For use by Alabama state agencies, boards, commissions, departments, and institutions to submit reports of quarterly performance (§41-19-11, Code of Alabama 1975).

Quarterly Performance Manual
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Welcome to STAARS Performance Budgeting! Performance Budgeting is the system of record for budgeting for the State of Alabama. The Quarterly Performance Report (QPR) is used by state agencies as a tool for planning and documenting performance. It is required that each state agency input a minimum of one goal and one performance objective. As directed in Section 41-19-11 of the Budget Management Act (Code of Alabama 1975), each state agency/department is required to submit a performance report. These requirements will be accomplished through Performance Budgeting. This guide will walk users through the process of inputting annual and quarterly data.

TO ACCESS STAARS PERFORMANCE BUDGETING (PB):
Access to two different areas of STAARS will be required. The QPR data will be completed in the Performance Budgeting application. Once all forms are complete, access to STAARS infoAdvantage will be necessary to run the QPR report generated in the application. Please contact STAARS Support at 334-353-9000 or financialsystems@comptroller.alabama.gov for access.

- To access Performance Budgeting (PB): [https://budget.staars.alabama.gov](https://budget.staars.alabama.gov)
- To access reports in infoAdvantage: [https://staarsinfo.alabama.gov/BOE/BI](https://staarsinfo.alabama.gov/BOE/BI)
- Agencies with access to STAARS Financials should access infoAdvantage through Financials.

*Please contact STAARS Support at 334-353-9000 or financialsystems@comptroller.alabama.gov for login or password assistance.*
Quarterly Performance Report (TARGETS)

I. TARGETS

Step 1. Using the tool bar, click on Budget Tasks, then click Formulate Budget Request from the dropdown menu.

The Budget Layout Selection screen will appear.

Step 2. From the Budget Layout Selection screen, select QPR Targets.

The Select Budget Request screen will appear.

Step 3. Click NEW to create your targets. The Header page will appear.
Step 4. Complete the required fields in the Budget Request Details section by entering your agency information for the QPR Target Form as follows:

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

REQUEST CODE EXAMPLE: 069 QPRT 2022
PROFILE NUMBER: 069 QPRT
UPCOMING FISCAL YEAR: 2022
NAME: 069 QPRT 2022

Step 5. Enter the Department number in the Dimensions section at the bottom of the header page.

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

Supplementary tabs will appear that will allow you to enter the annual targets for each performance measure. The tabs are: QPR Targets and Document Management.

NOTE: There is no need to use the Document Management tab within Performance Measures. Documents (reports) will always be attached to the Operations Plan as a PDF. Since QPR does not move through workflow, if you chose to add documents to the Document Management tab, this would be a quick agency review before starting each quarterly report.
*IF THE QPR TARGET DATA FOR YOUR AGENCY DOES NOT POPULATE ON THE QPR TARGETS TAB, USE STEPS 7-9 TO POPULATE THE LINES.*

**Step 7.** Click *New Item* to create a new target. Use the first line to begin entering the data.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Zero Out</th>
<th>Display Sub Total:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Item</td>
<td>Copy Item</td>
<td>Delete Item</td>
<td>Export</td>
</tr>
</tbody>
</table>

**Step 8.** Begin with the *PM Obj* section. **Right click** in the field to search for the targets that preexist for the department.

The **Budget Object Search** screen will appear.

**Step 9.** Enter your Agency number and asterisk * in Code Box. Click **Search** for the list of targets. Click **Select** for the target(s) to add.
Step 10. On the QPR Targets tab, enter the quarterly targets across Quarter 1, Quarter 2, Quarter 3, and Quarter 4. **NOTE:** The system will **NOT** automatically calculate the Annual Target column. The Annual Target will need to be entered.

Continue by entering as many targets desired for the department to report quarterly performance indicators.

**Step 11.** Once all targets have been included, click **Save** at the top of the page. **Action was Successful** will appear.

Proceed to page 12 for instructions on submission of information.

*DO NOT SUBMIT TO EBO THROUGH WORKFLOW IN PB*
II. ACTUALS

Step 1. Using the tool bar, click on Budget Task, then click Formulate Budget Request from the dropdown menu.

Step 2. From the Budget Layout Selection screen, select QPR Q1 ACTUALS. (*Each quarter will require a submission of actual amounts and the available Budget Layout will correspond to the quarter that is being reported.)

Step 3. Click NEW to create the Actuals form. The Header page will appear.
Step 4. Complete the required fields in the **Budget Request Details** section by entering your agency information for the QPR Form as follows:

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

**REQUEST CODE EXAMPLE: 005 QPR1A 2022**

**NAME:** 1st Quarter 2022

Request Code and Name will change to reflect the quarter that is being reported.

Step 5. Enter the **Department** number in the **Dimensions** section at the bottom of the header page.

Step 6. 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 actual amounts for each performance measure. The tabs are: **QPR Q1 Actuals** and **Document Management**.

Step 7. All performance measures (PM) objectives, units of measure and targets previously identified should automatically appear. **IF THE DATA HAS NOT PRE-POPULATED, CLICK UPDATE PRELOAD.**

Step 8. Enter the data for each objective in the **Quarter 1 Actuals** column.
Step 9. Once all actuals data for each measure has been included, click **Save** at the top of the page. The **Action was Successful** message will appear.

Step 10. Generate the report in infoAdvantage using the **ABUD-QPR-001 Quarterly Performance Report.**

Click **Advanced** and use the following prompts:

- Enter Department: **3-Digit Agency Number**
- Run Report for CY or FY:
  - For quarterly reporting input **CY (Current Year)** in the prompt.
  - **Always use a capitalized CY.**
- Enter Performance Plan Code: **20** STATEWIDE AL

Review the report for accuracy and if edits need to be made return to the Performance Budgeting application. If the report is accurate, you are finished. Print and retain copies for your records.

YOU HAVE SUCCESSFULLY COMPLETED ENTERING THE DEPARTMENT ACTUALS.

**DO NOT SUBMIT THROUGH WORKFLOW**

**NOTE:** You will never use the **Document Management** tab within Performance Measures. After each quarter, EBO will access all department reports and consolidate for reporting purposes.
SUBMISSION OF QUARTERLY PERFORMANCE TARGETS
TO THE EXECUTIVE BUDGET OFFICE

Annual Fiscal Year Operations Plan Submissions

The Quarterly Performance Report, ABUD-QPR-001, should be generated in CGI InfoAdvantage. Once
the report is created you should EXPORT the report as a PDF and save the report to your PC. Print a copy
of the report and review the data for completeness and accuracy. Return to the Operations Plan-Form 8
in Performance Budgeting (PB) and attach the finalized QPR Targets report as a PDF to the Document
Management tab along with other documents required for submission of the annual Operations Plan.
Annual Operation Plans will not be approved without the submission of the annual QPR goals and
targets.

PROMPTS:

- Click Advanced.
- Enter Department Number: 3-digit Agency Number
- Run Report for FY:
  - For QPR Target submissions, input FY (Future Year) in the prompt.
- Search Performance Plan Code: 20** STATEWIDE AL

Quarterly (4) Submissions throughout the Fiscal Year

EBO will continue to send out reminders when Quarterly Performance Actuals are due. The QPR Actual
forms will remain open for 30 days after each quarter ends. Agencies should log into Performance
Budgeting to report actuals at the end of each quarter.

Once the Quarterly Performance Report, ABUD-QPR-001, report is generated please print a copy of the
report and review the data for completeness and accuracy. Send your budget analyst a courtesy email
notifying them that the Quarterly data has been entered. * DO NOT click Submit and move QPR
through workflow. At the end of the quarter EBO will access all agency reports to create a statewide
report that will be posted to our website.
Below is an example of a completed Quarterly Performance Targets Report that will be submitted with the Operations Plan:

<table>
<thead>
<tr>
<th>Report ID:</th>
<th>STARS-QPI-0001</th>
<th>State of Alabama</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date:</td>
<td>6/30/20</td>
<td>Quarterly Performance Report</td>
</tr>
<tr>
<td>Report Time:</td>
<td>11:47:01 AM</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>Report ID:</td>
<td>STARS-QPI-0001</td>
<td>State of Alabama</td>
</tr>
</tbody>
</table>

**Department: 038 - Insurance**

Mission: To serve the people of Alabama by regulating the insurance industry, providing consumer protection, promoting market stability, and enforcing the safety standards and laws.

Vision: To be the recognized benchmark for departments of insurance throughout the nation in meeting the challenges of regulating a dynamic, diverse, and globally integrated industry and ensuring our citizens' protection from fire, flood, and similar losses.

**Annual Goals**

- **01** Protect the public from unfair and illegal practices involving insurance by regulating persons engaged in the sale of insurance by providing counseling and assistance to the public and by monitoring compliance with state laws and through competent regulation of rates and policies for insurance and reinsurance markets.
- **02** To ensure that insurers and other regulated entities doing business in Alabama are financially sound and in compliance with applicable law.
- **03** Protect the public from loss of life and property due to fire or explosion.

**01 - Complete the licensing process in prompt fashion.**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Unit</th>
<th>Final Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Licenses Processed in 3 Days</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

11
MISSION, VISION, GOALS AND PERFORMANCE MEASURES

EBO recommends reviewing the Mission, Vision, Goals, and Performance Measures for accuracy. Changes can only be made when entering QPR Targets that are due with the Operation Plan submission. If changes are necessary for the Mission, Vision, Goals, or Performance Measures (Targets), review and CONTACT YOUR BUDGET ANALYST for any edits.

MISSION/VISION

Step 1. Under the Reference Data category, select Performance Budgeting.

Step 2. From the Performance Budgeting screen, select Performance Missions.

The Performance Missions Maintenance screen will appear.
Step 3. In the **Code** field enter the **Department 3-digit number** (include the asterisk). Click **Search**.

Step 4. Select the code for your department.

Step 5. Click **VIEW** to verify the Performance Mission Detail Information.

Step 6. Under the **Performance Mission Detail Information** section, review the Mission and Vision of the department. The Mission and Vision are in the same location, continue scrolling down until you see the Vision statement.

Step 7. Once complete, click **Performance Budgeting** in the Task Bar at the top of the page.

**NOTE:** If changes need to be made for the Mission or Vision. *CONTACT YOUR BUDGET ANALYST*
**GOALS**

Step 8. Using the task bar at the top of the screen, return to the Reference Data screen.

![Reference Data Screen](image)

Step 9. Select Performance Budgeting under the Categories section. The Performance Budgeting Screen will appear.

![Performance Budgeting Screen](image)

Step 10. From the Performance Budgeting screen, select Performance Goals.

![Performance Goals Screen](image)

The Performance Goals Maintenance screen will appear.
Step 11. In the Code field enter the 3-digit Department number (include the asterisk). Click Search.

Step 12. Select the Goal for your department.

Step 13. Click VIEW to review the selected Goal. Check the information in the Description box for accuracy.
**IF CHANGES NEED TO BE MADE FOR ANY OF THE GOALS, CONTACT YOUR BUDGET ANALYST.**

**Step 14.** Once complete, return to Reference Data in the task bar at the top of the screen.
PERFORMANCE MEASURES

Step 15. Using the path at the top of the screen, return to the Reference Data screen.

Step 16. Select Dimensions under the Categories section.

The Dimensions screen will appear.

Step 17. From the Dimensions screen, select Budget Object Maintenance.
Step 18. In the **Budget Object Maintenance** screen, enter the department code (include the asterisk) in the **Code** box.

Click **Search**.

The **Performance Measure(s)** from prior year will be listed.

Step 19. Select the performance measure you wish to review. Click **VIEW**.

**Budget Object Maintenance**

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Short Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>038*</td>
<td>Complete the Licensing Process in Prompt Fashion</td>
<td>Complete the li</td>
</tr>
<tr>
<td>038-01</td>
<td>To Respond in a Timely Fashion To Consumer Inquiries and Com</td>
<td>to respond in a</td>
</tr>
<tr>
<td>038-02</td>
<td>Provide Access to Markets For The Newest Insurance Products</td>
<td>Provide access</td>
</tr>
<tr>
<td>038-03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 20. The screen will appear with details of the performance measure. Review the **Name** and **Description**.

**IF CHANGES NEED TO BE MADE FOR ANY OF THE PERFORMANCE MEASURES, CONTACT YOUR BUDGET ANALYST.**

**IF ANY ADDITIONAL PERFORMANCE MEASURES NEED TO BE ADDED, CONTACT YOUR BUDGET ANALYST**.