STAARS

INFOADVANTAGE

Reporting Manual for State Agencies

For creating reports for Budget Requests, Operation Plans, and Budget Revisions that will be submitted to the Executive Budget Office through electronic workflow.

Table of Contents

Welcome to STAARS infoAdvantage! STAARS infoAdvantage is the tool for creating reports 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 **State Agencies** for the following:

SALARIES AND BENEFITS FORECASTING SYSTEM (SBFS) PROJECTIONS

- Data Dump Report

BUDGET REQUEST FORMS

- **Form 5** – Agency Program Summary
  Prior Year Actuals/Current Year Budget/Agency Budget Request

- **Form 2** – Summary Budget Request (system generated)

- **Form 6** – Personnel Classification

- **Form 3** – Capital Expenditures

- **Form 1** – Estimated Condition of Funds

- **Increase/Decrease Worksheet** (partially system generated)

OPERATIONS PLAN FORMS

- **Form 8** – Operations Plan

- **Form 9** – Employee Staffing Plan

BUDGET REVISIONS

- **Form 8** – Operations Plan

- **Form 9** – Employee Staffing Plan

- **Form 101** – Used for increasing appropriations, 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 to the Form 101 after exporting to Microsoft Excel. Form 101 will also need to be included with Form 8 and 9 (as part of the Budget Revision Packet) on the Document Management tab.
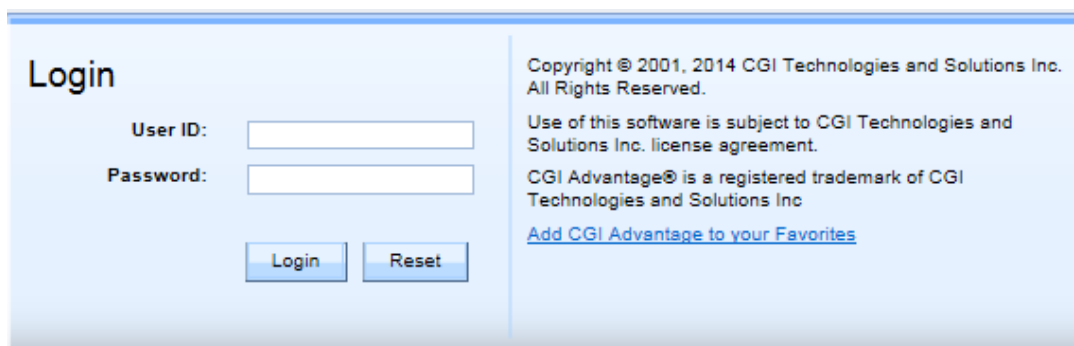
Accessing STAARS infoAdvantage

STAARS infoAdvantage has a separate login URL and screen than the STAARS Performance Budgeting application. 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 STAARS Support at 334-353-9000 or financialsystems@comptroller.alabama.gov if you need access to infoAdvantage.

Login to STAARS infoAdvantage

The recommended way to access infoAdvantage is through STAARS Financials. If you have access to STAARS Financials, start at the log-in screen and enter your credentials.
https://financial.staars.alabama.gov/webapp/PRDFIN1X1/Advantage

A new screen will appear. On the left side of the screen, click on **Search**. Search will expand and you will find a direct link to **infoAdvantage**.

Step 1. The CGI infoAdvantage **Welcome Screen** will appear when infoAdvantage is open and four message boxes will be on the home screen. The first square will include a list of My Recently Viewed Documents. The report you plan to generate may be in this section. If not, follow the steps below:
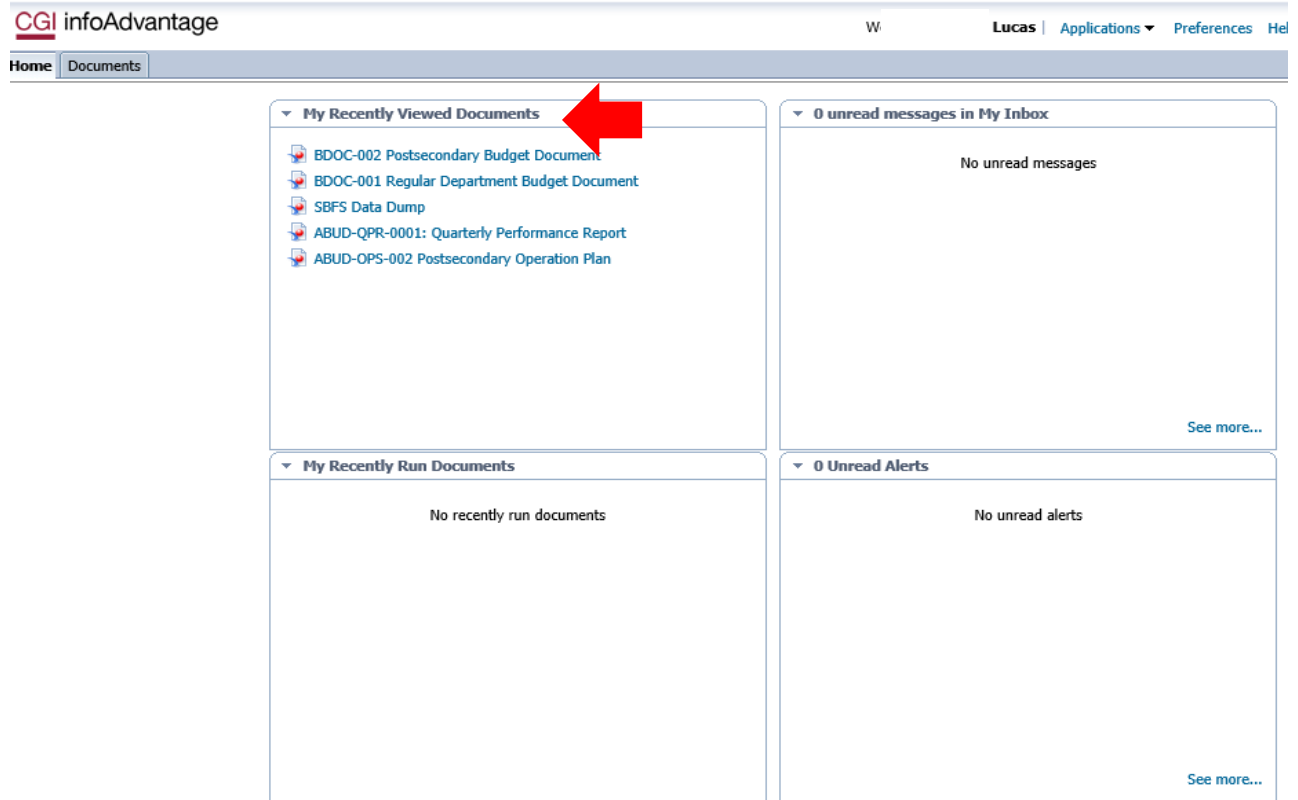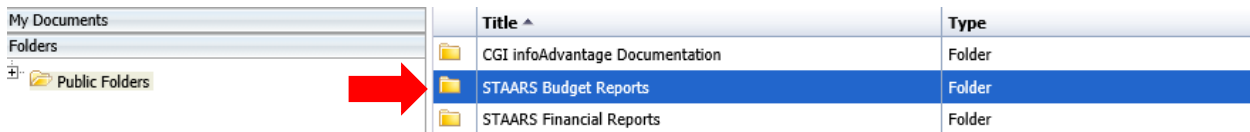

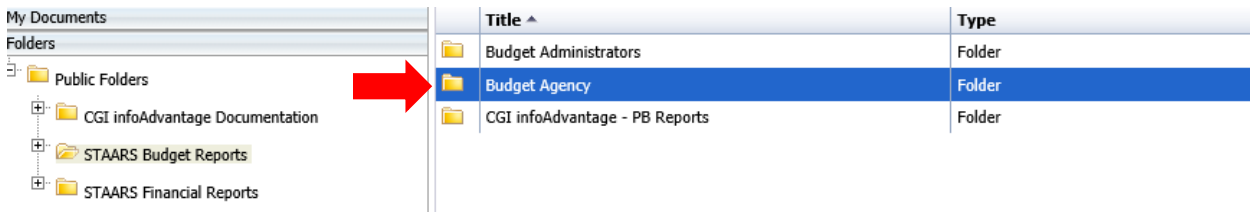**Step 2.** Click **Documents** on the tool bar at the top of the screen.

Step 3. Select the **Folders** tab at the bottom of the screen.
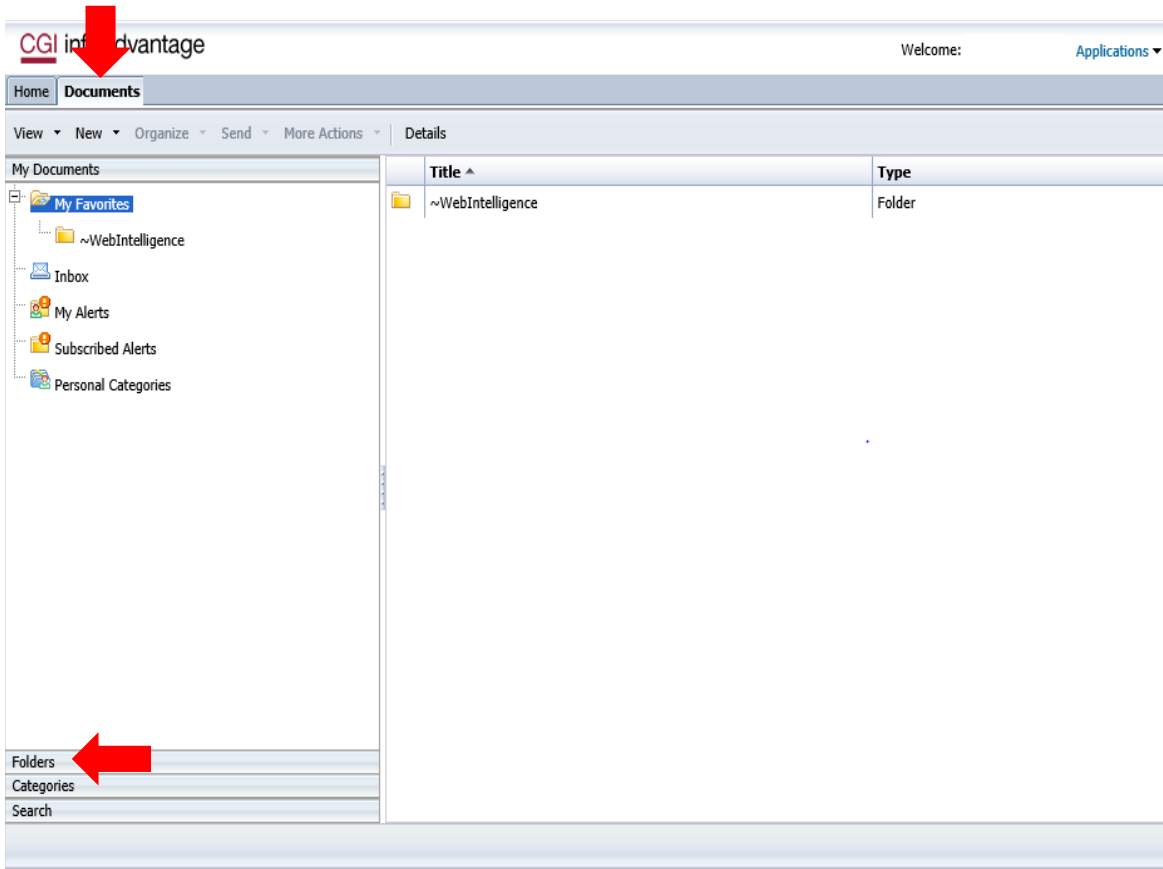
Step 4. Select the **STAARS Budget Reports** folder.

Step 5. Select the **Budget Agency** folder.

Determine the report you wish to generate and skip to the corresponding section of the manual:

SBFS Data Dump (pg.6)   **Increase/Decrease Worksheet (pg.16),**

Operations Plan (pg.9)   **Budget Revision (pg.19)**

Budget Request (pg.12)

Salary and Benefits Forecasting System (SBFS)

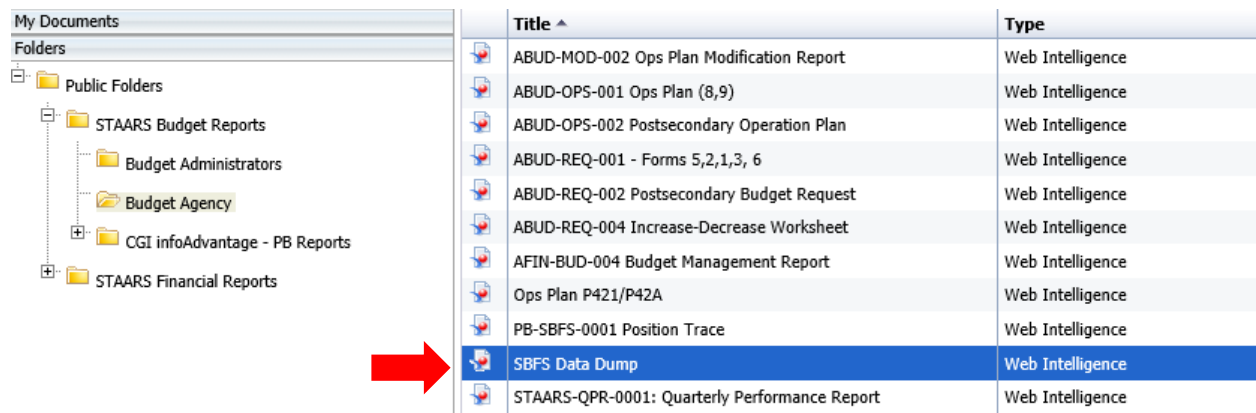## Data Dump Report

The SBFS Report will need to be generated through STAARS infoAdvantage before completing the **Position Changes** tab in the STAARS Budgeting application.

NOTE: If your agency uses a manual Form 9, the SBFS report can be used for informational purposes.

Follow Steps 1-5 in the Login Section above.

Step 6. Once you open the Budget Agency folder, select the **SBFS Data Dump.**

My Documents		Title ▲	Type
Folders		ABUD-MOD-002 Ops Plan Modification Report	Web Intelligence
⊟ 📁 Public Folders		ABUD-OPS-001 Ops Plan (8,9)	Web Intelligence
⊟ 📁 STAARS Budget Reports		ABUD-OPS-002 Postsecondary Operation Plan	Web Intelligence
📁 Budget Administrators		ABUD-REQ-001 - Forms 5,2,1,3, 6	Web Intelligence
📁 Budget Agency		ABUD-REQ-002 Postsecondary Budget Request	Web Intelligence
⊞ 📁 CGI infoAdvantage - PB Reports		ABUD-REQ-004 Increase-Decrease Worksheet	Web Intelligence
⊞ 📁 STAARS Financial Reports		AFIN-BUD-004 Budget Management Report	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

Step 7. If the User Prompt Input section does not automatically show, click the **Question Mark** on the

far left ⬚(?)⬚ to open the box.
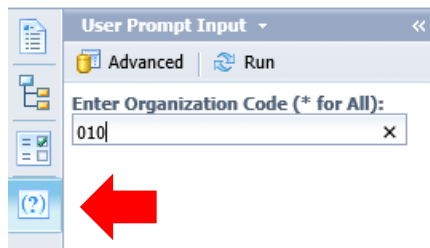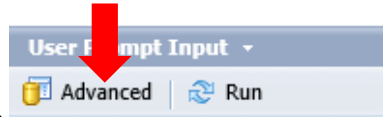
Step 8. Click **Advanced.**

Step 9. The **Prompts Summary** screen will appear. Click the **Refresh Values** symbol for the first prompt highlighted, **Enter value(s) for Salary Projection**. Use the greater than arrows to move the selected **OPS PLAN PROJECTION** to the box on the right. If agencies are preparing Budget Request, the selection would be **REQUESTED PROJECTION.**
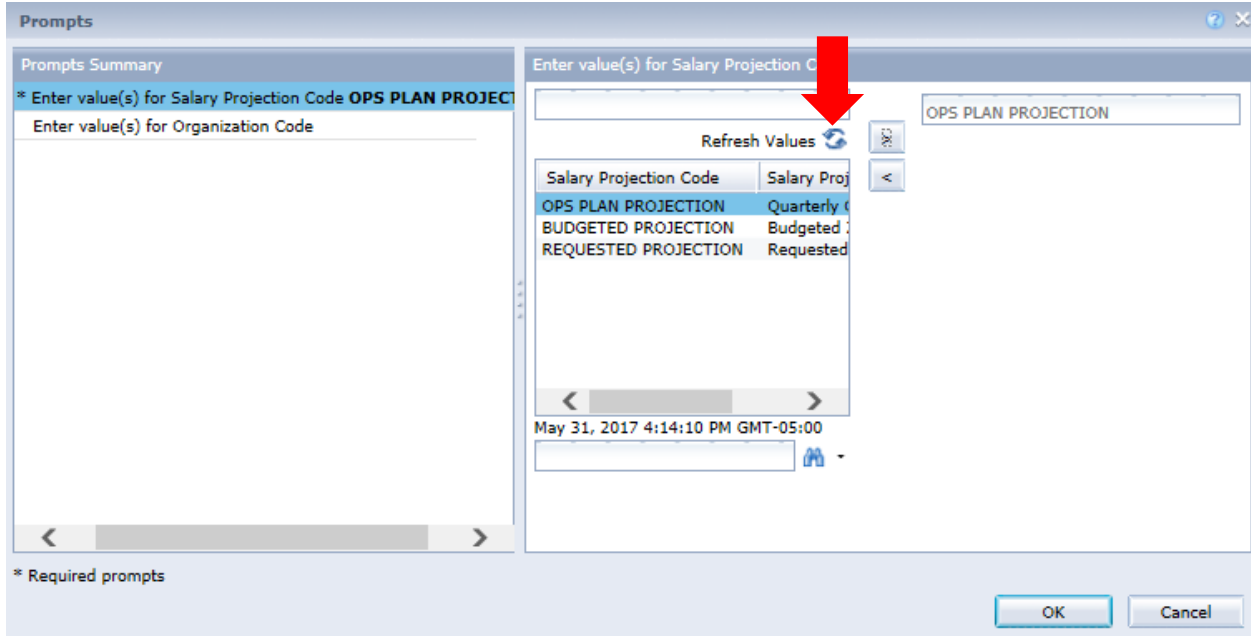
Step 10. On the **Prompts** screen click the second prompt, **Enter value(s) for Organization Code (agency number)**. Click the **Refresh Values** symbol and then use the greater than arrows to move the selected department to the box to the far right.

NOTE: You may also key your agency number directly into the box and then use the greater than arrow to move your agency number to the box at the far right.
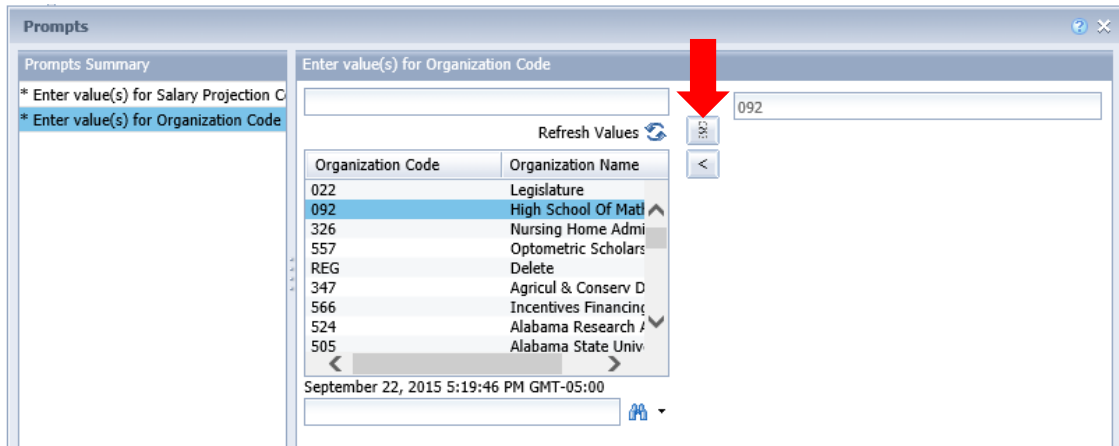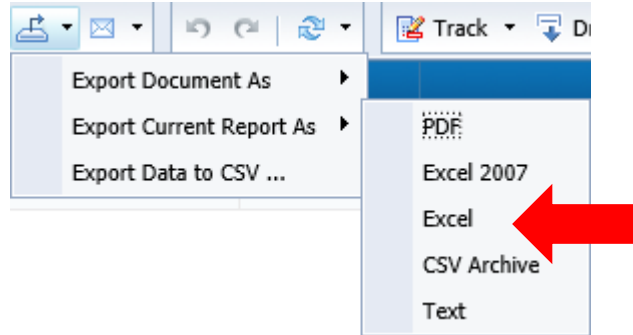
Step 11. Click **OK** to run or generate the report.

EXPORTING TO EXCEL

Step 12. To download the report, click **Export** key at the top of the screen, select **Export Document As**, then select Excel.

NOTE: If you select Export Current Report As, this will export only the current page you are viewing.

Step 13. Sort, and review the data provided specifically for your department as needed.

NOTES:

- The Data Dump is to be used as a tool in helping agencies determine salaries for any budget cycle. It is typically generated for the Operations Plan and Budget Request purposes.
- The Data Dump information is the prepopulated data for salaries (0100) and benefits (0200) when you are working on forms to be submitted to EBO.
- The Data Dump can be downloaded to Excel and used as a tool to assist an agency with finalizing payroll estimates for budget request or operation plans. However, please note that if you select to work with the Data Dump as a tool, you do not have to submit the final spreadsheet to EBO. That data will be summarized in your agency Form 9 staffing plan.

OPERATIONS PLAN PACKET

All reports created for Operation Plans will need to be added in the Document Management tab.
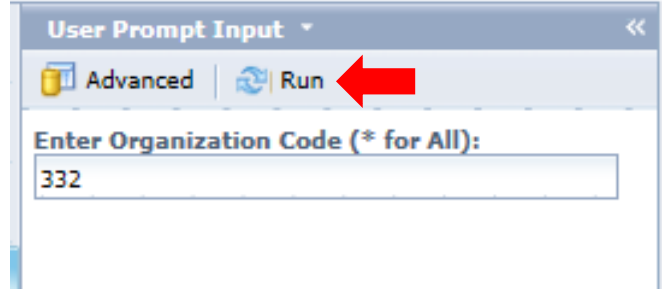
EBO recommends that agencies attach all documents to the first Form 8 created and place an upper case "DOC" at the end of that document's Name. Example: 336 OP PLAN 0374 DOC

Follow Steps 1-5 in the Login Section above.

Step 6. To generate the **Operations Plan packet**, Select **ABUD-OPS-001 Plan (8 and 9)**
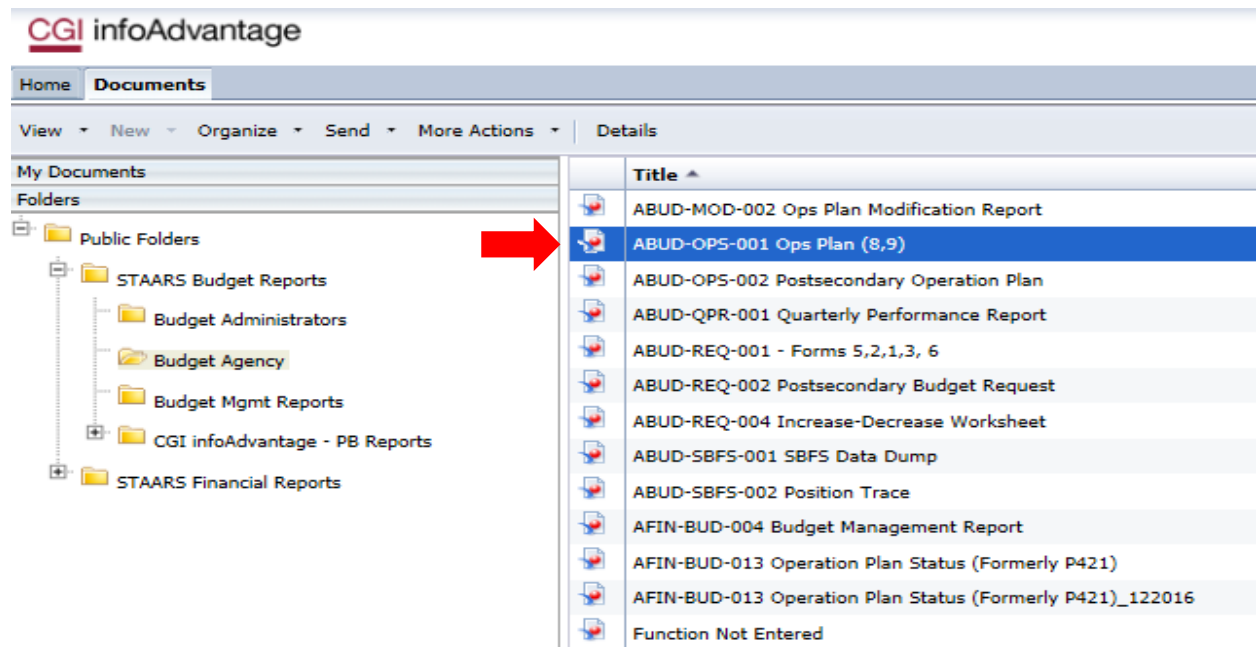
Step 7. Enter the agency number in the prompt. Then click Run.

Step 8. Once the report has generated, the **Error Check Page** will appear on the screen. To view the full report, use the Form 8 and Form 9 tabs at the bottom of the page. For faster viewing, it is highly recommended that agencies download the report to PDF.

To download the report, click **Export** [icon] key at the top of the screen, select **Export Document As**, then select PDF. **NOTE:** If you select Export Current Report As, this will export only the current page you are viewing. This would not be the full report.
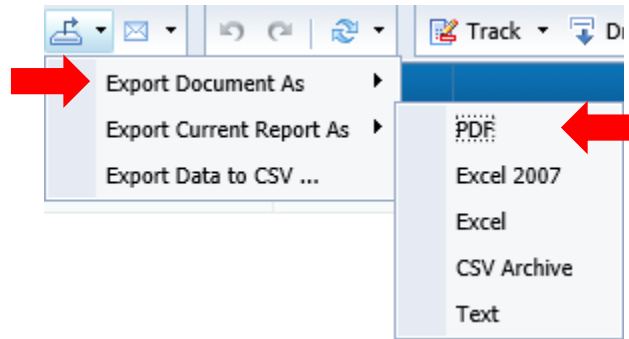
If the Error Check Page shows "**OK**" for each quarter on Form 8 Expenditures match Source of Funds and all information is correct, then save the report to your PC. If you are submitting a manual Form 9, disregard the difference in amounts for the Form 9 Section. It is recommended that you name the report as follows: Agency, FY, Operations Plan   Example: 336 FY 24 Operations Plan

**If the Error Check Report has any mismatches in Quarterly Columns, you <u>MUST</u> return to STAARS Budgeting and make corrections. Continue this procedure until all columns show "OK" on the Error Check Page.

SAMPLE ERROR CHECK REPORT

State of Alabama
Error Page

332-Tourism

Form 8	First Quarter 20xx	Second Quarter 20xx	Third Quarter 20xx	Fourth Quarter 20xx
Expenditures	4,475,040	4,450,041	4,450,039	4,450,040
Source of Funds	4,475,040	4,450,041	4,450,039	4,450,040
Form 8 Expenditures match Source of Funds	Ok	Ok	Ok	Ok

Form 9

Total Personal Cost - Form 8	2,487,274
Total Salary - Form 9	2,344,106

SAMPLE AGENCY SUMMARY PAGE

Agency Summary					
Department 332 - Tourism					
Objective					
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Total
Number of Employees	61.00	61.00	61.00	61.00	
Expenditures by Major Object:					
0100 - Personnel Costs	621,819	621,819	621818	621,818	2,487,274
0200 - Employee Benefits	279,818	279,819	279818	279,819	1,119,274
0300 - Travel-In State	18,750	18,750	18750	18,750	75,000
0400 - Travel-Out of State	24,000	24,000	24000	24,000	96,000
0500 - Repairs and Maintenance	12,500	12,500	12500	12,500	50,000
0600 - Rentals and Leases	100,000	100,000	100000	100,000	400,000
0700 - Utilities and Communication	50,500	50,500	50500	50,500	202,000
0800 - Professional Fees and Services	2,032,028	2,032,028	2032028	2,032,028	8,128,112
0900 - Supplies, Materials, and Operating Expenses	251,250	251,250	251250	251,250	1,005,000
1000 - Transportation Equipment Operations	10,000	10,000	10000	10,000	40,000
1100 - Grants and Benefits	674,625	674,625	674625	674,625	2,698,500
1400 - Other Equipment Purchases	50,000	25,000	25000	25,000	125,000
1600 - Miscellaneous	349,750	349,750	349750	349,750	1,399,000
Total Expenditures	**4,475,040**	**4,450,041**	**4,450,039**	**4,450,040**	**17,825,160**
Fund No. Source of Funds					
0100-230 - State General Fund	165,375	165,375	165,375	165,375	661,500
0407-503 - Bureau of Tourism and Travel	4,309,665	4,284,666	4,284,664	4,284,665	17,163,660
Total Source of Funds	**4,475,040**	**4,450,041**	**4,450,039**	**4,450,040**	**17,825,160**

Return to the **Budget Request Inbox** in the Performance Budgeting application to attach a copy of the report to the Document Management tab in your agency Form 8 as noted above.

<u>**BUDGET REQUEST PACKET**</u>

**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. To generate the **Budget Request Packet**, Select **ABUD-REQ-001 – Forms 5, 2, 1, 3, and 6.**

My Documents	Title ▲	Type
Folders	ABUD-MOD-002 Ops Plan Modification Report	Web Intelligence
⊟ 📁 Public Folders	ABUD-OPS-001 Ops Plan (8,9)	Web Intelligence
⊟ 📁 STAARS Budget Reports	ABUD-OPS-002 Postsecondary Operation Plan	Web Intelligence
📁 Budget Administrators	ABUD-REQ-001 - Forms 5,2,1,3, 6	Web Intelligence
📂 Budget Agency	ABUD-REQ-002 Postsecondary Budget Request	Web Intelligence
⊞ 📁 CGI infoAdvantage - PB Reports	ABUD-REQ-004 Increase-Decrease Worksheet	Web Intelligence
⊞ 📁 STAARS Financial Reports	AFIN-BUD-004 Budget Management Report	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

Use the **User Prompt Input** section on the left 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.

CGI infoAdvantage

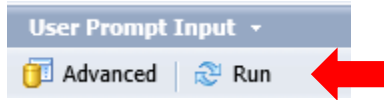| Home | Documents | ABUD-REQ-001 - For... |

Web Intelligence ▾

User Prompt Input ▾ «

📁 Advanced | 🔄 Run

Enter Organization Code (* for All):

300

(?)

Step 8. Click **Run.**

Step 9. Review the **Error Check Report** 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**." **Agencies using a manual Form 6 should ignore the Mismatch notification for that form.** All other forms that are NOT in balance will be indicated by Mismatched. **If the Error Check Report has any Mismatched notations under the Actual, Budgeted or Requested columns, return to Performance Budgeting for corrections.**

EXAMPLES:

FORM 1

Report ID: ABUD-REQ-001   State of Alabama
BO Form No.1   Agency Budget Request
Run Date: Estimated Condition of Funds
Run Time:

Department   059 - Environmental Management

Recap of All Funds	Actual	Budgeted	Requested	Increase (Decrease) From Prior Year	
				Amount	Percent
2001 Unencumbered Balance Brought Forward	83,570,318	220,130,242	750,488,637		
2002 Investments Balance	331,972,192	372,498,876	0		
Receipts of Federal Funds For					
0939-101 - Federal Grants - Public Water SRF	24,951,616	4,729,632	12,000,000	7,270,368	
0453-101 - Federal Grants - Clean Water SRF	28,830,640	17,826,168	25,943,484	8,117,316	
0453-102 - Transfers to CW SRF Master Account	89,609,968	51,886,968	0	(51,886,968)	
0347-101 - Federal Grants	37,456,912	41,368,708	21,733,154	(19,635,554)	
Receipts of State Funds For					
1210-201 - Alabama Recycling Fund	3,424,696	5,850,000	2,193,326	(3,656,674)	
1209-201 - Solid Waste Fund	3,255,814	5,750,000	3,325,000	(2,425,000)	
1426-201 - Scrap Tire Fund	8,206,376	13,200,000	5,500,532	(7,699,468)	

FORM 2

State of Alabama
Agency Budget Request
Summary Budget Request

Department   059 - Environmental Management

Appropriation Class and Function	Actual	Budgeted	Requested	Increase (Decrease) From Prior Year	
				Amount	Percent
418 - Environmental Management					
0223 - Administration	15,161,760	16,081,796	6,389,420	(9,692,376)	-60.27%
0224 - Water Quality Control	11,983,534	15,024,710	4,549,864	(10,474,846)	-69.72%
0225 - Air Pollution Control	7,580,636	7,812,305	794,478	(7,017,827)	-89.83%
0226 - Solid and Hazardous Waste Manage	13,343,112	15,613,244	3,999,636	(11,613,608)	-74.38%
0227 - Field Operations	13,174,415	13,203,216	2,645,086	(10,558,130)	-79.97%
Total: 418 - Environmental Management	61,243,457	67,735,271	18,378,484	(49,356,787)	-72.87%

FORM 3

State of Alabama
Agency Budget Request
Capital Expenditures

Department   059 - Environmental Management

Identification of Requested Items	Capital Outlay	Transportation Equipment Purchases	Other Equipment Purchases	Appropriation Class	Source of Financing
300 - Capital: Transportation Equipment	0	383,579	0	418	Environmental
Automobiles	0	383,579			They said NO Expenditures for Capital Pur
400 - Capital: Other Equipment Purchases	0	0	1,608,580	418	Environmental
Computer Equipment and Accessories	0		1,608,580		
Grand Totals:	0	383,579	1,608,580		

FORM 5

State of Alabama
Agency Budget Request

Department Summary

Department: 059 - Environmental Management

Object Category	Actual Expenditures	Budgeted Expenditures	Requested Total	Increase (Decrease) From Prior Year	
				Amount	Percent
0T FTE - Total Full Time Equivalent	0.00	0.00	1	0.00	
00 - Personnel Costs	31,265,049	32,182,324	118,739	(32,063,585)	-99.63%
00 - Employee Benefits	11,742,343	12,314,274	26,372	(12,287,902)	-99.79%
00 - Travel-In State	351,300	376,354	371,354	(5,000)	-1.33%
00 - Travel-Out of State	121,685	133,153	133,152	(1)	0.00%
00 - Repairs and Maintenance	555,119	354,955	354,955	0	0.00%
00 - Rentals and Leases	1,652,331	1,600,000	1,600,001	1	0.00%
00 - Utilities and Communication	925,057	961,573	961,573	0	0.00%
00 - Professional Fees and Services	8,127,332	12,283,343	13,781,576	1,498,233	12.20%
00 - Supplies, Materials, and Operating Expenses	2,687,887	3,097,510	1,744,024	(1,353,486)	-43.70%
00 - Transportation Equipment Operations	466,015	462,880	462,833	(47)	-0.01%
00 - Other Equipment Purchases	1,158,381	1,608,580	1,608,580	0	0.00%
tal Expenditures	59,052,500	65,374,946	21,163,159	-44,211,787	-67.63%
nd No. Source of Funds					
47-101 - Federal Grants	37,248,048	41,368,708	21,733,154	(19,635,554)	-47.46%
47-202 - Alabama Underground Storage Tank Fund ranofor	3,664,746	4,720,000	2,360,000	(2,360,000)	-50.00%

FORM 6

Report ID: ABUD-REQ-001
BO Form No.6
Run Date:
Run Time:

State of Alabama
Agency Budget Request
Personnel Classification

Department 059 - Environmental Manage

Personnel Cost					
107 - Overtime	632				
109 - Termination Cost, Annual Leave	150,714				50,00
114 - Board Members Compensation	3,800				
116 - Longevity Allowances	368,300				
117 - Termination Costs, Sick Leave	102,622				25,00
129 - Bonus					40
Totals	626,068	0.00	0	0.00	75,40

Other Personnel Information	Actual 2015	Budgeted 2016	Requested 2017
0990 - # of Anniversary/Annual/Promotional Raises (OPI)	332	539	5C
0993 - # of Vacant Positions Filled (OPI)		64	
0994 - # of Employees on September 30 (OPI)	584	648	64

Step 10. You have now generated the Budget Request packet. You should export the report as PDF and save to your PC**. It is recommended that you name the report as follows: Agency, FY, Budget Request example: 336 FY 24 Budget Request**
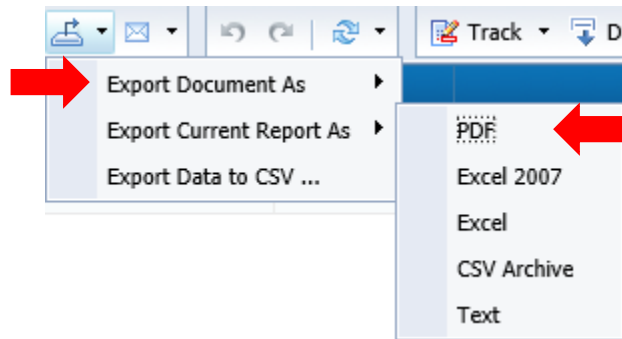
To download the report, click **Export** key at the top of the screen, select **Export Document As**, then select PDF. **NOTE:** If you select Export Current Report As, this will export only the current page you are viewing. This would not be the full report.

Return to the Budget Request Inbox in the Performance Budgeting application to attach a copy of the report to the Document Management tab in your agency Form 1 & 3.

<div align="center">

INCREASE-DECREASE WORKSHEET

</div>

The Increase/Decrease Worksheet created for the Budget Request Packet will need to be attached in the Document Management tab on Forms 1 and 3 with all other Budget Request Packet attachments.

Follow Steps 1-5 in the Login Section above.

Step 6. Select the **ABUD-REQ-004 – Increase-Decrease Worksheet**
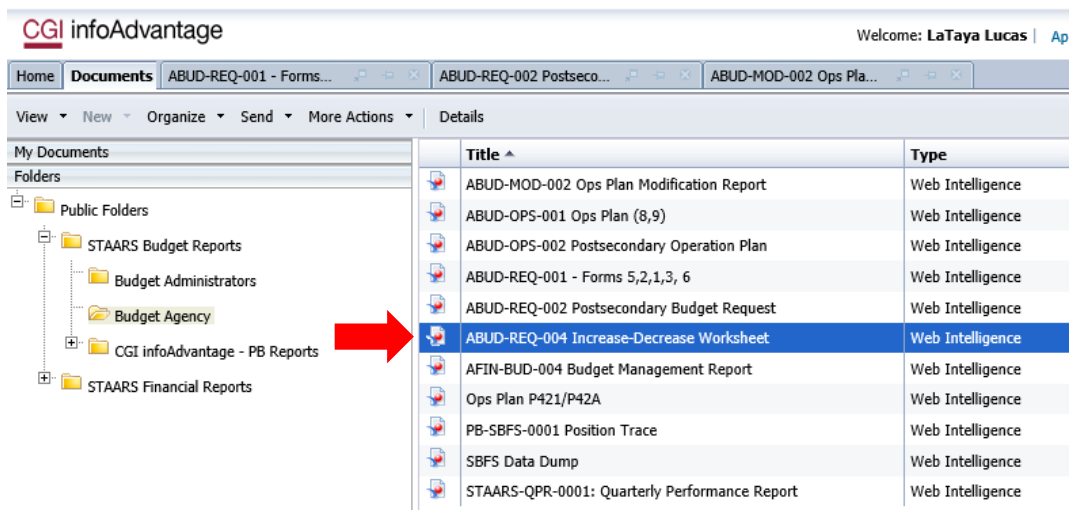
Step 7. Enter the 3-digit department code in the **Enter value(s) for Organization Code** prompt.
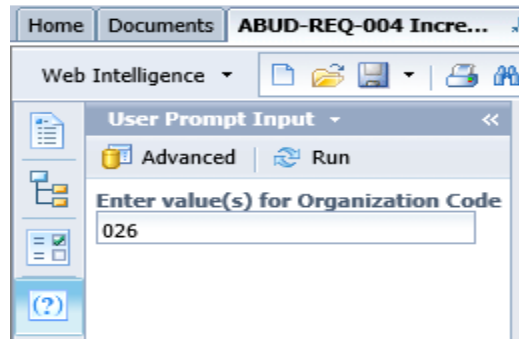
Step 8. Click **Run**.

EXAMPLE INCREASE – DECREASE WORKSHEET

Department of Examiners Of
Public Accounts Increase/
Decrease Worksheet FY 2017

	General Fund	ETF	Earmarked Funds	Total
FY 2016 Budgeted Expenditures	7,006,014	6,266,034	9,977,244	23,249,292
0100 - Personnel Costs	3,899,847.23	-1,254,797.49	-2,237,603	407,446.74
0200 - Employee Benefits	1,380,792.16	-489,740.55	-836,468	54,583.61
0300 - Travel-In State	916,526	3,704,319	-309,041	4,311,804
0400 - Travel-Out of State		-3,940	-209	-4,149
0500 - Repairs and Maintenance		1,096	1,064	2,160
0600 - Rentals and Leases	112,200	31,563	-138,854	4,909
0700 - Utilities and Communication	11,000	15,913	-25,130	1,783
0800 - Professional Fees and Services	167,000	130,909	-173,894	124,015
0900 - Supplies, Materials, and Operating Expenses	614,000	50,832	-74,832	590,000
1000 - Transportation Equipment Operations	1,600	593	-2,193	0
1100 - Grants and Benefits				
1200 - Capital Outlay				

EXPORTING TO EXCEL

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

Select **Export Document As**, then select **Excel**.
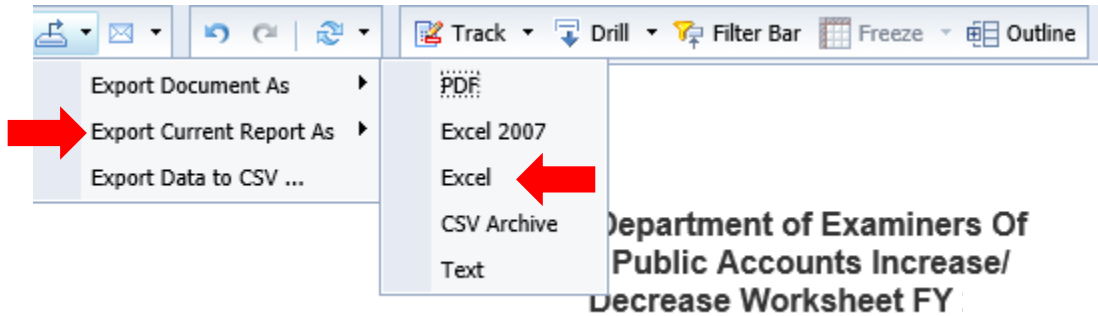
Step 2. Save to your PC in the following format:

FY21 026 Budget Request Increase Decrease

Step 3. Provide detailed justifications for the increases and decrease for each fund and object.

EXAMPLE: 0100 Personnel Costs

New Hires

Termination Cost

Longevity

Subsistence, etc.

Step 4. When all justifications are complete, **SAVE** your file again and attach the final version to your Form 1 & 3 in Performance Budgeting.

BUDGET REVISION PACKET

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

Follow Steps 1-5 in the Login Section above.

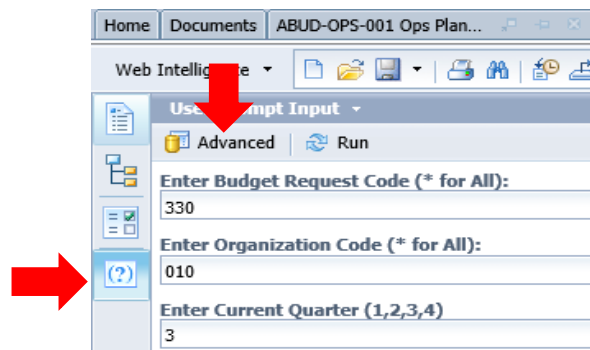**Step 6.** Select the **ABUD-MOD-002 Ops Plan Modification Report**.
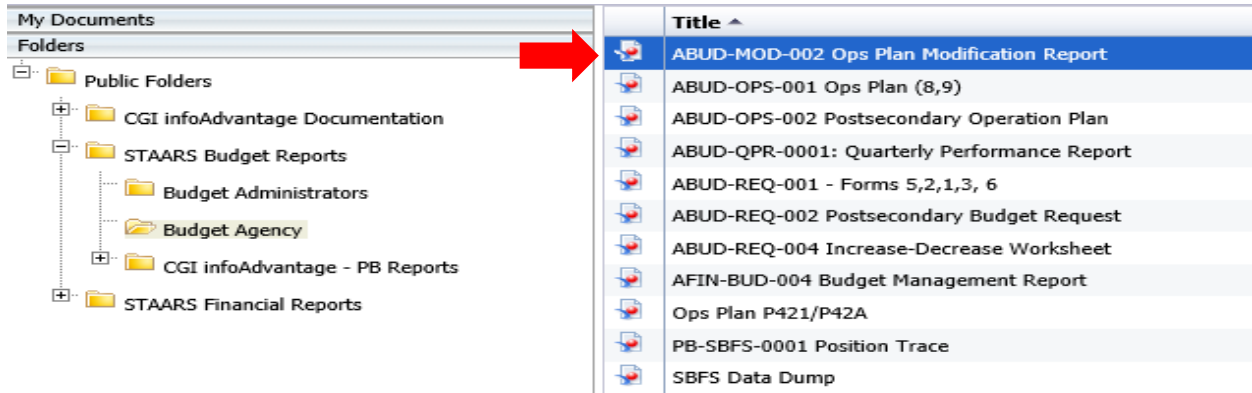
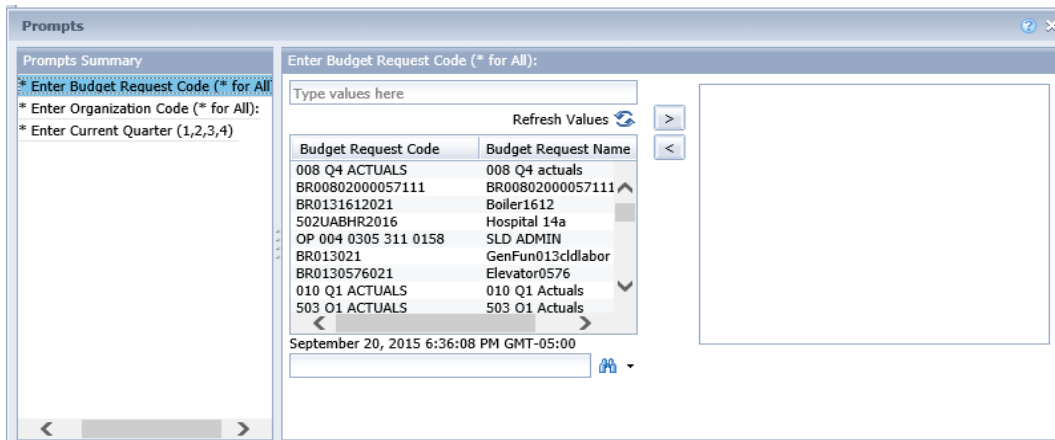**Step 7.** Click **Advanced** in the **User Prompt Input** box.

Step 8. 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.
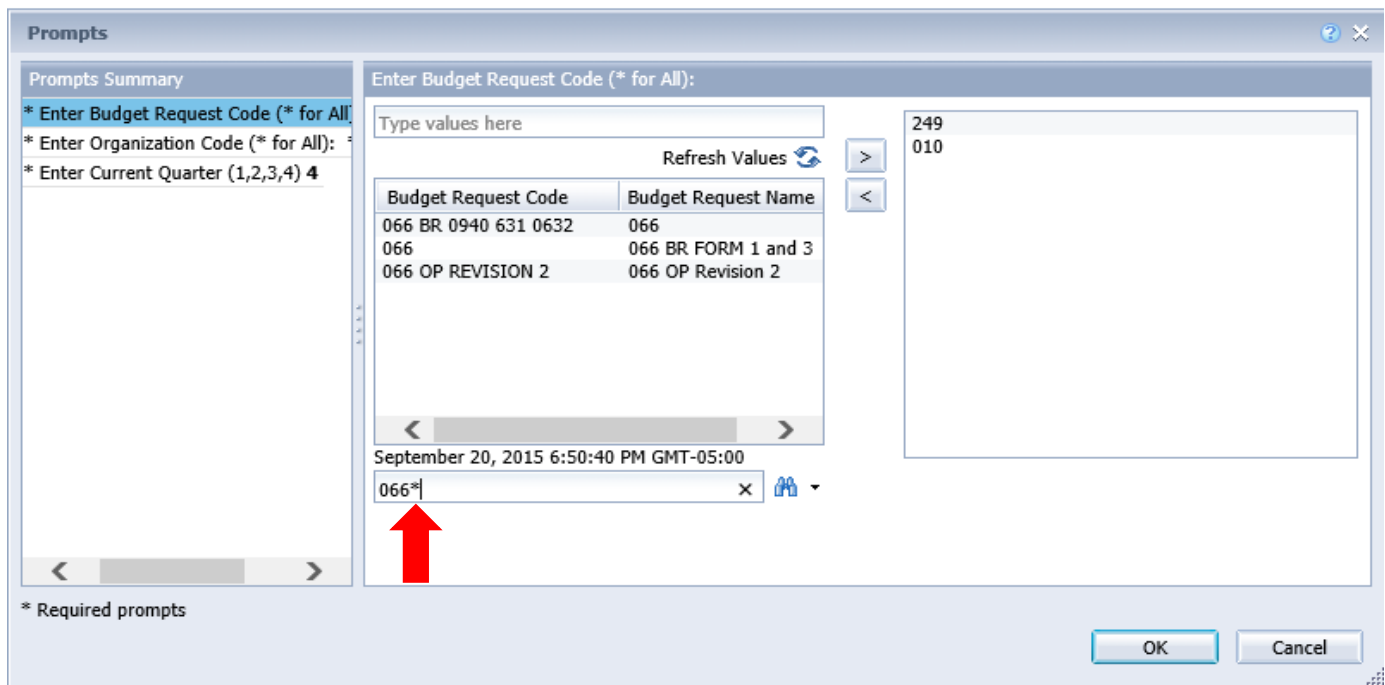
The following screen will display:

For this example, the Budget Request Code was **066 OP Revision 2**.

Step 9. To quickly locate, key the agency number with the wildcard (*) in the field with the binoculars.

Step 10. Remove any items that may already be in the box with the less than arrow. 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.
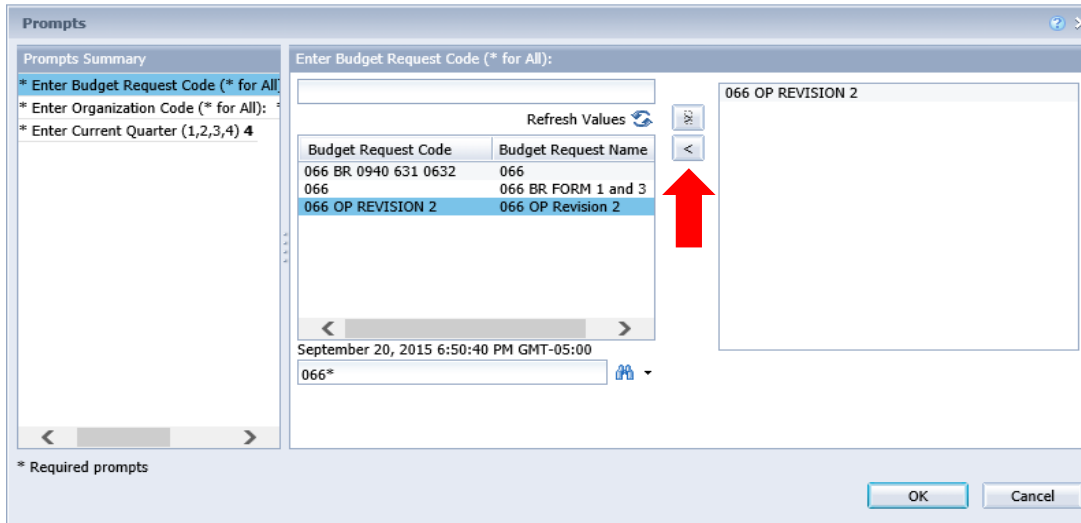
Step 11. Next, click **Enter Organization Code** on the left. Remove any items that may already be in the box with the less than arrow. Enter agency number and a wildcard (*) at the bottom to search for your department.
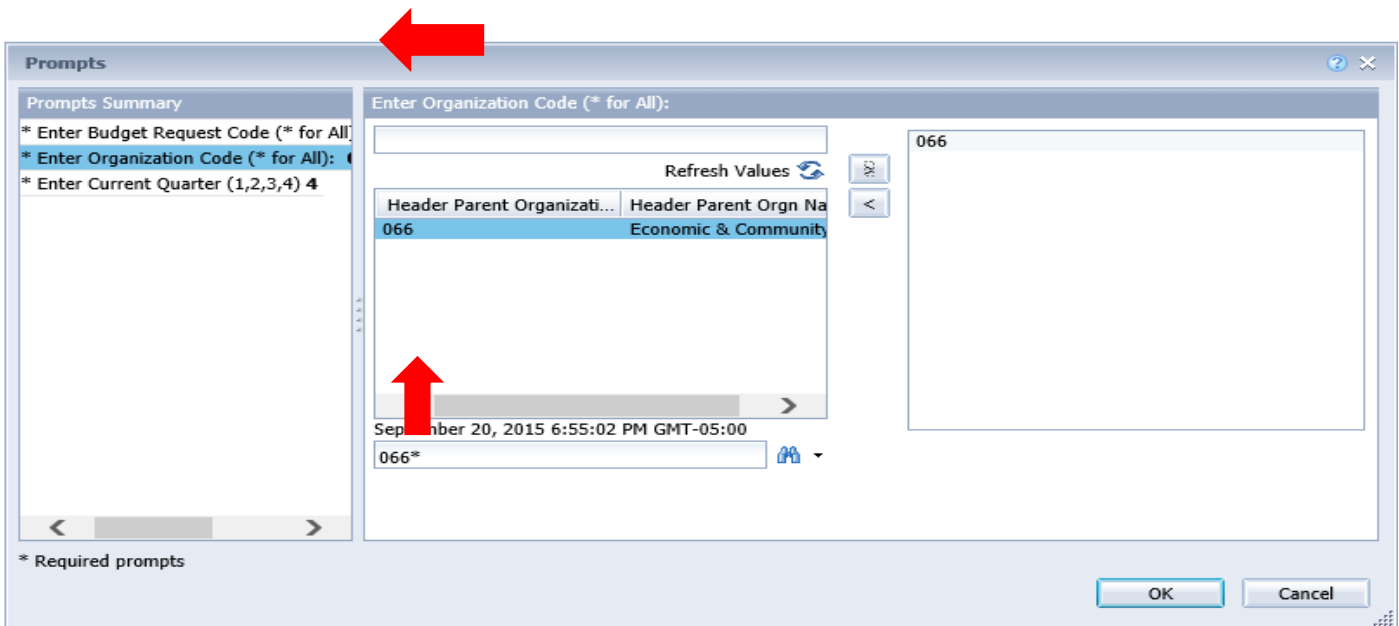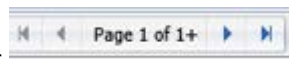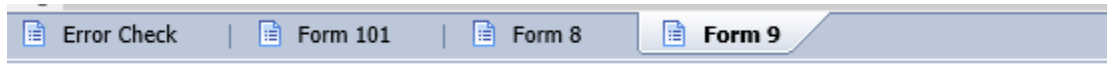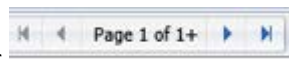
Step 12. The third prompt is for the current quarter. Enter the current quarter by number (1, 2, 3, and 4) in the box.
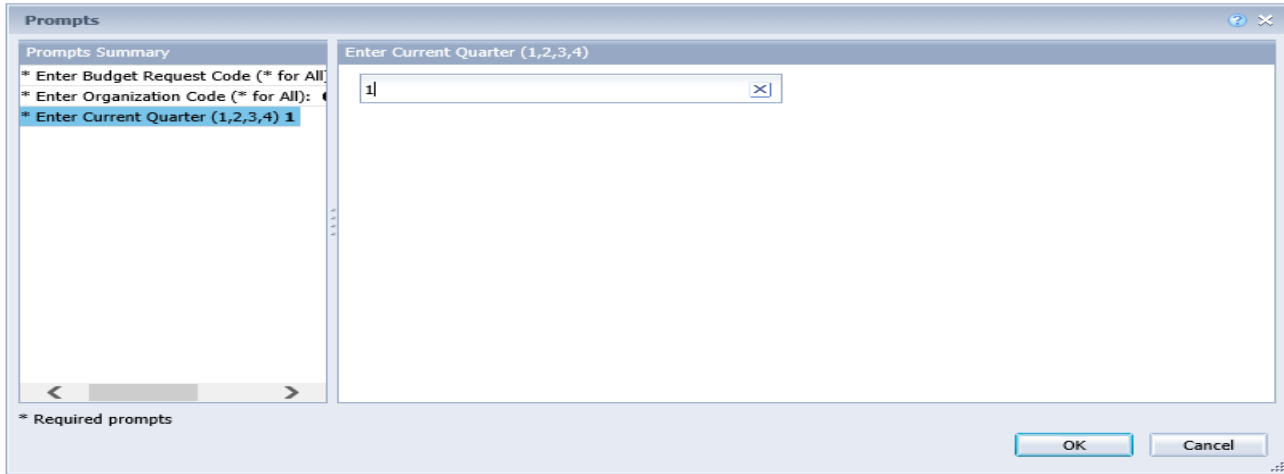
Step 13. When all prompts have been entered, click **OK** at the bottom to begin running the report for the revision.

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.

EXAMPLE ERROR CHECK REPORT

Department: 332 - Tourism

	First Quarter 20xx	Second Quarter 20xx	Third Quarter 20xx	Fourth Quarter 20xx
Form 8				
Expenditures	36,533	0	0	0
Source of Funds	36,533	0	0	0
Form 8 Expenditures match Source of Funds	Ok	Ok	Ok	Ok

	Total 20xx
Form 8 vs Form 9 Costs	
Total for Object Category 0100	0
Form 9 Total Costs	0
Form 8 Costs Match Form 9 Costs	Ok

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 generate the report again.

Step 14. Click the **101 Form** tab. This is a sample of the top portion of the 101 Form (Allotment Revision section).

Report ID:	ABUD-MOD-002	State of Alabama

EBO Form 101

Run Date:

Run Time:

Department Nun	332 - Tourism
Revision Numbe	332 OP REVISION 1
Date:	10/5/17

Request is hereby made for a revision to the Fiscal Year 2018 allotment and/or appropriation for the 332 - Tourism

Justification

To rollover the funds from the prior year to the current year.

1st Quarter (Current Quarter) Allotment Revision

Fund:	0100
Appropriation Class:	321
Appropriation Unit:	0
Amount	36,533

This is a sample of the bottom portion of the 101 Form (Appropriation Revision section).

1st Quarter (Current Quarter) Allotment Revision

Fund:	0100
Appropriation Class:	321
Appropriation Unit:	0
Amount	36,533

Appropriation Revision

Fund:	0100
Appropriation Class:	321
Appropriation Unit:	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	36,533
10. Program Change	
Total 1-10 Above	36,533
Total Appropriation Revision	36,533

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, remain on the Form 101 tab and click **Export.**

Click **Export Current Report As**, then select **Excel**.

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

E25		f_x	

	A	B	C	D	E	F
17						
18	**Appropriation Revision**					
19	Fund:	0100		0399	1049	
20	Appropriation Class:	551		918	631	
21	Appropriation Unit:	0		0	0	
22	1. Supplemental appropriation from State General Fund Act No.					
23	2. Supplemental appropriation from ETF Act No.					
24	3. Departmental Receipts			(60,000)		(88,430)
25	4. Federal Receipts			(61,971)		
26	5. Special Act No.					
27	6. Transfer					
28	7. Proration					
29	8. Other					
30	9. Reversion Reappropriation					
31	10. Program Change					
32	Total 1-10 Above					
33	Total Appropriation Revision		0	(121,971)		88,430

Step 3. In the Total Appropriation Revision row, sum each column to capture any amounts keyed in the Excel form.

Step 4. Check to ensure that the totals entered agree with the **Total Appropriation Revision** amount.

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)
			SUM(**number1**, [number2], …)
Total Appropriation Revision	0	(121,971)	

Form 101

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

> **EXAMPLE: FY24 066 OP REV 4 Form**
>
> **101** Fiscal Year: **FY24**
>
> Agency Number: **066**
>
> Revision Number: **OP REV 4**
>
> Form Name: Form **101**

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:
Run Time:

Agency Summary

Department   066 - Economic & Community Affairs

	First Quarter	Second Quarter	Third Quarter	Fo
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	

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

Track changes: Off   Page 1 of 1+   100%   < 1 minute ago

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

Step 7. Using the **Export** key at the top of the screen, select **Export Document As**, and then select **PDF**.
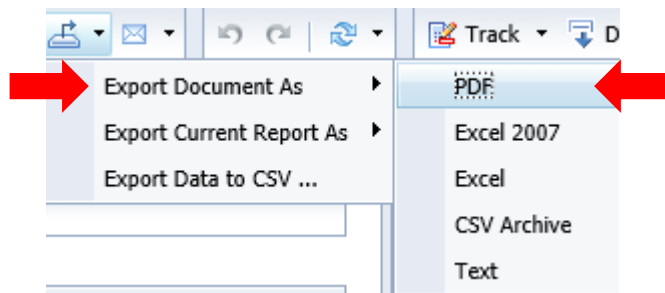
Step 8. Save the report package using the following format:

>   **EXAMPLE: FY20 066 OP REV 2**
>
>   Fiscal Year: **FY23**
>
>   Agency Number: **066**
>
>   Revision Number: **OP REV 2**

Step 9. Return to Performance Budgeting and attach your documents to your Revision Form.