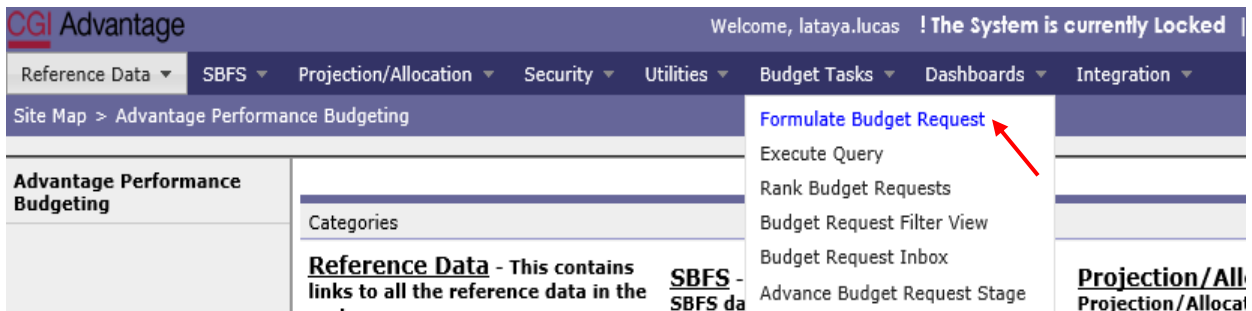
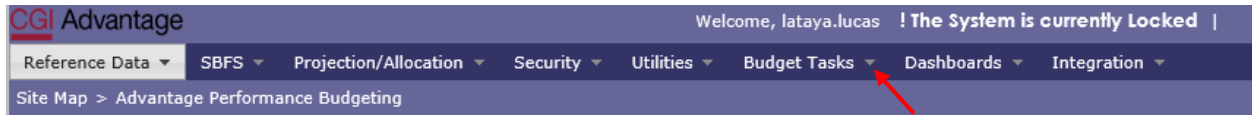


## BUDGET REVISIONS MANUAL

### FOR STATE AGENCIES

After you login STAARS Budgeting, you will be on the **Welcome Page** for the application. Begin by clicking the down arrow next to **Budget Tasks** on the task bar. Then select **Formulate Budget Request** on the drop down menu.



The **Budget Layout Selection** screen will appear. Notice the code name used to identify Forms 8 and 9 used for Budget Revisions.

### **BUDGET REVISION - Forms 8 and 9**

Note: Form 9-Employee Staffing Plan will be generated by STAARS Budgeting after completion of Form 8. If applicable, Form 101 will also be automatically created based on entries created in Form 8.

## FORMS 8 and 9 – BUDGET REVISION

**Step 1.** Select [BUDGET REVISION](#) under the Code section to begin creating Form 8 for the revision.

CGI Advantage Welcome, lataya.lucas ! The System is currently Locked

Reference Data ▾ SBFS ▾ Projection/Allocation ▾ Security ▾ Utilities ▾ Budget Tasks ▾ Dashboards ▾ Integration ▾

Advantage Performance Budgeting > Budget Tasks > Budget Layout Selection

### Budget Layout Selection

Code:  Name:

Layout Type:

Display  Items

Code	Name
<a href="#">BUD REQ BY FUNCTION</a>	Budget Request- Forms 5 & 6
<a href="#">QPR TARGETS</a>	Quarterly Performance Targets
<a href="#">PS OPS PLAN BUD EXP</a>	PS Ops Plan-Expenditures & Transfer-Form 21
<a href="#">PS OPS PLAN</a>	PS Operations Plan - Form 20
<a href="#">BUD REQ BY DEPT</a>	Budget Request- Department level- Forms 1 & 3
<a href="#">MONTHLY REV ESTIMATE</a>	Monthly Revenue Estimate
<a href="#">QPR Q1 ACTUALS</a>	Quarter 1 Performance Actuals
<a href="#">QPR Q2 ACTUALS</a>	Quarter 2 Performance Actuals
<a href="#">QPR Q3 ACTUALS</a>	Quarter 3 Performance Actuals
<a href="#">QPR Q4 ACTUALS</a>	Quarter 4 Performance Actuals
<a href="#">ANNUAL REV ESTIMATE</a>	Annual Revenue Estimate
<a href="#">PS BUD REQ E&amp;G</a>	PS Restricted & Unrestricted & E & G Budget Request-Form 14
<a href="#">PS BUD REQ AUXILIARY</a>	PS Unrestricted Auxiliary Enterprises Bud Req - Form 14
<a href="#">PS BUD REQ PERSONNEL</a>	PS Restricted & Unrestricted Personnel Bud Req-Form 17
<a href="#">PS BUD REQ HOSPITAL</a>	Post Secondary Hospital Financial Summary Bud Req - Form 14A
<a href="#">BUDGET REVISION</a>	Budget Revision - Forms 8 and 9
<a href="#">OPERATIONS PLAN</a>	Operations Plan Forms 8

**Step 2.** On the [Select Budget Request](#) screen click [New](#).

CGI Advantage Welcome, dept.entry2 !

Reference Data ▾ SBFS ▾ Projection/Allocation ▾ Security ▾ Utilities ▾ Budget Tasks ▾

Advantage Performance Budgeting > Budget Tasks > Formulate Budget Request > Select Budget Request

### Select Budget Request

Layout Code:  Request Code:

Layout Type:  Name:

Department:

Current Rank:  Stage:

Display  Items

The [Create Budget Request](#) screen appears.

CGI Advantage

Save Back

### Create Budget Request

[Expand All](#) | [Collapse All](#)

**Budget Request Details**

\* Request Code: 069 FY18 OP REV 4 \* Name: 069 FY18 OP REV 4

\* Stage: 1

Description:

Banking Type: Ranking Type:

**Budget Request Information**

**Dimensions**

Department: 069

**Step 3.** Complete the required fields in the **Budget Request Details** section by entering your agency information for the Form 8 as follows:

Enter the **Request Code** and the **Name** using the following format for both:

**REQUEST CODE EXAMPLE: 069 FY18 OP REV 4**

*Follow the same format for the Name field*

Agency Number: 3 digits

FYxx

OP REV


Then the sequential revision number

**NAME EXAMPLE: 069 FY18 OP REV 4**

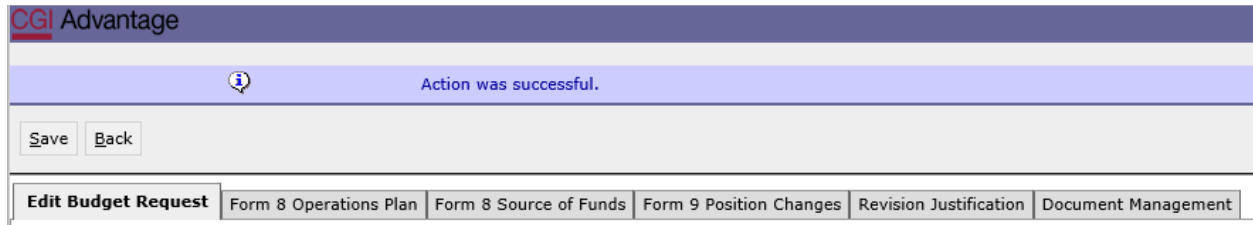
**Step 4.** Be sure to provide the **Department** number in the **Dimensions** section at the bottom of the header page.

**Dimensions**

Department: 069  
Accs

**Step 5.** Once complete click **Save**  at the top of the page. The **Action was Successful** message will appear.

Supplementary tabs will emerge that will allow you to enter the department data for the Form 8 and 9 revision. The tabs are: **Form 8 Operations Plan, Form 8 Source of Funds, Form 9 Position changes, Revision Justification** and **Document Management**.



## FORM 8 OPERATIONS PLAN TAB



**Step 1.** Select the **Form 8 Operations Plan** tab.

**Step 2.** Click **New Item**  to insert a line.

**Step 3.** Enter the **Appropriation Class, Function, Fund, Appropriation Unit,** and **Budget Object** that needs to be revised. NOTE: Data for MULTIPLE Form 8's may be entered on this form. The reports generated using infoAdvantage will create individual Form 8's plus the Summary Form 8's based on the data entered in this tab.

[Export](#)
[Import](#)
[Audit Trail](#)
[View Graph](#)

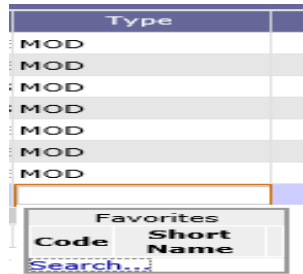
[View as CSV](#)

Summary						
<input type="checkbox"/>	Line	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object
<input type="checkbox"/>	1	918	0619	0100	0	0203
<input type="checkbox"/>	2	918	0619	0100	0	0202
<input type="checkbox"/>	3	918	0619	0100	0	FTE
<input type="checkbox"/>	4	918	0619	0100	0	POS
<input type="checkbox"/>	5	918	0619	0100	0	0104
<input type="checkbox"/>	6	918	0619	0100	0	0129
<input type="checkbox"/>	7	918	0619	0100	0	0201
<input checked="" type="checkbox"/>	8	<input type="text"/>				

**Step 4.** In the **Type** field, **right click**, then, click **Search**.



The **Type Search** screen displays.



**Step 5.** Click the **Search** again to display the options for the **Type** field.

	Code	Name	Short Name	Element Type
Select	NEW	New Line	New Line	COA
Select	MOD	Modify Line	Modify Line	COA

This field is used to either add a new line (NEW) in the Operations Plan or modify (MOD) a line that already exists in the original Operations Plan. If you are unsure whether a line exists in the Operations Plan, run the AFIN-BUD-004 Budget Management report or the AFIN-BUD-013 Operation Plan Status report using infoAdvantage.

**Step 6.** Select the appropriate **Type** and it will populate in the form.

Summary									
<input type="checkbox"/>	Line	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	I	Type	
<input type="checkbox"/>	1 918		0619	0100	0	0203		E MOD	
<input type="checkbox"/>	2 918		0619	0100	0	0202		E MOD	
<input type="checkbox"/>	3 918		0619	0100	0	FTE		S MOD	
<input type="checkbox"/>	4 918		0619	0100	0	POS		S MOD	
<input type="checkbox"/>	5 918		0619	0100	0	0104		E MOD	
<input type="checkbox"/>	6 918		0619	0100	0	0129		E MOD	
<input type="checkbox"/>	7 918		0619	0100	0	0201		E MOD	

**Step 7.** Enter the amounts that should be revised for the chart of accounts elements selected by quarter in the **Q1 –Q4 Revision columns**.

Type	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
MOD	2,475	2,475	2,475	2,475	9,900
MOD	2,689	1,860	1,860	1,395	7,804
MOD	1	1	1	1	4
MOD	1	1	1	1	4
MOD	16,137	13,832	13,832	11,527	55,328
MOD	400				400
MOD	1,265	1,058	1,058	882	4,263

**Step 8.** Enter an explanation for this revision in the **Justification Line Text column**. The information typed into this field will display in the **Objective** field on the top of Form 8. The justification should be entered only once for an Appropriation Class, Function, Fund and Appropriation Unit combination. If entered more than once, the justification will populate multiple times on the same Form 8.

The screenshot shows a software window with a title bar containing three icons. Below the title bar is a header bar with the text "Justification Line Text". Underneath the header bar is a large, empty text input area. A red arrow points upwards from the bottom center of this input area. At the very bottom of the window, there is a small blue box containing the text "To move budget authority from in-state trav".

**Step 9.** Click **Save** and the **Action was Successful** message will display.

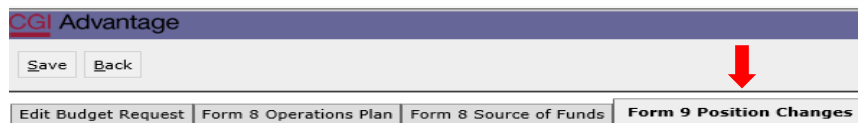
## FORM 9 – POSITION CHANGES TAB

If a revision requires changes to personnel cost (salaries), it is recommended that you use the **Form 9 Position Changes tab** to ensure the Form 9 automatically generated during the revision process will agree to the total personnel costs in the Operations Plan at the agency level. However, you may revise object 0100 by keying directly on the Form 8 in the budgeting application. If you choose the latter option, you will need to create a Form 9 manually on the forms posted on the EBO website and attach it to the revision.

The **Position Change Tab** is used along with the Salaries Benefits Forecasting System (SBFS) projections commonly referred to as the SBFS Data Dump Report. However, you must run the SBFS report through infoAdvantage (see the section for Running Reports through infoAdvantage).

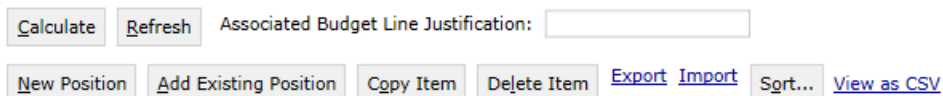
The SBFS projection proposes salaries (including longevity and merit raises, if eligible), Social Security and Medicare (FICA), retirement and insurance. The projection DOES NOT calculate overtime costs, subsistence pay, termination costs or FICA on instate travel, so be sure to include these planned expenditures, if necessary, on the Form 8 Operations Plan tab.

1. Select the **Form 9 Position Changes Tab**.



### A. REMOVE AN EMPLOYEE

2. To remove an employee, click on **Add Existing Position**.



The **Assigned or Vacant Position Search** screen displays.

---

### Assigned or Vacant Position Search


Position Code:  Employee Code:  Employee Classification:

Employee First Name:  Employee Last Name:

Display  Items

**Step 3.** Enter any of the identifying information followed by a wildcard (\*) for the specific employee you wish to remove from the particular chart of accounts using the following fields: Position Code, Employee Code, Employee classification, Employee First Name, or Employee Last Name then click **Search**.




**Step 4.** Click on the box next to the employee, then click **Select**  and the employee data will populate in the **Form 9 Position Changes** tab. Note that the employee's chart of account information populates in the form.


**Step 5.** Update the **Type** field.

Appropriation Unit	Type
0	0



The **Type** field is used to either add a new line in the Operations Plan (NEW) or modify (MOD) an existing line. If you are unsure whether a line exists in the Operations Plan, run the AFIN-BUD-004 Budget Management report or the AFIN-BUD-013 Operation Plan Status report using infoAdvantage.

**Step 6.** Right click in the **Type** field, then click Search  for the **Type** options to appear.

**Type Search**

Code:  Name:  Short Name:  \* Element  
 Parent Type:  

Display  Items

	Code	Name	Short Name	Element Type
Select 	NEW	New Line	New Line	COA
Select 	MOD	Modify Line	Modify Line	COA

**Step 7.** Select the appropriate **Type**, New Line or Modify Line, to populate in the form.

Summary					
<input type="checkbox"/>	Appropriation Class	Function	Fund	Appropriation Unit	Type
<input checked="" type="checkbox"/>	640	0421	0101	0	MOD

**Step 8.** Next, enter a negative 1 (-1) in the **Count** field to remove the employee.

Classification	Step	Category	Funding Start Date	Funding End Date	FTE	Count	Salary Percentage
10613	08				1	-1	100

**Step 9.** Enter the necessary information for the **Funding Start Date** and **Funding End Date** that corresponds to the employee’s last date of employment or the date for which you are moving an employee to another chart of account element.

Funding Start Date	Funding End Date
10/01/2017	10/31/2017

**STAARS BUDGETING DEFAULT SETTING** - Without designating the specific Funding Start Date and Funding End Date when working with position line changes, STAARS Budgeting will default employee changes for the entire year. If the goal is to remove an employee for a partial year, specific dates must be entered.

**Step 9.** Once all of the required information has been entered click **Calculate**. Note the calculated salary and total cost fields are updated to reflect the changes.

Buttons: Calculate, Refresh, New Position, Add Existing Position, Copy Item, Delete Item, Export, Import, Sort..., View as CSV

Salary Percentage	Benefit Percentage	Calculated Salary	Current Salary	Cost
100	100	-60,898.102008		-85,668.104918

## B. ADD AN EMPLOYEE OR NEW POSTION

**Step 10.** To ADD a new hire or add an existing employee to a new chart of account combination, click **New Position**. A new line will be added to the **Form 9 Position Changes** tab.

Buttons: Calculate, Refresh, New Position, Add Existing Position, Copy Item, Delete Item, Export, Import, Sort..., View as CSV

Appropriation Class	Function	Fund	Appropriation Unit	Type	Pos No.	Emp No.	Classification	Step	Category	Funding Start Date	Funding End Date	FTE
918	0738	0399	0	MOD	2616100-066-0170	0000037220	10517	18		04/01/2016	09/30/2016	

**Step 11.** Enter the chart of account elements (Appropriation Class, Function, Fund, and Appropriation Unit, if applicable) for the proper grouping in which you wish to add the new or existing employee.

**Step 12.** In the **Type** field, select the appropriate **Type (NEW or MOD)**.

**Step 13.** In the **Classification** field, right click and then click **Search**.



**Step 14.** The **Classification Search** page will display. Click **Search** again.

**Classification Search**

---

**Classification Search**

Code:  Name:

Display  Items

	Code	Name
Select	10613	SENIOR ACCOUNTANT
Select	10613T	SENIOR ACCOUNTANT
Select	10613F02	ACCOUNTANT III - AOC
Select	10613S	SR ACCT (AGENCY 099)

**Step 15.** Using the wildcard (\*), search for the classification by **Code** or **Name** of the new hire or employee you are adding. Example: 10613\*

**Step 16.** Select the **Classification**, and the data will populate in the **Form 9 Position Changes** tab.

**STAARS BUDGETTING DEFAULT SETTING** - For a new hire starting at a step greater than Step 1, you must identify the beginning step. If left blank, the system will default to the first step in which the salary range begins for this classification.



**Step 17.** In the **Step** field, right click, then click **Search**.

**Step 18.** The **Step Search** screen will display, click **Search** again for the list to populate. Select the appropriate step.

**Step Search**

Code:  Name:

Display  Items

Item Page: [1](#) [2](#)

	Code	Name
Select	29	DIFF 29
Select	CV	CONVERSION
Select	30	STEP 30
Select	31	STEP 31
Select	32	STEP 32
Select	33	STEP 33
Select	34	DIFF 34
Select	35	DIFF 35

**Step 19.** Next, you will need to select the proper retirement category. In the **Category** field, right click



then click **Search**

**Step 20.** The **Category Search** screen will display. Click **Search** and the categories will display.

**CGI Advantage**

**Category Search**

Code:  Name:

Display  Items

Item Page: [1](#) [2](#) [3](#)

	Code	Name
Select	DEFAULT	Default Benefits
Select	NO BENEFITS	No Benefits
Select	SEIB 1	SEIB Full Time and 3/4 Time
Select	ERS OTHER SEIB 1	ERS Other Tier 1 SEIB Full Time and 3/4 Time
Select	ERS OTHER SEIB 2	ERS Other Tier 1 SEIB 1/2 Time
Select	ERS OTHER SEIB 3	ERS Other Tier 1 SEIB 1/4 Time
Select	ERS OTHER SEIB 4	ERS Other Tier 2 SEIB Full Time and 3/4 Time
Select	ERS OTHER SEIB 5	ERS Other Tier 2 SEIB 1/2 Time
Select	ERS OTHER SEIB 6	ERS Other Tier 2 SEIB 1/4 Time
Select	ERS LAW ENF SEIB 1	ERS Law Enforcement Tier 1 SEIB Full Time and 3/4 Time

**Step 21.** Select the appropriate category to calculate the desired retirement and insurance benefits. Once selected the data will populate in the tab.

**STAARS BUDGETING DEFAULT SETTING** - Without designating the specific **Funding Start Date and Funding End Date** when working with Position Line Changes, STAARS Budgeting will default employee changes for the entire year. If the goal is to remove an employee for a partial year, specific dates must be entered.

DEFAULT SETTING

PARTIAL YEAR

Funding Start Date	Funding End Date	Funding Start Date	Funding End Date
10/01/2017	09/30/2018	01/01/2018	09/30/2018

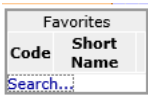
**Step 22.** In the **FTE** field, enter the desired FTE percentage:

FTE	Count	Salary Percentage	Benefit Percentage
1	1	100	100

- 1 for a full-time employee
- .75 for a 75% part-time employee
- .50 for a 50% part-time employee
- .25 for a 25% part-time employee
- Or any other desired FTE percentage

**Step 23.** In the **Count** field, enter the number of employees that will be hired at this rate.

FTE	Count	Salary Percentage	Benefit Percentage
1	1	100	100

**Step 24.** In the **PT or FT** field, right click then click **Search**  to select the code for full time or part-time employee.


Step	PT or FT	Category	Funding Start Date

**Step 25.** In the **Salary Percentage** and the **Benefit Percentage** fields you will need to key the equivalent percent for the FTE keyed (Step 22). If nothing is entered, both percentages will automatically calculate at 100%.

Salary Percentage	Benefit Percentage	Calculated Salary

**Calculate**

**Step 26.** Once all fields have been added, click **Calculate**.

Step 27. Click [Save](#)  and determine if the **Action was Successful**.

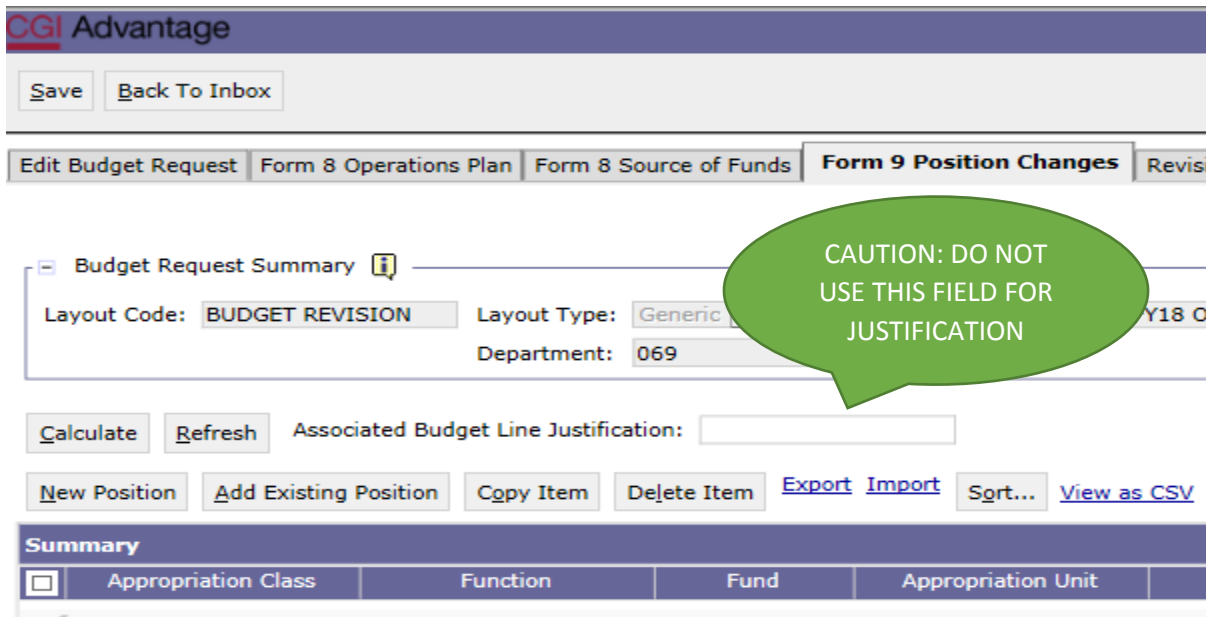
**NOTES:**

The same process would need to be followed to add an employee that is being moved between chart of account elements. Because the employee is actually assigned to certain chart of account elements, you may remove the specific employee, but a specific employee may not be added to a different chart of accounts grouping and must be added using the classification field. Therefore, when removing specific employees, be sure to make note of the classification, grade, step, and category when adding back the employee. This will ensure that amounts removed from one chart of account element is the same amount when adding the employee back using different chart of accounts elements.

To make adjustments for a promotion, REMOVE the specific employee (i.e. remember to use a negative number in the “count” field to subtract) for the dates desired, then create another line to ADD the employee back using the new classification, step, category and appropriate dates, along with the chart of account element combination the employee needs to be budgeted in.

Form 9 is required for all revisions that change personnel cost (object 0100). It is not a requirement to manually complete and submit a Form 9 with each revision forwarded to EBO. However, for record keeping purposes at the agency, you may decide to keep documentation of all personnel changes made through revisions in STAARS Performance Budgeting. A complete Form 9 will never be available through STAARS Performance Budgeting or infoAdvantage except at the beginning of Operations Plan cycle.


**DO NOT USE THE ASSOCIATED BUDGET LINE JUSTIFICATION FIELD IN THE FORM 9 POSITION CHANGES TAB. CONTINUE TO PROVIDE JUSTIFICATION FOR REVISIONS USING THE REVISIONS JUSTIFICATION TAB.**



CGI Advantage

[Save](#) [Back To Inbox](#)

[Edit Budget Request](#) [Form 8 Operations Plan](#) [Form 8 Source of Funds](#) **[Form 9 Position Changes](#)** [Revisi](#)

Budget Request Summary 

Layout Code:  Layout Type:  Y18 O

Department:

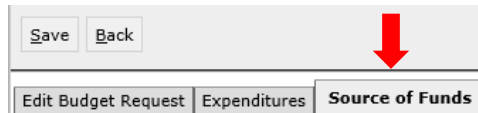
[Calculate](#) [Refresh](#) Associated Budget Line Justification:

[New Position](#) [Add Existing Position](#) [Copy Item](#) [Delete Item](#) [Export](#) [Import](#) [Sort...](#) [View as CSV](#)

**Summary**

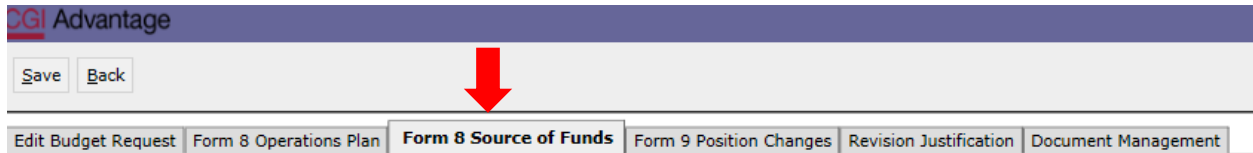
<input type="checkbox"/>	Appropriation Class	Function	Fund	Appropriation Unit
--------------------------	---------------------	----------	------	--------------------

## FORM 8 SOURCE OF FUNDS TAB

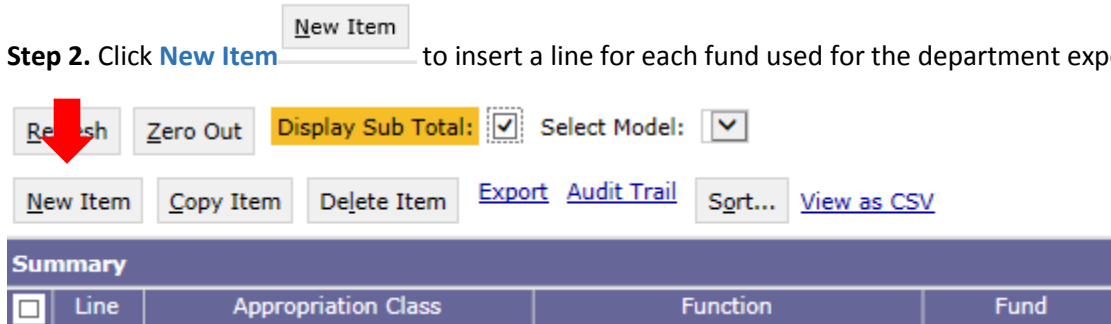


If all changes have been made both for Expenditures by Object on the Form 8 Operations Plan tab and the Form 9 Position Changes tab, you are now ready to complete the Source of Funds.

**Step 1.** Select the **Form 8 Source of Funds** tab.



**Step 2.** Click **New Item** to insert a line for each fund used for the department expenditures



**Step 3.** Enter the **Appropriation Class** and **Function** if known or right click to Search.

**Step 4.** In the **Fund** column right click to search for available funds. Click **Search** the **Fund Search** screen will appear, click **Search** again for the list of funds to emerge. Select the fund code that corresponds with the source of fund(s) required for the revision.



All Sources of Funds available for your agency will display. To narrow down the Sources of Funds, in the Code field enter the 4-digit fund number followed by a wildcard (\*).

**Step 5.** Click **Search**.

Code: 1692\*    Name:    Short Name:    \* Element Type:   

Parent Fund:   

Financial Rollups Information

Category:   

Search    Cancel

Display 20 Items    Sgrt...

	Code	Name	Short Name	Element
Select	1692-202	Advancement & Technology Fund - Reversion Reappropriated	ETF Adv & Techn	COA
Select	1692-201	Education Trust Fund Advancement & Technology Fund	ETF Adv & Techn	COA

**Step 6.** Select the desired **Source of Funds** and it will populate in the tab.


Display Sub Total:

[Export](#) [Audit Trail](#) [View Graph](#) [Sort...](#) [View as CSV](#)

Summary					
<input type="checkbox"/>	Line	Appropriation Class	Function	Fund	
<input type="checkbox"/>	1	131	0113	1692-201	0

**Step 7.** Enter the **Appropriation Unit**, if applicable, then enter the totals by quarter for that **Source of Funds**.

**NOTE:** You **MUST** enter a **Source of Funds** **EVEN IF** the amounts per quarter are **-0-**.

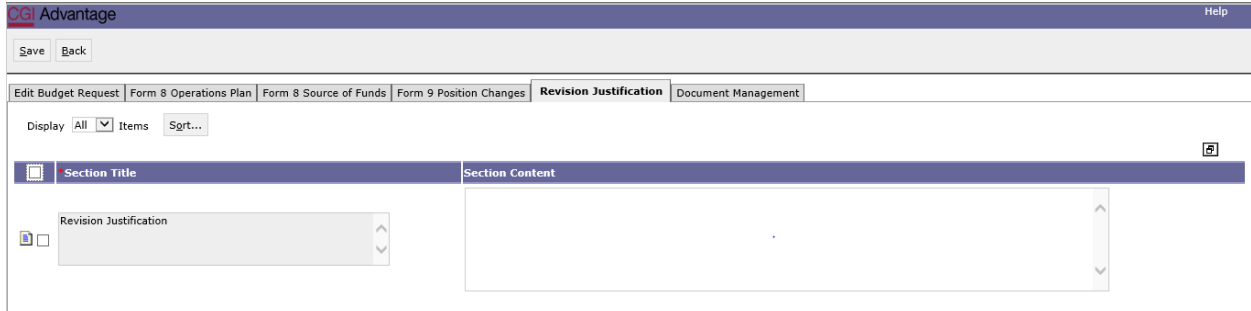
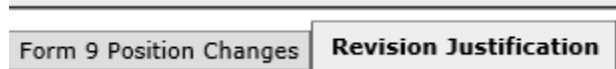
**Step 8.** Once all Sources of Funds have been entered on the tab, click **Save**  to exit. **Action was Successful** will appear.

Follow these steps to enter Sources of Funds for all chart of account combinations entered on the Form 8 Operations Plan tab.


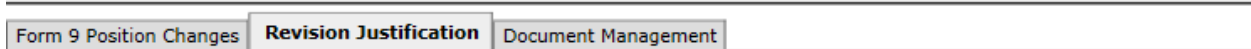


## REVISION JUSTIFICATION TAB

**Step 1.** Select the **Revision Justification** tab.

A screenshot of the 'Revision Justification' tab in the software. The interface includes a top navigation bar with 'Advantage' and 'Help' options. Below this is a breadcrumb trail: 'Edit Budget Request > Form 8 Operations Plan > Form 8 Source of Funds > Form 9 Position Changes > Revision Justification > Document Management'. There are 'Save' and 'Back' buttons. A 'Display' dropdown is set to 'All' and 'Items' are listed. The main area is a table with two columns: 'Section Title' and 'Section Content'. The 'Section Title' column contains a dropdown menu with 'Revision Justification' selected. The 'Section Content' column is a large text area for entering justification.

**Step 2.** Enter the reason for the revision in the **Section Content** box. This tab populates the justification on the 101 Form (if necessary).

A screenshot of the 'Section Content' text area. The text area is highlighted with a blue border and contains the text: 'To accommodate the retirement of one employee and a new hire for the Workforce Development grant.' The text area has a vertical scrollbar on the right side.

**Step 3.** Click **Save**  and determine if the **Action was Successful**.

**Step 4.** Now, you are ready to generate the infoAdvantage Report that will create Forms 8, 9 and 101 (if necessary). Log into the infoAdvantage website. To generate the report, see the STAARS infoAdvantage manual.

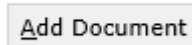
## DOCUMENT MANAGEMENT TAB

*All reports created in infoAdvantage will need to be attached in the appropriate form using the following steps.*

**Step 1.** Select the **Document Management** tab.

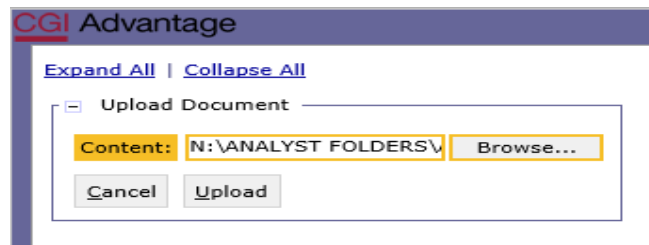


**Step 2.** Click **Add Document**.

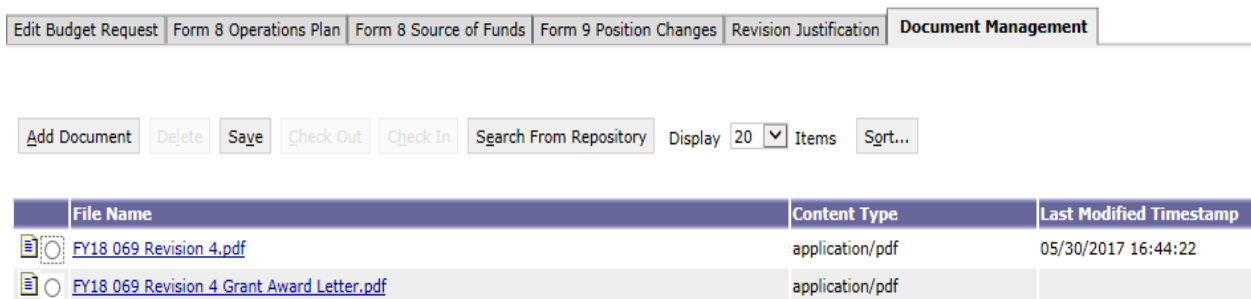


The following screen will display.

**Step 3.** Click **Browse** to locate your saved files. Select your file which will populate in the Content: box.



**Step 4.** Click **Upload**. As your documents are attached to the form, they will display below.



**NOTE:** Please be sure to include ALL documentation required to be attached for the Operations Plan or in the Document Management tab using PDF format. Other documentation could be grant award letters, program change letters, etc.


Please use a similar format for naming these additional documents, examples:

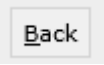
FY 18 069 Revision 4 Program Change Letter

FY 18 069 Revision 4 Grant Award Letter

FY 18 069 Revision 4 Other Supporting Documents

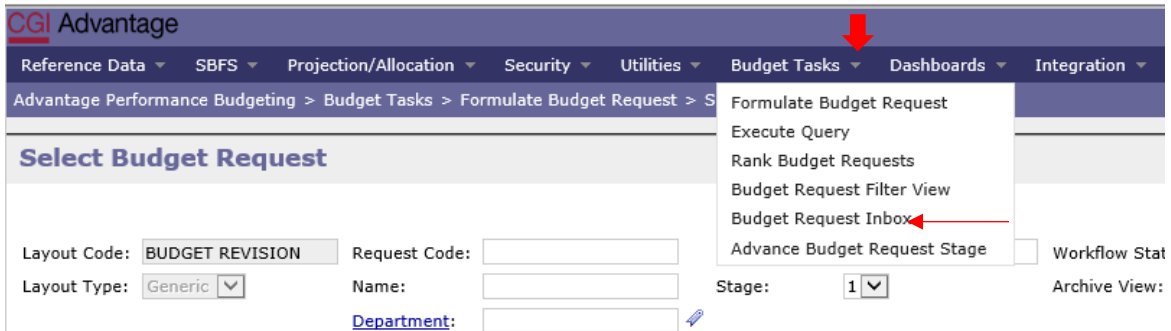
**Step 5.** When all required forms have been attached in the **Document Management** tab, click on the **Edit Budget Request** tab.

**Step 6.** Once complete click **Save**  at the top of the page. **Action was Successful** message will appear.

**Step 7.** Click **Back**  to exit out of the form.

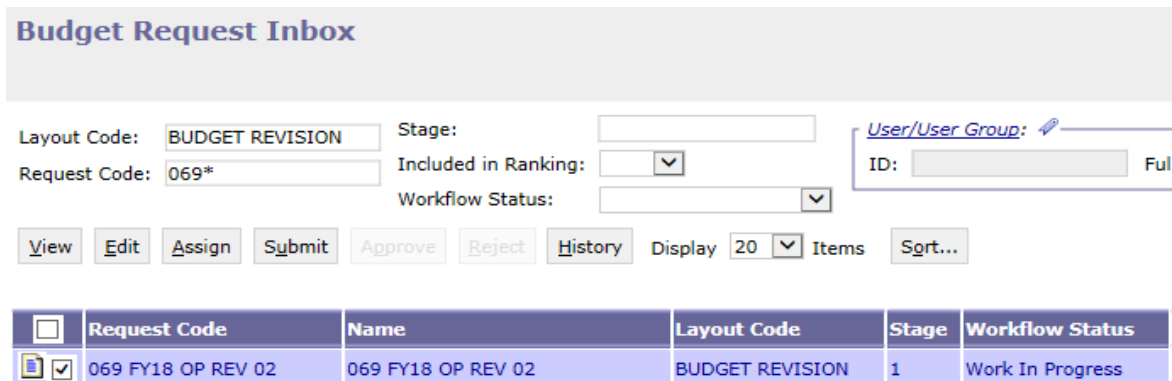
## SUBMISSION

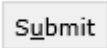
To submit the final Budget Revision Packet return to the **Budget Tasks** drop down menu.

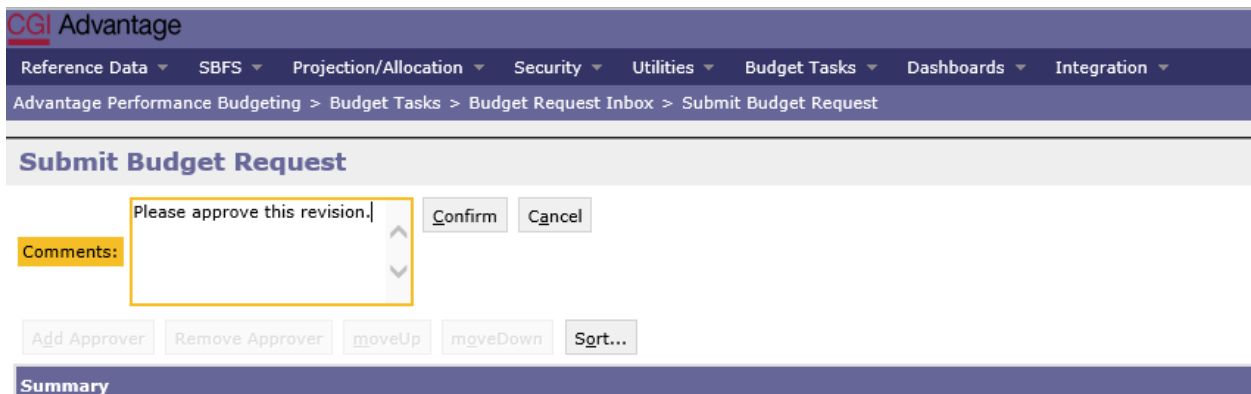



**Step 1.** Select **Budget Request Inbox**. The **Budget Request Inbox** will display.

**Step 2.** Select the Budget Revision that is ready to be submitted. Note the action buttons that light up: View, Edit, Assign, and Submit.



**Step 3.** Click **Submit**.  The following screen displays, allowing you to add comments for the 1<sup>st</sup> Approver.



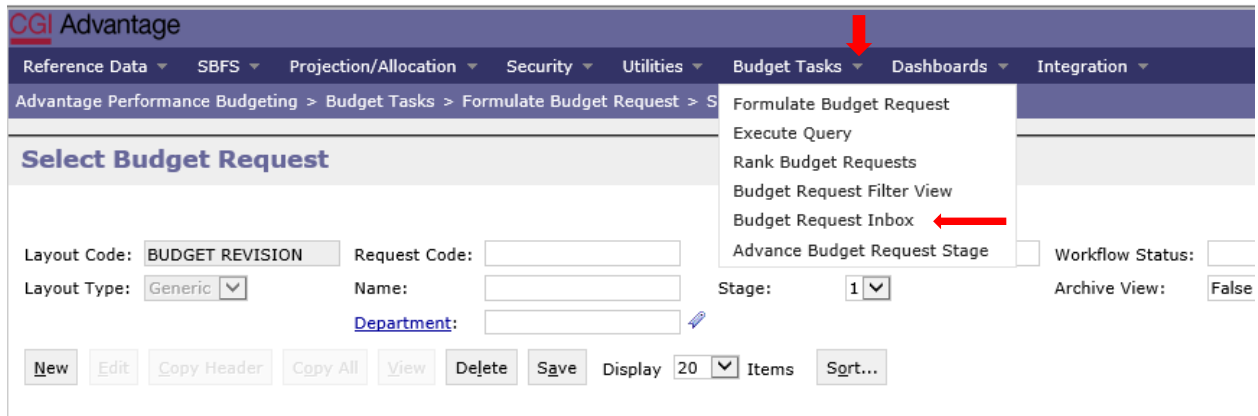
**Step 4.** Click **Confirm**.  You will be taken back to the **Budget Request Inbox** and receive a message that the budget revision was **Successfully Submitted**. Each document submitted will be identified by the name given during preparation.

## WORKFLOW

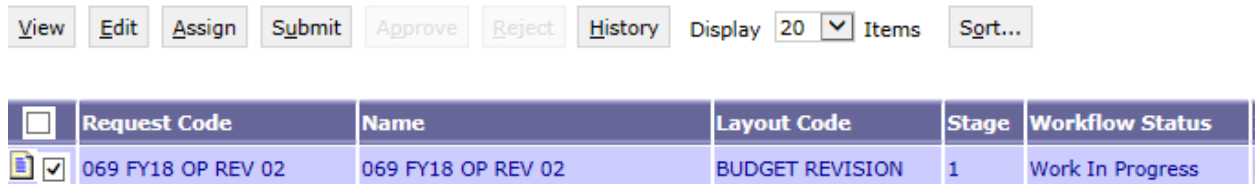
The 1<sup>st</sup> approver will receive an email. The email will include the comment along with a link to STAARS Budgeting.

Please approve this revision. [https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT\\_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT\\_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION](https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION)

**Step 1.** Clicking the link will bring up the sign in page for STAARS Budgeting. The 1<sup>st</sup> approver will need to open their **Budget Request Inbox** under **Budget Tasks**.



**Step 2.** The 1<sup>st</sup> approver will need to **select the revision**.

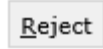


<input type="checkbox"/>	Request Code	Name	Layout Code	Stage	Workflow Status
<input checked="" type="checkbox"/>	069 FY18 OP REV 02	069 FY18 OP REV 02	BUDGET REVISION	1	Work In Progress

**Step 3.** To review the revision, click **View**.

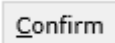


**Step 4.** After review, if the documents need editing, the 1<sup>st</sup> approver will need to click **Reject**. The following screen will appear.



**Step 5.** Use the **Comments** section to describe why the documents were rejected.

**Step 6.** Click **Confirm**. This will send the budget revision back to the person that submitted it to the 1<sup>st</sup> approver. The submitter will receive an email that includes the comment and a link to STAARS Budgeting to open the document and make the necessary corrections.

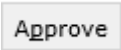


We also need to move funds from object 0800 to object 0900 in Fund 0399 for Fund 0275. [https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT\\_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT\\_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION](https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION)

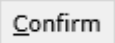
**NOTE:** The submitter should make the required changes in STAARS Budgeting, rerun the reports in infoAdvantage and attach updated error reports (with no mismatch message) using the **Document Management** tab. The process should take place anytime corrections are to be made for a Budget Request, Operations Plan or Budget Revision. Then, the submitter can resubmit the Packet(s) to the 1<sup>st</sup> approver.

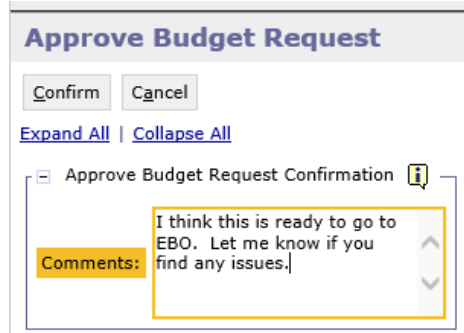
**Step 7.** Once the 1<sup>st</sup> approver receives the corrected Budget Revision, reviews and determines that the Packet is satisfactory, the 1<sup>st</sup> approver can use the email received in Microsoft Outlook to follow the link

and now approve the Revision by clicking **Approve**.



**Step 8.** The **Approve Budget Request** screen displays allowing for **Comments** to be sent to the 2<sup>nd</sup> approver.

**Step 9.** Click **Confirm**  to approve the budget revision.



**NOTE:** The revision will stay in 1<sup>st</sup> approver's inbox until they **submit** the revision to the 2<sup>nd</sup> approver.

**Step 10.** The 2<sup>nd</sup> approver will receive an email in Microsoft Outlook with a link to STAAR Budgeting to login and approve.

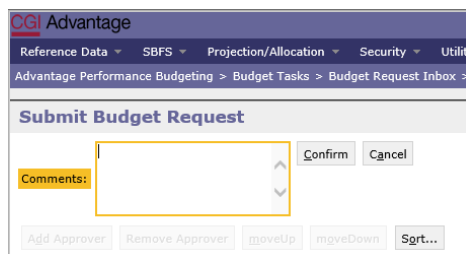
I think this is ready to go to EBO. Let me know if you find any issues. [https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT\\_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT\\_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION](https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION)

**Step 11.** To submit the approved revision to the 2<sup>nd</sup> approver, select the revision again, then click

**Submit** 

The **Submit Budget Request** screen displays.

**Step 12.** Click **Confirm**  to submit the budget revision.

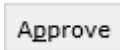











**Step 13.** You will return to the **Budget Request Inbox** and a message displays that the Budget Revision was **Successfully Submitted**. The 2<sup>nd</sup> approver receives an email in Microsoft Outlook indicating that the Packet has been submitted.




### ADDITIONAL OPTION - REJECTED

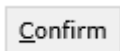
The 2<sup>nd</sup> approver also has the options, to View, Approve, or Reject a form. If rejected, the form(s) are returned to the 1<sup>st</sup> approver. After the 2<sup>nd</sup> approver has reviewed the form, the form(s) are ready to approve and submit to the Executive Budget Office.

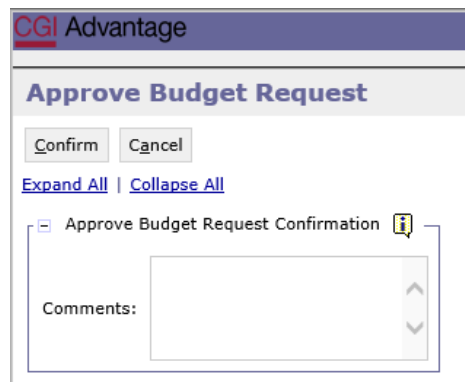
**Step 14.** Select the form(s), then click **Approve**. 

       Display 20  Items 

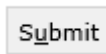
<input type="checkbox"/>	Request Code	Name	Layout Code	Stage	Workflow Status
 <input checked="" type="checkbox"/>	379 OP REVISION 1	379 OP REVISION 1	BUDGET REVISION	2	Submitted

The **Approve Budget Request** screen displays, allowing for **Comments**.

**Step 15.** Click **Confirm**  to approve the form(s).



**NOTE:** After approval, the form(s) remains in the 2<sup>nd</sup> approver's **Budget Request Inbox** until it is also submitted to the Executive Budget Office.

**Step 16.** Select the form(s), then click **Submit**. 

Advantage Performance Budgeting > Budget Tasks > Budget Request Inbox

### Budget Request Inbox

Layout Code:  Stage:

Request Code:  Included in Ranking:  **User/User Group:**

ID:  Full Name:  User Typ

Workflow Status:

Display   Items

<input type="checkbox"/>	Request Code	Name	Layout Code	Stage	Workflow Status
<input checked="" type="checkbox"/>	066 OP REVISION 2	066 OP Revision 2	BUDGET REVISION	3	Approved
<input type="checkbox"/>	066 BR 0940 631 0632	066	BUD REQ BY FUNCTION	1	Work In Progress

The **Submit Budget Request** screen displays.

**Step 17.** Enter any desired **Comments** for the Executive Budget Office, then click **Confirm**.

**Step 18.** You will return to the **Budget Request Inbox** and should have a message that the revision was **Successfully Submitted**.

The process to Submit has been Completed!

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**NOTE:** If rejected by the Executive Budget Office, the forms(s) will be returned to only the 2<sup>nd</sup> approver for corrections. The 2<sup>nd</sup> approver will need to make the required changes, regenerate the reports in infoAdvantage and re-submit the form(s).