

Executive Budget Office

Performance Budgeting (PB) Manual for Operation Plans



For use by Alabama state agencies, boards, commissions, or departments to submit an annual plan for operation of programs (§41-19-10, Code of Alabama 1975).

State Agencies Manual

Table of Contents

Operations Plan Forms.....	2
STAARS Performance Budgeting Access.....	2
Formulate Budget Request	3
Form 8	3
Form 9	8
Add New Employee or Position.....	10
Form 8 Source of Funds	14
Document Management Tab	16
Submission of Completed Forms.....	18
Workflow	19
Rejecting Forms	21

STAARS PERFORMANCE BUDGETING

OPERATIONS PLAN MANUAL

FOR STATE AGENCIES

Welcome to STAARS Performance Budgeting! Performance Budgeting is the system of record for budgeting for the State of Alabama. State agencies will complete operations plan Forms 8 and 9 using tabs within Performance Budgeting. These forms will be rolled up to create the department Operations Plan packet that will be submitted to the Executive Budget Office through electronic workflow.

OPERATIONS PLAN FORMS

- Form 8 – Summary Operations Plan (system generated)
- Form 8 – Function and Fund Level
- Form 9 – Staffing Plan

Note: Form 9-Staffing Plan will be automatically generated by Performance Budgeting. However, if your agency selects to modify object 0100 for Personnel Cost by keying directly on the Form 8 in PB, an updated manual Form 9 should be added the Document Management tab for submission to EBO. A template can found on EBO's website: [Agency Forms](#)

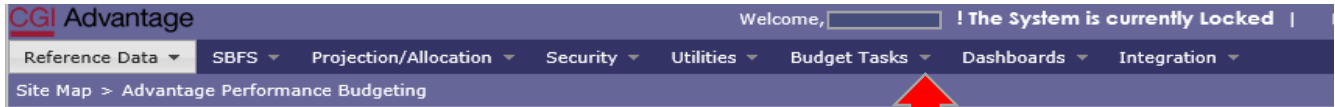
TO ACCESS STAARS PERFORMANCE BUDGETING (PB):

STAARS Performance Budgeting has a separate login URL and screen than STAARS Financials. Access to two different areas of STAARS will be required to complete your agencies Operation Plan. Operations Plan forms will be completed in the STAARS Performance Budgeting (PB) application. Once all forms are complete, access to STAARS infoAdvantage will be necessary to run the Operations Plan Packet generated in PB.

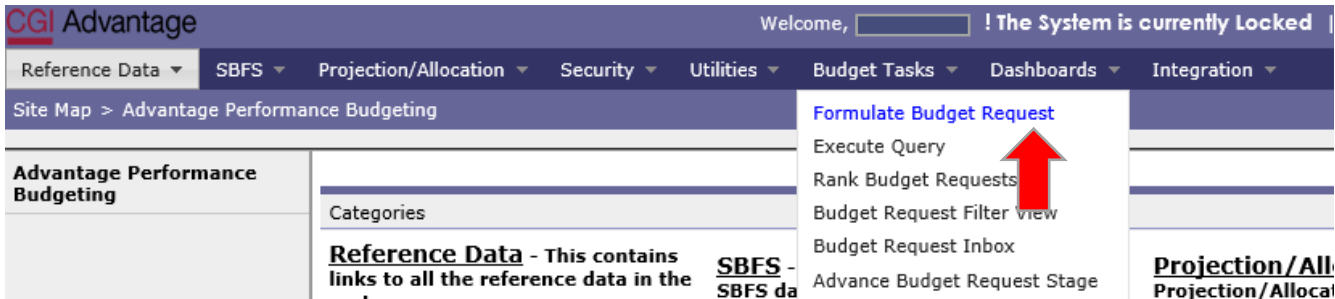
- To access Performance Budgeting (PB): <https://budget.staars.alabama.gov>
- To access reports in infoAdvantage: <https://staarsinfo.alabama.gov/BOE/BI>
- Agencies with access to STAARS Financials should access infoAdvantage through Financials.

*Please contact **STAARS Support at 334-353-9000** or financialsystems@comptroller.alabama.gov for login or password assistance.

After logging into Performance Budgeting, begin by clicking **Budget Tasks** on the task bar.



Then select **Formulate Budget Request** on the drop-down menu.

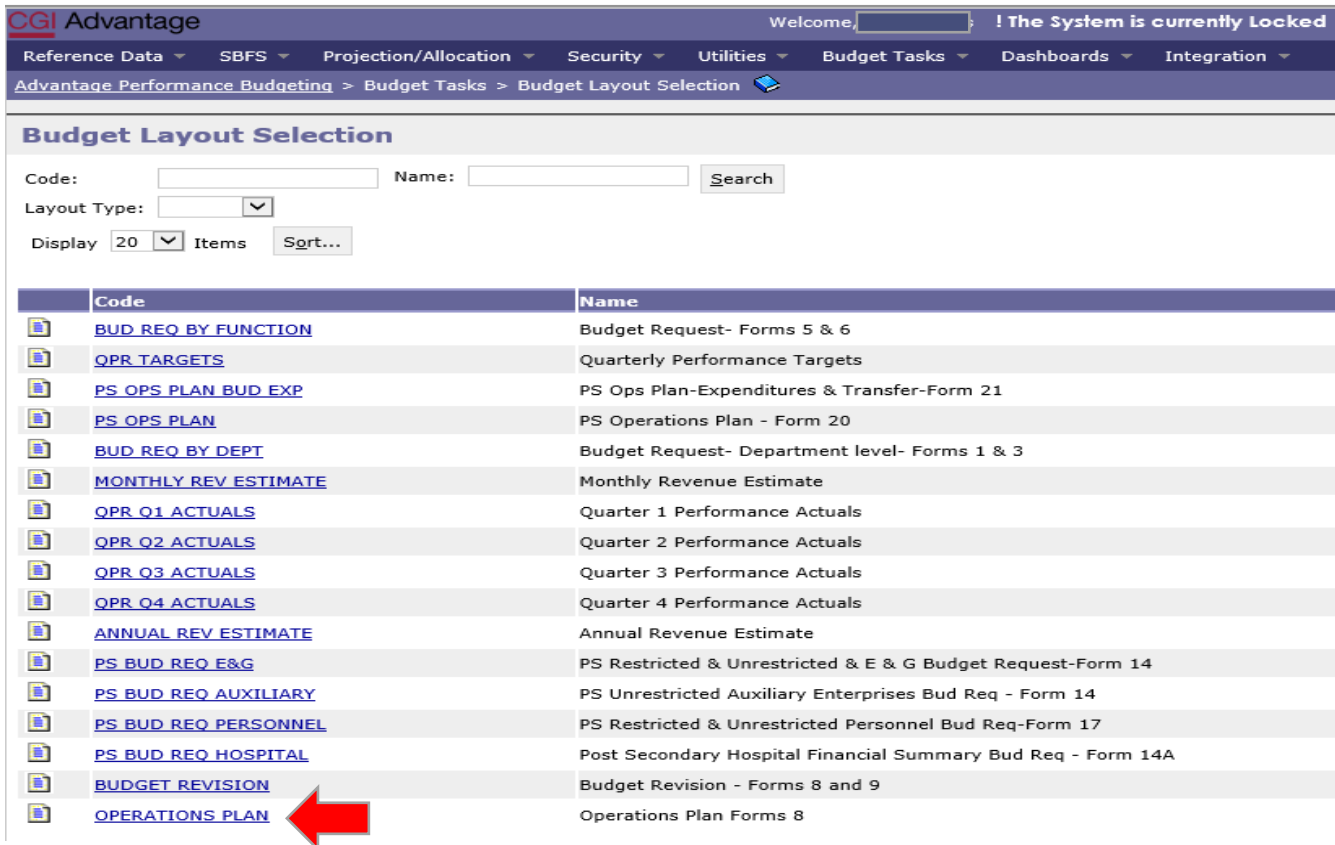


Select the following form: **OPERATIONS PLAN - Operations Plan Forms 8**

(Note: Form 9-Employee Staffing Plan will be automatically generated by STAARS Budgeting after completion of Form 8).

FORMS 8 – OPERATIONS PLAN

Step 1. Select **OPERATIONS PLAN** under the Code section to begin creating Form 8(s) for the Operations Plan.



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

CGI Advantage

Reference Data ▾ SBFS ▾ Projection/Allocation ▾ Security ▾ Utilities ▾ Budget Tasks ▾ Dashboard

Advantage Performance Budgeting > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: OPERATIONS PLAN Request Code: Current Rank:

Layout Type: Generic ▾ Name: Stage:

Fund: Department:

Appropriation Unit: Appropriation Class:

Function:

New Copy Header Copy All View Delete Save Display 20 Items Sort...

The **Create Budget Request** screen appears:

CGI Advantage

Save Back

Create Budget Request

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

Budget Request Details ⓘ

* Request Code: 332 OP 0407 321 0166 * Name: 332 OP PLAN 0407

* Stage: 1 ▾ Ranking Type: Ranking Type:

Description:

Step 3. Complete the required fields in the **Budget Request Details** section by entering your agency information for the Form 8 as follows:

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

REQUEST CODE EXAMPLE: 332 OP 0407 321 0166

- Agency Number: 3-Digit Department/Agency Number (**332** in this case)
- Then key the letters: **OP**
- Fund Number: **0407**
- Appropriation Class #: **321**
- Function/Appr Unit #: **0166**

NAME EXAMPLE: 332 OP PLAN 0407

- Agency Number: 3-Digit Department/Agency Number (**332** in this case)
- Key the words: **OP PLAN**
- Fund Number: **0407**

****NOTE** – For the first Form 8 you create, add **DOC** to the end in the Name field and attach all documents to this Form 8. Example: **332 OP PLAN 0407 DOC**

Step 4. Complete the **Dimensions** section at the bottom of the header page.

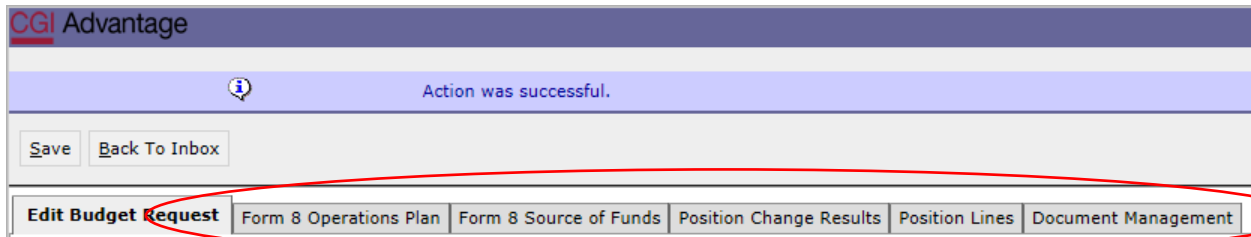
Dimensions

Department:	<input type="text" value="332"/> <i>Tourism</i>	Appropriation Unit:	<input type="text" value="0"/>
Fund:	<input type="text" value="0407"/> <i>Tourism</i>		
Function:	<input type="text" value="0166"/> <i>Tour and Trav</i>		
Appropriation Class:	<input type="text" value="321"/> <i>Tourism And Tra</i>		

Step 5. Once complete, click **Save** at the top of the page. **Action was Successful** will appear.

Supplementary tabs will emerge that will allow you to enter the department data for the Form 8 Operations Plan. The tabs are:

- Form 8 Operations Plan
- Form 8 Source of Funds
- Position Change Results
- Position Lines
- Document Management.



FORM 8 – OPERATIONS PLAN TAB

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



Once the tab opens, there will be data that has been prepopulated into budget objects for personnel and benefits. The information was generated from the SBFS or Data Dump which ultimately comes from GHRIS payroll at June 1st.

Agencies can make corrections directly on the Form 8 tab for all budget objects, including payroll and benefits or select to update the Data Dump prepopulated totals through the Position Lines tab.

Using the Position Lines tab will keep the Form 9 Staffing Plan in balance with the Form 8 Operations Plan and PB will automatically create the Form 9. If agencies select to update personnel cost by keying directly on the Form 8 tab, a separate manual Form 9 Staffing Plan will need to be added to the Document Management tab for submission to EBO. A Form 9 template can be found on the EBO website under Document and Forms.

Step 2. Enter correct dollar amounts in the **Ops Plan FY Q1 through Q4 columns**. If there are pre-existing amounts from the SBFS (Data Dump) in the Quarter columns, the system will ADD or SUBTRACT the amount keyed in the Ops Plan FY Q* column to the amount in the Quarter columns and show the summed result for each of the four quarters and in the Total column.

Refresh Zero Out Update Preload Display Sub Total: Select Model:

New Item Copy Item Delete Item [Export](#) [Import](#) [Audit Trail](#) [View Graph](#) Sort... [View as CSV](#)

Summary							
<input type="checkbox"/>	Line	Budget Object	1	Ops Plan FY Q1	First Quarter 2018	Ops Plan FY Q2	Second Quarter 2018
<input checked="" type="checkbox"/>	1	0104	E		607,055		627,855
<input type="checkbox"/>	2	0109	E		0		0
<input type="checkbox"/>	3	0112	E		0		0
<input type="checkbox"/>	4	0116	E		20,800		0

Refresh Zero Out Update Preload Display Sub Total: Select Model:

New Item Copy Item Delete Item Export Import Audit Trail View Graph Sort... View as CSV

Summary							
<input type="checkbox"/>	Line	Budget Object	1	Ops Plan FY Q1	First Quarter 2018	Ops Plan FY Q2	Second Quarter 2018
<input checked="" type="checkbox"/>	1	0104	E	85,000	607,055	100,000	627,855
<input type="checkbox"/>	2	0109	E		0		0
<input type="checkbox"/>	3	0112	E		0		0
<input type="checkbox"/>	4	0116	E		20,800		0

Step 3. Click **New Item** to insert a line to add additional Budget Objects required for your agency. It is recommended that agencies enter all lines (0100 through 1600.) Enter zero if there are no anticipated expenses for that object. In doing so, routine revisions during the fiscal year would be coded as MOD instead of NEW. This would eliminate some common errors when processing revisions.

Step 4. Enter correct dollar amounts in the **Ops Plan FY Q1 through Q4** columns.

Step 5. Click **Save** to review the totals for each quarter. **Action was Successful** message will also appear.

Zero Out Update Preload Display Sub Total: Select Model:

Copy Item Delete Item Export Import Audit Trail View Graph Sort... View as CSV

Budget Object	1	Ops Plan FY Q1	First Quarter 2018	Ops Plan FY Q2	Second Quarter 2018	Ops Plan FY Q3	Third Quarter 2018	Ops Plan FY Q4	Fourth Quarter 2018	
0129	E		0		0		0		0	
0201	E		47,984		41,489		41,780		34,958	
0202	E		81,195		70,254		70,747		59,186	
0203	E		145,350		145,350		145,350		145,350	
0206	E		14,423		31,859		31,075		49,457	
0122	E		0		0		0		0	
0300	E		18,750		18,750		18,750		18,750	
0400	E		23,750		23,750		23,750		23,750	
0500	E		12,500		12,500		12,500		12,500	
0600	E		103,750		103,750		103,750		103,750	
0700	E		51,250		51,250		51,250		51,250	
			0	4,541,516	0	4,516,516	0	4,516,515	0	4,491,514

FORM 9 – POSITION LINES TAB

NOTE: *The Position Lines tab will not be utilized if a manual Form 9 will be submitted. *

If the Form 8 requires changes to personnel costs that affect salaries, you may select to use the **Position Lines** tab to ensure the Form 9 automatically generated will agree to the total personnel costs in the Operations Plan at the agency level.

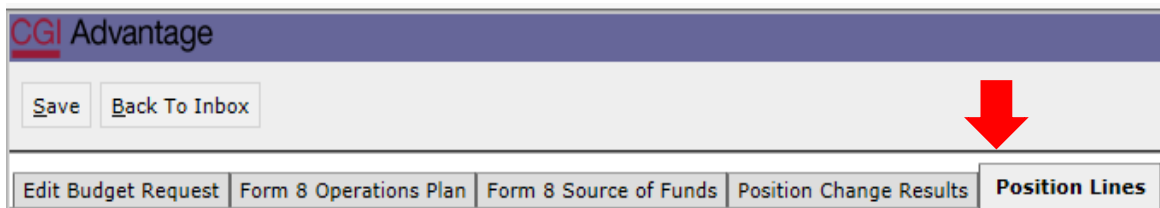
The **Position Lines** tab is used along with the Salaries Benefits Forecasting System (SBFS) projections commonly referred to as the SBFS Data Dump Report. However, you must run the SBFS report through infoAdvantage to review the details.

The SBFS projects salaries (including longevity and merit raises, if eligible), Social Security and Medicare (FICA), retirement and insurance. The projection DOES NOT calculate overtime costs, subsistence pay, termination costs or FICA on in-state travel, so be sure to include these planned expenditures, if necessary, on the Form 8 Operations Plan tab.

NOTE: The **ONLY** way to change Object 0104 and keep the system generated Form 9 in balance is through the **Position Lines** tab. Adding an amount directly on the Form 8 will cause the infoAdvantage generated Form 9 to NOT agree with personnel cost.

****Agencies that do not use the Positions Lines tab will need to submit a separate manual Form 9 that agrees with the personnel cost reflected in the Operations Plan.****

Step 1. Select the **Form 9 Position Lines** Tab.



A. REMOVE AN EMPLOYEE

Step 2. To remove an employee from one chart of account to another, click on **Add Existing Position**.



The **Assigned or Vacant Position Search** screen displays:

Assigned or Vacant Position Search

Position Code: Employee Code: Employee Classification:
 Employee First Name: Employee Last Name:

 Display

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. Next, click **Search**.

Step 4. Click on the box next to the employee, then click **Select** and the employee data will populate in the **Form 9 Position Lines** tab. Note that the employee’s chart of account information populates in the Position Lines tab.

Step 5. Complete the remaining data fields on the **Position Lines** tab.

Category	Funding Start Date	Funding End Date	FTE	Count	Salary Percentage
	10/01/2017	09/30/2018	1	-1	100

Step 6. Once the required information has been entered, click **Calculate**. Note the calculated salary and total cost fields are updated to reflect the changes.



[Export](#) [Import](#) [View as CSV](#)

Salary Percentage	Calculated Salary	Current Salary	Cost
100	-36,491		-56,067

Next, Click **Save** and **Action was Successful** should appear.

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.

B. ADD AN EMPLOYEE OR NEW POSTION

Step 7. 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 Lines** tab.

CGI Advantage Help

Save Back

Edit Budget Request | Form 8 Operations Plan | Form 8 Source of Funds | **Form 9 Position Changes** | Revision Justification | Document Management

Budget Request Summary ⓘ

Layout Code: BUDGET REVISION | Layout Type: Generic | Request Code: 066 OP REVISION 2 | Request Name: 066 OP Revision 2 | Stage: 1
 Department: 066

Calc Refresh

New Position | Add Existing Position | Copy Item | Delete Item | Export Import | Sort... | View as CSV

Appropriation Class	Function	Fund	Appropriation Unit	Type	Pos No.	Emp No.	Classification	Step	Category	Funding Start Date	Funding End Date	FTE
<input type="checkbox"/> 918	0738	0399	0	MOD	2616100-066-0170	0000037220	10517	18		04/01/2016	09/30/2016	
Totals:												

Page 1 of 1 | Show 20 rows per page | Rows 1 - 2 of 2

Step 8. In the **Classification** field, right click and then click **Search**.

Step 9. The **Classification Search** page will display. Click **Search** again.

Classification Search

Code: Name:

Display Items

Step 10. Using the wildcard (*), search for the classification by **Code or Name** of the new hire or employee you are adding. **Example: 10613***

Classification Search

Code: Name:

Display Items

	Code	Name
<input type="button" value="Select"/>	10613	SENIOR ACCOUNTANT
<input type="button" value="Select"/>	10613T	SENIOR ACCOUNTANT
<input type="button" value="Select"/>	10613F02	ACCOUNTANT III - AOC
<input type="button" value="Select"/>	10613S	SR ACCT (AGENCY 099)

Step 11. Select the **Classification**, and the data will populate in the **Form 9 Position Lines** tab.

STAARS BUDGETTING DEFAULT SETTING - For a new hire starting at a step greater than Step 1, you must 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 12. In the **Step** field, right click, then click **Search**.

Step 13. The **Step Search** screen will display, click **Search** again for the list to populate. Select the appropriate step.

Step Search

Code: Name:

Display Items

Item Page: **1** 2

	Code	Name
<input type="button" value="Select"/>	29	DIFF 29
<input type="button" value="Select"/>	CV	CONVERSION
<input type="button" value="Select"/>	30	STEP 30
<input type="button" value="Select"/>	31	STEP 31
<input type="button" value="Select"/>	32	STEP 32
<input type="button" value="Select"/>	33	STEP 33
<input type="button" value="Select"/>	34	DIFF 34
<input type="button" value="Select"/>	35	DIFF 35

Step 14. 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 15. Next, you will need to select the proper retirement category. In the **Category** field, right click then click **Search**

Step 16. 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	SEIB 1	SEIB Full Time and 3/4 Time
Select	ERS OTHER SEIB 1	ERS Other Tier 1 SEIB Full Time and 3/4 Time
Select	ERS OTHER SEIB 2	ERS Other Tier 1 SEIB 1/2 Time
Select	ERS OTHER SEIB 3	ERS Other Tier 1 SEIB 1/4 Time
Select	ERS OTHER SEIB 4	ERS Other Tier 2 SEIB Full Time and 3/4 Time
Select	ERS OTHER SEIB 5	ERS Other Tier 2 SEIB 1/2 Time
Select	ERS OTHER SEIB 6	ERS Other Tier 2 SEIB 1/4 Time
Select	ERS LAW ENF SEIB 1	ERS Law Enforcement Tier 1 SEIB Full Time and 3/4 Time
Select	ERS LAW ENF SEIB 2	ERS Law Enforcement Tier 1 SEIB 1/2 Time
Select	ERS LAW ENF SEIB 3	ERS Law Enforcement Tier 1 SEIB 1/4 Time
Select	ERS LAW ENF SEIB 4	ERS Law Enforcement Tier 2 SEIB Full Time and 3/4 Time

Step 17. Select the appropriate category to calculate the desired retirement and insurance benefits. Once selected, the data will populate in the tab.

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.

Funding Start Date	Funding End Date
10/01/2017	12/31/2017

Step 18. In the **FTE** field, enter the desired FTE percentage:

FTE	Count	Salary Percentage	Benefit Percentage
1	1	100	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 19. In the **Count** field, enter the number of employees that will be hired at this rate.

FTE	Count	Salary Percentage	Benefit Percentage
1	1	100	100



Step 20. In the **Salary Percentage** field, you will need to key the equivalent percent for the FTE keyed (Step 18). If nothing is entered, both percentages will automatically calculate at 100%.

Salary Percentage	Calculated Salary	Current Salary	Cost
100	-36,491		-56,067



Step 21. Once all fields have been added, click **Calculate**.

Step 22. Click **Save** and determine if the **Action was Successful**.

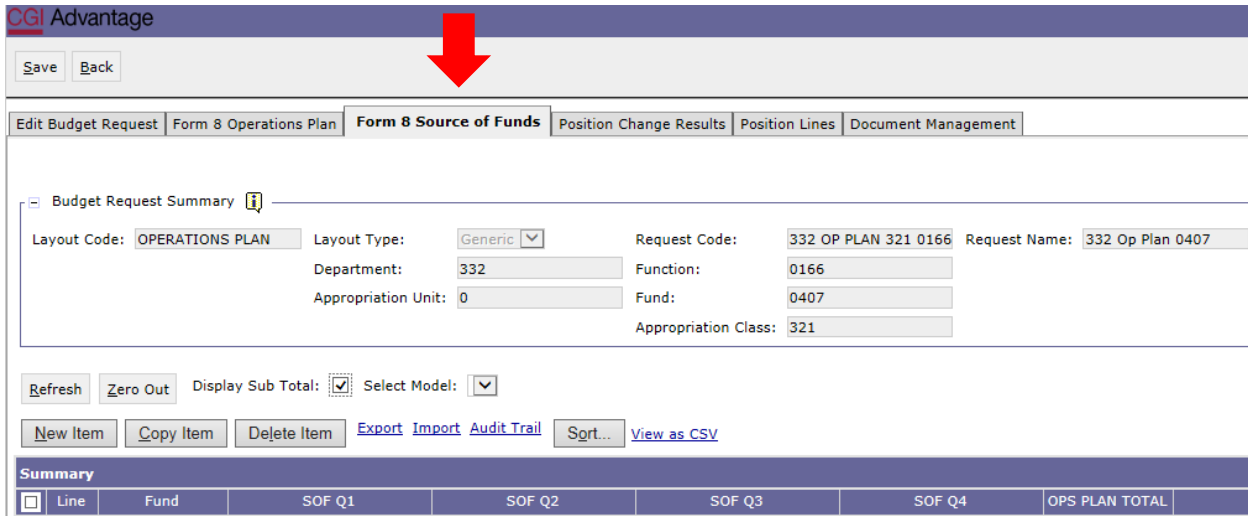
NOTE:

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 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 adjust 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, and category.

FORM 8 SOURCE OF FUNDS TAB

Step 1. Select the **Form 8 Source of Funds** tab.



CGI Advantage

Save Back

Edit Budget Request | Form 8 Operations Plan | **Form 8 Source of Funds** | Position Change Results | Position Lines | Document Management

Budget Request Summary ⓘ

Layout Code: OPERATIONS PLAN Layout Type: Generic Request Code: 332 OP PLAN 321 0166 Request Name: 332 Op Plan 0407

Department: 332 Function: 0166

Appropriation Unit: 0 Fund: 0407


Appropriation Class: 321

Refresh Zero Out Display Sub Total: Select Model:

New Item Copy Item Delete Item Export Import Audit Trail Sort... View as CSV

Summary							
<input type="checkbox"/>	Line	Fund	SOF Q1	SOF Q2	SOF Q3	SOF Q4	OPS PLAN TOTAL

Step 2. Click **New Item** to insert a line for each fund used for the department planned expenditures.



Refresh Zero Out Display Sub Total: Select Model:

New Item Copy Item Delete Item Export Import Audit Trail Sort... View as CSV

Summary							
<input type="checkbox"/>	Line	Fund	SOF Q1	SOF Q2	SOF Q3	SOF Q4	OPS PLAN TOTAL
<input checked="" type="checkbox"/>	1						

Step 3. 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 funding required for the expenditures on the current Form 8.

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 (*).

NOTE: *If new funds are needed, contact your budget analyst.

Step 4. Click Search.

CGI Advantage

Fund Search

Code: Name: Short Name: * Element Type
 Parent Fund:

Financial Rollups Information

Category:

Display Items

	Code	Name	Short Name	Element Type
Select	0407-201	Merchandise Sales (Gift Shop)	Merch&ise Sales	COA
Select	0407-202	State Lodgings Tax	ST Lodgings Tax	COA
Select	0407-503	Bureau of Tourism and Travel	Bureau of Touri	COA

Step 5. Select the desired Source of Funds to populate in the tab.

Step 6. Enter the Q1-Q4 amounts from the Form 8 Operations Plan totals. Toggling between screens will ensure that the totals are OK and not a Mismatch.

FORM 8 Operations Plan Totals

Summary												
Line	Budget Object	Ops Plan FY Q1	First Quarter 2019	Ops Plan FY Q2	Second Quarter 2019	Ops Plan FY Q3	Third Quarter 2019	Ops Plan FY Q4	Fourth Quarter 2019	Total 2019		
<input type="checkbox"/>	1 0104	E		111,114	29,762	125,885	29,000	125,885	24,165	104,904	467,788	
<input type="checkbox"/>	2 0109	E	35,752	35,752		0	0		0	35,752		
<input type="checkbox"/>	3 0112	E		0		0	0		0	0		
<input type="checkbox"/>	4 0116	E		5,300		0	0		0	5,300		
<input type="checkbox"/>	5 0117	E		0		0	0		0	0		
<input type="checkbox"/>	6 0119	E		0		0	0		0	0		
<input type="checkbox"/>	7 0124	E		0		0	0		0	0		
<input type="checkbox"/>	8 0129	E		0		0	0		0	0		
<input type="checkbox"/>	9 0201	E	5,156	14,065	3,000	10,357	3,000	10,413	2,000	8,179	43,014	
<input type="checkbox"/>	10 0202	E		14,117		12,227		12,336		10,283	48,963	
<input type="checkbox"/>	11 0203	E	10,000	29,530	7,006	26,536	6,841	26,371	2,941	22,471	104,908	
Totals:			197,823	356,793	139,268	274,505	138,341	274,505	128,606	245,337	1,151,140	

Page 1 of 2 Show 20 rows per page

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

[to top of page](#)

Form 8 Source of Funds Tab

Summary						
Line	Fund	SOF Q1	SOF Q2	SOF Q3	SOF Q4	OPS PLAN TOTAL
1	0429-504	356,793	274,505	274,505	245,337	1,151,140
Tota		-356,793	-274,505	-274,505	-245,337	-1,151,140

Page 1 of 1 Show

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

Step 7. Once all Sources of Funds have been entered on the tab, click **Save** to exit. **Action was Successful** will appear.

Step 8. Now, you are ready to generate the infoAdvantage Report that will create Forms 8 and 9.

Step 9. Save the InfoAdvantage Report to your computer to add the file to the Document Management Tab.

DOCUMENT MANAGEMENT TAB

All reports created in infoAdvantage will need to be attached in the appropriate form (Op Plan with DOC in the NAME) using the following steps.

Step 1. Select the **Document Management** tab.

NOTE: If documents are already listed, select each item and delete before adding new entries.

Step 2. Click **Add Document**.

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:

Documents are successfully saved to database.

[Back To Inbox](#)

[Edit Budget Request](#) |
 [Form 8 Operations Plan](#) |
 [Form 8 Source of Funds](#) |
 [Position Change Results](#) |
 [Position Lines](#) |
 Document Management

[Add Document](#) |
 [Delete](#) |
 [Save](#) |
 [Check Out](#) |
 [Check In](#) |
 Search From Repository |
 Display 20 Items |
 Sgrrt...

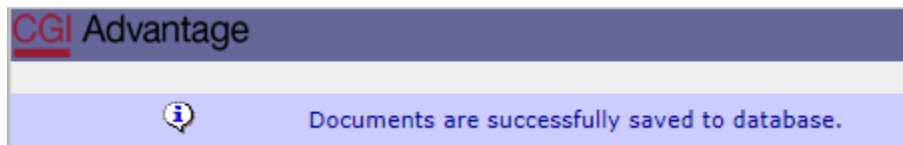
File Name	Content Type	Last Modified Timestamp
332 Op Plan 2018.pdf	application/pdf	05/29/2017 20:25:20

NOTE: Please be sure to include ALL documentation required for the Operations Plan: Operations Plan, QPR Target Report, manual Form 9 (if necessary,) program change letters, draw down schedules, grants, etc. Please use a similar format for naming additional documents,

Examples:

- 332 FY 20 Op Plan Program Change Letter
- 332 FY 20 Op Plan Grant Awards

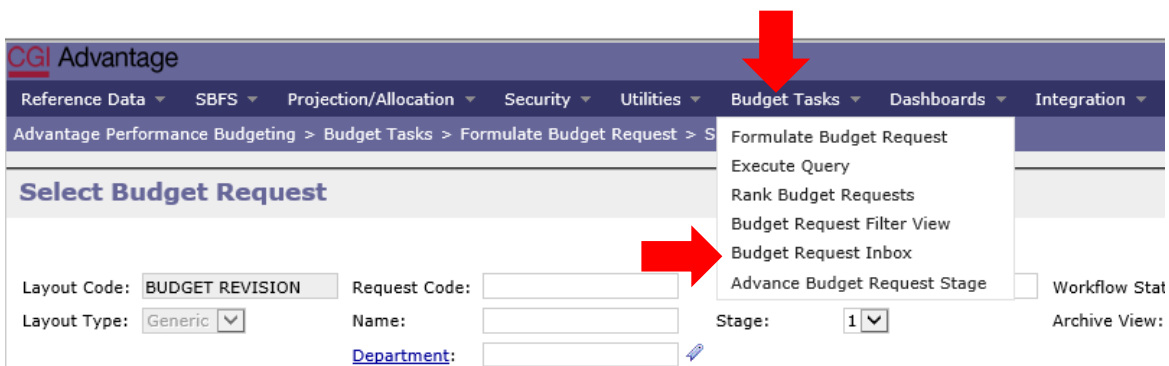
Step 5. When all required forms have been attached in the **Document Management** tab, click SAVE. The following message will appear.



Step 6. Click **Back**, then click **Continue** to exit out of the form.

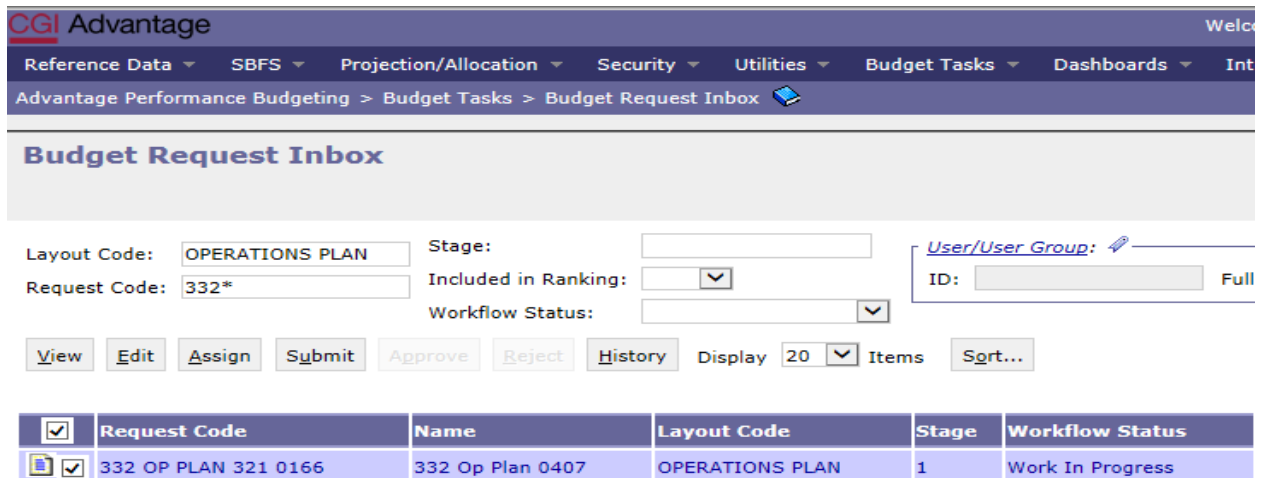
SUBMISSION

To submit the final Operations Plan packet, return to the **Budget Tasks** drop down menu.

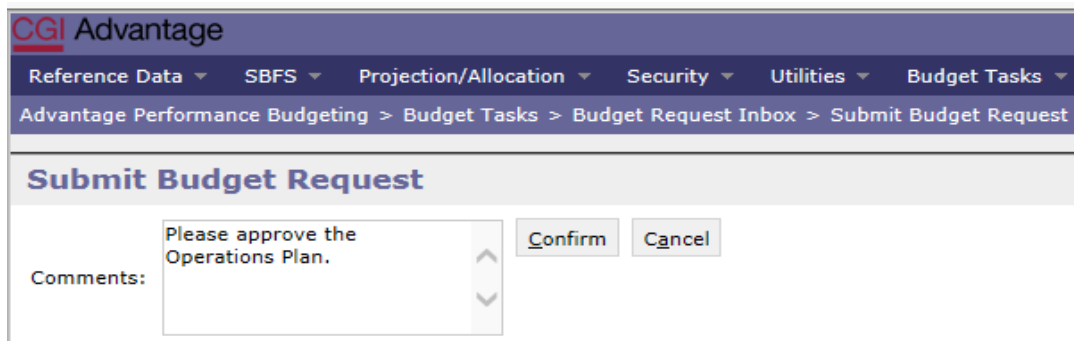


Step 1. Select **Budget Request Inbox**. The **Budget Request Inbox** will display.

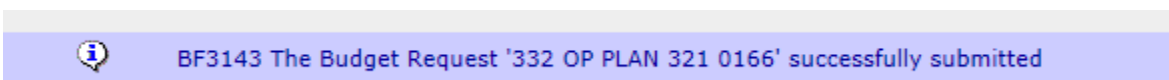
Step 2. Select the Op Plan forms to be submitted.



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 Operations Plan 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 (if provided) along with a link to STAARS Performance Budgeting.

Please approve the Operations Plan https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=332%20OP%20PLAN%20321%2000166&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=OPERATIONS%20PLAN

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

The screenshot shows the 'Select Budget Request' page in the CGI Advantage system. The 'Budget Tasks' menu is expanded, showing options like 'Formulate Budget Request', 'Execute Query', 'Rank Budget Requests', 'Budget Request Filter View', 'Budget Request Inbox', and 'Advance Budget Request Stage'. The 'Budget Request Inbox' option is highlighted with a red arrow. Below the menu, there are input fields for 'Layout Code' (BUDGET REVISION), 'Request Code', 'Layout Type' (Generic), 'Name', 'Department', and 'Stage' (1). There are also buttons for 'New', 'Edit', 'Copy Header', 'Copy All', 'View', 'Delete', 'Save', 'Display 20 Items', and 'Sort...'. A red arrow points to the 'Department' field.

Step 2. The 1st approver will need to select the **Operations Plan Form 8s**.

The screenshot shows the 'Budget Request Inbox' page. There are input fields for 'Layout Code' (*OPERATIONS*), 'Request Code' (332*), 'Stage', 'Included in Ranking', 'Workflow Status', and 'User/User Group'. Below these fields are buttons for 'View', 'Edit', 'Assign', 'Submit', 'Approve', 'Reject', 'History', 'Display 20 Items', and 'Sort...'. A table below shows a list of budget requests:

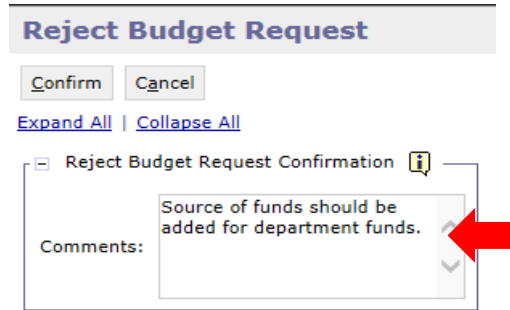
<input checked="" type="checkbox"/>	Request Code	Name	Layout Code	Stage	Workflow Status	Included in Ranking	Comments
<input checked="" type="checkbox"/>	332 OP PLAN 321 0166	332 Op Plan 0407	OPERATIONS PLAN	1	Submitted	False	Please approve the Operations Plan

Step 3. To review the operations plan, click **View**.

Step 4. After review, if the documents need editing, the 1st approver will need to click **Reject**. The following screen will appear.

The screenshot shows the 'Reject Budget Request' confirmation dialog. It has 'Confirm' and 'Cancel' buttons. Below the buttons are links for 'Expand All' and 'Collapse All'. The main content is a 'Reject Budget Request Confirmation' section with a 'Comments' text area for providing feedback.

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



Step 6. Click **Confirm**. This will send the operations plan 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.

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 Operations Plan, reviews and determines that the packet is satisfactory, the 1st approver can use the email received to follow the link and now approve the Operations Plan 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.

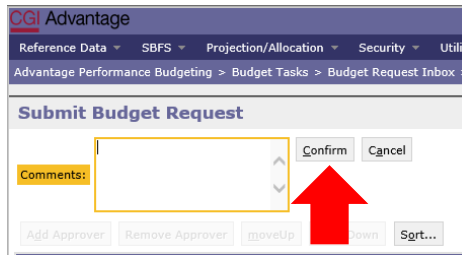


NOTE: After approving, the Operations Plan will stay in 1st approver's inbox until this approver also submits the revision to the 2nd approver.

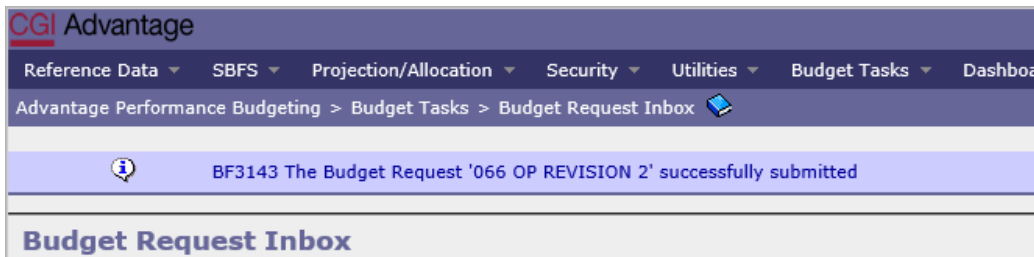
Step 10. The 2nd approver will receive an email notification with a link to STAARS Performance Budgeting to login and approve.

Step 11. To submit the Operations Plan to the 2nd approver, select the Operations Plan again, then click **Submit**. The **Submit Budget Request** screen displays.

Step 12. Click **Confirm** to submit the Operations Plan.



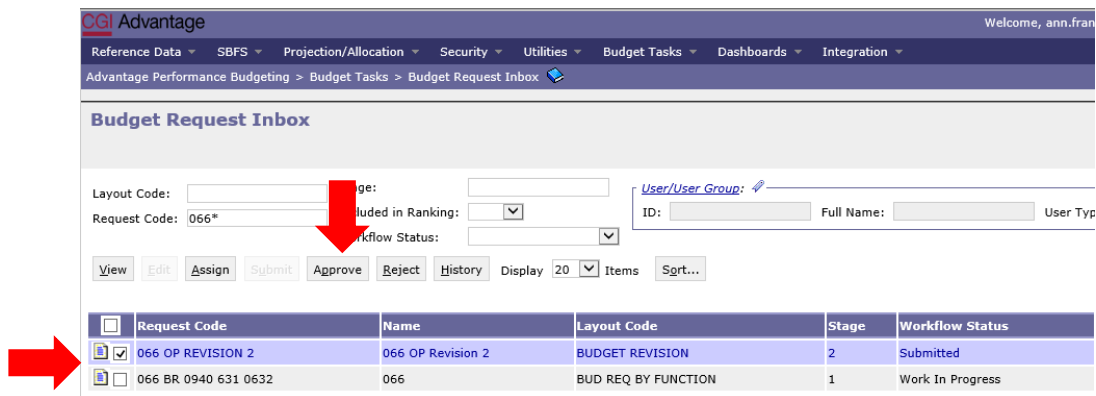
Step 13. You will return to the **Budget Request Inbox** and a message displays that the Operations Plan was **Successfully Submitted**. The 2nd approver receives an email in Microsoft Outlook indicating that the packet has been submitted.



ADDITIONAL OPTION: REJECTED

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 only, not the original submitter. 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**.

NOTE: After approval, the form(s) remains in the 2nd approver’s **Budget Request Inbox** until it is also submitted to the Executive Budget Office.

Step 15. Click **Confirm** to approve the form(s).



The screenshot shows the 'Approve Budget Request' interface. At the top, there is a header with the 'CGI Advantage' logo. Below the header, the title 'Approve Budget Request' is displayed. Underneath the title, there are two buttons: 'Confirm' and 'Cancel'. A red arrow points to the 'Confirm' button. Below the buttons, there are two links: 'Expand All' and 'Collapse All'. The main content area is titled 'Approve Budget Request Confirmation' and contains a 'Comments:' label followed by a text input field with a vertical scrollbar on the right side.

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 operations plan 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 only the last approver for corrections. The last approver will need to make the required changes, regenerate the reports in infoAdvantage and re-submit the form(s) to EBO.