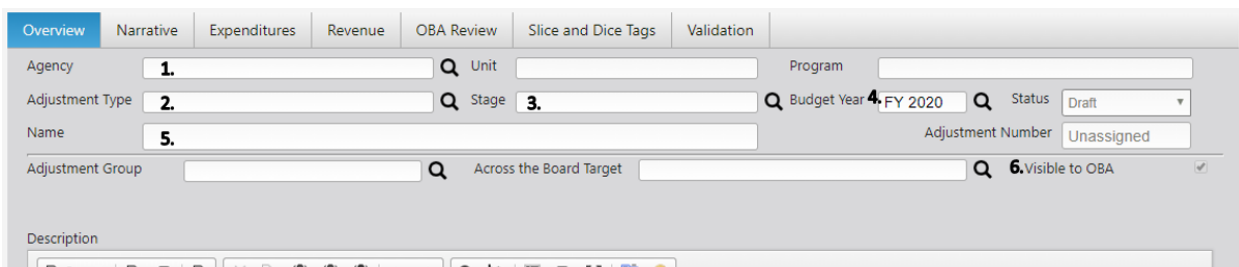
From the BARS Homepage/Worktray, hover over **Operating Budget** at the top of the page and select **Adjustments > Agency / OBA Adjustments**.



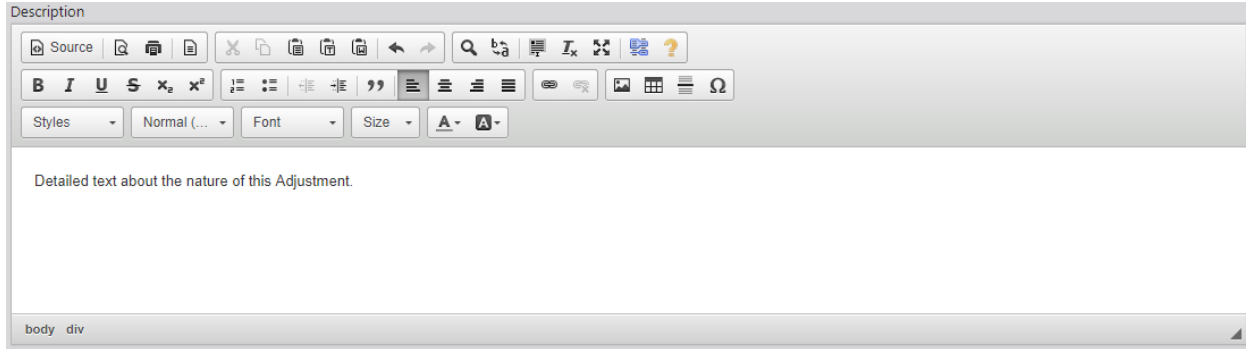
Step 3:

In the Overview Tab—

Select your (1) **Agency**, (2) **Adjustment Type**, (3) **Stage**, (4) **Budget Year**, (5) desired **Name** for the adjustment, and check or uncheck (6) **Visible to OBA**.



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



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

SD Tab detail is required for the following adjustments:

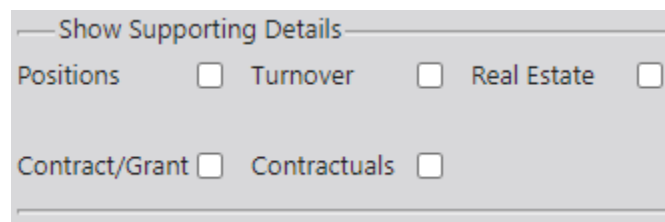
Positions: Adding, Changing, or Moving PINs within an adjustment.

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

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

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

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



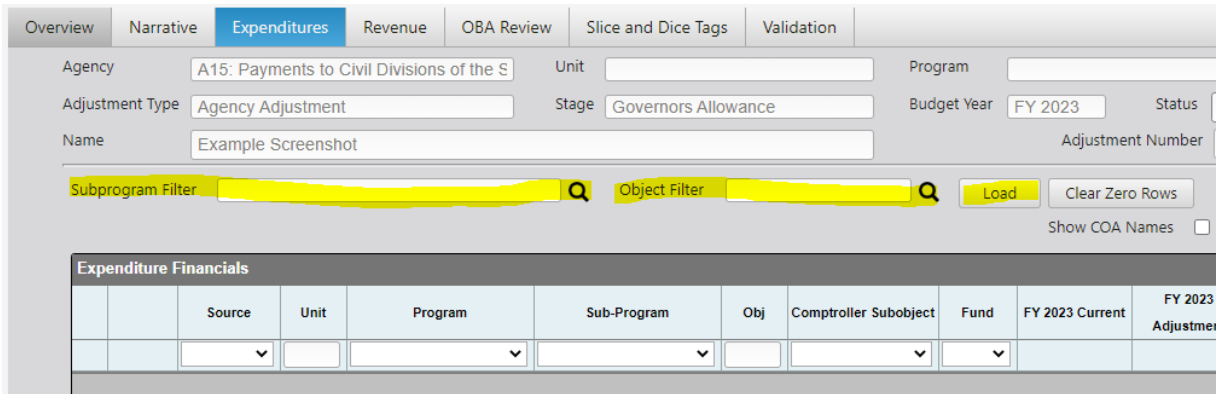
Step 4:

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

Step 5:

In the Expenditures Tab—

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



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

Agency A15: Payments to Civil Divisions of the S Unit Program

Adjustment Type Agency Adjustment Stage Governors Allowance Budget Year FY 2023 Status

Name Example Screenshot Adjustment Number

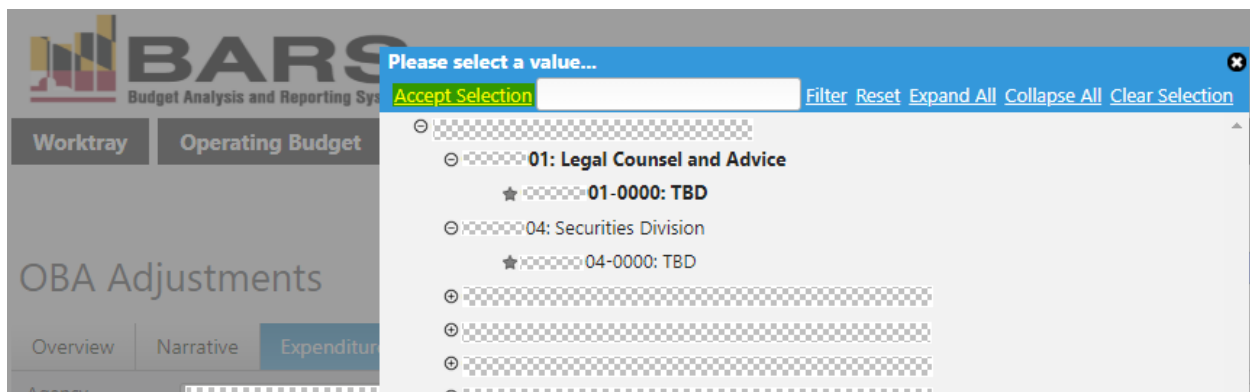
Subprogram Filter Object Filter Load Clear Zero Rows

Show COA Names

Expenditure Financials

	Source	Unit	Program	Sub-Program	Obj	Comptroller Subobject	Fund	FY 2023 Current	FY 2023 Adjustment
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

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



BARS
Budget Analysis and Reporting System

Worktray Operating Budget

OBA Adjustments

Overview Narrative **Expenditures**

Please select a value...
 Filter Reset Expand All Collapse All Clear Selection

- ☐ 01: Legal Counsel and Advice
 - ★ 01-0000: TBD
- ☐ 04: Securities Division
 - ★ 04-0000: TBD

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

Name BARS Training Adjustment - Creating an Adjustment Adjustment Number Unassigned

Expenditure Sub-Program Filter Load Sub-Program Expenditures

Expenditure Calculation Type Load Adjustment Difference Clear Zero Rows Populate Revenue

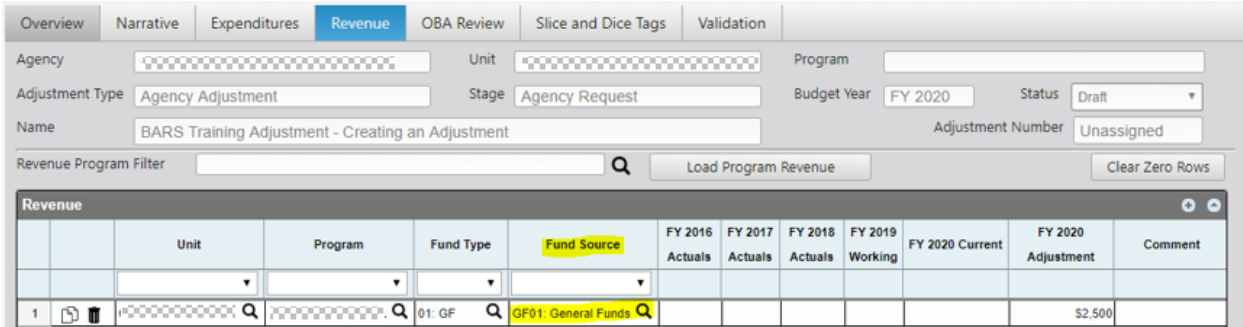
Expenditure Financials

Sub-Program	Object	Comptroller Subobject	Fund	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment
010000: TB	01: Salaries, Wages	0101: Regular Earn	01: GF	\$0						
010000: TB	01: Salaries, Wages	0101: Regular Earn	03: SF	\$0						
010000: TB	01: Salaries, Wages	0101: Regular Earn	09: RF	\$0						
010000: TB	01: Salaries, Wages	0104: Overtime Ear	01: GF	\$0					\$2,500	add'l funds

Once all of the desired increases or decreases to the budget have been made, select **Populate Revenue** to bring the expenditure dollars over to the funding side of the adjustment.

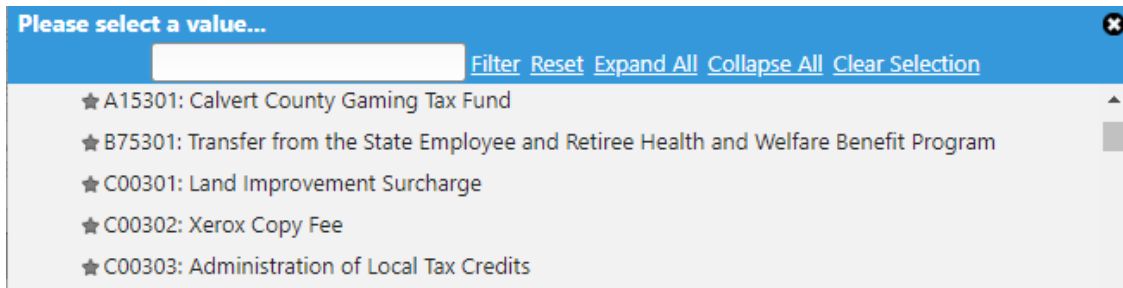
Step 6: In the Revenue Tab—

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



The screenshot shows the 'Revenue' tab interface. At the top, there are tabs for Overview, Narrative, Expenditures, Revenue (selected), OBA Review, Slice and Dice Tags, and Validation. Below the tabs are input fields for Agency, Unit, Program, Adjustment Type (Agency Adjustment), Stage (Agency Request), Budget Year (FY 2020), Status (Draft), Name (BARS Training Adjustment - Creating an Adjustment), and Adjustment Number (Unassigned). A 'Revenue Program Filter' search bar is present with a 'Load Program Revenue' button and a 'Clear Zero Rows' button. Below this is a 'Revenue' grid with columns: Unit, Program, Fund Type, Fund Source, FY 2016 Actuals, FY 2017 Actuals, FY 2018 Actuals, FY 2019 Working, FY 2020 Current, FY 2020 Adjustment, and Comment. A single row is visible with Fund Source 'GF01: General Funds' and a value of \$2,500 in the FY 2020 Adjustment column.

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

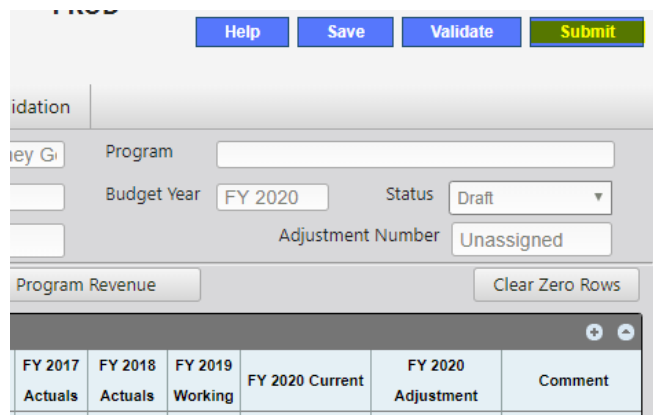


The screenshot shows a dropdown menu titled 'Please select a value...'. It includes a search bar, a 'Filter' button, and links for 'Reset', 'Expand All', 'Collapse All', and 'Clear Selection'. The list of options includes:

- ★ A15301: Calvert County Gaming Tax Fund
- ★ B75301: Transfer from the State Employee and Retiree Health and Welfare Benefit Program
- ★ C00301: Land Improvement Surcharge
- ★ C00302: Xerox Copy Fee
- ★ C00303: Administration of Local Tax Credits

Step 7:

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



The screenshot shows the bottom right corner of the interface. At the top, there are buttons for 'Help', 'Save', 'Validate', and 'Submit'. Below these are input fields for Agency, Program, Budget Year (FY 2020), Status (Draft), and Adjustment Number (Unassigned). There are also buttons for 'Program Revenue' and 'Clear Zero Rows'. At the bottom, a partial view of the 'Revenue' grid is shown with columns: FY 2017 Actuals, FY 2018 Actuals, FY 2019 Working, FY 2020 Current, FY 2020 Adjustment, and Comment.

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

Overview	Narrative	Expenditures	Revenue	OBA Review	Slice and Dice Tags	Validation
<ul style="list-style-type: none"> <input type="checkbox"/> ✘ Validate Submit Action <ul style="list-style-type: none"> ✘ When submitting a work item, you must select a submit action before clicking the 'OK' button. <input type="checkbox"/> ✔ Validate Agency Selected <input type="checkbox"/> ✔ Validate Adjustment Type Selected <input type="checkbox"/> ✔ Validate Adjustment Name Entered <input type="checkbox"/> ✘ Validate Description Entered <ul style="list-style-type: none"> ✘ Please enter a Description before continuing <input type="checkbox"/> ✔ Validate each row in Position Grid has required Dimension values entered <input type="checkbox"/> ✔ Validate a Workflow Comment has been Entered <input type="checkbox"/> ✔ Validate each row in Revenue Grid has required Dimension values entered <input type="checkbox"/> ✔ Validate each row in Expenditure Grid has required Dimension values entered <input type="checkbox"/> ✔ Validate Budget Year Selected <input type="checkbox"/> ✔ Some validations not enforced at Draft step <input type="checkbox"/> ✔ Validate COA members per user permissions <input type="checkbox"/> ✔ Validate an appropriate Revenue Source Code has been selected 						

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

Fund type	Fund Source	Actuals	Actuals	Actuals
<div style="border: 1px solid gray; padding: 10px;"> <div style="background-color: #0070C0; color: white; padding: 5px; text-align: center;">Submit Action</div> <p style="text-align: center;">Please select what you would like to do upon submit.</p> <div style="text-align: center;"> <input type="button" value="-- Please Select --"/> </div> <div style="text-align: center;"> <input type="button" value="-- Please Select --"/> <input type="button" value="Continue Working"/> <input type="button" value="Submit for Review"/> </div> <p style="text-align: center;"><input checked="" type="checkbox"/> Add Comment</p> <div style="border: 1px solid gray; padding: 5px; text-align: center;"> Ready for Submission - <u>KAM</u> </div> </div>				