

# 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:

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÷	$\rightarrow$ C	home.bars.md.gov/	ReportServer/Pages/ReportViewer.a	spx?/BARS/909	7%20-%20Subobject%20Analysis			☞ ☆	Ď	K	:
Fiscal Year	FY 2023	~		Adjustment Status	Approved, Released	~	Budget Status In the Budget		~	View Re	port
Agency	<select a<="" td=""><td>a Value&gt;</td><td>~</td><td>Unit</td><td></td><td>~</td><td>Program</td><td></td><td>~</td><td></td><td></td></select>	a Value>	~	Unit		~	Program		~		
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.

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)	A
4	Ceneral Funds	
	Special Funds	
	Federal Funds	
	Non-Budgeted	
	Reimbursable Funds	
	Current Unrestricted Funds	
	Current Restricted Funds	•
		li.

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>

			Subobject Analysis	
Fiscal Year Agency Fund	FV 2020   F10: Department of Budget and Management  General Funds,Special Funds,Fede	Adjustment Status Unit	Released       Yew Report         A01: Office of the Secretary, A02: (Yew Report       Program         (Select All)       A01: Office of the Secretary         A02: Office of Personnel Servic       A02: Office of Capital Budgetir         (A06: Office of Capital Budgetir       Yew Report	ort

# Step 5:

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

Fiscal Year	FY 20	20 🔻				Adjustment Status	Released	~	Budget Status	In the Buc
Agency	y F10: E	Department of Budget and	Manag	gement	•	Unit	A01: Office of the Sec	retary, A02: 🕻 🚩	Program	F10A01.0
Fund	Gener	al Funds,Special Funds,Feo	de 🎽							
•										
$ \triangleleft$	< 1	of 2 ? >	⊳I	ل 100%	v E		Find   Ne	xt		
					Subobject Ana	lysis				
					GF, SF, FF, NB, RF,					
					0a01 Office of the	-				
				-	10a0101 Executive					
	Agency Subobj	Subobj Name		Expenditures FY 2018	Appropriation FY 2019	Request FY 2020	Allowance FY 2020	Request - Approp	Allow - Requ	est
	******	SUBPROGRAM NO.:	B101	TBD						
,	******	OBJECT CODE:	01	Salaries, Wages and	Fringe Benefits					
(	0101	Regular Earnings		0000000000	2000000000	2000000		2000000000	9999999	996
(	0111	Accrued Leave Payments		2000000000	000000000	0000000			2000000	000
	0112	DECLASSIFICATIONS								

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 Name
Subobject if the Agency does not use	
Agency Subobjects)	Expenditures FY 2018



# Appropriation FY 2019

Request - Approp

Request FY 2020

Allow - Request

# Allowance FY 2020

# 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  $\blacksquare$  icon, as shown below:

< 1	of 21	>	⊳I	0	100%	•			Find   N	lext
			Subobject Fund : GF, SF, FF, N f10a01 Office o			Word				
						f10a0101 Exec Budget Boo	Excel			
Agency Subobj	Sub	bj Name			FY 2018	Appropriati FY 2019	PowerP	Point	2020	All
	SUBPR	OGRAM NO .:	B101	TBD						
SUBPROGRAM NO.: OBJECT CODE: 0101 Regular Earnings 0111 Accrued Leave Payments 0112 RECLASSIFICATIONS 0115 Social Security Contributions		CODE:	01	Salaries, Wages and F		Fringe Benefi				
				00000		56	PDF		30000	ia -
			30000					00000		
				00000	30	TIFF file	ile	20000		
				55555		6				
0152	HEALTH INSURAN	CE				- 35	100000000000000000000000000000000000000		00000	
0154	Retirees Health In	surance Prem			00000	- 62	MHTM	L (web archive)	20000	1
0161	Employees' Retire	ment			202022				100000	
0162	Employees' Pensio	in System			00000	20	CSV (cc	omma delimited)	10000	8
0174	Unemployment C	ompensation			10002	345			10000	
0189	TURNOVER EXPEC	TANCY			00000	- 22			20000	
TOTAL	01 *			23.5	20000	- 200	XML TH	e with report data	0000	
	OBJECT	CODE:	02	Techn	ical and Spec	al Fees				
0213	Social Security Co	ntributions			100007	1.111	Data Fe	eed	00000	Č
0214	Unemployment C	ompensation			00000				30000	10 C

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