BACKUP DATA

IN-DEPTH VIDEO TRAINING



Backup Data: In-Depth Video Training

Socioeconomic Data Reporting Guidance

In-Depth Video Training

Agenda

- Backup data requirements
- How to compile required data from ANSWERS database (FMIS Users)
- Backup data preparation
- Data scrubbing tools

Backup Data Requirements

Backup Data Must Be Supported and Submitted

Procurement units should **not** report any data (prime or subcontract dollars) in their reports that is not adequately supported by auditable contract documentation.

Backup documentation is **required** to be submitted with the Annual Report. There may be instances were GOSBA will request backup documentation throughout the FY.

Backup data is only accepted in EXCEL format

Detailed Backup Data (Excel Template Submission Only)

Every dollar reported must include detailed data that reflects the totals being reported. For example, if a contract of $10,000 is reported the backup data must include the accompanying contract details such as:

- Contract title/number
- Contract Amount ($)
- Category of Work
- Vendor Name
- Award date
- Expiration date
- Contract description
- MBE Vendor name
- MBE Certification #

Types of Backup Data

- Backup data consist of the detailed data reports that were utilized to report the final summarized totals in a participating units reporting
- The types of backup data that is required:
    - Award data
    - Payment data
    - Waiver data

Data Collection

- Each procurement unit has a unique process for the collection of socioeconomic data it is important for report preparers to have a general understanding of the internal data collection process prior to beginning reporting
- A few examples include:
    - Internal data within a spreadsheet
    - ANSWERS data
    - MDOT utilizes iFMIS
    - Some Universities utilize PeopleSoft

How Does Your Agency Collect Data?

Data Collection Method	Where to locate reports?
FMIS Agencies	• Pull 700 series reports from ANSWERS database
Non-FMIS Agencies	• Utilize internal financial systems to capture procurement data • MDOT agencies will use iFMIS to capture procurement data

Backup Data Report Types

Data Required	ANSWERS Report Reference #
BPO/PO Change orders from contracts awarded in the prior fiscal year	PCHL709
Contract Awards Detail	PCHL710
MBE Waiver Data	PCHL711
MBE Prime Payments by Direct Voucher; no BPO/PO	PCHL717
MBE Prime Voucher Payments made from BPO/PO	PCHL718
MBE Subcontractor Payments	PCHL719
MBE Subcontract Awards & any change order activity associated with an MBE Subcontractor	PCHL720
P-Card Total/MBE Purchases	PCHL721 (or VIEWDIRECTA30USB11)

Note: If the reporting unit is utilizing an internal database a reporting flag should be setup to flag any MBE specific data line items. This will make it easier for the report preparer to identify MBE specific data.

Which Reports Are Needed for Awards vs. Payments?

- The chart below identifies which reports are required for Awards and Payments:

FMIS CHEAT SHEET

AWARDS = ANSWER reports 709, 710, 717, 720 & 721 OR VIEW DIRECT A30USB11

PAYMENTS = ANSWER reports 717, 718, 719 & 721 OR VIEW DIRECT A30USB11

Reminder: Direct Vouchers and P-card purchases* are reported as both AWARDS and PAYMENTS.

Reporting Timeframes

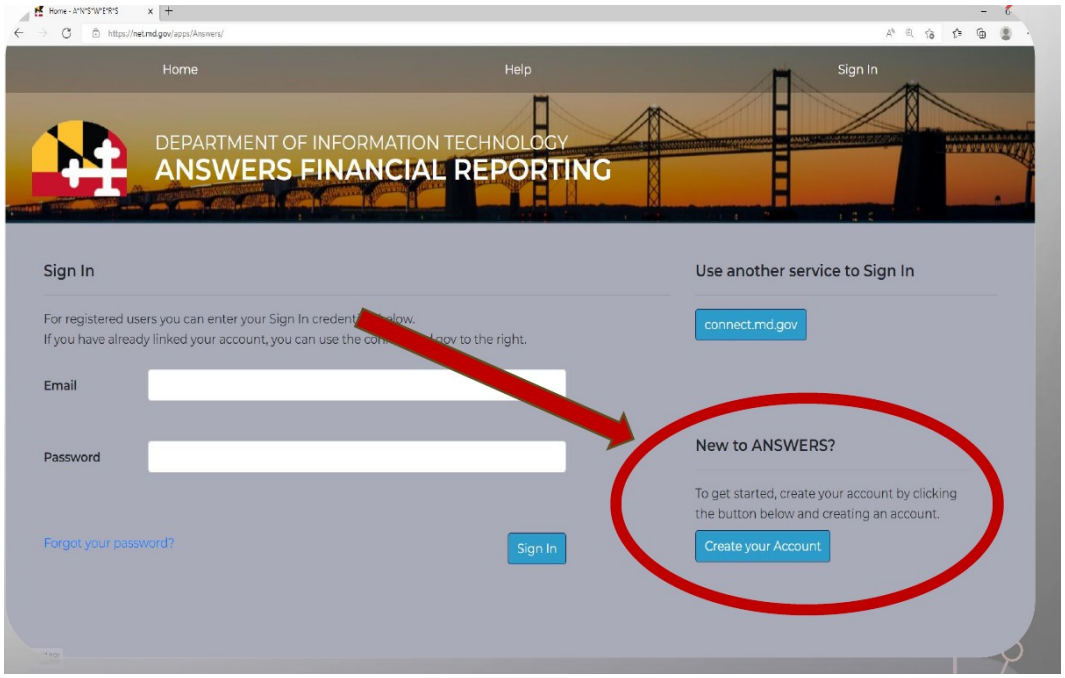
- Be sure to compile all the necessary data for the timeframes being requested
    - Annual Reporting data requires data from the full FY being reported for
        - **FY: July 1-June 30**
    - Quarterly Reporting data requires cumulative data for the QTR being reported for

- **QTR1: July 1-September 30**
- **QTR2: July 1- December 31**
- **QTR3: July 1- March 31**

How to Compile Required Data from ANSWERS Database

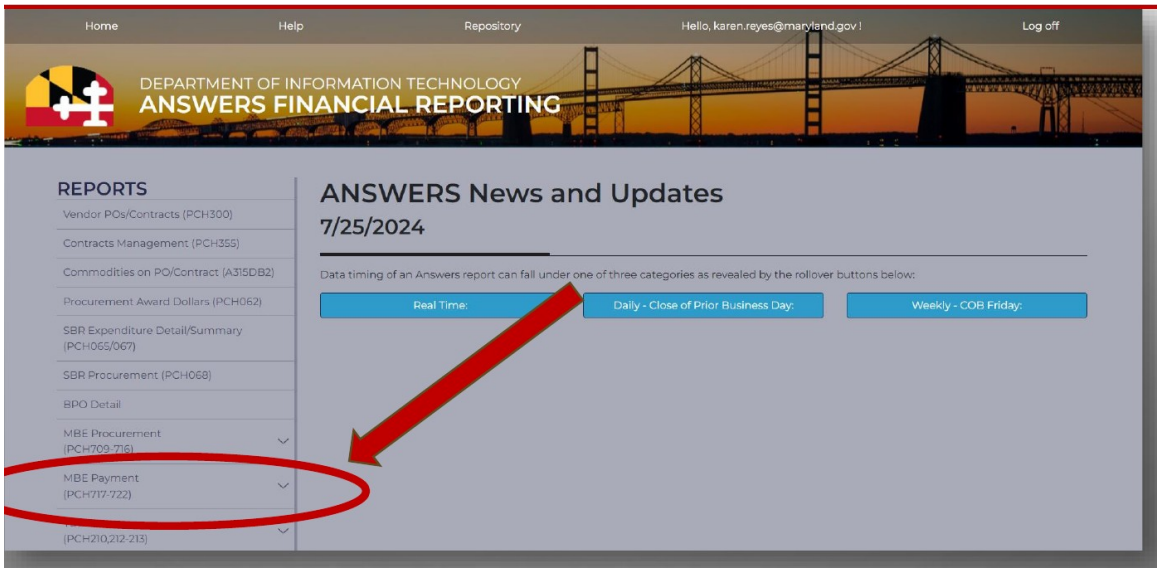
How to Access ANSWERS

- If you already have an ANSWERS account visit: https://net.md.gov/apps/Answers/ and simply log in.
- If you have not created an ANSWERS account, follow the instructions below:
  - Underneath 'New to ANSWERS?' create your login using your state email address.
  - You will receive an email confirming your new account.
  - Use the credentials you created to login to the ANSWERS portal.



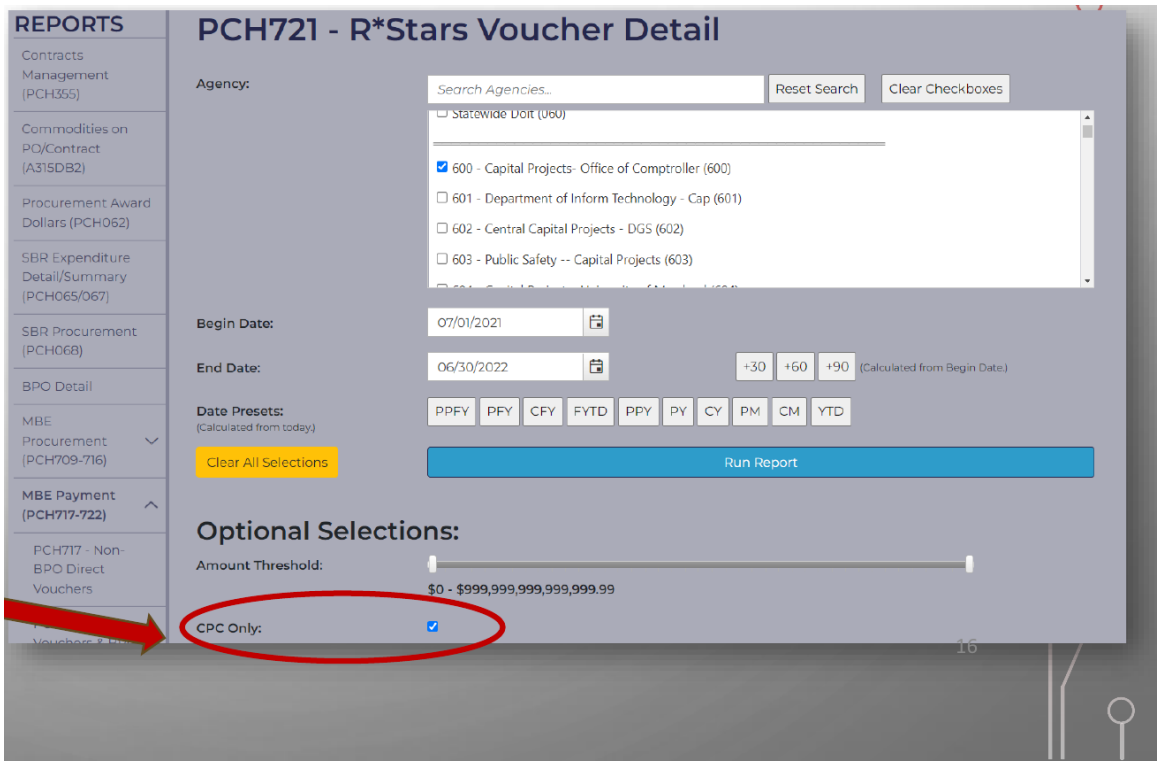
How to Pull Reports from ANSWERS

- After logging into ANSWERS you will be prompted to the homepage.
- Under 'REPORTS' select the appropriate ANSWERS report you are pulling
- In this example, the PCHL721 report for credit cards will be pulled
- Select within the 'MBE PAYMENT PCH717-722' dropdown to access the PCHL721 report



How to Pull Reports from ANSWERS Continued

- Select your agency
- Insert Begin and End date depending on longevity of report needed
- Click ‘Run Report’
- **Note:** When pulling the 721 report you must select ‘CPC Only’ Under ‘Optional Selections



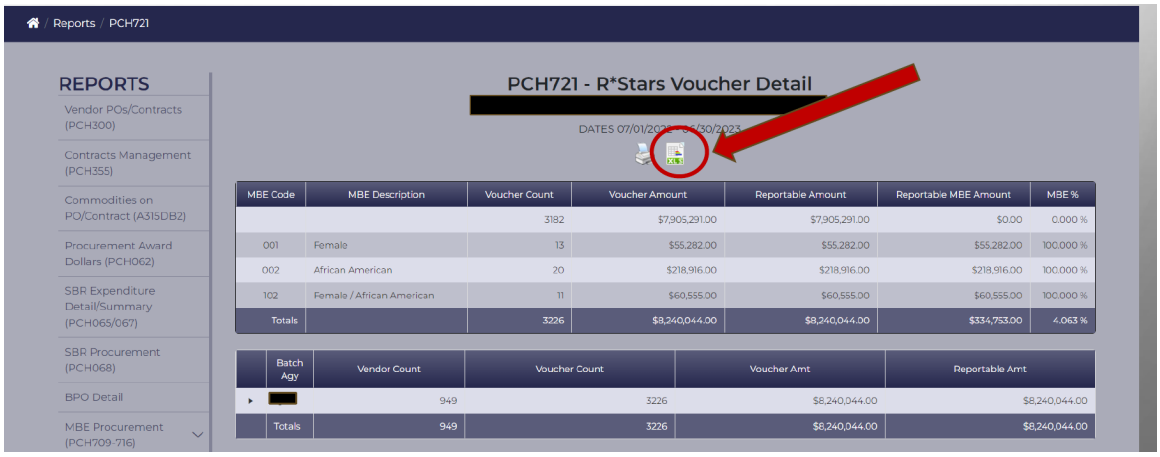
Understanding Date Presets on ANSWERS



Date Presets:	Meaning:
PPFY	Prior Prior Fiscal Year (2 FY years back)
PFY	Prior Fiscal Year (1 FY year back)
CFY	Current Fiscal Year
FYTD	Fiscal Year To Date
PPY	Prior Prior Calendar Year (2 years back)
PY	Prior Calendar Year (1 year back)
CY	Current Calendar Year
PM	Prior Month
CM	Calendar Month (current month)
YTD	Current Year-to-date

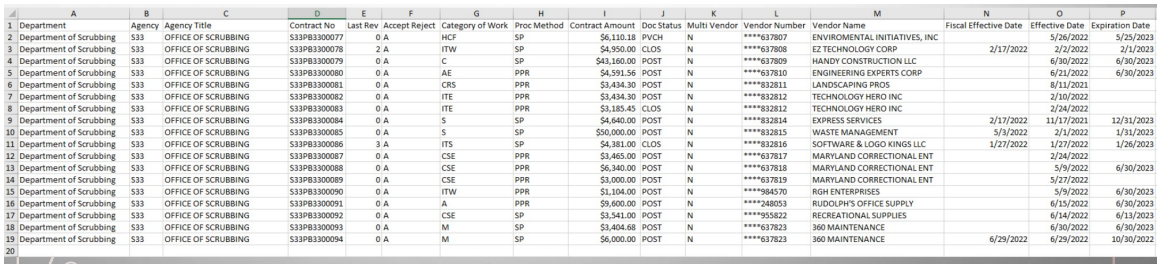
How to Export Report from ANSWERS into Excel

- After selecting ‘Run Report’ a summary screen of the report being pulled will come up
- Select the green ‘XLS’ icon to download the report into an excel file



Raw Data Example from ANSWERS

- Once the data has downloaded this is how it will look within excel depending on the report that is being exported:

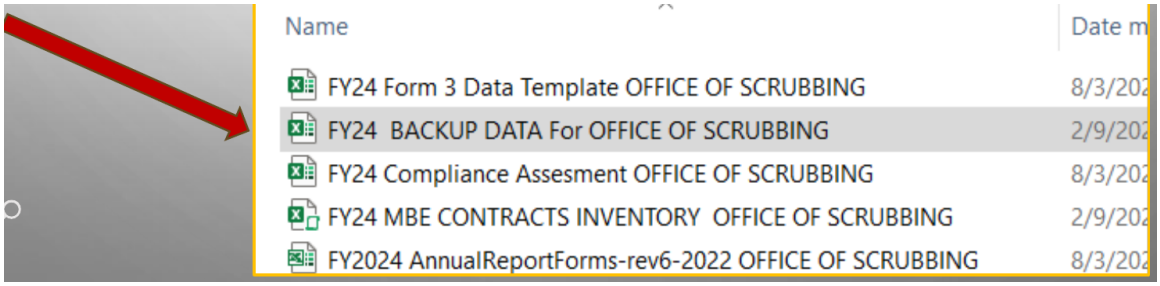


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Department	Agency	Agency Title	Contract No	Last Rev	Accept Reject	Category of Work	Proc Method	Contract Amount	Doc Status	Multi Vendor	Vendor Number	Vendor Name	Fiscal Effective Date	Effective Date	Expiration Date
2	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300077	0	A	HCF	SP	$6,110.18	PVCH	N	****637807	ENVIROMENTAL INITIATIVES, INC		5/26/2022	5/25/2023
3	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300078	2	A	ITW	SP	$4,950.00	CLOS	N	****637808	EZ TECHNOLOGY CORP	2/17/2022	2/2/2022	2/1/2023
4	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300079	0	A	C	SP	$43,160.00	POST	N	****637809	HANDY CONSTRUCTION LLC		6/30/2022	6/30/2023
5	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300080	0	A	AE	PPR	$4,591.56	POST	N	****637810	ENGINEERING EXPERTS CORP		6/21/2022	6/30/2023
6	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300081	0	A	CRS	PPR	$3,434.30	POST	N	****832811	LANDSCAPING PROS		8/11/2021	
7	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300082	0	A	ITE	PPR	$3,434.30	POST	N	****832812	TECHNOLOGY HERO INC		2/10/2022	
8	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300083	0	A	ITE	PPR	$3,185.45	CLOS	N	****832812	TECHNOLOGY HERO INC		2/24/2022	
9	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300084	0	A	S	SP	$4,640.00	POST	N	****832814	EXPRESS SERVICES	2/17/2022	11/17/2021	12/31/2023
10	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300085	0	A	S	SP	$50,000.00	POST	N	****832815	WASTE MANAGEMENT	5/3/2022	2/1/2022	1/31/2023
11	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300086	3	A	ITS	SP	$4,381.00	CLOS	N	****832816	SOFTWARE & LOGO KINGS LLC	1/27/2022	1/27/2022	1/26/2023
12	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300087	0	A	CSE	PPR	$3,465.00	POST	N	****637817	MARYLAND CORRECTIONAL ENT		2/24/2022	
13	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300088	0	A	CSE	PPR	$6,340.00	POST	N	****637818	MARYLAND CORRECTIONAL ENT		5/9/2022	6/30/2023
14	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300089	0	A	CSE	PPR	$3,000.00	POST	N	****637819	MARYLAND CORRECTIONAL ENT		5/27/2022	
15	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300090	0	A	ITW	PPR	$1,104.00	POST	N	****984570	RGH ENTERPRISES		5/9/2022	6/30/2023
16	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300091	0	A	A	PPR	$9,600.00	POST	N	****248053	RUDOLPH'S OFFICE SUPPLY		6/15/2022	6/30/2023
17	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300092	0	A	CSE	SP	$3,541.00	POST	N	****955822	RECREATIONAL SUPPLIES		6/14/2022	6/13/2023
18	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300093	0	A	M	SP	$3,404.68	POST	N	****637823	360 MAINTENANCE		6/30/2022	6/30/2023
19	Department of Scrubbing	533	OFFICE OF SCRUBBING	S33PB3300094	0	A	M	SP	$6,000.00	POST	N	****637823	360 MAINTENANCE	6/29/2022	6/29/2022	10/30/2022
20																

Backup Data Preparation

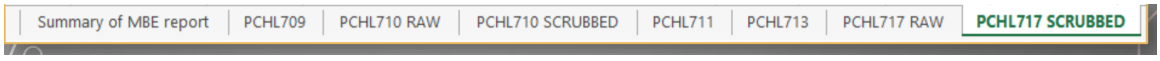
Preparing Backup Data File

- Once data is pulled from the database be sure to compile each backup data report within one master excel sheet
- When saving files for reporting be sure to include:
    - Report name
    - Agency/Office Name
    - Fiscal Year being reported for



Compiling Backup Data Files

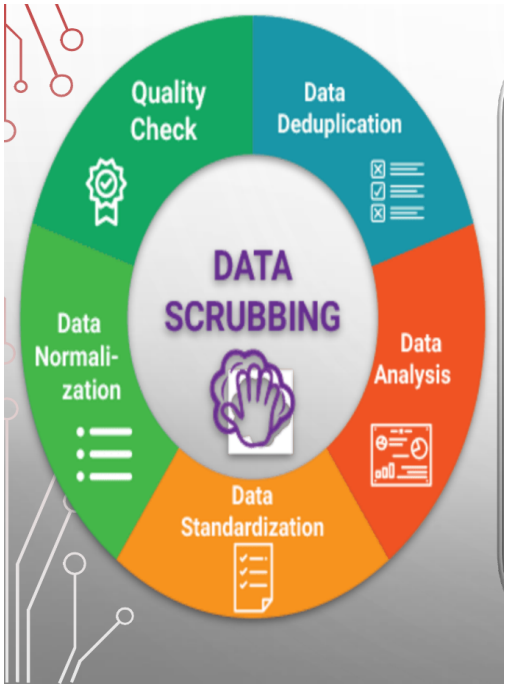
- Within the master excel sheet of backup data units should include two datasets for each backup data report:
    - (1) raw- preserves the data integrity
    - (2) scrubbed- normalizes and cleanses the data
- When naming backup data tabs within the master excel sheet include:
    - Whether the data is raw or scrubbed
    - What report is included in the tab
        - For agencies that do not utilize 700 reports be sure to name the tab accordingly



Scrubbing Backup Data Files

- Ensure quality assurance and thoroughly review data for errors and omission (ex. system errors, clerical errors)
- Data scrubbing is required to ensure that all necessary line items are reported and counted accurately
    - For guidance on how to properly identify reporting exclusions for the MBE program participation data reports reference the Socioeconomic Data Reporting Guidance
        - Socioeconomic Data Reporting Guidance available here: https://gomdsmallbiz.maryland.gov/SiteAssets/Pages/Reporting-Tool-MBE/Socioeconomic%20Data%20Reporting%20Guidance.pdf

What to Look Out for When Data Scrubbing



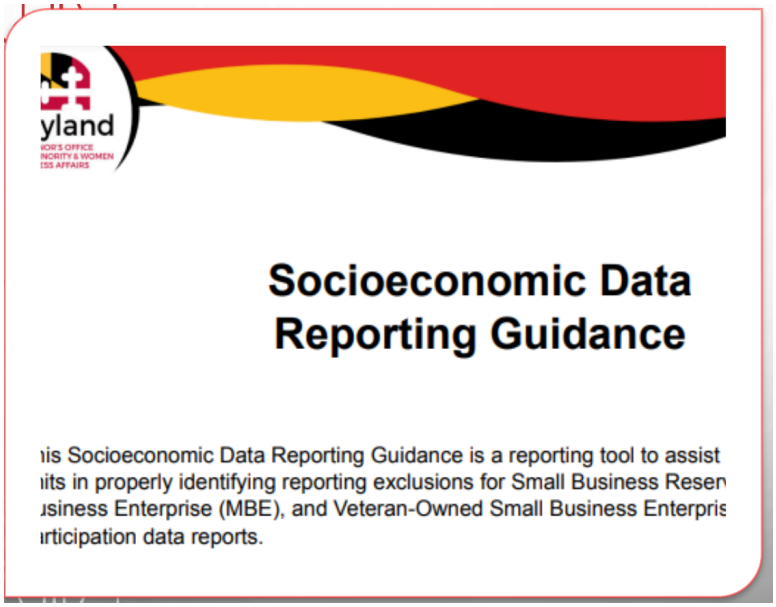
- **Ensure data is complete for the timeframe it is being pulled**
    - *Ex. If you are pulling QTR 1 report be sure that you are pulling the correct months (July 1-September 31)*
- **Ensure data is clean and all data errors are solved**
    - *Ex. If your agency is reporting negative numbers on their credit card report be sure to reconcile any returns that were made and only report the final total that was spent*
- **Ensure data is consistent with socioeconomic reporting requirements**
    - *Ex. Scrubbing out preferred providers*
- **Ensure data is in the proper format**
    - *Ex. Making sure the backup data that was collected provides all the necessary data fields*

Data Scrubbing Tools

Data Scrubbing Tools Overview

- A few tools that aid in scrubbing, visualizing and organizing the backup datasets include:
    - Socioeconomic Data Reporting Guidance
    - Color Coding
    - Pivot Tables

Socioeconomic Data Reporting Guidance



Socioeconomic Data Reporting Guidance Purpose

- Is a reporting tool to assist state procurement units in properly identifying reporting exclusions for Small Business Reserve (SBR), Minority Business Enterprise (MBE), and Veteran-Owned Small Business Enterprise (VSBE) participation data reports
- This guidance is **not** an absolute list of inclusions and/or exclusions
- Report preparers are expected to confer with their unit's procurement team for contract specific details

Technical Assistance

- Includes direct contacts for any issues impacting performance data

The Technical Assistance section of the guidance reads:

Technical Assistance

General Data Issues

Issues impacting performance data should be reported to the designated SBR/MBE/VSBE compliance manager at GOSBA. Any issues that cannot be resolved prior to submission of the quarterly or annual participation data should be fully articulated in the NOTES section of the report.

ANSWERS

Link to ANSWERS (must be connected to VPN for access): https://net.md.gov/apps/answers/

Submit a service ticket to DoIT to address any data specific issues within ANSWERS. Always CC DoITs financial management manager as well as the designated GOSBA compliance manager. **Contact information is provided below:**

Area and contact	Email
DoIT Financial Management: Jim Roman -DoIT-	jim.roman@maryland.gov
SBR Compliance: Lisa Mitchell Sennaar -GOSBA-	lisa.sennaar@maryland.gov
SBR Compliance: Tanita Johnson -GOSBA-	tanita.johnson1@maryland.gov
MBE Compliance: Karen Reyes -GOSBA-	karen.reyes@maryland.gov
VSBE Compliance: Danielle Davis -GOSBA-	danielle.davis2@maryland.gov

How to Use Socioeconomic Data Reporting Guidance

- There are a few resources to cross reference to ensure the necessary line items are reported accurately
- We will go over each one on the following slides

The slide shows this excerpt from the guidance:

4. Cross reference this guidance for each socioeconomic program award and payment data report to ensure the necessary line items are reported accurately.

a. *ADPICS Additional Elements* provides reporting guidance by contract type, procurement method, category of work, and award authority. https://bpw.maryland.gov/Documents/1998%202%20Attachment.pdf
b. *Procurement Exemptions*, as outlined in COMAR, define both overarching procurement exemptions and agency specific exemptions. COMAR 21.01.03.01
c. *Comptroller Object Codes* are used to identify reportable and non-reportable data line items. (See Page 4 for greater detail)
    1. A.1 Standard Rates and Schedules by Comptroller Subobject
    2. Appendix G - Expenditure Objects and Definitions
d. *BPW Advisory 2005-1 Small Business Reserve Program,* as outlined in the BPW advisory, which establishes the process for procurement units to adhere to the SBR program. https://bpw.maryland.gov/Pages/adv-2005-1.aspx

ADPICS Additional Elements

- Provides reporting guidance by contract type, procurement method, category of work, and award authority

ADPICS ADDITIONAL ELEMENTS
(PCHL 2353 AND 2356)

CODE	DESCRIPTION	MBE REPORT CRITERIA	EXAMPLES/DESCRIPTIONS	COMAR REFERENCE
CONTRACT TYPE FIELD (MISC TABLE 40): NOT INCLUDED IN MBE REPORT SELECTION CRITERIA				
CPF	COST PLUS FIXED FEE	NOT APPLICABLE	A CONTRACT WHICH PROVIDES FOR REIMBURSEMENT FOR ALLOWABLE COSTS AND AN ADDITIONAL FIXED FEE.	21.06.03.03
CPI	COST PLUS INCENTIVE	NOT APPLICABLE	PERMITS PAYMENT OF ALLOWABLE AND ALLOCABLE COSTS, & SETS REWARDS/PENALTIES RELATED TO MEETING TARGET COST.	21.06.03.04
CR	COST REIMBURSEMENT	NOT APPLICABLE	REIMBURSES FOR ALLOWABLE AND ALLOCABLE COSTS, AND A FIXED FEE WHEN APPLICABLE.	21.06.03.04
FP	FIXED PRICE	NOT APPLICABLE	A CONTRACT WHICH PLACES RESPONSIBILITY ON THE CONTRACTOR FOR THE DELIVERY OF THE PRODUCT OR THE COMPLETE PERFORMANCE OF THE SERVICES OR CONSTRUCTION IN ACCORDANCE WITH THE CONTRACT TERMS AT A PRICE THAT MAY BE FIRM OR MAY BE SUBJECT TO CONTRACTUALLY SPECIFIED ADJUSTMENTS.	21.06.03.02
FPI	FIXED PRICE INCENTIVE	NOT APPLICABLE	A FIXED-PRICE CONTRACT IN WHICH THE PARTIES ESTABLISH AT THE OUTSET A TARGET FOR PERFORMANCE AND A FORMULA BY WHICH THE CONTRACTOR IS REWARDED FOR EXCEEDING PERFORMANCE AND PENALIZED IF PERFORMANCE IS NOT MET.	21.06.03.04
RG	REVENUE GENERATING	NOT APPLICABLE	CREATES INCOME. COLLECTION OF FEES, FINES; VENDING OR CONCESSION SALES; RENTAL OF STATE PROPERTY TO PRIVATE/PUBLIC ENTITY; EDUCATIONAL OR LICENSING FEES, TRANSPORTATION OR USAGE/ENTRANCE CHARGES.	21.01.03.03
IQ	INDEFINITE QUANTITY	NOT APPLICABLE	A CONTRACT FOR AN INDEFINITE AMOUNT OF GOODS OR LABOR TO BE FURNISHED AT SPECIFIED TIMES, OR AS ORDERED, THAT ESTABLISHES UNIT PRICES OF A FIXED-PRICE TYPE; OR A CONTRACT WHICH ONLY PROVIDES FOR THE PAYMENT OF LABOR PERFORMED; OR A CONTRACT WHICH PROVIDES AN AGREED BASIS FOR PAYMENT FOR MATERIALS SUPPLIED AND LABOR PERFORMED.	21.06.03.06
PROCUREMENT METHODS FIELD (MISC TABLE 42): MAY BE INCLUDED IN MBE REPORT SELECTION CRITERIA				
CSB	COMPETITIVE SEALED BIDDING	REPORTABLE	AWARD MADE ON A LOW BID BASIS.	21.05.01.01 21.05.02
CBN	COMPETITIVE SEALED BIDDING	NOT REPORTABLE	AWARD MADE BY A CONTROL AGENCY ON A LOW BID BASIS AND IS A MASTER CONTRACT THAT HAS BEEN DELEGATED TO USING AGENCIES FOR PROCUREMENT REPORTING.	21.05.01.01 & 21.05.02

Reporting Example- ADPICS Additional Elements

Scenario: While scrubbing the backup data the report preparer found a line item in relation to a contract award with a category of work of ‘Construction Related Services’ and is unsure whether to include it within reporting

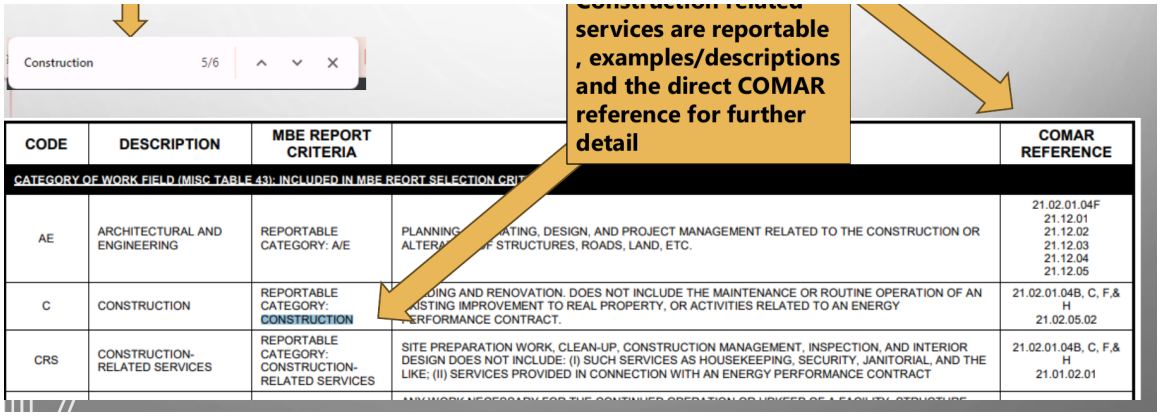
Reporting Example- ADPICS Additional Elements: Step 1

Step 1:

Search or navigate through ADPICS for the keyword ‘Construction’

Or

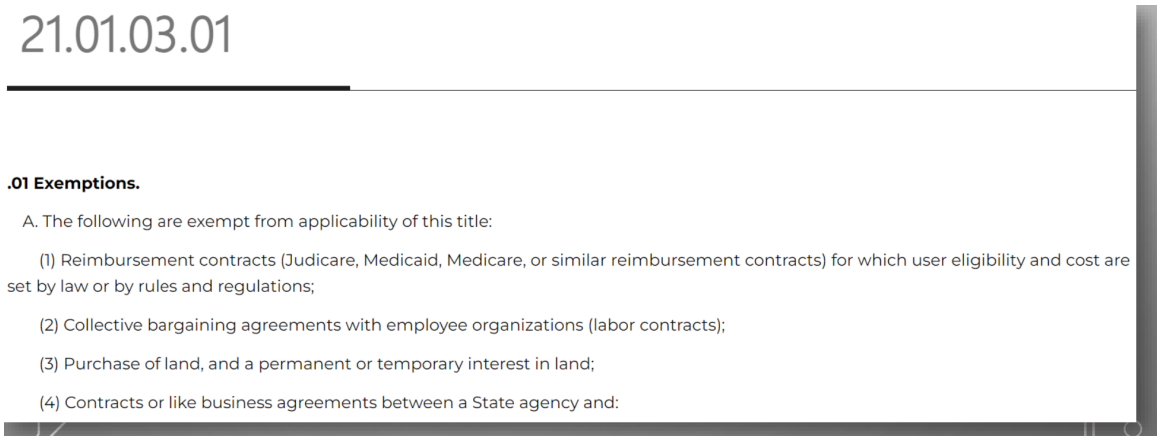
Locate the Category of Work Section within ADPICS to review



After reviewing ADPICS the report preparer is able to identify that Construction related services are reportable , examples/descriptions and the direct COMAR reference for further detail

COMAR 21.01.03.01

- Procurement exemptions as outlined within COMAR define both overarching procurement exemptions and agency specific exemptions



The screenshot shows:

21.01.03.01

.01 Exemptions.

A. The following are exempt from applicability of this title:

(1) Reimbursement contracts (Judicare, Medicaid, Medicare, or similar reimbursement contracts) for which user eligibility and cost are set by law or by rules and regulations;

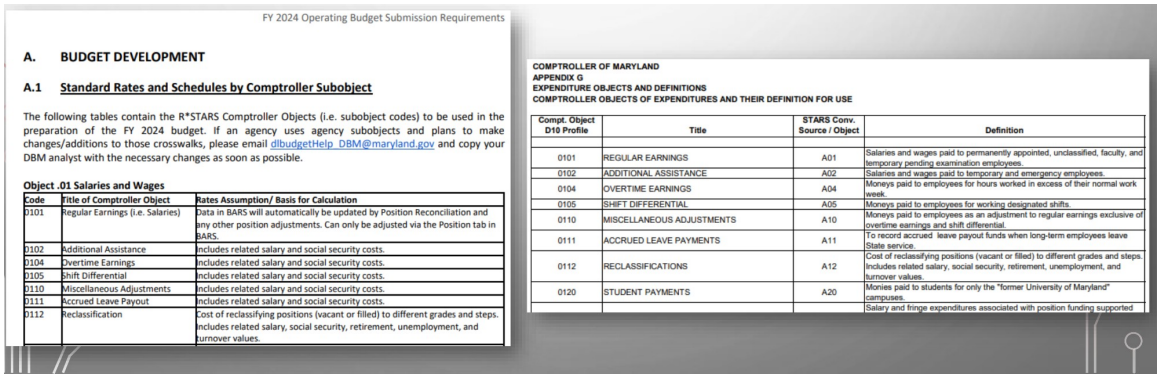
(2) Collective bargaining agreements with employee organizations (labor contracts);

(3) Purchase of land, and a permanent or temporary interest in land;

(4) Contracts or like business agreements between a State agency and:

Comptroller Object Codes

- Used to identify reportable and non-reportable data line items
- Utilizing the **A.1 Standard Rates and Schedules by Comptroller Subobject** & **Appendix G** in conjunction with the **Socioeconomic Data Reporting Guidance** is how the report preparer will be able to differentiate between specific line items by Object Code



FY 2024 Operating Budget Submission Requirements

A. BUDGET DEVELOPMENT

A.1 Standard Rates and Schedules by Comptroller Subobject

The following tables contain the R*STARS Comptroller Objects (i.e. subobject codes) to be used in the preparation of the FY 2024 budget. If an agency uses agency subobjects and plans to make changes/additions to those crosswalks, please email dlbudgetHelp_DBM@maryland.gov and copy your DBM analyst with the necessary changes as soon as possible.

Object .01 Salaries and Wages

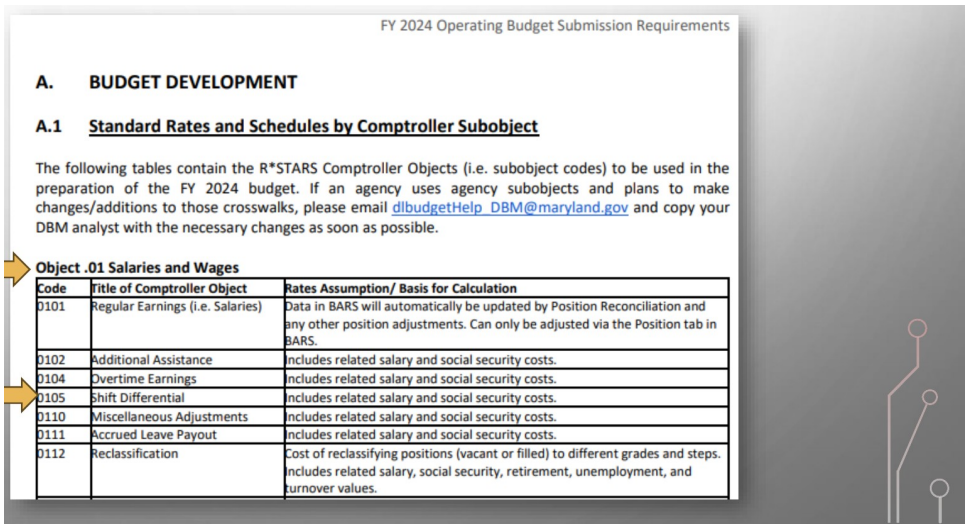
Code	Title of Comptroller Object	Rates Assumption/ Basis for Calculation
0101	Regular Earnings (i.e. Salaries)	Data in BARS will automatically be updated by Position Reconciliation and any other position adjustments. Can only be adjusted via the Position tab in BARS.
0102	Additional Assistance	Includes related salary and social security costs.
0104	Overtime Earnings	Includes related salary and social security costs.
0105	Shift Differential	Includes related salary and social security costs.
0110	Miscellaneous Adjustments	Includes related salary and social security costs.
0111	Accrued Leave Payout	Includes related salary and social security costs.
0112	Reclassification	Cost of reclassifying positions (vacant or filled) to different grades and steps. Includes related salary, social security, retirement, unemployment, and turnover values.

COMPTROLLER OF MARYLAND
APPENDIX G
EXPENDITURE OBJECTS AND DEFINITIONS
COMPTROLLER OBJECTS OF EXPENDITURES AND THEIR DEFINITION FOR USE

Compt. Object D10 Profile	Title	STARS Conv. Source / Object	Definition
0101	REGULAR EARNINGS	A01	Salaries and wages paid to permanently appointed, unclassified, faculty, and temporary pending examination employees.
0102	ADDITIONAL ASSISTANCE	A02	Salaries and wages paid to temporary and emergency employees.
0104	OVERTIME EARNINGS	A04	Moneys paid to employees for hours worked in excess of their normal work week.
0105	SHIFT DIFFERENTIAL	A05	Moneys paid to employees for working designated shifts.
0110	MISCELLANEOUS ADJUSTMENTS	A10	Moneys paid to employees as an adjustment to regular earnings exclusive of overtime earnings and shift differential.
0111	ACCRUED LEAVE PAYMENTS	A11	To record accrued leave payout funds when long-term employees leave State service.
0112	RECLASSIFICATIONS	A12	Cost of reclassifying positions (vacant or filled) to different grades and steps. Includes related salary, social security, retirement, unemployment, and turnover values.
0120	STUDENT PAYMENTS	A20	Monies paid to students for only the "former University of Maryland" campuses.
			Salary and fringe expenditures associated with position funding supported

Comptroller Object Codes: A.1 Standard Rates and Schedules

- A.1 Standard Rates and Schedules by Comptroller Subobject
  - Groups subobject codes, by each Object code



FY 2024 Operating Budget Submission Requirements

A. BUDGET DEVELOPMENT

A.1 Standard Rates and Schedules by Comptroller Subobject

The following tables contain the R*STARS Comptroller Objects (i.e. subobject codes) to be used in the preparation of the FY 2024 budget. If an agency uses agency subobjects and plans to make changes/additions to those crosswalks, please email dlbudgetHelp_DBM@maryland.gov and copy your DBM analyst with the necessary changes as soon as possible.

Object .01 Salaries and Wages

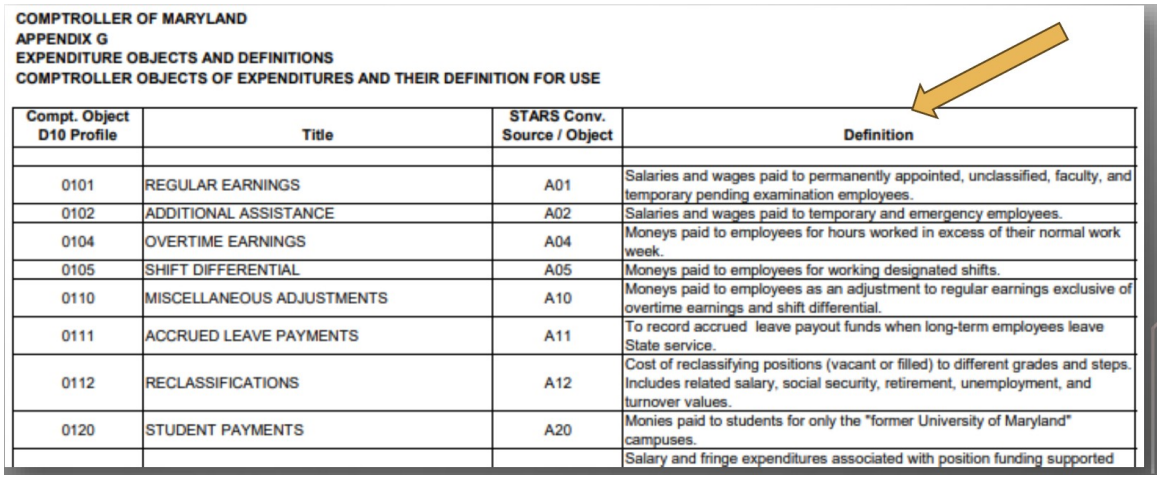
Code	Title of Comptroller Object	Rates Assumption/ Basis for Calculation
0101	Regular Earnings (i.e. Salaries)	Data in BARS will automatically be updated by Position Reconciliation and any other position adjustments. Can only be adjusted via the Position tab in BARS.
0102	Additional Assistance	Includes related salary and social security costs.
0104	Overtime Earnings	Includes related salary and social security costs.
0105	Shift Differential	Includes related salary and social security costs.
0110	Miscellaneous Adjustments	Includes related salary and social security costs.
0111	Accrued Leave Payout	Includes related salary and social security costs.
0112	Reclassification	Cost of reclassifying positions (vacant or filled) to different grades and steps. Includes related salary, social security, retirement, unemployment, and turnover values.

Object codes are 2 digits

Subobject codes are 4 digits, first 2 digits will always be the Object code

Comptroller Object Codes: Appendix G

- Appendix G lists by subobject codes and includes the definition
- The definitions are helpful when attempting to search for line items that the report preparer may be unsure of
- To search within Appendix G click CTRL + F to search for keywords



COMPTROLLER OF MARYLAND
APPENDIX G
EXPENDITURE OBJECTS AND DEFINITIONS
COMPTROLLER OBJECTS OF EXPENDITURES AND THEIR DEFINITION FOR USE

Compt. Object D10 Profile	Title	STARS Conv. Source / Object	Definition
0101	REGULAR EARNINGS	A01	Salaries and wages paid to permanently appointed, unclassified, faculty, and temporary pending examination employees.
0102	ADDITIONAL ASSISTANCE	A02	Salaries and wages paid to temporary and emergency employees.
0104	OVERTIME EARNINGS	A04	Moneys paid to employees for hours worked in excess of their normal work week.
0105	SHIFT DIFFERENTIAL	A05	Moneys paid to employees for working designated shifts.
0110	MISCELLANEOUS ADJUSTMENTS	A10	Moneys paid to employees as an adjustment to regular earnings exclusive of overtime earnings and shift differential.
0111	ACCRUED LEAVE PAYMENTS	A11	To record accrued leave payout funds when long-term employees leave State service.
0112	RECLASSIFICATIONS	A12	Cost of reclassifying positions (vacant or filled) to different grades and steps. Includes related salary, social security, retirement, unemployment, and turnover values.
0120	STUDENT PAYMENTS	A20	Monies paid to students for only the "former University of Maryland" campuses.
			Salary and fringe expenditures associated with position funding supported

Reporting Example- Comptroller Object

Scenario: While scrubbing the backup data the report preparer found a line item in relation to Fuel and is unsure whether to include it within reporting

Reporting Example- Comptroller Object: Step 1

Step 1:

Search keyword 'Fuel' within Appendix G (CTRL + F)

14 search results were identified, the report preparer will need to find which Object code(s) are in relation to fuel to cross reference with the Socioeconomic Data Reporting Guidance

Fuel appears within Object 06 only after searching

0601	FUEL - ALCOHOL	F01	Any alcohol used to generate heat or power.
0602	FUEL - COAL	F02	Any coal used to generate heat or power.
0603	FUEL - OIL #2	F03	Any fuel oil designated as grade #2 used to generate heat or power.
0604	FUEL - OIL #3	F04	Any fuel oil designated as grade #3 used to generate heat or power.
0605	FUEL - OIL #6	F05	Any fuel oil designated as grade #6 used to generate heat or power.
0606	FUEL - NATURAL GAS/PROPANE	F06	Any gas propane used to generate heat or power.
0607	FUEL - WOOD	F07	Any wood used to generate heat or power.
0608	FUEL - STEAM	F08	Any charges for steam used to generate heat or power.
0619	FUEL - MISCELLANEOUS	F19	Any charges for fuel not defined in specific Statewide Sub objects for "Fuels."

Reporting Example- Comptroller Object: Step 2

Step 2:

Locate Object 06 within the Socioeconomic Reporting Guidance for further guidance on how to report Object 06 specifically.

Object 06- Fuel and Utilities
DO NOT REPORT

- Some subobject codes in Comptroller Object Code 06 apply to specific circumstances. See below for guidance on how to properly classify line items.

Fuel and Utilities: The subobject codes in Object 06 that apply to Fuel and Utilities do not fall under procurement practices and are considered expenditures. This **should not be confused** with contracts awarded to vendors to provide plumbing services, electricians, HVAC or fuel contracts.

Subobject Codes that are exempt per COMAR 21.01.03.01:

Code	Definition	Notes
0697- Maryland Environmental Service (MES) Charges	To record payment to the Maryland Environmental Service for operation of facilities	This code is exempt under COMAR 21.01.03.01A(4) Contracts or like business agreements between a State agency and:
0698- Loan Repayment- Energy Conservation Fund	Any loan repayments made to the Energy Conservation Loan Fund.	This code is exempt under COMAR 21.01.03.01A(4) Contracts or like business agreements between a State agency and:

After reviewing Object 06 reporting guidance the report preparer is able to identify that Fuel as a utility should not be reported. Contracts awarded to vendors to provide fuel would not apply to Object 06.

BPW Advisory 2005-1 Small Business Reserve Program

- Highlights qualified expenditures for the SBR program and establishes the process for procurement units to adhere to the SBR program

The slide shows this excerpt from the advisory:

BPW Advisory 2005-1 Small Business Reserve Program

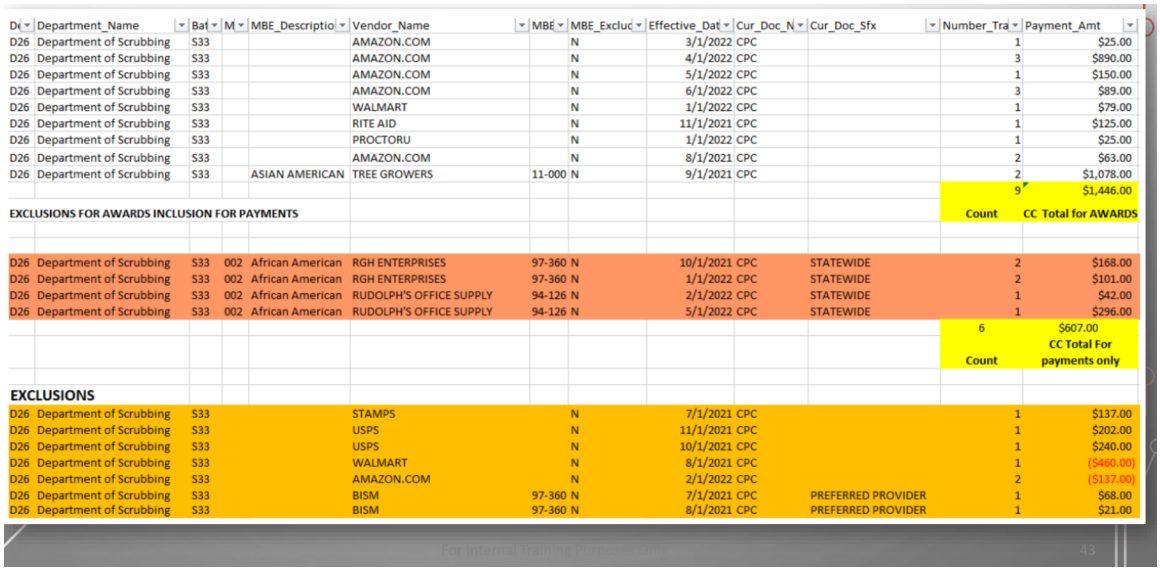
Purpose: To establish the process by which:

- Procurement units award not less than 15% of the unit's total dollar value of goods, supplies, services, maintenance, construction, construction-related services, architectural services and engineering service contracts directly to small businesses.
- Certain bids or proposals are reserved for participation by small businesses only.

Color Coding

Scrubbed Backup Data

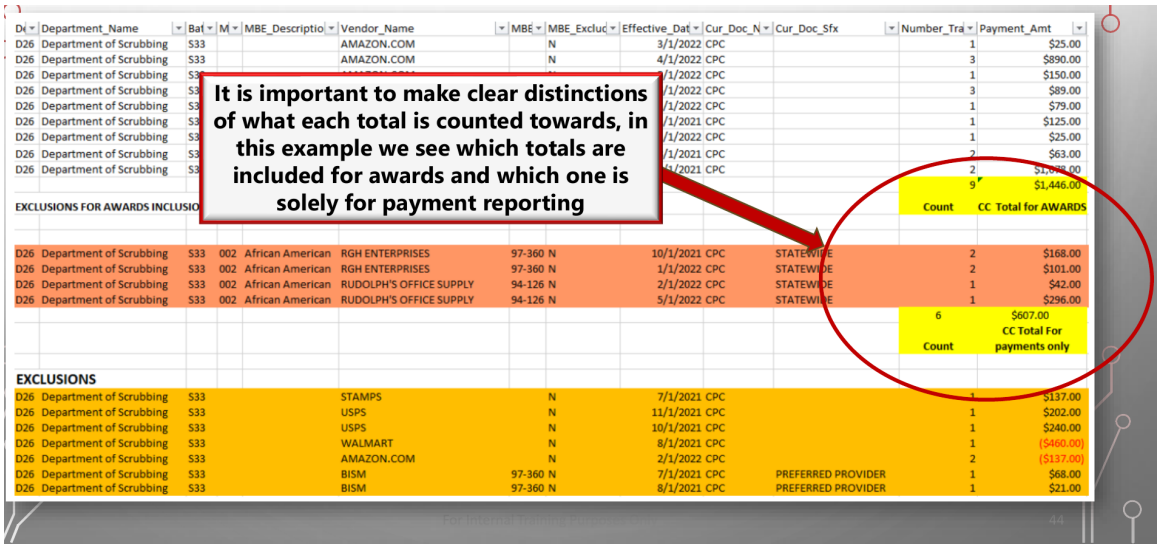
- Below is an example of scrubbed backup data that has been color coded:



D	Department_Name	Bat	M	MBE_Descriptio	Vendor_Name	MBE	MBE_Exclud	Effective_Dat	Cur_Doc_N	Cur_Doc_Sfx	Number_Tra	Payment_Amt
D26	Department of Scrubbing	S33			AMAZON.COM		N	3/1/2022	CPC		1	$25.00
D26	Department of Scrubbing	S33			AMAZON.COM		N	4/1/2022	CPC		3	$890.00
D26	Department of Scrubbing	S33			AMAZON.COM		N	5/1/2022	CPC		1	$150.00
D26	Department of Scrubbing	S33			AMAZON.COM		N	6/1/2022	CPC		3	$89.00
D26	Department of Scrubbing	S33			WALMART		N	1/1/2022	CPC		1	$79.00
D26	Department of Scrubbing	S33			RITE AID		N	11/1/2021	CPC		1	$125.00
D26	Department of Scrubbing	S33			PROCTORU		N	1/1/2022	CPC		1	$25.00
D26	Department of Scrubbing	S33			AMAZON.COM		N	8/1/2021	CPC		2	$63.00
D26	Department of Scrubbing	S33		ASIAN AMERICAN	TREE GROWERS	11-000	N	9/1/2021	CPC		2	$1,078.00
											9	$1,446.00
EXCLUSIONS FOR AWARDS INCLUSION FOR PAYMENTS											Count	CC Total for AWARDS
D26	Department of Scrubbing	S33	002	African American	RGH ENTERPRISES	97-360	N	10/1/2021	CPC	STATEWIDE	2	$168.00
D26	Department of Scrubbing	S33	002	African American	RGH ENTERPRISES	97-360	N	1/1/2022	CPC	STATEWIDE	2	$101.00
D26	Department of Scrubbing	S33	002	African American	RUDOLPH'S OFFICE SUPPLY	94-126	N	2/1/2022	CPC	STATEWIDE	1	$42.00
D26	Department of Scrubbing	S33	002	African American	RUDOLPH'S OFFICE SUPPLY	94-126	N	5/1/2022	CPC	STATEWIDE	1	$296.00
											6	$607.00
											Count	CC Total For payments only
EXCLUSIONS												
D26	Department of Scrubbing	S33			STAMPS		N	7/1/2021	CPC		1	$137.00
D26	Department of Scrubbing	S33			USPS		N	11/1/2021	CPC		1	$202.00
D26	Department of Scrubbing	S33			USPS		N	10/1/2021	CPC		1	$240.00
D26	Department of Scrubbing	S33			WALMART		N	8/1/2021	CPC		1	($460.00)
D26	Department of Scrubbing	S33			AMAZON.COM		N	2/1/2022	CPC		2	($137.00)
D26	Department of Scrubbing	S33			BISM	97-360	N	7/1/2021	CPC	PREFERRED PROVIDER	1	$68.00
D26	Department of Scrubbing	S33			BISM	97-360	N	8/1/2021	CPC	PREFERRED PROVIDER	1	$21.00

Scrubbed Backup Data: Totals

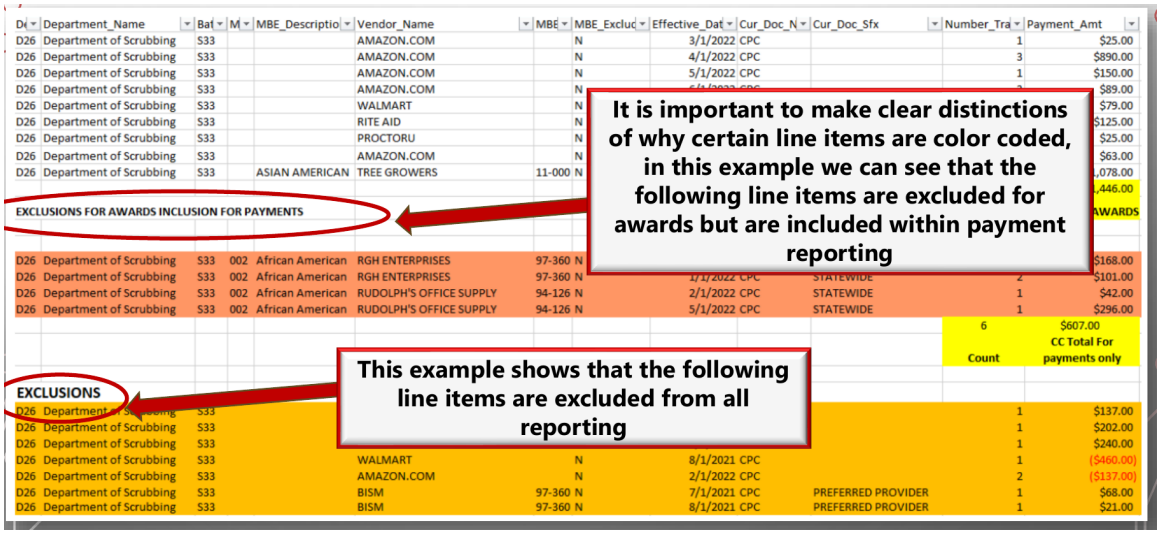
- Below is an example of scrubbed backup data that has been color coded:



It is important to make clear distinctions of what each total is counted towards, in this example we see which totals are included for awards and which one is solely for payment reporting

Scrubbed Backup Data: Labels

- Below is an example of scrubbed backup data that has been color coded:



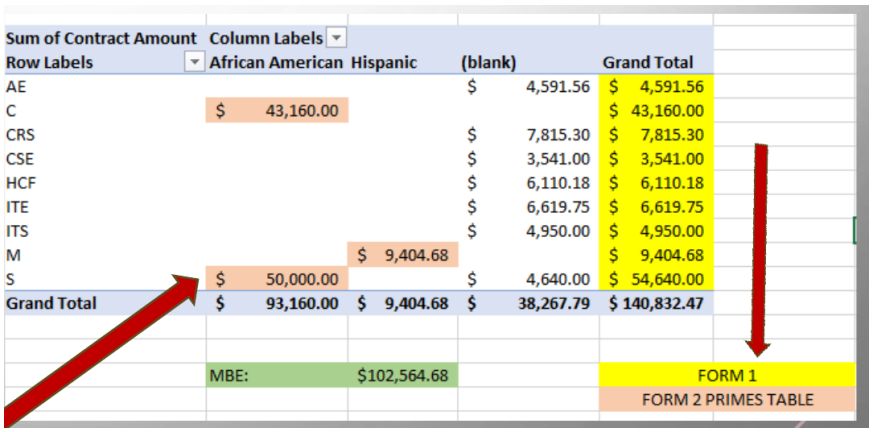
It is important to make clear distinctions of why certain line items are color coded, in this example we can see that the following line items are excluded for awards but are included within payment reporting

This example shows that the following line items are excluded from all reporting

Pivot Tables

Pivot Table Example for Summarized Data

- Pivot tables can quickly summarize large amounts of data
- Within this pivot table example, the data is summarized by Category of work and MBE Designation
- This makes it easier for the report preparer to organize the data and ensure all the necessary totals are reported accurately within the GOSBA reporting templates



Color coding within pivot tables, aids in visualizing the data

Values shown in the example pivot table (Sum of Contract Amount):

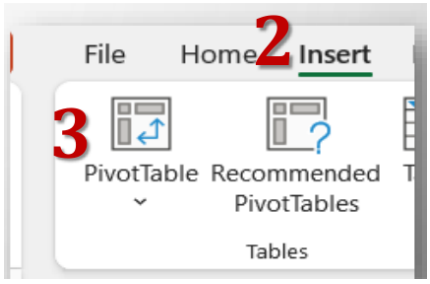
Row Labels	African American	Hispanic	(blank)	Grand Total
AE			$ 4,591.56	$ 4,591.56
C	$ 43,160.00			$ 43,160.00
CRS			$ 7,815.30	$ 7,815.30
CSE			$ 3,541.00	$ 3,541.00
HCF			$ 6,110.18	$ 6,110.18
ITE			$ 6,619.75	$ 6,619.75
ITS			$ 4,950.00	$ 4,950.00

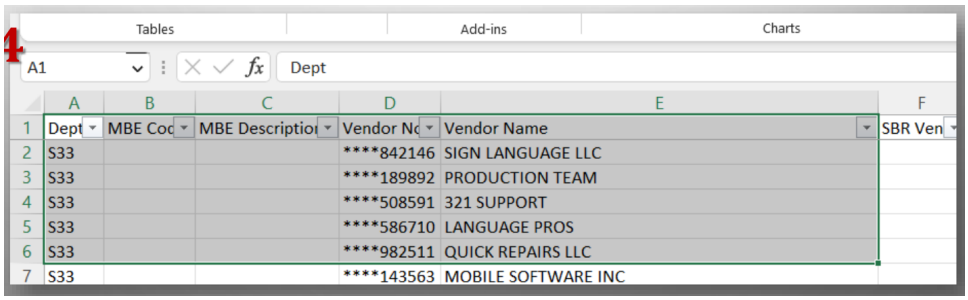
Row Labels	African American	Hispanic	(blank)	Grand Total
M		$ 9,404.68		$ 9,404.68
S	$ 50,000.00		$ 4,640.00	$ 54,640.00
Grand Total	$ 93,160.00	$ 9,404.68	$ 38,267.79	$ 140,832.47

MBE: $102,564.68 (FORM 1; FORM 2 PRIMES TABLE)

How to Create a Pivot Table

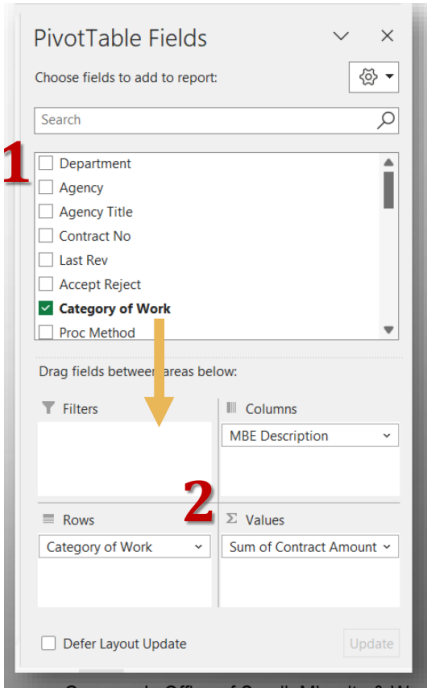
1. Click a cell where you want to place a pivot table
2. Click INSERT on the ribbon
3. Click Pivot Table in the Tables group
4. Select the data you want to include from your table





Pivot Tables: Select Fields

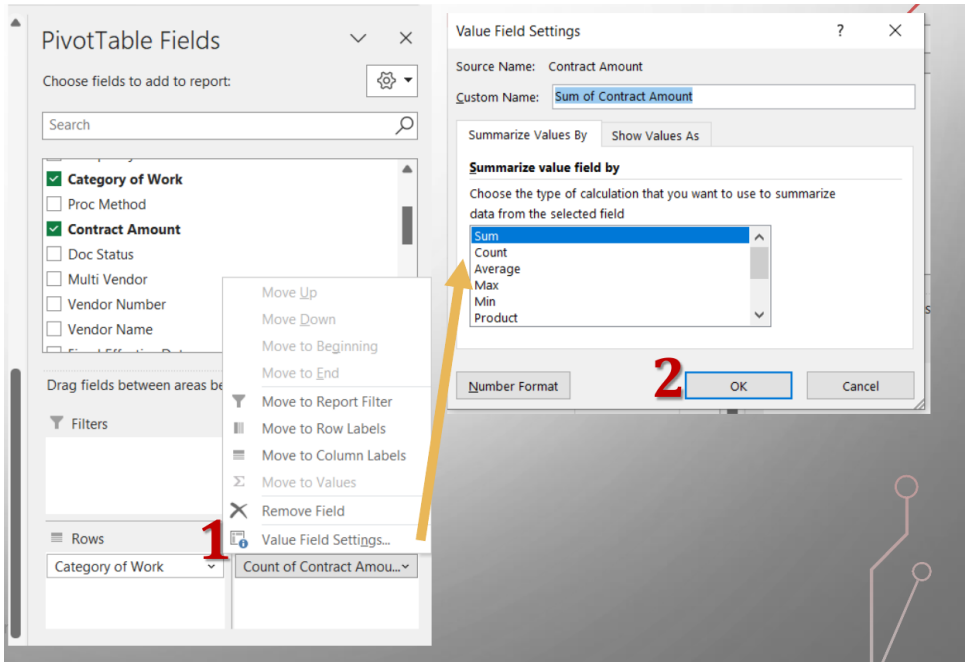
1. Select fields to include by clicking and dragging fields to the areas you prefer
2. TIP: If you don't know which field will give you what you need, you can drag it between the four areas to choose the best option



Pivot Tables: Customize Your Pivot Table

Customize Your Pivot Table

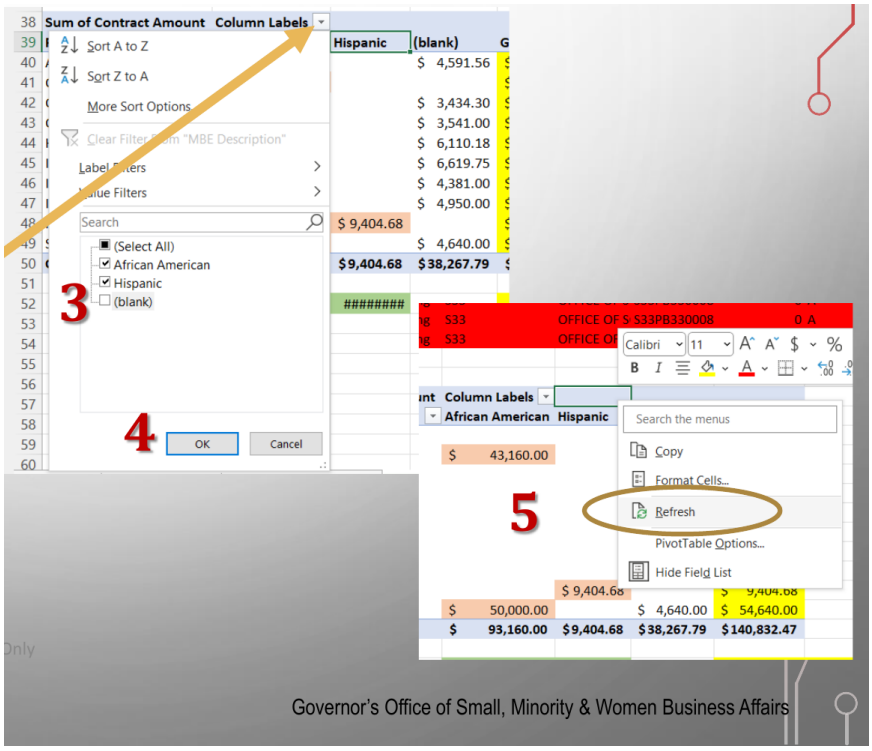
1. You can utilize filters if need to change the format of your data or to hide certain data by clicking the arrow beside a field & clicking Field Settings
2. Next choose your options to filter or format data and click OK



Pivot Tables: Customize Your Pivot Table (cont.)

Customize Your Pivot Table (cont.)

1. You can also use in table filters to show different data.
2. Click the filter next to the data label.
3. Make your selection
4. Click OK and the data will update.
5. **TIP**: If you must make changes within your dataset after making a pivot table, just make your changes, then right click the table and click Refresh.



Pivot Table Live Demonstration Recording

PIVOT TABLE LIVE DEMONSTRATION RECORDING AVAILABLE WITHIN MBE REPORTING TOOLKIT

Key Takeaways

- Backup data must be submitted in excel format
    - Submitted to: mbereports.gosba@maryland.gov
- Compile backup data into (1) master excel sheet
- Pull reports for appropriate reporting timeframe
- Utilize data scrubbing tools to aid in organizing and visualization of the data:
    - Socioeconomic Data Reporting Guidance
    - Color Coding
    - Pivot Tables

Questions

AS ALWAYS, IF YOU HAVE QUESTIONS AFTER TODAY'S TRAINING, PLEASE CONTACT:

KAREN REYES
MBE COMPLIANCE MANAGER
KAREN.REYES@MARYLAND.GOV

Document information

For Internal Training Purposes Only

Governor’s Office of Small, Minority & Women Business Affairs