



**Enterprise Budgeting System (EBS) Program
Budget Analysis and Reporting System (BARS)
Agency Data Dictionary
For
Ad Hoc Reporting**

Version 3.0

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1 Data Dictionary Overview

The focus of this data dictionary is to provide the fields available as part of the Reporting and Analysis model (ad hoc reporting), the “cube”, with detailed descriptions of those fields and their use within an ad hoc report.

This data dictionary is intended for agency users and is a subset of the broader, more comprehensive one that is provided as a definitive source of all data structures within the BARS system.

NOTE: Data is available to you from the cube based on your designated user type (DBM or Agency), user role(s) (e.g., Agency Analyst, Agency Position Analyst), and scope of data access (e.g., entire agency, specific unit(s), and/or specific program(s)). Visibility of data is “additive” in that you will see all subject areas for the cumulative set of user roles to which you are assigned. User roles may also be assigned in valid combinations only. If you are limited to a specific agency, unit(s), or program(s), you will only see data within that scope for the applicable entities.

The structure of this dictionary is provided here for guidance.

2 Key Concepts

The first section of this data dictionary covers key concepts necessary for building reports or analyzing data contained within the system.

3 Pivot Tables and Ad Hoc Reporting

This section provides a brief introduction into the use of pivot tables in excel, with a focus on ad hoc fields, to assist agency users in creating and editing their own ad hoc reports.

4 Subject Areas and Field Definitions

Each of the primary subject areas are available in the reporting model and introduced with a description of their purpose within BARS. Presenting the subject areas using intentional groupings allows a user to identify the appropriate field for use in an Excel pivot table or any other reporting system.

Within each Subject Area is a list of field definitions including an indication as to whether each field is most useful as columns, rows or values of data, or used as a filter in reports. For example, measurable fields are values. While they can be used as columns or rows, they are most useful as values in a report. Similarly, “Fiscal Year Stage” is a key field most useful as columns or filters.

2 Key Concepts

2.1 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. Adjustments conform to prescribed role-based security, workflow process steps, business rules, and validations based on the Adjustment Type (e.g., Technical Correction, Legislative Reduction) 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 actuals each year, the baseline is that year's final appropriation (excluding closing amendments which are outside of BARS). For the budget year submission, the baseline is the previous year's legislative appropriation.

2.2 Budget Stages

The Stage field identifies the various stages of the budget development life cycle through fiscal year end, reflecting the decision-making time of year when an adjustment was made or changed. When an adjustment is created or modified, the user must identify a stage (although it is usually a default for agency users). For example, an over-the-target request may be created by the agency as part of the Request. OBA analysts may change it as part of the OBA Recommendation, and the Governor may change it yet again as part of the Allowance. Only the latest stage in the life cycle is valid, although BARS maintains data from prior stages for later reference.

Adjustments are cumulative and incorporate all changes made in previous stages as well as the current stage.

Budget Year Stages. If agencies can access the stage and make changes, there is a letter "A" after the name.

- **Rollover Baseline:** The starting point for the budget. For example, for FY 2022 the starting point was the FY 2021 Legislative Appropriation.
- **Baseline Adjusted:** Adjustments made to the baseline prior to or part of the Workday reconciliation process. These adjustments may include cost-of-living adjustments (COLA), salary reviews (ASR), as well as FICA rate changes.
- **Target:** This stage contains adjustments made by OBA that create the agencies' targets for that budget year.
- **Agency Request (A):** This is the primary stage where agencies do their budget submission work, containing all of the base budget (i.e. within target) adjustments.
- **Agency Additional Request (A):** The stage contains adjustments that are submitted along with the agency request, but are not part of the base budget. For example, over-the-target requests and reduction options.
- **OBA Recommendation:** Adjustments made or changed with this stage reflect the recommendations and/or technical corrections made by the OBA analyst to DBM management. Agencies cannot view this stage in BARS.

- **DBM Agency Recommendation:** Adjustments reflect decisions made in the analyst's internal hearing with DBM management in preparation for the agency hearing (for those agencies scheduled for hearings with DBM management). Agencies cannot view this stage in BARS.
- **DBM Governor Recommendation:** Adjustments reflect decisions made following the agency hearing in preparation for presentation to the Governor. Agencies cannot view this stage in BARS.
- **Governor's Allowance:** The Governor's Allowance as printed in the Budget Book. Adjustments changed during this stage typically reflect the decisions made when DBM management meets with the Governor.
- **Supplemental:** This stage reflects changes to the Governor's request to the legislature made after the Budget Books have been printed. They may reflect supplemental budget requests or technical corrections.
- **Legislative Appropriation:** The final appropriation as passed by the Legislature. Adjustments made during this stage reflect legislative actions. This stage is sometimes referred to as *LEGACT* or *Fiscal Digest*.

Current Year Stages. If agencies can access the stage and make changes, there is a letter "A" after the name.

- **Agency Working (A):** This stage includes budget amendments completed prior to the submission of the budget request. It also contains any CY Adjustments made by the agency during budget submission to realign their appropriation (within program/fund type).
- **Agency Additional Working (A):** This stage includes deficiencies submitted by the agency.
- **OBA Recommended Working:** Deficiency adjustments made or changed with this stage reflect the recommendations and/or technical corrections made by the OBA analyst to DBM management. Agencies cannot view this stage in BARS.
- **DBM Recommended Working:** Deficiency adjustments reflect decisions made following the agency hearing in preparation for presentation to the Governor. Decision documents are produced at this stage. Agencies cannot view this stage in BARS.
- **Budget Book Working:** The current year working budget as printed in the Budget Book. Adjustments changed during this stage typically reflect the decisions made when DBM management meets with the Governor.
- **Supplemental Working:** This stage reflects changes to the Governor's request to the legislature made after the Budget Books have been printed. They may reflect supplemental budget requests or technical corrections.
- **Working (A):** Amendments or legislative changes to the current year budget completed after the budget books have been printed, but not including closing amendments.
- **Amended Close:** Closing amendments (or Budget Amendments in Process) done in FMIS. This stage is not currently in use, as closing amendments are not input into BARS.

Prior Year Stages. If agencies can access the stage and make changes, there is a letter "A" after the name.

- **Source Actuals:** Contains final appropriation figures—excluding closing amendments—rolled over. NOTE no FMIS data is imported directly into BARS.
- **Agency Actuals (A):** The stage where agencies adjust this final appropriation to match their actuals. Numbers must reconcile to FMIS at the program/fund type level.
- **Budget Book Actuals:** The final, edited version of actual expenditures for the budget book to include OBA's adjustments/final fixes. The adjustments to the Budget Book Actuals stage must match the relevant DAFR at required levels of detail (program and fund) as of a specific date.

Projections Budget Stage.

- **Out Year Forecast:** Stage used for future year forecast adjustments. These adjustments do not ever impact “real” budget figures, for example an out-year forecast adjustment done as part of the FY 2022 budget cycle for FY 2023 was ignored when the data was rolled over to FY 2023 for the next budget year. Functionality is for projections for DBM management/the Governor only and is not available to agencies.

2.3 Adjustment Statuses

The Adjustment Status identifies the workflow process step for the adjustment. Each adjustment has one status at a time, as opposed to stages where BARS stores the data from previous stages. The Adjustment Status updates when the user submits the Adjustment to the next status in the workflow.

Valid adjustment status values are as follows:

- **Agency Draft:** The adjustment is new or has been previously reviewed but has been sent back for further updates. An adjustment in draft status means:
 - Many validations are disabled in this stage.
 - The impact and detail are visible only to the adjustment author unless the author has submitted to continue working.
 - Analyst can submit for review by a supervisor or coordinator (dependent upon the adjustment type) once the data is complete and passes all required validations; and
 - Depending on their security permissions, agency users can submit from draft to the following statuses.
- **Program Approved/Unit Approved/Agency Approved:** These three statuses reflect the level of review an adjustment has received.
 - **Program Approved** adjustments have been submitted/reviewed at the program level
 - **Unit Approved** adjustments have been submitted/reviewed at the unit level
 - **Agency Approved** adjustments have formally been submitted to OBA.
- **Released:** The adjustment is considered finalized. Agencies are able to see any adjustment impacts and related public details in this status. Agencies can submit POS REC adjustments to released themselves but cannot do so for any other adjustment type.
- **Void:** This status indicates that the adjustment should no longer be considered and will not be processed further in the workflow. This is the closest BARS gets to “delete.”

3 Pivot Tables and Ad Hoc Reporting

3.1 Pivot Table and Ad Hoc Basics

Pivot tables are one of the most powerful and useful features in Excel. Users can think of a pivot table as a report. However, unlike a static report, a pivot table provides an interactive view of your data. With very little effort (and no formulas) the user can look at the same data from many different perspectives, grouping data into categories, breaking down data into years and months, filtering data to include or exclude categories, and even building charts.

Ad hoc is a pivot table that links directly to the BARS database, enabling the user to view up-to-date information from any field that exists in BARS. Users cannot establish an ad hoc separately from BARS—in order to start with ad hoc, log into BARS and download a template from the “Ad Hoc Reporting” header. From there, the user can rearrange and reconfigure the template to present data as they so choose.

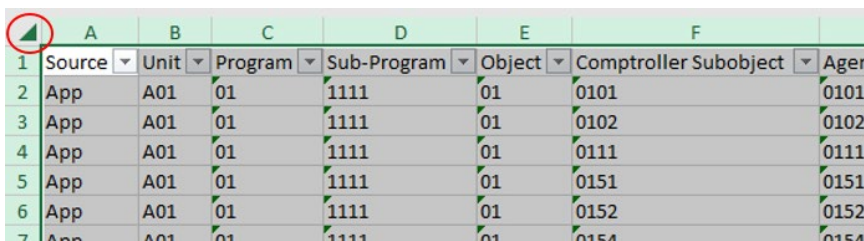
Once you have created an Ad Hoc report that you are happy with, it can be saved and used again in the future as a template. **Every time you click Refresh (either right click, refresh, or use the Analyze header then click Refresh) the data or your connection the numbers will update.** It takes about five minutes for data entered into BARS to show up in Ad Hoc upon refresh (right click, Refresh in the Ad Hoc).

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.

3.2 Creating a Non-Ad Hoc Pivot Table

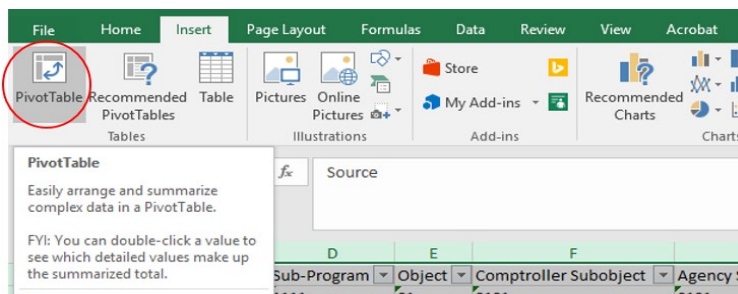
Ad hoc templates do not require this initial step, but if users choose to create pivot tables outside of ad hoc here are the steps:

1. Prepare the data you want to summarize in Excel. The data must be in table form, with column headers as those headers are what Excel will use to summarize the data in the pivot table. Once you are ready, select the data in the table that will be summarized.

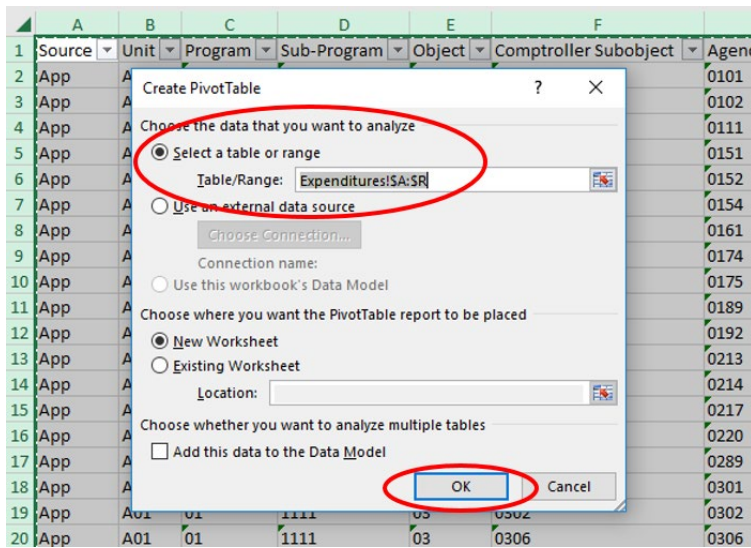


| | A | B | C | D | E | F | |
|---|--------|------|---------|-------------|--------|-----------------------|------|
| 1 | Source | Unit | Program | Sub-Program | Object | Comptroller Subobject | Agen |
| 2 | App | A01 | 01 | 1111 | 01 | 0101 | 0101 |
| 3 | App | A01 | 01 | 1111 | 01 | 0102 | 0102 |
| 4 | App | A01 | 01 | 1111 | 01 | 0111 | 0111 |
| 5 | App | A01 | 01 | 1111 | 01 | 0151 | 0151 |
| 6 | App | A01 | 01 | 1111 | 01 | 0152 | 0152 |
| 7 | App | A01 | 01 | 1111 | 01 | 0154 | 0154 |

2. Go to the “Insert” tab at the top of the Excel page and click into the “PivotTable” tool.

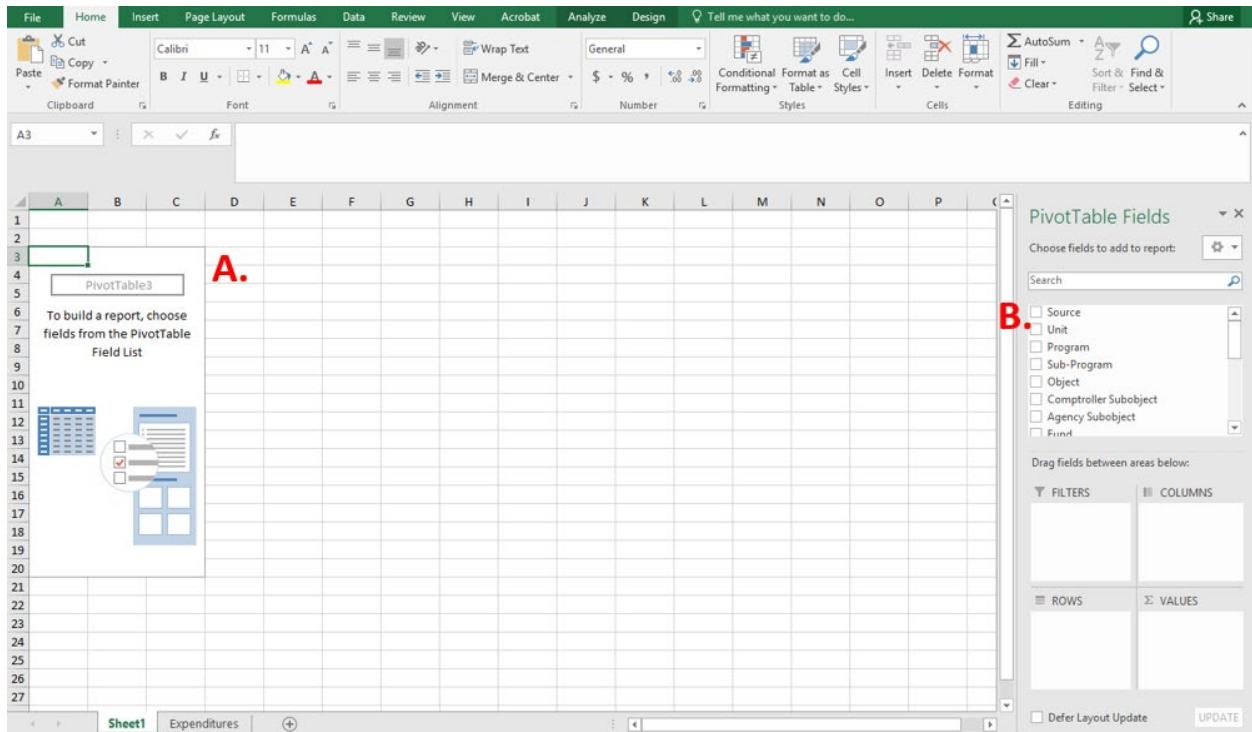


- clicking this “PivotTable” button will bring up a dialogue box with the data pre-selected in the “Select a table or range” field. Click “OK.” This will create a separate worksheet in the Excel workbook with the beginning framework of a Pivot Table in a new worksheet named “Sheet1.”



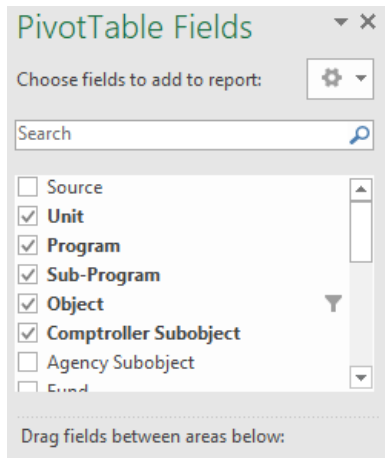
3.3 Parts of a Pivot Table

In the image below, “A” to the left represents the “canvas” for the pivot table where the data will be presented and “B” (PivotTable Fields) is where the user chooses the table components from all available datapoints in the source. If the PivotTable Fields are ever not showing, users can right click in the canvas then click Show Field List (or Hide Field List if users want to save screen space and hide it).



Section B is broken up into five main parts:

- Fields:** Each of these “fields” represents a column header from the source spreadsheet (or datapoints in BARS in the case of ad hoc). Users drag and drop these fields into the next four buckets in order to create their table.



- Filters:** Fields dragged into this box create an overarching filter that allows data to be pre-selected and adjusted based on the needs of the user. Multiple fields, or multiple selections within the same field, can be added into this piece of the layout.
- Rows:** Fields dragged into this box divide up the displayed data as independent factors in the reporting. The fields in the “Rows” layout box represent the data inputs which ultimately produce the data outputs in the “Values” layout box. As shown in the example, Unit, Program, Sub-Program, and Comptroller Subobject have been selected to display the familiar line item detail structure seen in the Expenditures tab in BARS.

| Object | Unit | Program | Sub-Program | Comptroller Subsubject | Sum of FY 2018 Actuals | Sum of FY 2019 Working | Sum of FY 2020 Current | Sum of FY 2020 Adjustment |
|--------------------|------|---------|-------------|------------------------|------------------------|------------------------|------------------------|---------------------------|
| A01 | 01 | 1111 | 0902 | | 0 | 0 | 35000 | 1397 |
| A01 | 01 | 1111 | 0903 | | 0 | 0 | 16600 | 662 |
| A01 | 01 | 1111 | 0912 | | 0 | 0 | 20000 | 798 |
| A01 | 01 | 1111 | 0914 | | 0 | 0 | 65000 | 2594 |
| A01 | 01 | 1111 | 0915 | | 0 | 0 | 45997 | 1836 |
| A01 | 01 | 1111 | 0933 | | 0 | 0 | 7500 | 299 |
| A01 | 01 | 1111 | 1002 | | 0 | 0 | 17640 | 704 |
| A02 | 01 | 1111 | 1015 | | 0 | 0 | 25000 | 998 |
| A03 | 01 | 1111 | 1019 | | 0 | 0 | 1500 | 60 |
| A04 | 01 | 1111 | 1034 | | 0 | 0 | 16340 | 652 |
| Grand Total | | | | | 0 | 0 | 250577 | 10000 |

- Values:** Fields dragged into this box represent the actual data being reported, based on the selected Row and Column structure. As shown in the example, a three year summary of the data has been selected in order to display the baseline for the data as it exists in BARS, as well as the

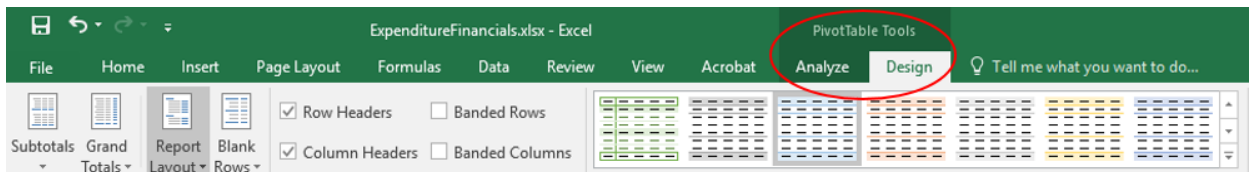
“FY 2020 Adjustment” column, which provides a clear summary of all line item adjustments from the source worksheet.

5. **Columns:** Fields dragged into this box divide up the displayed data based on type, such as “Dollars” or Adjustment “Stage” or “Status” in the case of certain data pulled from BARS. Based on certain detail dragged into the “Values” layout box, this box will automatically populate with the column type most appropriate for that selection. In the example above, it has automatically populated to show the sum values of the filtered data.

3.4 Pivot Table Layout

Setting up the look of a table the way the user wants it is almost as important as choosing the correct data. Pivot tables default to a somewhat confusing layout, so reorganizing them can be key to usability.

Tools to reworking the look of a table are found under the PivotTable Tools Header in Excel (users have to be clicked into the table canvas to access these).



Key choices under design include:

- A. Whether subtotals should be included in the table, and at what level. Users can also choose to remove all subtotals using the Subtotals button above, then set just one level of values for subtotalling by right clicking in that column of data and clicking “Subtotal _____.”
- B. Whether the table should include grand totals, either for columns or rows.
- C. What overall layout the table should have, including (i) compact (the default) where all row selections will be in the same column per the example below, (ii) outline in which each row selection has separate columns but the data remains spread out similar to compact, or (iii) tabular (this writer’s preference) in which a more standard table format is followed, with each row selection having it’s own column similar to outline but the data is consolidated like the image following the compact version below.

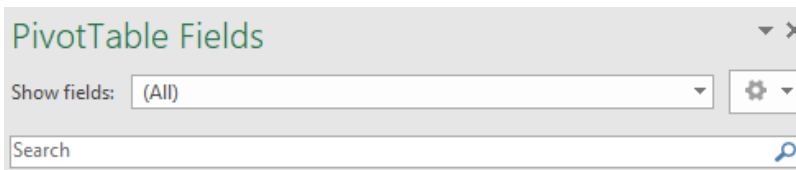
| | A | B | C | D | E |
|----|-------------|------------------------|------------------------|------------------------|-----------------------------|
| 1 | Object | (Multiple Items) | | | |
| 2 | | | | | |
| 3 | Row Labels | Sum of FY 2018 Actuals | Sum of FY 2019 Working | Sum of FY 2020 Current | Count of FY 2020 Adjustment |
| 4 | ⊖ A01 | 0 | 0 | 207737 | 7 |
| 5 | ⊖ 01 | 0 | 0 | 207737 | 7 |
| 6 | ⊖ 1111 | 0 | 0 | 207737 | 7 |
| 7 | 0902 | 0 | 0 | 35000 | 1 |
| 8 | 0903 | 0 | 0 | 16600 | 1 |
| 9 | 0912 | 0 | 0 | 20000 | 1 |
| 10 | 0914 | 0 | 0 | 65000 | 1 |
| 11 | 0915 | 0 | 0 | 45997 | 1 |
| 12 | 0933 | 0 | 0 | 7500 | 1 |
| 13 | 1002 | 0 | 0 | 17640 | 1 |
| 14 | ⊖ A02 | 0 | 0 | 25000 | 1 |
| 15 | ⊖ 01 | 0 | 0 | 25000 | 1 |
| 16 | ⊖ 1111 | 0 | 0 | 25000 | 1 |
| 17 | 1015 | 0 | 0 | 25000 | 1 |
| 18 | ⊖ A03 | 0 | 0 | 1500 | 1 |
| 19 | ⊖ 01 | 0 | 0 | 1500 | 1 |
| 20 | ⊖ 1111 | 0 | 0 | 1500 | 1 |
| 21 | 1019 | 0 | 0 | 1500 | 1 |
| 22 | ⊖ A04 | 0 | 0 | 16340 | 1 |
| 23 | ⊖ 01 | 0 | 0 | 16340 | 1 |
| 24 | ⊖ 1111 | 0 | 0 | 16340 | 1 |
| 25 | 1034 | 0 | 0 | 16340 | 1 |
| 26 | Grand Total | 0 | 0 | 250577 | 10 |

| | B | C | D | E | F | G | H |
|----|------------------|-------------|-----------------------|------------------------|------------------------|------------------------|------------------|
| 1 | (Multiple Items) | | | | | | |
| 2 | | | | | | | |
| 3 | Program | Sub-Program | Comptroller Subobject | Sum of FY 2018 Actuals | Sum of FY 2019 Working | Sum of FY 2020 Current | 2020 Adjustments |
| 4 | 01 | 1111 | 0902 | 0 | 0 | 35000 | 1397 |
| 5 | 01 | 1111 | 0903 | 0 | 0 | 16600 | 662 |
| 6 | 01 | 1111 | 0912 | 0 | 0 | 20000 | 798 |
| 7 | 01 | 1111 | 0914 | 0 | 0 | 65000 | 2594 |
| 8 | 01 | 1111 | 0915 | 0 | 0 | 45997 | 1836 |
| 9 | 01 | 1111 | 0933 | 0 | 0 | 7500 | 299 |
| 10 | 01 | 1111 | 1002 | 0 | 0 | 17640 | 704 |
| 11 | 01 | 1111 | 1015 | 0 | 0 | 25000 | 998 |
| 12 | 01 | 1111 | 1019 | 0 | 0 | 1500 | 60 |
| 13 | 01 | 1111 | 1034 | 0 | 0 | 16340 | 652 |
| 14 | | | | 0 | 0 | 250577 | 10000 |

3.5 Common Fields Used in Ad Hoc

Ad Hoc is extremely configurable and has a multitude of field options to use when building summary tables. This is a quick overview of common fields users will interact with to help par down the available options to something more accessible, but the next section of this guide contains all of the available options for interested users.

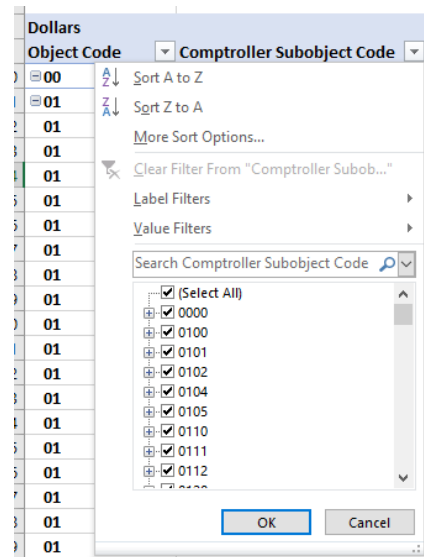
Since the list of options in PivotTable Fields for Ad Hoc is very long, users will generally want to use the Search function available in pivot tables to find the fields they want to use in an Ad Hoc report. Start typing in the field name, and it should show up as an option.



1. Filters.

Filters enable the user to par down the data they are seeing in an Ad Hoc report. NOTE users can both filter by selecting a datapoint as a Filter in the Fields section, or by selecting them as Rows or Columns and filtering from there by clicking the small downward arrow button next to each Row or Column name and selecting single or multiple options for filtering the data. Example:

- **Adjustment Status.** The most common filter is Adjustment Status, since using this filter enables users to include or exclude adjustments based on where they stand in the approval process.
 - For example, if an agency only wants to see a list of adjustments that are ready for OBA submission, users would filter to Unit Approved since that status is what the Budget Request Submission (BRS) module in BARS pulls in and submits.
 - If an agency wants to see the total value of their submission that is ready for the BRS, they would filter to Released (which is where all of the cumulative data adding to the agency's Target resides) and Unit Approved.



- Users must be very careful when selecting filtered statuses, as it is easy to accidentally include items sitting at other statuses (i.e. Agency Daft, etc.) that are not intended for analysis/submission.
- **Fiscal Year Stage.** This is the combined name of a Fiscal Year and the Stage name representing the data attached to it. If users only want to analyze data for a single year and stage (say the FY 2023 Agency Request) filtering is the best option.
- **Chart of Accounts.** If users only want to view data for one portion of their agency, it is feasible to filter by Unit Code, Program Code, Subprogram Code, Object Code, Comptroller Subobject Code, Agency Subobject Code, Fund Type Code, etc.

2. Rows.

The Rows area of the pivot table is where users typically start when building the outline of a report. When you drag a field into the Rows area of the pivot table, all the unique values in that field will be displayed in the first column of the pivot. If you add more Rows, then Ad Hoc will add columns for each in the order you drag them. The pivot table removes all the duplicates in the field (column of source data) and only displays the unique values.

- **Higher Level Chart of Accounts (COA).** The Agency Code, Unit Code, Program Code, and Subprogram Code are the most commonly used Row fields, and the more that are selected among this list the deeper dive into the detail a user will see. Except for Revenue data, which lacks Subprogram Codes, these four levels of Chart of Account data are universal across all BARS value fields whether it be expenditure information, contract data, etc.

Beyond higher level COA, the type of data that a user wants to view drives what fields make sense to select for Rows.

- **Expenditure Data.** If a user wants to see their expenditure values, then lower COA levels including Object Code, Comptroller Subobject Code, Agency Subobject Code, and Fund Type Code are useful.
- **Revenue (Fund) Data.** To view this information, users will find Fund Type Code, Fund Type Name, Fund Source Code, and Fund Source Name helpful.
- **Position Data.** Common row fields for this information include PIN Number, Class Code, Class Title, Grade, and Retirement Plan.
- **Contract Data.** Contract Name, Vendor, and Contract Description are particularly helpful, but other fields found in that SD Tab (Expected Completion Date, Start Date, etc.) are also available.
- **Contractuals Data.** Combined with COA values, users will generally use Contractual Class and Contractual Job Purpose as row fields.
- **Real Estate Data.** Useful row fields include Building Name (most helpful) and Building Location. Other available fields include Date of Occupation, Includes Customization, Includes Utility Cost, Lease Termination, and Renew Lease.
- **Adjustment Data.** Instead of reviewing aggregated data, sometimes users might want to view the impact individual adjustments are having on their budget, or track adjustments as they progress through the cycle. Row fields useful for such review include Adjustment Working Title, Adjustment ID (the four-digit code from the Worktray), and Adjustment Type.

3. Columns.

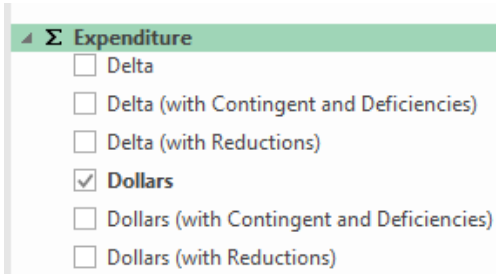
If users do not choose a Column field, it will default to Values with one column.

- **Fiscal Year Stage.** Users most often use columns in Ad Hoc to track how values change through the budget cycle or to compare them between fiscal years.
 - For example, if the budget being developed is for FY 2023, and the user wants a "3-year" view of data, they could select the FY 2023 Agency Request (what the agency is submitting in the current budget year), the FY 2022 Budget Book Working (the current approved working appropriation), and the FY 2021 Budget Book Actuals.
 - Or if a user wants to see how a specific line item was revised first by DBM for the target then by the agency itself for the request, they could select FY 2023 Baseline, FY 2023 Target, and FY 2023 Agency Request.
- **Fund Type Code or Fund Type Name.** For a data view that is familiar to many users, fund types can be added to columns instead of rows.

4. Values.

The Values area displays the data (values) that users want to summarize in their Ad Hoc report. When a user drags a field into the Values area, the pivot table will automatically sum the data in that field.

Fields in the list with the "Σ" symbol can be used as Values in Ad Hoc (and Values only).



Key concept: Deltas. There are two main ways to view Values in Ad Hoc: as whole values or as deltas.

If a user chooses a whole value metric (Dollars, Fund Dollars, Position FTE, etc.) then the data populated will be the total amount for each cell presented. For example, if a user is comparing their agency's total Special Fund budget between the Baseline Stage (\$1 million), Target Stage (\$1.1 million) and Agency Request Stage (\$900,000), then those whole numbers would populate in the columns.

However, there are also delta metrics (Delta, Fund Delta, Position Delta FTE, etc.) which only show the adjustment amount—not whole values—by stage. In the example above, the Baseline Stage would show \$1 million, the Target Stage would show \$100,000, and the Agency Request Stage would show negative \$200,000.

What Value a user selects depends on the type of data view they are looking to see.

- **Expenditure Data.** If a user wants to see their expenditure values, they would choose one of the following:
 - Delta – This shows expenditure adjustment values, excluding Contingent Adjustments (BRFA items used by OBA), Deficiencies (for the Current Year), or Reduction Options.

- Delta (with Contingent and Deficiencies) – Delta plus those adjustment types.
- Delta (with Reductions) – Delta plus that reduction type.
- Dollars – Whole values with the same adjustment type exclusions as above.
- Dollars (with Contingent and Deficiencies) – Whole values plus those types.
- Dollars (with Reductions) – Whole values plus that type.
- **Revenue (Fund) Data.** If a user wants to see their revenue (fund) values, they would choose one of the following:
 - Fund Delta – This shows revenue adjustment values, excluding Contingent Adjustments (BRFA items used by OBA), Deficiencies (for the Current Year), or Reduction Options.
 - Fund Delta (with Contingent and Deficiencies) – Delta plus those adjustment types.
 - Fund Delta (with Reductions) – Delta plus that reduction type.
 - Fund Dollars – Whole values with the same adjustment type exclusions as above.
 - Fund Dollars (with Contingent and Deficiencies) – Whole values plus those types.
 - Fund Dollars (with Reductions) – Whole values plus that type.
- **Position Data.** Useful values for this information include:
 - Position Delta FTE – FTE adjustment counts. *Only for CY and BY.*
 - Position FTE – FTE whole counts. *Only for CY and BY.*
 - Position Total Salaries – Salaries for the selected COA, available down to the PIN level. *Only for CY and BY*
 - ***While other position value fields may be available to users, they are not always reliable.
 - Position Annual Salary CPB – PY position salaries from Central Payroll Bureau. For all years of actuals.
 - Position FTE CPB – PY position counts for all years of actuals.
- **Contractuals Data.** The following values are available:
 - Contractual Positions Delta Dollars – Contractual salary adjustments (maps to Comptroller Subobject 0220).
 - Contractual Positions Delta FTE – Contractual FTE adjustment values.
 - Contractual Positions Dollars – Contractual salary whole values.
 - Contractual Positions FTE – Contractual FTE whole values.
- **Real Estate Data.** The most useful value is Real Estate Dollars.
- **Contract Data.** Contract Dollars should be used.

3.6 Key Questions When Setting Up An Ad Hoc

What type of data am I looking for? This determines what Values you select.

What information do I want to include/exclude? This guides the Filters that are chosen.

At what level do I want to review the data? This determines what Rows are selected.

What am I comparing? This guides Column selection.

3.7 Ad Hoc Do's and Don'ts

DON'T

- Do not place a field in columns that has a lot of individual values. For example, if Comptroller Subobject Code is dragged to the column then hundreds of columns will be generated, and the ad hoc will slow down or fail to load.
- Do not try to use two different drill downs ("Agency Drill Down" and "Object Drill Down") in the same ad hoc. Drill downs use a lot of Excel processing power, and with two in the same table the result will likely be a failure to load or Excel freezing.
- Make sure that the Value you have selected has all of the characteristics of your other selections. For instance, if Fund Dollars is the Value and Subprogram is on the Row, that will create issues since Revenue information is not designated at the Subprogram level.

General Rule – if an Ad Hoc is taking more than 30 seconds to update, it is likely because the options chosen don't go well together. Press "Esc" on your keyboard to cancel.

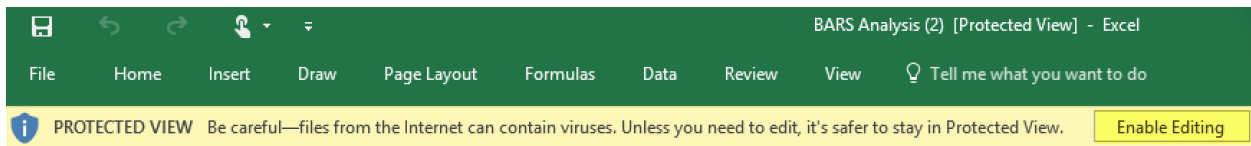
DO

- Always select Values and Filters first. Then Rows and Columns This will help ad hoc run faster as it is not looking for as much data.
- In general, there should be no more than around 20 columns of data for an Ad Hoc to function properly.
- Delve in! Get creative! Ad hoc is a very powerful analytical, tracking, and review tool for budgeting in Maryland.
- Ask questions! At OBA we use Ad Hocs for most of our data analysis so we are very familiar and more than happy to help agencies to unlock the potential of this great tool.

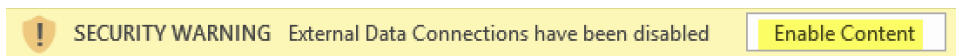
3.8 Accessing Ad Hoc

From the BARS Home Page, hover over Ad Hoc Reporting and choose a template that looks like the kind of data you want. When a prompt asking pops up, select Save in a location of your choice.

Select **Enable Editing** to connect to the BARS database.

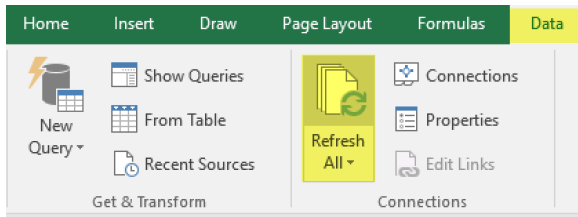


Select **Enable Content**.

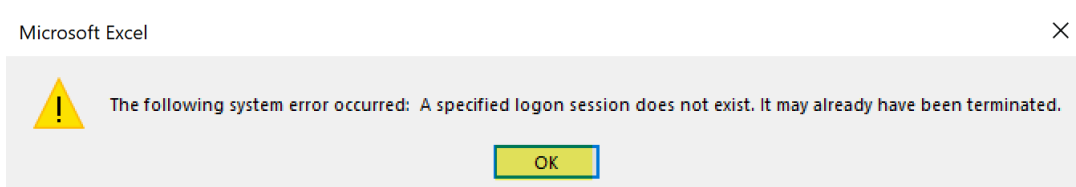


Click on **Data** or **Analyze**.

Select **Refresh All** (you can do this whenever you want to refresh the information in a pre-existing ad hoc with the most recent data from BARS).



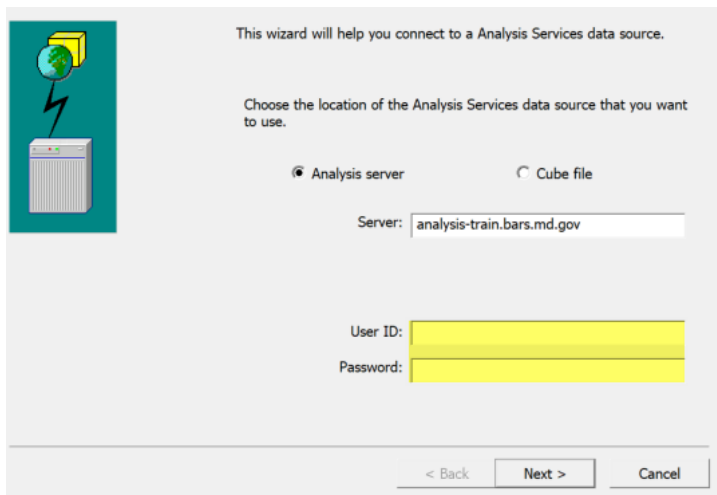
Click OK.



User ID = Connect.md.gov Email

Password = Connect.md.gov Password

Press **Next**



The Database defaults to BARS. That is what you should use - select **Finish**.

The first time you open an ad hoc, you will need to log in once per ad hoc sheet in the file.

4 Subject Areas and Field Definitions

The following section of the data dictionary contains each of the key subject areas, with a definition of what each of those areas contains in terms of data, and then the fields that sit within each area.

4.1 Adjustment

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. Adjustments conform to prescribed role-based security, workflow process steps, business rules, and validations based on the Adjustment Type (e.g., Technical Correction, Legislative Reduction) being processed. An adjustment is routed through a defined workflow until finally approved for inclusion in the budget or rejected.

| Field Name | Best Used for | Definition |
|---------------------------------|----------------|---|
| Adjustment Working Title | Rows | This is the original Name of an adjustment from the Overview tab. It may be updated as required. It is used in the BARS Worktray and internal documentation, but not used for formal work products. |
| Adjustment ID | Rows | 5 digit unique code for each adjustment, used in the BARS Worktray and internal documentation, but not used for formal work products. Very useful in research to determine what adjustment changed an amount. |
| Adjustment Description | Rows | The in-depth description of the adjustment, pulled from the field in the Overview tab of an adjustment. This is useful for reporting but less useful for research and ad hoc. |
| Adjustment Group | N/A – not used | The name of the adjustment group linked to the adjustment. NOTE this functionality is not currently in use, so it will be blank for all adjustments. |
| Adjustment Agency Impact | Rows | Pulled from the Narrative tab, the in-depth agency impact of the adjustment. Applicable to over-the-targets, reductions, and deficiencies. |
| Adjustment Agency Justification | Rows | Pulled from the Narrative tab, the in-depth agency justification for the adjustment. Applicable to over-the-targets, reductions, and deficiencies. |
| Contingent Upon Law | Filter Rows | For a contingent reduction, bill number (or name if number not yet available) that contains the condition upon which this adjustment is contingent. For OBA use only. |
| Contingent Bill Passed Flag | Filter Rows | A flag indicating if the contingent law or bill passed. If this field is not marked "TRUE", then a coordinator cannot submit the contingent adjustment to the approved status for inclusion in financial reporting. For OBA use only. |

| Field Name | Best Used for | Definition |
|-------------------------|-----------------|--|
| Contingent Language | Rows | The actual language containing the contingency that will be printed in the budget bill that is associated with the Adjustment. For OBA use only. |
| Budget Bill Title | N/A – Not Used. | Not currently used. |
| Budget Bill Description | Rows | This is the field where OBA inputs budget bill language for deficiencies. OBA use only. |
| Target Type | Filter Rows | Identifies the kind of Target. A Target Type is either a Base Target or Reduction Target. For OBA use only. |

4.2 Adjustment Across the Board

Across the boards are an OBA-specific functionality that enables users to generate adjustments for many agencies through one interface, primarily used to update statewide fringe rates and schedules for statewide controlled subobjects.

| Field Name | Best Used for | Definition |
|-----------------------------|----------------------------|---|
| Adjustment Across the Board | Filters Columns Rows | The name given to an “Across-the-Board” global type of adjustment group |

4.3 Adjustment Status

Adjustment Status identifies the workflow process step for the adjustment. Each adjustment has one adjustment status value at a time. The adjustment status updates when the user submits the adjustment to the next step in the workflow. This is one of the most important filters available to users in BARS, and status should almost always have a filter.

| Field Name | Best Used for | Definition |
|-------------------|-----------------|---|
| Adjustment Status | Filters Rows | The adjustment status identifies the workflow process step for the adjustment. Each adjustment has one status at a time (e.g., draft, program approved, void). The adjustment status updates when the user submits the adjustment to the next step in the workflow. |

4.4 Adjustment Tags – **Can be ignored. Not currently used.**

Adjustment Tags are not a functionality currently used in BARS. Adjustment Tags include an Adjustment Tag Category and associated Adjustment Tag Values arranged in a hierarchy. The hierarchy supports “drill down.”

| Field Name | Best Used for | Definition |
|-------------------------|-----------------|--|
| Adjustment Tag Category | Filters Rows | The name given to an Adjustment Tag Category. |
| Adjustment Tag Value | Filters Rows | The list of values, or classifications, for a given Adjustment Tag Category. |

4.5 Adjustment Type

The definitive set of permissible values used to designate the type of adjustment recorded within BARS. Each adjustment type is subject to pre-defined business rules that will affect the data required for the adjustment.

| Field Name | Best Used for | Definition |
|--------------------------------|----------------------------|---|
| Adjustment Type Classification | Filters Rows | The Adjustment Type Classification is a standard grouping of Adjustment Types for which business rules are defined. Valid Adjustment Type Classifications are: <ul style="list-style-type: none"> • Agency Adjustments • Budget Amendments • OBA Adjustments • Target Adjustments |
| Adjustment Type | Filters Rows Columns | The Adjustment Type determines the validation, workflow and security roles that pertain to each type of adjustment. Valid adjustment types are: <ul style="list-style-type: none"> • Agency Actuals Adjustment (Agency Classification) • Agency Adjustment (Agency Classification) • Agency Deficiency (Agency Classification) • Agency Over the Target Requests (Agency Classification) • Agency Realignment (Budget Amendment) • Agency Reductions (Agency Classification) • Contingent Adjustments (OBA Classification) • CY Adjustment (Agency Classification) • Deficiency (OBA Classification) • OBA Adjustment (OBA Classification) • Position Reconciliation (Agency Classification) • Reimbursable (Budget Amendment) • Reversion (OBA Classification) • Special/Federal/Higher Education (Budget Amendment) • Statewide (Budget Amendment) • Target Adjustment (OBA Only) • Technical Issue Corrections (OBA Classification) |

4.6 Budget Amendments

Budget Amendments have some additional levels of detail and an agency driven workflow.

| Field Name | Best Used for | Definition |
|-----------------------------|-----------------|--|
| Amendment Contact Address | Filters Rows | The Agency Contact Address for the Budget Amendment in the official Budget Amendment Forms. |
| Amendment Contact Person | Filters Rows | The Agency Contact Person name for the Budget Amendment in the official Budget Amendment Forms. |
| Amendment Contact Telephone | Filters Rows | The Agency Contact Person Telephone for the Budget Amendment in the official Budget Amendment Forms. |
| Amendment Contact Title | Filters Rows | The Agency Contact Person Title for the Budget Amendment in the official Budget Amendment Forms. |
| Amendment Is BPW | Filters Rows | A flag to identify the amendment requires BPW action. |
| Amendment Is Closing | Filters Rows | A flag that indicates that the amendment is a closing amendment, which means it will go to FMIS before being processed by DBM. NOTE closing amendment are not currently processed in BARS. |
| Amendment Number | Filters Rows | Once a Budget Amendment has been accepted by the BPT team within OBA, and sent back to the agency, it will be auto-assigned a new number for that agency. |
| Amendment Purpose | Filters Rows | The Description of the amendment purpose. |
| Amendment Timeliness | Filters Rows | There must be an explanation of why the amendment should be processed at the current time instead of later in the fiscal year. |
| Amendment Type | Filters Rows | The type of Budget Amendment for which specific business rules are defined. Valid budget Amendment Types are: DBM Statewide (OBA Use Only), Realignment, New Grant/Revenue, Reorganization, Governor's Initiative, Budget Bill, and Other. |
| Amendment Urgency | Filters Rows | There must be an explanation of why the amendment should be processed at the current time instead of later in the fiscal year. |
| Agency Amendment Number | Rows | A reference value for the Agency Users for their internal tracking purposes. |

4.7 Expenditure

The Expenditure subject area is the primary “metric” that will be reported using the analysis and reporting module. Expenditures are the “budget” as users normally consider it. This metric contains the current budget

dollars, in both a cumulative (total up to the current stage) and delta (changes within a particular stage) form. This does not just include budget figures, but also actual expenditure.

| Field Name | Best Used for | Definition |
|--|---------------|--|
| Dollars | Values | This measure provides a dollar value for the defined filters. |
| Delta | Values | This calculated measure is the sum of the "Budget Expenditure Delta" and the "Actual Expenditure Delta" measures, giving the user a dollar value change for the defined filters. |
| Dollars (with Contingent items & Deficiencies) | Values | Calculated measure of Dollars with contingent items and Deficiencies for the defined filters. |
| Delta (with Contingent items & Deficiencies) | Values | Calculated measure of Delta with contingent items and Deficiencies for the defined filters. |

4.8 Revenue

The revenue subject area is the metric that is the other side of the coin of the Expenditure line items. This was historically called the Fund File. This metric contains the fund sources by program, including general funds that would be used to cover the expenditures. Similar to the expenditure, BARS includes a cumulative (total up to the current budget stage) and delta (changes within a particular budget stage) form.

| Field Name | Best Used for | Definition |
|---|---------------|--|
| Fund Dollars | Values | This calculated measure is the "Revenue Line Item," giving the user a dollar value for the defined filters. |
| Fund Delta | Values | This calculated measure is the "Revenue Line Item" measure, giving the user a dollar value change for the defined filters. |
| Fund Dollars (with Contingent items & Deficiencies) | Values | Calculated measure of Fund Dollars with contingent items and Deficiencies for the defined filters. |
| Fund Delta (with Contingent items & Deficiencies) | Values | Calculated measure of Fund Delta with contingent items and Deficiencies for the defined filters. |

4.9 Budget Stage

The Budget Stage identifies the various stages of the budget development life cycle, all the way through to the closing of the fiscal year. It is one of the most useful columns and filters in ad hoc.

| Field Name | Best Used for | Definition |
|--------------|--------------------|---|
| Budget Stage | Filters Columns | This specifies the budget stage for selected data. This value, as described in key concepts, is cumulative. Selecting a “later” budget stage will automatically include the “earlier” stage values. |

4.10 Budget Status

This area defines the current state of the adjustment with regard to its inclusion in the budget. If an item is marked “in the budget” it will be printed/included unless this indicator is changed before publication occurs. If it is marked “not in the budget” it will not be printed unless this indicator is changed before publication occurs. “TBD” indicates that it is “to be determined” and no decision has been made with regard to the item.

| Field Name | Best Used for | Definition |
|---------------|--------------------|---|
| Budget Status | Filters Columns | An indicator on each adjustment showing whether the item is currently considered "in the budget," or "not in the budget" or still "TBD" ¹ . Validation rules only allow items "in the budget" to be submitted to the approved status. "TBD" items must be resolved before submitting to the next status. OBA use only. |

4.11 Class Code

The job classification code that defines the attributes of a job.

| Field Name | Best Used for | Definition |
|-------------|-----------------|---|
| Class Code | Filters Rows | A code that translates to a specific job performed by a State employee. For SPS/Workday agencies, this is a 4-digit code as maintained in SPS/Workday. For non-SPS agencies, it is the agency code together with the class code used by the agency. The length of the code will vary. |
| Class Title | Filters Rows | A descriptive title for the specific job performed by a State employee for the class code |

*Other fields in ad hoc include OrganizationID, JobFamily, IsEnabled, BargainingUnit. These are used by the OBA Budget Processing Team and are unlikely to be useful for other users.

¹ TBD = To Be Determined.

4.12 Contracts

Data pulled from the Contract SD tab of adjustments and from the Contract/Grant Maintenance Module.

| Field Name | Best Used for | Definition |
|--------------------------|-----------------|---|
| Start Date | Filters Rows | The Start Date of the Contract. |
| Vendor | Filters Rows | The name of the vendor to which the contract is awarded. |
| Contract Description | Rows | A description of the contract. |
| Contract Type | Filters Rows | An indicator that specifies whether it is a Grant or Contract. |
| Expected Completion Date | Filters Rows | The expected date upon which the contract will be completed. |
| Comment | Rows | A descriptive comment for the contract adjustment transaction (i.e. specific to the adjustment, not carried from fiscal year to fiscal year). |
| Contract Name | Filters Rows | The name of the contract in BARS. |
| PO Number | Filters Rows | The Purchase Order Number of the contract. |
| Renew Contract | Filters Rows | A True/False flag to identify whether the contract can be renewed or not. |

4.13 Contractual Positions

Data pulled from the Contractual SD tab of adjustments.

| Field Name | Best Used for | Definition |
|---------------------|-----------------|--|
| Contractual Comment | Rows | A descriptive comment for the contractual adjustment transaction (i.e. specific to the adjustment, not carried from fiscal year to fiscal year). |
| Contractual Class | Filters Rows | The four digit code corresponding with the contractual position(s). |

| Field Name | Best Used for | Definition |
|-------------------------|---------------|--|
| Contractual Job Purpose | Rows | The purpose of the contractual positions, including the work they do and why it must continue. |

4.14 Fiscal Year

The State operates on a fiscal year basis. Maryland’s fiscal year begins on July 1 and ends on June 30; thus, Fiscal Year 2019 (FY 2019) begins on July 1, 2018 and continues until June 30, 2019.

| Field Name | Best Used for | Definition |
|-------------|--------------------|--|
| Fiscal Year | Filters Columns | The State’s fiscal year as represented by the abbreviation "FY" together with the 4-digit year code, e.g., FY 2018, FY 2019, FY 2020, etc. |

4.15 Fiscal Year Stage

The Fiscal Year Stage subject area is one of the most important in the reporting model. While you can separately filter values by both Fiscal Year and Stage, the “Fiscal Year Stage” field allows you to filter both at the same time and easily compare two stages in the same fiscal year. This would allow, for example, a three (3)-year report to be displayed that shows only the Prior Year Actuals, Current Year Working budget and Budget Year Governor’s Allowance, without any other stages from those three (3) years.

| Field Name | Best Used for | Definition |
|-------------------|--------------------|--|
| Fiscal Year Stage | Filters Columns | This is the combined name of a Fiscal Year and the stage name representing the data attached to it. For example, if the budget year is currently 2023, and the user wants a "3-year" view of data, they could select the FY 2023 Agency Request (what the agency has submitted in the current budget year), the FY 2022 Agency Working (the current approved working appropriation), and the FY 2021 Agency Actuals. |

4.16 Fund

The fund type budgeted by agencies typically including general, special, federal, reimbursable, current restricted, current unrestricted, and non-budgeted. Fund includes both a “drill down” hierarchy allowing you to show all Fund Types (such as Federal Funds) as well as the individual fund sources contributing to the budgeted fund type.

| Field Name | Best Used for | Definition |
|-----------------|-----------------|--|
| Fund Drill Down | Filters Rows | This is the combination of the code (e.g. GF) and name (General Funds) of each fund type, with drill down capability to the fund sources beneath it. |

| Field Name | Best Used for | Definition |
|------------------|----------------------------|--|
| Fund Type Code | Filters Rows Columns | This is the abbreviation of a given fund type. For example, GF = General Funds, SF = Special Funds, etc. (There is a fund code in FMIS which is 01 for GF, 03 for SF, 05 for FF, 09 for non-budgeted, 40 for Current Unrestricted, and 43 for Current Restricted.) |
| Fund Type Name | Filters Rows Columns | This is the full name of a given fund type, e.g. General Funds, Special Funds, Reimbursable Funds. |
| Fund Source Code | Filters Rows | This is the code associated with a fund source. For federal funds, this should match the CFDA number attached to the funding. For special funds, it will be a combination of the agency code and a unique identifier. |
| Fund Source Name | Filters Rows | This is the full name of the fund source, whether it is an internal special fund for the State or a grant at the federal level. |

4.17 Month

A calendar or fiscal month. This is most useful in reporting on monthly projections and actual expenditures. **NOTE – This functionality is not currently in use in BARS.**

| Field Name | Best Used for | Definition |
|--------------|----------------------------|--|
| Fiscal Month | Filters Rows Columns | This is the number of the month within the State fiscal year, 1 = July through 12 = June |
| Month Name | Filters Rows Columns | This is the name of the month, e.g. January, February, etc. |

4.18 Object and Subobject

This subject area contains the Chart of Accounts hierarchy used to categorize financial information, to include the object detail for the budget and actual expenditure across the State. It contains the highest-level object groupings such as “01: Salaries”, Comptroller subobject groupings such as “0101: Regular Salaries”, and agency subobject defined by individual agencies to further describe their budget and expenditures.

| Field Name | Best Used for | Definition |
|--------------------------------|-----------------|---|
| Subobject Drill Down | Filters Rows | This is a drill down hierarchy which begins with the Object (e.g. 01: Salaries), then drills down to the associated Comptroller Subobject (0101: Regular Salaries) and then drills down to the associated Agency Subobject(s). It combines the code and name. |
| Agency Subobject Code | Rows | A code at the second level of the Chart of Accounts hierarchy used to categorize financial data as defined uniquely by an agency. Agency Subobjects map to one and only one Comptroller Subobject Code. |
| Agency Subobject Name | Rows | The name of the code at the second level of the Chart of Accounts hierarchy used to categorize financial data as defined uniquely by an agency. |
| Agency Subobject Enabled | Filters | A flag that indicates whether the agency subobject is enabled for budget reports and for expenditure reporting (in other words, disabled v. enabled). |
| Comptroller Subobject Code | Filters Rows | A code at the second level of the hierarchy used to categorize financial data as defined by the Comptroller and included in the State's Chart of Accounts. Comptroller Subobjects are standard statewide and aggregate to one and only one Object Code. In FMIS, this is called "Comptroller Object." |
| Comptroller Subobject Name | Rows | The name of the code at the second level of the hierarchy used to categorize financial data as defined by the Comptroller and included in the State's Chart of Accounts. |
| Subobject Budget Relevant Flag | Filters | A flag that indicates whether the comptroller subobject is enabled for budget reports and for expenditure reporting (in other words, disabled v. enabled). |
| Controlled Subobject Flag | Filters | A flag that indicates whether the budget for this particular subobject is centrally controlled by DBM for budgeting purposes. If this flag is set to TRUE, it indicates that agencies cannot modify the budget for these subobjects (only realign). |
| Object Code | Filters Rows | A code that represents the highest level of the hierarchy used to categorize financial data as defined by the Comptroller and included in the State's Chart of Accounts. (E.g., Object 01 categorizes expenses related to salaries). In FMIS this is called the "Object Group." |
| Object Name | Filters Rows | The name of the code at the highest level of the hierarchy used to categorize financial data as defined by the Comptroller and included in the State's Chart of Accounts. (E.g., "Salaries, Wages and Fringe Benefits" and "Travel") |

4.19 Organization

The Chart of Accounts (COA) organizational entity hierarchy to include agencies, units, programs and subprograms. It supports “drill down” from the top-level agency to the lowest level of component subprograms.

| Field Name | Best Used for | Definition |
|---------------------------------------|-----------------|--|
| Organization Budget Relevant Flag | Filters | A flag set for an organizational entity (agency, unit, program, or subprogram) that indicates this item is enabled, i.e. available for adjustment, and has budget impact. Only budget relevant organizational units print in the budget books and are included in the budget bill. |
| Agency Code | Filters Rows | A 3-letter code as defined by the Comptroller in FMIS/R*STARS that identifies a State agency at the top of the organizational hierarchy in the Chart of Accounts. An “agency” may be a branch, department, agency, or office for budget and accounting purposes. The code must match the FMIS/R*STARS code (e.g., B75, C00). |
| Agency Drill Down | Filters Rows | A combination of the agency's 3-letter code with its name (e.g., "B75 Legislative Branch") that facilitates drill-down into lower levels of the agency's organizational unit, program, and subprogram hierarchy. |
| Agency Name | Filters Rows | The name of the State agency at the top of the organizational hierarchy in the Chart of Accounts (e.g., Department of Budget and Management). The name is maintained by DBM, is reflected in the Budget Book publications, and may differ from other organizational name references used in the State. |
| Agency STARS Code | Rows | The STARS Code mapped to the Agency Code as maintained in SPS/Workday. |
| Unit Code | Filters Rows | A 3-letter code as defined by the Comptroller in FMIS/R*STARS that identifies an organizational unit within an agency at the second level of the organizational hierarchy in the Chart of Accounts. This code matches the first 3-digits of the appropriation number in FMIS/R*STARS. |
| Unit Name | Filters Rows | The name of the organizational unit at the second level of the organizational hierarchy in the Chart of Accounts (e.g., Office of Budget Analysis). The name is maintained by DBM, is as reflected in the Budget Book publications, and may differ from other organizational name references used in the State. |
| Unit Combined Code (i.e. RSTARS Code) | Filters Rows | Six-digit code encompassing the Agency + Unit Code. |

| Field Name | Best Used for | Definition |
|---|-----------------|---|
| Unit STARS Code | Rows | The STARS Code mapped to the Unit Code as maintained in SPS/Workday. |
| Program Code | Filters Rows | A 2-letter code as defined by the Comptroller in FMIS/R*STARS that identifies an organizational program at the third level of the organizational hierarchy in the Chart of Accounts. A program code is only unique within the context of the specific agency code and unit code hierarchy to which it is mapped. This code matches the last 2-digits of the appropriation number as well as the program level 2 code in FMIS/R*STARS. |
| Program Name | Filters Rows | The name of the program at the third level of the organizational hierarchy in the Chart of Accounts. The name is maintained by DBM, is reflected in the Budget Book publications, and may differ from other organizational name references used in the State. |
| Program Combined Code (i.e. RSTARS Code) | Filters Rows | Eight-digit code encompassing the Agency + Unit + Program Code. |
| Program Description | Rows | Text description of the program, usually several sentences, explaining the purpose, work, and statutory basis of the program. Maintained by DBM and printed in the budget books. |
| Subprogram Code | Filters Rows | A 4-letter code as defined by an agency in FMIS/R*STARS that identifies a subprogram organizational unit at the fourth level of the organizational hierarchy in the Chart of Accounts. A subprogram code is only unique within the context of the agency code, unit code and program code hierarchy to which it is mapped. |
| Subprogram Name | Filters Rows | The name of the subprogram at the fourth level of the organizational hierarchy in the Chart of Accounts. The name is maintained by DBM and may differ from other organizational name references used in the State. |
| Subprogram Combined Code (i.e. RSTARS Code) | Filters Rows | Twelve-digit code encompassing the Agency + Unit + Program + Subprogram Code. |
| Subprogram Description | Rows | Text description of the program, usually several sentences, explaining the purpose, work, and statutory basis of the program. Maintained by DBM, part of required reporting to DLS. |
| Is [INSERT] Budget Enabled (Agency, Unit, Program, Subprogram) | Filter Rows | Flag maintained by DBM which indicates whether an organizational unit is “enabled” in the system, i.e. applicable for budgeting purpose and available to adjust funding. |

| Field Name | Best Used for | Definition |
|------------|----------------|---|
| Is Non SPS | Filter Rows | Flag maintained by DBM, indicating whether an agency uses the Statewide Personnel System (SPS - Workday). SPS agencies have their personnel data imported directly into BARS for analytical purposes. |

4.20 Position

This subject area includes the job positions and the characteristics of those job positions (e.g., retirement code) associated with every agency to form an agency’s position inventory from the budget point of view. A position is a defined job within the State for which specific compensation is provided and to which a specific employee(s) is (are) assigned during a specific period of time. An authorized position exists whether “filled” or “vacant,” and therefore is not equivalent to an individual employee.

| Field Name | Best Used for | Definition |
|------------------------------------|----------------|--|
| [INSERT] Fund Percentage | Rows | The percentage of a position funded by a certain fund type (General, Special, Federal, Reimbursable, Current Unrestricted, Restricted, Nonbudgeted). |
| Annual Salary | Rows | Annual Salary of a Position. |
| Class Code | Filter Rows | Class code for a position |
| FICA | Rows | FICA cost of a position. |
| Grade | Rows | Salary grade for a position |
| Increment Month & IncrementMonthID | Rows | Increment month for a position (either July (07) or January (01)). If an increment is allowed, an employee will receive the increment based on when he first began employment. If the employee started in the months of January through June, the increment month is January or 01. If the employee started in the months of July through December, the increment month is July or 07. |
| PIN Number | Filter Rows | The unique identifier for a position. |
| Position Comment | Rows | Most recent comment for a position. The descriptive reason to explain why a position has been modified by an adjustment. |
| Position Delta FTE | Values | The adjustment to the FTE value applied in this particular stage. |
| Position FTE | Values | The sum of authorized full-time equivalents for all selected positions. |

| Field Name | Best Used for | Definition |
|--------------------------------|-----------------|---|
| Position Retirement Amount | Rows | The Retirement amount for the selected position in a specific year. |
| Position Salary Code | Rows | Salary code for a position |
| Position Staffing Status | Filter Rows | Staffing status of the position (Abolished, Closed, Filled, Frozen, Open or Unknown) |
| Position Total Fringe Benefits | Values | The total value of all fringe benefits for the selected positions, including health insurance, retirement, FICA, Unemployment Insurance, and turnover for all selected positions. |
| Position Total Salaries | Values | The total salaries for all selected positions in a specific year. |
| Retirement Code | Rows | Retirement code associated with the retirement plan for a position |
| Retirement Cost | Rows | Calculated retirement cost of the position |
| Retirement Plan | Filters Rows | Retirement plan of a position listed in BARS (Judge Retirement, LEOPS Retirement, MDOT - Baltimore City Retirement, MDOT - Firefighters, Law Enforcement Retirement, MDOT - MTA Management Retirement, MDOT - Retired, Returned to Work, MDOT - Union Retirement, No Retirement, Other Retirement, Police Retirement, State Retirement, Teacher Retirement) |
| Sloped Position | Rows | Salary override status for a position (True / False) |
| Step | Rows | Salary step of a position. |
| Unemployment Cost | Rows | UI cost of a position. |

4.21 Position Action

This subject area contains the actions taken on a position adjustment to include add, change, move or abolish. When actions are performed against positions, this subject area allows you to filter to see those particular actions.

| Field Name | Best Used for | Definition |
|-----------------|-----------------|---|
| Position Action | Filters Rows | The name of an action executed against a position within a given adjustment. The relevant actions include "Add," "Change," "Move" and "Abolish," Using the "Abolish" position action as a filter will allow, for example, the user to find all positions that were abolished as part of a budget stage or during a specific period of time. |

4.22 Projections

Projections are an agency's expected monthly expenditure, aggregated by program and object. Projections begin as a breakdown of the annual expenditure. As the current year progresses, agencies can report expected shortfalls. **NOTE – Not currently in use in BARS.**

| Field Name | Best Used for | Definition |
|-----------------------|----------------|--|
| Original Projection | Values Rows | The original expenditure projection for the given month and year as entered by the agency. |
| Revised Projection | Values Rows | The revised expenditure projection as entered by the agency. |
| Exceeding Target Flag | Filters | This indicates an agency expects to exceed the budget for the fiscal year. |

4.23 Real Estate Leases.

This section provides data reflecting the adjustments made for Real Estate SD information in BARS.

| Field Name | Best Used for | Definition |
|------------------------|-----------------|---|
| Building Location | Rows | The physical location of the property (address). |
| Building Name | Rows | The name of the building. |
| Comment | Rows | A comment that describes why the adjustment is being made (most recent). |
| Date of Occupation | Rows | The start date of property lease. |
| Includes Customization | Rows Filters | A True/False flag that identifies whether customization is included in the lease. |
| Includes Utility Cost | Rows | A True/False flag that identifies whether the utility cost is included. |
| Lease Termination | Rows | The termination date of the lease. |
| Renew Lease | Rows Filters | A True/False flag that identifies whether the lease is renewable. |
| Cost per Sq. Ft | Values | The cost per square foot of the property. |
| # of Employees | Values | The number of employees located at the property. |
| Real Estate Dollars | Values | The Sum of Dollars for the property in a specific budget fiscal year stage. |
| Square Feet | Values | The total square feet of the property. |

4.24 Retirement Code

The code used to identify a State Retirement Plan rate.

| Field Name | Best Used for | Definition |
|----------------------|-----------------|---|
| Retirement Rate Code | Rows Filters | The code used to identify a State Retirement Plan rate. |

4.25 Retirement Rate

A percentage, determined annually, that is multiplied by salary costs. The resulting amount is the State's contribution to the specified State retirement plan. Each retirement plan rate is a set percentage on the salary of each position (regardless of vacancy status) that is paid into the specified retirement plan.

| Field Name | Best Used for | Definition |
|----------------------|-----------------|---|
| Retirement Rate Name | Rows Filters | The name used to label a Maryland State Retirement Plan. |
| Retirement Rate | Rows Values | A percentage, determined annually, that is multiplied by the salary cost on each position, whether or not the position is vacant. The resulting dollars represent the State's contribution to the specific retirement plan. |

4.26 User Maintenance

This subject area contains a collection of every security property which is assigned to every user. It contains every user who has access to the BARS system and is secured so that only users holding the role "DBM Functional Administrator" can see it in ad hoc. These properties primarily fall into two categories, "Role" = what role a user performs within the system (OBA Analyst, OBA Supervisor, etc.) and "Agency" - what agency data they are limited to (E00, F10, etc.).

| Field Name | Best Used for | Definition |
|-------------------------|-----------------|--|
| Application User Name | Filters Rows | Login ID/ Login name of the user in BARS Application |
| Contact Phone | Rows | User's Contact Number |
| Full Name | Rows Filters | Full name of the user name |
| Is App User | Rows Filters | True /False flag to identify the user has access to Application |
| Is Report User | Rows Filters | True /False flag to identify the user has access to reports |
| Is User Active | Rows Filters | Identifies the user is active or inactive |
| Report User Name | Filters Rows | Login ID/ Login name of the user in BARS Application/Reports |
| Security Description | Rows | Provides description, or long name, of the security characteristic (e.g., Agency/ Unit/ Program or Role description) |
| Security Property Value | Rows | The name of the role or agency/Unit/Program code which the user has been assigned |

| Field Name | Best Used for | Definition |
|------------------------|-----------------|---|
| Security Property Name | Rows | The name of the Agency/Unit/Program or Role which the user has been assigned |
| User Email | Rows | User's business Email as assigned by the Maryland agency for which the user works |
| User Type | Filters Rows | Specifies the user access type (Agency/ DBM/Admin) |

4.27 Workday

Values in this subject area are stored in relation to a position, based on the information in the Workday/SPS system of record.

Note: This data is populated daily and monthly snapshots are retained. If a user includes both Position and Workday data on the same report, the report will contain duplicate position rows unless the Workday data is filtered to a specific monthly snapshot using a fiscal year filter.

| Field Name | Best Used for | Definition |
|----------------------------|-----------------|--|
| [INSERT] Fund Percentage | Rows | The percentage of a position funded by a certain fund type (General, Special, Federal, Reimbursable, Current Unrestricted, Restricted, Nonbudgeted). |
| BudgetStatus | Rows Filters | Flag set in Workday setting whether a position is included in the budget. |
| ClassCode | Rows Filters | 4-digit class code. |
| ClassTitle | Rows Filters | Title associated with the 4-digit class code. |
| CurrPosition FilledEffDate | Rows | Date the position was most recently filled in Workday. |
| Employee_ID | Rows | A unique identifier assigned to a new employee by the Statewide Personnel System/Workday, which is prefixed with a "W", e.g., W1234567. |
| Exempt | Rows | Flag indicating whether a position is exempt from collective bargaining. |
| Frozen | Filters Rows | Flag indicating whether a position is frozen in Workday. |

| Field Name | Best Used for | Definition |
|-----------------|-----------------|---|
| HR FTE | Rows Values | A method of calculating employment to adjust for part-time or part-year participation. For example, part-time or part-year employees are factored according to the share of a full 2,080-hour year during which they are employed. A seasonal employee who works twenty hours a week for one-half of the year would count as a 0.25 full-time equivalent. |
| HR Grade | Rows Filters | The Salary Grade assigned to a specific position through the associated Job Classification Code (Class Code). |
| HR Salary | Rows Values | The annual salary for a specific position which is based on the Job Classification Code (Class Code), Grade and Step. |
| HR Step | Rows | The Salary Step assigned to a specific position in the Statewide Personnel System (SPS). |
| HR Vacancy Date | Rows | For vacant positions, the date they became vacant in Workday. |
| Increment Month | Rows Filters | The increment month as determined by the period in which an individual was hired. The person would have a January (01) increment month if the hire date occurred in the months of January through June. If the person was hired in the months of July through December, the increment month would be July or 07 |
| Job Family Code | Rows Filters | The code used to identify an Equal Employment Opportunity (EEO) category of occupational areas. |
| Job Title | Rows | The official Job Classification Title used to label an employee position within the State of Maryland. |
| Retirement Code | Filters Rows | Retirement code associated with the retirement plan for a position. |
| Retirement Plan | Filters Rows | Retirement plan of a position listed in BARS (Judge Retirement, LEOPS Retirement, MDOT - Baltimore City Retirement, MDOT - Firefighters, Law Enforcement Retirement, MDOT - MTA Management Retirement, MDOT - Retired, Returned to Work, MDOT - Union Retirement, No Retirement, Other Retirement, Police Retirement, State Retirement, Teacher Retirement) |
| SalaryTableCode | Filters Rows | Code associated with the salary table applicable to a position. |
| SPS Agency | Rows Filters | The Statewide Personnel System (SPS) identifier assigned to identify a Maryland agency. Note that this is the STARS Agency Code used by Central Payroll Bureau (CPB). |

| Field Name | Best Used for | Definition |
|-----------------|-----------------|---|
| SPS Program | Rows Filters | The Statewide Personnel System (SPS) identifier assigned to identify a Maryland agency program. Note that this is the STARS Agency Code used by Central Payroll Bureau (CPB). |
| SPS Subprogram | Rows Filters | The Statewide Personnel System (SPS) identifier assigned to identify a Maryland agency subprogram within an agency program. Note that this is the STARS Agency Code used by Central Payroll Bureau (CPB). |
| Staffing Status | Rows Filters | A value used to indicate the current staffing status of a position, e.g., Filled, Open or Frozen. |