Submitting the Budget Request to DBM

Introduction

The Budget Request Submission (BRS) module in BARS enables the agency user to load and confirm their final budget submission as well as add additional Special and Federal Fund source information requested by DLS. Some notes:

- An agency's budget request is formed by creating adjustments against the current data in BARS for the Prior Year (PY), Current Year (CY) (optional), and Budget Year (BY).
- All adjustments (e.g. reductions, over the targets, etc.) must be created as separate adjustments.
- The BRS module is mostly "read-only" in that no adjustments are entered here. It is a tool for information review and the means by which all of an agency's adjustments are bundled together and submitted to DBM.
- Note that only "Agency Coordinators" have access to the Budget Request Submission module.

Step 1:

Log into BARS Production

Step 2:

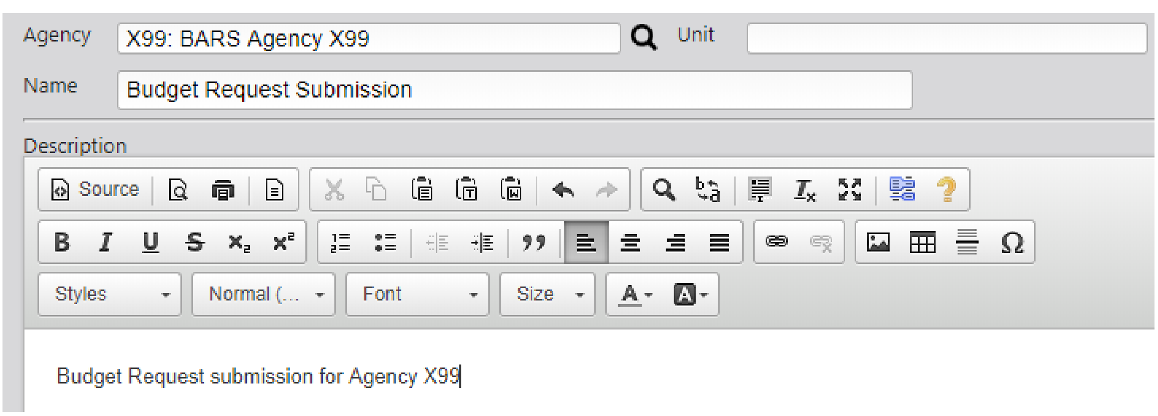
From the **BARS** Homepage/Worktray, hover over **Operating Budget** at the top of the page and select **Adjustments** > **Budget Request Submission**.

Step 3:

In the Overview Tab—

Complete Overview Tab by selecting the appropriate **Agency** and enter a **Name** for the BRS item (as it will appear in the Worktray, e.g., "X99 Budget Request"). If this work item only pertains to a specific Unit or Program (and DBM has granted prior approval to submit by Unit or Program), it is strongly encouraged to enter the Unit/Program name as part of the **Name** field.

In addition, agency users are encouraged to enter detail into the **Description** field that provides a sense of the work item. This is a required field.

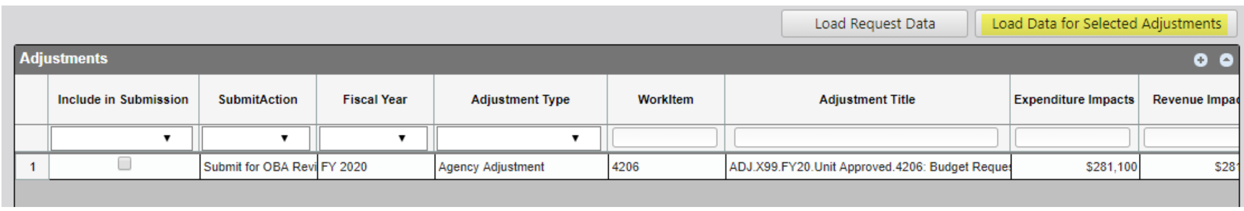


Step 4:
In the Adjustments Tab—

Note that the grid will be empty when the user first navigates to the Adjustments Tab. Click the **Load Request Data** button, which will load a list of all of the agency's adjustments pertaining to the Budget Request at the **Unit Approved** stage into the *Adjustments* grid below.

The BRS will load all adjustments for the 3-year window relevant to the agency's budget request. For example, for the FY 2024 budget submission, it would load adjustments for FY 2022 (PY), FY 2023 (CY), and FY 2024 (BY). The Budget Request will only load adjustments that are **Unit Approved** (i.e. have been submitted for **Agency Approval**).

Note: This is the farthest submission point for all non-POS REC adjustments prior to the BRS.



The *Adjustments* grid displays the above information for each qualifying adjustment. Complete the following steps once this grid has been populated:

1. Review the adjustments displayed within the grid, then use the checkboxes in the "Include in Submission" column to select which adjustments you wish to include within the Budget Request. All adjustments will be pre-selected in this column.
2. Note that all BARS adjustments in this grid will have a submit action, either "Submit for OBA Review" for Over-the-Target and Deficiency Requests, or "Release" for all other adjustment types in the submission module.
3. Once you have selected all of the desired adjustments, click the **Load Data for Selected Adjustments** to populate all supporting detail from the adjustments into the relevant grids within this module.

*Pro-Tip: The example above only shows one adjustment, but if you have multiple adjustments you can toggle them on and off, click **Load Data for Selected Adjustments**, and look through the remaining tabs to see the impact from different selections of adjustments.*

Step 5:
In the Targets Tab—

Note that the *Targets* grid contains all of the targets which have been set by DBM for your agency. This includes not only the overall general fund target, but also more specific lower-level targets for items like mandates or Governor's initiatives.. The grid displays the BY Agency Request versus the OBA target. For each line, this grid will also display the "Target Type," which indicates whether the request must match the target to the exact dollar or be less than or equal to the target.

Note: The request cannot be submitted until all dollars in these lines satisfy the OBA targets. If your request does not meet these targets, you will need to either (a) create new adjustments to modify your requested values or (b) exclude from your submission adjustments that have caused your agency to fail the validation.

Targets

Program	Sub-Program	Object	Comptroller Sub-Object	Fund	Current Request Amount	Target Amount	Target Match Type
				01: GF	$95,660,883	$95,379,783	EXACT or UND

The “Current Request Amount” column and the “Target Amount” column will be highlighted if your current request does not meet the target.

Step 6:

In the <u>Expenditures Overview Tab</u>—

This tab displays an object-level Expenditure data summary of the full numbers that result when (a) the agency’s selected adjustments for each year are added to (b) the Current Approved (i.e., “Released”) numbers in the system. This tab is also Read-only, and is a tool for agency submitters to ensure their budget data is what they want it to be prior to submission.

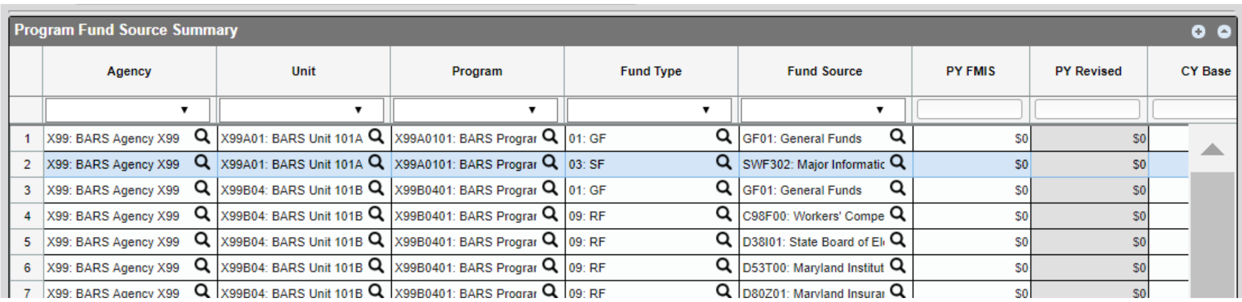
Program Object Summary

	Agency	Unit	Program	Object	FundType	PY FMIS	PY Revised	CY Base
1	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	02: Technical and Special	01: GF	$0	$0	
2	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	07: Motor Vehicle Operatic	01: GF	$0	$0	
3	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	08: Contractual Services	01: GF	$0	$0	
4	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	08: Contractual Services	03: SF	$0	$0	
5	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	10: Equipment - Replacen	01: GF	$0	$0	
6	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	12: Grants, Subsidies, anc	01: GF	$0	$0	
7	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	13: Fixed Charges	01: GF	$0	$0	
8	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograr	01: Salaries, Wages and F	01: GF	$0	$0	
9	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograr	01: Salaries, Wages and F	09: RF	$0	$0	
10	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograr	03: Communication	01: GF	$0	$0	

Step 7:

In the <u>Revenue Tab</u>—

This tab displays a Revenue data summary (effectively a pseudo- “Fund File”) of the full numbers that result when (a) the agency submitter’s selected adjustments for each year are added to (b) the Current Approved (i.e., “Released”) numbers in the system. This tab is also Read-only and is a tool for agencies to use to ensure their budget data is what they want it to be prior to the submission.



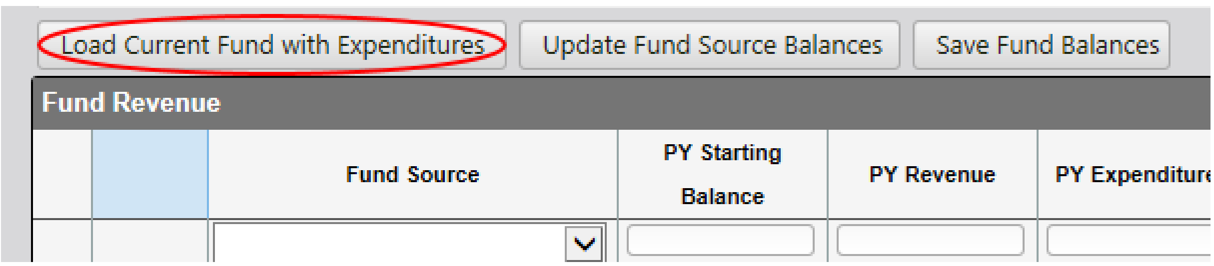
Program Fund Source Summary

	Agency	Unit	Program	Fund Type	Fund Source	PY FMIS	PY Revised	CY Base
1	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	01: GF	GF01: General Funds	$0	$0	
2	X99: BARS Agency X99	X99A01: BARS Unit 101A	X99A0101: BARS Prograr	03: SF	SWF302: Major Informatic	$0	$0	
3	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograr	01: GF	GF01: General Funds	$0	$0	
4	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograr	09: RF	C98F00: Workers' Compe	$0	$0	
5	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograr	09: RF	D38I01: State Board of El	$0	$0	
6	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograr	09: RF	D53T00: Maryland Institut	$0	$0	
7	X99: BARS Agency X99	X99B04: BARS Unit 101B	X99B0401: BARS Prograr	09: RF	D80Z01: Maryland Insurar	$0	$0	

Step 8:
In the <u>Fund Balance Tab</u>—

<u>This is the only data entry component of the Budget Request Submission module.</u>

This tab should be populated with every Special Fund and Federal Fund in your budget for all three years. If it is lacking data, click the **Load Current Fund with Expenditures** button.



For each row in the grid, enter the PY Starting Balance, PY Revenue, CY Revenue, and the BY Revenue. The Expenditure columns cannot be edited, as they are prepopulated based on the Expenditure information comprised of Released data in BARS plus the agency's budget request adjustments for the three years. Similar to most grids in BARS, users can export the grid to Excel and do their work there, then Import the data.

Note: Users <u>must</u> enter something into each available row/column, even if it is $0, as the BRS module will prevent submission until that data entry is made.

When data entry is complete, click the **Update Fund Source Balances** button. BARS will now re-calculate your fund balances based on the entered starting balance and income amounts for each year. If the ending balance is negative for any given fund source, the agency user will likely want to consider either (a) changing the Revenue amounts or (b) creating a new adjustment to reassign fund sources used for certain programs.

Note: This Fund Balance information is a DLS reporting requirement. Agencies should be as accurate as possible, avoiding negative balances unless they reflect reality, and show positive balances in particular for non-reverting special funds that are carrying balances.

Step 9:
In the <u>Positions Overview Tab</u>—

This tab displays the *Program/Class Summary* grid. This grid displays all of the selected agency's position detail rolled up by program. The grid will reflect the changes made by each agency as part of Position Reconciliation and any relevant adjustments made during the creation of the budget request. Review and confirm this detail.

Step 10:
In the Contractual Positions Tab—

This tab displays the *Contractual Positions* grid. This grid displays all of the selected agency's budgeted contractual employees, summarized by class code and fund type, for all three years of the agency budget request. Review and confirm this detail.

Step 11:
In the PY Position Summary Tab—

This tab displays the **Prior Year Positions Summary** grid. This grid displays the Prior Year position FTEs and salaries, summarized by program, including (a) Released data from Central Payroll for salaries and final FTE counts for the fiscal year from BARS plus (b) any changes the agency has made in adjustments using the Prior Year Position Counts tab. Submitting changes via adjustment is optional, and should be limited to material differences, such as approved reorganizations or to omit contractual position dollars reflecting as permanent position dollars.

Step 13:
In the Contracts Tab—

This tab displays the *Contracts* and the *Contract Details* grids. These grids display all supporting detail for the contracts and/or grants (i.e., all of Object 08 and Object 12) for all three years of the agency budget request. Review and confirm this detail.

Step 14:
In the Real Estate Leases Tab—

This tab displays the *Leases* and the *Lease Details* grids. These grids display all supporting detail for the leases for all three years of the agency budget request. Review and confirm this detail.

Step 15:
Once you have reviewed all of the tabs in the module and have entered the required Fund Revenue data, your budget request is ready for submission if there are no errors.

Most agencies should use one BRS to submit their budget request. This BRS should be created and submitted by the head Agency Coordinator. There are instances where unit-level submission may be created, but this is the exception and should be discussed with your OBA analyst before proceeding.

To proceed with the submission, click the **Submit** button. In the Submit Action dialog box, select "Submit Budget Request" as the desired workflow step. Select the **Add Comment** box and add a brief comment about your actions in this adjustment, and click **OK** to submit.

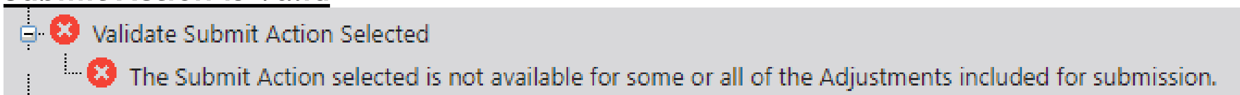
Upon submission, BARS validates your work to confirm that certain basic minimum requirements known as “Validations” have been met. If your adjustment passes validation, the agency submitter will be returned to the Worktray with a “Successfully Submitted” banner displayed at the top of the screen. DBM will then be able to view the agency’s budget request data.

BRS validations are listed below:

Validations List:

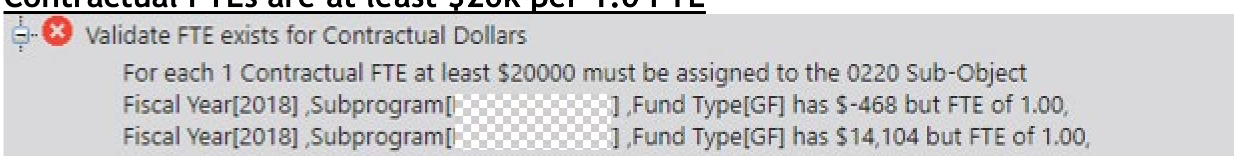
Upon performing the **Submit** action, validations trigger that will confirm that all of the adjustments that comprise the Budget Request Submission as a whole are valid. The complete list of validations that trigger in the BRS module are listed below:

Submit Action is Valid



As previously noted, all adjustments in the BRS must have a submit action, either “Submit for OBA Review” for Over-the-Target Requests and Deficiency Requests or “Release” for all other adjustment types in the submission module. This validation would indicate if any of those adjustments have an invalid submission action, and is very rare. If a user experiences this validation they should submit a work ticket to the help desk. This can be reviewed in the “SubmitAction” column of the Adjustments Tab.

Contractual FTEs are at least $20k per 1.0 FTE



All Contractual FTEs in agency adjustments must be budgeted at a ratio of at least $20,000 in contractual salaries (comptroller subobject 0220) per 1.00 FTE. A contractual must be a partial year (e.g., 0.80 for a contractual employee that works four days per week) in order to receive a salary less than $20,000. The salary minimum is prorated to this $20,000, e.g., a 0.5 FTE must have at least $10,000 as its salary. This can be reviewed in the Contractual Positions Tab.

If a user experiences this error, they must either go into an existing adjustment or create new adjustment to either edit contractual salaries or contractual FTEs in order to pass the validation. Note that an adjustment can be made that only changes FTEs and has no financial impact, and this is likely the easiest solution.

Narrative tabs complete for Over-the-Target, Deficiency, and Agency Reduction Adjustments

Over-the-Target, Deficiency, and Agency Reduction Adjustments require that the Narrative tab has been completed. This is similar to the justification in the DA-21B forms that agencies were asked to complete in previous years. Agencies must return to the specific adjustment, complete this tab, and submit that adjustment to continue if the agency receives this validation error.

Subobject "0192" is zeroed out in the Expenditures grid

Validate funding in 0192 Sub-Object in Expenditure in any of the three years

FY 2020 ,Subprogram[[illegible]1100],Sub-Object[0192], Fund Type[GF] has $-1,155,002 in 0192 SubObject

Lines with funds in Subobject 0192 must be redistributed. These values may be positive or negative in the target stage, but agencies will be unable to submit the agency request if the values are not 0 in the request. Agencies must create or add to an adjustment that redistributes 0192 through the Expenditures grid of the Expenditures tab.

Reduction Target is achieved

Validate Reduction Options an agency has submitted meet or exceed the number in their Reduction Targets

The Target Reduction Amount for Agency[[illegible]], Fund Type[GF] was $-2,105,128 but the Reduction made was $0

All reduction targets provided by DBM must be achieved by agencies. These can be found in DBM memoranda provided in July but may also be found in the Expenditures Summary Tab in the Budget Submission module. Agencies must create Agency Reductions Adjustment types in order to submit reduction options to DBM. Agencies should use separate adjustments for individual reduction options. As previously noted, agencies must make sure to include detail in the Narrative tab of those adjustments in order to provide additional detail to DBM.

FTEs not changed (outside of OTTs, DEFs, or REDs)

Agencies are unable to make changes to the permanent (i.e. non-contractual) FTE count of any fiscal year within the main budget submission outside of the Over-the-Target, Deficiency, and Agency Reduction adjustment types.

Target lock requirements are met

Agencies must meet targets provided to DBM for a variety of funds, chart of accounts levels, and subobjects, but primarily General Fund (01) expenditures and controlled subobjects. Agencies may find all of its target locks in the Target Tab of the budget submission module. Agencies that exceed their general fund target must submit an adjustment that reduces the total to that locked amount