

STAARS infoADVANTAGE REPORTING MANUAL
FOR POSTSECONDARY INSTITUTIONS

CGI infoAdvantage
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

System:	<input type="text" value="cgi-aldof-a14-n:6400"/>
User Name:	<input type="text"/>
Password:	<input type="password"/>

CGI infoAdvantage [Help](#)

Welcome to STAARS infoAdvantage! STAARS infoAdvantage is the tool for creating reports now known as packets for Budget Request, Operation Plans, and Budget Revisions that will be submitted to the Executive Budget Office through electronic workflow.

infoAdvantage will be used by Postsecondary Institutions for the following:

BUDGET REQUEST FORMS

- Form 14 Financial Summary
- Form 17 Personnel
- Form 14A Hospital Financial Summary (if applicable)
- Form 14B Industries for the Blind (if applicable)

OPERATIONS PLAN FORMS

- Form 20 PS Operations Plan
- Form 21 PS Ops Plan-Expenditures & Transfer

BUDGET REVISIONS

- Form 8 – Operations Plan
- Form 9 – Employee Staffing Plan
- Form 101 – Used for increasing appropriation, Quarter allotment revisions, supplemental appropriations, additional department or federal receipts, transfers or other revisions. This form is automatically generated in STAARS Budgeting. However, minor additions will need to be made in Microsoft Excel in order include the form with the Packet that is attached in the Document Management tab.

Accessing STAARS infoAdvantage:

STAARS infoAdvantage has a separate login URL and screen than STAARS Budgeting. Access to two different areas of STAARS will be required. Budget Request, Operation Plans, and Budget Revision FORMS are to be completed in the STAARS Budgeting application. Once all forms are complete, access to STAARS infoAdvantage will be necessary to run the reports (budget request packet).

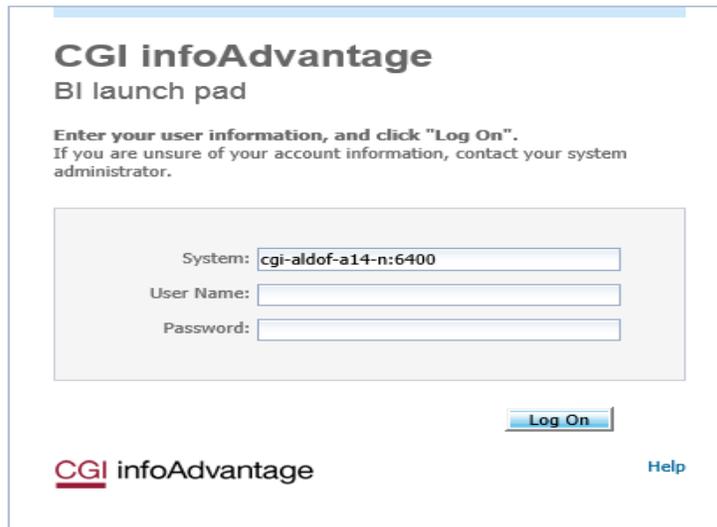
Please contact your Agency Implementation Lead (AIL) for login credentials or STAARS Support at 334-353-9000 or STAARS.Support@Finance.Alabama.gov.

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LOGIN To STAARS infoADVANTAGE

Step 1. Log into CGI infoAdvantage using <https://infoadv.staars.alabama.gov/BOE/BI>.



The screenshot shows the login interface for CGI infoAdvantage. At the top, it says "CGI infoAdvantage BI launch pad". Below this, there is a prompt: "Enter your user information, and click 'Log On'. If you are unsure of your account information, contact your system administrator." The login form contains three input fields: "System:" with the value "cgi-aldof-a14-n:6400", "User Name:", and "Password:". A "Log On" button is located to the right of the password field. At the bottom left is the "CGI infoAdvantage" logo, and at the bottom right is a "Help" link.

Step 2. The CGI infoAdvantage [Welcome Screen](#) will appear and four message boxes will populate. The first square will include a list of My Recently Viewed Documents. The SBFS Data Dump may be there if you have used the report recently.



Step 3. Click Documents on the top tool bar.

CGI infoAdvantage Welcome: **Lataya Lucas** | Applications ▾ | Preferences | Hel

Home Documents

▼ My Recently Viewed Documents

- BDOC-002 Postsecondary Budget Document
- BDOC-001 Regular Department Budget Document
- SBFS Data Dump
- ABUD-QPR-0001: Quarterly Performance Report
- ABUD-OPS-002 Postsecondary Operation Plan

▼ 0 unread messages in My Inbox

No unread messages

[See more...](#)

▼ My Recently Run Documents

No recently run documents

▼ 0 Unread Alerts

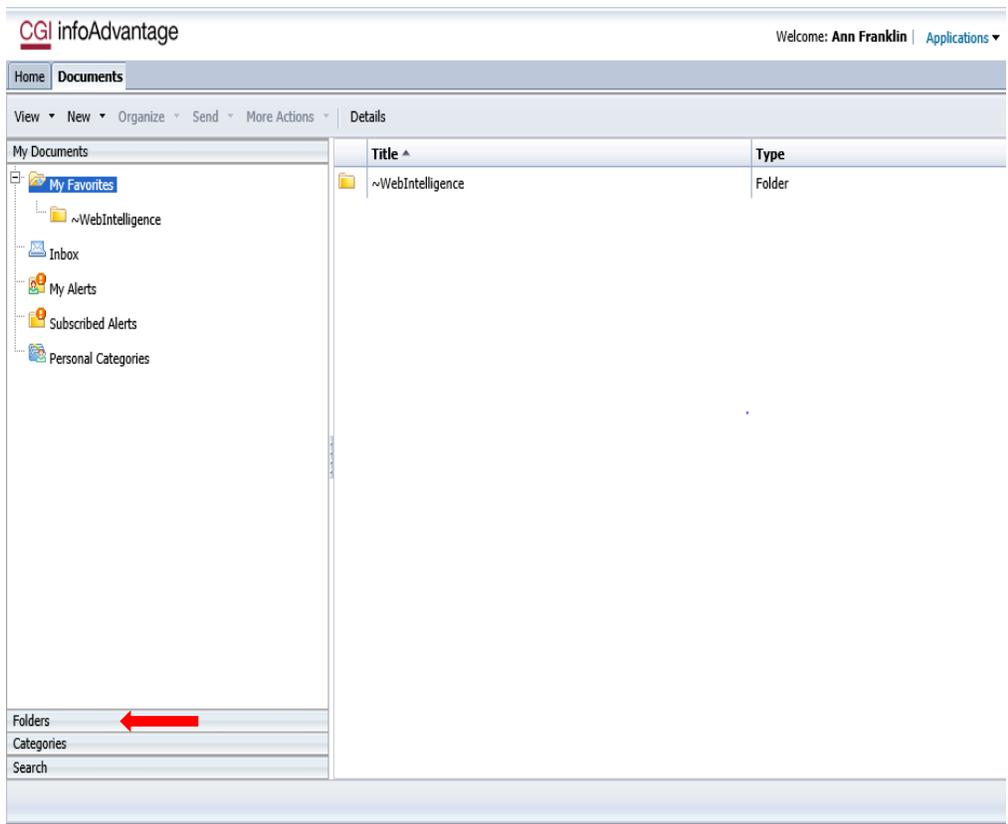
No unread alerts

[See more...](#)

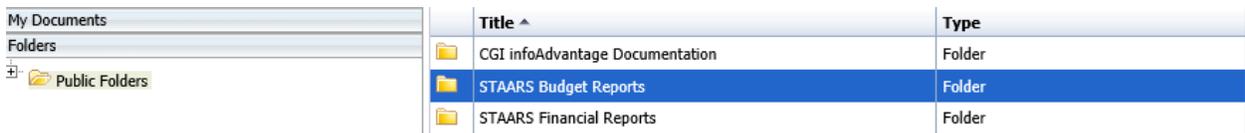
The following screen will display.

Folders
Search

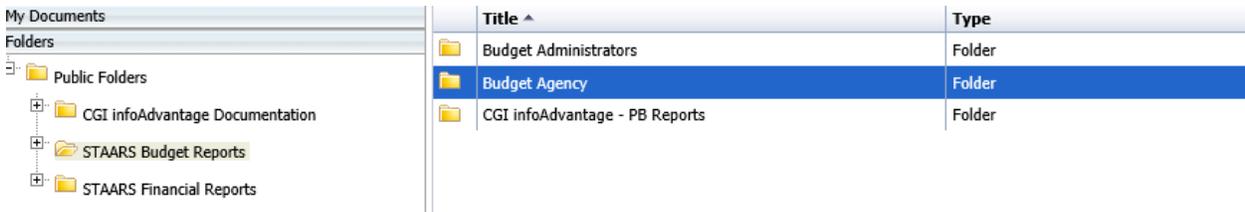
Step 4. Select the **Folders** tab at the bottom of the screen.



Step 5. Select the **STAARS Budget Reports** folder.



Step 6. Select the **Budget Agency** folder.



BUDGET REQUEST PACKET

All reports created for the Budget Request Packet will need to be attached in the Form 1 and 3 Document Management tab.

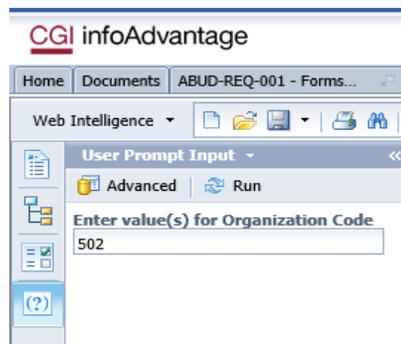
Follow Steps 1-5 in the Login Section above.

Step 6. Select **ABUD-REQ-002 – Postsecondary Budget Request**.

My Documents	Title ^	Type
Folders		
Public Folders		
STAARS Budget Reports	ABUD-MOD-002 Ops Plan Modification Report	Web Intelligence
Budget Administrators	ABUD-OPS-001 Ops Plan (8,9)	Web Intelligence
Budget Agency	ABUD-OPS-002 Postsecondary Operation Plan	Web Intelligence
CGI infoAdvantage - PB Reports	ABUD-REQ-001 - Forms 5,2,1,3, 6	Web Intelligence
STAARS Financial Reports	ABUD-REQ-002 Postsecondary Budget Request	Web Intelligence
	ABUD-REQ-002 Postsecondary Budget Request	Web Intelligence
	Type: Web Intelligence	Web Intelligence
	Ops Plan P421/P42A	Web Intelligence
	PB-SBFS-0001 Position Trace	Web Intelligence
	SBFS Data Dump	Web Intelligence
	STAARS-QPR-0001: Quarterly Performance Report	Web Intelligence

If the institution’s data is not prepopulated on the page, use the **User Prompt Input** section on the right to run a Budget Request Packet. Remember that when changes are made after review by an approver(s), the Budget Request Packet will need to be regenerated. The report that displays, may not reflect the changes. Run the report again for accuracy before attaching the Budget Request Packet to the Document Management tab.

Step 7. Enter the 3-digit department code in the box for **Enter Organization Code** under the **User Prompt Input** section.



Step 8. Click **Run**

Step 10. Review **Error Listing Report** for any Forms to make sure all forms are in balance. Forms that are in balance and agree throughout the Budget Request Packet will be indicated by OK. Forms that are NOT

in balance will be indicated by Mismatched. If the Error Listing Report has any Mismatched notations under the Actual, Budgeted or Requested columns return to STAARS Budgeting for corrections.

EXAMPLES

ERROR LISTING REPORT

Error Listing		Institution: 502 - University Of Ala - Birmingham		
Form 14 Restricted		Actual	Estimated	Requested
EDUCATIONAL AND GENERAL ENDING BALANCE		\$0	\$0	\$0
Actual(s) are negative	OK	OK	OK	
Form 14 Restricted		Actual	Estimated	Requested
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES		\$348,506,950	\$367,394,218	\$367,394,218
TOTAL E & G EXPENDITURES BY FUNCTION		\$348,506,950	\$367,394,218	\$367,394,218
Actual(s) don't agree	OK	OK	OK	

FORM 14 SUMMARY

Postsecondary Education Budget Request Financial Summary				
Condition of Current Funds				
Institution: 502 - University Of Ala - Birmingham		Reporting Unit: Combined		
	Actual 2015	Estimated 2016	Requested 2017	Increase (Decrease) Amount
Educational and General Beginning Balance	\$399,923,206	\$399,923,206	\$399,923,206	\$0
Revenues				
ETF Appropriation - Operations & Maintenance	\$220,100,713	\$220,642,090	\$306,847,847	\$86,205,757
ETF Appropriation - Special Line Items	\$11,197,393	\$11,197,393	\$12,334,704	\$1,137,311
State Funds - In Service Center	\$281,923	\$281,923	\$417,142	\$135,219
Other State Funds	\$7,497,000	\$7,095,038	\$7,095,038	\$0
Federal Funds	\$379,359,810	\$333,417,445	\$333,417,445	\$0
Local Funds	\$888,950	\$1,063,671	\$1,063,671	\$0
Tuition and Fees	\$213,415,630	\$217,000,000	\$217,000,000	\$0
Other Sources: Miscellaneous	\$191,858,814	\$210,077,440	\$210,077,440	\$0
TOTAL E & G REVENUES	\$1,024,600,233	\$1,000,775,000	\$1,088,253,287	\$87,478,287
TOTAL AVAILABLE	\$1,424,523,439	\$1,400,698,206	\$1,488,176,493	\$87,478,287

FORM 14 RESTRICTED FUNDS

Postsecondary Education Budget Request Financial Summary Condition of Current Funds				
Institution: 502 - University Of Ala - Birmingham			Reporting Unit: Restricted Funds	
				Increase (Decrease)
	Actual 2015	Estimated 2016	Requested 2017	Amount
Educational and General Beginning Balance		\$0	\$0	\$0
Revenues				
ETF Appropriation - Special Line Items	\$0	\$0	\$0	\$0
Other State Funds	\$7,497,000	\$7,095,038	\$7,095,038	\$0
Federal Funds	\$308,109,810	\$262,167,445	\$262,167,445	\$0
Local Funds	\$888,950	\$1,063,671	\$1,063,671	\$0
Tuition and Fees	\$0	\$0	\$0	\$0
Other Sources: Miscellaneous	\$32,011,190	\$97,068,064	\$97,068,064	\$0
TOTAL E & G REVENUES	\$348,506,950	\$367,394,218	\$367,394,218	\$0
TOTAL AVAILABLE	\$348,506,950	\$367,394,218	\$367,394,218	\$0

FORM 14 UNRESTRICTED FUNDS

Postsecondary Education Budget Request Financial Summary Condition of Current Funds				
Institution: 502 - University Of Ala - Birmingham			Reporting Unit: Unrestricted Funds	
				Increase (Decrease)
	Actual 2015	Estimated 2016	Requested 2017	Amount
Educational and General Beginning Balance	\$399,923,206	\$399,923,206	\$399,923,206	\$0
Revenues				
ETF Appropriation - Operations & Maintenance	\$220,100,713	\$220,642,090	\$306,847,847	\$86,205,757
ETF Appropriation - Special Line Items	\$11,197,393	\$11,197,393	\$12,334,704	\$1,137,311
State Funds - In Service Center	\$281,923	\$281,923	\$417,142	\$135,219
Federal Funds	\$71,250,000	\$71,250,000	\$71,250,000	\$0
Tuition and Fees	\$213,415,630	\$217,000,000	\$217,000,000	\$0
Other Sources: Miscellaneous	\$159,847,624	\$113,009,376	\$113,009,376	\$0
TOTAL E & G REVENUES	\$676,093,283	\$633,380,782	\$720,859,069	\$87,478,287
TOTAL AVAILABLE	\$1,076,016,489	\$1,033,303,988	\$1,120,782,275	\$87,478,287

FORM 17 (SUMMARY)

Postsecondary Education Budget Request Personnel

Institution: 502 - University Of Ala - Birmingham

Reporting Unit: Combined

Full Time Instructional Workload	Actual 2015		Estimated 2016		Requested 2017	
<u>Education and General Personnel by Function</u>	FTE	Amount	FTE	Amount	FTE	Amount
Edu and Gen - Instruction	\$3,067	\$164,323,338	\$3,044	\$163,113,910	\$3,428	\$189,27
Edu and Gen - Research	\$2,011	\$113,689,011	\$2,162	\$122,208,854	\$2,163	\$122,23
Edu and Gen - Public Service	\$666	\$36,613,720	\$686	\$37,725,935	\$732	\$40,87
Edu and Gen - Academic Support	\$1,595	\$85,767,731	\$1,592	\$85,629,711	\$1,778	\$98,34
Edu and Gen - Student Services	\$315	\$16,810,631	\$311	\$16,616,674	\$352	\$19,42
Edu and Gen - Institutional Support	\$1,365	\$72,871,123	\$1,347	\$71,933,315	\$1,529	\$84,31
Edu and Gen - Operation and Maintenance of Physical Plant	\$981	\$52,394,879	\$969	\$51,720,588	\$969	\$51,72
TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION	\$10,000	\$542,470,433	\$10,111	\$548,948,987	\$10,951	\$606,19
<u>Educational and General Personnel by Occupational Activity</u>						
Edu and Gen - Executive/Administrative/Managerial	\$224	\$28,852,607	\$222	\$28,607,813	\$222	\$32,63
Edu and Gen - Faculty Full Time	\$2,346	\$209,606,434	\$2,379	\$212,520,325	\$2,840	\$233,94
Edu and Gen - Professional Non-Faculty	\$3,124	\$167,252,929	\$3,187	\$170,606,899	\$3,566	\$185,98
Edu and Gen - Secretarial/Clerical	\$1,077	\$37,328,280	\$1,075	\$37,274,563	\$1,075	\$42,04
Edu and Gen - Student and Graduate Assistant	\$1,982	\$57,546,496	\$1,999	\$58,048,249	\$1,999	\$64,44
Edu and Gen - Other Personnel	\$1,247	\$41,883,687	\$1,249	\$41,891,138	\$1,249	\$47,13
TOTAL EDU & GEN PERSONNEL BY OCCUPATIONAL ACTIVITY	\$10,000	\$542,470,433	\$10,111	\$548,948,987	\$10,951	\$606,19

FORM 17 RESTRICTED FUNDS

Postsecondary Education Budget Request Personnel

Institution: 502 - University Of Ala - Birmingham

Reporting Unit: Restricted Funds

Full Time Instructional Workload	Actual 2015		Estimated 2016		Requested 2017	
<u>Education and General Personnel by Function</u>	FTE	Amount	FTE	Amount	FTE	Amount
Edu and Gen - Instruction	\$182	\$10,295,600	\$196	\$11,068,417	\$196	\$11,06
Edu and Gen - Research	\$2,008	\$113,530,243	\$2,159	\$122,052,129	\$2,159	\$122,05
Edu and Gen - Public Service	\$318	\$18,007,215	\$342	\$19,358,885	\$342	\$19,35
Edu and Gen - Academic Support	\$194	\$10,983,026	\$209	\$11,807,441	\$209	\$11,80
Edu and Gen - Student Services	\$5	\$254,599	\$5	\$273,709	\$5	\$27
TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION	\$2,707	\$153,070,683	\$2,911	\$164,560,581	\$2,911	\$164,56

FORM 17 UNRESTRICTED FUNDS

Postsecondary Education Budget Request Personnel

Institution: 502 - University Of Ala - Birmingham

Reporting Unit: Unrestricted Funds

Full Time Instructional Workload	Actual 2015		Estimated 2016		Requested 2017	
	FTE	Amount	FTE	Amount	FTE	Amount
Education and General Personnel by Function						
Edu and Gen - Instruction	\$2,885	\$154,027,738	\$2,848	\$152,045,493	\$3,232	\$178,20
Edu and Gen - Research	\$3	\$158,768	\$3	\$156,725	\$4	\$18
Edu and Gen - Public Service	\$348	\$18,606,505	\$344	\$18,367,050	\$390	\$21,51
Edu and Gen - Academic Support	\$1,401	\$74,784,705	\$1,383	\$73,822,270	\$1,569	\$86,53
Edu and Gen - Student Services	\$310	\$16,556,032	\$306	\$16,342,965	\$347	\$19,15
Edu and Gen - Institutional Support	\$1,365	\$72,871,123	\$1,347	\$71,933,315	\$1,529	\$84,31
Edu and Gen - Operation and Maintenance of Physical Plant	\$981	\$52,394,879	\$969	\$51,720,588	\$969	\$51,72
TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION	\$7,293	\$389,399,750	\$7,200	\$384,388,406	\$8,040	\$441,63

FORM 14A CONDITION OF FUNDS

Postsecondary Education Budget Request Financial Summary Condition of Current Funds

Institution: 502 - University Of Ala - Birmingham

	Actual 2015	Estimated 2016	Requested 2017	Increase (Decrease)
				Amount
Hospital - Balance Brought Forward at Beginning of Year	\$832,044,122	\$841,236,897	\$936,478,507	\$95,241,610
Revenues				
Hospital - Patient Service	\$4,952,671,256	\$5,625,567,913	\$5,625,567,913	\$0
Hospital - Allowances for Uncollectible Accounts	(\$3,574,763,526)	(\$4,064,596,354)	(\$4,064,596,354)	\$0
NET PATIENT SERVICES	\$1,377,907,730	\$1,560,971,559	\$1,560,971,559	
ETF Appropriation	\$32,638,497	\$32,867,066	\$46,157,526	\$13,290,460
Other Sources: Sales, Reimbursements and Investments	\$148,734,400	\$104,133,342	\$104,133,342	\$0
TOTAL HOSPITAL REVENUES	\$1,559,280,627	\$1,697,971,967	\$1,711,262,427	\$13,290,460

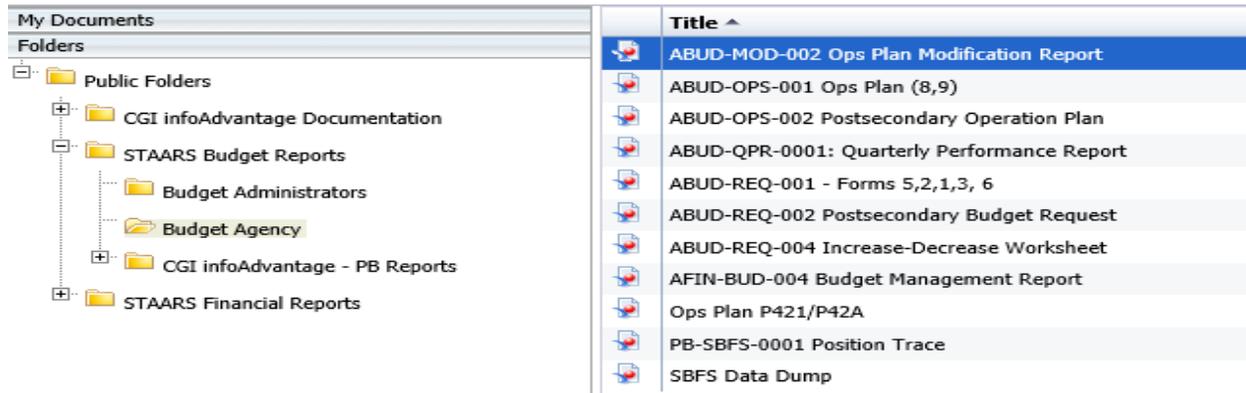
BUDGET REVISION PACKET

All reports created for the Budget Revision Packet will need to be attached in the Document Management tab.

Revision are only required for Postsecondary Institutions if the ETF appropriations are reduced by proration, increased through a supplemental appropriation or a program change is necessary.

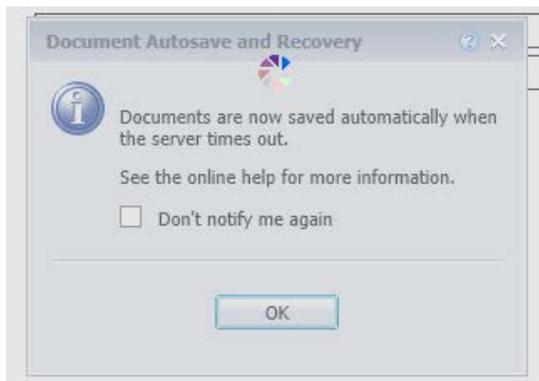
Follow Steps 1-6 in the Login Section above.

Step 7. Select the [ABUD-MOD-002 Ops Plan Modification Report](#).

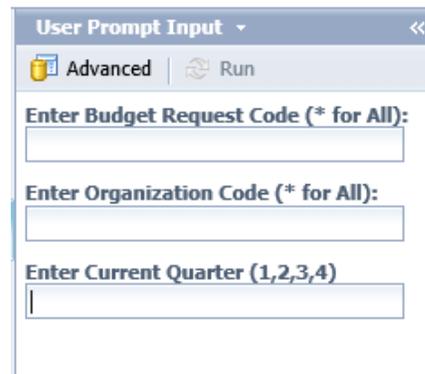


Step 8. Allow the report to completely load, then click [Advanced](#) in the [User Prompt Input](#) box.

Loading screen

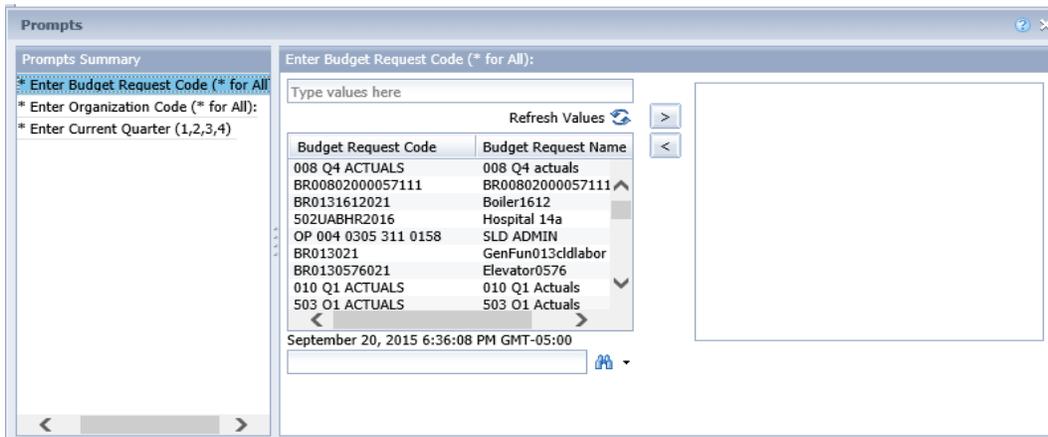


User Prompt Input



Step 9. If the [User Prompt Input](#) box does not display when the report originally loads, click on the [Question Mark](#) then the [Advanced Prompt](#) on the far left.

The following screen will display.

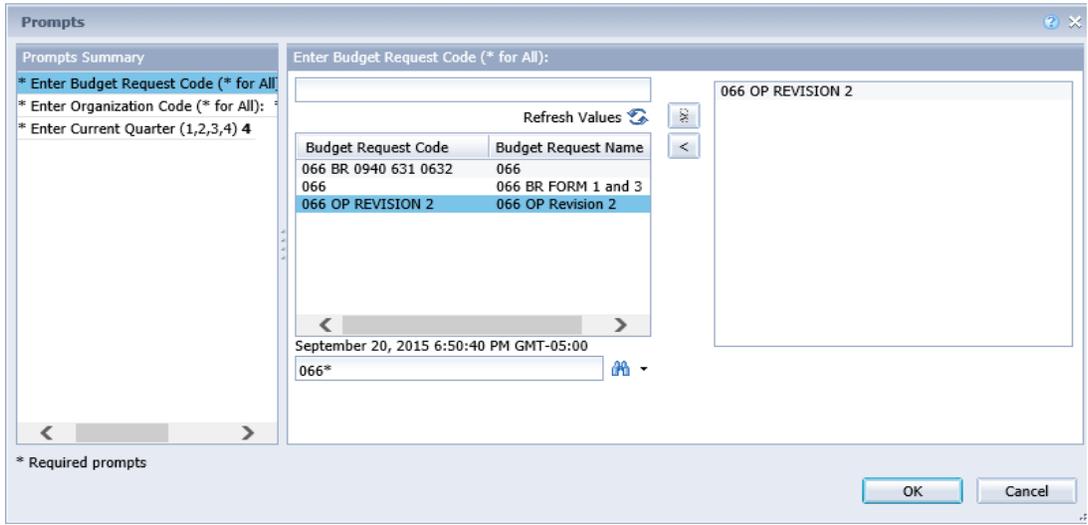


This prompt is for the revision. You are looking for the revision by code that was entered into the STAARS Budgeting application. For this example, the Budget Request Code was 066 OP Revision 2.

Step 10. To quickly locate, key the agency number with the wildcard (*) in the field with the binoculars.

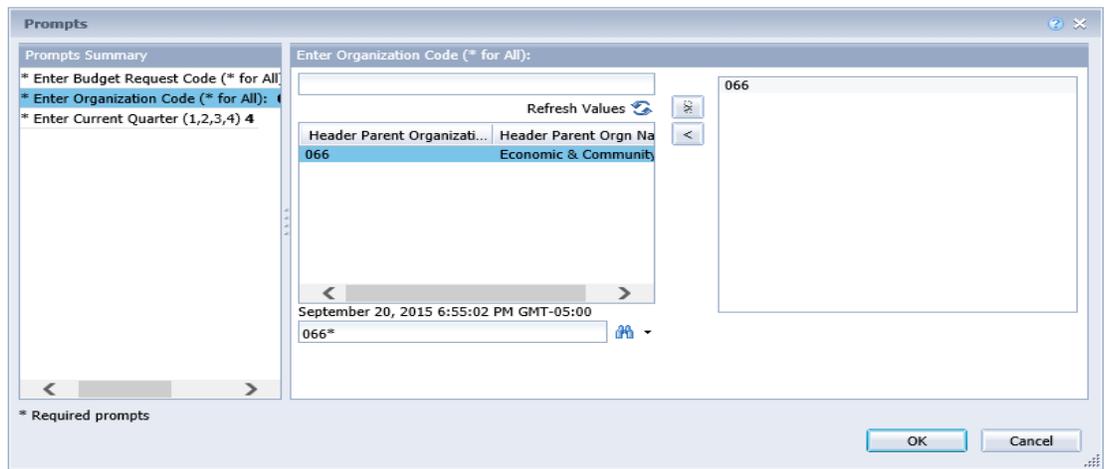


Step 11. Locate the revision, select it by double clicking or use the greater than arrow at the top to populate in the box to the right. Remove any items that may already be in the box with the less than arrow.

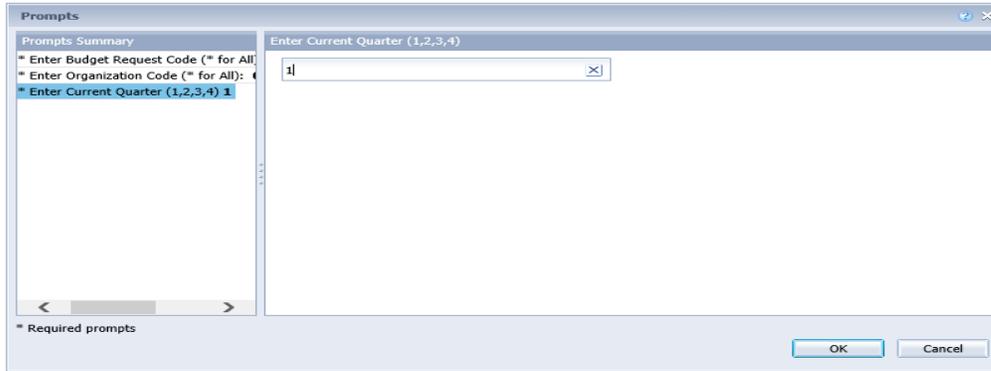


The second prompt is for the Department number.

Step 12. Use the binoculars at the bottom to search for your department. Remove any items that may already be in the box with the less than arrow.



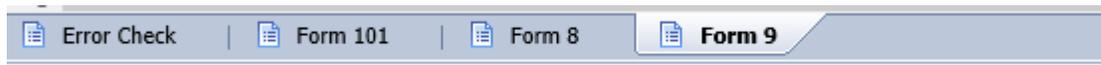
Step 13. The third prompt is for the current quarter. Enter the current quarter by number (1, 2, 3, and 4) in the box.



Step 14. When all prompts have been entered, click **OK**  in the bottom to begin running the report for the revision.

The report will generate for the revision.

Note the multiple tabs at the bottom of the report. There should always be an **Error Check Page**, a **101 Form**, the **Form 8** (possibly multiples) and a **Form 9**.



Note additional pages . When the plus sign is visible, this means there are multiple pages for this tab of the report.

Report ID: ABUD-MOD-002 State of Alabama
 Error Check Operations Plan
 Run Date: 9/21/15
 Run Time: 8:25:44 AM

Department: 066 - Economic & Community Affairs

	First Quarter	Second Quarter	Third Quarter
Form 8	2017	2017	2017
Expenditures	(26898)	(2289)	(2289)
Source of Funds	(26897)	(2290)	(2290)
Form 8 Expenditures match Source of Funds	Mismatch	Mismatch	Mismatch

Total

Form 8 vs Form 9 Costs 2017

Total for Object Category 100	(9978)
Form 9 Total Costs	(9978)

Navigation: Error Check | Form 101 | Form 8 | Form 9
 Track changes: Off | Page 1 of 1 | 100% | 2 minutes ago

If there are Errors noted on the **Error Check** page (as displayed with Mismatch), you must return to STAARS Budgeting to make corrections before downloading the final report for submittal. After corrections are made, return to infoAdvantage to run the report again.

User Prompt Input <<

Advanced | Run

Enter Budget Request Code (* for All)

Enter Organization Code (* for All):

Enter Current Quarter (1,2,3,4)

Step 15. Click the **Run** button in the **User Prompt Input** box.

Step 16. Click the **101 Form** tab. This is a look at the top portion of the 101 Form (Allotment Revision section).

Report ID: ABUD-MOD-002 State of Alabama
 EBO Form 101
 Run Date: 9/21/15
 Run Time: 8:25:44 AM

Department Number:	066 - Economic &
Revision Number:	066 OP REVISION
Date:	9/21/15

Request is hereby made for a revision to the Fiscal Year 2017 allotment and/or appropriation for the 066 - Economic & Community Affairs

Justification
 To accommodate the retirement of one employee and a new hire for the Byrne grant.

1st Quarter (Current Quarter) Allotment Revision

Fund:	0100	0399	1049
Appropriation Class:	551	918	631
Appropriation Unit:	0	0	0
Amount	0	(36,977)	10,079

Navigation: Error Check | **Form 101** | Form 8 | Form 9

And a look at the bottom portion of the 101 Form Appropriation Revision section.

Appropriation Revision

Fund:	0100	0399	1049
Appropriation Class:	551	918	631
Appropriation Unit:	0	0	0
1. Supplemental appropriation from State General Fund Act No.			
2. Supplemental appropriation from ETF Act No.			
3. Departmental Receipts			
4. Federal Receipts			
5. Special Act No.			
6. Transfer			
7. Proration			
8. Other			
9. Reversion Reappropriation			
10. Program Change			
Total 1-10 Above			
Total Appropriation Revision	0	(121,971)	88,430

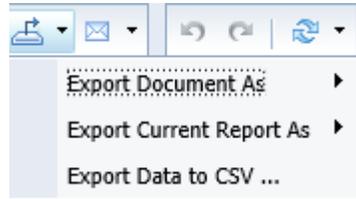
Navigation: Error Check | **Form 101** | Form 8 | Form 9

Exporting to Excel

If amounts display in the **Amount** section of the **Allotment Revision** or in the **Total Appropriation Revision** section in the bottom, you must download the Form to excel to provide detailed information on the type of Appropriation Revision.

Step 1. To download the report, click **Export**. 

To export just a page of the report, use the Export Current Report As, then select Excel.



The screenshot shows a software interface with a table titled "Revision". The table has four columns and several rows. The first row contains the values 0100, 0399, and 1049. The second row contains 551, 918, and 631. The third row contains 0, 0, and 0. The table lists various appropriation units and their corresponding amounts. A dropdown menu is open over the table, showing options: PDF, Excel 2007, Excel, CSV Archive, and Text. The "Excel" option is selected.

Appropriation Unit:	0100	0399	1049
1. Supplemental ap State General Fund	551	918	631
2. Supplemental appropriation from ETF Act No.	0	0	0
3. Departmental Receipts			
4. Federal Receipts			
5. Special Act No.			
6. Transfer			
7. Proration			
8. Other			
9. Reversion Reappropriation			
10. Program Change			
Total 1-10 Above			
Total Appropriation Revision	0	(121,971)	88,430

Step 2. In Excel, you will **enter the types of adjustments** to the form, whether it's a Supplemental appropriation, a transfer from another agency, a Program Change, etc.

	A	B	C	D	E	F
Appropriation Revision						
Fund:		0100		0399		1049
Appropriation Class:		551		918		631
Appropriation Unit:		0		0		0
1. Supplemental appropriation from State General Fund Act No.						
2. Supplemental appropriation from ETF Act No.						
3. Departmental Receipts				(60,000)		(88,430)
4. Federal Receipts				(61,971)		
5. Special Act No.						
6. Transfer						
7. Proration						
8. Other						
9. Reversion Reappropriation						
10. Program Change						
Total 1-10 Above						
Total Appropriation Revision			0	(121,971)		88,430

Step 3. Check to ensure that the totals entered agree with the **Total Appropriation Revision** amount.

Step 4. In row 32, sum the amounts entered in rows 22 through 31.

Appropriation Revision						
Fund:		0100		0399		1049
Appropriation Class:		551		918		631
Appropriation Unit:		0		0		0
1. Supplemental appropriation from State General Fund Act No.						
2. Supplemental appropriation from ETF Act No.						
3. Departmental Receipts				(60,000)		(88,430)
4. Federal Receipts				(61,971)		
5. Special Act No.						
6. Transfer						
7. Proration						
8. Other						
9. Reversion Reappropriation						
10. Program Change						
Total 1-10 Above				(121,971)	=SUM(E22:F31)	
Total Appropriation Revision			0	(121,971)	SUM(number1, [number2], ..	

Step 5. Once complete, save the Excel spreadsheet using the following format:

EXAMPLE: **FY 16 066 Revision 2 Form 101**

Fiscal Year: FY 16

Agency Number: 066

Revision Number: Revision 2

Form Name: Form 101

The following is a look at the remainder of the report for the Revision. Note the additional pages



When the plus sign is visible, this means there are multiple pages for this tab of the report.

Step 6. Click the arrows to move between the pages to view.

Report ID: ABUD-MOD-002		State of Alabama		
EBO Form No.8		Operations Plan		
Run Date: 9/21/15				
Run Time: 10:17:16 AM				

Agency Summary				
Department	066 - Economic & Community Affairs			
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Number of Employees	1	1	1	
Expenditures by Major Object:				
0100-Personnel Costs	(18,498)	3,007	3,007	
0200-Employee Benefits	(8,400)	(5,296)	(5,296)	
0300-Travel-In State	(1,000)	0	0	
0400-Travel-Out of State	1,000	0	0	
Total Expenditures	(26,898)	(2,289)	(2,289)	
Fund No. Source of Funds				
0100-230 - State General Fund	0	0	0	
0399-203 - Investment Income	(10,000)	(5,000)	(5,000)	
0399-504 - Federal Funds	(26,977)	(24,942)	(24,942)	
1049-101 - Juvenile Block and Byrne Justice	10,080	27,652	27,652	
Total Source of Funds	-26,897	-2,290	-2,290	

Navigation bar: Error Check | Form 101 | **Form 8** | Form 9 | Track changes: Off | Page 1 of 1+ | 100% | < 1 minute ago

Report ID: ABUD-MOD-002
 EBO Form No.9
 Run Date: 9/21/15
 Run Time: 10:17:16 AM

State of Alabama
Employee Staffing Plan

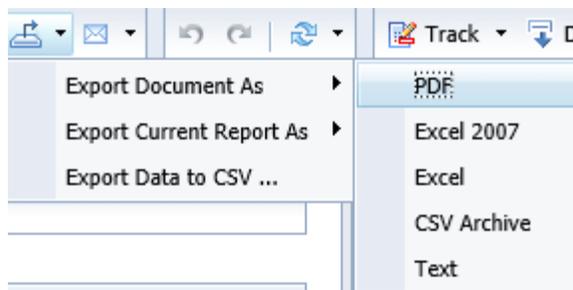
Department 066 - Economic & Community Affairs

Classification	Number of Full Time Employees	Number of Part Time Employees	2017 Total Base
PROGRAMMER ANALYST	(1)	0	
SENIOR ACCOUNTANT	2	0	
0116 - Longevity Allowances			
0129 - Bonus			
Totals	1	0	

Track changes: Off | Page 1 of 1 | 100% | 3 minutes ago

When you are ready to submit your revision, you will need to save the PDF version of the Revision Packet.

Step 7. Using the **Export**  key at the top of the screen, select **Export Document As**, and then select PDF.



Step 8. Save the report package using the following format:

EXAMPLE: FY16 066 Revision 2

Fiscal Year: FY 16

Agency Number: 066

Revision Number: Revision 2

Step 9. Return to STAARS Budgeting to attach the Packet to the Document Management tab.