MOST COMMON BAR ERRORS

1. Incorrect Department Code on BAR form (Should be Business Unit)
2. Wrong Journal type (“Budget Journal” vs. “Budget Transfer”)
3. Missing or Incorrect Statutory Authority
4. Revenue Source Code Incorrect
5. Journal ID Numbers Missing
6. Request Exceeds BAR Authority Provided in HB 2
7. Revenue Allocation on BAR Form Missing or Incomplete
8. Mismatch Between BAR Form Entries and SHARE Journal Entries
9. Failure to Complete and/or Submit SHARE Journal Entry at AGY (Department Level) for Category Reductions in Budget Transfers when the Agency Uses More than One Department.
10. Budget Projections Missing or Inadequate
11. Award Letters Missing or Failure to Reconcile Award with Request – need to show that funds are available
12. BAR Justification Inadequate
13. Budget Entry Type in SHARE Incorrect (Should Always Be “Adjustment”)
14. Missing SHARE Reports Supporting Balances. (Including Federal Funds)
15. Documentation/Support for Requests to use Fund Balance Missing or Incomplete