Stages, Statuses, and the Adjustment Paradigm

Introduction: Within BARS, all data changes are made by submitting adjustments against a baseline of data. Users must enter adjustments instead of the new figure for each line item, and the data structure is vertical, displaying discrete fund sources on each individual line item. Changes may be made outside of the system through the export of grids into Excel, but these spreadsheets must **always** be uploaded, validated, and submitted through the BARS system.

--See **"Explaining Adjustment Types"** for further information on adjustments.

An **Adjustment Status** identifies the readiness or completeness of an individual adjustment and indicates the level of approval as the status is updated. Each adjustment has a single status for its given point in time and can be changed and passed to a higher or lower status through submission.

Note: Not all users have the same permissions. Some users have permission to "Submit to Unit Approved" while others may submit adjustments to "Released" in order to finalize the budget request.

Adjustment Statuses are different classifications for an adjustment that invokes different timing, workflow, and reporting rules. The current budget life cycle deals with the following normal adjustments statuses:

- Agency Draft
- Void or Agency Void
- Program Approved
- Unit Approved
- Agency Approved
- Released

An **Adjustment Stage** is used to track when in the budget process a particular change was made, such as during the "Agency Request" versus the "Governor's Allowance." In general, adjustments will be pre-populated with the stage when they are

created;stages are most important for understanding BARS Reports and Ad-Hoc Reports in the interim.

Note: Typically, adjustments incorporate all previous stages and are cumulative.

The current budget life cycle deals with the following normal adjustment stages:

Prior Year (PY)

- Source Actuals
- Agency Actuals
- Budget Book Actuals

Current Year (CY)

- Agency Working
- Agency Additional Working
- Budget Book Working
- Working
- Amended Close

Budget Year (BY)

- Baseline
- Baseline Adjusted
- Target
- Agency Request
- Agency Additional Request
- Governor's Allowance
- Legislative Appropriation

Adjustment Statuses

Adjustment Statuses are critical for the agency submission process, as all adjustments must be successfully submitted to the "Agency Approved" Status in order to be submitted and "Released" through the Budget Request Submission (BRS) Module. Users may only observe and claim adjustments for which they have specific Program, Unit, or Agency security access privileges.

Note: Data within adjustment grids will not be updated by adjustments in the system until those items reach the Released status.

Agency Draft
Contains any data which has been created at an agency but has not been through any approval.

Void (or "Agency Void")
Contains work items which have been submitted to the "Void" status by an agency. All adjustments may be submitted to "Void" in order to eliminate them from the BARS system.

Program Approved
Includes data which has been approved at the **Program** level by a user. It is followed by "Unit Approved."

Unit Approved
Includes data which has been approved at the **Unit** level by a user. It is followed by "Agency Approved."
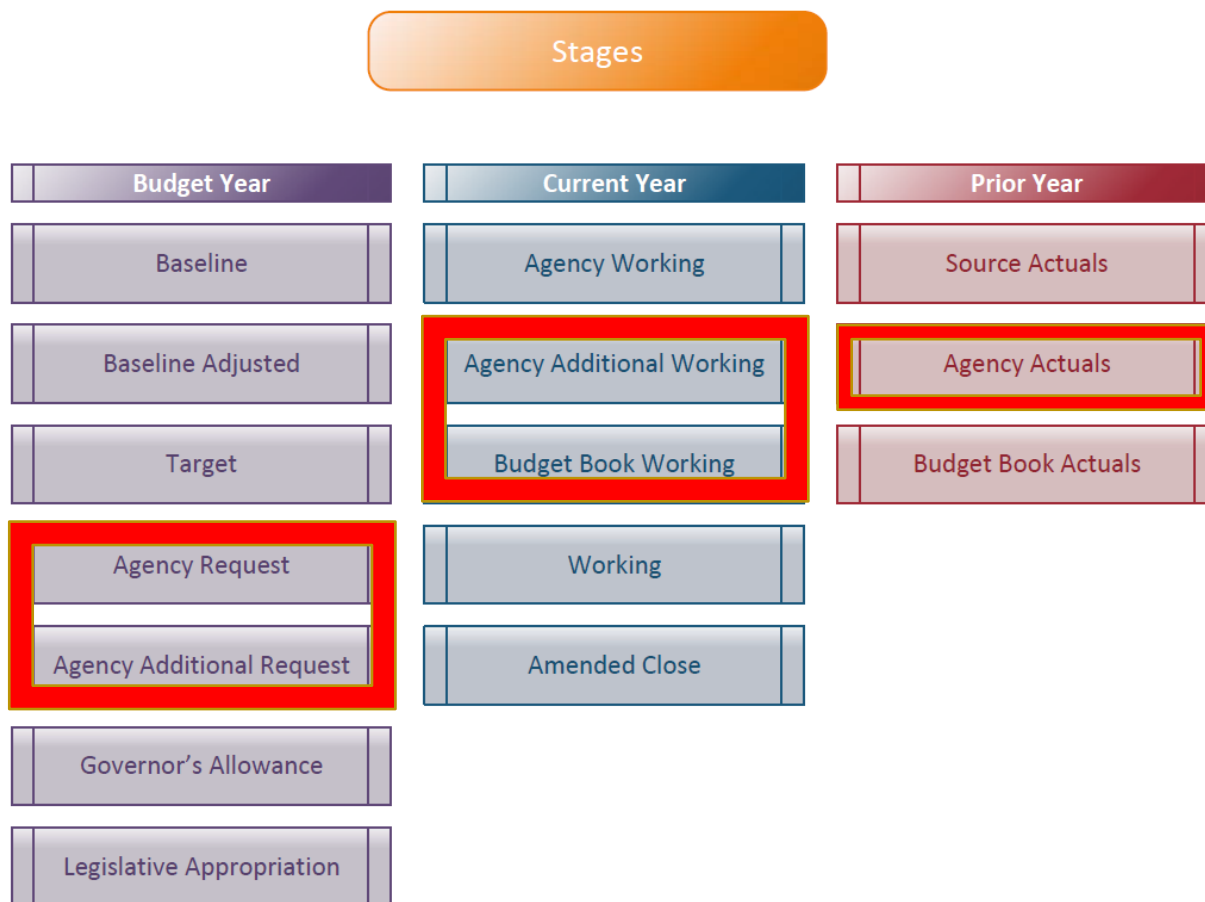
Agency Approved
Includes data which has been approved at the **Agency** level by a user. Only adjustments that are at the "Agency Approved" Status may be collected and submitted for an agency's budget submission through the BRS.

Released
Contains adjustments which were included in the budget and are fully approved. All users have Read Only access to view this budget data, depending on existing specific Program, Unit, or Agency based on existing Program, Unit, or Agency access privileges.

Adjustment Stages

Adjustment Stages are critical to correctly submitting individual adjustments for the agency budget request. However, only five stages will be available to agencies during the budget request process:

Stages		
Budget Year	**Current Year**	**Prior Year**
Baseline	Agency Working	Source Actuals
Baseline Adjusted	Agency Additional Working	Agency Actuals
Target	Budget Book Working	Budget Book Actuals
Agency Request	Working	
Agency Additional Request	Amended Close	
Governor's Allowance		
Legislative Appropriation		

Agency Actuals (PY)

Contains the stage where agencies must perform adjustments to the Prior Year Actuals. This stage constitutes the rollover of the Current Year Working stage for the new budget year. For example, in the case of the FY 2023 budget request cycle, the FY 2021 Working (the middle column of the FY 2022 budget books, plus any deficiencies and non-closing amendments) was rolled over to the FY 2021 Actuals, and any adjustments to bring the data in BARS in line with the agency G200 and DAFR 6000 would be made in the FY 2021 Agency Actuals stage.

Note: No closing amendments are included in the middle column rollover.

Agency Working (CY)

Contains the stage where agencies must perform adjustments to the Current Year Working. This stage constitutes the rollover of the Budget Year Legislative Appropriation stage for the new

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budget year. For example, in the same case of the FY 2023 budget request cycle, the FY 2022 Legislative Appropriation was rolled over to the FY 2022 Agency Working. Any changes that agencies wished to perform for the FY 2022 Agency Working for submission would be performed in this stage. No adjustments are required by agencies in BARS as part of budget submission. Budget amendments are a separate process; see separate guidance regarding how to complete them in the system.

Agency Additional Working (CY)
Similar to the "Agency Working" stage above, but specific to **Deficiency** adjustments. Deficiency adjustments are not released with the Agency Working stage and kept separate via this stage. Agencies are not required to create adjustments in this stage.

Agency Request (BY)
Contains the stage where agencies must perform adjustment to the Agency Budget Request. This stage constitutes the rollover of the Legislative Appropriation to the Baseline/Baseline Adjusted **plus** any Target adjustments or Across-the-Board (ATB) adjustments. For example, in the same case of the FY 2023 budget request cycle, the FY 2022 Legislative Appropriation was rolled over to the FY 2023 Baseline and OBA added in any statewide salary and target changes in the FY 2023 Baseline Adjusted or FY 2023 Target stages. Any changes to FY 2023 that agencies wish to perform for the Agency Request would be performed in Agency Request Stage.

Agency Additional Request (BY)
Similar to the "Agency Request" stage above, but specific to **Over-the-Target** adjustments. Over-the-Target adjustments are not released with the Agency Request stage and kept separate via this stage. Agencies are not required to create adjustments in this stage.