POSTSECONDARY

FY2022

STAARS InfoAdvantage Reporting

Executive Budget Office

FY2022

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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

If any PostSecondary Institutions require a budget revision please contact the Executive Budget Office.

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).

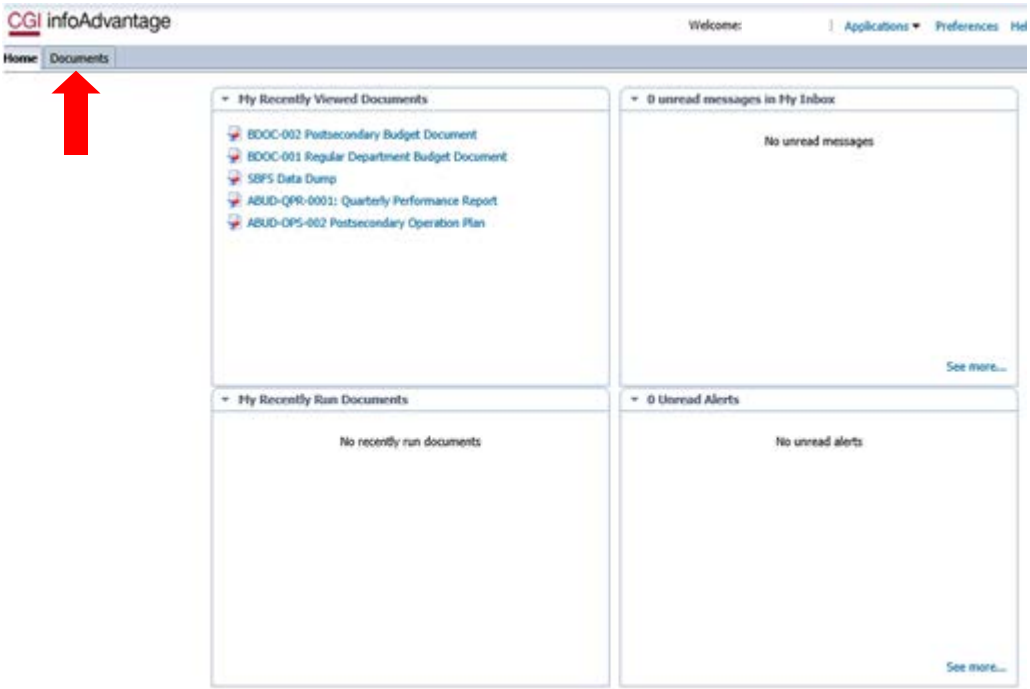
Please contact your Agency Implementation Lead (AIL) for login credentials or STAARS Support at 334- 353-9000 or STAARS.Support@Finance.Alabama.gov.

LOGIN To STAARS infoADVANTAGE

Step 1. Log into CGI infoAdvantage using https://staarsinfo.alabama.gov/BOE/BI

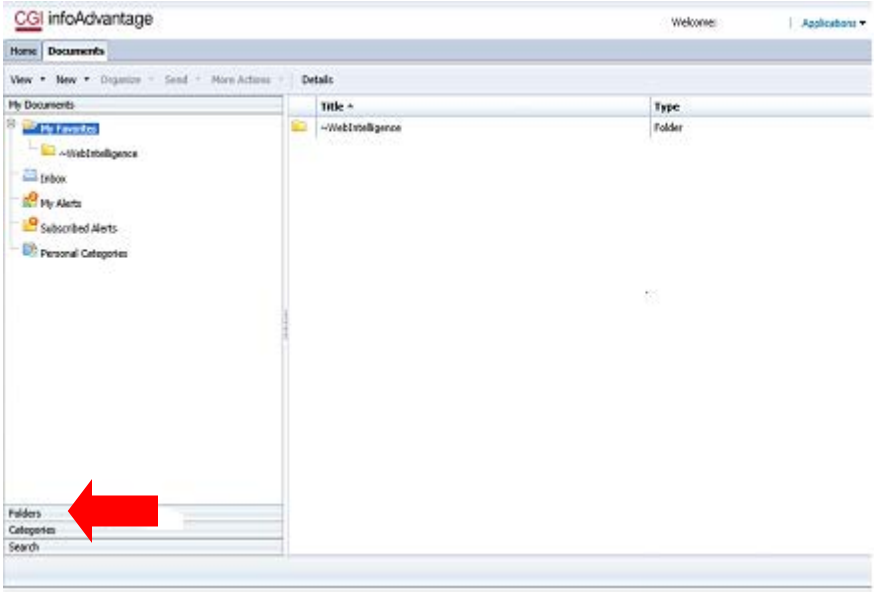
Step 2. The CGI infoAdvantage **Welcome Screen** will appear and four message boxes will populate. The first square will include a list of My Recently Viewed Documents. The SBFS Data Dump may be there if you have used the report recently.

Step 3. Click **Documents** on the top tool bar:

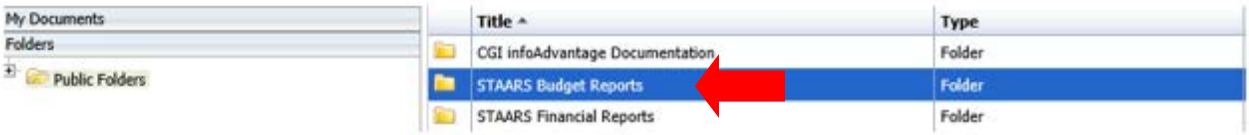


The following screen will display:

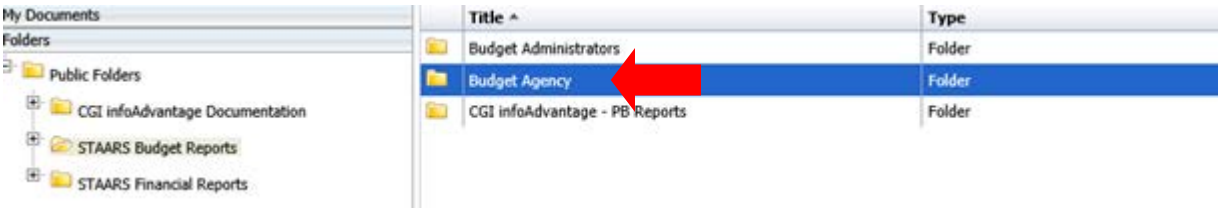
Step 4. Select the **Folders** tab at the bottom of the screen.



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



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

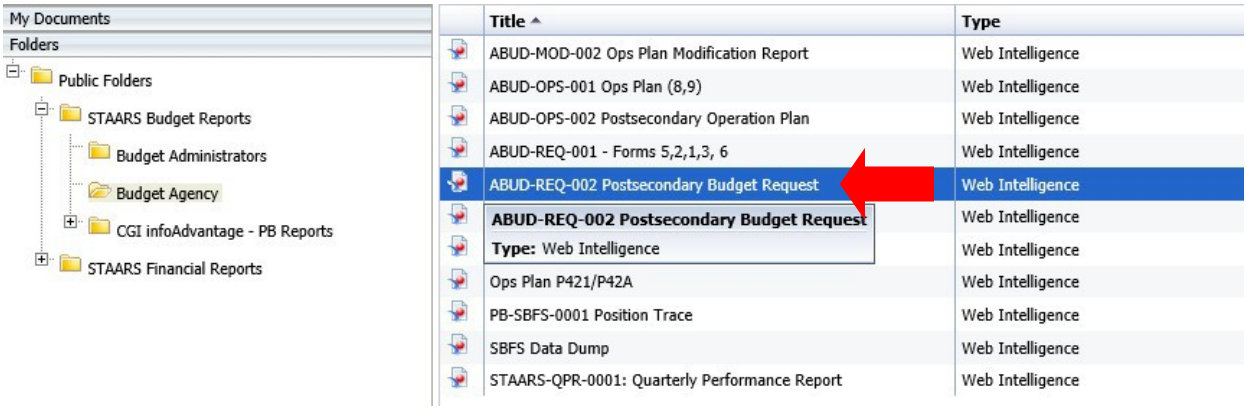


BUDGET REQUEST PACKET

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

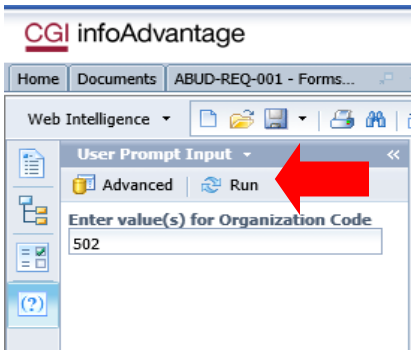
Follow Steps 1-6 in the Login Section above.

Step 7. Select **ABUD-REQ-002 – Postsecondary Budget Request.**



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



Step 9. 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**

rm 14 Restricted	Actual	Estimated	Requested
UCATIONAL AND GENERAL ENDING BALANCE	$0	$0	$0
tal(s) are negative	OK	OK	OK

rm 14 Restricted	Actual	Estimated	Requested
TAL EDUCATIONAL AND GENERAL EXPENDITURES	$348,506,950	$367,394,218	$367,394,218
TAL E & G EXPENDITURES BY FUNCTION	$348,506,950	$367,394,218	$367,394,218
tal(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 (Decreas 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 (Decreas	
	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	
Education and General Personnel by Function	FTE	Amount	FTE	Amount	FTE	Amou
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
Educational and General Personnel by Occupational Activity						
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	
Education and General Personnel by Function	FTE	Amount	FTE	Amount	FTE	Amou
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	
Education and General Personnel by Function	FTE	Amount	FTE	Amount	FTE	Amou
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

				Increase (Decreas
	Actual 2015	Estimated 2016	Requested 2017	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