

Using Reports - 3 Year Agency Summary Report


Introduction:

The 3 Year Agency Summary report provides a holistic view of an agency's budget, including Positions, Expenditures, and Funds. This detail may be filtered by Adjustment Status to produce individual reports for different levels of adjustment approval (e.g., Draft, Released, etc...), and users may filter down to the individual Unit or Program level to identify funding levels within agency subdivisions. This report is useful by also showing differences across fiscal years.

Step 1:

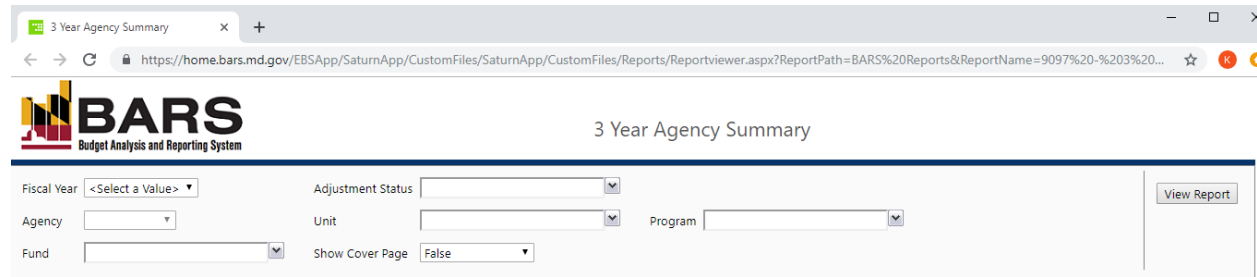
Log into BARS Production

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 **3 Year Agency Summary**. 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 3 Year Agency Summary 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:

For the purpose of observing the FY 2020 Governors Allowance, agencies should select the following:

Select "FY 2020" in **Fiscal Year**.

Fiscal Year

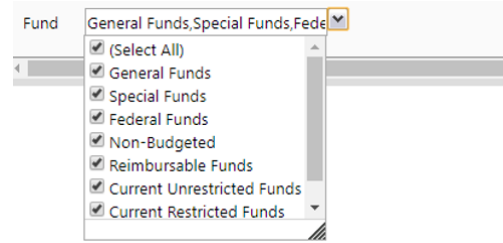
Select "Released" in **Adjustment Status**.

Adjustment Status

Select your desired **Agency**.


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.

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



3 Year Agency Summary

Fiscal Year: FY 2020

Agency: F10: Department of Budget and Management

Fund: General Funds,Special Funds,Fede

Adjustment Status: Released

Unit: F10A01: Office of the Secretary,F1

Program: F10

Show Cover Page: False

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100%
Find | Next

3 Year Agency Summary Report

Agency : F10 - Department of Budget and Management


Fund : [GF,SF,FF,NB,RF,CUR,CR,FFA]

	2018 - Actuals			2019 - Current			2020 - Budget			Allowance	
	FMIS	Agency Actuals	Budget Book Actuals	Leg. Appr	Agency Working	Working Additional	Budget Book Working	Target	Agency Request		OTTR/RED
Positions											
Number of Authorized Positions	000000	000000	332.00	000000	000000	000000	334.00	000000	000000	000000	322.00
Number of Contractual Positions	000000	000000	34.31	000000	000000	000000	32.00	000000	000000	000000	33.00
Expenditure											
00 Unallocated	000000	000000	-	000000	000000	000000	-	000000	000000	000000	-
01 Salaries, Wages and Fringe Benefits	000000	000000	29,294,843	000000	000000	000000	35,196,401	000000	000000	000000	261,288,940
02 Technical and Special Fees	000000	000000	1,236,157	000000	000000	000000	1,162,688	000000	000000	000000	1,264,281
03 Communications	000000	000000	2,122,565	000000	000000	000000	1,478,859	000000	000000	000000	1,783,200
04 Travel	000000	000000	34,548	000000	000000	000000	75,250	000000	000000	000000	87,250
06 Fuel and Utilities	000000	000000	502	000000	000000	000000	-	000000	000000	000000	-
07 Motor Vehicle Operation and Maintenance	000000	000000	8,183	000000	000000	000000	11,700	000000	000000	000000	11,855
08 Contractual Services	000000	000000	7,613,797	000000	000000	000000	13,143,289	000000	000000	000000	17,479,473
09 Supplies and Materials	000000	000000	182,302	000000	000000	000000	180,000	000000	000000	000000	195,000
10 Equipment - Replacement	000000	000000	239,754	000000	000000	000000	160,000	000000	000000	000000	195,000
12 Grants, Subsidies, and Contributions	000000	000000	-	000000	000000	000000	-	000000	000000	000000	8,000,000
13 Fixed Charges	000000	000000	747,229	000000	000000	000000	815,192	000000	000000	000000	850,009
Total Expenditure	000000	000000	41,479,880	000000	000000	000000	52,223,379	000000	000000	000000	291,155,008
Funds											
General Funds	000000	000000	17,170,631	000000	000000	000000	21,298,392	000000	000000	000000	205,837,829
Special Funds	000000	000000	15,229,409	000000	000000	000000	16,104,252	000000	000000	000000	51,925,993
Federal Funds	000000	000000	-	000000	000000	000000	292,744	000000	000000	000000	16,318,524

The resulting report shows data filtered for the specific Status that was selected in the data selector portion of the Reports screen. The report will show final data for each stage from the agency budget process, with the gray Stages columns indicating data corresponding directly to the FY 2018, FY 2019, and FY 2020 columns Budget Book pages.

Using this report, agencies have access to Positions, Expenditures, and Fund detail. Positions contains PINs (“Number of Authorized Positions”) and Contractual positions and can be expanded to show PINs by class code within each Program. Expenditures displays individual Objects, and can be expanded to show the sums for each Comptroller Subobject agency-wide. Funds displays Total Funds by fund type, and can be expanded to show individual fund sources as submitted for each Stage.

Step 6:

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.