

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:

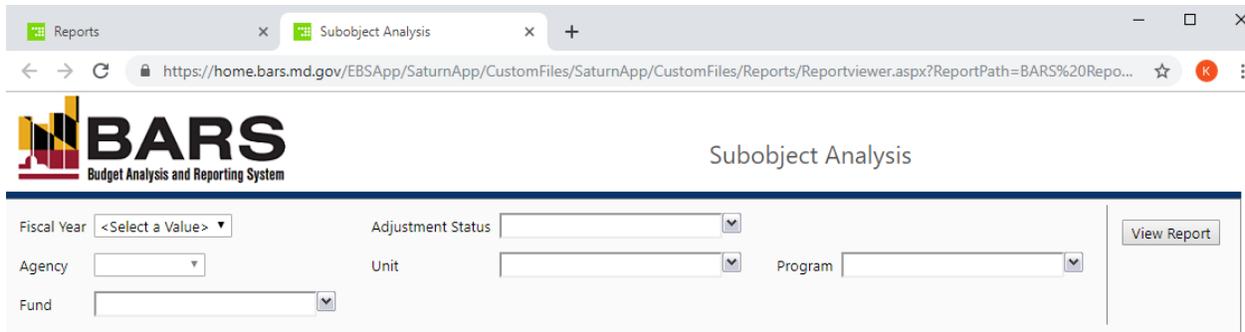
Log into BARS Production

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:

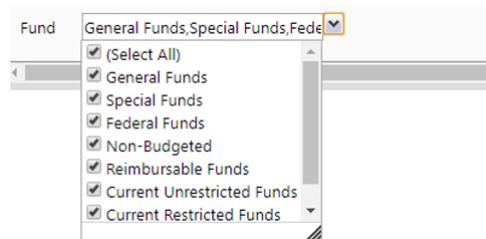
Agencies should select the following:

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**.

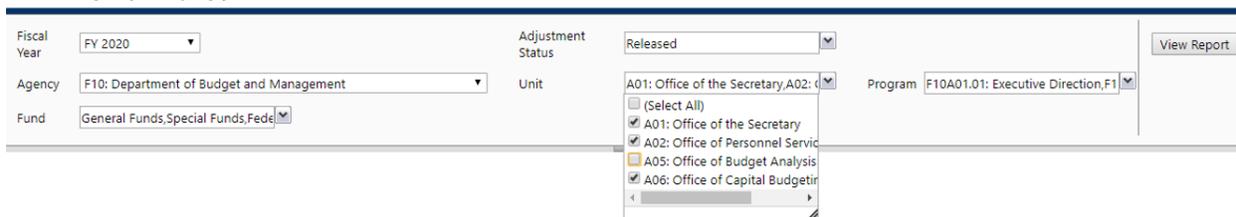
Confirm that all Fund types are checked (fund types not included in the budget will not be shown)



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.



Subobject Analysis



Step 5:
Click on **View Report**. Users will see the following screen:

Subject Analysis
Fund : GF, SF, FF, NB, RF, CUR, CR, FFA
f10a01 Office of the Secretary
f10a0101 Executive Direction

Agency Subobj	Subobj Name	Expenditures FY 2018	Appropriation FY 2019	Request FY 2020	Allowance FY 2020	Request - Approp	Allow - Request
*****	SUBPROGRAM NO.: B101	TBD					
*****	OBJECT CODE: 01	Salaries, Wages and Fringe Benefits					
0101	Regular Earnings	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0111	Accrued Leave Payments	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
0112	REG ASSIGNS/CONTING	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000

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)

Expenditures FY 2018

Subobject Name

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:

The screenshot shows a report viewer interface with a toolbar at the top containing navigation and search icons. Below the toolbar is a data table with columns for Agency Subobj, Subobj Name, Expenditures FY 2018, Budget Appropriations FY 2019, Allowance 2020, and All. A dropdown menu is open over the table, listing export options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed.

Agency Subobj	Subobj Name	Expenditures FY 2018	Budget Appropriations FY 2019	Allowance 2020	All
***** SUBPROGRAM NO.: 8101 TBD					
***** OBJECT CODE: 01 Salaries, Wages and Fringe Benefits					
0101	Regular Earnings	000000	300000	300000	
0111	Accrued Leave Payments	300000	000000	000000	
0112	RECLASSIFICATIONS	000000	300000	300000	
0151	Social Security Contributions	300000	000000	000000	
0152	HEALTH INSURANCE	300000	100000	100000	
0154	Retirees Health Insurance Prem	000000	000000	200000	
0161	Employees' Retirement	300000	100000	100000	
0162	Employees' Pension System	300000	200000	300000	
0174	Unemployment Compensation	300000	100000	100000	
0189	TURNOVER EXPECTANCY	000000	200000	200000	
TOTAL	01 *	300000	300000	300000	
***** OBJECT CODE: 02 Technical and Special Fees					
0213	Social Security Contributions	300000	000000	000000	
0214	Unemployment Compensation	000000	000000	000000	