Operations Plan Web Application

I. REGISTRATION INSTRUCTIONS

A username and password are required for **each person** entering data into the Operations Plan Application. At least one person will also be required to have signature authority.

Please fill out your name, work phone number, and work email address. Please provide an email address that is unique to you (no “info@” or “office@”), as this is where your registration verification and other operations plan correspondence will be sent.

A. Permission Requested:

1. For People ONLY Entering Operations Plan Information

If you will be entering Form 8 information, but someone in your office other than you will be submitting that information, select the bottom radio button (I only need to be able to enter Form 8 information for my agency). This option requires no other additional information from you.

2. For People Entering AND Submitting Operations Plan Information

If you will be entering Form 8 information, as well as submitting that information to us, select the top radio button (I need to be able to enter and submit operations plan information for my agency). Please note, this option requires that we receive a letter from the director of your agency giving you Online Operations Plan Signature Authority. Be sure to send the letter to the Budget Office by fax ((334) 242-3776) or email immediately following your registration. Please mail the original hard copy to:

STATE HAND MAIL ADDRESS:	PHYSICAL STREET ADDRESS:
Department of Finance Executive Budget Office P. O. Box 302610 Montgomery, Alabama 36130-2610	Executive Budget Office Alabama State House 11 South Union Street, Suite 237 Montgomery, Alabama 36104

Your username and password will not be processed until this authorization is received in our office.

3. Personnel Changes

Agencies are required to notify the EBO when staff changes require the revocation of authority to use the Operations Plan Application. As the agency's staff changes, it is the agency's responsibility to notify the EBO to remove a username for the individual(s) that no longer require access to the Operations Plan Application. This is especially important for those individuals with signature authority.

B. Username and Password:

1. Please create a username and password for the online system. Instructions for the password are listed on the page.
2. After you have typed the verification words in the box, your registration is almost complete. Please click the "Register" button at the bottom of the page. Once you have clicked, it could take several moments to complete. Do not close the registration page until you have been redirected to a confirmation page. We will then process your registration and send you an email when your account has been created.

II. ONLINE OPERATIONS PLAN INSTRUCTIONS

Once you have received your registration verification email, you will be able to login to the system and begin entering your operations plan. At this time, only Form 8's are available for agencies to enter operations plan information. **Please submit agency Employee Staffing Plans (Form 9's) and any other supplemental information (i.e., General Fund Drawdown Schedules, Program Change Letters, Explanation Letters, etc.) to your budget analyst via email or hand mail.**

After you login, you will be on the Home Page for the system. Your agency should be listed in a drop-down menu. If it is not there, or there are other agencies listed, please contact your budget analyst.

A. Begin Operations Plan:

To begin entering your operations plan, click the "Form 8" link at the top right of the page. Your agency should be pre-selected on this page as well. If it is not there, or there are other agencies listed, please contact your budget analyst.

B. Appropriate Code Numbers:

Drop-down menus with your agency's appropriation unit, activity, organization (if applicable), and fund can be chosen. Some of these will be filled in automatically if your agency only uses one of that type. If you are not able to select the information that you need, please contact you budget analyst. Click the "Next" button when you have selected the proper information to enter the Form 8.

C. Expenditures by Major Object:

1. The system should take you to the Form 8 screen next. The top section should be filled in with the information you selected from the drop-down menus on the previous page. The rest of the Form 8 will be filled out by you, just like a normal Form 8 in Excel. The system will automatically total your rows and columns.
2. Remember to enter your number of employees, if applicable.
3. Once you enter all the information on the Form 8, click the "Calculate Expenditures" button located at the bottom right of the form. This should finish the totals for the Form 8 by adding zeros where you have not entered any information.

D. Source of Funds:

1. Entering Source of Funds:

To enter the funding source(s), click on the "Add New Fund Source" link at the bottom left of the Form 8. This will bring up a new window. The system will fill in the fund you selected previously on the drop-down menu. However, if you need to rename the fund (i.e. instead of simply having the name General Fund, you can make it be General Fund – Pay Raise), you can do that by filling in the blank by the "Fund Name:". After you have selected your fund, fill in the totals per quarter, then click the "Add" button on the bottom right in the Add Fund Source box. **Complete this step for each source.**

2. Change Amount of Funds:

If you need to change an amount on the Source of Funds once you have already entered it and added it, then click the blue "Edit" link on the right side of the page. NOTE: If you change anything using the "Edit" function, you must click the blue "Update" link on the right side of the page in order to save it.

3. Change Name of Fund:

If you need to change the name of the fund on the Source of Funds once you have already entered it and added it, then click the blue "Delete" link on the right side of the page. You will have to click on the "Add New Fund Source" link and repeat the steps to add a new source of funds with your new information.

E. Save Operations Plan:

After you have completed your Form 8, click the "Save" button at the bottom of the page. A green sentence confirming the save will appear and direct you to the Home Page. However, if you have additional Form 8's to enter, click the "Form 8" link at the top of the page. If you are finished entering your Operations Plan, then click the "Home" link.

F. Error Messages:

If the numbers do not add up on a Form 8, then an error message(s) will appear on this screen below your forms. It will detail exactly where and what the issue is. You will not be able to submit until all errors are corrected. See section D2 or D3 above for correction process.

III. REVIEWING AND PRINTING A COMPLETE OPERATIONS PLAN

A. Print Complete Operations Plan Package:

Click the “Home” link at the top left of the page. The blue “Print” link on the bottom left side will allow you to review your Operations Plan as a complete PDF file prior to submission. Clicking this link will bring up your entered Form 8’s as well as the summary pages generated by the application. Please review the entire PDF document to ensure all the information has been transferred and rolled-up correctly. Once you have reviewed the document and confirmed the accuracy of the information, you can print your Operations Plan. This can also be done after submission. If anything fails to roll-up correctly, please contact your budget analyst.

B. Print Individual Form 8:

There is a blue “Print” link located at the top right corner of each Form 8 you have worked on. This link will allow you to create a PDF and/or print the individual Form 8 page you are on. It will not create any rolled-up or summary forms.

NOTE: The PDF is not generated in a new window, so you will need to use the “Back” button on your browser to return to your Home Page.

IV. SUBMITTING YOUR OPERATIONS PLAN

The Home Page should show all of the Form 8’s you have created and saved. If all Form 8’s are correct, complete and ready to be submitted, then click the “Submit Form 8” button. Only personnel with signature authority will be allowed to submit. NOTE: Once you submit, you will not be able to go back and adjust anything on any forms unless you contact your budget analyst to release or reject the form.