

Utilizing the Revenue Tab & Realigning Funds and Revenue

Introduction

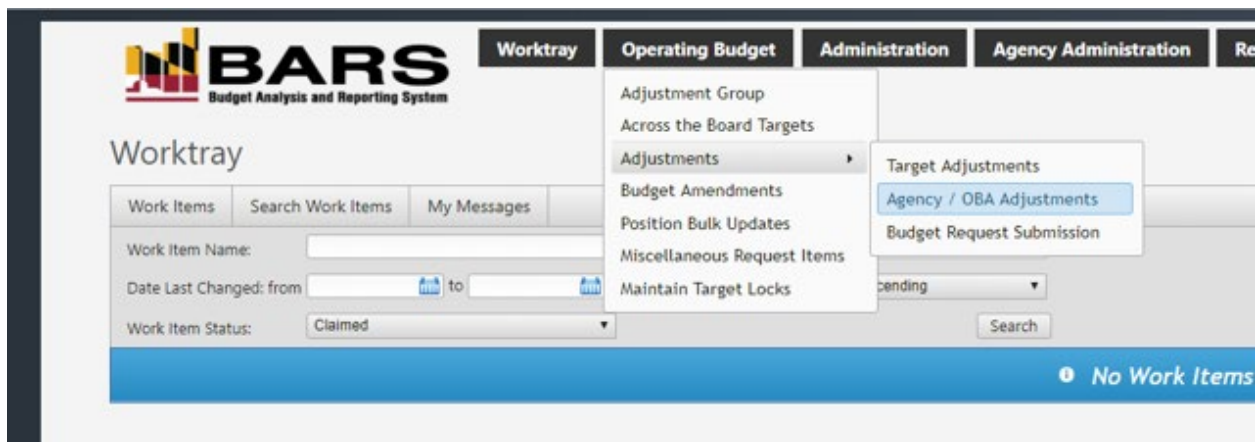
The Revenue Tab allows users to enter lower level Fund Source detail to reconcile to the higher level Fund Type-level information entered on the Expenditure Tab. The Revenue Tab also allows users to change the Fund Source of existing Revenue detail, providing the opportunity to realign funds from one fund source to another without changing the total for the given Fund Type. For directions on how to realign existing revenue, skip directly to Step 8.

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:

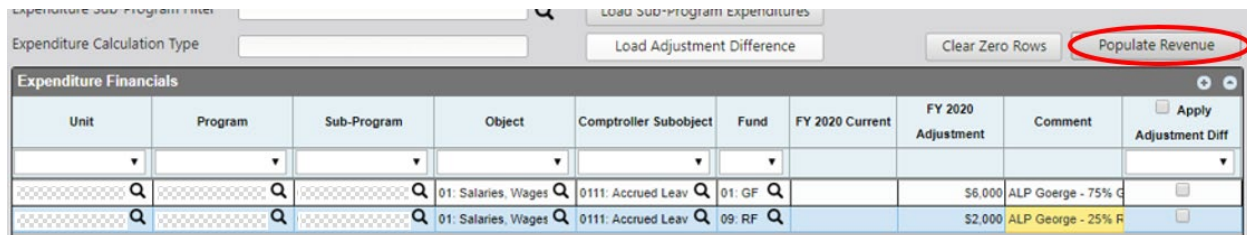
Complete the Overview Tab, relevant SD Tabs (Contracts/Grants, Contractuals, Real Estate, and Positions), and the Expenditure Tab to effectuate any changes intended by the adjustment. See separate guides regarding those functionalities in BARS.

If the adjustment is making changes to non-General Fund and non-Higher Education fund types (beyond realigning within a program by fund type), then users must allocate those changes from the generic fund sources on the Expenditure tab (Special Funds, Federal Funds, Non-budgeted Funds, and Reimbursable Funds) to the specific fund sources using the Revenue Tab.

Step 4:

In the Expenditures Tab—

Confirm the expenditure grid information is as intended. Once you are satisfied with the detail included, select **Populate Revenue** to bring the expenditure *Fund Type* data over to the Revenue Tab. ****Users must populate the Revenue Tab even on adjustments that are only changing General Funds****

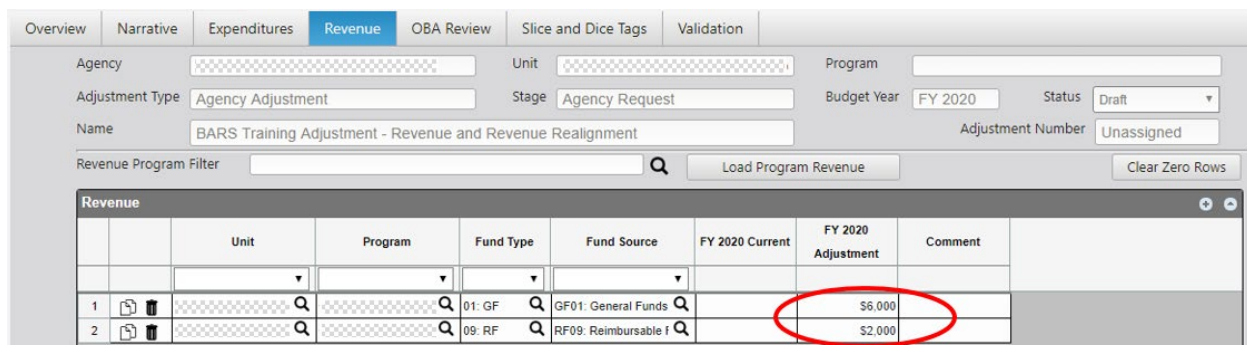


Unit	Program	Sub-Program	Object	Comptroller Subobject	Fund	FY 2020 Current	FY 2020 Adjustment	Comment	Apply Adjustment Diff
			01: Salaries, Wages	0111: Accrued Leav	01: GF		\$6,000	ALP George - 75% G	<input type="checkbox"/>
			01: Salaries, Wages	0111: Accrued Leav	09: RF		\$2,000	ALP George - 25% R	<input type="checkbox"/>



Step 5:

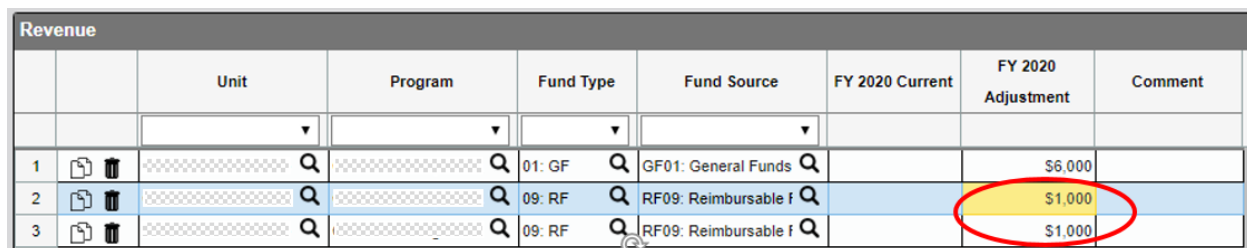
In the Revenue Tab—

Confirm that the desired funds are in the “FY20XX Adjustment” column. Note that the “Fund Source” column is unallocated, i.e. filled with non-specific non-General Funds (SF03, FF05, RF09, NB07 instead of a six-digit specific fund source). If the adjustment includes non-General Funds, the agency must identify the source of the funds in the “Fund Source” column.



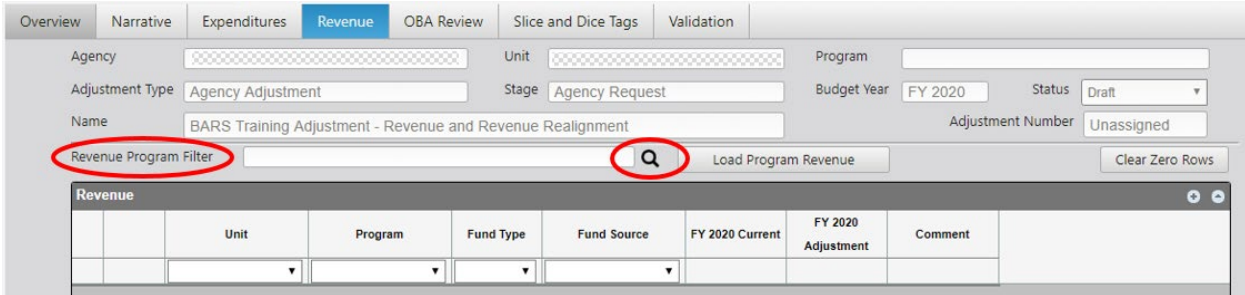
Unit	Program	Fund Type	Fund Source	FY 2020 Current	FY 2020 Adjustment	Comment
1		01: GF	GF01: General Funds		\$6,000	
2		09: RF	RF09: Reimbursable f		\$2,000	

Users may allocate non-General Fund lines across as few or as many fund sources are necessary, with the only requirement being that the Expenditures Tab totals and Revenue Tab totals match dollar-for-dollar by program and fund type. For more than one line, adding additional lines can be accomplished through the “Copy”  or “Add”  **Add** feature in the Revenue grid. Individual expenditure adjustments can be divided into multiple fund sources of the same type.



Unit	Program	Fund Type	Fund Source	FY 2020 Current	FY 2020 Adjustment	Comment
1		01: GF	GF01: General Funds		\$6,000	
2		09: RF	RF09: Reimbursable f		\$1,000	
3		09: RF	RF09: Reimbursable f		\$1,000	

If at any point in the process users want to see the existing fund sources already budgeted in their agency as a reference point, Revenue may be loaded using the **Revenue Program Filter** similar to the Expenditure Sub-Program Filter in the Expenditure Financials grid. This filter will bring up additional unit and program selectors to populate the Revenue grid with fund values already uploaded and “Released” within BARS.

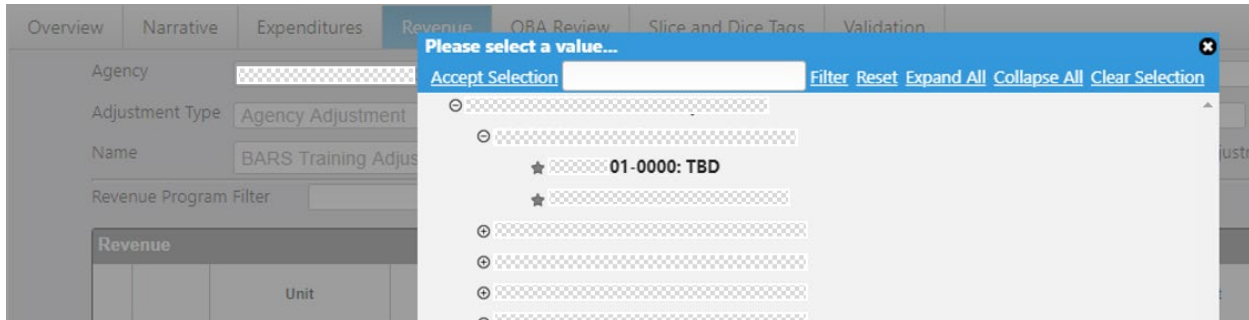


Overview | Narrative | Expenditures | **Revenue** | OBA Review | Slice and Dice Tags | Validation

Agency: [text box] Unit: [text box] Program: [text box]
 Adjustment Type: Agency Adjustment Stage: Agency Request Budget Year: FY 2020 Status: Draft
 Name: BARS Training Adjustment - Revenue and Revenue Realignment Adjustment Number: Unassigned

Revenue Program Filter [text box] **Q** [text box] Load Program Revenue [button] Clear Zero Rows [button]

Unit	Program	Fund Type	Fund Source	FY 2020 Current	FY 2020 Adjustment	Comment
[dropdown]	[dropdown]	[dropdown]	[dropdown]			



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

Agency: [text box] Unit: [text box] Program: [text box]
 Adjustment Type: Agency Adjustment Stage: Agency Request Budget Year: FY 2020 Status: Draft
 Name: BARS Training Adjustment - Revenue and Revenue Realignment Adjustment Number: Unassigned

Revenue Program Filter [text box] **Q** [text box] Load Program Revenue [button] Clear Zero Rows [button]

Please select a value...

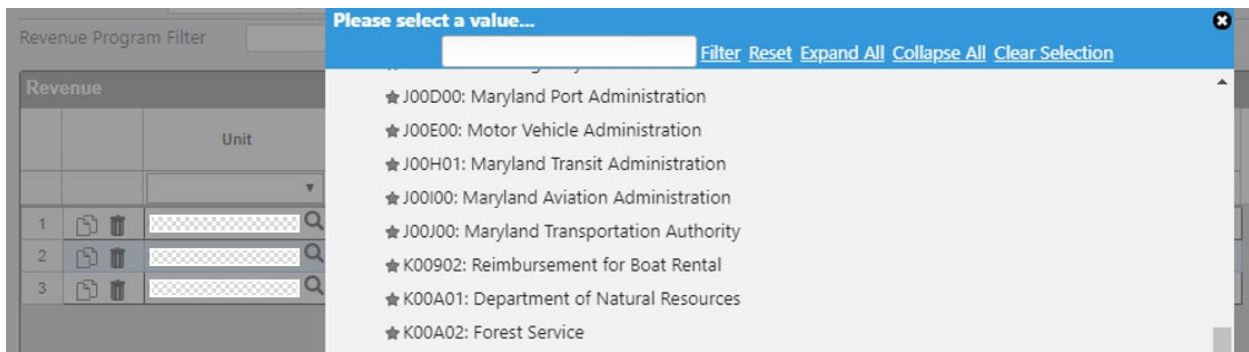
Accept Selection [text box] Filter Reset Expand All Collapse All Clear Selection

- ★ [text box] 01-0000: TBD
- ★ [text box]
- ⊕ [text box]
- ⊕ [text box]
- ⊕ [text box]
- ⊕ [text box]

Select **Load Program Revenue** to populate the readied sections of the budget revenue into the Revenue grid below. These populated revenue lines represent the “Released” revenue lines for this particular Stage, and the “FY 20XX Current” column represents the detail that would be adjusted.

Step 6:

Once any additional lines have been created or copied and adjusted to equal the value of the original **Populate Revenue** total, users must assign a fund source by selecting the magnifying glass in the “Fund Source” column of each non-General Fund line. From here, users may select from a list of specified available fund sources and choose the appropriate source.



Revenue Program Filter [text box] **Q** [text box] Load Program Revenue [button] Clear Zero Rows [button]

Please select a value...

Filter Reset Expand All Collapse All Clear Selection

- ★ J00D00: Maryland Port Administration
- ★ J00E00: Motor Vehicle Administration
- ★ J00H01: Maryland Transit Administration
- ★ J00I00: Maryland Aviation Administration
- ★ J00J00: Maryland Transportation Authority
- ★ K00902: Reimbursement for Boat Rental
- ★ K00A01: Department of Natural Resources
- ★ K00A02: Forest Service

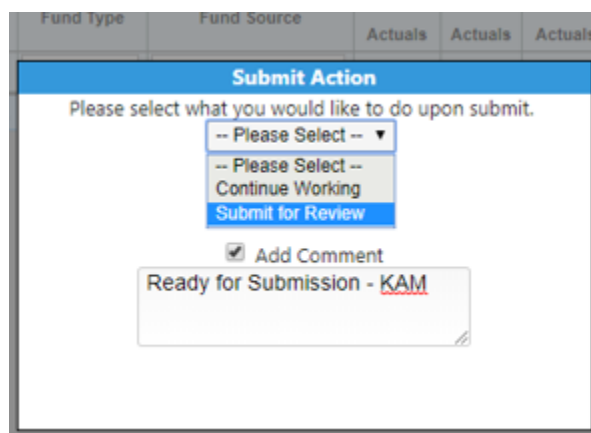
If agencies anticipate needing to add new fund sources to BARS for their upcoming budget submission (new Special Funds, new federal grants, etc.), please send the request to the Budget Processing Team at DBM (dlBudgetHelp_DBM@maryland.gov) **as early in the season as possible** to ensure it does not slow down your submission

Revenue									
		Unit	Program	Fund Type	Fund Source	FY 2020 Current	FY 2020 Adjustment	Comment	
1				01: GF	GF01: General Funds		\$6,000		
2				09: RF	J00J00: Maryland Tra		\$1,000		
3				09: RF	K00A04: Maryland Pa		\$1,000		

Step 7:

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

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



Step 8 - Realigning Funds:

To realign existing revenue in BARS, first complete the Overview Tab and go directly to the Revenue Tab. Revenue adjustments may be performed without Expenditure tab or SD tab detail to realign fund sources within the same program/fund type combination.

Users should accomplish this work using the following adjustment types for each year:

- Prior Year (PY) - Agency Actuals Adjustment.
- Current Year (CY) - CY Adjustment
- Budget Year (BY - Request Year) - Agency Adjustment.

Next, load existing revenue data using the **Revenue Program Filter** similar to the Expenditure Sub-Program Filter in the Expenditure Financials grid. This filter will bring up additional unit and program selectors to populate the Revenue grid with the Released fund values in BARS.

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

Agency: [] Unit: [] Program: []
 Adjustment Type: Agency Adjustment Stage: Agency Request Budget Year: FY 2020 Status: Draft
 Name: BARS Training Adjustment - Revenue and Revenue Realignment Adjustment Number: Unassigned

Revenue Program Filter: [] **Q** Load Program Revenue Clear Zero Rows

Unit	Program	Fund Type	Fund Source	FY 2020 Current	FY 2020 Adjustment	Comment
[]	[]	[]	[]			

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

Agency: [] Unit: [] Program: []
 Adjustment Type: Agency Adjustment Stage: Agency Request Budget Year: FY 2020 Status: Draft
 Name: BARS Training Adjustment Adjustment Number: Unassigned

Revenue Program Filter: [] **Q** Load Program Revenue Clear Zero Rows

Please select a value...

Accept Selection [] Filter Reset Expand All Collapse All Clear Selection

- 01-0000: TBD

Select **Load Program Revenue** to populate the readied sections of the budget revenue into the Revenue grid below. Important notes:

1. Populated revenue values represent the “Released” revenue lines for this particular Stage and fiscal year.
2. In the instance of the Agency Request (BY), the populated revenue lines are the Revenue/Fund detail rolled over from the agency’s Target (Legislative Appropriation plus OBA Target Adjustments). This data does not include adjustments that the agency has made as part of their request but which have not been Released. It does include any Released Position Reconciliation adjustments.
3. Because of this, agencies should use Reports and Ad Hoc to guide their work realigning fund sources rather than relying on data loaded in the grid. Ad hoc is the stronger tool for this work, so please ask your OBA analyst if you need help running an ad hoc to view your current Revenue data that includes adjustments.

Revenue Program Filter: [] **Q** Load Program Revenue Clear Zero Rows

	Unit	Program	Fund Type	Fund Source	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adj
1	[]	[]	01: GF	GF01: General Funds	\$0	\$5,805,404	\$5,815,436	\$5,410,367	\$5,621,082	
2	[]	[]	03: SF	C81303: Consumer P	\$0	\$0	\$0	\$1,238,627	\$1,242,156	
3	[]	[]	03: SF	C81304: Gifts and Be	\$22,027	\$33,167	\$26,911	\$30,289	\$30,375	
4	[]	[]	03: SF	SWF305: Cigarette Ri	\$170,750	\$846,421	\$1,039,804	\$446,298	\$448,622	
5	[]	[]	03: SF	TS9701: TEDCO Resi	\$362,286	\$457,568	\$463,814	\$483,070	\$487,140	
6	[]	[]	09: RF	C81311: OAG Admin	\$1,250,779	\$0	\$0	\$0	\$0	
7	[]	[]	09: RF	C81C00: Office of the	\$0	\$1,890,943	\$2,387,756	\$2,127,872	\$1,982,477	

Step 9:

Scroll to the right of the Revenue grid to find the “FY 20XX Adjustment” column. Additional rows may also be added or copied as the user needs additional revenue lines, as shown below.

Program	Fund Type	Fund Source	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment
01: GF	GF01: General Funds		\$0	\$5,805,404	\$5,815,436	\$5,410,367	\$5,621,082		
03: SF	D13304: State Agency		\$0	\$0	\$0	\$1,238,627	\$1,242,156		
03: SF	E00355: Revenue Col		\$22,027	\$33,167	\$26,911	\$30,289	\$30,375		
03: SF	SWF305: Cigarette Ri		\$170,750	\$846,421	\$1,039,804	\$446,298	\$448,622		
03: SF	M00352: Healthy Peo		\$362,286	\$457,568	\$463,814	\$483,070	\$487,140		
09: RF	Q00C01: Maryland Pe		\$1,250,779	\$0	\$0	\$0	\$0		
09: RF	R15P00: Maryland Pu		\$0	\$1,890,943	\$2,387,756	\$2,127,872	\$1,982,477		

In “Revenue-only” adjustments any adjustments within the Revenue grid must be net-zero within each individual fund type by program—realigning values within that combination.

In order to move funds among different fund sources, the user must use the “FY 20XX Adjustment” column to do the additions and subtractions.

Program	Fund Type	Fund Source	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment
01: GF	GF01: General Funds		\$0	\$5,805,404	\$5,815,436	\$5,410,367	\$5,621,082		
03: SF	D13304: State Agency		\$0	\$0	\$0	\$1,238,627	\$1,242,156	(\$125,000)	
03: SF	E00355: Revenue Col		\$22,027	\$33,167	\$26,911	\$30,289	\$30,375	\$75,000	
03: SF	SWF305: Cigarette Ri		\$170,750	\$846,421	\$1,039,804	\$446,298	\$448,622		
03: SF	M00352: Healthy Peo		\$362,286	\$457,568	\$463,814	\$483,070	\$487,140		
09: RF	Q00C01: Maryland Pe		\$1,250,779	\$0	\$0	\$0	\$0		
09: RF	R15P00: Maryland Pu		\$0	\$1,890,943	\$2,387,756	\$2,127,872	\$1,982,477		
03: SF	Q00327: 911 Trust Fu							\$50,000	

As shown above, the sum of all Special Fund adjustments within one program is \$0. In the new line, since there is no history for the specific fund source within this agency at this Stage, selecting a new fund source will not populate any of the previous fiscal year columns of data. This allows the adjustment to pass all of the relevant Validations.

Step 10:

Once again, once you have determined that the desired changes have been made and the Revenue totals to \$0 by fund type, click on the **Submit** button in blue at the top right of the screen.

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