

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:

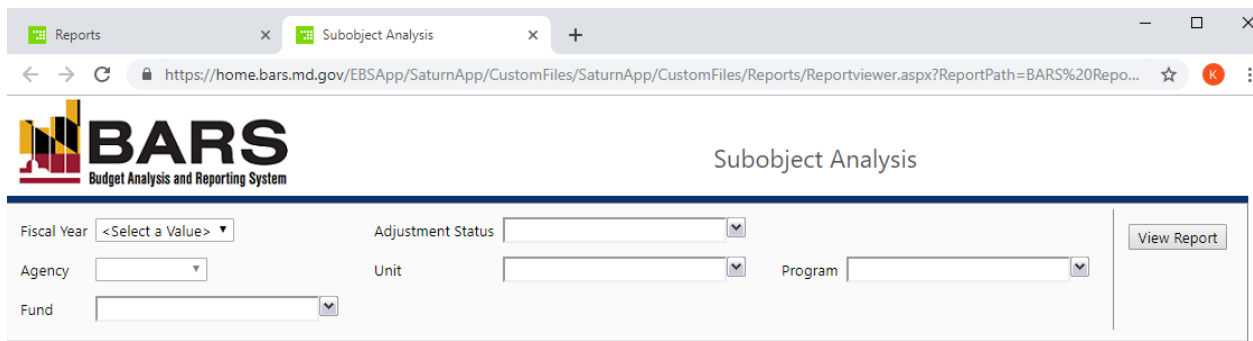
Log into BARS Production

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**. Users may be required to input their log-in information again in order to access the report.

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:

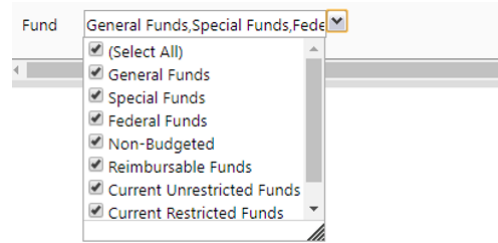
Agencies should select the following:

Select the **Fiscal Year** for which the budget is being requested.

Select "Released" in **Adjustment Status**.

Select your desired **Agency**.

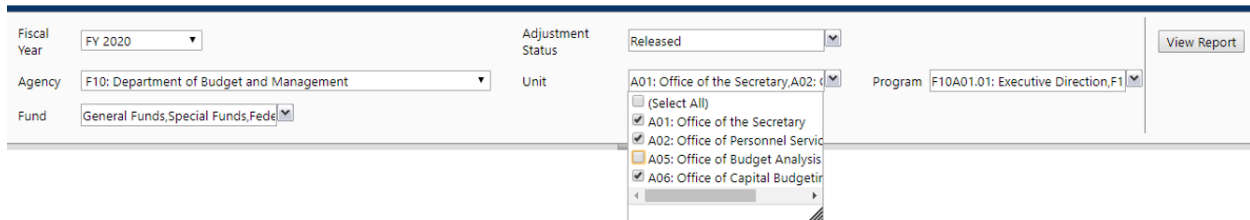
Confirm that all Fund types are checked (fund types not included in the budget will not be shown)



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:

| 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 ASSOCIATIONS | 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)

**Subobject Name
Expenditures FY 2018**

Appropriation FY 2019


Request - Approp

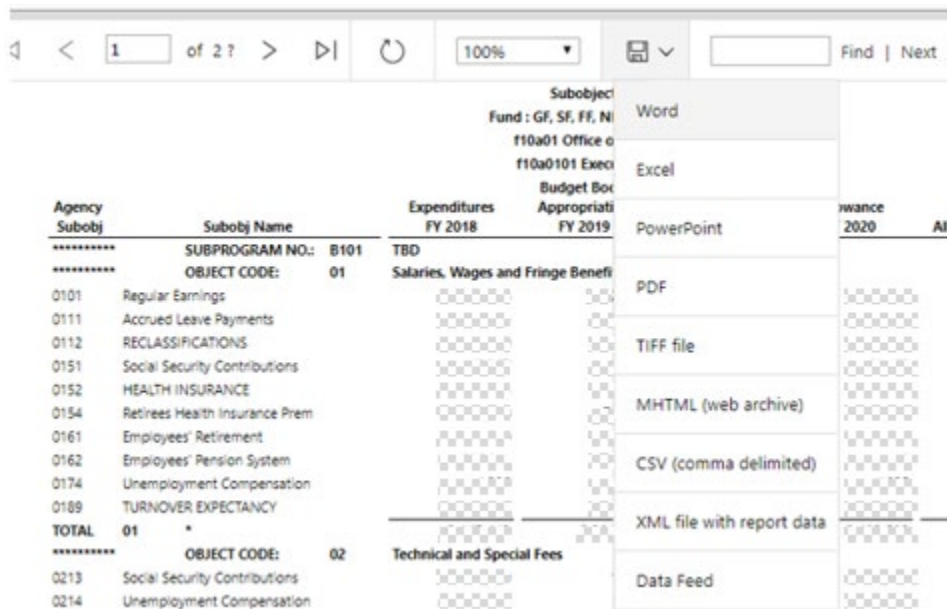
Request FY 2020

Allow - Request

Allowance FY 2020

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:



| Agency Subobj | Subobj Name | Expenditures FY 2018 | Expenditures FY 2019 | Allowance 2020 | All |
|--|--------------------------------|-----------------------------------|----------------------|----------------|-----|
| Subobject Fund : GF, SF, FF, NI f10a01 Office o f10a0101 Exec Budget Box Appropriati | | | | | |
| ***** | SUBPROGRAM NO: B101 | TBD | | | |
| ***** | OBJECT CODE: 01 | Salaries, Wages and Fringe Benefi | | | |
| 0101 | Regular Earnings | 000000 | 500 | 000000 | |
| 0111 | Accrued Leave Payments | 000000 | 00 | 000000 | |
| 0112 | RECLASSIFICATIONS | 000000 | 00 | 000000 | |
| 0151 | Social Security Contributions | 000000 | 00 | 000000 | |
| 0152 | HEALTH INSURANCE | 000000 | 00 | 000000 | |
| 0154 | Retirees Health Insurance Prem | 000000 | 00 | 000000 | |
| 0161 | Employees' Retirement | 000000 | 00 | 000000 | |
| 0162 | Employees' Pension System | 000000 | 00 | 000000 | |
| 0174 | Unemployment Compensation | 000000 | 00 | 000000 | |
| 0189 | TURNOVER EXPECTANCY | 000000 | 00 | 000000 | |
| TOTAL | 01 * | | | | |
| ***** | OBJECT CODE: 02 | Technical and Special Fees | | | |
| 0213 | Social Security Contributions | 000000 | | 000000 | |
| 0214 | Unemployment Compensation | 000000 | | 000000 | |