

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:

🔚 Reports	×	Subobject Analysis	× +			- 🗆	×		
$\ \ \leftarrow \ \ \rightarrow \ \ G$	https://home.bar	s.md.gov/EBSApp/SaturnApp,	/CustomFiles/SaturnApp	/CustomFiles/Reports/Reportviewer.aspx?Re	eportPath=BARS%20Repo	☆ (K	:		
BARS Budget Analysis and Reporting System									
Fiscal Year <se< td=""><td>lect a Value> ▼</td><td>Adjustment Statu Unit</td><td>s</td><td>Program</td><td></td><td>'iew Report</td><td>t</td></se<>	lect a Value> ▼	Adjustment Statu Unit	s	Program		'iew Report	t		
Fund		•							

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 <u>all</u> **Fund** types are checked (fund types not included in the budget will not be shown)

Fund	General Funds, Special Funds, Fe	ede	~	
	🗹 (Select All)	^		
4	Ceneral Funds			
	🗹 Special Funds			
	Federal Funds			
	Non-Budgeted			
	Reimbursable Funds			
	Current Unrestricted Funds			
	Current Restricted Funds	-		
		/h		

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

	BARS Budget Analysis and Reporting System		Subobject Analysis		
Fiscal Year	FY 2020 T	Adjustment Status	Released		View Report
Agency	F10: Department of Budget and Management	Unit	A01: Office of the Secretary,A02:	Program F10A01.01: Executive Direction,F1	
Fund	General Funds,Special Funds,Fede		 (Select All) A01: Office of the Secretary 		
			A02: Office of Personnel Servic		
			🔲 A05: Office of Budget Analysis		
			🗹 A06: Office of Capital Budgetir		
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Step 5:

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

Fiscal Year	scal FY 2020 gency F10: Department of Budget and Management									Adjustment Status	Released		Budget Status	In the Bud	
Agency									•	Unit	A01: Office of the Secretary,A02:			Program	F10A01.0
Fund	Gener	al Funds,	Special Fun	ds,Feo	de										
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4	< 1		of 2 ? >	>	⊳I	Ö	100%	•		~		Find N	ext		
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A	gency Subobj		Subobj Na	me		Expe	nditures 2018	Appropri FY 201	ation 19	Request FY 2020		Allowance FY 2020	Request - Approp	Allow - Requ	lest
	********		SUBPROGRAM	M NO.:	B101	TBD									
**	*******		OBJECT CODE	E:	01	Salaries	, Wages and	Fringe Bene	efits						
0	101	Regular Ea	arnings			995	0000000	70000	20000	200000	200	-000000000	2000000000	900000	225
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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	Expenditures FY 2018
Subobject if the Agency does not use Agency Subobjects)	Appropriation FY 2019
Subobject Name	Request FY 2020

Allowance FY 2020



Allow - Request

Request - Approp

Step 5:

User's 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 $\square \lor$ icon, as shown below:

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						Fun	Subobject 1 : GF, SF, FF, N	Word			
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Agency Subobj		Subob	Name		Exp	penditures FY 2018	Appropriati FY 2019	PowerF	Point	wance 2020	All
********		SUBPROG	RAM NO.:	8101	TBD		10000-000				
		OBJECT C	ODE:	01	Salari	ies. Wages and	fringe Benefi	Summer.			
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0154	Retiree	Health Insur	rance Prem			00000	102	MHTM	L (web archive)	20000	65 -
0161	Employ	ees' Retireme	ent.			10000	100			10000	
0162	Employ	ees' Pension	System			100000	20	CSV (co	omma delimited)	100002	65
0174	Unemp	loyment Com	pensation			10000	1.00	1000		10000	
0189	TURNO	VER EXPECTA	INCY			00000	22		123 17725	20000	65
TOTAL	01	•				10000	- 200	XML fil	e with report data	0000	_
		OBJECT C	ODE:	02	Techn	ical and Spec	al Fees				
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0214	Unemp	loyment Com	pensation			00000				30000	