

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

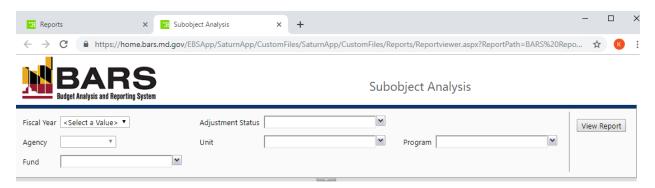
Step 2:

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 <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)	<u> </u>
4	🗹 General Funds	
	Special Funds	
	Federal Funds	
	Non-Budgeted	
	Reimbursable Funds	
	Current Unrestricted Funds	
	Current Restricted Funds	•
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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 Agency Fund	FY 2020 F10: Department of Budget and Management General Funds, Special Funds, Federed	Adjustment Status Unit	Released A01: Office of the Secretary,A02: (♥ Gelect All) Ø A01: Office of the Secretary Ø A02: Office of Service	Program F10A01.01: Executive Direction,F1	View Report
			A05: Office of Budget Analysis A06: Office of Capital Budgetir		

Step 5:

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

Fiscal Year	FY 20	20 🔻				Adjustment Status	Released	~	Budget Status	In the Bud
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Fund	Gener	al Funds,Special Funds,Fec	de 🎽							
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$ \triangleleft$	< 1	of 2 ? >	⊳I	ل 100%	•		Find Ne	xt		
					Subobject Ana	lysis				
					: GF, SF, FF, NB, RF,					
					10a01 Office of the 10a0101 Executive					
	Agency	Subabi Nama		Expenditures FY 2018	Appropriation FY 2019	Request	Allowance FY 2020	Desuret Asses	Allew Deer	
	Subobj	Subobj Name SUBPROGRAM NO.:	B101		FT 2019	FY 2020	FT 2020	Request - Approp	Allow - Requ	est
	******	OBJECT CODE:	01	Salaries, Wages and	Fringe Benefits					
	0101	Regular Earnings		000000000	2000000000	2000000	00 000000000	2000000000	000000	200
	0111	Accrued Leave Payments		>0000000000	000000000	0000000	000000000 000	-000000000	2000000	000
	0112	DECLASSIFICATIONS						00000000		

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:

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 \blacksquare icon, as shown below:

< 1	of 2 ? >	> 0	>1	0	100%	٠				Find Ne	ext				
					Subobject Fund : GF, SF, FF, N 110a01 Office o			Word							
Agency Subobi Subobi Name					f10a0101 Exect Budget Box		Excel								
		Subobj Name		Subobi Name			FY 2018	Approp FY 2		PowerPoint		2020 All			
	SUBPROGRAM	M NO.:	B101	TBD				0.015.05.00							
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0101	Regular Earnings	ular Earnings			000000		508	PDF		30000					
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0112	RECLASSIFICATIONS			00000		50	TIFF file		30000						
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0152	HEALTH INSURANCE			200000		96	1000000	Constant and	100000						
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0161	Employees' Retirement				202022		99			100000					
0162	Employees' Pension System		Employees' Pension System		Employees' Pension System				00000		203	CSV (co	mma delimited)	10000	
0174	Unemployment Compen	sation			10002		96			10000					
0189	TURNOVER EXPECTANCY		VLA GL		an (1) - 21										
TOTAL	01 *			2500	200502		95	XML file	e with report data	0000	_				
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