

BEARS Entering Adjustments

This lesson will provide a conceptual overview of the Perform Adjustments (BDEADJ) module in the BEARS system.

Key Notes:

- BEARS users will utilize this module to create new adjustments with expenditure, revenue, and position details.
- The BEARS system allows users to add lengthy descriptions, supporting documentation, and/or any necessary justification in the **Overview** tab.
- The expenditure, revenue, and position details are entered in separate tabs for easy distinction.
- All adjustments created in the Perform Adjustments module can be sent up and down the workflow for approval and modification as many times as necessary.
- Once submitted to the F&A workflow step, the adjustments are considered for inclusion into the Governor’s Recommended Budget. When the budget document is complete, these adjustments will appear in the worktray as “Released”.
- All adjustments that have been sent from the Central Office workflow step to the F&A workflow are considered “Agency Approved”. All adjustments that remain at the Delegate or Central Office workflow steps are considered “Draft”.
- For the FY18 Budget Request, BEARS will be pre-loaded with your *baseline*, meaning that the recurring FY17 Work Program will already exist in the BEARS environment. In order to submit your budget request, you only need to make BDEADJ adjustments to the pre-loaded baseline.
- If an agency wishes to keep their budget the same as the previous year (no increase or decrease in expenditure authority, no transfers, etc.), then no adjustments will be needed.
- Before BEARS, adjustments were classified as either “recurring” or “non-recurring”, where recurring adjustments had no end date and non-recurring adjustments ended after one year. However the BEARS system allows users to set a specified sunset date for each adjustment that is created.
 - If there is no end date, you would select the “No Sunset” option.
 - If an adjustment *does* have a specific end date, you would select “FY20XX”, where 20XX is the year the adjustment is set to expire. In other words, the adjustment *will sunset* in FY20XX.

Example: A FY 2017-2018 base adjustment that will only last one year will sunset in FY 2018-2019. In the Perform Adjustments module, the adjustment will have a sunset year of “FY2019”.

- The validation checkpoint in BEARS helps users by verifying whether or not the adjustment is ready to be sent to the next step in the workflow. BEARS will provide descriptions for any validation errors so that they will be easier to correct.

- Common adjustment classifications used during the Budget Request phase:
 - **Cost Increase** – An increase in expenditure authority and/or positions above the recurring base level, formerly called improvements.
 - **Base Reduction** – A decrease in expenditure authority and/or positions below the recurring base level.
 - **Reorganization** – A transfer of expenditure authority and/or positions from one allotment code to another allotment code within or between departments due to a transfer of a function. *Note: Reorgs between different departments will be entered by the F&A Division of Budget.*
 - **Expansion** – An increase in expenditure authority and/or positions due to the implementation of a new, revenue-funded program or an increase in the scope of an existing, revenue-funded program. Expansions must be acknowledged by the General Assembly before they can be added to an agency’s budget.
 - **Account Code Transfer** – A transfer of expenditure authority from one below-the-line account code to another below-the-line account code; does not change the overall funding of the allotment code.
 - **Supplemental** – An increase in expenditure authority for an agency to cover unexpected costs that it cannot otherwise cover (usually funded by state appropriation). Supplemental adjustments affect the current (Estimated) fiscal year.
 - **Other** – An adjustment to the budget that does not fall into another adjustment classification; a “catch-all” for adjustments that cannot be classified by another adjustment type.
- If you are unsure about which adjustment classification to select, you can either choose what you think is the most appropriate or call your F&A Budget Analyst.

BEARS Entering Adjustments

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How Do You Create New Adjustments?

Step 1) Completing the Overview Tab

1. Under the **Development** tab, click **Perform Adjustments** (BDEADJ). **Make sure your Pop-Up Blocker is turned off.**

The screenshot shows the BEARS interface. At the top left is the TN Department of Finance & Administration logo. To the right is the BEARS logo and the text 'Budget Entry Analysis & Reporting System'. Below this is a navigation bar with five tabs: 'Worktray', 'Development', 'Execution', 'Reports', and 'Access Request'. The 'Development' tab is selected, and a dropdown menu is open, showing 'Perform Adjustments' circled in red. Other options in the dropdown are 'Manage Adjustment Groups', 'Endorse Adjustments', and 'Manage Activities and Codes'. The main content area has a search bar, a 'Step' dropdown, and a 'Sort by' dropdown set to 'Document Time descending'. There is also a 'Search' button.

2. The first tab that you will see and enter data for is the **Overview** tab.

The screenshot shows three tabs: 'Overview', 'Workflow', and 'Validation'. The 'Overview' tab is selected and highlighted in blue.

3. Choose a Budget Year from the drop-down menu. For the FY 2017-2018 budget request, select "FY2018".

Note: For all BEARS training guides, all adjustments are done in the FY 2016-2017 year.

The screenshot shows a 'Budget Year' dropdown menu with 'FY2017' selected.


4. Click the small icon in the Agency field. A pop-up will appear. Select your agency from the pop-up; the agency name will automatically populate in BEARS.

Agency 

- G1 - General Government
- G2 - Education
- G3 - Health and Social Services
- G5 - Resources and Regulation
- G4 - Law, Safety and Correction
- G6 - Transportation, Business and Economic Development
- G7 - Facilities Revolving Fund

- G1 - General Government
 - 39900 - BEARS

Overview | Workflow | Validation

Budget Year: FY2017 | Agency: 39900  BEARS

5. Click on the **Adjustment Classification** field. A pop-up will appear allowing you to choose the type of adjustment you want to enter. Select your desired adjustment classification.

Adjustment Classification

Search

Expand All Collapse All Remove Value

- Carryforward - Carryforward
- Actual Year Adjustments - Actual Year Adjustments
- Reorganization - Reorganization
- Activity Allocations - Activity Allocations
- Transfer - Transfer
- Supplemental - Supplemental
- Other - Other
- Error Correction - Error Correction
- Rounding Adjustment - Rounding Adjustment
- Section 23 Expansions - Section 23 Expansions
- Section 39 Expansions - Section 39 Expansions
- Base Budget Adjustment - Base Budget Adjustment
- Base Budget Reallocation - Base Budget Reallocation
- Base Budget Reduction - Base Budget Reduction
- **Cost Increase - Cost Increase**
- Parent Adjustments - Parent Adjustments

6. Once an Adjustment Classification is chosen, enter the Adjustment Name in the next field. This is the name that will appear in the worktray.

Note: It is not necessary to include the adjustment classification in the name. BEARS will automatically display the chosen classification in the worktray.

Adjustment Classification

Adjustment Name

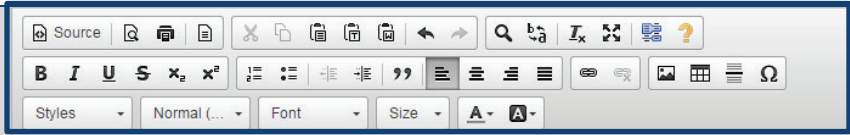
- 7. Enter a Description. Try to keep this short, since you can expand the description in the next text box.

Description

- 8. If needed, enter a more detailed explanation in the Long Description box.

Note: The Long Description text box allows you to use additional formatting options.

Long Description



The workload for the current legal positions has increased, yet the position count has remained stagnant. The department requests two additional legal positions.

body div

- 9. Assign a priority number for the adjustment. **(Cost Increases and Reductions only)**

Agency Prioritization (1-100)

- 10. Select whether the adjustment is mandatory. *Note: If it is mandatory, you will be required to enter a justification.* **(Cost Increases only)**

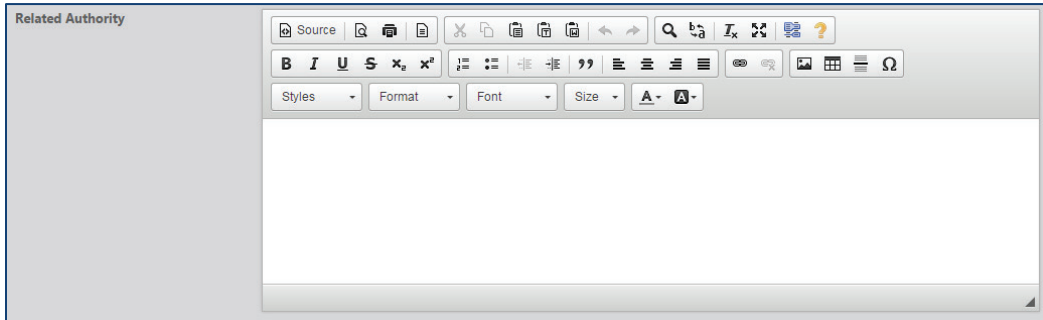
Mandated Increase **Justification**

If you select "Yes," you'll need to enter a justification.

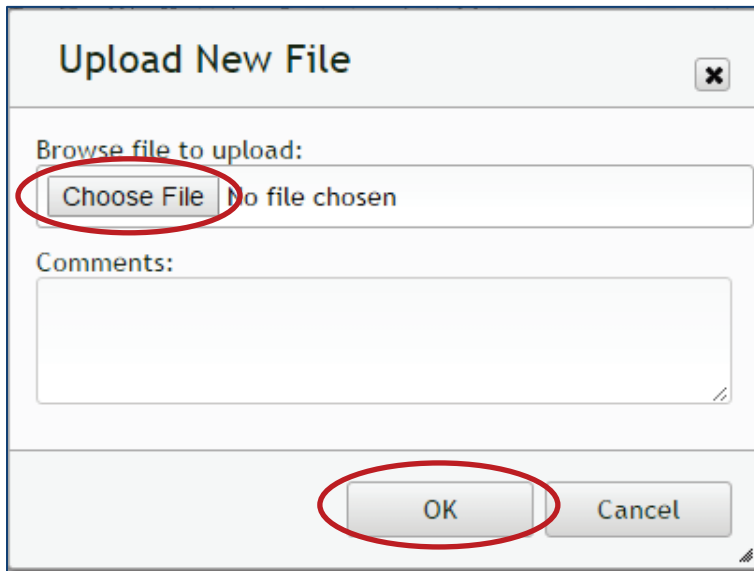
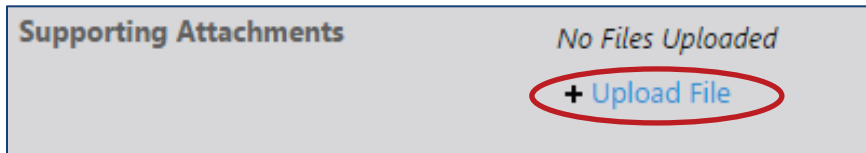
- 11. Enter the impact reduction statement. **(Reductions only)**

Impact Reduction Statement

12. Enter the authority related to the adjustment, e.g. Appropriation Bill language, TCA, and/or Executive Orders. If you are unsure of the proper authority, the F&A Budget Analyst can add/modify it later. **(For budget requests, no authority is necessary for adjustments affecting Base Year only. Authority will be needed for adjustments that affect the Current Year.)**



13. Upload supporting attachments such as Commissioner to Commissioner letters, Excel spreadsheets, or any other documentation by clicking **Upload File**, browsing your computer, and selecting **OK**.

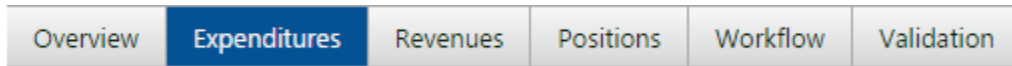


14. Once you have finished with the **Overview** tab, move to Step 2) Entering Expenditures, Revenues, and Positions.

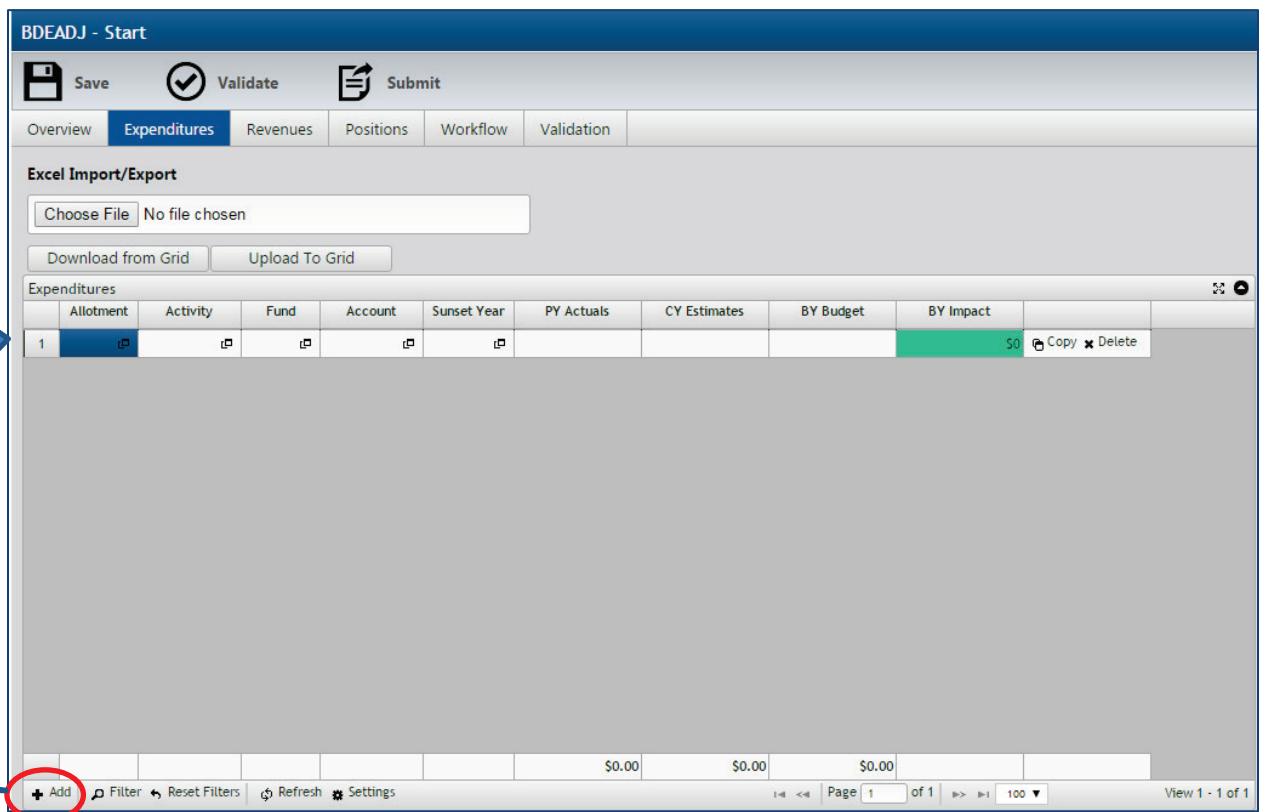
Step 2) Entering Expenditures, Revenues, and Positions

Option A) Creating Adjustments without Positions

1. Click the **Expenditures** tab to start entering account code detail.



2. Click the **+Add** button in the bottom left-hand corner. A row should appear in the grid. As additional rows are added, they will appear below the previously added rows in the grid.



BDEADJ - Start

Save Validate Submit

Overview **Expenditures** Revenues Positions Workflow Validation

Excel Import/Export

Choose File No file chosen

Download from Grid Upload To Grid

Expenditures

Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1								\$0	Copy Delete

+ Add Filter Reset Filters Refresh Settings

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- Click on the first blank cell (Row 1, Column "Allotment"). A pop-up will appear allowing you to choose your allotment code. Navigate through the values or use the search bar to choose your desired code. *Note: Only the allotment codes for which you have security access will appear.*

Expenditures										
Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact		
								50	Copy Delete	



✕

? [Help](#)

Select Code	Description
39901	BEARS Executive
39902	Division of Training
39903	Review Committee
39904	Integration Tribunal

- In the next column ("Activity") select or type the activity affected by the adjustment. For the FY18 budget request, use the default activity, which will auto-populate. The default activity is XXXXX00001, where XXXXX is the allotment code. For example, the default activity for BEARS Executive (see above) is 3990100001.

Allotment	Activity
39901	3990100001

- The "Fund" column will auto-populate but can be changed if necessary by choosing the correct fund type from the pop-up window.

Allotment	Activity	Fund
39901	3990100001	11000

- In the "Account" column, select or type in the desired five-digit expenditure account code.

Account
70900

- The next column in the grid is "Sunset Year". Sunset Year is how you will distinguish an adjustment as non-recurring in the BEARS system. If an adjustment is recurring, select **No Sunset**. If an adjustment has a definite end date, choose the fiscal year that corresponds with that end date. *Note: See the key notes regarding Sunset Years at the beginning of the **BEARS: Entering Adjustments** section for more information.*

Sunset Year



Select Code	Description
No Sunset	No Sunset
FY2017	Fiscal Year 2016-2017
FY2018	Fiscal Year 2017-2018
FY2019	Fiscal Year 2018-2019
FY2020	Fiscal Year 2019-2020
FY2021	Fiscal Year 2020-2021
FY2022	Fiscal Year 2021-2022

- Enter the desired adjustment(s) for Prior Year (PY), Current Year (CY), and Base Year (BY).

Expenditures										
	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1	39901	3990100001	11000	70900	No Sunset			\$100.00	\$100	Copy x Delete
2	39901	3990100001	11000	71000	No Sunset			\$200.00	\$200	Copy x Delete

Note: For cost increases and reductions, you can only make adjustments to Base Year.

Note: Due to the rolling baseline in BEARS (see the key notes regarding the rolling baseline for more information), amounts entered for Current Year will automatically roll to Base Year. The total impact on Base Year will appear in the read-only "BY Impact" column.

Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
39901	3990100001	11000	70900	No Sunset		\$100.00	\$100.00	\$200	Copy x Delete

CY Estimates	BY Budget	BY Impact
\$100.00	\$100.00	\$200



Note: Adjustment totals appear at the bottom of the grid.

Expenditures										
	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1	39901	3990100001	11000	70900	No Sunset		\$0.00	\$100.00	\$100	Copy x Delete
2	39901	3990100001	11000	72100	No Sunset			\$500.00	\$500	Copy x Delete
						\$0.00	\$0.00	\$600.00	\$600	

+ Add Filter Reset Filters Refresh Settings Page 1 of 1 View 1 - 2 of 2

\$0.00 \$0.00 \$600.00 \$600

- To add additional rows, click either **+Add** in the bottom left corner or the **Copy** button on the far right of a row. Clicking **Copy** will add a new row with that same data into the grid.
- After all expenditure rows have been entered, move to the **Revenues** tab. The format of the grid and the process for entering a row are exactly the same as the **Expenditures** tab.

*Note: If your adjustment only moves funds between account codes and doesn't change positions or overall revenue for the allotment code, the **Revenues** tab can be left blank.*

Overview	Expenditures	Revenues	Positions	Workflow	Validation
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11. In order for your adjustment to validate and be submitted, expenditures and revenues must balance. Any changes or additions made on the **Expenditures** tab must also be added to the **Revenues** tab.

Revenues										
	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1	39901	3990100001	11000	86050	No Sunset			\$600.00	\$600	Copy x Delete
						\$0.00	\$0.00	\$600.00	\$600	

+ Add Filter Reset Filters Refresh Settings Page 1 of 1 View 1 - 1 of 1

Note: Funds that have a different sunset year must be entered as a separate row.

Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
39901	3990100001	11000	86050	No Sunset			\$100.00	\$100	Copy x Delete
39901	3990100001	11000	86050	FY2018			\$500.00	\$500	Copy x Delete

12. After you have completed these steps, go to Step 3) Completing the Workflow Tab, Validating, and Submitting.

Option B) Creating Adjustments with Positions

When creating adjustments that include positions, BEARS allows you to enter the position details first and then automatically generate expenditures and revenues in the respective tabs based on those positions.

Keep in mind, when you automatically generate expenditures and revenues from Edison position information, BEARS will *not* round the figures to the nearest hundred. Please round manually by overriding the generated numbers in the **Expenditures** and **Revenues** tabs.

*Note: Automatically generating expenditures and revenues is not necessary. If you wish to enter expenditures and revenues manually, simply ignore the **Update Financials** button on the **Positions** tab.*

1. Select the **Positions** tab to begin entering position detail.



2. Click the **+Add** button in the bottom left-hand corner. A new row should appear in the grid. As additional rows are added, they will appear below the previously-added rows in the grid.

BDEADJ - Start

Save Validate Submit

Overview Expenditures Revenues **Positions** Workflow Validation

Excel Import/Export

Choose File No file chosen




Download from Grid Upload To Grid Update Financials

Positions	AllotCd	Activity	Sunset Year	PY Positions	CY Positions	BY Positions	BY Impact	GF State %	Ded State %	Fed Rev %	Other Rev %	Class Code	Position Tit
1							0						

+ Add Filter Reset Filters Refresh Settings

Page 1 of 1 100 View 1 - 1 of 1

- Click on the first blank cell (Row 1, Column "AllotCd"). A pop-up will appear allowing you to choose your allotment code. Navigate through the values or use the search bar to choose your desired code. *Note: Only the allotment codes in which you have security access for will appear.*

Positions									
	AllotCd	Activity	Sunset Year	PY Positions	CY Positions	BY Positions	BY Impact	GF State %	Ded State %
1							0		





✖

? [Help](#)

Select Code	Description
39901	BEARS Executive
39902	Division of Training
39903	Review Committee
39904	Integration Tribunal

- In the next column ("Activity") select or type the activity affected by the adjustment. For the FY18 budget request, the default activity will auto-populate. The default activity is XXXXX00001, where XXXXX is the allotment code. For example, the default activity for BEARS Executive (see above) is 3990100001.

AllotCd	Activity
39901 	3990100001 

5. The next column in the grid is “Sunset Year”. Sunset Year is how you will distinguish an adjustment as non-recurring in the BEARS system. If an adjustment is recurring, select **No Sunset**. If an adjustment has a definite end date, choose the fiscal year that corresponds with that end date. *Note: See the key notes regarding Sunset Years at the beginning of the **BEARS: Entering Adjustments** section for more details.*

Select Code	Description
No Sunset	No Sunset
FY2017	Fiscal Year 2016-2017
FY2018	Fiscal Year 2017-2018
FY2019	Fiscal Year 2018-2019
FY2020	Fiscal Year 2019-2020
FY2021	Fiscal Year 2020-2021
FY2022	Fiscal Year 2021-2022

6. Enter the desired adjustment for positions for Prior Year (PY), Current Year (CY), and Base Year (BY).

Note: Due to the rolling baseline in BEARS (see the key notes regarding the rolling baseline for more details), amounts entered for CY will automatically roll to BY. The total impact on BY will appear in the read-only “BY Impact” column.

PY Positions	CY Positions	BY Positions	BY Impact
0.0	1.0	1.0	2

EXAMPLE

If an adjustment needs one position in CY and two positions in BY, you would enter “1” in the “CY Positions” column and “1” in the “BY Positions” column to have a total “BY Impact” of “2”.

- The four columns following the “BY Impact” column are related to the funding mix for each position. The funding mix can be split in any way between the four classifications as long as it totals to 100%.

*Note: The funding mix that is chosen in the **Positions** tab will be used to generate revenues in the **Revenues** tab if you use Update Financials.*

Note: Revenues auto-populated for “Other Rev%” will default to Inter-Departmental and must be modified as needed in the Revenues tab.

AllotCd	Activity	Sunset Year	PY Positions	CY Positions	BY Positions	BY Impact	GF State %	Ded State %	Fed Rev %	Other Rev %	Class Code
39901	3990100001										

GF State %	Ded State %	Fed Rev %	Other Rev %
80.00000%	0.00000%	10.00000%	10.00000%



- In BEARS, each position added, reduced, or moved in an adjustment must correspond to a specific Edison Class Code. By clicking on the “Class Code” cell, a pop-up window will appear with a list of every established Edison Class Code from which you can browse or search. You can search by either class code or position description.

Search
? Help

Remove Value

Select Code	Description
002149	Board Member
002184	Commission Member
002320	Admin Services Assistant 2*
002320	TDOT Operations District Spec
002320	TDOT Operations Technician 1
002320	Trans Proj Specialist
002320	Transportation Aide 1
002320	Transportation Planner 3*
002322	Admin Services Assistant 3
002350	Legal Assistant
002360	Public Health Office Assistant
002361	Public Health Office Supv 1
002362	Public Health Office Supv 2
002363	Public Health Office Supv 3
002364	Public Health Office Coor
002371	Fleet Maintenance Assistant 1
002372	Fleet Maintenance Assistant 2
002381	Office Automation Specialist

*Note: It may be helpful to use wildcards to search for class codes that are not exact matches, using the ? and * characters. For example:*

- Searching for **te?t** will return results containing the terms text or test or tent (or any other four letter word where the first, second, and last letters are t, e, and t, respectively).
- Searching for **test*** will return results containing test as well as tests, tester, and any other word of five or more characters that starts with "test".
- Searching for **te*t** will return results containing test as well as tet, text, tent, tempt, or any other word of four or more characters that starts with "te" and ends in "t".

9. Once you have selected a class code, BEARS will auto-populate the fields in green.

Note: The salary that is populated is the minimum for the selected class code.

Class Code	Class Title	Position Type	Base Salary	Salary Adjus..	Longevity A...	Total Salary	Ins Covg Co...	Ret Plan	Insurance A...	Retirement ...	FICA Amount
073332	Budget Analyst 2*		\$36,276.00			\$36,276.00	A	041	\$6,435.06	\$3,264.84	\$2,775.11



Class Code	Class Title	Position Type	Base Salary
073332	Budget Analyst 2*		\$36,276.00

10. Next you will need to select the Position Type. *Note: Salaries are calculated based on the Full Time position type, and salary adjustments must be made if the position type is Part Time or Seasonal.*

Search
? [Help](#)

Remove Value

Select Code	Description
Full Time	Full Time Position
Part Time	Part Time Position
Seasonal	Seasonal Position

Position Type

Full Time

11. Because BEARS auto-populates the financials at the minimum level for each class code, you have the option to key in amounts for “Salary Adjustment” and “Longevity Adjustment”, as well as change the “Insurance Coverage Code” and the “Retirement Plan” to fit your needs.

Note: Salary and Benefit amounts can also be manually modified in the Expenditures tab.

Note: The adjustment amount is per position. If you are adding two positions and make a longevity adjustment of \$300, you will have a total longevity adjustment of \$600.

Class Code	Class Title	Position Type	Base Salary	Salary Adjus..	Longevity A...	Total Salary
073332	Budget Analyst 2*	Full Time	\$36,276.00	\$100.00	\$300.00	\$36,676.00

BEARS will populate the “Base Salary” column based on an annualized (12 months) salary for each position so remember that if you choose Part Time or Seasonal you will need to make a salary adjustment to reduce the base salary.

12. Once you have entered all of the rows related to positions, you can click the **Update Financials** button to generate the payroll rows in the **Expenditures** and **Revenues** tabs.

The screenshot shows the BEARS software interface for 'BDEADJ-2689 (31700) - Start'. The 'Positions' tab is active, and the 'Update Financials' button is circled in red. The interface includes a toolbar with Print, Reload, Cancel, Save, Validate, and Submit buttons. Below the toolbar are tabs for Overview, Expenditures, Revenues, Positions, Workflow, and Validation. The 'Excel Import/Export' section has a 'Choose File' button and 'Download from Grid' and 'Upload To Grid' buttons. The 'Positions' table below shows a single row with the following data:

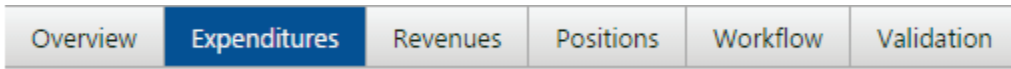
Positions	AllotCd	Activity	Sunset Year	PY Positions	CY Positions	BY Positions	BY Impact	GF State %	Ded State %	Fed Rev %	Other Rev %	Class Code	Position Tit
1	31702	3170200001	No Sunset	0.0	1.0	1.0	2	80.00000%	0.00000%	10.00000%	10.00000%	002320	Admin Services

Note: It is not required that you update financials. Just keep in mind that all personnel expenditures and revenues will have to be entered manually in the corresponding tabs.

*Note: If you are making an adjustment related to the number of positions but not related to the corresponding financials, DO NOT click the **Update Financials** button.*

EXAMPLE: If you are abolishing a position to create equity, you would enter the details on the **Positions** tab and ignore the **Update Financials** button. This will reduce your agency’s position count without affecting any financials.

13. After clicking **Update Financials**, click on the **Expenditures** tab.




Here you will see the payroll expenditures for 70100 (Salaries), 70102 (Longevity), and 70200 (Benefits) for the created positions.

Note: A row will not generate for 70102 if no longevity value was entered on the Positions tab.

Expenditures										
	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1	39901	3990100001	11000	70100	No Sunset	\$0.00	\$0.00	\$72,752.00	\$72,752	Copy x Delete
2	39901	3990100001	11000	70200	No Sunset	\$0.00	\$0.00	\$25,083.22	\$25,083	Copy x Delete
3	39901	3990100001	11000	70102	No Sunset	\$0.00	\$0.00	\$600.00	\$600	Copy x Delete

If you chose to not make salary, longevity, or benefit modifications in the **Positions** tab, you can manually override the values in the “PY Actuals”, “CY Estimates”, and “BY Budget” columns to your desired amounts. Overriding the amounts on the **Expenditures** tab will not update any numbers on the **Positions** tab, but that will not cause any validation errors (as long as the values for expenditures and revenues balance).

14. To add any operational expenditures click **+Add** in the bottom left to add a row.



Expenditures										
	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1	39901	3990100001	11000	70100	No Sunset	\$0.00	\$0.00	\$72,752.00	\$72,752	Copy x Delete
2	39901	3990100001	11000	70200	No Sunset	\$0.00	\$0.00	\$25,083.22	\$25,083	Copy x Delete
3	39901	3990100001	11000	70102	No Sunset	\$0.00	\$0.00	\$600.00	\$600	Copy x Delete
4									\$0	Copy x Delete

Summary: \$0.00 PY Actuals, \$0.00 CY Estimates, \$98,435.22 BY Budget, \$98,435 BY Impact

Buttons: + Add, Filter, Reset Filters, Refresh, Settings

Page: 1 of 1

View: 1 - 4 of 4

15. Once you have created a new row, fill in each cell with the desired values. See [A\) Creating Adjustments without Positions](#) for assistance on how to input data for operational expenditures.

*Note: If you'd like to copy the data from an existing row to a new row, click the **Copy** button on the right-hand side.*

3	39901	3990100001	11000	70102	No Sunset	\$0.00	\$0.00	\$600.00	\$0.00	Copy	Delete
---	-------	------------	-------	-------	-----------	--------	--------	----------	--------	------	--------

16. After all expenditure rows have been entered, move to the **Revenues** tab.

Overview	Expenditures	Revenues	Positions	Workflow	Validation
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If you used the Update Financials feature, rows will be generated based on the funding mix specified in the **Positions** tab. *Note: Like the **Expenditures** tab, these values can be manually overridden to match your desired values.*

Revenues										
	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1	39901	3990100001	11000	86050	No Sunset	\$0.00	\$0.00	\$78,748.18	\$78,748	Copy Delete
2	39901	3990100001	11000	68001	No Sunset	\$0.00	\$0.00	\$9,843.52	\$9,844	Copy Delete
3	39901	3990100001	11000	68090	No Sunset	\$0.00	\$0.00	\$9,843.52	\$9,844	Copy Delete

REMINDER: If the funding mix for your positions included other revenues, make sure the correct revenue account is chosen. **BEARS defaults to 68090 (Inter-Departmental).**

17. In order for your adjustment to validate and be submitted, expenditures and revenues must balance. Any changes or additions made on the **Expenditures** tab must also be added to the **Revenues** tab. *Note: Funds that have a different sunset year must be entered as a separate row.*

Revenues										
	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1	39901	3990100001	11000	86050	No Sunset	\$0.00	\$0.00	\$78,748.18	\$78,748	Copy Delete
2	39901	3990100001	11000	68001	No Sunset	\$0.00	\$0.00	\$9,843.52	\$9,844	Copy Delete
3	39901	3990100001	11000	68090	No Sunset	\$0.00	\$0.00	\$9,843.52	\$9,844	Copy Delete

18. After you have completed these steps, go to [Step 3\) Completing the Workflow Tab, Validating, and Submitting.](#)

4. Enter the values for each column as desired. Invalid values that are entered into the template will not upload to BEARS and will result in a blank cell in the Positions grid. *Note: Any cell in which you wish to have no value can be left blank.*
5. "AllotCd" (column A) must be entered as five digits with no decimals.
6. "Activity" (column B) can be alpha-numeric and must match an activity that has already been established in the Activities module. *Note: For the FY18 Budget Request, use the default activity. The default activity is XXXXX00001, where XXXXX is the allotment code.*
7. "Sunset Year" (column C) must be entered as either "No Sunset" or "FY20XX".
8. Remember that BEARS uses a rolling baseline (*see the key notes regarding the rolling baseline for more details*) to roll CY to BY (columns E-F). The template and downloaded grid will not show the "BY Impact" column.
9. "GF State %", "Ded State %", "Fed Rev %", and "Other Rev %" (columns G-J) must be entered as decimals and each row must sum to 1.

EXAMPLE: State position funded with a 50% federal match.

GF State %	Ded State %	Fed Rev %	Other Rev %
0.50000%		0.50000%	

10. "Class Code" (column K) refers to the Edison Job Code listed in the Class Comp Plan. You will need to choose the appropriate class code for each type of position you are creating. The class code selected will determine the amounts that are auto-populated in BEARS.
11. "Position Type" (column M) must be entered in the following format:
 - F=Full Time
 - P=Part Time
 - S=Seasonal

BEARS will populate the "Base Salary" column based on an annualized (12 months) salary for each position, so remember that if you choose Part Time or Seasonal you will need a make a salary adjustment to reduce the base salary. This adjustment can be made in the template or within the system after importing.

- 12. "Salary Adjustments" and "Longevity Adjustments" (columns O-P) can be entered as needed.
Note: The adjustment amount is per position. If you are adding two positions and make a longevity adjustment of \$300, you will have a total longevity adjustment of \$600.
- 13. "Tax Plan" (column R) appears in the template but does not appear in the BEARS grid. This field calculates the FICA amount and must be entered for each row as "1".
- 14. "Ins Covg Code" (column S) refers to the A-D or 0 codes that correspond to each insurance plan.

0	No Insurance (\$0.00)
A	Single (\$6,435.06)
B	Family (\$16,635.48)
C	Employee and Spouse (\$13,451.34)
D	Employee and Children (\$9,630.60)

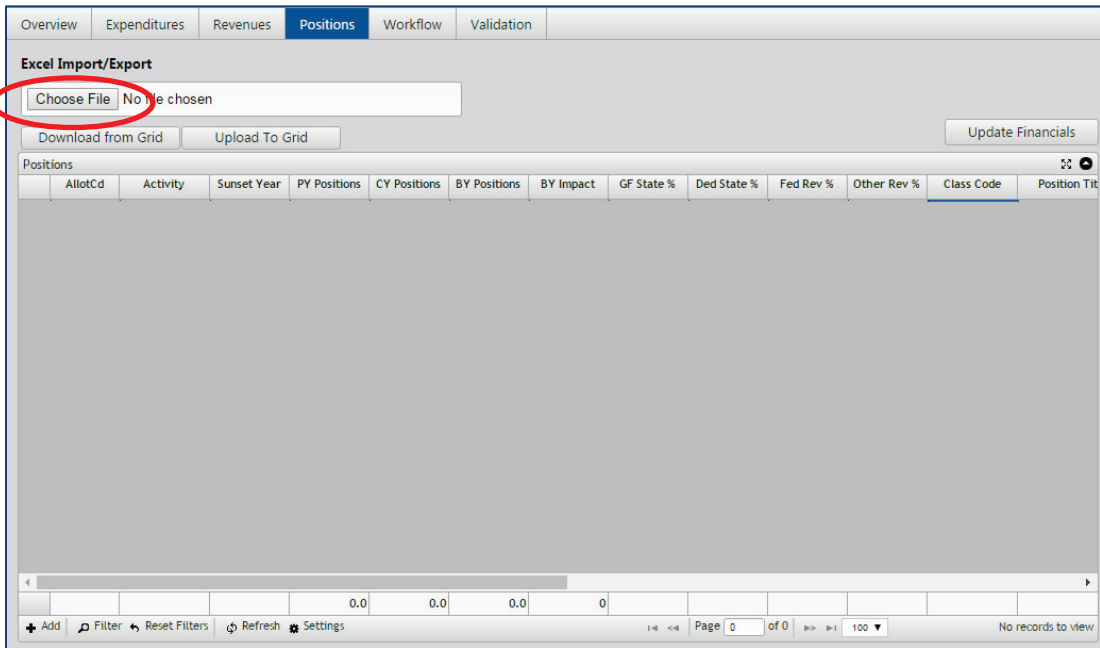
- 15. "Ret Plan" (column T) refers to three-digit codes that correspond to each retirement classification. *Note: A full list of retirement codes can be found in the BEARS system.*
- 16. Once you have entered all of the desired rows into the Positions template, you are ready to save your document and upload it to BEARS. Below is an example of what your completed template may look like:

A	B	C	D	E	F	G	H	I	J
AllotCd	Activity	Sunset Year	PY Positions	CY Positions	BY Positions	GF State %	Ded State %	Fed Rev %	Other Rev %
39901	3990100001	No Sunset			1	1			
39902	3990200001	No Sunset			2	.8		.1	.1

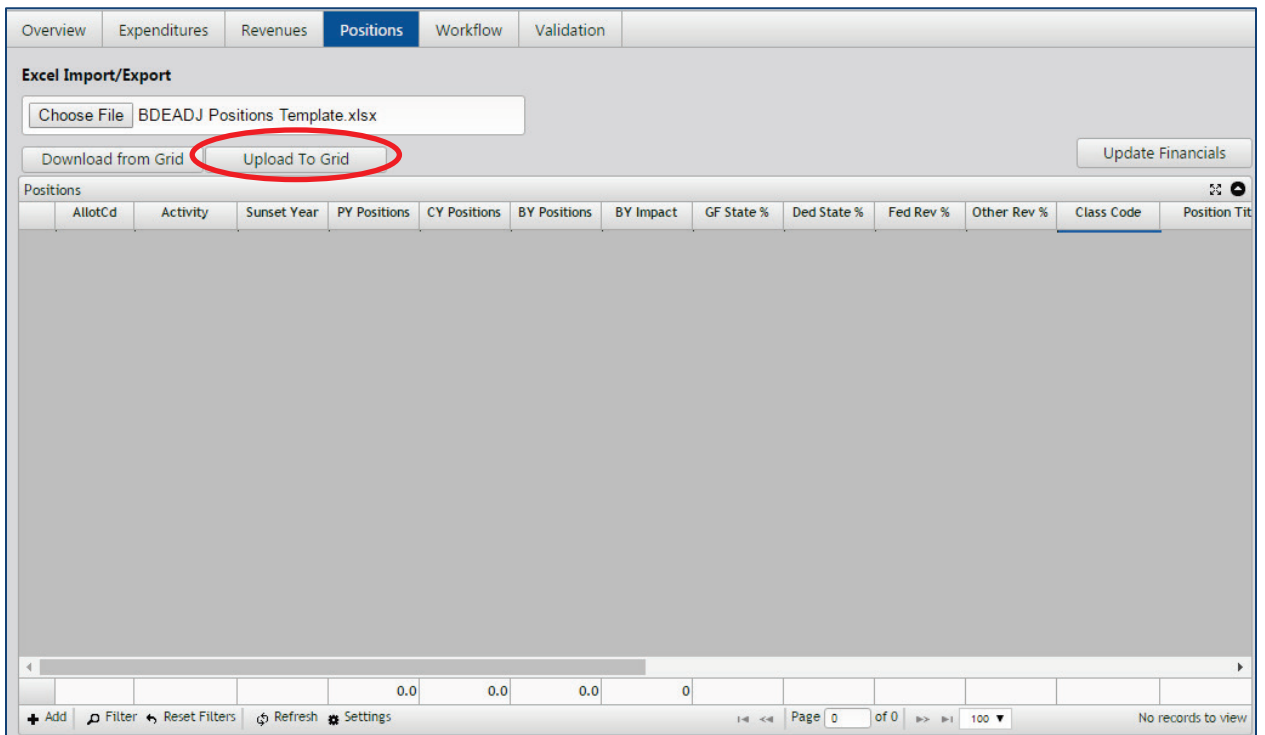
Class Code	Position Title	Position Type	Base Salary	Salary Adjustment	Longevity Amount	Total Salary
073332	Budget Analyst	F		100		
073162	Assistant	F			300	

R	S	T	U	V	W	X
Tax Plan	Ins Covg Code	Ret Plan	Insurance Amount	FICA Amount	Retirement Amount	Total Benefits
1	A	021				
1	B	041				

17. To upload your document into BEARS, click the **Choose File** button on the **Positions** tab.



18. Choose your document from the folder in which it was saved and hit the **Upload to Grid** button.



19. Once the upload is complete, you will see your document in the BEARS grid. You will also notice that the green fields are auto-populated and have replaced any values you might have entered into those fields in your document. *Note: BEARS will upload any row that has a value, even a zero, in it. Do not enter values into any row that you do not want uploaded. If you accidentally upload unwanted rows, you can delete them in the system by scrolling all the way to the right and clicking **Delete**.*

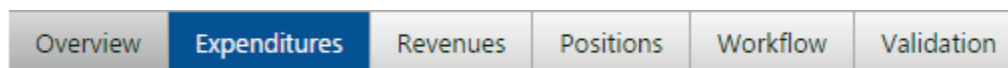
Excel Import/Export

Choose File No file chosen Copy of BDEADJ Positions Template.xlsx uploaded to the grid successfully.

Download from Grid Upload To Grid Update Financials

Positions													
	AllotCd	Activity	Sunset Year	PY Positions	CY Positions	BY Positions	BY Impact	GF State %	Ded State %	Fed Rev %	Other Rev %	Class Code	Class Title
1	39901	3990100001	No Sunset			1.0	1	100.00000%				073332	Budget Analyst
2	39902	3990200001	No Sunset			2.0	2	80.00000%		10.00000%	10.00000%	073162	Admin Services

20. When you have completed uploading all of your adjustments on the **Positions** tab, you can move to the **Expenditures** tab.



21. The template for the **Expenditures** tab will allow you to enter values into every column. Invalid values that are entered into the template will not upload to BEARS and will result in a blank cell in the expenditures grid. *Note: Any cell in which you wish to have no value can be left blank.*

BDEADJ Expenditure Template.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Cut Copy Paste Format Painter Clipboard Font Alignment Number

	A	B	C	D	E	F	G	H
1	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget
2								
3								
4								

22. "Allotment" (column A) must be entered as five digits with no decimal.
23. "Activity" (column B) can be alpha-numeric and must match an activity that has already been established in the Activities module. *Note: For the FY18 Budget Request, use the default activity. The default activity is XXXXX00001, where XXXXX is the allotment code.*

24. "Fund" (column C) must be entered as five digits.
25. "Account" (column D) must be entered as five digits and must be an expenditure account.
26. "Sunset Year" (column E) must be entered as either "No Sunset" or "FY20XX".
27. Remember that BEARS uses a rolling baseline (*see the key notes regarding the rolling baseline for more details*), to roll CY to BY (columns G-H). The template and downloaded grid will not show the "BY Impact" column.
28. Once you have entered all of the desired rows into the Expenditures template, you are ready to save your document and upload it to BEARS. Below is an example of what your completed template may look like:

	A	B	C	D	E	F	G	H
1	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget
2	39901	3990100001	11000	70100	No Sunset			45000
3	39902	3990200001	11000	70100	No Sunset			40000
4	39901	3990100001	11000	70102	No Sunset			300
5	39902	3990200001	11000	70102	No Sunset			500
6	39901	3990100001	11000	70200	No Sunset			9000
7	39902	3990200001	11000	70200	No Sunset			8000

29. To upload your document into BEARS, click the **Choose File** button on the **Expenditures** tab.

The screenshot shows the BEARS interface for the Expenditures tab. At the top, there are buttons for Save, Validate, and Submit. Below these are tabs for Overview, Expenditures (selected), Revenues, Positions, Workflow, and Validation. The 'Excel Import/Export' section is highlighted, with a 'Choose File' button circled in red. Below this are 'Download from Grid' and 'Upload To Grid' buttons. The main grid displays the following columns: Allotment, Activity, Fund, Account, Sunset Year, PY Actuals, CY Estimates, BY Budget, and BY Impact. The grid is currently empty. At the bottom of the grid, there are summary values for PY Actuals, CY Estimates, and BY Budget, all showing \$0.00. The footer includes navigation and status information: '+ Add', 'Filter', 'Reset Filters', 'Refresh', 'Settings', 'Page 0 of 0', and 'No records to view'.

30. Choose your document from the folder in which it was saved and hit the **Upload to Grid** button.

The image shows a dialog box titled "Excel Import/Export". It contains a "Choose File" button and a text field displaying "Copy of BDEADJ Expenditure Template.xlsx". Below this, there are two buttons: "Download from Grid" and "Upload To Grid". The "Upload To Grid" button is circled in red.

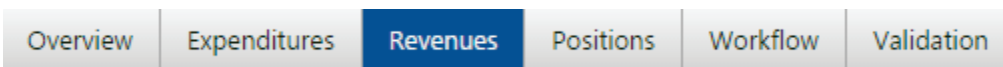
31. Once the upload is complete you will see your document in the BEARS grid. *Note: BEARS will upload any row that has a value, even a zero, in it. Do not enter values into any row in which you don't want to be uploaded.*

The image shows the "Excel Import/Export" dialog box after a successful upload. The "Choose File" button now says "No file chosen". A green message states "Copy of BDEADJ Expenditure Template.xlsx uploaded to the grid successfully." Below the buttons is a table titled "Expenditures".

	Allotment	Activity	Fund	Account	Sunset Year	PY Actuals	CY Estimates	BY Budget	BY Impact	
1	39901	3990100001	11000	70100	No Sunset			\$45,000.00	\$45,000	Copy x Delete
2	39902	3990200001	11000	70100	No Sunset			\$40,000.00	\$40,000	Copy x Delete
3	39901	3990100001	11000	70102	No Sunset			\$300.00	\$300	Copy x Delete
4	39902	3990200001	11000	70102	No Sunset			\$500.00	\$500	Copy x Delete
5	39901	3990100001	11000	70200	No Sunset			\$9,000.00	\$9,000	Copy x Delete
6	39902	3990200001	11000	70200	No Sunset			\$8,000.00	\$8,000	Copy x Delete

Note: Once uploaded, you can still make changes to any field manually or add/delete rows as needed.

32. When you have completed uploading all of your rows on the **Expenditures** tab, you can move to the **Revenues** tab.



The process for the **Revenues** tab works exactly the same and uses the same template as the **Expenditures** tab. Remember that expenditures and revenues must balance.

Remember: You must create separate Excel documents for Expenditures and Revenues. Expenditures and revenues cannot be uploaded together, even though they use the same template.

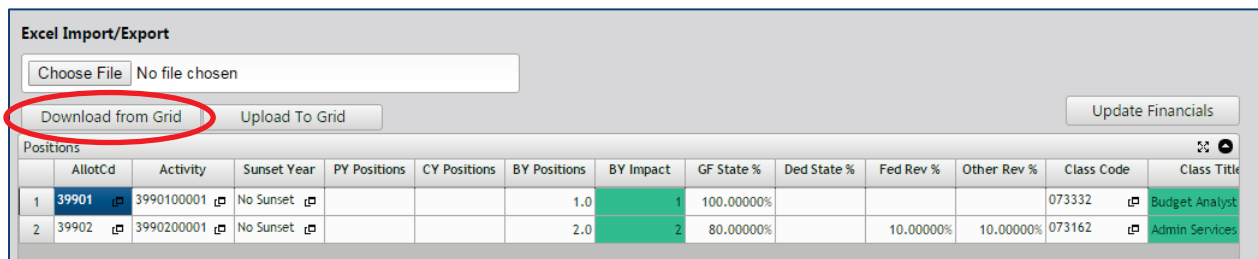
33. After you have completed these steps, go to Step 3) Completing the Workflow Tab, Validating, and Submitting

Option D) Changing an Adjustment from an Existing Grid

There are two methods for changing an uploaded grid: 1) changing the rows within the system, or 2) re-downloading the grid and changing the rows within Excel.

1. To change within the system, simply click on the desired cell and manually change the value. You can delete a row by clicking the **X Delete** button on the right-hand side.
2. If you must change a significant amount of data, it may be easier to re-download the grid into a spreadsheet. This process works the same in all tabs: **Expenditures, Revenues, and Positions**. After making the necessary changes, simply upload the grid back into the system.

To export, click the **Download from Grid** button.



The screenshot shows the 'Excel Import/Export' interface. At the top, there is a 'Choose File' button and a text box indicating 'No file chosen'. Below this, the 'Download from Grid' button is circled in red, and the 'Upload To Grid' button is visible to its right. An 'Update Financials' button is located in the top right corner. The main area contains a table titled 'Positions' with the following columns: AllotCd, Activity, Sunset Year, PY Positions, CY Positions, BY Positions, BY Impact, GF State %, Ded State %, Fed Rev %, Other Rev %, Class Code, and Class Title. The table contains two rows of data:

	AllotCd	Activity	Sunset Year	PY Positions	CY Positions	BY Positions	BY Impact	GF State %	Ded State %	Fed Rev %	Other Rev %	Class Code	Class Title
1	39901	3990100001	No Sunset			1.0	1	100.00000%				073332	Budget Analyst
2	39902	3990200001	No Sunset			2.0	2	80.00000%		10.00000%	10.00000%	073162	Admin Services

BEARS will open an Excel file that includes all the information that was previously listed in the BEARS grid.

Make your desired changes in the Excel file and save it to your computer.

Upload the new file.

Once you have uploaded the document, you will see the changes you have made.

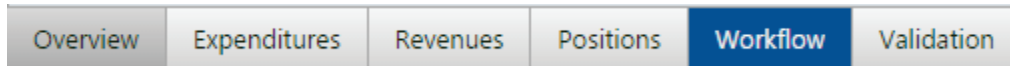
Note: Uploading a new document completely overrides the original grid. If you add or delete rows or cells in your Excel document, they will appear that way when you upload the new document.

Continue these steps for each tab as desired. Remember that expenditures and revenues must balance, so if you make changes on one tab you will also need to make changes on the other.

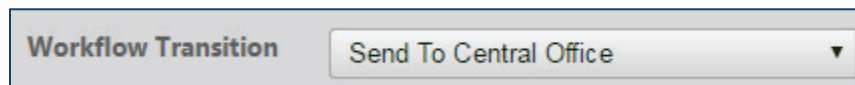
After you have completed these steps, go to [Step 3\): Completing the Workflow Tab, Validating, and Submitting](#)

Step 3) Completing the Workflow Tab, Validating, and Submitting

1. Go to the **Workflow** tab.



2. Under Workflow Transition, use the drop-down menu to select your desired workflow transition.
 - **Send to Delegate** – Sends to the Delegate step and allows Agency Analysts the ability to review.
 - **Send to Central Office** – Sends to the Central Office step and allows Agency Approvers the ability to review.
 - **Send to F&A** – Sends to the F&A step and allows F&A Budget Analysts the ability to review.
 - **Delete** – Select this option to delete the Budget Adjustment.



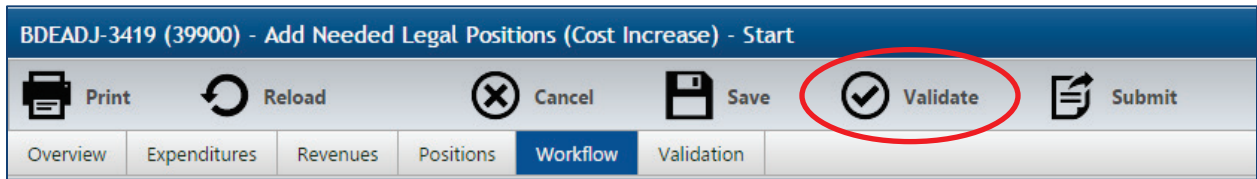
*Note: Sending an adjustment to your own security level will hold it at that step. For example, an Agency Approver that selects **Send to Central Office** will send it to the workflow at the Central Office step and allow other Agency Approvers the ability to review.*

3. You can also add a comment to the adjustment by typing in the text box and clicking **Add Comment**.

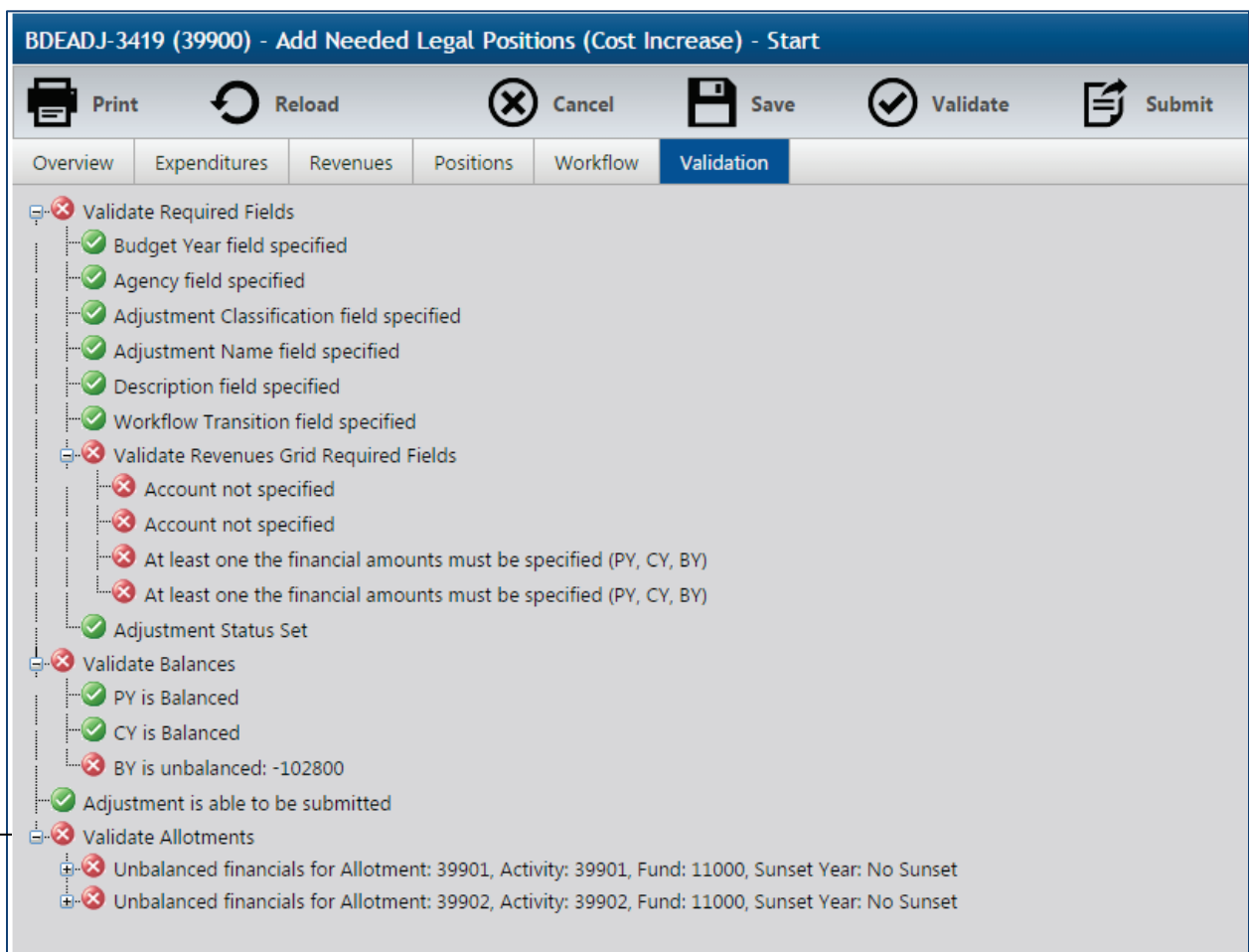
Note: Comments travel with the adjustment as it moves through the workflow. Comments automatically include the commenter's user ID and a date/time stamp.

 A large rectangular text input area with a light gray background. At the top left, it contains the placeholder text 'Sample comment.'. At the bottom right corner, there is a button labeled 'Add Comment' which is circled in red.

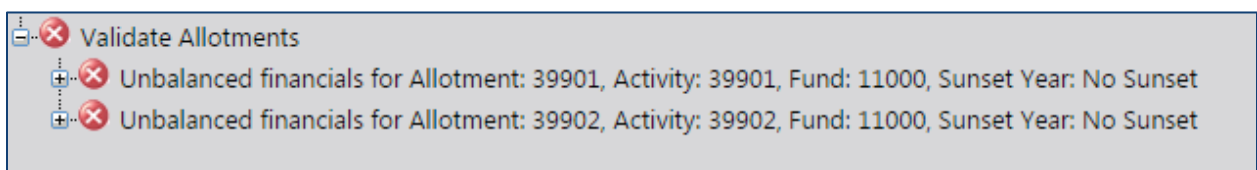
- Next, you will click the large icon for **Validate** to make sure everything balances.



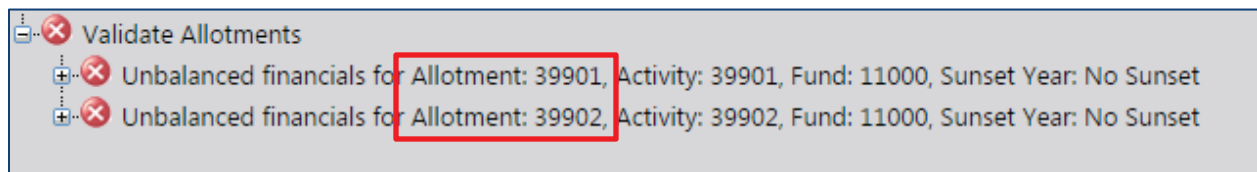
- If there are validation errors, there will be red X's (✖), and you will need to go back and review your adjustment.




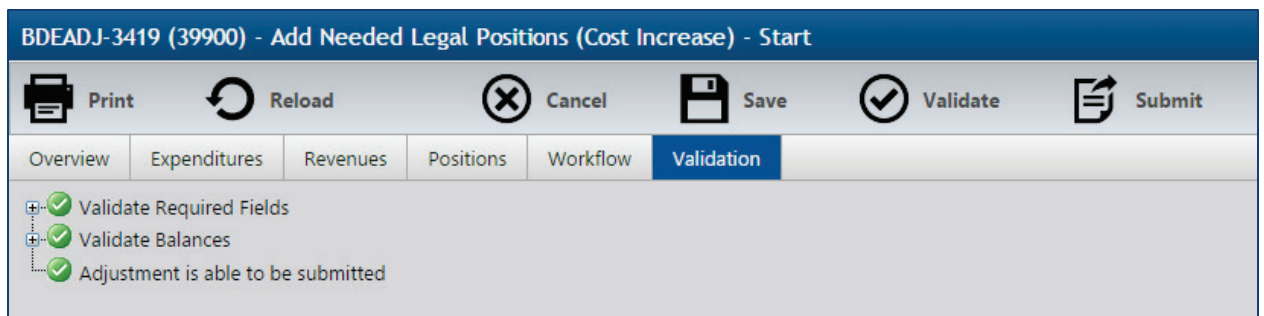
- Clicking on the plus (+) box shows more information about the validation error.



Here, two different allotment codes were entered, causing the adjustment to be unbalanced. Go back to the **Expenditures** or **Revenues** tab, and enter the correct allotment code.



6. Once the errors are corrected, your validation screen should show all green check marks. 

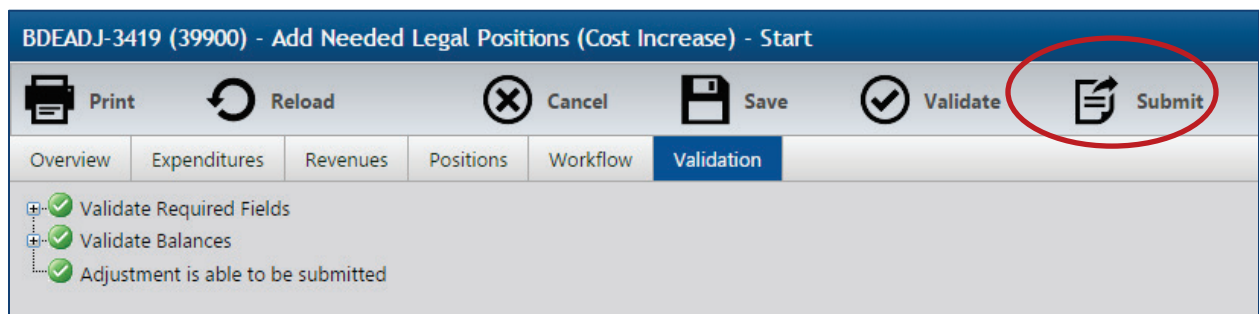


7. Before submitting the adjustment to the next step, it is helpful to remember the number BEARS has assigned to it. This will be different for every adjustment you make and will remain with it as it moves through the approval process. Keeping a log of adjustment numbers will make searching for existing adjustments easier.

→ **BDEADJ-3419 (39900) - Add Needed Legal Positions (Cost Increase) - Start**

Note: If you forgot to log the adjustment number before submitting to the workflow, a blue banner will appear across the home page showing that the adjustment was submitted successfully. The blue banner will contain the adjustment number.

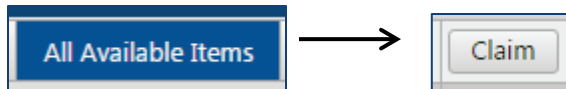
8. If all validation rules are successfully applied, click **Submit** to move the adjustment into the workflow. This will allow other BEARS users to claim it.



How Do You Modify An Already-Created Adjustment?

Any adjustment can be sent up and down the workflow as needed in order to be edited and approved. A BEARS user must first claim the adjustment from the worktray before modifying or approving.

1. **Claim** the adjustment from the worktray. A list of all adjustments available for claiming can be found under “All Available Items”.



Note: The “Work Item Name”, “Document Time”, and “Step” give details about each adjustment and where it resides in the workflow.

Work Item Name	Document Time	Step
----------------	---------------	------

Note: Once you claim an adjustment, only you are authorized to make changes. Other users are able to view a read-only version of the adjustment.

2. Using the instructions from the previous pages, modify the adjustment as necessary. All expenditures, revenues, and positions can be modified, but remember that expenditures and revenues must balance so that the adjustment can be validated for submission.
3. Once all modifications are complete, proceed to the **Workflow** tab.
4. Select the desired workflow transition.
5. You can add a comment by typing in the text box below and then clicking **Add Comment**.

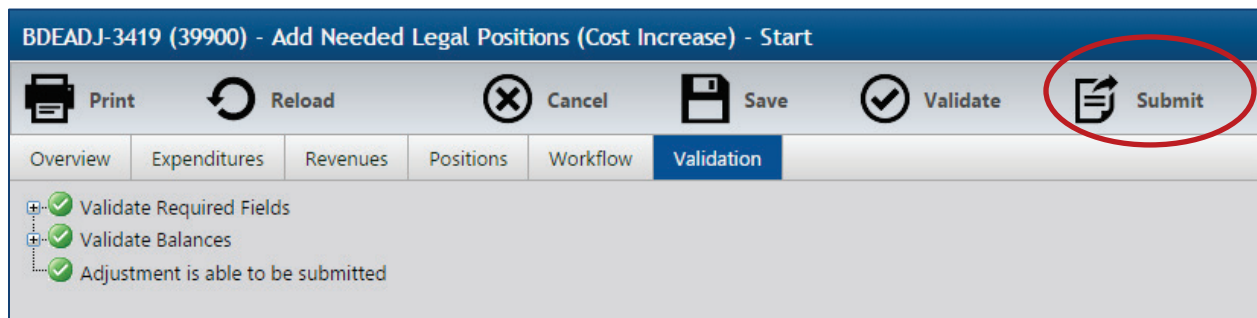
Note: All comments travel with the adjustment as it moves through the workflow. Comments automatically include the commenter’s user ID and a date/time stamp.



6. Click **Validate**.

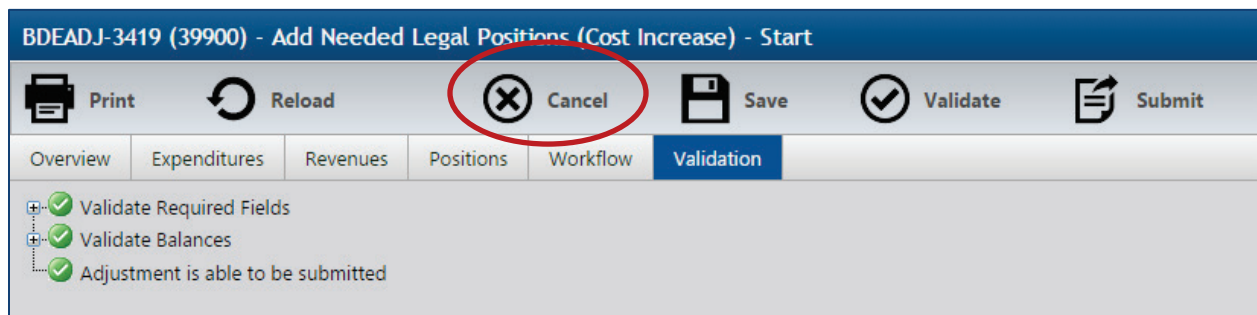


7. If all validation rules are successfully applied, click **Submit** to move the adjustment back into the workflow. This will allow other BEARS users to claim it.

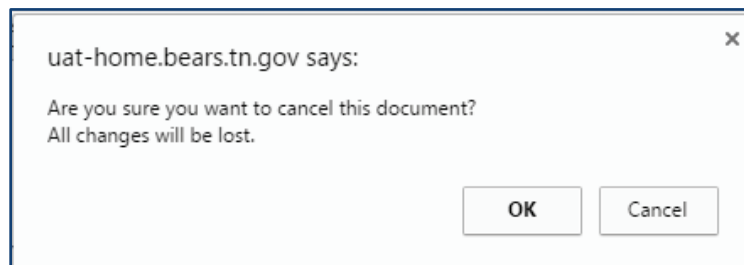


*Note: If you have claimed and opened an adjustment, but wish to send it back to the workflow unchanged, click **Cancel** to send it back to its previous step in the workflow. This allows other users to claim it.*

*Remember: If you are creating an adjustment and have not submitted it to the workflow, clicking **Cancel** will delete the adjustment from the system.*



A warning message will appear if you click **Cancel**. To continue with the cancellation, click **OK**.



How Do You Approve An Already-Created Adjustment?

Any adjustment can be sent up and down the workflow as needed in order to be edited and approved. A BEARS user must first claim the adjustment from the worktray before modifying or approving.

1. **Claim** the adjustment from the worktray. A list of all adjustments available for claiming can be found under “All Available Items”.



Note: The “Work Item Name”, “Document Time”, and “Step” give details about each adjustment and where it resides in the workflow.

Work Item Name	Document Time	Step
----------------	---------------	------

Note: Once you claim an adjustment, only you are authorized to make changes. Other users are able to view a read-only version of the adjustment.

2. Proceed to the **Workflow** tab.
3. Select the workflow transition that corresponds to the next step in the workflow.

An Agency Analyst would send the adjustment to the Central Office step.
An Agency Approver would send the adjustment to the F&A step.

Note: If you need another user at your security level to view the adjustment before approving, choose the corresponding workflow transition and the adjustment will be sent back to the workflow at that step.

4. You can add a comment by typing in the text box below and then clicking **Add Comment**.
Note: All comments travel with the adjustment as it moves through the workflow. Comments automatically include the commenter’s user ID and a date/time stamp.

Add Comment

5. Click **Validate**.



6. If all validation rules are successfully applied, click **Submit** to move the adjustment into the workflow at the next approval step. This will allow a BEARS user at the security level above your own to claim the adjustment.

