Using Reports – Subobject Analysis Report

Introduction:

The Subobject Analysis report provides a line item view of an agency's budget, down to the subprogram level. This detail may be filtered by Adjustment Status to produce individual reports for different levels of adjustment approval (e.g., Draft, Released, etc…). This report is useful by also showing differences on a line item basis (by Agency/Comptroller Subobject) between the FY 20XX Allowance (Budget Year – BY), the FY 20XX Request (BY), the FY 20XX Budget Book Appropriation (Current Year – CY), and the FY 20XX Actuals (Prior Year – PY).
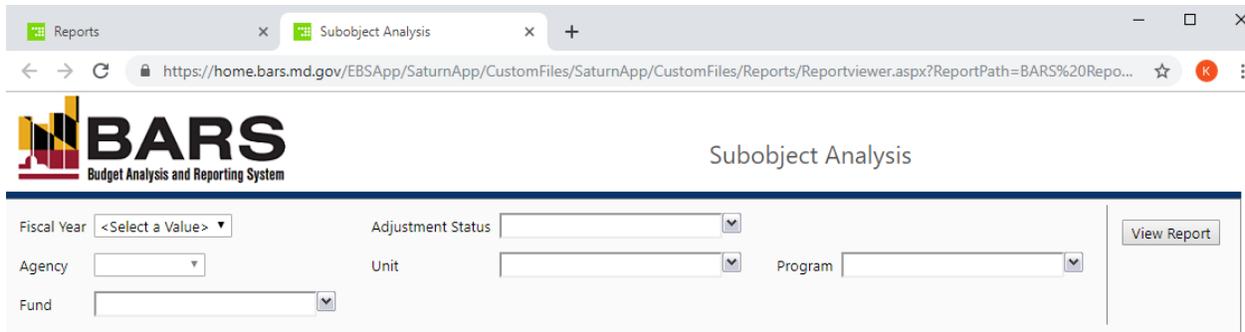
Step 1:

Log into BARS Production

Step 2:

From the **BARS** Homepage/Worktray, select the **Reports** button at the top of the page. In the

Reports page, click on the expand icon ⊕ for "Operational Reports" and select **Subobject Analysis**.

Step 3:

Users accessing this report will see the following data selectors to create a custom report:

From this screen, users have access to run the Subobject Analysis report from a variety of stages and statuses available to the specific user.

Note: All of the above data selectors must be used in order to create a report successfully.
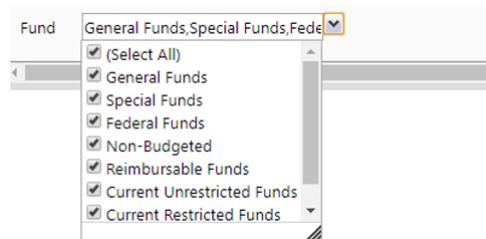
Step 4:

Agencies should select the following:

Select the **Fiscal Year** for which the budget is being requested (i.e. FY 2022 for fall 2020).

Select "Released" in **Adjustment Status**.
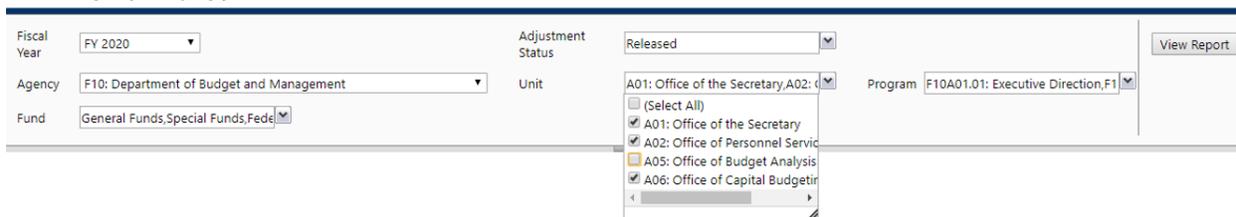
Select your desired **Agency**.

Confirm that all **Fund** types are checked (fund types not included in the budget will not be shown)

Upon selecting your **Agency**, the **Unit** and **Program** selectors will autofill and autoselect each subdivision within the agency. These may be checked on or off to exclude certain pieces of the agency as desired.

Step 5:

Click on **View Report**. Users will see the following screen:

The resulting report shows data filtered for the specific Status and Stage that was selected in the data selector portion of the Reports screen. For the FY 2020 Allowance report, as shown above, includes access to each of the following fields of data:

Agency Subobject (defaults to Comptroller Subobject if the Agency does not use Agency Subobjects)

Subobject Name

Expenditures FY 2018

Appropriation FY 2019

Request FY 2020

Allowance FY 2020   **Allow – Request**

Request – Approp

Step 5:

Users may export the report to Excel, PDF, and a variety of different file formats to download and file the information provided by clicking on the 💾⌄ icon, as shown below: