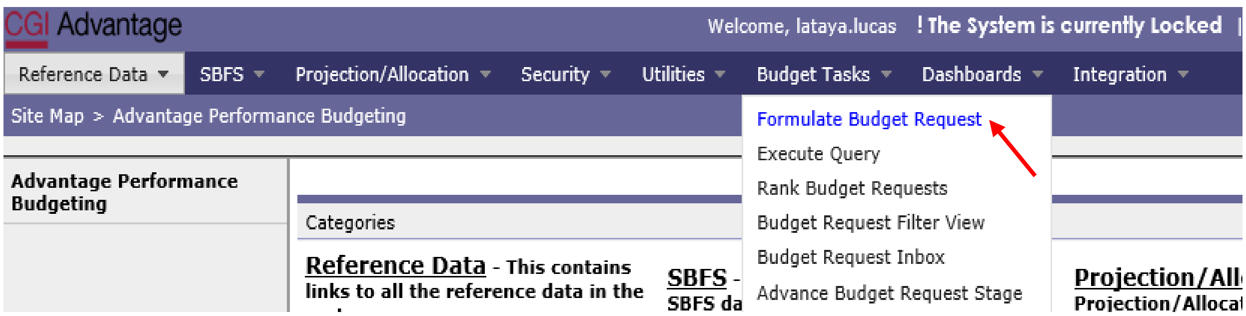
BUDGET REVISIONS MANUAL

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.



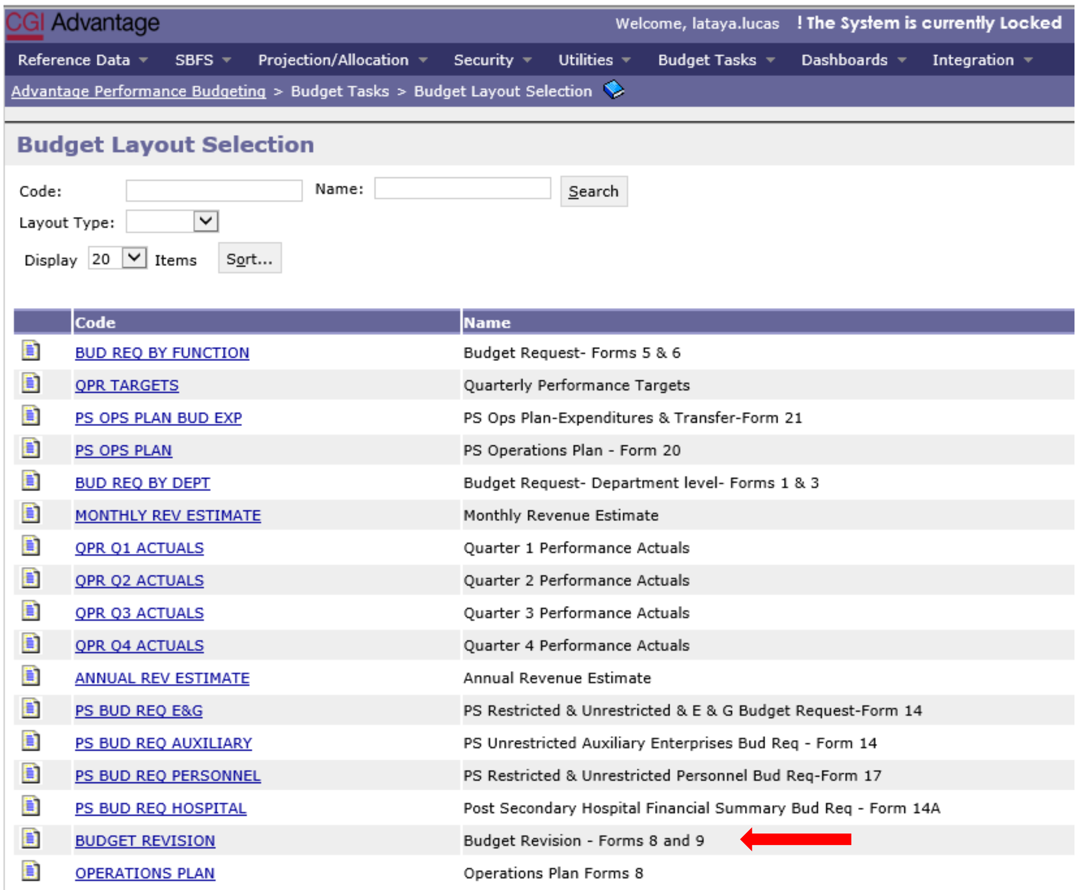
The Budget Layout Selection screen will appear. Notice the code name used to identify Forms 8 and 9 used for Budget Revisions.

Forms 8 and 9	BUDGET REVISION

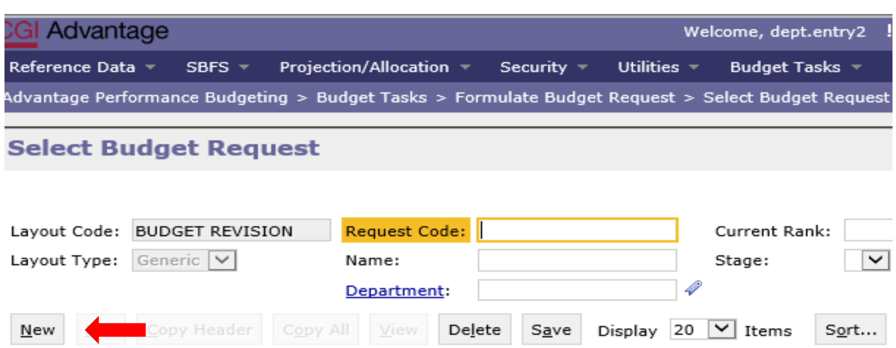
Note: Form 9-Employee Staffing Plan will be generated by STAARS Budgeting after completion of Form 8. If applicable, Form 101 will also be automatically created based on entries created in Form 8.

FORMS 8 and 9 – BUDGET REVISION

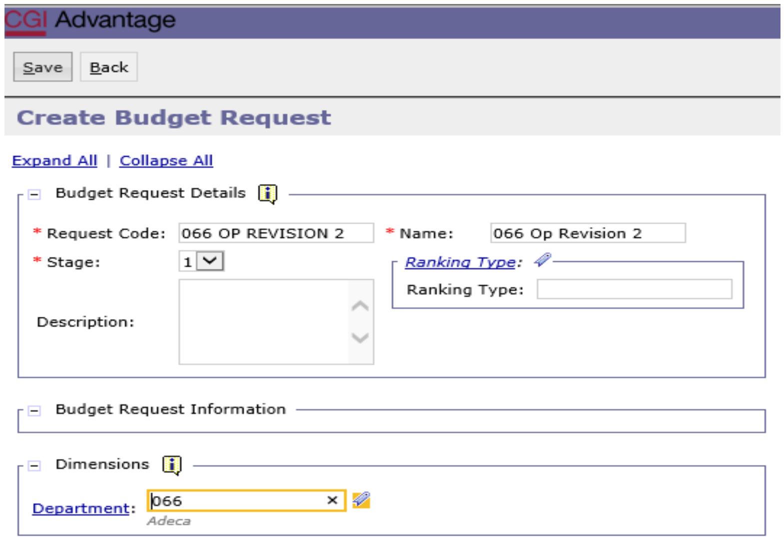
Step 1. Select BUDGET REVISION under the Code section to begin creating Form 8 for the revision.



Step 2. On the Select Budget Request screen click New.



The Create Budget Request screen appears.



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: 050 OP Revision 13

Follow the same format for the Name field

Agency Number: 3 digits

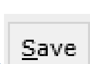
OP Revision

Then the sequential revision number

NAME EXAMPLE: 050 OP Revision 13

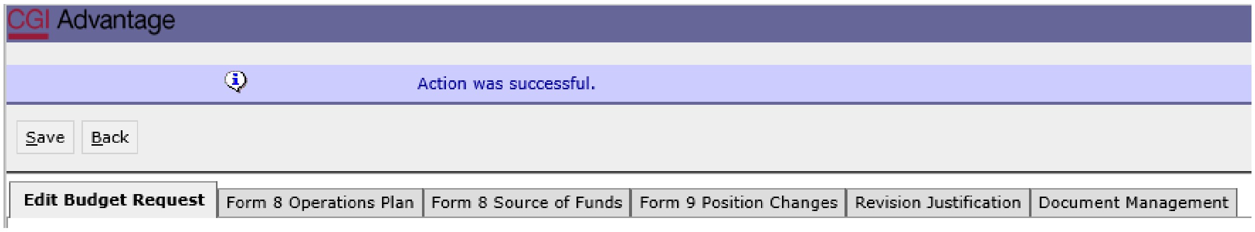
Step 4. Be sure to provide the Department number in the Dimensions section at the bottom of the header

page.

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.

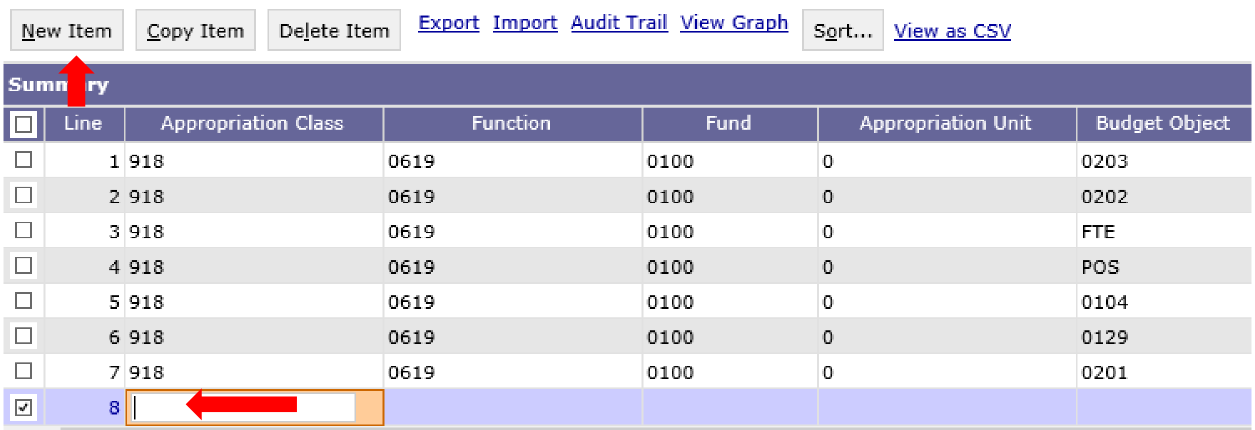

CGI Advantage
Action was successful.
Save
Back
Edit Budget Request
Form 8 Operations Plan
Form 8 Source of Funds
Form 9 Position Changes
Revision Justification
Document Management

FORM 8 OPERATIONS PLAN TAB

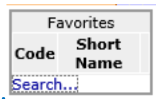
Step 1. Select the Form 8 Operations Plan tab.

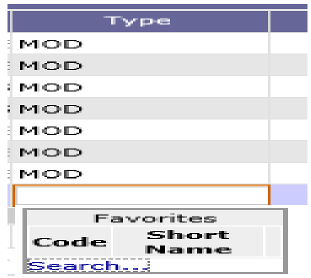
Step 2. Click New Item New Item to insert a line.

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



Line	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object
1	918	0619	0100	0	0203
2	918	0619	0100	0	0202
3	918	0619	0100	0	FTE
4	918	0619	0100	0	POS
5	918	0619	0100	0	0104
6	918	0619	0100	0	0129
7	918	0619	0100	0	0201
8					

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 Operations Plan. If you are unsure whether a line exists in the Operations Plan, run the AFIN-BUD-013 (formerly P421) report in infoAdvantage. This report represents your current Operations Plan and will help you determine if the Type field in the revision should be NEW or MOD.

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

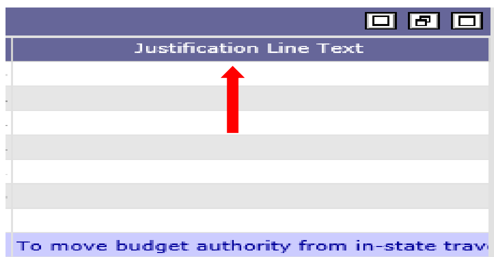
Summary

☐	Line	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	I	T	Type
☐	1	918	0619	0100	0	0203		E	MOD
☐	2	918	0619	0100	0	0202		E	MOD
☐	3	918	0619	0100	0	FTE		S	MOD
☐	4	918	0619	0100	0	POS		S	MOD
☐	5	918	0619	0100	0	0104		E	MOD
☐	6	918	0619	0100	0	0129		E	MOD
☐	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.



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

<u>FORM 9 – POSITION CHANGES TAB</u>

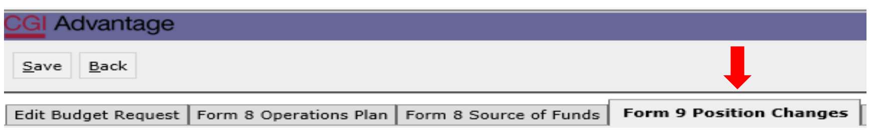
If a revision requires changes to personnel costs that affect salaries, you must use the Form 9 Position Changes tab to ensure the Form 9 automatically generated during the revision process will agree to the total personnel costs in the Operations Plan at the agency level.

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 projects salaries (including longevity and merit raises, if eligible), Social Security (FICA) and Medicare (OASDI), 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.

Make note that the ONLY way to change Object 0104 is through the Position Change tab. Just adding an amount on the Form 5 will cause the infoAdvantage generated Form 6 to not be in agreement with the Form 5 in total.

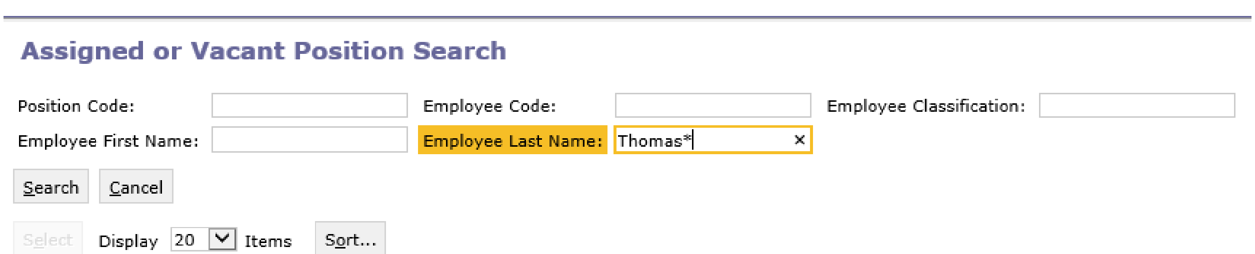
1. Select the Form 9 Position Changes Tab.



<u>A. REMOVE AN EMPLOYEE</u>

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

The Assigned or Vacant Position Search screen displays.



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 [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 in Operations Plan. If you are unsure whether a line exists in the Operation Plan, run the AFIN-BUD-013 (formerly P421) Report in infoAdvantage. This report reflects the department's current Operations Plan and allow you to determine if the Type field in the revision for Personnel Costs should be NEW or MOD.

Step 6. Right click in the Type field, then click Search 

for the Type options to appear.

		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

☐	Appropriation Class	Function	Fund	Appropriation Unit	Type
☑	640	0421	0101	0	MOD

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

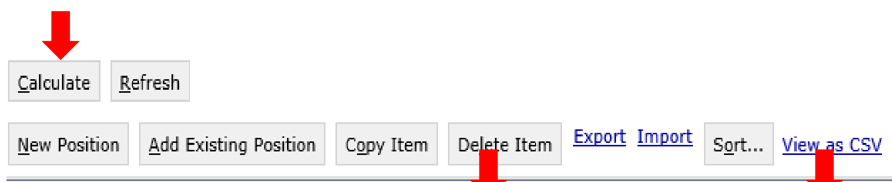
Classification	Step	Category	Funding Start Date	Funding End Date	FTE	Count	Salary Percentage
10613	08				1	-1	100

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
10/01/2016	12/31/2016

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.

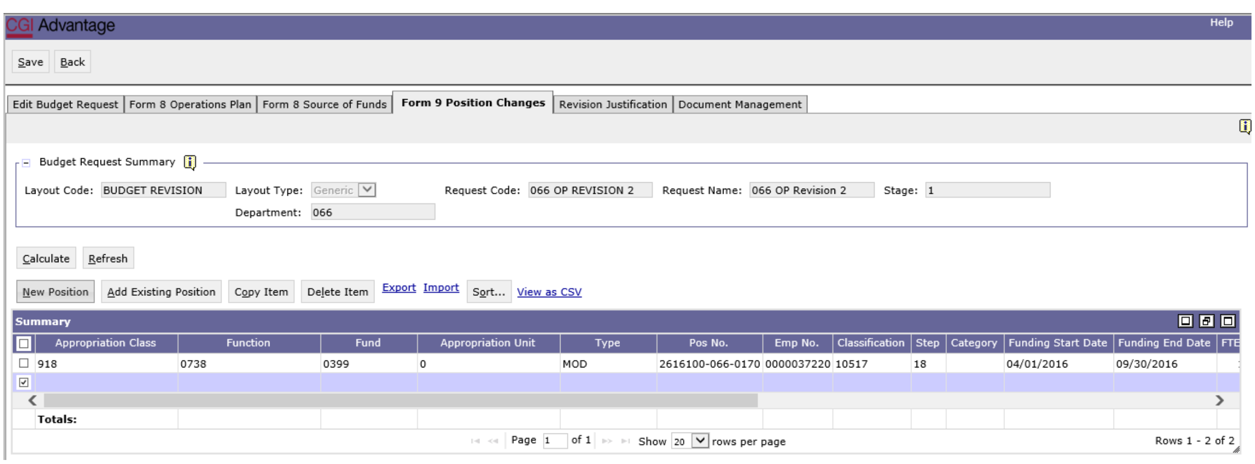
Step 9. Once all of the required information has been entered click Calculate. Note the calculated salary and total cost fields are updated to reflect the changes.



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.

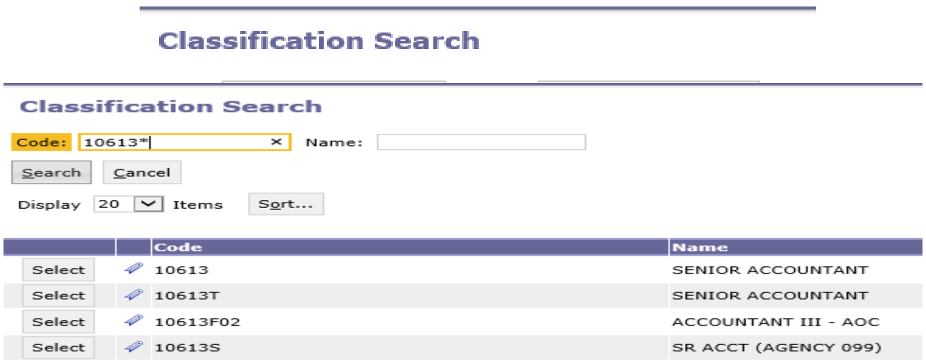


Step11. Enter the chart of account elements (Appropriation Class, Function, Fund, and Appropriation Unit, if applicable) for the proper grouping in which you wish to add the new or existing employee.

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.

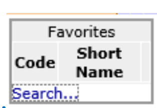


Step 15. Using the wildcard (*), search for the classification by Code or Name of the new hire or employee you are adding. Example: 10613*

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

<u>STAARS BUDGETTING DEFAULT SETTING</u> - For a new hire starting at a step greater than Step 1, you <u>must</u> 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:

Search Cancel

Display 20 Items Sort...

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

Favorites

Code	Short Name

Search...

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

		Code	Name
Select		DEFAULT	Default Benefits
Select		NO BENEFITS	No Benefits
Select		TIER 1- TEACHERS	Tier 1- Teachers
Select		TIER 2- TEACHERS	Tier 2- Teachers
Select		TIER 1- ALL OTHER	Tier 1- All Other State Agencies
Select		TIER 2- ALL OTHER	Tier 2- All Other State Agencies
Select		TIER 1- LAW ENFORCE	Tier 1- Law Enforcement
Select		TIER 2- LAW ENFORCE	Tier 2- Law Enforcement
Select		TIER 1- JUDICIAL	Tier 1- Judicial
Select		TIER 2- JUDICIAL	Tier 2- Judicial

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

<u>STAARS BUDGETING DEFAULT SETTING</u> - 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.

Funding Start Date	Funding End Date
10/01/2016	12/31/2016

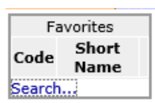
Step 22. In the FTE field, enter the desired FTE percentage:

FTE	Count	Salary Percentage
1	1	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
1	1	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 field you will need to key the equivalent percent for the FTE keyed (Step 22). If nothing is entered, the system will automatically calculate at 100%.

FTE	Count	Salary Percentage
1	1	100

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

Step 27. Click Save 

and determine if the Action was Successful.

NOTE:

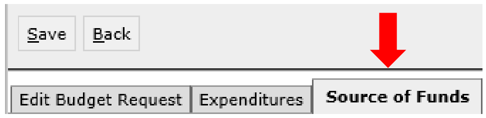
Because the old Operations Plan Application was used to enter your Operations Plan for FY2016, STAARS Budgeting does not have the data to produce a complete or revised Form 9 that you will use throughout fiscal year 2016. It is not a requirement to manually complete and provide a Form 9 with each revision. However, for record keeping purposes at the department, you may decide to keep documentation of all personnel changes made through revisions in STAARS Budgeting. STAARS Budgeting will reflect changes made, but a full report will not be available.

The same process would need to be followed to add an employee that is being moved from another set of chart of accounts 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. 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 set of chart of accounts elements is the same amount added to a different set of chart of accounts elements.

To make adjustments for a promotion, REMOVE the specific employee 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.

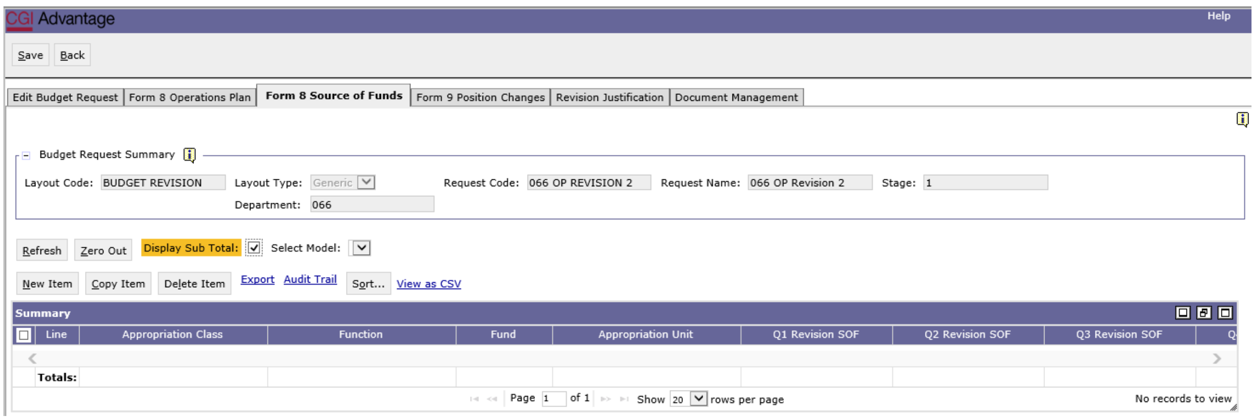
The SBFS projections does not project any type of raises for non-merit employees. Therefore, to adjust the salaries for non-merit employees and all corresponding benefits you will need to use the Form 9 Position Changes tab to remove the employee at the old rate and return them to the budget request at the new rate.

FORM 8 SOURCE OF FUNDS TAB

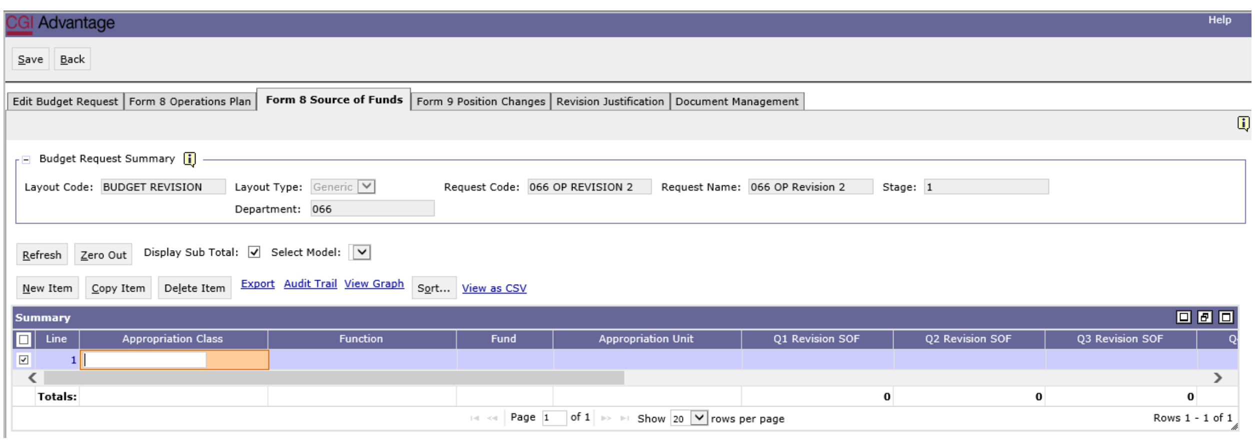


If all changes have been made both for Expenditures by Object on the Form 8 Operations Plan tab and the Form 9 Position Changes tab, you are now ready to complete the Source of Funds.

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

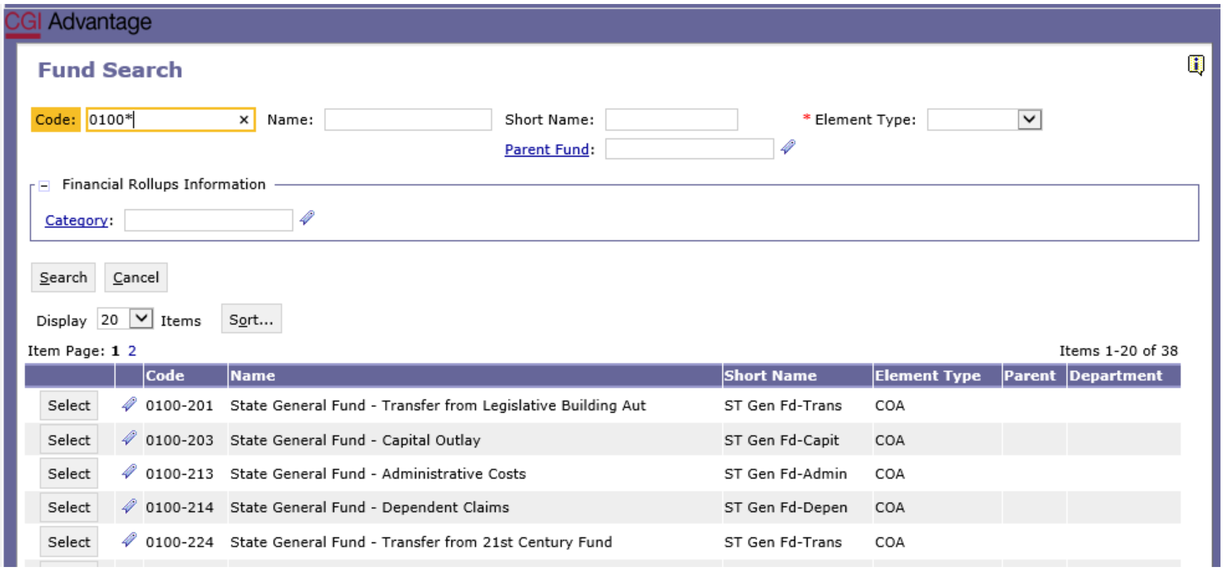


Step 3. Enter the Appropriation Class and Function if known or right click to Search.

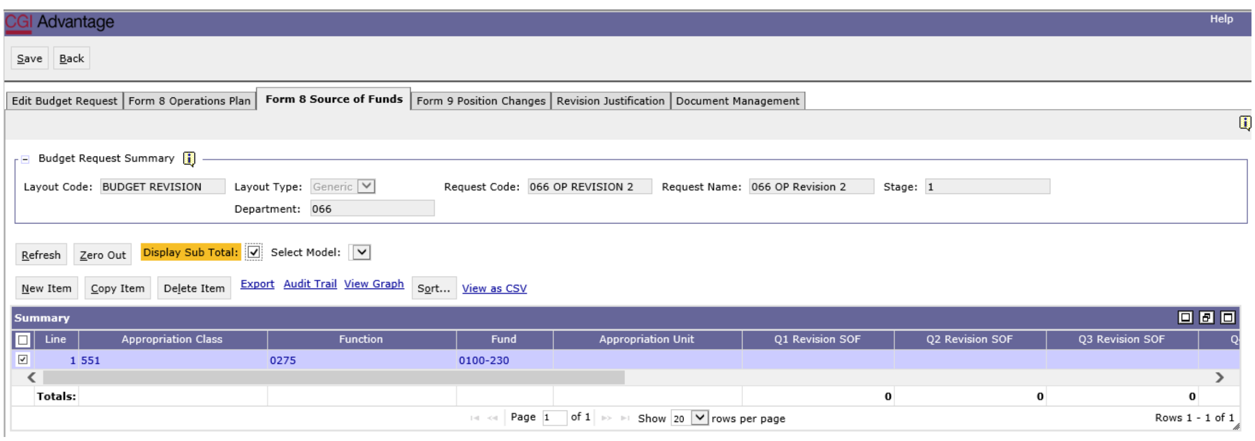
Step 4. In the Fund column right click to search for available funds. Click Search  the Fund Search screen will appear, click Search again for the list of funds to emerge. Select the fund code that corresponds with the source of fund(s) required for the revision.

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.

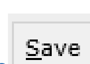


Step 6. Select the desired Source of Funds and it will populate in the tab.



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 

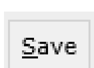
to exit. Action was Successful will appear.

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.

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

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 run the reports, see the STAARS infoAdvantage manual.

DOCUMENT MANAGEMENT TAB

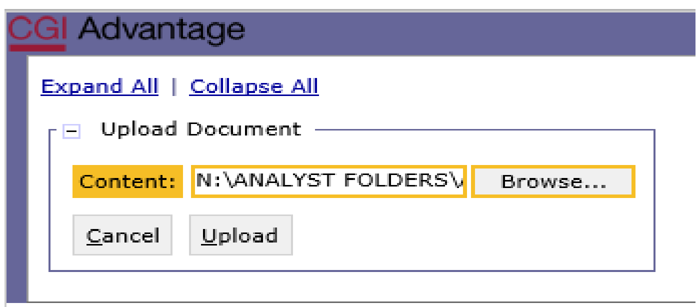
All reports created in infoAdvantage will need to be attached in the appropriate form using the following steps.

Step 1. Select the Document Management tab.

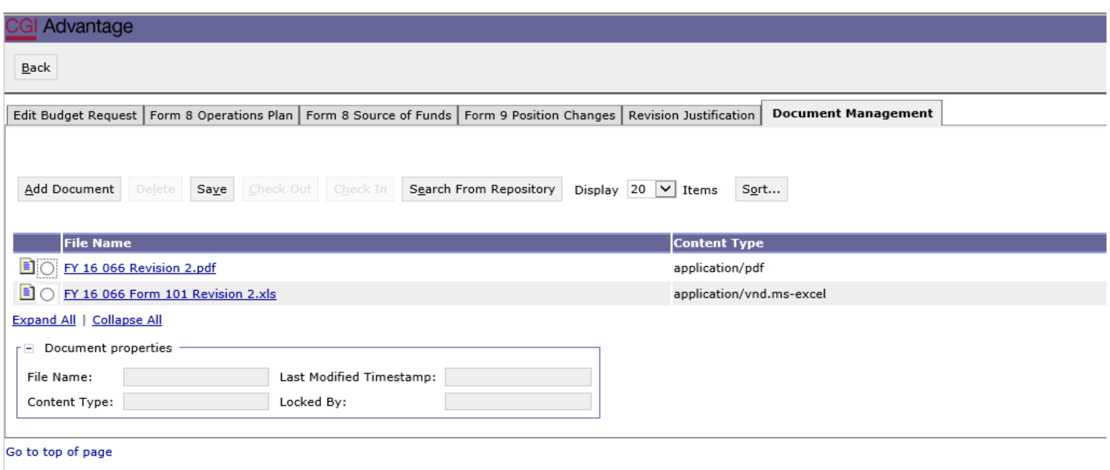
Step 2. Click Add Document.

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 16 066 Revision 2 Program Change Letter

FY 16 066 Revision 2 Grant Awards

FY 16 066 Revision 2 Other Support

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 

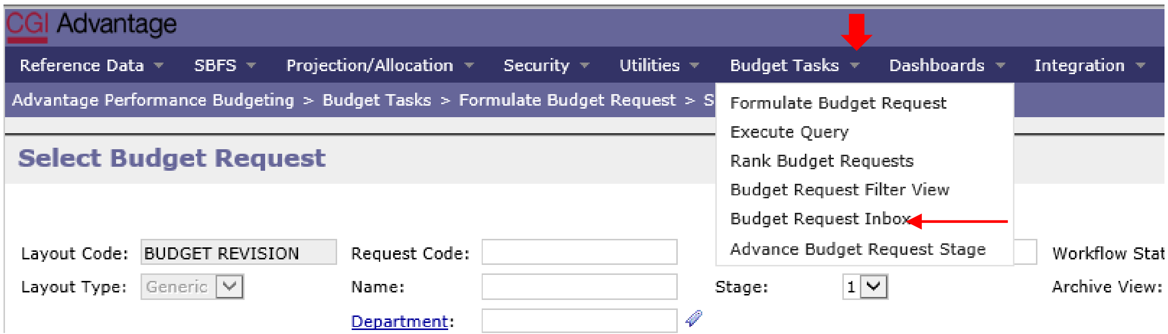
at the top of the page. Action was Successful message will appear.

Step 7. Click Back 

to exit out of the form.

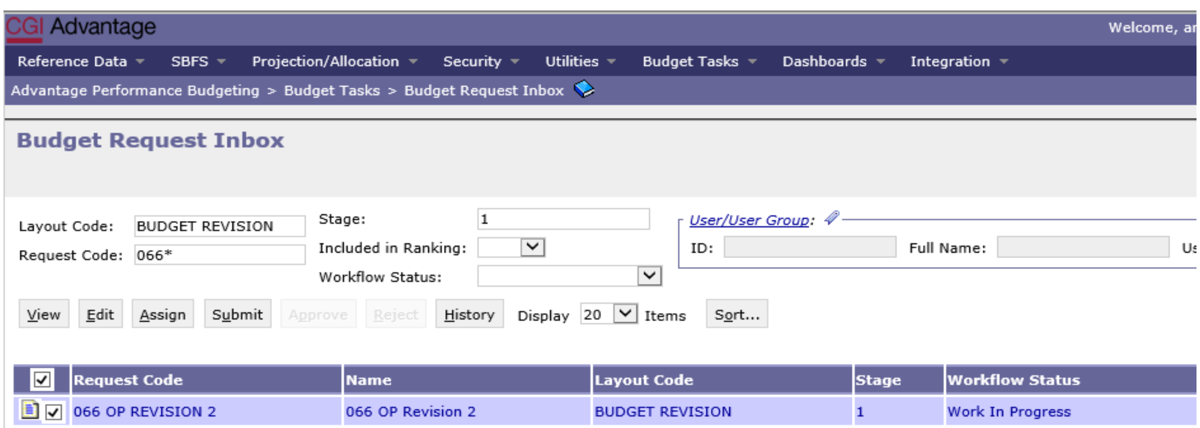
SUBMISSION

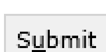
To submit the final Budget Revision Packet return to the Budget Tasks drop down menu.



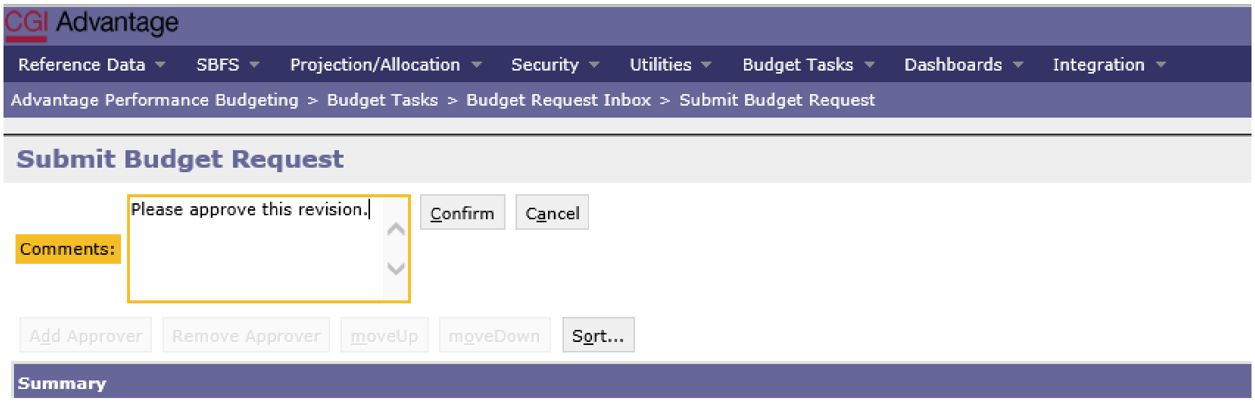
Step 1. Select Budget Request Inbox. The Budget Request Inbox will display.

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



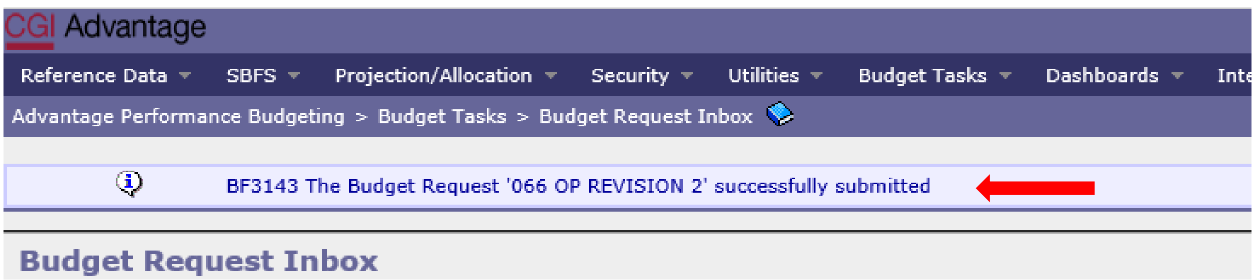
Step 3. Click Submit. 

The following screen displays, allowing you to add comments for the 1st 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 to the 1st approver. Each document submitted will be identified by the name given during preparation.

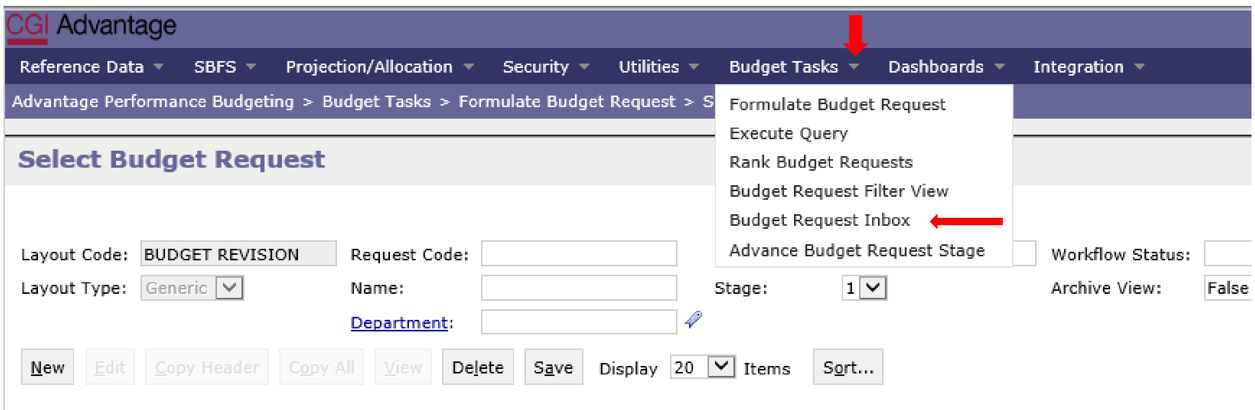


WORKFLOW

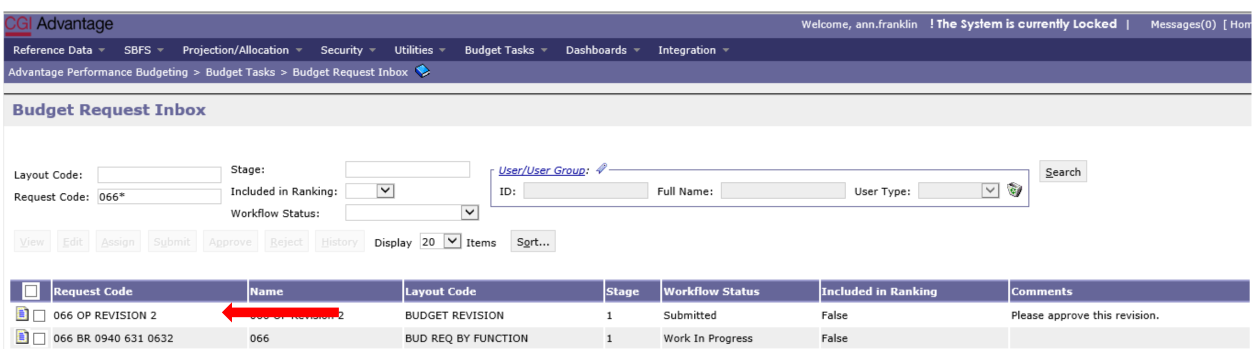
The 1st approver will receive an email. The email will include the comment along with a link to STAARS Budgeting.

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

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



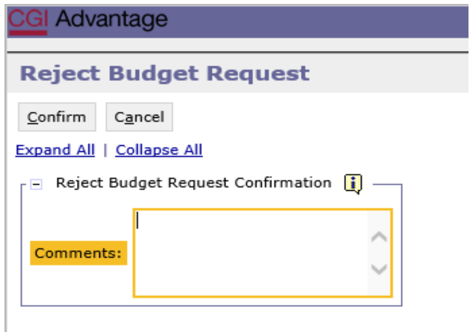
Step 2. The 1st approver will need to select the revision.



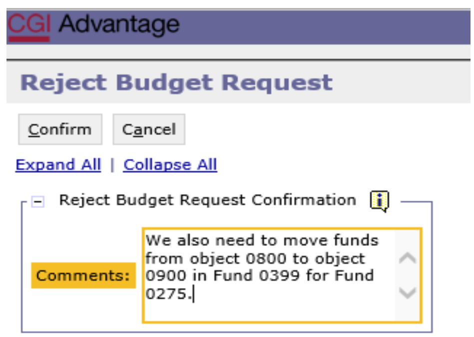
Step 3. To review the revision, click View. 

Step 4. After review, if the documents need editing, the 1st approver will need to click Reject. 

The following screen will appear.



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



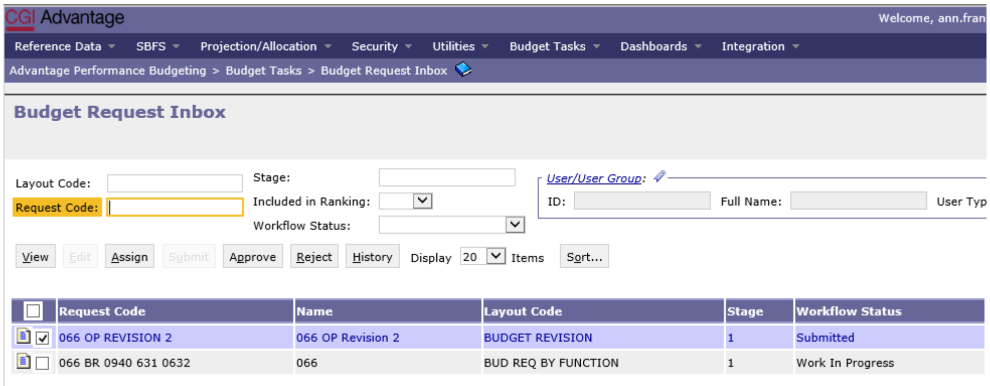
Step 6. Click Confirm. 

This will send the budget revision back to the person that submitted it to the 1st 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

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 1st approver.

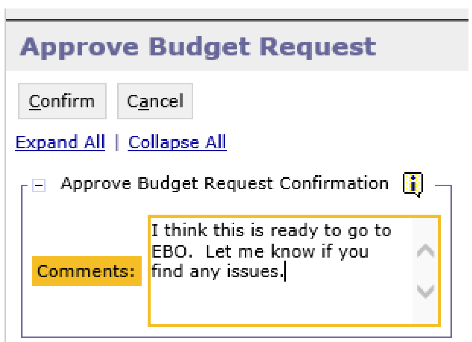
Step 7. Once the 1st approver receives the corrected Budget Revision, reviews and determines that the Packet is satisfactory, the 1st approver can use the email received in Microsoft Outlook to follow the link and now approve the Revision by clicking Approve. 



Step 8. The Approve Budget Request screen displays allowing for Comments to be sent to the 2nd approver.

Step 9. Click Confirm 

to approve the budget revision.



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

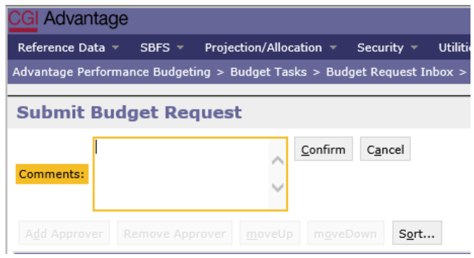
I think this is ready to go to EBO. Let me know if you find any issues. https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION

NOTE: The revision will stay in 1st approver's inbox until they ***submit*** the revision to the 2nd approver. **Step 11.** To submit the revision to the 2nd approver, select the revision again, then click Submit 

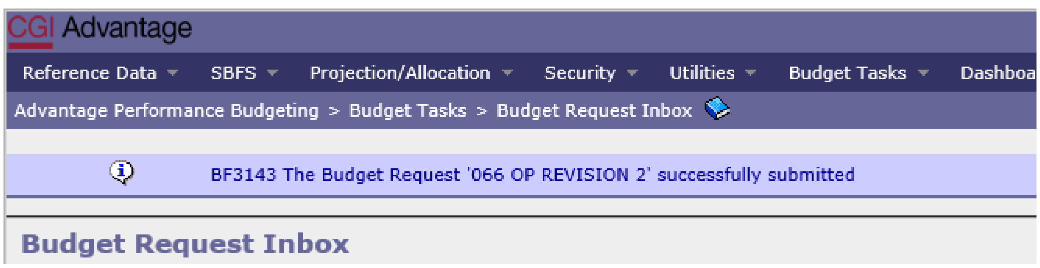
The Submit Budget Request screen displays.

Step 12. Click Confirm 

to submit the budget revision.



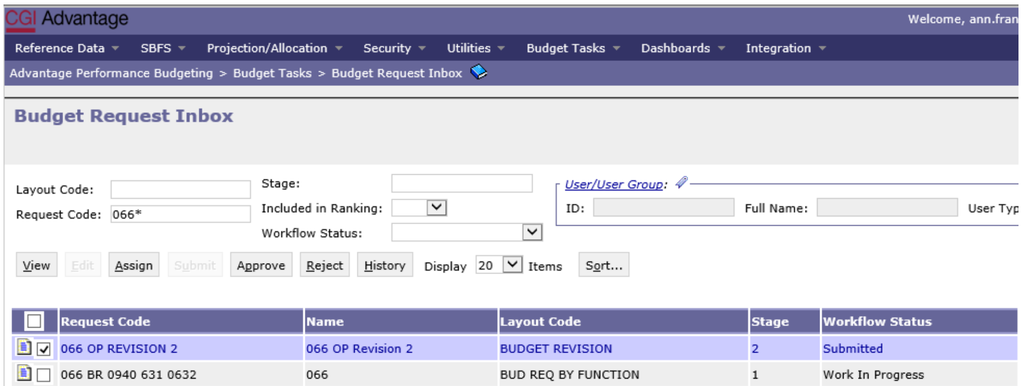
Step 13. You will return to the Budget Request Inbox and a message displays that the Budget Revision was Successfully Submitted. The 2nd approver receives an email in Microsoft Outlook indicating that the Packet has been submitted.



<u>ADDITIONAL OPTION - REJECTED</u>

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

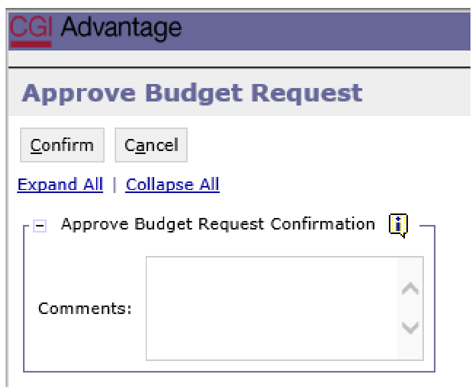
Step 14. Select the form(s), then click Approve. 



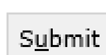
The Approve Budget Request screen displays, allowing for Comments.

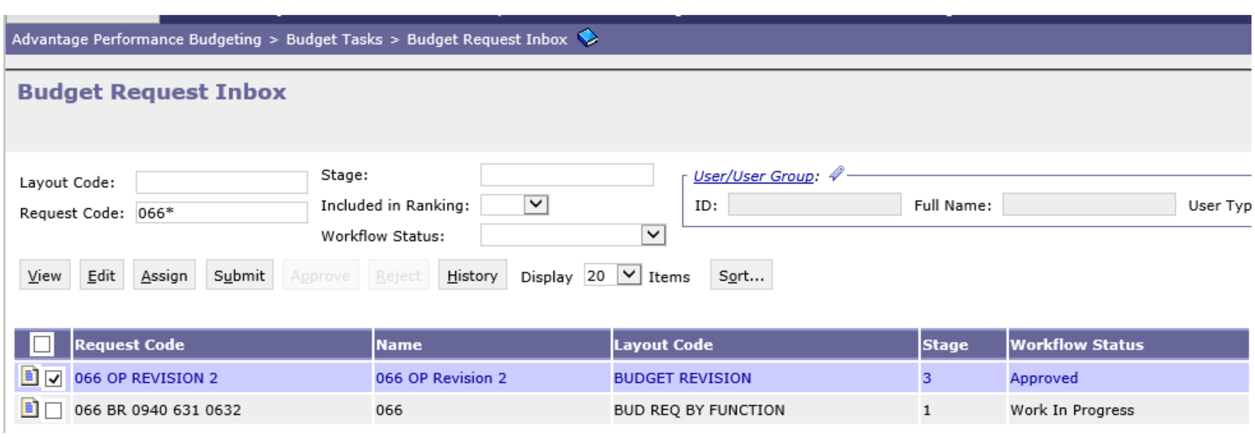
Step 15. Click Confirm 

to approve the form(s).



NOTE: The form(s) remains in the 2nd approver's Budget Request Inbox until it is submitted to the Executive Budget Office.

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

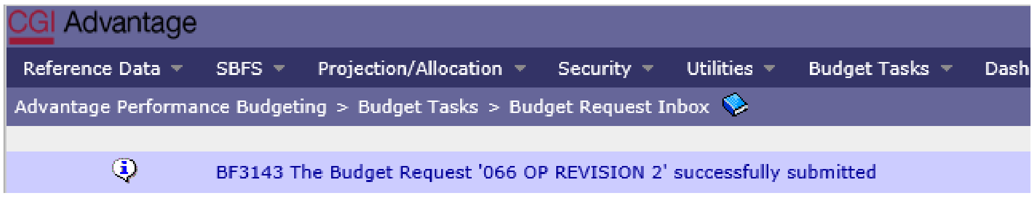


The Submit Budget Request screen displays.

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!



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