Budget Revision Manual

For State Agencies and Post-secondary Institutions

Executive Budget Office

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STAARS PERFORMANCE BUDGETING
BUDGET REVISIONS MANUAL

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

BUDGET REVISION FORMS

- Form 8 – Summary Budget Revision (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):

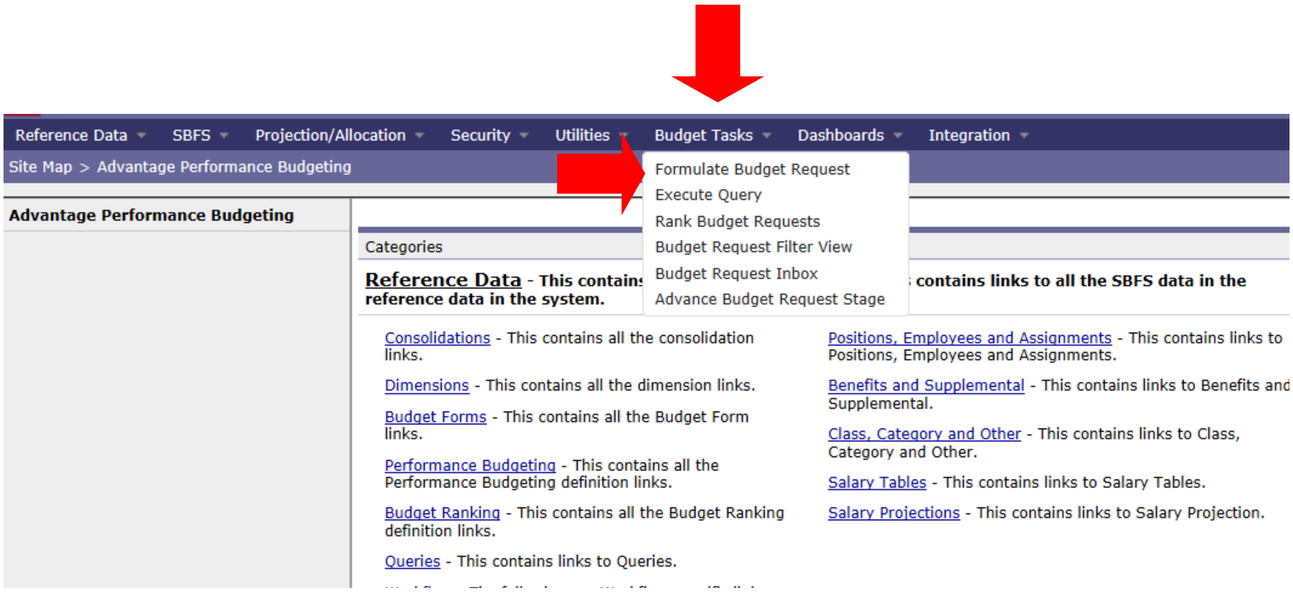
STAARS Performance Budgeting has a separate login URL and screen than STAARS Financials. Access to two different areas of STAARS will be required to complete your agencies Operation Plan. Operations Plan forms will be completed in the STAARS Performance Budgeting (PB) application. Once all forms are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

BUDGET REVISIONS MANUAL

After logging into STAARS Budgeting, begin by clicking the down arrow next to **Budget Tasks** on the task bar. Then select **Formulate Budget Request** on the drop-down menu.

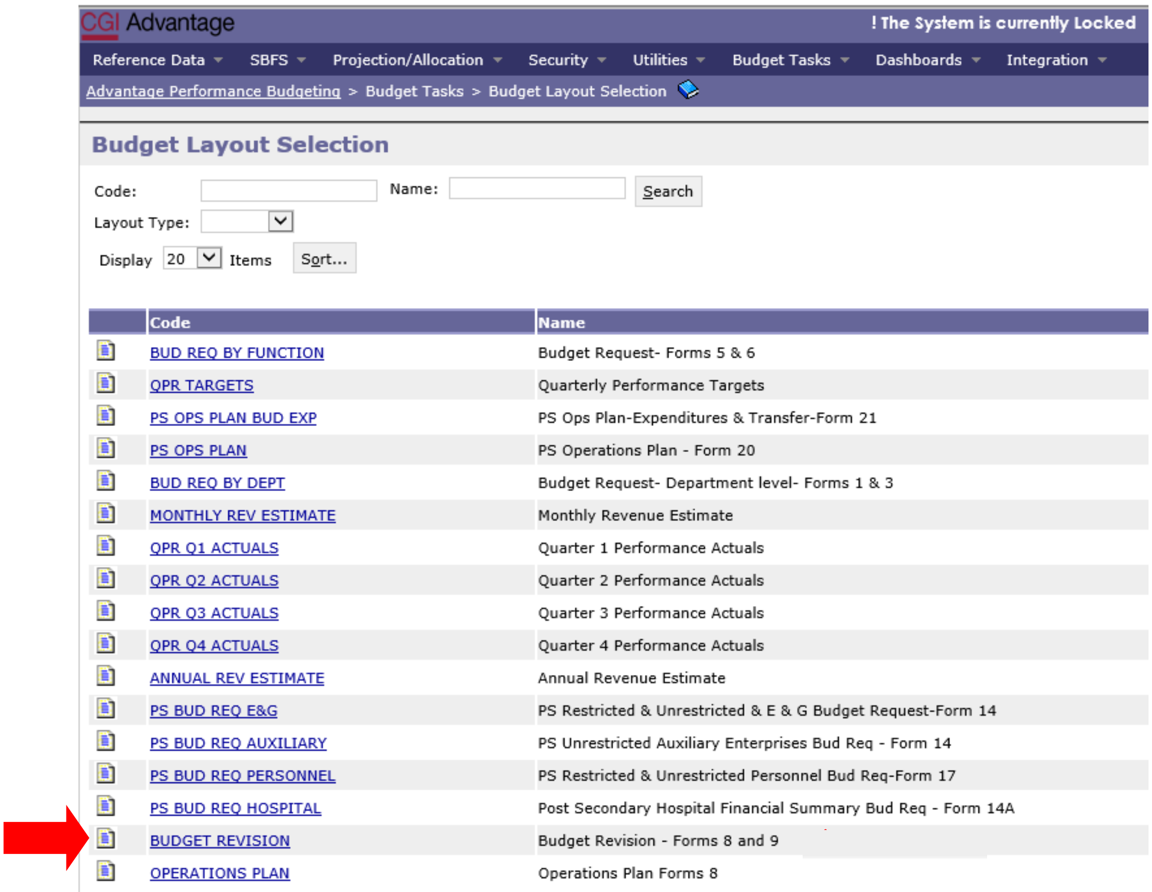


The **Budget Layout Selection** screen will appear. The code name below is used to for Forms 8 and 9 for Budget Revisions: **BUDGET REVISION - Forms 8 and 9**

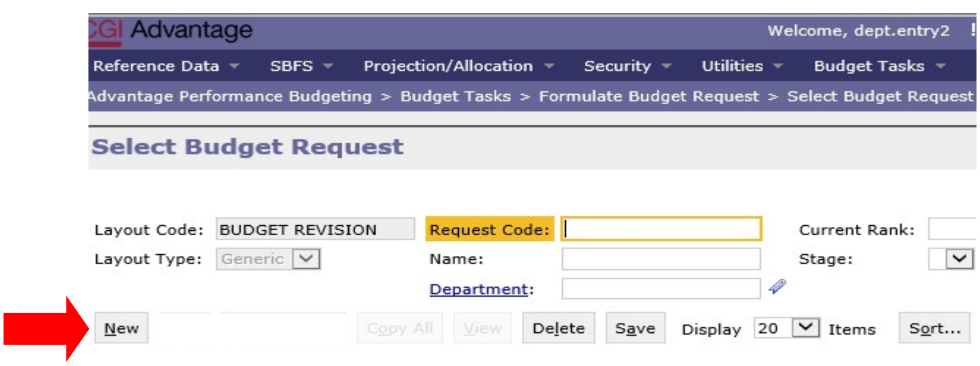
Note: Form 9-Employee Staffing Plan will be generated by STAARS Budgeting after completion of Form 8. If a manual (Excel) Form 9 was submitted with Operations Plan, the Form 9 will need to be updated to reflect changes in the 0100-object code. If applicable, Form 101 will also be automatically created based on entries created in Form 8.

FORMS 8 and 9 – BUDGET REVISION

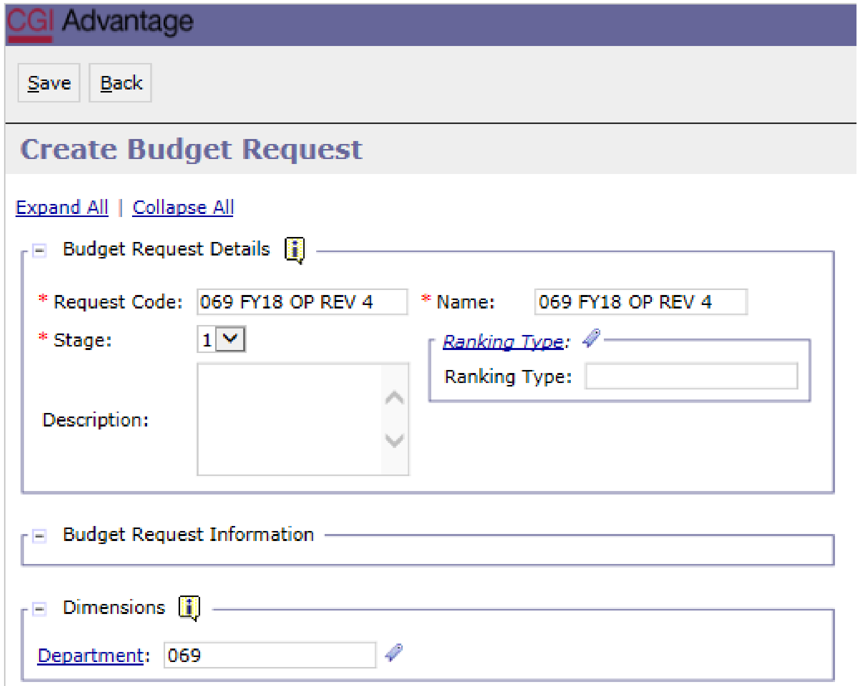
Step 1. Select **BUDGET REVISION** under the Code section to begin creating Form 8 for the revision.



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



The **Create Budget Request** screen appears.



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

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

REQUEST CODE EXAMPLE: 069 FY OP REV 4**

Agency Number (3 digits)

FY**

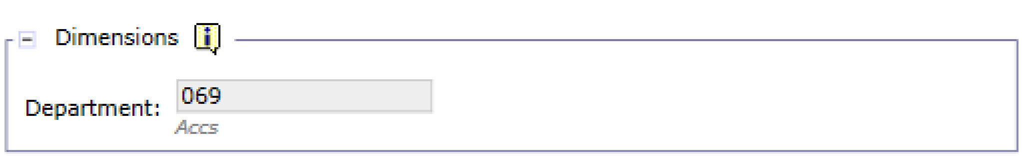
OP REV

Then the sequential revision number

Follow the same format for the Name field

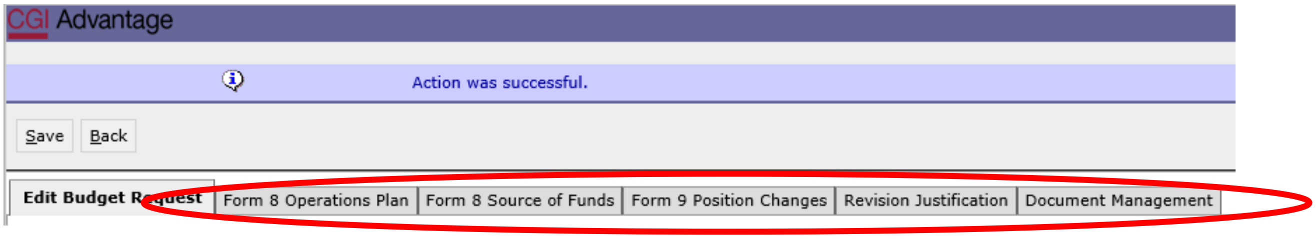
NAME EXAMPLE: 069 FY24 OP REV 4

Step 4. Enter the **Department** number in the **Dimensions** section at the bottom of the header page.



Step 5. 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 department data for the Form 8 and 9 revision. The tabs are: **Form 8 Operations Plan, Form 8 Source of Funds, Form 9 Position changes, Revision Justification** and **Document Management**.



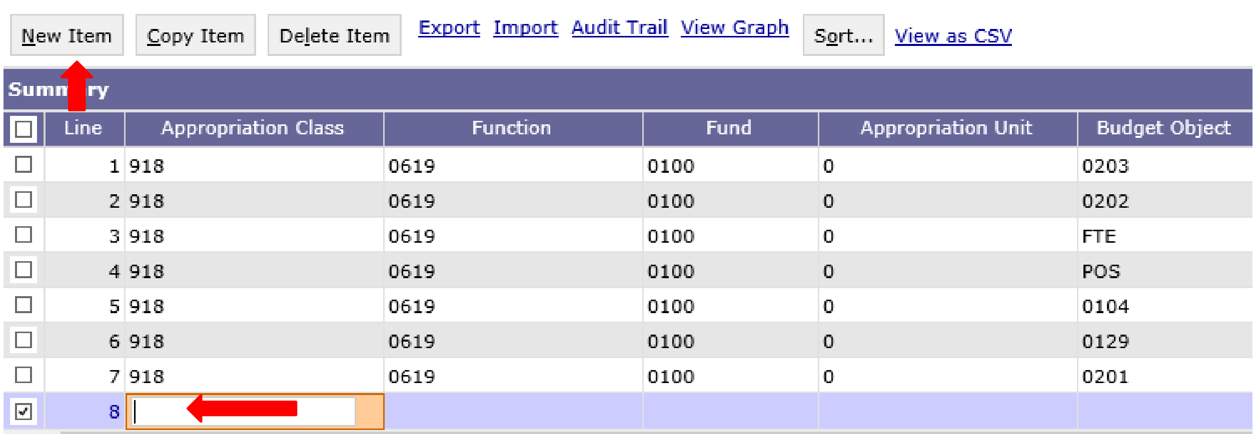
FORM 8 OPERATIONS PLAN TAB

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

Step 2. Click **New Item** to insert a line.

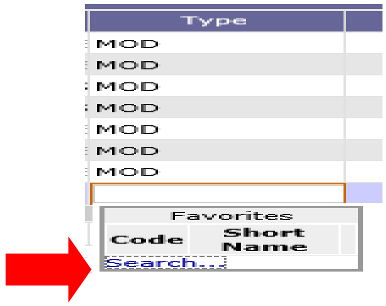
Step 3. Enter the **Appropriation Class, Function, Fund, Appropriation Unit**, and Budget **Object** that needs to be revised.

NOTE: Data for MULTIPLE Form 8's may be entered on this form. The reports generated using infoAdvantage will create individual Form 8's plus the Summary Form 8's based on the data entered in this tab.



Line	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object
1	918	0619	0100	0	0203
2	918	0619	0100	0	0202
3	918	0619	0100	0	FTE
4	918	0619	0100	0	POS
5	918	0619	0100	0	0104
6	918	0619	0100	0	0129
7	918	0619	0100	0	0201
8					

Step 4. In the **Type** field, **right click**, then, click **Search.** The **Type Search** screen displays.



Step 5. Click the **Search** again to display the options for the **Type** field.

	Code	Name	Short Name	Element Type
Select	NEW	New Line	New Line	COA
Select	MOD	Modify Line	Modify Line	COA

This field is used to either add a new line (NEW) in the Operations Plan or modify (MOD) a line that already exists in the original Operations Plan.

NOTE: If the object line(s) was not entered into PB for the original Operations Plan, <u>NEW</u> will need to be selected.

Step 6. Select the appropriate **Type** and it will populate in the form.

Summary

	Line	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object		Type
☐	1	918	0619	0100	0	0203	E	MOD
☐	2	918	0619	0100	0	0202	E	MOD
☐	3	918	0619	0100	0	FTE	S	MOD
☐	4	918	0619	0100	0	POS	S	MOD
☐	5	918	0619	0100	0	0104	E	MOD
☐	6	918	0619	0100	0	0129	E	MOD
☐	7	918	0619	0100	0	0201	E	MOD

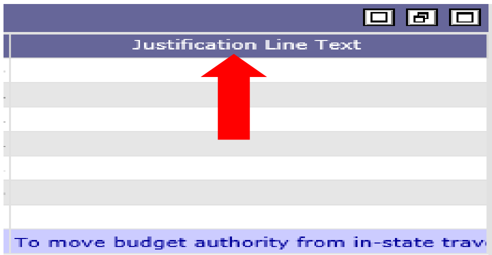
Step 7. Enter the amounts that should be revised for the chart of accounts elements selected by quarter in the **Q1 –Q4 Revision columns**.

Type	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
MOD	2,475	2,475	2,475	2,475	9,900
MOD	2,689	1,860	1,860	1,395	7,804
MOD	1	1	1	1	4
MOD	1	1	1	1	4
MOD	16,137	13,832	13,832	11,527	55,328
MOD	400				400
MOD	1,265	1,058	1,058	882	4,263

NOTE: If multiple lines are needed for the same chart of accounts, select the line already entered and click <u>Copy Item</u>.

Step 8. Enter an explanation for this revision in the **Justification Line Text column.** The information typed into this field will display in the **Objective** field on the top of Form 8.

****The justification should be entered only once for an Appropriation Class, Function, Fund and Appropriation Unit combination. If entered more than once, the justification will populate multiple times on the same Form 8.**



Step 9. Click **Save** and the **Action was Successful** message will display.

FORM 9 – POSITION CHANGES TAB

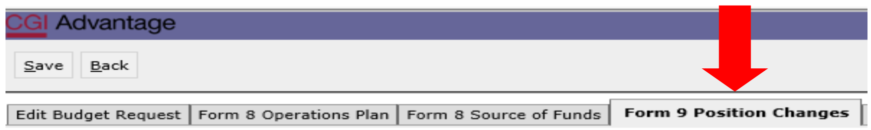
NOTE: If a manual (Excel) Form 9 was submitted with the Operations Plan, an updated form will need to be attached with each revision. (The system generated Form 9 populated by input on the Position Changes tab will not be used). A Form 9 is required with submission when changes are made to object code 0100.

If a revision requires changes to personnel cost (salaries), use the **Form 9 Position Changes tab** to ensure the Form 9 automatically generated during the revision process will agree to the total personnel costs in the Operations Plan at the agency level. However, you may revise object 0100 by keying directly on the Form 8 in the budgeting application.

The **Position Change 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 (see the section for Running Reports through infoAdvantage).

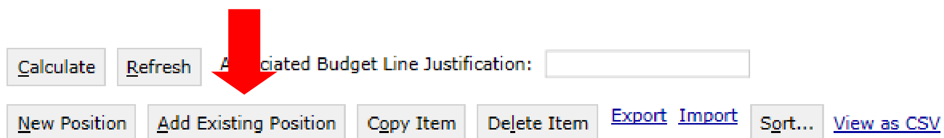
The SBFS projection proposes salaries (including longevity and merit raises, if eligible), Social Security and Medicare (FICA), retirement and insurance. The projection DOES NOT calculate overtime costs, subsistence pay, termination costs or FICA on instate travel, so be sure to include these planned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

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

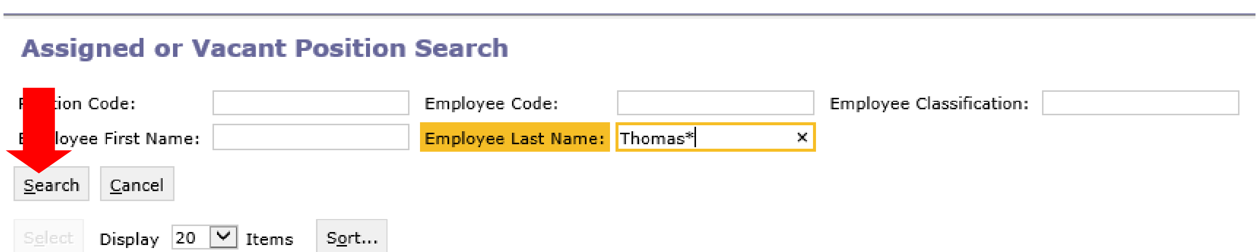


A. REMOVE AN EMPLOYEE

Step 2. To remove an employee, click on Add Existing Position.



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



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

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 Changes** tab.

Step 5. Update the **Type** field.

Appropriation Unit	Type
0	0

The **Type** field is used to either add a new line in the Operations Plan (NEW) or modify (MOD) an existing line. If you are unsure whether a line exists in the Operations Plan, run the AFIN-BUD-004 Budget Management report or the AFIN-BUD-013 Operation Plan Status report using infoAdvantage.

Step 6. Right click in the **Type** field, then click **Search**.

	Code	Name	Short Name	Element Type
Select	NEW	New Line	New Line	COA
Select	MOD	Modify Line	Modify Line	COA

Step 7. Select the appropriate **Type**, New Line or Modify Line, to populate in the form.

Summary

	Appropriation Class	Function	Fund	Appropriation Unit	Type
☑	640	0421	0101	0	MOD

Step 8. Next, enter a negative 1 (-1) in the **Count** field to remove the employee.

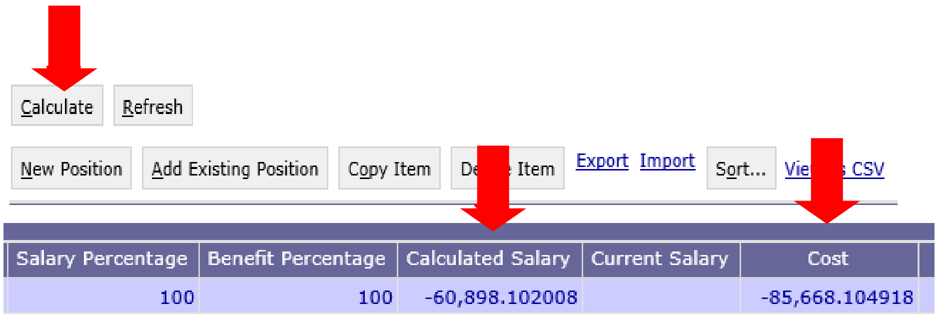
Classification	Step	Category	Funding Start Date	Funding End Date	FTE	Count	Salary Percentage
10613	08				1	-1	100

Step 9. Enter the necessary information for the **Funding Start Date** and **Funding End Date** that corresponds to the employee's last date of employment or the date for which you are moving an employee to another chart of account element.

Funding Start Date	Funding End Date
10/01/2022	10/31/2022

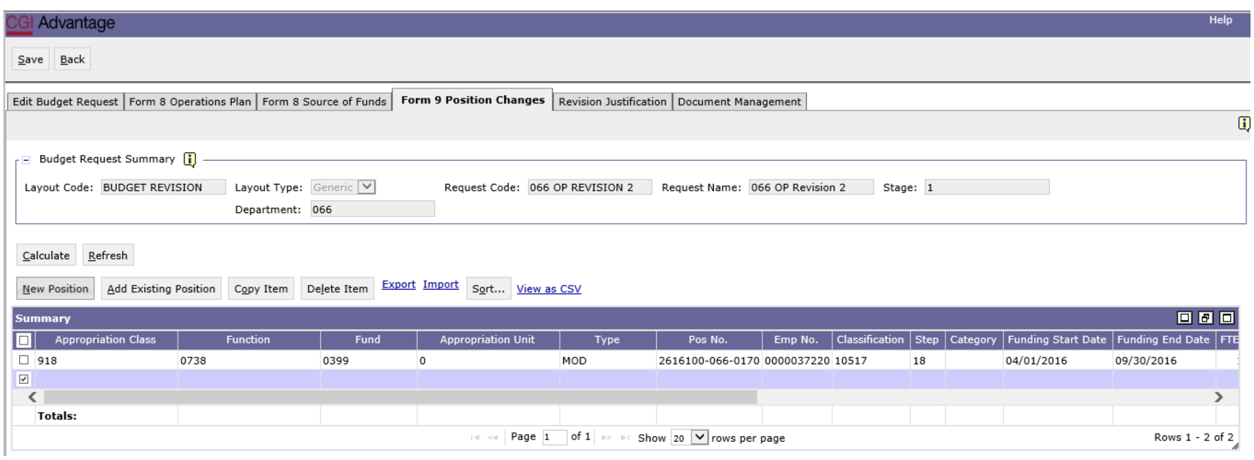
<u>STAARS BUDGETING DEFAULT SETTING</u> - Without designating the specific Funding Start Date and Funding End Date when working with position line changes, STAARS Budgeting will default employee changes for the entire year. If the goal is to remove an employee for a partial year, specific dates must be entered.

Step 10. Once the required information has been entered, click **Calculate**. Note the calculated salary and total cost fields are updated to reflect the changes.



B. ADD AN EMPLOYEE OR NEW POSTION

Step 11. 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 Changes tab**.

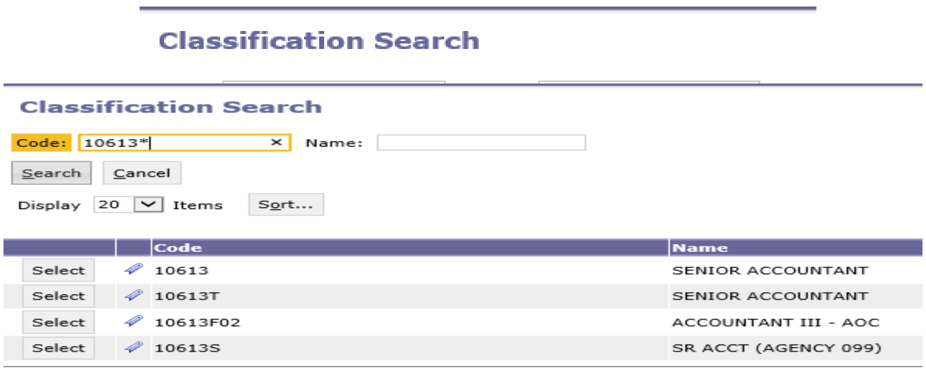


Step 12. Enter the chart of account elements (Appropriation Class, Function, Fund, and Appropriation Unit, if applicable) for the proper grouping in which you wish to add the new or existing employee.

Step 13. In the **Type** field, select the appropriate **Type (NEW or MOD)**.

Step 14. In the **Classification** field, right click and then click **Search**.

Step 15. The **Classification Search** page will display. Click **Search** again.



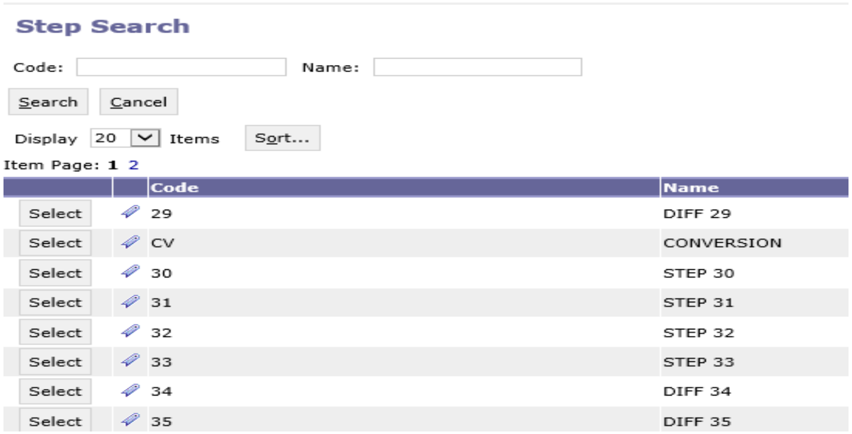
Step 16. Using the wildcard (*), search for the classification by **Code** or **Name** of the new hire or employee you are adding. Example: 10613*

Step 17. Select the **Classification**, and the data will populate in the **Form 9 Position Changes** 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.

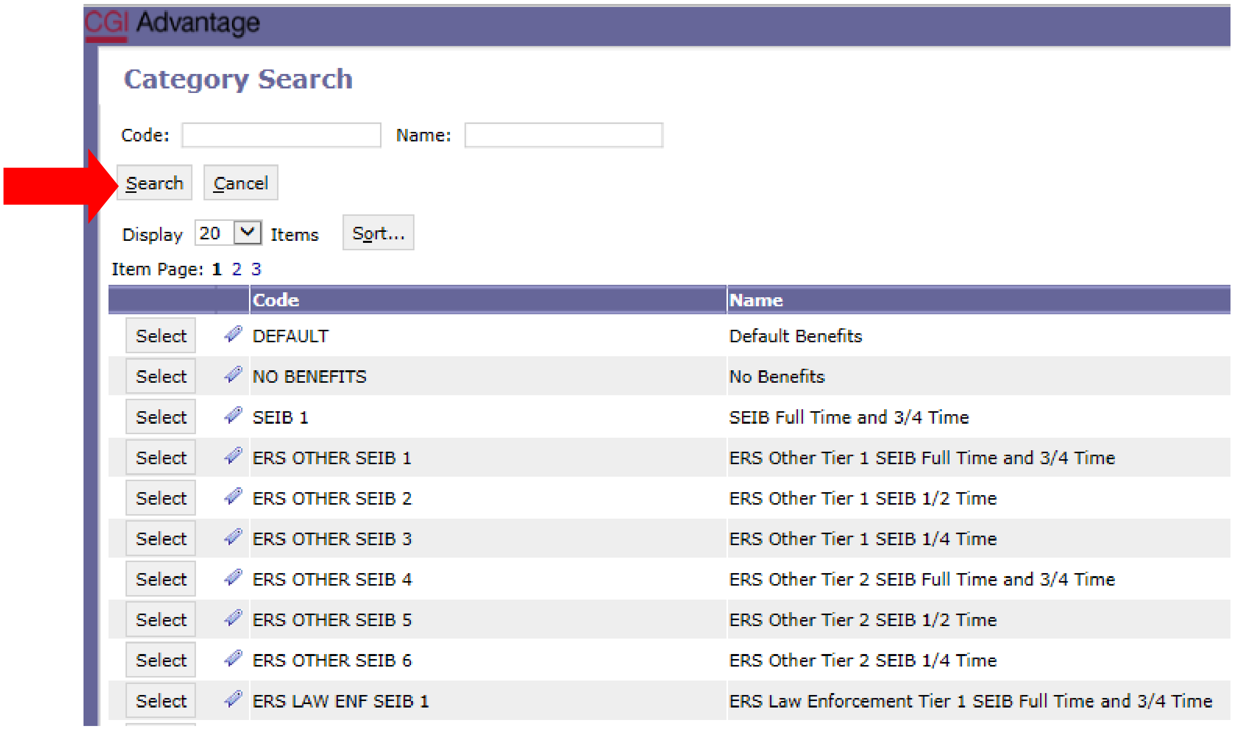
Step 18. In the **Step** field, right click, then click **Search.**

Step 19. The **Step Search** screen will display, click **Search** again for the list to populate. Select the appropriate step.



Step 20. Next, you will need to select the proper retirement category. In the **Category** field, right click then click **Search**

Step 21. The **Category Search** screen will display. Click **Search** and the categories will display.



Step 22. 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.

DEFAULT SETTING

Funding Start Date	Funding End Date
10/01/2022	09/30/2023

PARTIAL YEAR

Funding Start Date	Funding End Date
01/01/2023	09/30/2023

Step 23. In the **FTE** field, enter the desired FTE percentage:

FTE	Count	Salary Percentage	Benefit Percentage
1	1	100	100

a. 1 for a full-time employee
b. .75 for a 75% part-time employee
c. .50 for a 50% part-time employee
d. .25 for a 25% part-time employee
e. Or any other desired FTE percentage

Step 24. 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 25. 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 26. In the **Salary Percentage** and the **Benefit Percentage** fields you will need to key the equivalent percent for the FTE keyed (Step 22). If nothing is entered, both percentages will automatically calculate at 100%.

Salary Percentage	Benefit Percentage	Calculated Salary

Step 27. Once all fields have been added, click **Calculate**.

Step 28. Click **Save** and determine if the **Action was Successful**.

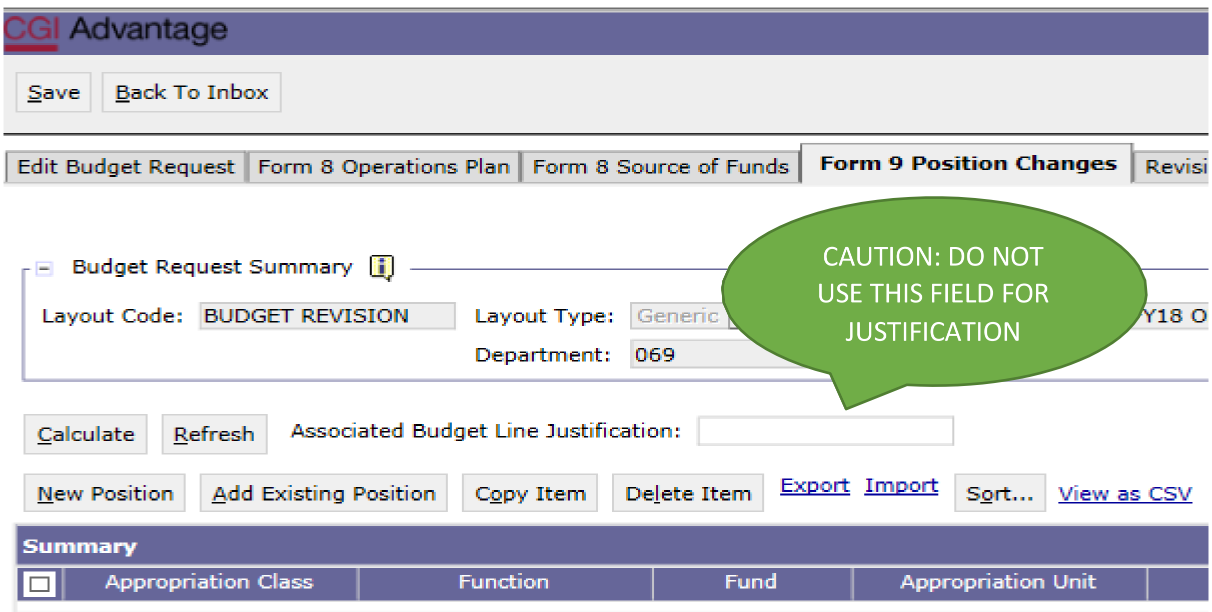
NOTES:

The same process would need to be followed to add an employee that is being moved between chart of account elements. Since the employee is actually 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 field. 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 chart of account element is the same amount when adding the employee back using different chart of accounts elements.

To make adjustments for a promotion, REMOVE the specific employee (i.e. remember to use a negative number in the "count" field to subtract) for the dates desired, then create another line to ADD the employee back using the new classification, step, category and appropriate dates, along with the chart of account element combination the employee needs to be budgeted in.

Form 9 is required for all revisions that change personnel cost (object 0100).

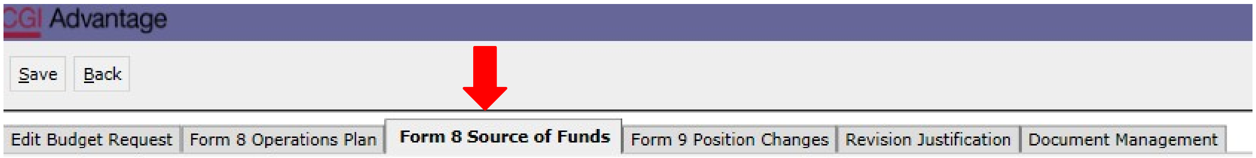
DO NOT USE THE ASSOCIATED BUDGET LINE JUSTIFICATION FIELD IN THE FORM 9 POSITION CHANGES TAB. CONTINUE TO PROVIDE JUSTIFICATION FOR REVISIONS USING THE REVISIONS JUSTIFICATION TAB.



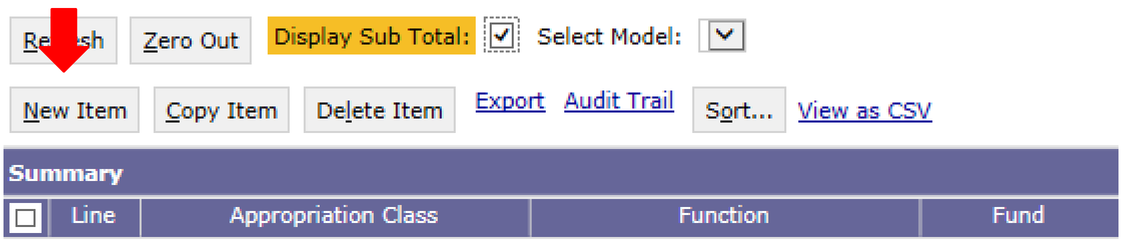
FORM 8 SOURCE OF FUNDS TAB

If all data has been entered on the Form 8 Operations Plan tab and the Form 9 Position Changes tab, you are now ready to complete the Source of Funds.

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



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

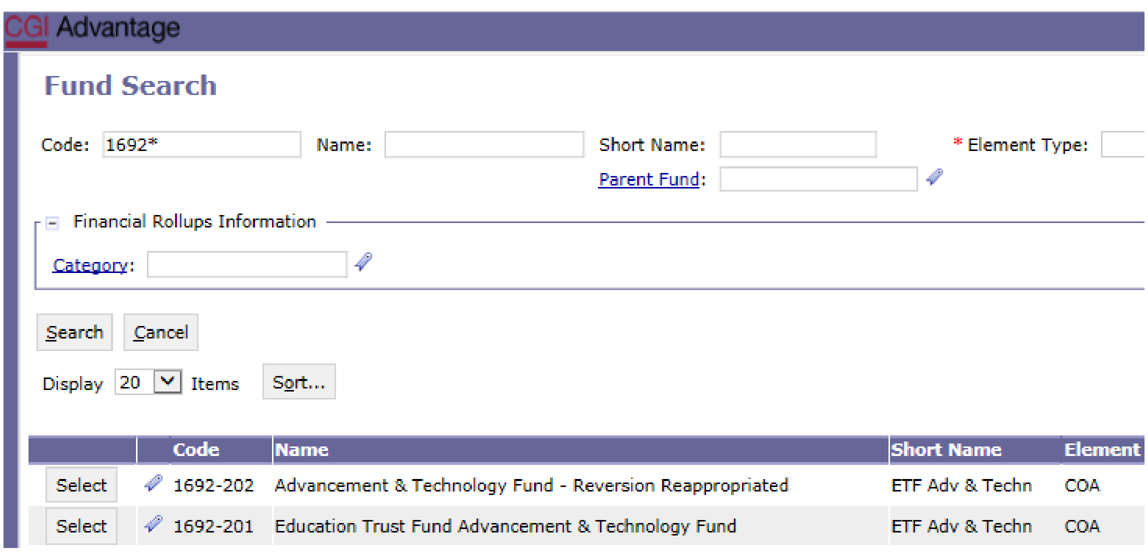


Step 3. Enter the **Appropriation Class** and **Function** that corresponds to what was entered on the Form 8 Operations Plan tab. These items can be searched by right clicking in the box and clicking Search.

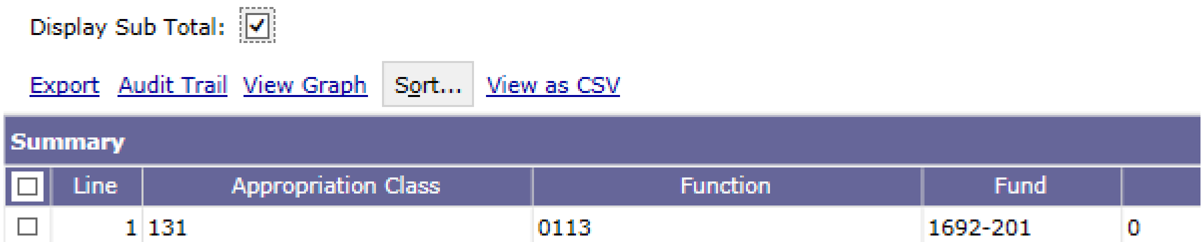
Step 4. In the **Fund** column, right click. Click **Search.**

Step 5. After the **Fund Search** screen appears, click **Search**.

All Sources of Funds available for your agency will display.



Step 6. Select the desired **Source of Funds** and it will populate in the tab.



Step 7. Enter the **Appropriation Unit**, if applicable.

NOTE: The tab requires an appropriation unit to be entered before the form can be saved. If the chart of accounts does not have an appropriation unit, enter the default item which is 0.

Next, enter totals by quarter for that **Source of Funds**.

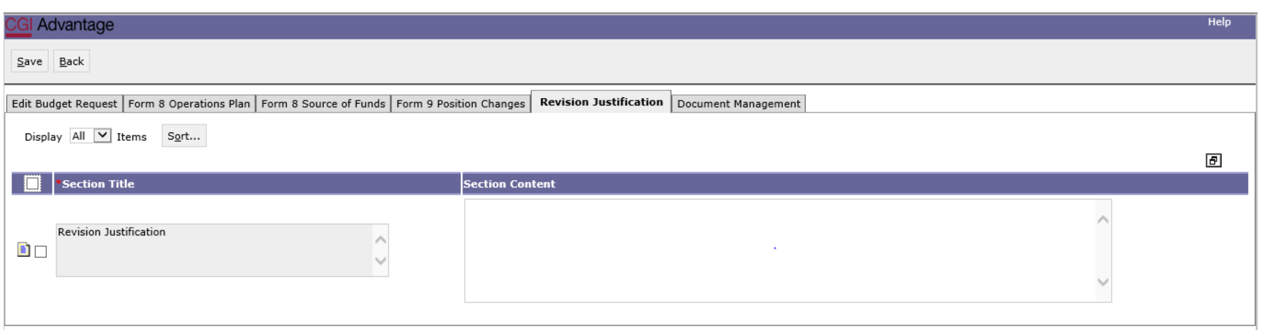
NOTE: **You MUST enter a Source of Funds EVEN IF the amounts per quarter are -0-.**

Step 8. Once all Sources of Funds have been entered on the tab, click **Save** to exit. **Action was Successful** will appear.

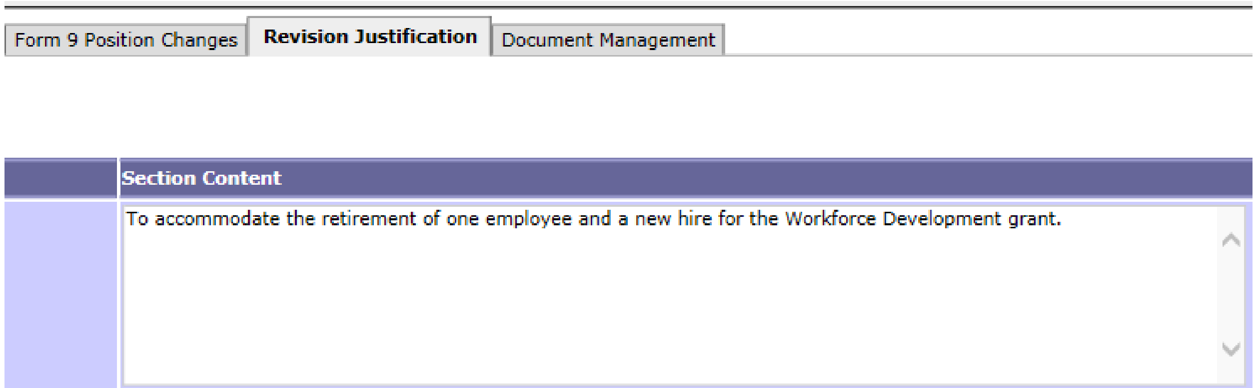
Follow these steps to enter Sources of Funds for all chart of account combinations entered on the Form 8 Operations Plan tab.

REVISION JUSTIFICATION TAB

Step 1. Select the **Revision Justification** tab.



Step 2. Enter the reason for the revision in the **Section Content** box. This tab populates the justification on the 101 Form (if necessary).



Step 3. Click **Save.**

Now, you are ready to generate the infoAdvantage Report that will create Forms 8, 9 and 101 (if necessary).

Log into infoAdvantage and generate the budget revision packet. For steps on generating the packet, reference the STAARs infoAdvantage Manual.)

DOCUMENT MANAGEMENT TAB

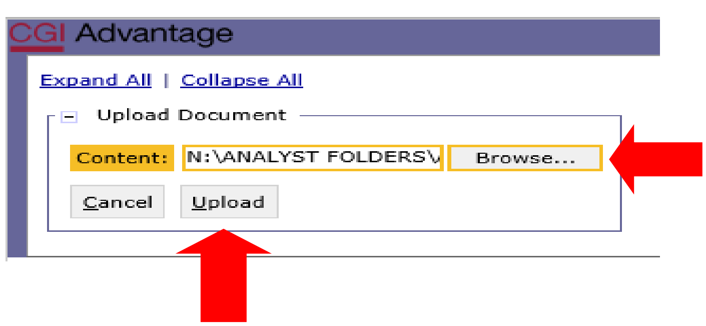
All reports created in infoAdvantage will need to be attached in the appropriate form using the following steps.

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

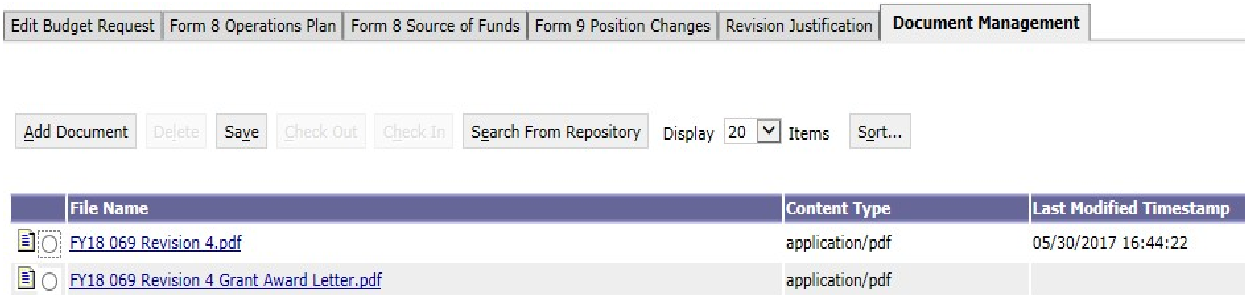
Step 2. Click **Add Document**.

Step 3. Click **Browse** to locate your saved files.

Select the file.



Step 4. Click **Upload**. As your documents are attached to the form, they will display below.



NOTE: Please be sure to include ALL required documentation for the Budget Revision in the Document Management tab using PDF format. Other documentation could be grant award letters, program change letters, etc.

Please use a similar format for naming these additional documents, examples:

FY 24 069 Revision 4 Program Change Letter

FY 24 069 Revision 4 Grant Award Letter

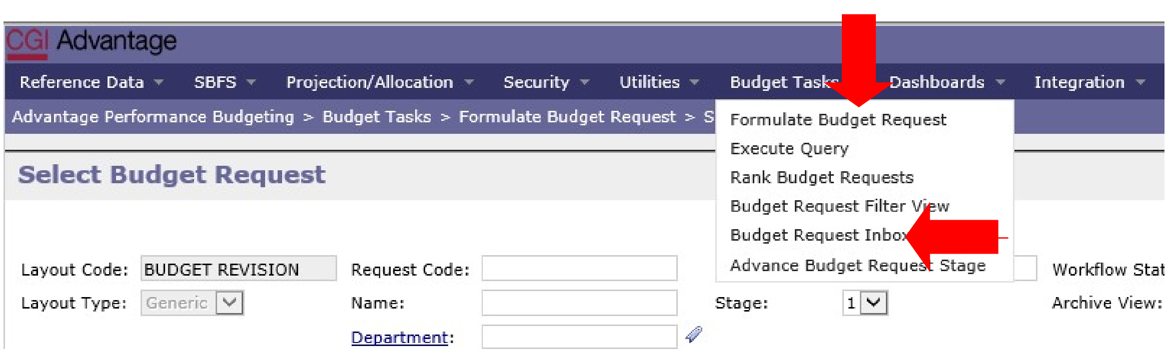
FY 24 069 Revision 4 Other Supporting Documents

Step 5. When all required forms have been attached in the **Document Management** tab, click **Save**.

Step 6. Click **Back to Inbox** to return to the Budget Request Inbox.

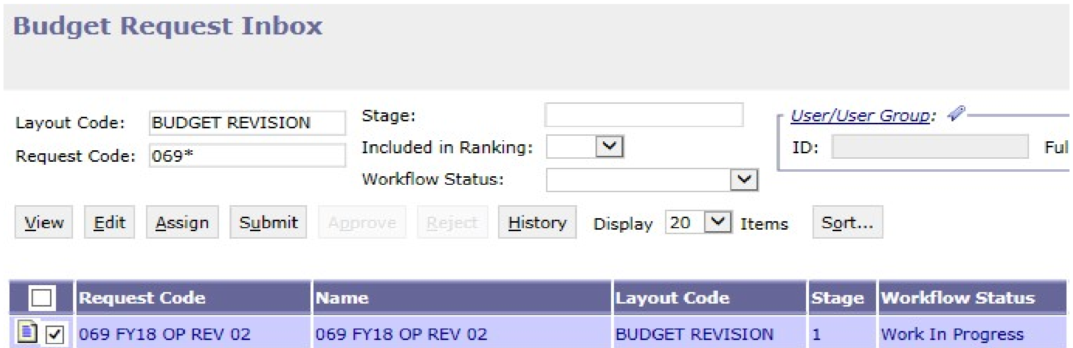
SUBMISSION

To submit the final Budget Revision Packet, return to the **Budget Tasks** drop down menu.

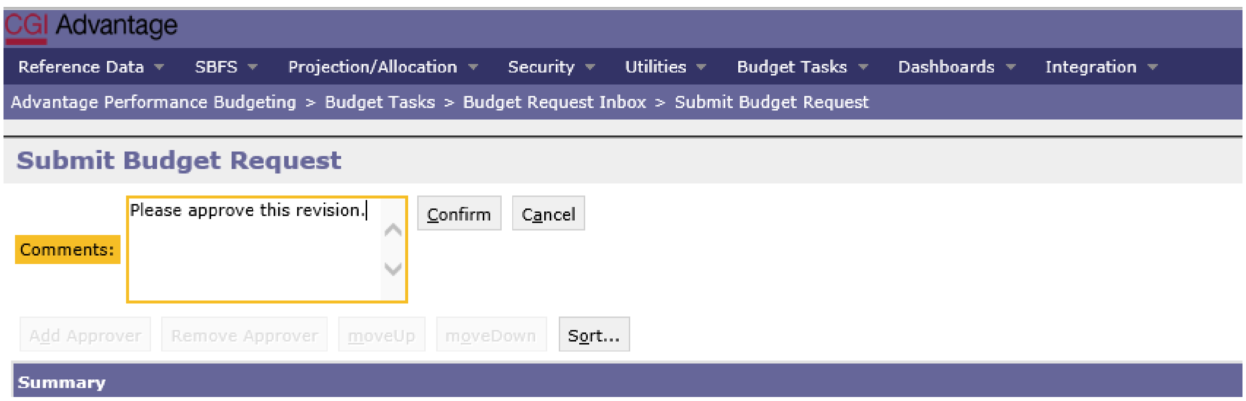


Step 1. Select **Budget Request Inbox**.

Step 2. Select the Budget Revision that is ready to be submitted.



Step 3. Click **Submit.** The following screen displays, allowing you to add comments for the 1st Approver.



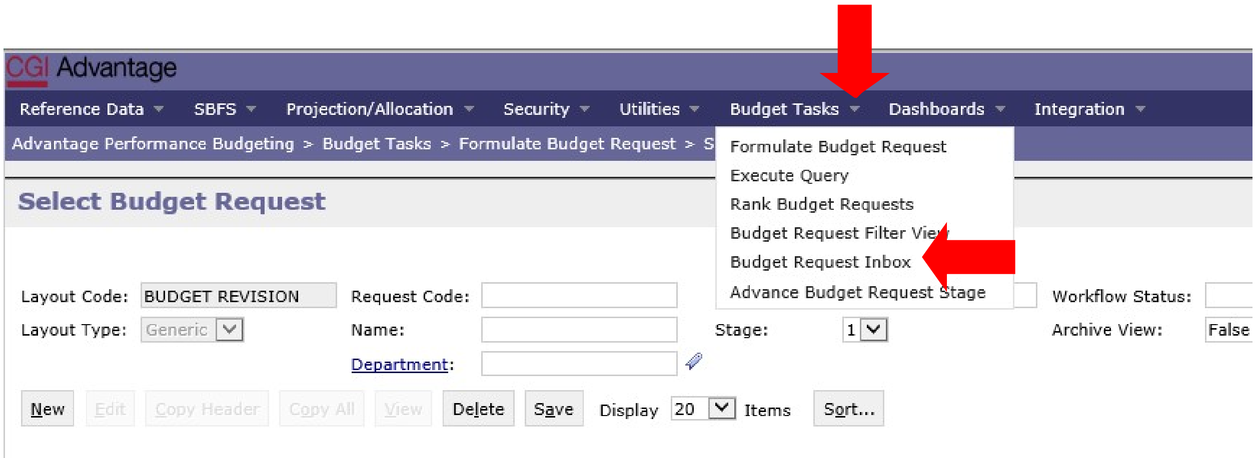
Step 4. Click **Confirm.** You will be taken back to the **Budget Request Inbox** and receive a message that the budget revision was **Successfully Submitted.** Each document submitted will be identified by the name given during preparation.

WORKFLOW

The 1st approver will receive an email. The email will include the comment along with a link to STAARS Budgeting.

Please approve this revision. https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION

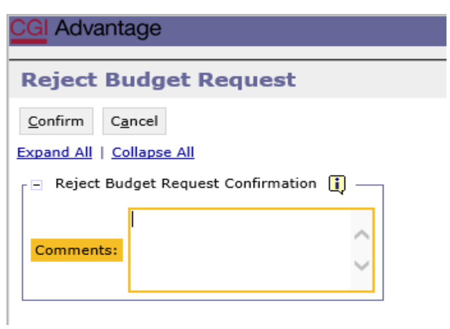
Step 1. Clicking the link will bring up the sign in page for STAARS Budgeting. The 1st approver will need to open their **Budget Request Inbox** under **Budget Tasks**.



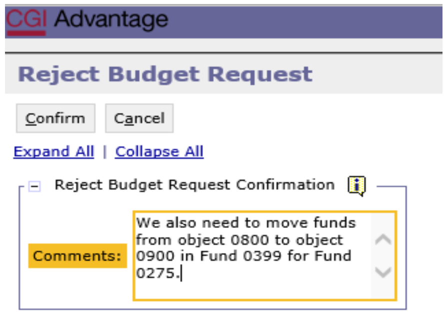
Step 2. The 1st approver will need to **select the revision**.

Step 3. To review the revision, click **View**.

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



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



Step 6. Click **Confirm**. This will send the budget revision 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.

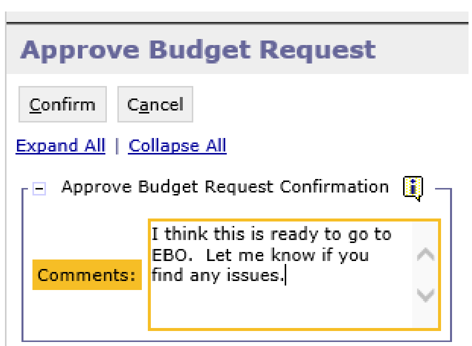
We also need to move funds from object 0800 to object 0900 in Fund 0399 for Fund 0275. https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION

NOTE*:* The submitter should make the required changes in STAARS Budgeting, rerun the reports in infoAdvantage and attach the correct packet using the **Document Management** tab. This process should take place anytime corrections are to be made for a Budget Revision. Then, the submitter can resubmit the Packet(s) to the 1st approver.

Step 7. After the 1st approver receives and reviews the corrected Budget Revision, the 1st approver can now submit to the 2nd approver.

Step 8. The **Approve Budget Request** screen displays allowing for **Comments** to be sent to the 2nd approver.

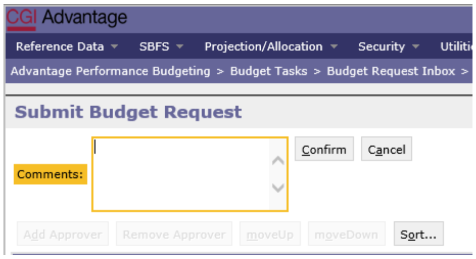
Step 9. Click **Confirm** to approve the budget revision.



NOTE: The revision will stay in 1st approver's inbox until they **SUBMIT** the revision to the 2nd approver.

Step 10. To submit the approved revision to the 2nd approver, select the revision again, then click **Submit.**

Step 11. Click **Confirm** to submit the budget revision.



Step 12. You will return to the **Budget Request Inbox** and a message displays that the Budget Revision was **Successfully Submitted**. The 2nd approver receives an email indicating that the Packet has been submitted.

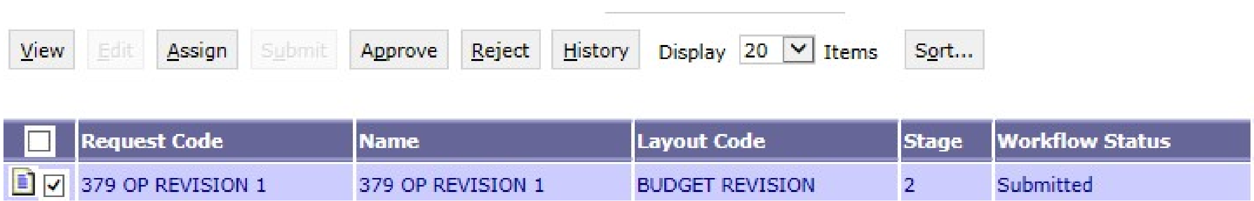
Step 13. The 2nd approver will receive an email with a link to STAAR Budgeting to login and approve.

I think this is ready to go to EBO. Let me know if you find any issues. https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION

ADDITIONAL OPTION - REJECTED

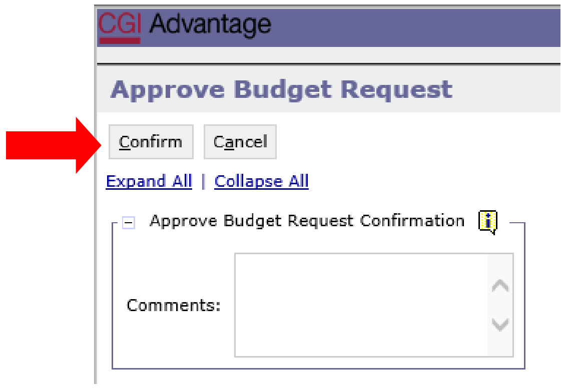
The 2nd approver also has the options, to View, Approve, or Reject a form. If rejected, the form(s) are returned to the 1st approver. After resubmission and after the 2nd approver has reviewed the form, the form(s) are ready to approve and submit to the Executive Budget Office.

Step 14. Select the form(s), then click **Approve.**



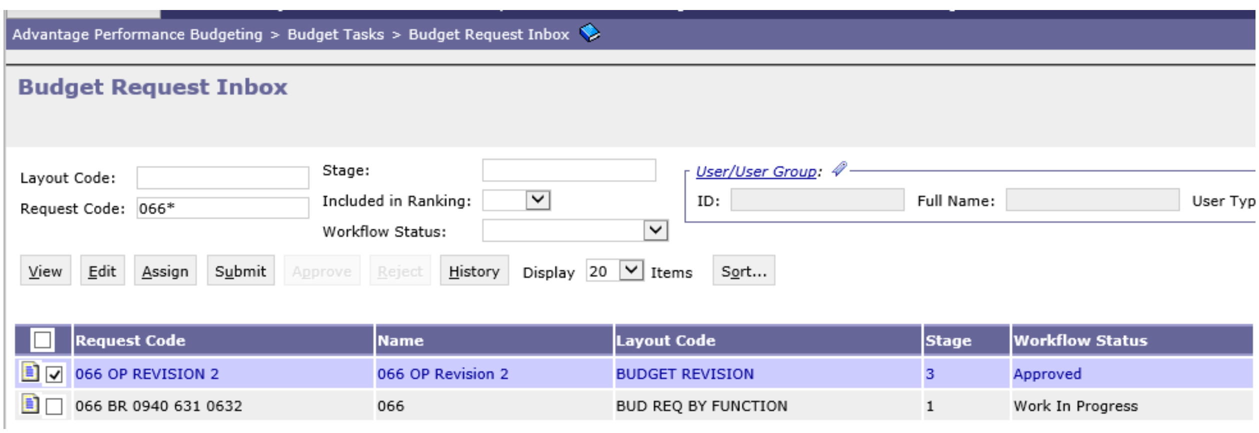
The **Approve Budget Request** screen displays, allowing for **Comments**.

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



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 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 be returned to the **Budget Request Inbox** and should have a message that the revision was **Successfully Submitted.**

THE PROCESS TO SUBMIT IS COMPLETE!

NOTE: If rejected by the Executive Budget Office, the forms(s) will be returned to only the 2nd approver for corrections. The 2nd approver will need to make the required changes, regenerate the reports in infoAdvantage and re-submit the form(s).