Utilizing the Import/Export Function

Introduction

The Import/Export function for grids in BARS is a shortcut feature that allows large amounts of data to be entered using Microsoft Excel. By using exports of certain grids, users may create calculations and filter data in Excel in a way that cannot be done in the BARS system. Virtually every grid in BARS, including those in the Supporting Detail (SD) Tabs, allows some sort of Import/Export feature. The Import/Export feature also allows user to offload and save data for future use, for data recovery and record keeping or managing large amounts of data for the import of more complicated grid data down the line. This guide uses the Expenditures grid to explain the process.
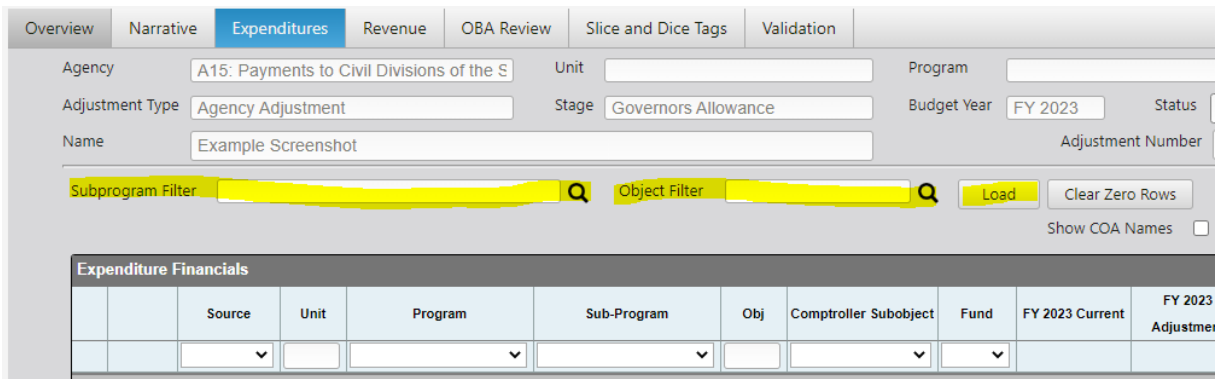
Step 1:

Log into BARS Production

Step 2:

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

Step 3:

Navigate to the Expenditures Tab, and use either the **Subprogram** or **Object Filter** and **Load** to populate the Expenditure Financials grid with data existing within BARS for the specific Stage and Status.

Step 4:

Once populated, navigate to the bottom of the Expenditures Financials grid and locate the "Export" button.
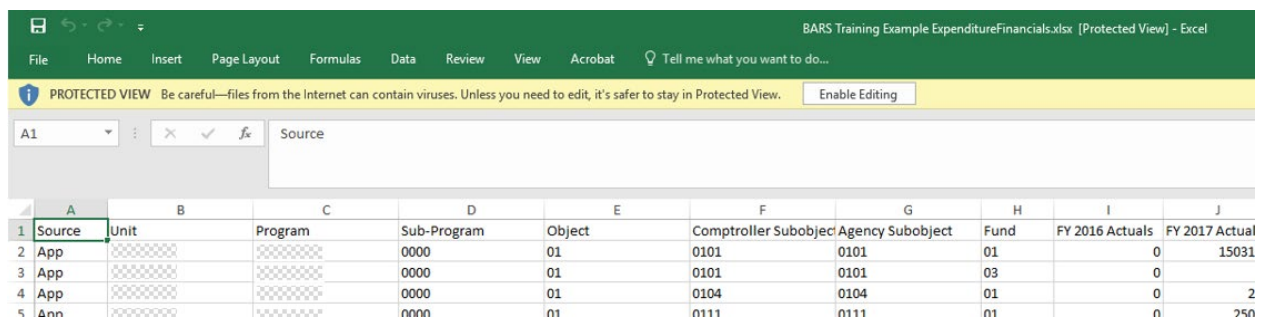
Click on this button to bring up a save dialogue for the web browser (depending on your browser and settings). This will save an Excel file version of the grid in question to your computer. Users are recommended to rename this file to something specific to the created adjustment.
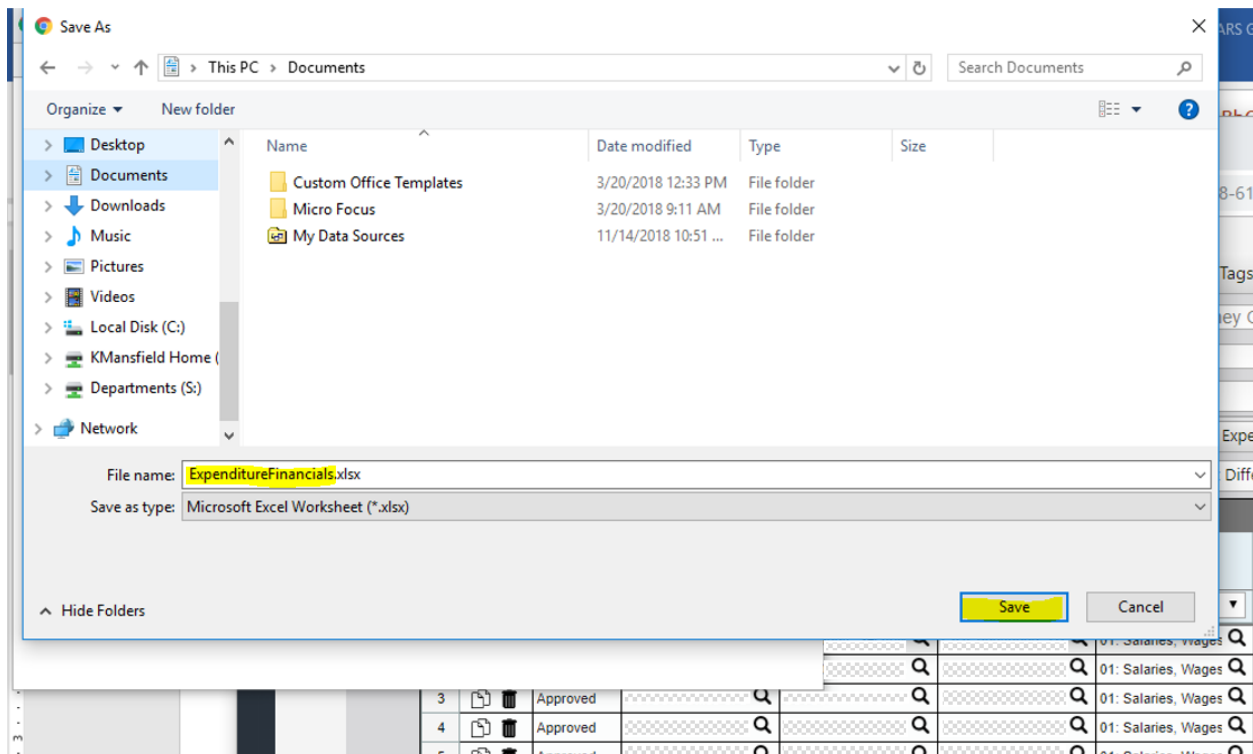
Step 5:
Open this file in Excel and click **Enable Editing**.

Note: The Excel file structure is extremely sensitive for the Import process. Users should not make any changes to pre-existing data in the file, including the names of the column titles in Row 1 or the "Source" column.

Step 6:
To adjust **existing grid export lines** in the Excel file, values may be added or subtracted in the "FY 20XX Adjustment" column for upload through the Excel Import process. When making adjustments to existing data, users should generally not make changes the Chart of Account location data for each line (Object, Comptroller Subobject/Agency Subobject, Fund coding). Users

are encouraged to filter, resize, or hide columns and rows that may not be useful, but rearranging columns may result in errors in the uploaded data.

Object	Comptroller Subobject	Fund	FY 2018 Actual	FY 2019 Worki	FY 2020 Target	FY 2020 Curren	FY 2020 Adjus	Comment	Apply Adjustm	Sou
02	0213	03	0	77721		77721				App
02	0214	01	83	70		70				App
02	0214	03	0	2845		2845				App
02	0220	01	29628	25000		25000				App
02	0220	03	0	1015962		1015962				App
02	0289	01	0	-270		-270	-35	adj. to anticipated contr. TO		App
02	0289	03	0	-21931		-21931	-5355	adj. to anticipated contr. TO		App
03	0301	01	0	0		0				App
03	0302	01	0	0		0				App
03	0306	01	662	661		661	115	cell phone plan increases		App
03	0397	01	0	0		0				App

Adjustments will only register in the BARS system if the Excel file is uploaded into the system. Only the "FY 20XX Adjustment" and "Comment" columns should be changed in the Excel file for existing lines as the Import process will only read the uploaded data correctly if the rest of the data remains unchanged. User can also add new rows to the sheet per the below.

Once the adjustments to the intended line items have been made, **Save** the Excel file.

Step 7:

To add **additional import lines** in the Excel file, begin by entering the Chart of Accounts location data for the particular line item. This must match the format of the Column **exactly**, including the 0s at the beginning of Program/Subobject/etc. codes. This can be performed easily by Copy-ing (Ctrl+C in Windows OS) and Paste-ing (Ctrl+V) data directly from prepopulated budget data lines generated by BARS in the Export.

Source	Unit	Program	Sub-Program	Object	Comptroller Subobject	Fund	FY 2018 Actual
pp	X99	04	0000	08	0899	03	
pp	X99	04	0000	09	0902	01	216
pp	X99	04	0000	09	0915	01	2230
pp	X99	04	0000	11	1115	01	45
pp	X99	04	0000	13	1301	01	31284
pp	X99	04	0000	13	1301	03	
pp	X99	04	0000	13	1302	01	112
pp	X99	04	0000	13	1304	01	82
pp	X99	04	0000	13	1305	01	250
	X99	04	0000	11			

"Object", "Comptroller Subobject/Agency Subobject", and "Fund" data columns must be entered to match the intended adjustment (generally an *increase* for a brand new line item). Again, the format **must match exactly** for these columns to be imported properly, which can be performed easily through the Copy and Paste function in Excel.

	B	C	D	E	F	H	K
	Unit	Program	Sub-Program	Object	Comptroller Subobject	Fund	FY 2018 Actua
	X99	04	0000	11	1115	01	4
	X99	04	0000	13	1301	01	3128
	X99	04	0000	13	1301	03	
	X99	04	0000	13	1302	01	1:
	X99	04	0000	13	1304	01	8
	X99	04	0000	13	1305	01	2!
	X99	04	0000	11		1102 01	

Once the line item has been created by the user, dollars may be adjusted using the "FY 20XX Adjustment" column in the same way as changing an existing line item above, except with the baseline for a brand-new line item generally starting at $0.

	K	L	M	N	O	P	Q	R	S
	FY 2018 Actual	FY 2019 Worki	FY 2020 Target	FY 2020 Curre	FY 2020 Adjus	Comment	Apply Adjustm	Source (do not	odify)
	452	0		0				App	
	312846	312846		312846				App	
	0	101122		101122				App	
	1121	1073		1073				App	
	829	3000		3000				App	
	2500	1800		1800				App	
						1850 replace destroyed A/V equipment in main conference room			
(Ctrl)									

Hundreds of lines can be adjusted through each of these methods, and many additional line items may be imported into BARS to supplement existing budget data based on the specific adjustment. Once the adjustments to the intended line items have been made, once again **Save** the Excel file.

Pro-Tip: When uploading large amounts of data, users are encouraged to delete rows that have "blanks" in the "FY 20XX Adjustment" column. This will increase the speed of the adjustment uploading into BARS and reduce clutter in the case of tracking down changes/errors.

Some final rules/reminders about uploading data into BARS from Excel:

A. Please do not change any of the **column header labels**, as BARS will be unable to import the data.
B. Make sure that all **Chart of Account** information on each row matches the number of digits from the BARS export (i.e. Program is 2 digits even if it starts with "0").
C. Do not add any **additional columns** and make sure to delete data in the sheet outside of the table that is being uploads.
D. Make sure the file only has **one tab** of data—BARS will have issues if users attempt to upload a file with multiple tabs.
E. Users <u>can</u> highlight **cells or change cell font/color**—BARS will still upload this just fine.
F. BARS <u>can</u> upload **formulas** (in the adjustment column)—it will just upload related values.

Step 8:
Once the Excel file has been saved, return to the BARS screen and select the "Import" button at the bottom left of the same grid.

Add | **Import** | Export | Clear | Refresh
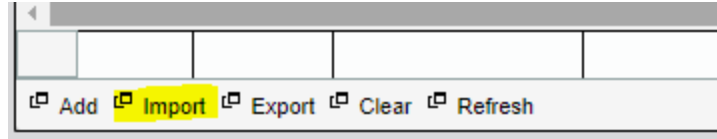
This will require users to find the Excel file in the computer's File Explorer similar to an attachment in an email. This may be an automatic process that occurs with an error/dialogue box which, in general, only gives information about irrelevant part of the upload that could not overwrite "Read Only" data that already exists in the grid. If this box pops up, press "OK" and investigate that all of the intended information came over in the import.

This information should include all adjustments to existing data:

Expenditure Financials

Object	Comptroller Subobject	Fund	FY 2016 Actuals	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Working	FY 2020 Current	FY 2020 Adjustment	Comment	App Adjustmen
▼	▼	▼								
Technical and S	0220: Special Paym	01: GF	$0	$38,099	$29,628	$25,000	$25,000			☐
Technical and S	0220: Special Paym	03: SF	$0	$0	$0	$1,015,962	$1,015,962			☐
Technical and S	0289: Turnover Exp	01: GF	$0	$0	$0	($270)	($270)	($35)	adj. to anticipated co	☐
Technical and S	0289: Turnover Exp	03: SF	$0	$0	$0	($21,931)	($21,931)	($5,355)	adj. to anticipated co	☐
Communication	0301: Postage	01: GF	$0	$13	$0	$0	$0			☐
Communication	0302: Telephone	01: GF	$0	$8	$0	$0	$0			☐
Communication	0306: Cellular Telep	01: GF	$0	$635	$662	$661	$661	$115	cell phone plan incre	☐
Communication	0397: Paycheck Po	01: GF	$0	$2	$0	$0	$0			☐

As well as all adjustments creating brand new line items

Fixed Charges	1305: Association D	01: GF	$0	$1,800	$2,500	$1,800	$1,800		
Equipment - Add	1102: Audio-Visual I	01: GF						$1,850	replace destroyed A/
			$0	$2,843,680	$2,730,575	$3,959,439	$3,997,185	($3,425)	

Add | Import | Export | Clear | Refresh |◄ ◄◄ Page 1 of 1 ►► ►| 100 ▼

Step 9:
As with all adjustments, users must complete all required tabs, including the <u>Revenue Tab</u>, and clear all validation requirements to submit the adjustment successfully.