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).
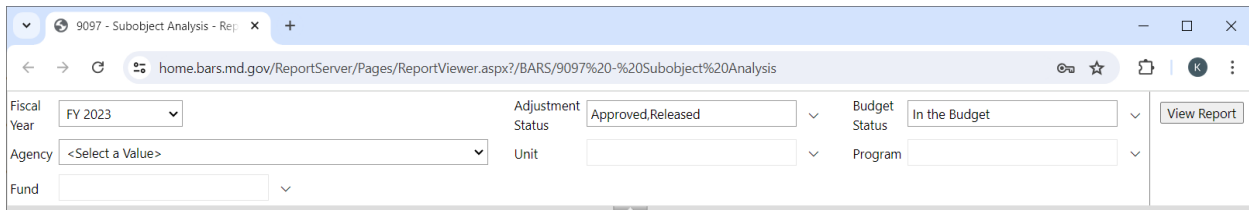
Step 1:

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.
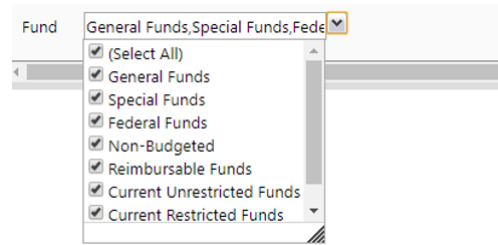
Step 4:

Agencies should select the following:

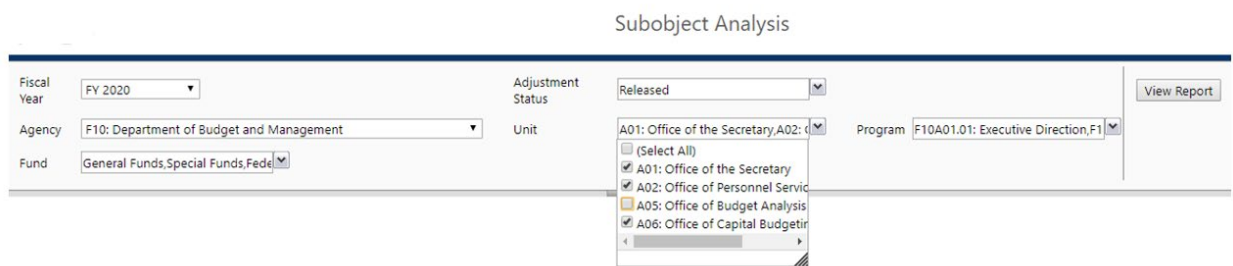Select the **Fiscal Year** for which the budget is being requested.

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)

Fund	General Funds, Special Funds, Fede ▾
	☑ (Select All)
	☑ General Funds
	☑ Special Funds
	☑ Federal Funds
	☑ Non-Budgeted
	☑ Reimbursable Funds
	☑ Current Unrestricted Funds
	☑ Current Restricted Funds

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

Fiscal Year	FY 2020 ▾		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			

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

Fiscal Year	FY 2020 ▾		Adjustment Status	Released ▾	Budget Status	In the Buc
Agency	F10: Department of Budget and Management ▾	Unit	A01: Office of the Secretary,A02: (▾	Program	F10A01.0
Fund	General Funds,Special Funds,Fede ▾					

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Subobject 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		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
0111	Accrued Leave Payments		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
0112	RECLASSIFICATIONS							

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**
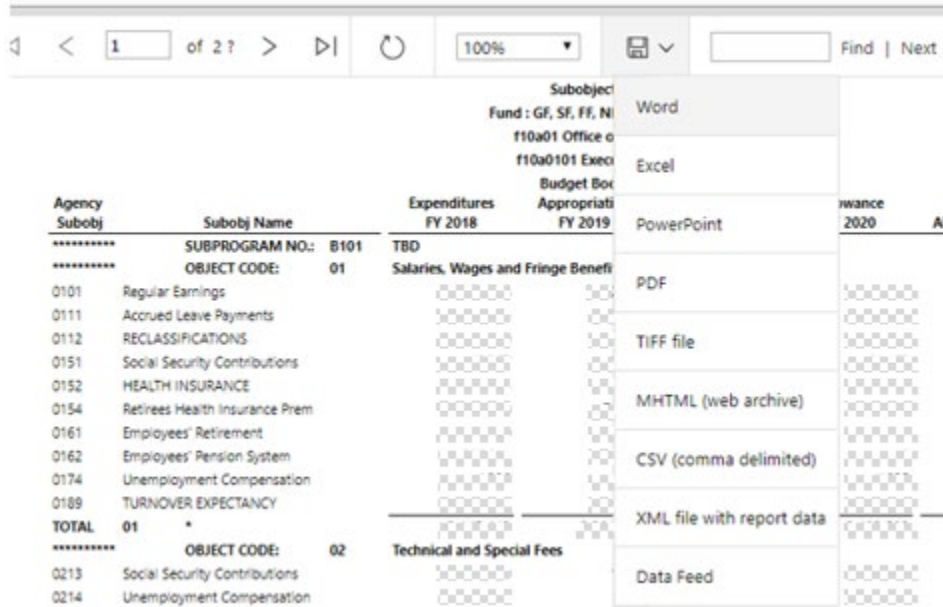
Request FY 2020   **Allow - Request**

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: