Utilizing the Maintain Real Estate Leases Module

Introduction

The Maintain Real Estate Leases page, which hosts the former "Upper Grid" data of the Real Estate Tab, allows the user to manage information for its full complement of building leases. Users cannot add, edit, or delete leases in an adjustment, they must instead use this module. Essentially, this module maintains the menu of available leases that an agency can budget with, then those lease budgeted amounts are edited elsewhere through adjustments.

Step 1:

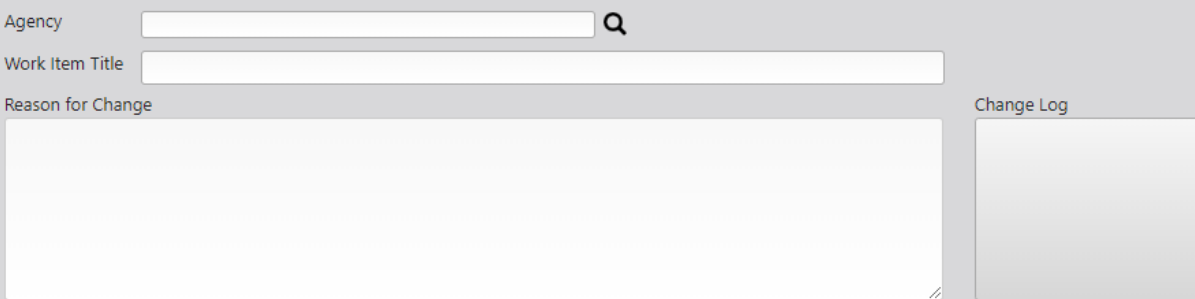Log into BARS Production.

Step 2:

From the **BARS** Homepage/Worktray, hover over **Agency Administration** at the top of the page and select **Maintain Real Estate Leases**.
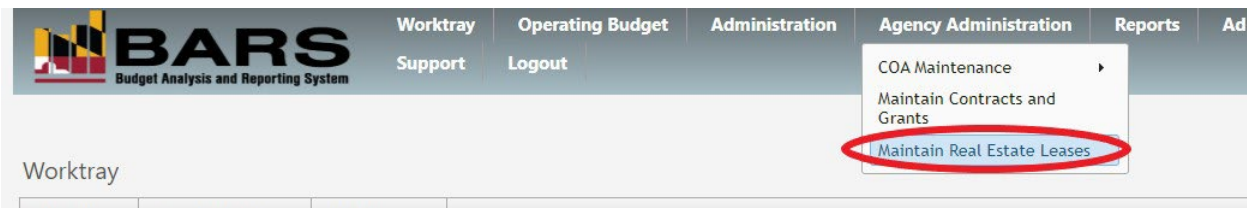
Step 3:

Complete the top of the screen by selecting your **Agency**, giving the item a **Work Item Title** (similar to adjustments, this item must be processed through a workflow before it is finalized in BARS), and typing in your **Reason for Change**.

The **Work Item Title** should be a short phrase giving BARS users an idea as to why changes are being made to the lease complement (i.e. "Adding New Baltimore Lease"). The **Reason for Change** should provide more detail as to which specific leases are being added, edited, or deleted and why.

The **Change Log** to the right will be populated with the user names of people who have made previous changes, the dates of those changes, and the Reasons for Change from those items. This documentation is stored and is helpful for future users.

Step 4:
Once the Agency is selected, the **Real Estate Lease Maintenance grid** below will populate with the full complement of leases that the agency has in BARS. Only those leases in this grid are selectable to be budgeted against in the Real Estate SD tab of an adjustment. All comptroller subobject 1301 expenditures must be designated against a lease on that SD tab. Note that this tab is <u>not</u> for Department of General Services managed space, budgeted in comptroller subobject 1303.

Real Estate Lease Maintenance

		Name	Location	Lease Start Date	Lease Termination	Number of Employees	Square Feet	Cost per Square Foot
1	🗑	DECD Annapolis Region I	49 Old Solomons Island Rd, Ste 206	09/01/2015	08/31/2025	12	3,004	$26.50
2	🗑	DECD Baltimore Region II	2700 N. Charles St, Ste 203, Baltimo	02/01/2011	01/31/2018	15	6,195	$13.69
3	🗑	DECD Region III Parking	100 W Susquehanna St, Towson, MI	07/01/2016	06/30/2018	9	9	$1,176.00
4	🗑	DECD Region IV	807 and 925 Brightseat Rd, Landove	01/01/2012	12/31/2022	20	4,093	$16.35
5	🗑	DECD Region IX	201 Baptist St, Salisbury, MD	08/01/2018	08/01/2019	6	2,668	$19.29
6	🗑	DECD Region V	51 Monroe St, Rockville, MD	11/15/2012	11/14/2017	19	4,234	$29.95
7	🗑	DECD Region V Parking	21 Church St, Rockville, MD	09/21/2016	09/20/2018	9	9	$1,020.00
8	🗑	DECD Region VI	3300 Ridge Rd, Ellicott City, MD	06/01/2016	05/31/2021	10	2,501	$20.00
9	🗑	DECD Region VII A	1075 Sherman Ave, Hagerstown, MD	07/01/2015	06/30/2025	7	2,211	$14.50
10	🗑	DECD Region VII B	3 Pershing St, Cumberland, MD	02/01/2018	02/01/2023	2	2,246	$5.12
11	🗑	DECD Region VII C	430B Weber Rd, Oakland, MD	11/01/2017	11/09/2022	1	193	$15.54
12	🗑	DECD Region VIII	301 Bay St, Ste 4, Easton, MD	03/01/2012	02/28/2022	6	2,415	$15.00
13	🗑	DECD Region X	41670 Courthose Dr, Leonardtown, I	05/01/2016	04/30/2021	14	2,604	$15.05
14	🗑	DECD Region XI	3105 Emmorton Rd, STE C1, Abingo	04/01/2017	03/31/2027	8	1,998	$17.50

⊡ Add ⊡ Import ⊡ Export ⊡ Refresh   ⊲⊲ ◁◁ Page 1 of 1 ▷▷ ▷▷ 100 ⌄

The **Real Estate Lease Maintenance grid** contains the following information. Numbers 1-8 must have values. Numbers 14-18 are populated by BARS and cannot be edited in this grid.

1. **Name.** The Name is the only information from this grid that populates in the Real Estate SD Tab of an adjustment, so it should be descriptive enough that viewers new to your agency will understand quickly what building/space is being leased. Key notes on names:

    a. Avoid just using addresses as much as possible as they are not very helpful for users at the Real Estate SD Tab reviewing the budgeted information. For example, instead of "111 Stellar Lane", use "Prince George's County Licensing Office."

    b. The Name must be unique, so users cannot add a new lease that is the same name as another lease in the grid. Nor can users change the name of an existing lease to match the name of another.

2. **Location.** The address of the lease.

3. **Lease Start Date.** When the lease will begin or began in the past.

4. **Lease Termination.** When the current lease will end or need to be renewed.

5. **Number of Employees.** The number of staff (permanent and contractual) who are working or will be working at the location.

6. **Square Feet.** The square footage of the space being rented.

7. **Cost Per Square Foot.** The annual cost per square foot being leased. This should equal the total cost of the lease divided by square footage.

8. **Total Cost.** The total annual cost of the lease, including utilities and any customizations if they are included in the lease costs.

9. **Lease is Renewable.** Check this box if there is a renewal option on the release.

10. **Includes Utility Costs.** Check this box if the lease includes utility costs.

11. **Includes Customization.** Check this box if the lease includes the cost of customizing the space for agency use.

12. **Delete this Lease?** If the user wants to delete the lease, select this checkbox. Note that validations in BARS will prevent the deletion of a lease if it has any values in the Prior Year (PY), Current Year (CY), or Budget Year (BY) or is used in an adjustments. In order to pass these validations, use the next column in addition to this checkbox.

13. **Lease to Merge Into.** If a lease is being deleted but has values in the PY, CY, or BY or is used in adjustments, this cell is used to select another lease to merge any values attached to the deleted lease into that other lease.

14. **FY 20XX Current $ (PY).** BARS will display the total fund value of Released data in BARS for the lease across the agency in this fiscal year, based on data from the Real Estate SD tab. Cannot be edited on this screen.

15. **FY 20XX Current $ (CY).** BARS will display the total fund value of Released data in BARS for the lease across the agency in this fiscal year, based on data from the Real Estate SD tab. Cannot be edited on this screen.

16. **FY 20XX Current $ (BY).** BARS will display the total fund value of Released data in BARS for the lease across the agency in this fiscal year, based on data from the Real Estate SD tab. Cannot be edited on this screen.

17. **Used in Adjustments.** Lists any adjustments in flight (i.e. not Released) that are editing values associated with the lease in the agency.

18. **Changes.** Once the item has been submitted, this displays what is being changed on each row of the grid so those reviewing the item can tell what is being done in the item.

Step 5:

In the **Real Estate Lease Maintenance grid**, users can take the following actions: (a) edit, (b) add, or (c) delete leases.

A. In order to **Edit** any existing lease, simply revise the text in the grid for numbers 1-8 above or check or uncheck numbers 9-11 (you can change any combination of these).

B. In order to **Add** a new lease, click the Add button at the bottom left of the grid. A new row will be added to the end of the grid—if there are multiple pages of data, go to the last page. Fill out numbers 1-11 above, following the instructions listed for each.

C. In order to delete a lease, users must click the checkbox in the **Delete this Lease?** column for that lease's row. Do <u>not</u> click the 🗑 (trash icon) for the row as that will simply hide the data on the screen, not actually delete the lease. That 🗑 icon is for trashing rows that users start to add but then decide not to implement. If a user is seeking to delete a lease that has values in the PY, CY, or BY or is used in adjustments, then another lease must be designated in the **Lease to Merge Into** column.

Other key notes when using this grid:

- Leases in this grid are <u>available in any fiscal year</u> once they are created. OBA has noticed that a number of agencies created multiple versions of the same lease, one for each of the three submission years. This is <u>not</u> necessary and leads to a very long list of names to choose from. For example, rather than creating multiple leases for each year ("Headquarters 2018," "Headquarters 2019," etc.), one version named "Headquarters" should be used and selected for all fiscal years in BARS.

- If users prefer, they can export this grid to Excel (using the **Export** button at the bottom of the grid), note any edits, additions, or deletions in Excel, and then Import the grid back into BARS (using the **Import** button).

Step 6:

Once users are done with data entry in the grid, click the **Submit** button, choose **Submit for Review** then **OK**.

Agency Approvers can submit the item for **Approval** and then **Release** them. Once the item has been released, the additions/edits/deletions will be finalized in BARS, and any new leases will be selectable in the Real Estate SD Tab of an adjustment.