

**BUDGET REVISIONS MANUAL**  
**FOR POSTSECONDARY INSTITUTIONS**

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.

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## FORMS 8 and 9 – BUDGET REVISION

*Revision are only required for Postsecondary Institutions if the ETF appropriations are reduced by proration, increased through a supplemental appropriations or a program change is necessary. For revisions, adjustments will be made to object 1100 ONLY.*

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:  Current Rank:

Layout Type:  Name:  Stage:

Department:

Display  Items

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: 502 OP Revision 1**

*Follow the same format for the Name field*

Agency Number: 3 digits

OP Revision 1

Then the sequential revision number

NAME EXAMPLE:

**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**.



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

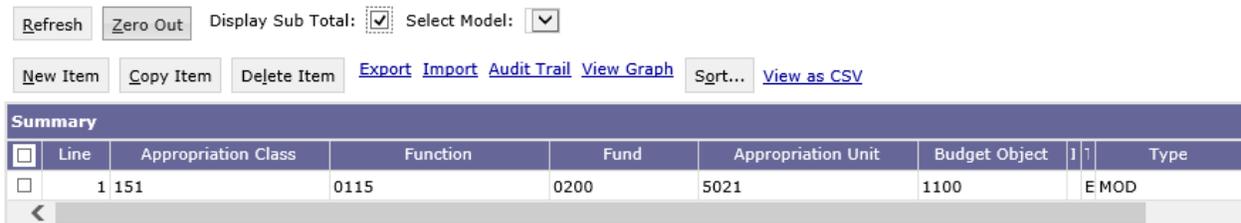
## FORM 8 OPERATIONS PLAN TAB



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

Step 2. Click **New Item** 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.



Step 4. In the **Type** field, **right click**, then. Click **Search** select **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. Postsecondary Institutions will always select MOD.

**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	Type
<input checked="" type="checkbox"/>	1	151	0115	0200	5021	1100	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**.

Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
		500,000	500,000	1,000,000

**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.

Justification Line Text
To add a supplemental appropriation

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

## FORM 9 – POSITION CHANGES TAB

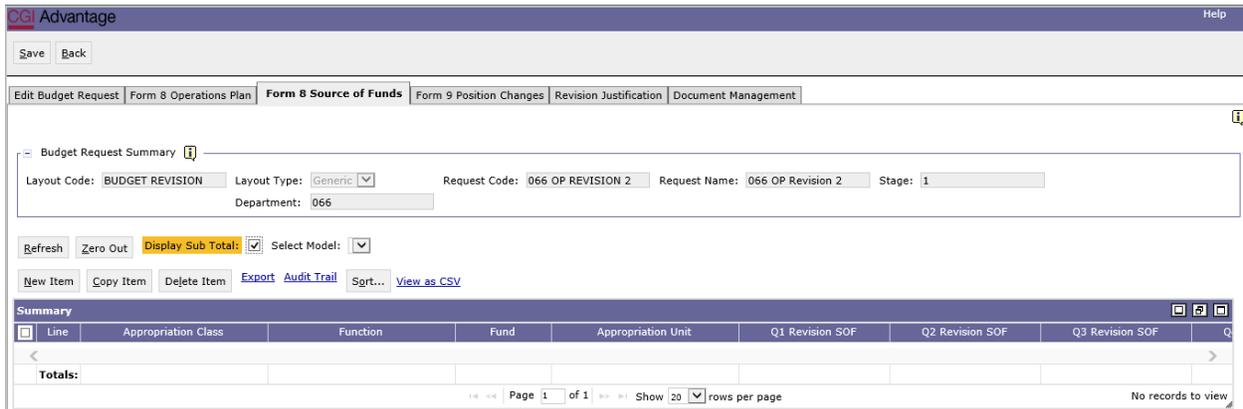
This tab does not apply to Postsecondary Institutions. No action required

## FORM 8 SOURCE OF FUNDS TAB

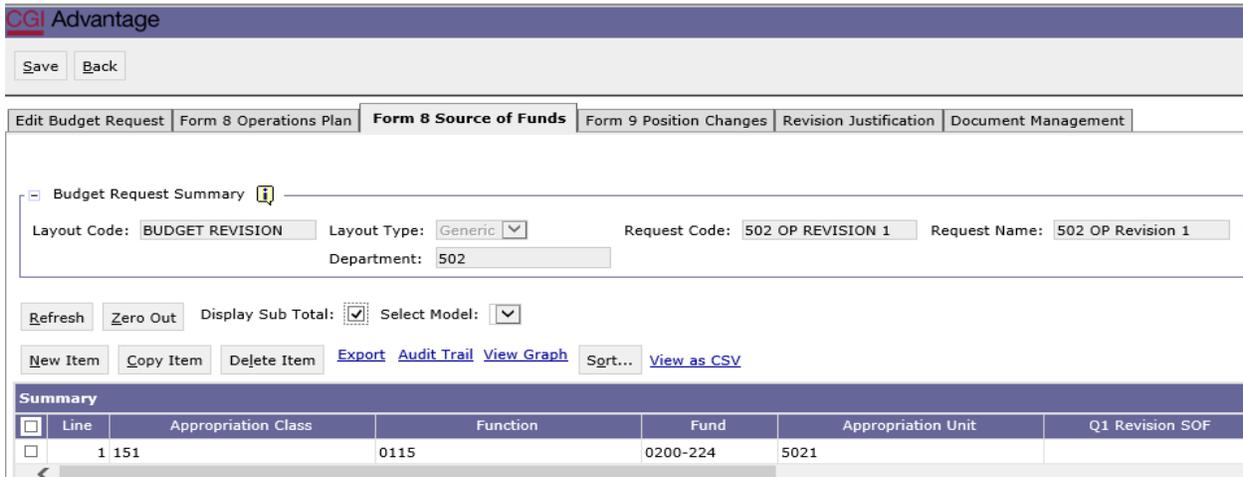


If all changes have been made both for Expenditures by Object on the Form 8 Operations Plan tab and the Form 9 Position Changes tab, you are now ready to complete the Sources of Funds.

**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 institution 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](#).

**Fund Search**

Code: 0200\* x Name: Short Name: \* Element Type: Parent Fund:

Financial Rollups Information  
Category:

Search Cancel

Display 20 Items Sort...

Item Page: 1 2

	Code	Name	Short Name	Element Type
Select	0200-201	ETF - CHIP	ETF-CHIP	COA
Select	0200-202	ETF - Student Financial Aid	ETF-Student Fin	COA
Select	0200-203	ETF - Student Financial Aid - Supplemental Appropriation	ETF-Student Fin	COA
Select	0200-204	ETF - Administration	ETF-Admin	COA
Select	0200-207	ETF - Transfer - Alabama Interagency Autism Coordinating Co	ETF-Trans-AL In	COA
Select	0200-208	ETF - Transfer - ARC Programs	ETF-Trans-ARC P	COA

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**.

**Appropriation Unit Search**

Code: 50\* Name: Short Name: \* Element Type: Parent Appropriation Unit:

Search Cancel

Display 20 Items Sort...

Item Page: 1 2

	Code	Name	Short Name	Element Type
Select	5000	Capital Outlay	Capital Outlay	COA
Select	5001	American Legion Scholarships	Am Legion Schol	COA
Select	5002	Space Science Exhibit Commission	Space Science E	COA
Select	5004	Marine Environmental	Marine Environm	COA
Select	5005	Dental Scholarships	Dental Scholars	COA
Select	5007	Auburn U Endowment	Aub U Endowment	COA

**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.

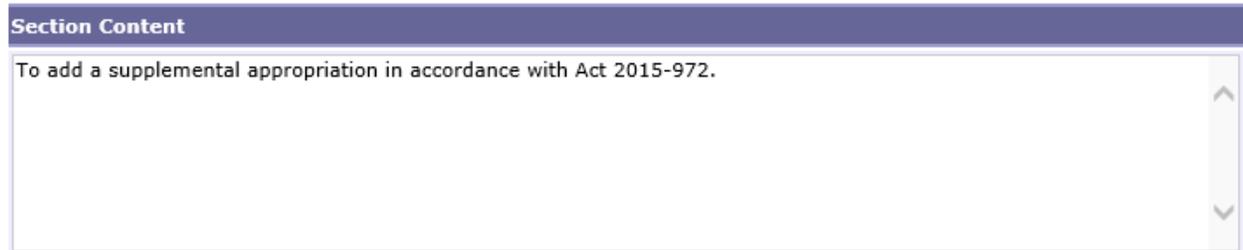
Follow these steps to enter Sources of Funds for all chart of account combinations entered on the Form 8 Operations Plan tab.

# 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.

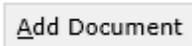
## DOCUMENT MANAGEMENT TAB

*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.

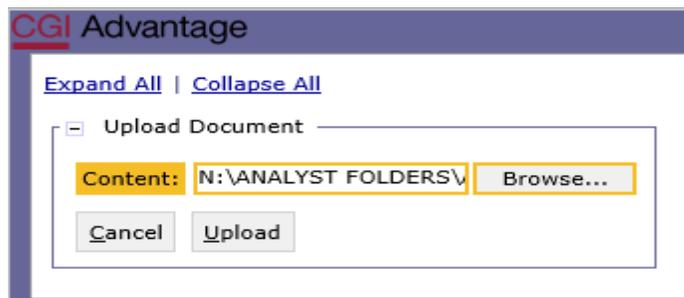


**Step 2.** Click **Add Document**.

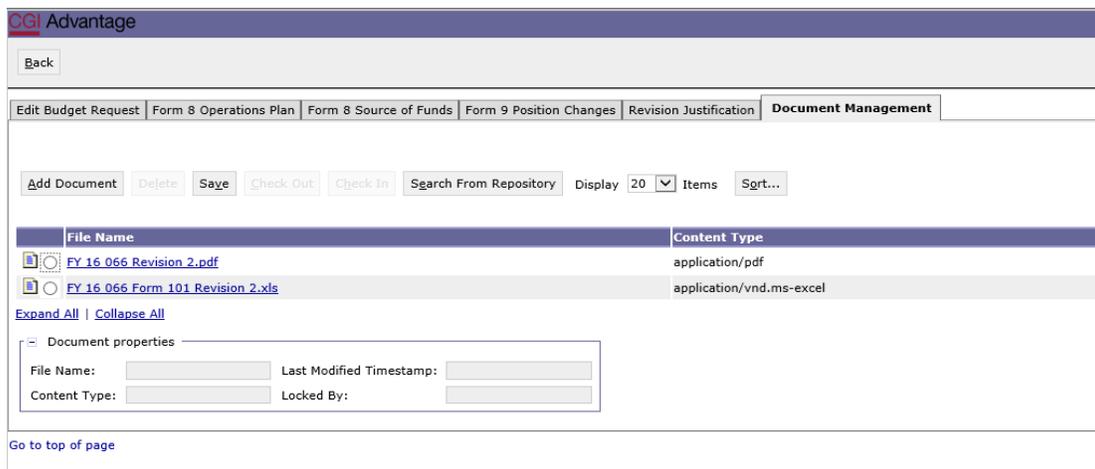


The following screen will display.

**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 a Budget Request, Operations Plan or a Budget Revision in the Document Management tab using PDF format. Other documentation could be grant awards letters, program change letters, etc.

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

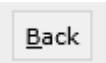
FY 16 502 Revision 1 Program Change Letter

FY 16 507 Revision 3 Grant Awards

FY 16 111 Revision 10 Other Support

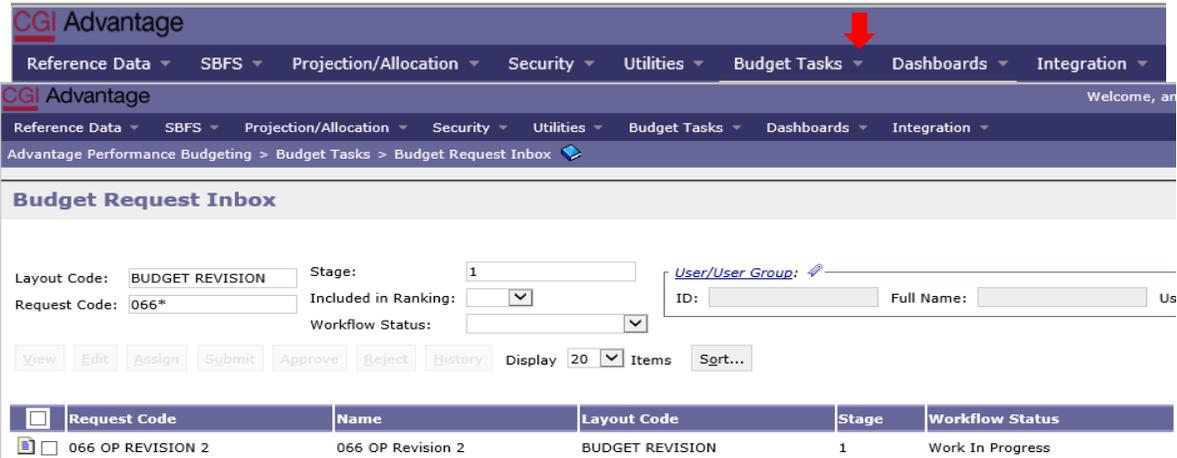
**Step 5.** When all required forms have been attached in the **Document Management** tab, click on the **Edit Budget Request** tab.

**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.

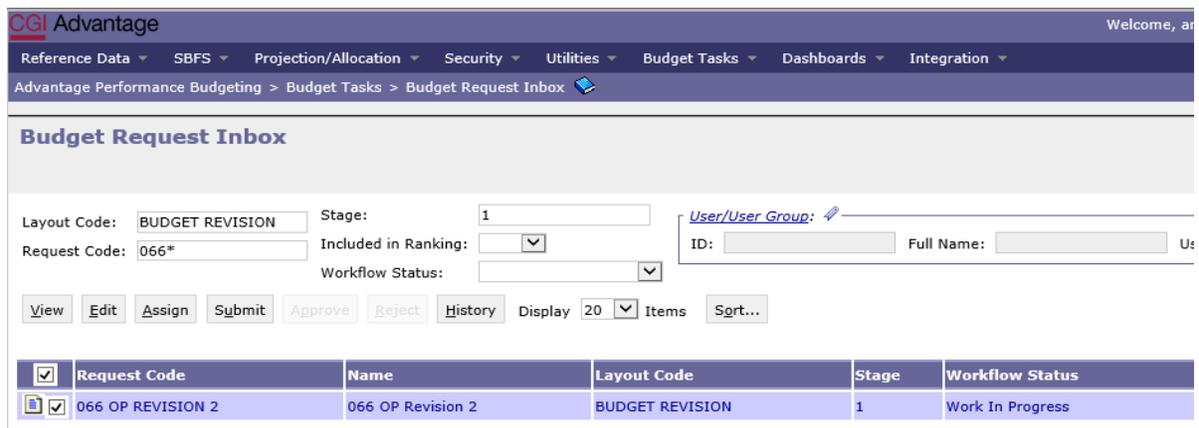
# SUBMISSION

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 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.

### Submit Budget Request

Comments:

### Summary

**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 1<sup>st</sup> approver. Each document submitted will be identified by the name given during preparation.

 BF3143 The Budget Request '066 OP REVISION 2' successfully submitted 

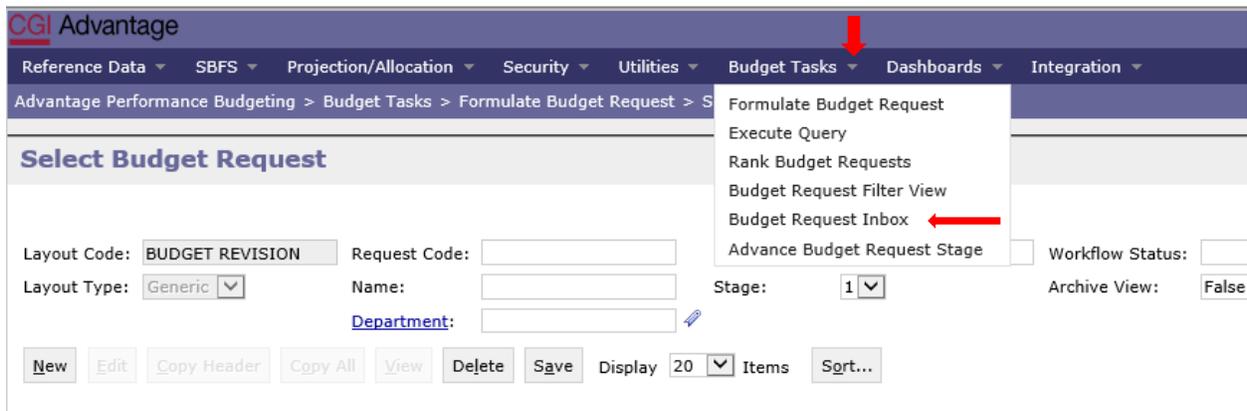
### Budget Request Inbox

# WORKFLOW

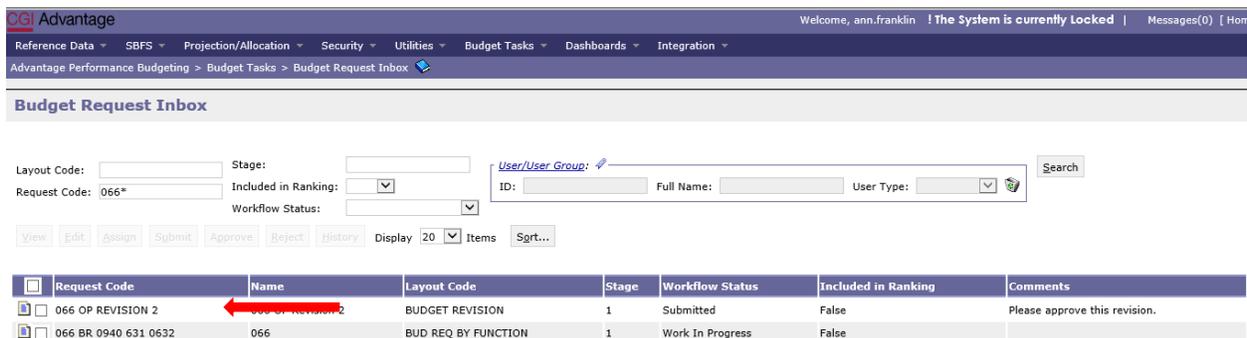
The 1<sup>st</sup> approver will receive an email. The email will include the comment along with a link to STAARS Budgeting.

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**.



**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.

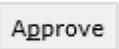


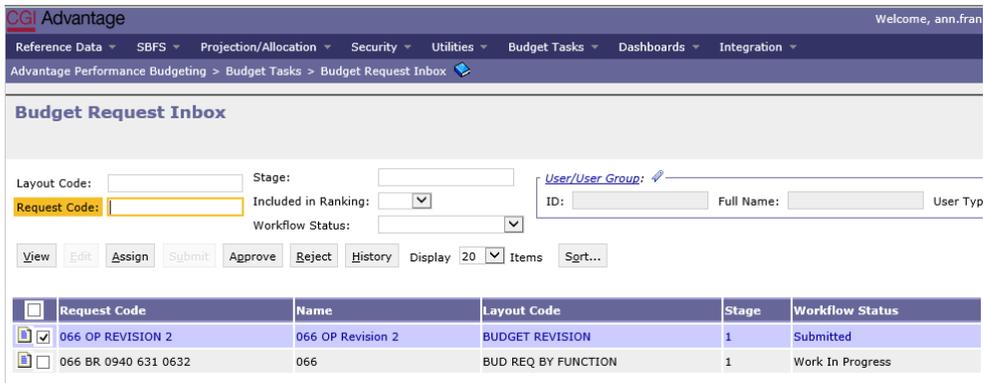
We also need to move funds from object 0800 to object 0900 in Fund 0399 for Fund 0275. [https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT\\_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT\\_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION](https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controlle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

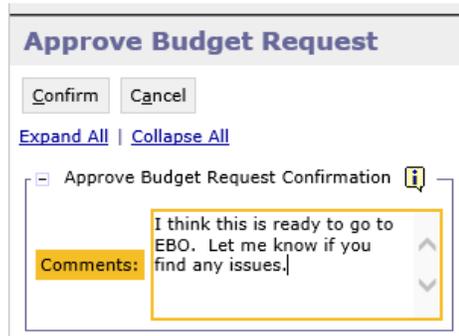
and now approve the Revision by clicking **Approve**.





**Step 8.** The **Approve Budget Request** screen displays where you can add **Comments** to send to the 2<sup>nd</sup> approver.

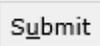
**Step 9.** Click **Confirm**  to approve the Budget Revision.



**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.

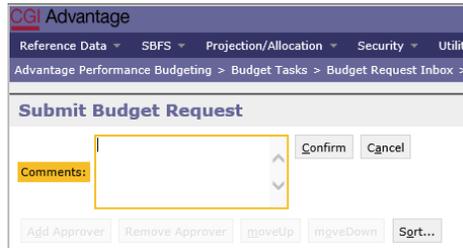
I think this is ready to go to EBO. Let me know if you find any issues. [https://STAARS-SHR\\_ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT\\_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT\\_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION](https://STAARS-SHR_ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endSt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

**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**

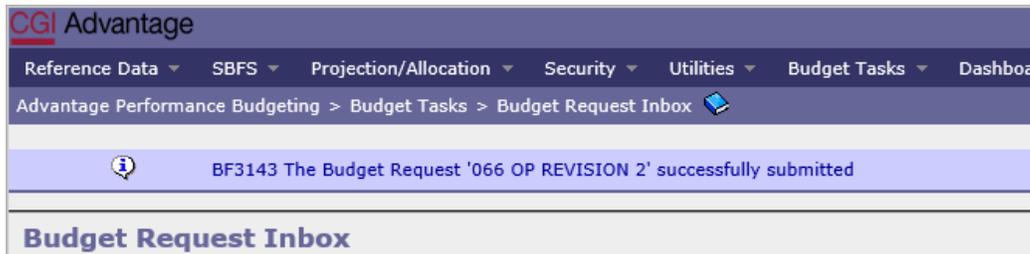
**11.** To submit the revision to the 2<sup>nd</sup> approver, select the revision again, then click **Submit** 

The **Submit Budget Request** screen displays.

**Step 12.** Click **Confirm**  to submit the Budget Revision.

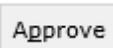


**Step 13.** You will return to the **Budget Request Inbox** and a message displays that the Budget Revision was **Successfully Submitted**. The 2<sup>nd</sup> approver receives an email in Microsoft Outlook indicating that the Packet has been submitted.



### Additional Option – Reject

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

**Step 13.** Select the form(s), then click **Approve**. 

CGI Advantage Welcome, ann.fran

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

Advantage Performance Budgeting > Budget Tasks > Budget Request Inbox

### Budget Request Inbox

Layout Code:  Stage:  [User/User Group:](#)

Request Code: 066\* Included in Ranking:  ID:  Full Name:  User Typ:

Workflow Status:

Display 20

<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	2	Submitted
<input type="checkbox"/>	066 BR 0940 631 0632	066	BUD REQ BY FUNCTION	1	Work In Progress

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

Step 14. Click **Confirm**  to approve the form(s).

CGI Advantage

### Approve Budget Request

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

Approve Budget Request Confirmation

Comments:

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

Step 15. Select the form(s), then click **Submit**.

Advantage Performance Budgeting > Budget Tasks > Budget Request Inbox

### Budget Request Inbox

Layout Code:  Stage:  [User/User Group:](#)

Request Code: 066\* Included in Ranking:  ID:  Full Name:  User Typ:

Workflow Status:

Display 20

<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 16.** Enter any desired **Comments** for the Executive Budget Office, then click **Confirm**.



**Step 17.** 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 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).