



STAARS Budget Request Manual

For State Agencies

Executive Budget Office

STAARS PERFORMANCE BUDGETING
BUDGET REQUEST MANUAL
FOR STATE AGENCIES

Welcome to STAARS Performance Budgeting! Performance Budgeting is the system of record for budgeting in the State of Alabama. State agencies will complete budget request forms 1, 3, 5, and 6 using different forms and tabs within Performance Budgeting. These forms will be rolled up to create the department Budget Request Packet that will be submitted to the Executive Budget Office through electronic workflow.

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)

NOTE: Form 2-Summary Budget Request will be generated by Performance Budgeting after all other forms have been completed. The Increase/Decrease worksheet will be partially completed by the system. Agencies will need to insert the details for each line. Additional details are included in these instructions.

Access to STAARS Performance Budgeting:

STAARS Performance Budgeting has a separate login URL and screen than STAARS Financials or STAARS infoAdvantage. Access to two different areas of STAARS will be required. Budget Request forms will be completed in the STAARS Performance Budgeting application. Once all forms are complete, access to STAARS infoAdvantage will be necessary to run the reports (Budget Request Packet) generated in the application. Please contact your Agency Implementation Lead (AIL) for login credentials or STAARS Support at 334-353-9000 or financialsystems@comptroller.alabama.gov.

To access Performance Budgeting: <https://budget.staars.alabama.gov>

To access reports in infoAdvantage: <https://staarsinfo.alabama.gov/BOE/BI>

Table of Contents

Overview	3
Header Page	4
Forms 5 & 6	5
Expenditures Tab	12
Position Change Tab	14
Remove Employee	14
Add Employee or New Position	16
Position Change Results Tab	20
Source of Funds Tab	21
Other Personal Information Tab	22
Forms 1 & 3	23
COF Balances Brought Forward Tab	25
COF Receipts Tab	27
COF Adjustments and Ending Balance	28
Capital Expenditures Tab	29
Editing Capital Expenditures Tab	34
Department Description Tab	36
Document Management Tab	37
Submission	38
Workflow	39
Additional Option - Rejected	43

STAARS STATEWIDE BUDGET REPORTS

For Actual and Budgeted data, the reports listed below can be used as a reference to obtain data needed to confirm or complete budget information. The reports can be accessed in STAARS infoAdvantage.

All agencies will be able to generate the End-of-Year (EOY) reports through STAARS InfoAdvantage. The EOY reports include all transactions recorded in STAARS during FY23 and are identified as “Year End” in the heading. All EOY reports will be in the EOY Agency folder. (Public Folders>STAARS Financial Reports>STAARS Financial Statewide Reports>EOY Agency).

STAARS Report ID

FUNCTIONAL AREA

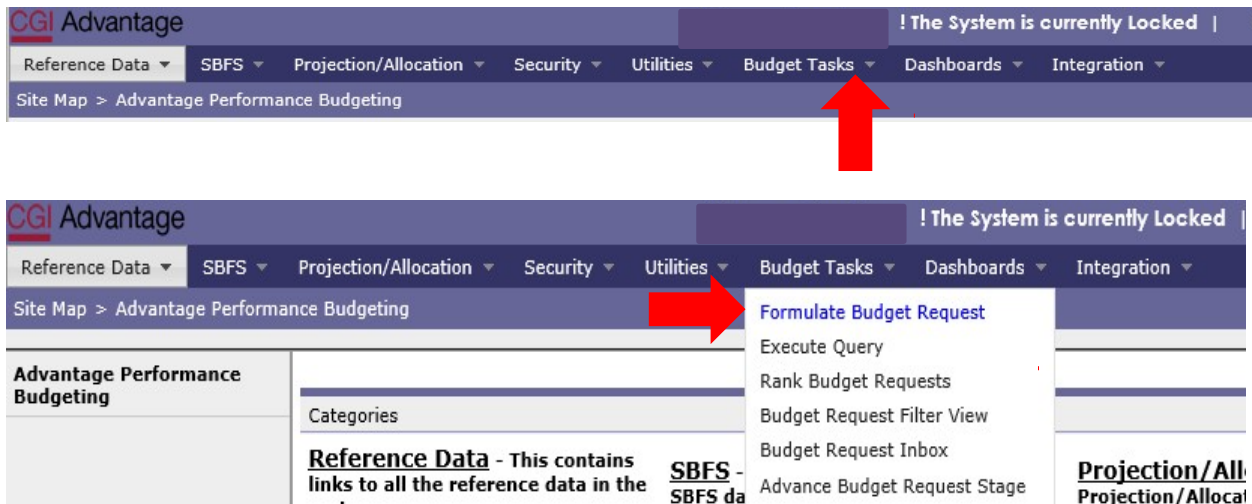
AFIN-AR-001	Revenue Summary Report (Formerly A203)
AFIN-BUD-001	Allotment Report (Formerly B10T)
AFIN-BUD-002	Appropriation Report (Formerly B12T)
AFIN-BUD-004	Budget Management Report (Formerly P441/P440/P442)
AFIN-BUD-005	Allotment Management Report (Formerly EALL Screen)
AFIN-BUD-010	Agency Obligations vs. Exp Budget, Appropri and Allotments (Formerly A501)
AFIN-BUD-013	Operations Plan (Formerly P421)
AFIN-CASH-001	Cash Reconciliation Report (Formerly C115)
AFIN-CASH-002	Budgetary Fund Balance Report (Formerly C110)

STAARS Chart of Accounts Conversion

Old Legacy System Name	New STAARS Name
Agency	Department
Fund	Fund
Appropriation Unit	Appropriation Class
Activity	Function
CAS Organization (Org)	Appropriation Unit

HEADER PAGE

After logging in, begin by clicking **Budget Tasks** on the task bar. Then select **Formulate Budget Request** on the dropdown menu.



The **Budget Layout Selection** screen will be used several times during the preparation of the department's Budget Request. The code names below will be used to complete the required forms.

Forms 5 & 6

BUD REQ BY FUNCTION

Forms 1 & 3

BUD REQ BY DEPT

NOTE: Form 2-Summary Budget Request will be generated by STAARS Budgeting after all other forms have been completed.

Increase/Decrease worksheets will be partially completed by the system. Agencies will insert the details for each line. Additional instructions are included further in these instructions.

FORMS 5 & 6 – BUD REQ BY FUNCTION

The following steps will be completed each time a Form 5 is required.

Step 1. Select **BUD REQ BY FUNCTION** under the Code section to begin creating a Form 5 for each function.

CGI Advantage ! The System is currently Locked

Reference Data ▾ SBFS ▾ Projection/Allocation ▾ Security ▾ Utilities ▾ Budget Tasks ▾ Dashboards ▾ Integration ▾

Advantage Performance Budgeting > Budget Tasks > Budget Layout Selection

Budget Layout Selection

Code: Name:

Layout Type:

Display Items

	Code	Name
	BUD REQ BY FUNCTION	Budget Request- Forms 5 & 6
	QPR TARGETS	Quarterly Performance Targets
	PS OPS PLAN BUD EXP	PS Ops Plan-Expenditures & Transfer-Form 21
	PS OPS PLAN	PS Operations Plan - Form 20
	BUD REQ BY DEPT	Budget Request- Department level- Forms 1 & 3
	MONTHLY REV ESTIMATE	Monthly Revenue Estimate
	QPR Q1 ACTUALS	Quarter 1 Performance Actuals
	QPR Q2 ACTUALS	Quarter 2 Performance Actuals
	QPR Q3 ACTUALS	Quarter 3 Performance Actuals
	QPR Q4 ACTUALS	Quarter 4 Performance Actuals
	ANNUAL REV ESTIMATE	Annual Revenue Estimate
	PS BUD REQ E&G	PS Restricted & Unrestricted & E & G Budget Request-Form 14
	PS BUD REQ AUXILIARY	PS Unrestricted Auxiliary Enterprises Bud Req - Form 14
	PS BUD REQ PERSONNEL	PS Restricted & Unrestricted Personnel Bud Req-Form 17
	PS BUD REQ HOSPITAL	Post Secondary Hospital Financial Summary Bud Req - Form 14A
	BUDGET REVISION	Budget Revision - Forms 8 and 9
	OPERATIONS PLAN	Operations Plan Forms 8

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

CGI Advantage ! The System is currently Locked

Reference Data ▾ SBFS ▾ Projection/Allocation ▾ Security ▾ Utilities ▾ Budget Tasks ▾ Dashboards ▾ Integration ▾

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

Select Budget Request

Layout Code: Request Code: Current Rank: Wo

Layout Type: Name: Stage: Arc

Fund: Department:

Appropriation Unit: Appropriation Class:

Function:

Display Items

<input type="checkbox"/>	Request Code	Name	Stage	Current Rank	Department	Fund	Appropriation Class
- NO ITEMS TO DISPLAY -							

The **Create Budget Request** screen will appear.

Step 3. Complete the required fields in the **Budget Request Details** section by entering your agency information for the Form 5 Function that you select to begin with as indicated below. It is important that each file name is formatted as suggested. If the file name is not correct, the Budget Request document may be rejected by your budget analyst.

Request Code: (Example) 050 BR 0931 512 0237 (with spaces)

Department Number: **3 Digits**

BR: Enter the letters **BR** (for Budget Request by Function)

Fund: **4 Digit fund number**

Appropriation Class: **3 digits**

Function: **4 digits**

Name: **Example:** Vet Assist Food – Agency Admin

Enter the Fund Name & Function Name

Budget Request Details for the **Stage** field should always remain on the default setting '1'. **Description** and **Ranking Type** will remain blank.

Step 4. Complete the **Dimensions** section at the bottom of the **Create Budget Request** screen by searching for each required field.

Note: If you know your Dimension Codes, you may key them directly into the fields; however, if you are unsure, then use the Search method to ensure the correct code will be entered.

Dimensions ⓘ

<u>Department:</u>	<input type="text"/>	ⓘ	<u>Appropriation Unit:</u>	<input type="text"/>	ⓘ
<u>Fund:</u>	<input type="text"/>	ⓘ			
<u>Function:</u>	<input type="text"/>	ⓘ			
<u>Appropriation Class:</u>	<input type="text"/>	ⓘ			

[Go to top of page](#)

Step 5. Begin by clicking on **Department**. The **Department Search** screen will appear. Enter your agency number and an asterisk. Click **Search** again and when the screen changes, select the Department code specific to the agency.

CGI Advantage

Department Search ⓘ

Code: Name: Short Name: * Element Type:
Postable: Parent Department: ⓘ

Dimension Reference Information ⓘ

Department: ⓘ

20 Items

	Code	Name	Short Name	Element Type	Parent	Department
- NO ITEMS TO DISPLAY -						

Step 6. Continue searching for each dimension (**Fund, Function, Appropriation Class** and **Appropriation Unit**) until all fields have been entered.

Step 7. Once complete, click **Save** at the top of the page. The **Action was Successful** message will appear.

CGI Advantage

Save Back

Create Budget Request

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

Budget Request Details

* Request Code: 050 BR 0931 512 0237 * Name: Vet Assist Food - Agcy

* Stage: 1

Description:

Ranking Type: Ranking Type:

Budget Request Information

Dimensions

Department: 050 Vets Affairs

Fund: 0931 Ala Vet Asst

Function: 0237 Agency Admin

Appropriation Class: 512 Admin Of Vetera

Appropriation Unit: 0 Default

Supplementary tabs will emerge that will allow you to enter the department data for Forms 5 and 6. The tabs are: **Expenditures, Source of Funds, Position Change Results, Other Personnel Info, Position Changes, and Document Management.**

CGI Advantage

Action was successful.

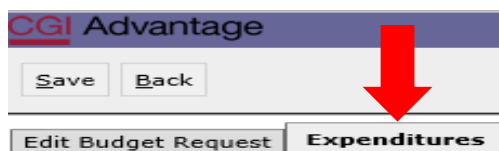
Save Back

Edit Budget Request Expenditures Source of Funds Position Change Results Other Personnel Info Position Changes Document Management

Notifv

EXPENDITURES TAB

Step 1. Select the **Expenditures** tab.



Numerical data for the Prior Year Actuals and Current Year Budget will pre-populate once the tab is opened. **The PY1 Actuals column cannot be changed.** The **CUR BUD** column represents the current budget year and will need to be updated to reflect Form 8 revisions for reversions re-appropriated made prior to submission of the Budget Request. Modifications should be made in the **CY OPS Plan Change** column.

The data pre-populated in the **PY1 Actuals** should match the AFIN-BUD-004 (formerly P441) report at year end. The **CUR BUD** column should match AFIN-BUD-013 (formerly P421) at the Function (Activity) level.

The **BR TOTAL REQUESTED** column has been prepopulated into budget objects for personnel and benefits. The information was generated from the SBFS or Data Dump which ultimately comes from GHRS payroll at September 1st. Agencies can make corrections directly on the Form 5 column for all budget objects, including payroll and benefits or select to update the Data Dump prepopulated totals through the Position Change tab. The Position Change tab will not be utilized if you wish to submit a manual Form 6. Using the Position Change tab will keep the Form 6 Staffing Plan in balance with the Form 5 and PB will automatically create the Form 6. If agencies select to update personnel cost by keying directly on the Form 5 tab, a manual Form 6 Staffing Plan will need to be added to the Document Management tab for submission to EBO. A Form 6 template can be found on the EBO website under Document and Forms.

Step 2. If a **Budget Object** is not displayed, click **New Item**. The newly inserted row will appear as the last entry. If there are multiple object lines, use the scroll bar to view the line added. There could also be multiple pages and the new item line will be the last item.

Summary										
<input type="checkbox"/>	Line	Budget Object	I	PY1 ACTUALS	CUR BUD	CY OPS PLAN CHANGE	BR CUR BUD UPDTD	REQUESTED AMOUNT	BR TOTAL REQUESTED	Justification Line Text
<input type="checkbox"/>	7	0125	E	800	0		0		0	
<input type="checkbox"/>	8	0129	E	0	0		0		13,600	
<input type="checkbox"/>	9	0201	E	126,199	1,200,027		1,200,027		95,035	
<input type="checkbox"/>	10	0202	E	202,063	0		0		173,552	
<input type="checkbox"/>	11	0203	E	461,940	0		0		336,600	
<input type="checkbox"/>	12	0500	E	0	2,253,916		2,253,916		0	
<input type="checkbox"/>	13	0800	E	0	455,000		455,000		0	
<input type="checkbox"/>	14	0900	E	147,884	2,687,900		2,687,900		0	
<input type="checkbox"/>	15	1100	E	40	1,000		1,000		0	
<input type="checkbox"/>	16	1400	E	92,022	100,000		100,000		0	
<input checked="" type="checkbox"/>	17									
Totals:				2,740,656	9,261,891	0	9,261,891	0	1,847,471	

Page 1 of 1 Show 20 rows per page Rows 1 - 17 of 17

Step 3. Include all **Budget Objects** essential for the agency's Budget Request. In the **CY OPS Plan Change** column, insert any revised figures for each **Budget Object** and in the **Requested Amount** column enter the amounts being requested for the upcoming budget year.

Summary									
<input type="checkbox"/>	Line	Budget Object		PY1 ACTUALS	CUR BUD	CY OPS PLAN CHANGE	BR CUR BUD UPDTD	REQUESTED AMOUNT	BR TOTAL REQUESTED
<input type="checkbox"/>	7	0125	E	800	0		0		0
<input type="checkbox"/>	8	0129	E	0	0		0		13,600
<input type="checkbox"/>	9	0201	E	126,199	1,200,027		1,200,027		95,035
<input type="checkbox"/>	10	0202	E	202,063	0		0		173,552
<input type="checkbox"/>	11	0203	E	461,940	0		0		336,600
<input type="checkbox"/>	12	0500	E	0	2,253,916		2,253,916		0
<input type="checkbox"/>	13	0800	E	0	455,000		455,000		0
<input type="checkbox"/>	14	0900	E	147,884	2,687,900		2,687,900		0
<input type="checkbox"/>	15	1100	E	40	1,000		1,000		0
<input checked="" type="checkbox"/>	16	1400	E	92,022	100,000		100,000		0
<input type="checkbox"/>	17	1600				100,000		100,000	
<									
Totals:				2,740,656	9,261,891	0	9,261,891	0	1,847,471

Step 4. Continue inserting **Budget Objects** used by the department.

Step 5. Once complete, click **Save** and the Totals will calculate and appear at the bottom of each column, allowing you to review for accuracy and add / change any **Budget Objects**.

POSITION CHANGE TAB

NOTE: *The Position Change tab will not be utilized if a manual Form 6 will be submitted.

The **Position Change Tab** is used along with the Salaries and Benefits Forecasting System (SBFS) projections commonly referred to as the SBFS Data Dump Report. However, you must run the SBFS report through STAARS infoAdvantage. Please refer to the STAARS infoAdvantage Manual for State Agencies on how to run this report.

The SBFS projection provides information at the object level and forecasts the salaries and benefits two-years out. For example, if the current year is FY 23 (when the data is pulled from GHRS), then the projection assumes every employee eligible for a two-step merit raise received the raise for FY 24 and projects the new salaries and benefits for FY 25 (including a merit raise, if eligible, in FY 25).

The SBFS projection predicts salaries (including longevity and merit raises, if eligible), Social Security (FICA) and Medicare (OASDI), retirement, and insurance. The projection **DOES NOT** calculate overtime costs, subsistence pay, travel-related FICA, or termination costs, so be sure to include these planned expenditures, if necessary, on the **Expenditures** tab in the Requested column.

NOTE: The ONLY way to change Object 0104 and NOT do a manual Form 6 is through the Position Change tab. **Adding an amount to salaries on the Form 5 will cause the infoAdvantage generated Form 6 to not agree with the Form 5 in total.**

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



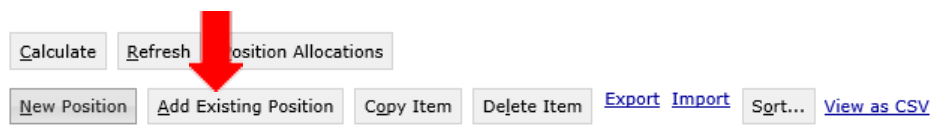
CGI Advantage

Save Back

Edit Budget Request Form 8 Operations Plan Form 8 Source of Funds **Form 9 Position Changes**

A. REMOVE AN EMPLOYEE

Step 2. If the request requires a decrease, removing an employee is required to reflect the correct totals in budget Object 0100. To remove an Employee, click on **Add Existing Position**.



Calculate Refresh Position Allocations

New Position **Add Existing Position** Copy Item Delete Item Export Import Sgrr... View as CSV

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: x

Search Cancel

Select Display 20 Items Sgrr...

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, then click **Search**.

Step 4. Click on the box next to the employee, then click the **Select** button and the employee data will populate in the **Position Changes** tab. Note that the employee's chart of account information populates in the form.

Step 5. Next, enter a negative 1 (-1) in the **Count** field to remove the employee.

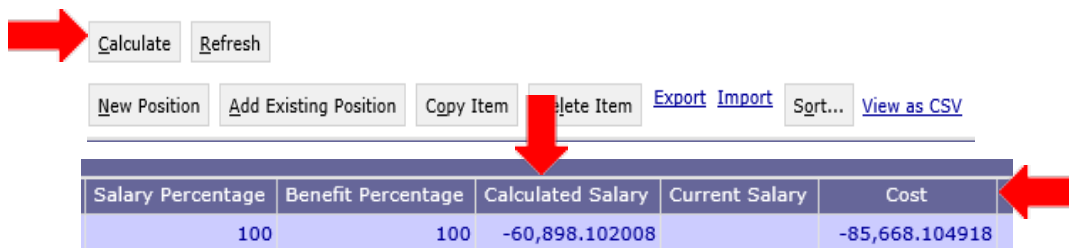
FTE	Count	Salary Percentage
1	1	

Step 6. 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
10/01/2016	12/31/2016

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.

Step 7. Once all of the required information has been entered, click **Calculate**. Note the calculated salary and total cost fields are updated to reflect the changes.



The screenshot shows the STAARS Budgeting interface. At the top, there are buttons for 'Calculate' and 'Refresh'. Below these are buttons for 'New Position', 'Add Existing Position', 'Copy Item', and 'Delete Item'. To the right of these buttons are links for 'Export', 'Import', 'Sort...', and 'View as CSV'. Below the buttons is a table with the following data:

Salary Percentage	Benefit Percentage	Calculated Salary	Current Salary	Cost
100	100	-60,898.102008		-85,668.104918

B. ADDING AN EMPLOYEE OR NEW POSITION

Step 8. 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 **Position Changes** tab.



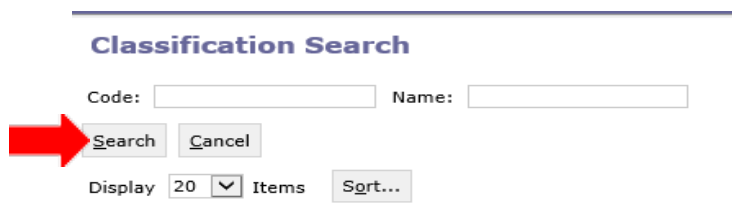
Buttons: Calculate, Refresh, Position Allocations, New Position, Add Existing Position, Copy Item, Delete Item, Export, Import, Sort..., View as CSV

Summary

<input type="checkbox"/>	Pos No.	Emp No.	Classification	Grade	Step	Category	Funding Start Date	Funding End Date	FTE	Count	Calculated Salary	Current Salary	Cost
<input checked="" type="checkbox"/>													

Step 9. In the **Classification** field, right click and then click **Search**.

Step 10. The **Classification Search** page will display. Click **Search** again.

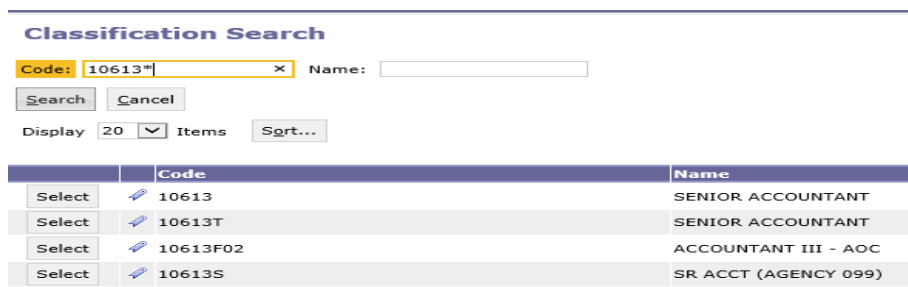


Classification Search

Code: Name:

Display Items

Step 11. 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
Select	10613	SENIOR ACCOUNTANT
Select	10613T	SENIOR ACCOUNTANT
Select	10613F02	ACCOUNTANT III - AOC
Select	10613S	SR ACCT (AGENCY 099)

Step 12. Select the **Classification**, and the data will populate in the **Position Changes** tab.

Step 13. In the **Grade** field, right click and then click **Search**.

Step 14. The **Grade Search** screen will appear. Select the appropriate **Grade**, and the data will populate in the **Position Changes** tab.

Grade Search

Code: Name:

Display Items

Item Page: **1** 2 3 4 5 6 7 8 9 10 11

	Code	Name
Select	027	GRADE 27
Select	028	GRADE 28
Select	029	GRADE 29
Select	030	GRADE 30

Step 15. In the **Step** field, right click, then click **Search**.

Step 16. 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
Select	29	DIFF 29
Select	CV	CONVERSION
Select	30	STEP 30
Select	31	STEP 31
Select	32	STEP 32
Select	33	STEP 33
Select	34	DIFF 34
Select	35	DIFF 35

STAARS BUDGETING 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 17. Next, you will need to select the proper retirement category. In the **Category** field, right click, then click **Search**.

Step 18. 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	TIER 1- TEACHERS	Tier 1- Teachers
Select	TIER 2- TEACHERS	Tier 2- Teachers
Select	TIER 1- ALL OTHER	Tier 1- All Other State Agencies
Select	TIER 2- ALL OTHER	Tier 2- All Other State Agencies
Select	TIER 1- LAW ENFORCE	Tier 1- Law Enforcement
Select	TIER 2- LAW ENFORCE	Tier 2- Law Enforcement
Select	TIER 1- JUDICIAL	Tier 1- Judicial
Select	TIER 2- JUDICIAL	Tier 2- Judicial

Step 19. 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 add an employee for a partial year, specific dates must be entered.

Funding Start Date	Funding End Date
10/01/2016	12/31/2016

Step 20. In the **FTE** field, enter the desired FTE percentage:

FTE	Count	Salary Percentage
1	1	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 21. In the **Count** field, enter the number of employees that will be hired at this rate.

FTE	Count	Salary Percentage
1	1	100

Step 22. Once all fields have been added, click **Calculate**.

Step 23. Click **Save** and determine if the **Action was Successful**.

Step 24. Return to the **Expenditures tab** and click **Update Preload**. This will ensure the changes made on the Position Changes tab loads in the Budget Request.

NOTE:

The same process would need to be followed to add an employee that is being moved from another set of chart of account elements. Because the employee is assigned to certain chart of account elements, you may remove the specific employee. However, a specific employee must be added back 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 set of chart of accounts elements is the same amount added to a different set of chart of accounts elements.

To make adjustments for a promotion, **REMOVE** the specific employee for the dates desired, then add a new line to ADD the employee back into the Budget Request using the new classification, step, category, and appropriate dates, along with the chart of account element combination the employee needs to be budgeted in.

The SBFS projections does not project any type of raises for non-merit employees. Therefore, to adjust the salaries for non-merit employees and all corresponding benefits you will need to use the Form 9 Position Changes tab to remove the employee at the old rate and return them to the budget request at the new rate.

POSITION CHANGE RESULTS TAB

Use this tab to review the changes made on the **Position Changes** tab.

Position Change Results

Step 1. Click on the **Position Change Results** tab.

Step 2. Notice the Chart of Account Elements affected in the **Budget Request Summary** section.

Budget Request Summary ⓘ

Layout Code:	BUD REQ BY FUNCTION	Layout Type:	Generic ▼	Request Code:	BR 0100 942 0724
		Department:	026	Function:	0724
		Appropriation Unit:	0	Fund:	0100
				Appropriation Class:	942

Step 3. Check the employee information for accuracy.

Display Sub Total: ☒ Select Model: ▼

[Export](#) [Import](#) [Audit Trail](#) [View Graph](#) [View as CSV](#)

Summary					
<input type="checkbox"/>	Line	Budget Object	I	1	Position Tab Results
<input type="checkbox"/>	1	0104		E	37,808
<input type="checkbox"/>	2	0129		E	400
<input type="checkbox"/>	3	POS		S	1
<input type="checkbox"/>	4	0201		E	2,923
<input type="checkbox"/>	5	FTE		S	0.5

Step 4. Click **Save**.

NOTE: Changes **CANNOT** be made on the **Position Change Results** tab. You must return to the **Position Changes** tab for corrections.

After changes have been made in the **Position Changes** tab, return to the **Expenditures** tab and click **Update Preload**.

SOURCE OF FUNDS TAB

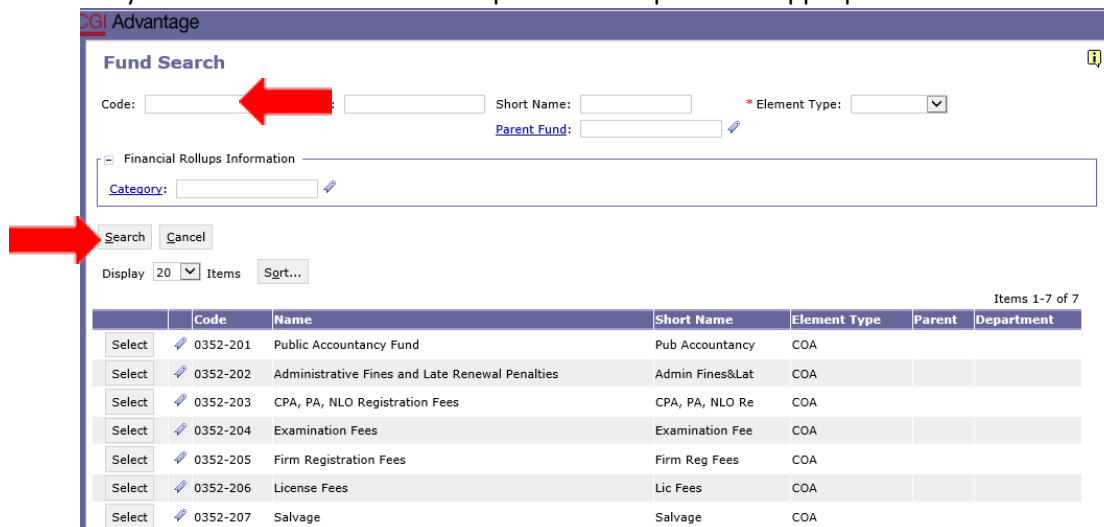


Use this tab to identify the **Source of Funds** expended for each Function created on the Expenditures tab (Form 5).

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

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

Step 3. In the **Fund** column, right click. Click **Search**. Enter your Fund number and an asterisk (*). Click **Search** again for the list of funds to emerge. Select the fund code that corresponds with the source of fund(s) used on the **Expenditures** tab for the function represented. More than one source of funds may be necessary to outline the bases of the expenditures reported or appropriations.



	Code	Name	Short Name	Element Type	Parent	Department
Select	0352-201	Public Accountancy Fund	Pub Accountancy	COA		
Select	0352-202	Administrative Fines and Late Renewal Penalties	Admin Fines&Lat	COA		
Select	0352-203	CPA, PA, NLO Registration Fees	CPA, PA, NLO Re	COA		
Select	0352-204	Examination Fees	Examination Fee	COA		
Select	0352-205	Firm Registration Fees	Firm Reg Fees	COA		
Select	0352-206	License Fees	Lic Fees	COA		
Select	0352-207	Salvage	Salvage	COA		

NOTE: ALL General Fund or Education Trust Fund appropriations to a department should be reflected as one source of funds on any Form 5. Detailed information should be reflected on the Form 1 Receipts.

EXAMPLE:

- 0100-230 State General Fund
- 0200-223 ETF

However, the agency should include details for earmarked funds.

EXAMPLE:

- 0352-201 Public Accountancy Fund
- 0352-208 Public Accountancy Fund – Reversion Re-appropriated

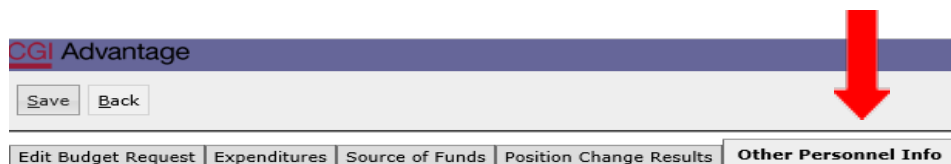
Step 4. Once all funds have been added, click **Save**.

OTHER PERSONNEL INFORMATION TAB

The data for this tab includes the Other Personnel Information found on the bottom of Form 6- Personnel Classification and includes items such as the Number of Special Merit Raises, New Positions, and Actual Number of Employees on September 30th.

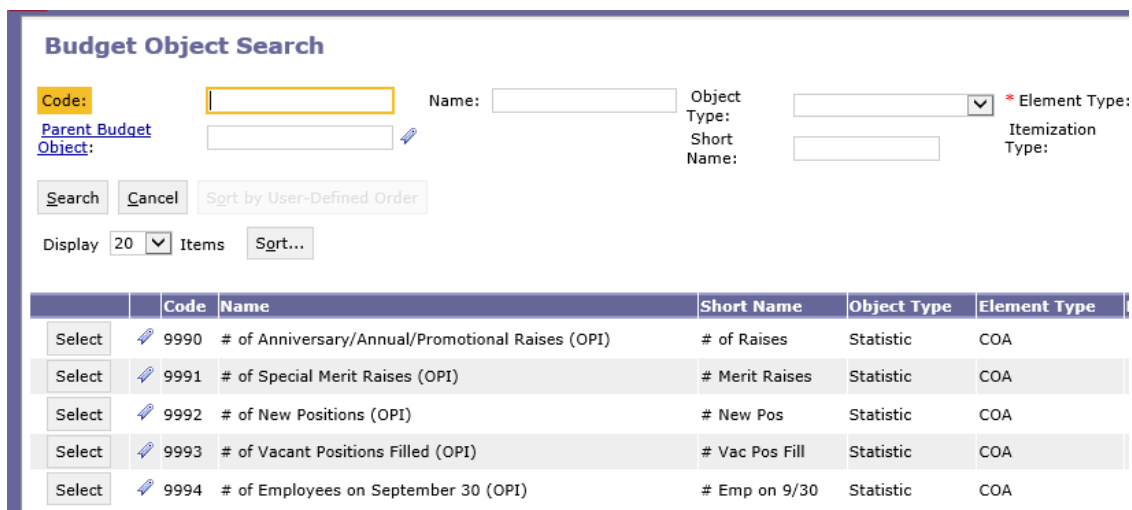
Note: Every Bud Req by Function (Form 5) will have the Other Personnel Info tab. ONLY enter this information on one Form 5 in the Bud Req by Function section.

Step 1. Select the **Other Personnel Info** tab.



The screenshot shows the top of the software interface with the 'CGI Advantage' header. Below the header are 'Save' and 'Back' buttons. A red arrow points down to the 'Other Personnel Info' tab, which is highlighted among other tabs: 'Edit Budget Request', 'Expenditures', 'Source of Funds', 'Position Change Results', and 'Other Personnel Info'.

Step 2. Click **New Item** and right-click in the **Budget Object** field.



The screenshot shows the 'Budget Object Search' window. It includes search criteria fields for 'Code', 'Name', 'Object Type', and 'Short Name'. There are also buttons for 'Search', 'Cancel', and 'Sort by User-Defined Order'. Below the search fields is a table with columns: 'Code', 'Name', 'Short Name', 'Object Type', and 'Element Type'. The table lists five items with codes 9990 through 9994, each with a 'Select' button and a pencil icon.

	Code	Name	Short Name	Object Type	Element Type
Select	9990	# of Anniversary/Annual/Promotional Raises (OPI)	# of Raises	Statistic	COA
Select	9991	# of Special Merit Raises (OPI)	# Merit Raises	Statistic	COA
Select	9992	# of New Positions (OPI)	# New Pos	Statistic	COA
Select	9993	# of Vacant Positions Filled (OPI)	# Vac Pos Fill	Statistic	COA
Select	9994	# of Employees on September 30 (OPI)	# Emp on 9/30	Statistic	COA

Step 3. Select the code required to complete the Other Personnel Information for your department's anticipated **Anniversary/Annual/Promotional Raises, Special Merit Raises, New Positions, Vacant Positions Filled, and Employees on September 30**. Provide the agency data for Actuals, Budgeted, and Requested.

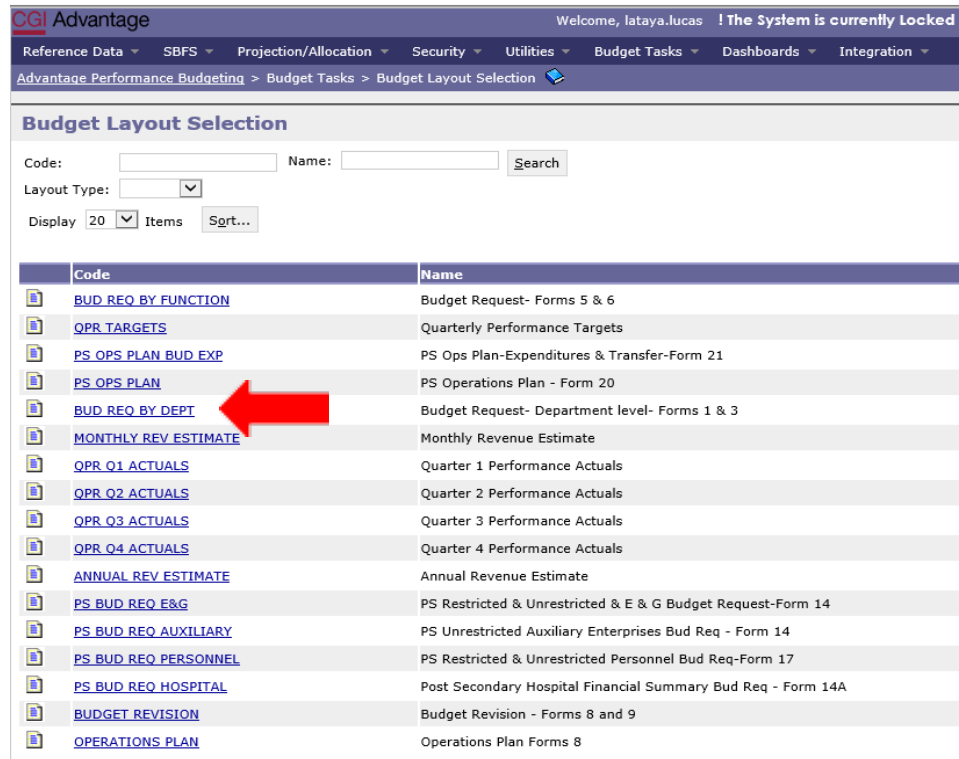
Step 4. Click **Save** and determine if the **Action was Successful**.

NOTE: You will complete this tab once using the Budget Request by Function tab reporting the information for the entire agency. **If you complete this tab on more than one Budget Request by Function form, it will sum the Budget Request by Function Forms together on your infoAdvantage generated Form 6.**

FORMS 1 & 3 – BUD REQ BY DEPARTMENT

Step 1. Begin by clicking **Budget Tasks** on the task bar. Then select **Formulate Budget Request** on the dropdown menu. The **Budget Layout Selection** screen will appear.

Step 2. Select **BUD REQ BY DEPT** under the Code section to begin creating Form 1.



CGI Advantage Welcome, lataya.lucas ! The System is currently Locked

Reference Data ▾ SBFS ▾ Projection/Allocation ▾ Security ▾ Utilities ▾ Budget Tasks ▾ Dashboards ▾ Integration ▾

Advantage Performance Budgeting > Budget Tasks > Budget Layout Selection

Budget Layout Selection

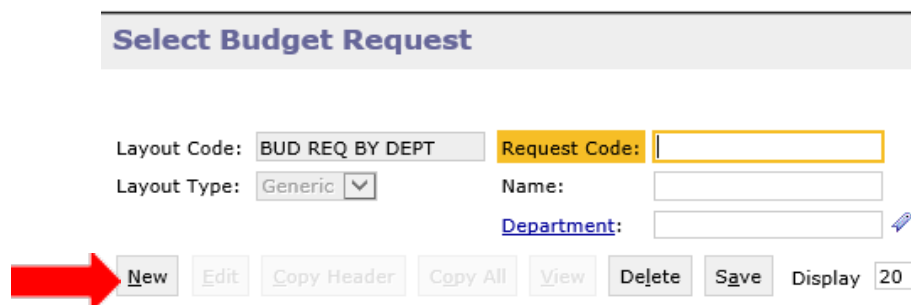
Code: Name:

Layout Type:

Display Items

Code	Name
BUD REQ BY FUNCTION	Budget Request- Forms 5 & 6
QPR TARGETS	Quarterly Performance Targets
PS OPS PLAN BUD EXP	PS Ops Plan-Expenditures & Transfer-Form 21
PS OPS PLAN	PS Operations Plan - Form 20
BUD REQ BY DEPT	Budget Request- Department level- Forms 1 & 3
MONTHLY REV ESTIMATE	Monthly Revenue Estimate
QPR Q1 ACTUALS	Quarter 1 Performance Actuals
QPR Q2 ACTUALS	Quarter 2 Performance Actuals
QPR Q3 ACTUALS	Quarter 3 Performance Actuals
QPR Q4 ACTUALS	Quarter 4 Performance Actuals
ANNUAL REV ESTIMATE	Annual Revenue Estimate
PS BUD REQ E&G	PS Restricted & Unrestricted & E & G Budget Request-Form 14
PS BUD REQ AUXILIARY	PS Unrestricted Auxiliary Enterprises Bud Req - Form 14
PS BUD REQ PERSONNEL	PS Restricted & Unrestricted Personnel Bud Req-Form 17
PS BUD REQ HOSPITAL	Post Secondary Hospital Financial Summary Bud Req - Form 14A
BUDGET REVISION	Budget Revision - Forms 8 and 9
OPERATIONS PLAN	Operations Plan Forms 8

Step 3. On the **Select Budget Request** screen, click **New**.



Select Budget Request

Layout Code: Request Code:

Layout Type: Name:

Department:

Display

The **Create Budget Request** screen will appear.

The screenshot shows the 'Create Budget Request' form with the following fields in the 'Budget Request Details' section:

- Request Code:** A text input field.
- Name:** A text input field.
- Stage:** A dropdown menu with '1' selected.
- Description:** A large text area.
- Ranking Type:** A text input field with a blue link icon to its left.

Below this section are two collapsed sections: 'Budget Request Information' and 'Dimensions'.

Step 4. Complete the required fields in the **Budget Request Details** section by entering your agency information for the Form 1&3 as follows:

Request Code: (Example) 050 Form 1&3

Department Number: 3 Digits

FORM 1&3

Name: (Example) 050 Form 1&3

This screenshot shows the 'Create Budget Request' form with the following data entered in the 'Budget Request Details' section:

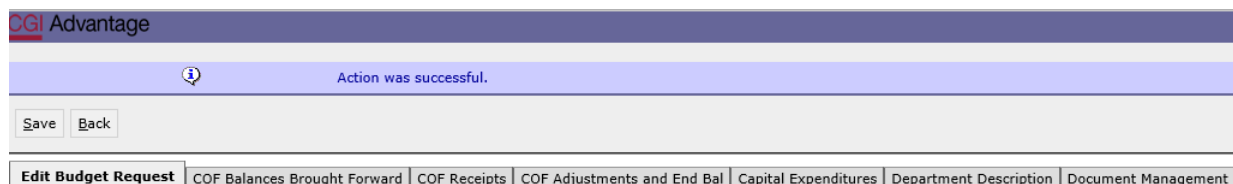
- Request Code:** 050 FORM 1
- Name:** 050 Form 1 & 3
- Stage:** 1
- Description:** (Empty)
- Ranking Type:** (Empty)

The 'Dimensions' section is expanded, showing the **Department:** field with the value '050' and a dropdown menu showing 'Vets Affairs'.

Budget Request Details for the **Stage** field should always remain on the default setting '1'. **Description** and **Ranking Type** will remain blank.

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

Supplementary tabs will emerge that will allow you to enter the department data for Forms 1 and 3. The tabs are: **COF Balances Brought Forward**, **COF Receipts**, **COF Adjustments and End Bal**, **Capital Expenditures**, **Department Description**, and **Document Management**.



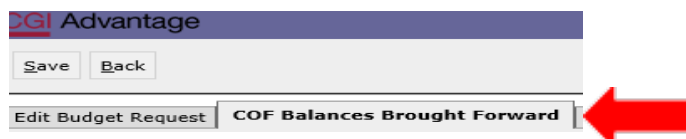
CGI Advantage

Action was successful.

Save Back

Edit Budget Request COF Balances Brought Forward COF Receipts COF Adjustments and End Bal Capital Expenditures Department Description Document Management

COF BALANCES BROUGHT FORWARD TAB



CGI Advantage

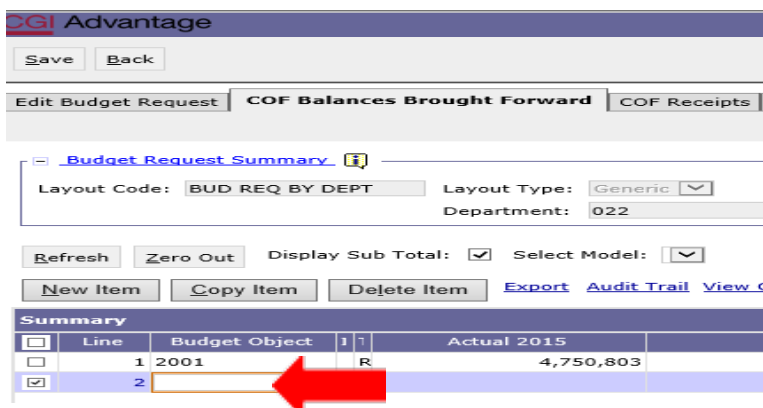
Save Back

Edit Budget Request **COF Balances Brought Forward**

Step 1. Select the **COF Balances Brought Forward** Tab.

Step 2. Select **New Item** to insert a new line that will allow you to add the Department's data in the Actual Year column.

Step 3. In the **Budget Object** field, right click, and then select **Search**.



CGI Advantage

Save Back

Edit Budget Request **COF Balances Brought Forward** COF Receipts

Budget Request Summary

Layout Code: BUD REQ BY DEPT Layout Type: Generic Department: 022

Refresh Zero Out Display Sub Total: ☒ Select Model: ☐

New Item Copy Item Delete Item Export Audit Trail View C

Line	Budget Object	Actual 2015
1	2001	4,750,803
2		

The **Budget Object Search** screen will appear. Click **Search** again for the codes to populate.

Budget Object Search

Code: Name: Object Type: * Element Type:

Parent Budget Object:

Search

Display Items

	Code	Name	Short Name	Object Type	Element
Select	2001	Unencumbered Balance Brought Forward	Unencum bal fwd	Revenue	COA
Select	2002	Investments Balance	Inv Bal Brg Fwd	Revenue	COA
Select	2003	Committed for Insurance Benefits Balance	Com Ins Ben Bal	Revenue	COA
Select	2004	Committed for Pension Obligation Balance	Com Pens Ob Bal	Revenue	COA
Select	2005	Committed for Retiree Health Insurance Benefit Balance	Com Retiree Bal	Revenue	COA
Select	2006	CHIP Balance	CHIP Bal	Revenue	COA
Select	2007	Eminent Scholars Committed Balance	Eminent Sch Com	Revenue	COA
Select	2008	Unallotted Funds Balance	Unalloated Fund	Revenue	COA
Select	2009	Special Revenue/Auxiliary Balance	Spcl Rev Bal	Revenue	COA
Select	2010	Obligated for Projects Balance	Oblgt Proj Bal	Revenue	COA
Select	2011	Committed for Insurance Benefits Balance	Com Ins Ben Bal	Revenue	COA
Select	2012	Committed for Pension Obligation Balance	Com Pens Ob Bal	Revenue	COA

Step 4. Select the code(s) necessary to complete the department's Condition of Funds for Form 1 that reflects Unencumbered Balance(s) Brought Forward. Below is a snapshot of the section from Form 1 that you will be preparing on the COF Balance Brought Forward tab.

STATE OF ALABAMA		AGENCY BUDGET REQUEST		Agency:
EBO Form No. 1		ESTIMATED CONDITION OF FUNDS		Agency No.:
	RECAP OF ALL FUNDS	ACTUAL	BUDGETED	REQUESTED
		2022	2023	2024
FUND NO.	RECEIPTS			
	Unencumbered Balance Brought Forward			
	RECEIPTS:			
	Federal and Local Funds:			
	State Funds:			
	State General Fund			
	ETF			
	Other (Specify):			

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

COF RECEIPTS TAB

Step 1. Select the **COF Receipts** Tab.



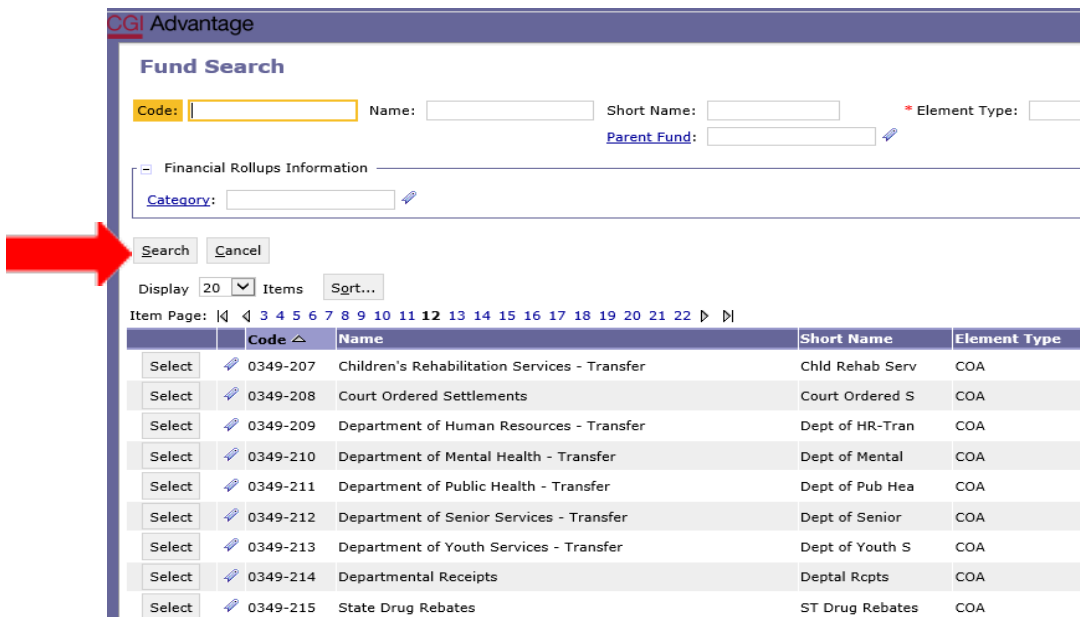
CGI Advantage

Save Back

Edit Budget Request COF Balances Brought Forward **COF Receipts**

Step 2. Select **New Item** to insert a new line that will allow you to add the Department's current data for Actual, Budgeted, and Requested Receipts related to the fiscal years at the time of Budget Request preparation.

Step 3. In the **Budget Object** field, right click and then select **Search**. The **Fund Search** screen will appear. Enter the Fund number and an asterisk (*). Click **Search** again for the fund to populate. Select only the funds received or intended to be used for the fiscal years reporting.



CGI Advantage

Fund Search

Code: Name: Short Name: * Element Type:

Parent Fund:

Financial Rollups Information

Category:

Search Cancel

Display 20 Items Sort...

Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

	Code	Name	Short Name	Element Type
Select	0349-207	Children's Rehabilitation Services - Transfer	Chld Rehab Serv	COA
Select	0349-208	Court Ordered Settlements	Court Ordered S	COA
Select	0349-209	Department of Human Resources - Transfer	Dept of HR-Tran	COA
Select	0349-210	Department of Mental Health - Transfer	Dept of Mental	COA
Select	0349-211	Department of Public Health - Transfer	Dept of Pub Hea	COA
Select	0349-212	Department of Senior Services - Transfer	Dept of Senior	COA
Select	0349-213	Department of Youth Services - Transfer	Dept of Youth S	COA
Select	0349-214	Departmental Receipts	Deptal Rcpts	COA
Select	0349-215	State Drug Rebates	ST Drug Rebates	COA

Step 4. Select the fund code that corresponds with the receipts used by the department. More than one fund may be necessary to show all receipts.

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

Summary

Line	Fund	Actual	Budgeted	Requested
<input type="checkbox"/>	0405-208	2,000,000	1,000,000	1,000,000
<input checked="" type="checkbox"/>	0400-101	156,984	265,984	325,462

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

COF ADJUSTMENTS AND ENDING BALANCE

CGI Advantage

Save Back

Edit Budget Request COF Balances Brought Forward COF Receipts **COF Adjustments and End Bal**

Step 1. Select the **COF Adjustments and End Bal** Tab.

Step 2. Select **New Item** to insert a new line that will allow you to add the Department's current data for Actual, Budgeted, and Requested Receipts related the fiscal years at the time of Budget Request preparation.

Step 3. In the **Budget Object** field, right click and then select **Search**. The **Budget Object Search** screen will appear. Select only objects that need to be listed for adjustments made such as transfers or reversions.

CGI Advantage

Budget Object Search

Code: Name: Object Type: * Element Type:
Parent Budget Object: Short Name: Itemization Type:
Search Cancel Sort by User-Defined Order
Display 20 Items Sort...
Item Page: 1 2 3

	Code	Name	Short Name	Object Type	Element Type
Select	2100	Transfer to State General Fund	COF TNSF GF	Expense	COA
Select	2101	Changes in Claims Incurred but not Reported	Chng in Claim	Expense	COA
Select	2102	ETF Transfer to Supreme Court Library	Sup Crt Lib	Expense	COA
Select	2103	Reversion to ETF	Rev to ETF	Expense	COA
Select	2104	Indirect Cost and Other Balance Sheet Adjustments	Indir cst & bal	Expense	COA
Select	2105	Investment Adjustments	Invest Adj	Expense	COA
Select	2106	Transfer to ADECA	Tran to Adeca	Expense	COA
Select	2107	Transfer Alabama Law Institute	Tran to Al Law	Expense	COA
Select	2108	Transfer Alabama Law Institute	Tran to Al Law	Expense	COA
Select	2109	Transfer Department of Children's Affairs	Tran to Child A	Expense	COA
Select	2110	Transfer to Choctawhatchee, Pea & Yellow Rivers Watershed	Tran to Choct	Expense	COA

Step 4. Once complete, click at the top of the page. **Action was Successful** message will appear.

CAPITAL EXPENDITURES TAB - (FORM 3)

CGI Advantage

Save Back

Edit Budget Request COF Balances Brought Forward COF Receipts COF Adjustments and End Bal **Capital Expenditures**

The following steps will need to be followed for each capital expenditure line requested in the Budget Request.

Step 1. Select the **Capital Expenditures** Tab.

Step 2. Select **New Item** to insert a new line for each Capital Expenditure being requested by the Department on Form 3.

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

Summary

<input type="checkbox"/>	Line	Fund	Appropriation Class	Budget Object	I	Capital Expenditures
<input checked="" type="checkbox"/>	1					

Step 3. In the **Fund** field, right click and then select **Search**. The **Fund Search** screen will appear. Enter the Fund number and an asterisk (*). Click **Search** again for the department funds to populate. Select only the funds appropriate for your Department's Capital Expenditure request.

CGI Advantage

Fund Search

Code: Name: Short Name: * Element Type:

Parent Fund:

Financial Rollups Information

Category:

Search Cancel

Display 20 Items Sort...

Item Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 D

	Code	Name	Short Name	Element Type
Select	0100	State General Fund	St Gen Fund	COA
Select	0101	Dept Of Corrections - Gen Fd	Correctns-Gf	COA
Select	0102	Unified Judicial System	Aoc - Gf	COA
Select	0103	Health-General Fund	Health - Gf	COA
Select	0104	Public Safety	Pub Safty-Gf	COA
Select	0106	Medicaid - General Fund	Medicaid-GF	COA
Select	0200	Education Trust Fund	Educ Trust Fund	COA
Select	0300	Shipping Point Inspection Fund	Ship Pt Insp	COA
Select	0301	The Agricultural Fund	Agriculture	COA

Step 4. In the **Appropriation Class** field, right click, and then select **Search**. The **Appropriation Class Search** screen will appear. Enter the Appropriation Class number and an asterisk (*). Click **Search** again for the department's appropriation classes to populate.

CGI Advantage

Appropriation Class Search

Code: Name: Short Name: * Element Type:

[Parent Appropriation Class:](#)

Display Items

Item Page: **1** 2 3 4 5 6 7 8

	Code	Name	Short Name	Element Type
Select	000	Appropriation Transfers	Appropriation T	COA
Select	010	Agricultural Promotional Prog	Agricultural Pr	COA
Select	011	Agricultural Development Servi	Agricultural De	COA
Select	021	Regulatory Services	Regulatory Serv	COA
Select	031	Forest Resources Prot & Develp	Forest Resource	COA
Select	033	Mgt/Reg Of Oil/Gas Explor/Dev	Mgt/Reg Of Oil/	COA
Select	041	Regulatory Services	Regulatory Serv	COA
Select	050	Capital Outlay	Capital Outlay	COA

Step 5. In the **Budget Object** field, right click, and then select **Search**. The **Budget Object Search** screen will appear, click **Search** again for the Capital Expenditure codes to populate. Select the appropriate code for each capital expenditure line reported on Form 3. *****Do not key directly into this field. You must search and select your object codes.*****

CGI Advantage

Budget Object Search

Code: Name: Object Type: * Element Typ:

[Parent Budget Object:](#)

Display Items

	Code	Name	Short Name	Object Type	Element Type
Select	1200	Capital: Capital Outlay	Capital Cap Out	Expense	GRP
Select	1300	Capital: Transportation Equipment Purchases	Cap Tran Equip	Expense	GRP
Select	1400	Capital: Other Equipment Purchases	Cap O Equip Pur	Expense	GRP

COMMON ERROR MESSAGE: - “Multiple dimensions exist” indicates that the budget object should be searched and selected rather than keyed directly as 1200, 1300, or 1400.

Budget Request >> Budget Line 4 >> Code BF4046 Unable to Save. Multiple Dimension dimensions exist with the code '1400'. Please use the search link to select the desired dimension.

BF3022 Unable to Itemize. Selected Budget Line does not have a Budget Object specified

Step 6. In the **Capital Expenditures** field, click **Itemize**.

The screenshot shows a summary table with columns: Line, Fund, Appropriation Class, Budget Object, and Capital Expenditures. The first row has values: 0100, 115, 1400, and an empty field. Above the table are buttons: New Item, Copy Item, Delete Item, Itemize, Export, Audit Trail, View Graph, Sqrt..., and View as CSV. A red arrow points to the 'Itemize' button, and another red arrow points to the empty 'Capital Expenditures' field.

Step 7. The Capital Expenditure screen will change to the **Fixed Assets Information** screen and allow you to select the Commodity Item similar to the capital expenditure being requested. Once the screen changes, you **MUST** click “**New**” to itemize the department’s capital expenditures.

Step 8. Click on **Commodity Item**.


The screenshot shows the 'Fixed Assets Information' screen. It has fields for Line#, Object Code (1400), and Object Name (Capital: Other Equipme). Below these are buttons: New Item, Copy Item, Delete Item, Update, Refresh, Display (20 Items), and Sqrt... A table with columns Name, Item, Total, and Posting Time is shown. Below the table are links for Expand All and Collapse All. A red arrow points to the 'Commodity Item' link in the 'Fixed Assets Information' section.

Step 9. The search box for **Commodity Item** will appear. Click **Search** and the screen changes to the **Search Commodity Items**. Click **Search** again for the list to populate. Select the code appropriate for your capital expenditure being reported.

The screenshot shows the 'Search Commodity Items' screen. It has input fields for Code, Commodity Code, and Name, and buttons for Search and Cancel. Below these are fields for Display (20 Items) and Sqrt... A table with columns Code, Commodity Code, and Name is shown. The table contains 10 rows of commodity items, each with a 'Select' button in the first column.

	Code	Commodity Code	Name
Select	ACADEMIC EQUIP FURN	OTHER EQUIP PURCHASE	Academic Equipment, Furnishings and Accessories
Select	RESIDENTIAL FURN EQ	OTHER EQUIP PURCHASE	Residential Furnishing and Equipment
Select	CLEANING EQUIP & ACC	OTHER EQUIP PURCHASE	Cleaning Equipment and Accessories
Select	COMM EQUIP & ACC	OTHER EQUIP PURCHASE	Communications Equipment and Accessories
Select	COMPUTER EQUIP & ACC	OTHER EQUIP PURCHASE	Computer Equipment and Accessories
Select	COOKING EQUIP & ACC	OTHER EQUIP PURCHASE	Cooking Equipment and Accessories
Select	LAW ENF & SEC EQUIP	OTHER EQUIP PURCHASE	Law Enforcement/Security Equipment
Select	LAWN & GARDEN EQUIP	OTHER EQUIP PURCHASE	Lawn and Garden Equipment
Select	LEGAL	OTHER EQUIP PURCHASE	Legal
Select	MED LAB EQUIP & ACC	OTHER EQUIP PURCHASE	Medical/Laboratory Equipment and Accessories

The **Commodity Code**, **Commodity Item Code**, and **Name** fields will auto fill after your selection.

*** Commodity Item:** 

Commodity Code: OTHER EQUIP PURCHASES


Commodity Item Code: COMPUTER EQUIP & ACCESSORIES


Name: Computer Equipment and Accessories

Step 10. Key the **Quantity** for the capital expenditure indicating how many items will be purchased.
Example: 10 laptops.

☐ Name Item

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


☐ Fixed Assets Information 

*** Commodity Item:** 

Commodity Code: OTHER EQUIP PURCHASES

Commodity Item Code: COMPUTER EQUIP & ACCESSORIES

Name: Computer Equipment and Accessories

*** Quantity:** 

Price:

Total:

*** Posting Time Period:**

Comment:

Step 11. Key the price for **ONE** item being purchased. The system will calculate the **Total** based on the quantity and price stated.

Step 12. Click **REFRESH** to view the calculations.


CGI Advantage


Line#: Object Code: 1400 Object Name: Capital: Other Equipme Stage: 1

[New Item](#) [Copy Item](#) [Delete Item](#) [Update](#) [Refresh](#) [Display](#) 20 Items [Sort...](#)

<input checked="" type="checkbox"/>	Name	Item	Total
<input checked="" type="checkbox"/>	Computer Equipment and Accessories	COMPUTER EQUIP & ACC	600

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


☐ Fixed Assets Information 

*** Commodity Item:** 

Commodity Code: OTHER EQUIP PURCHASES

Commodity Item Code: COMPUTER EQUIP & ACCESSORIES

Name: Computer Equipment and Accessories

*** Quantity:** 

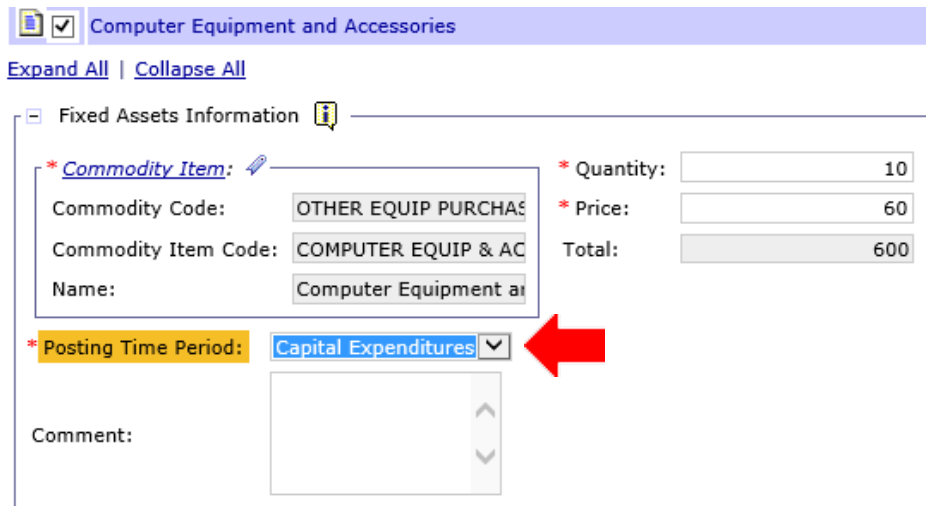
*** Price:**

Total:

*** Posting Time Period:**

Comment:

Step 13. You must also change the Posting Time Period. Use the dropdown arrow next to **Posting Time Period** to “**Select Capital Expenditures.**” Use the Comment Box to add comments or justifications for your items.



Computer Equipment and Accessories

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

Fixed Assets Information

* **Commodity Item:**

Commodity Code: OTHER EQUIP PURCHASE

Commodity Item Code: COMPUTER EQUIP & ACCESSORIES

Name: Computer Equipment and Accessories

* Quantity: 10

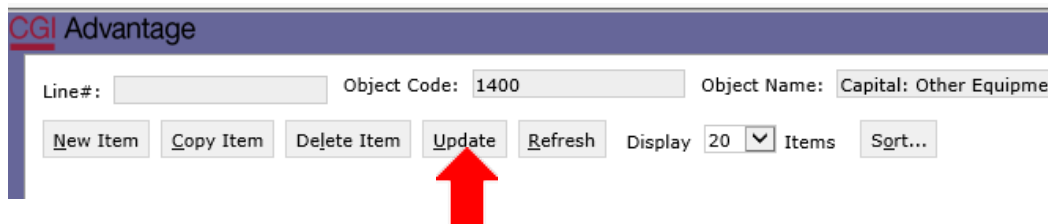
* Price: 60

Total: 600

* **Posting Time Period:** Capital Expenditures

Comment:

Step 14. Click **Update**.

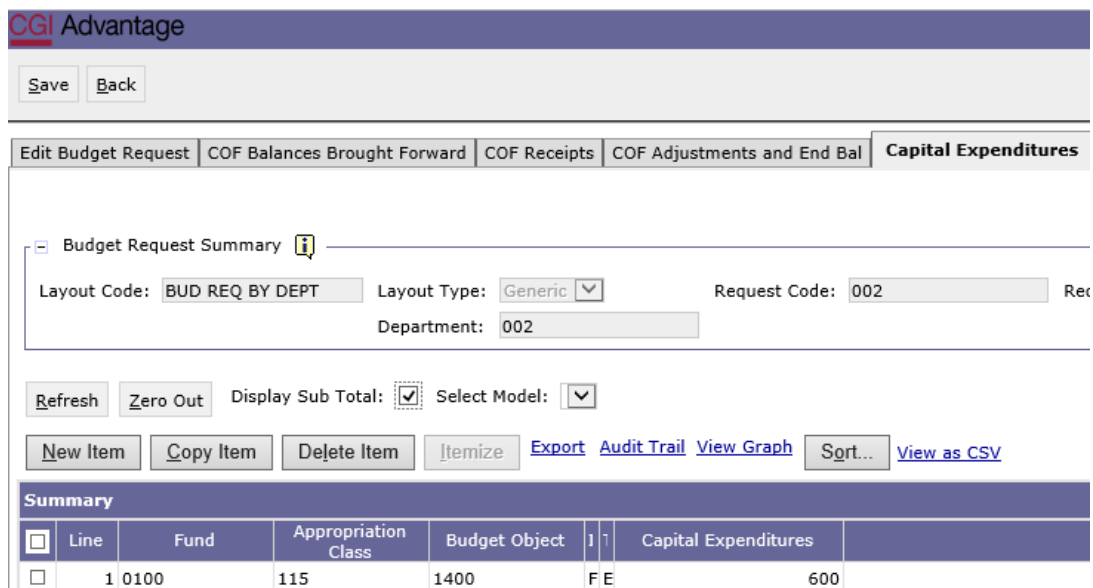


CGI Advantage

Line#: Object Code: 1400 Object Name: Capital: Other Equipme

[New Item](#) [Copy Item](#) [Delete Item](#) [Update](#) [Refresh](#) Display 20 Items [Sort...](#)

Once you have selected **Update**, the screen will return to the **Capital Expenditures** page below.



CGI Advantage

[Save](#) [Back](#)

[Edit Budget Request](#) [COF Balances Brought Forward](#) [COF Receipts](#) [COF Adjustments and End Bal](#) **Capital Expenditures**

Budget Request Summary

Layout Code: BUD REQ BY DEPT Layout Type: Generic Request Code: 002

Department: 002

[Refresh](#) [Zero Out](#) Display Sub Total: ☒ Select Model:

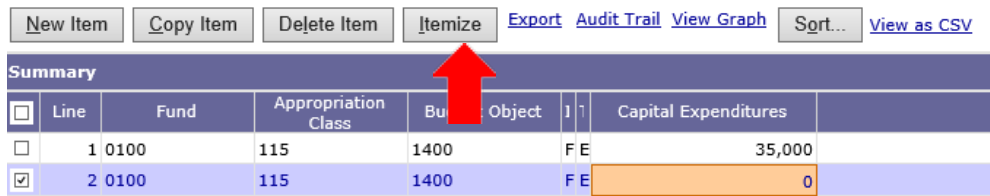
[New Item](#) [Copy Item](#) [Delete Item](#) [Itemize](#) [Export](#) [Audit Trail](#) [View Graph](#) [Sort...](#) [View as CSV](#)

Line	Fund	Appropriation Class	Budget Object	Capital Expenditures
1	0100	115	1400	600

Step 15. Once complete, click **Save** at the top of the page. **Action was Successful** message will appear.

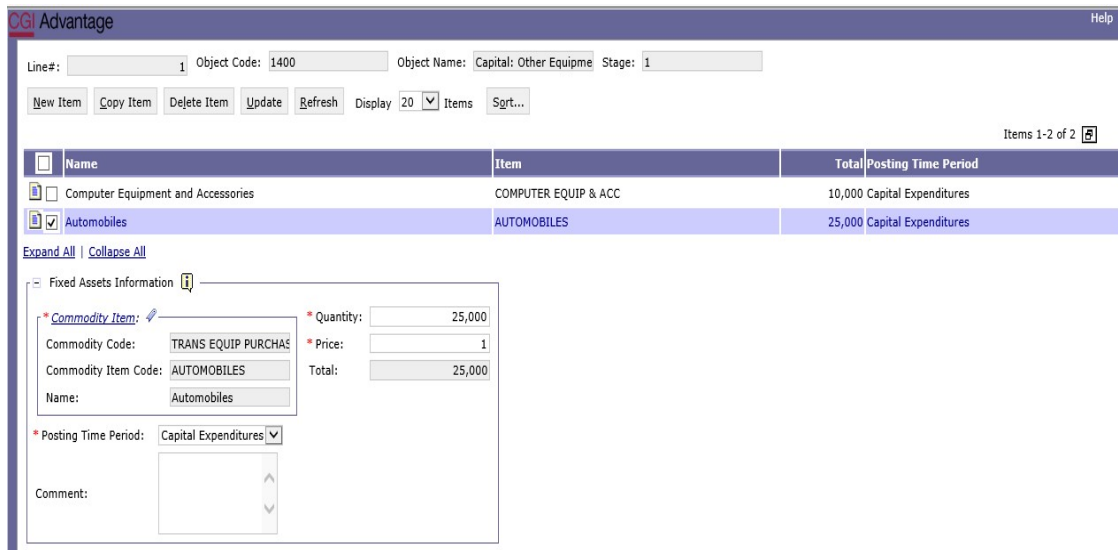
EDITING CAPITAL EXPENDITURES

Step 1. On the **Capital Expenditures** screen, return to the expenditure line that you need to update.



Summary							
<input type="checkbox"/>	Line	Fund	Appropriation Class	Bu	Object	IT	Capital Expenditures
<input type="checkbox"/>	1	0100	115	1400		F E	35,000
<input checked="" type="checkbox"/>	2	0100	115	1400		F E	0

Step 2. Click **Itemize**. The screen changes to the **Fixed Assets Information** screen. A listing of capital expenditures added to this point will appear.



CGI Advantage Help

Line#: Object Code: Object Name: Stage:

Display Items

Items 1-2 of 2

<input type="checkbox"/>	Name	Item	Total	Posting Time Period
<input type="checkbox"/>	Computer Equipment and Accessories	COMPUTER EQUIP & ACC	10,000	Capital Expenditures
<input checked="" type="checkbox"/>	Automobiles	AUTOMOBILES	25,000	Capital Expenditures

Fixed Assets Information

* Commodity Item:

Commodity Code:

Commodity Item Code:

Name:

* Quantity:

* Price:

Total:

* Posting Time Period:

Comment:

Step 3. Select the expenditure line that requires updating and that line of information will appear in the **Fixed Assets Information** screen.

Step 4. Update the Commodity as desired.

Step 5. Refresh AND Update once complete.

ERROR MESSAGE EXAMPLE:

Advantage Performance Budgeting

! The System is currently Locked | Start Page | Preferences | Site Map | Help | WinDebug | Snoop Session | About
Dept Entry | September 21, 2015 | Lock Session | Sign Out

Application Message

A System Error has occurred. Please contact your system administrator. The Reference number is 8c3971...-4727-a345-d49f93184c5f

[Back](#)

Details

```
java.lang.NumberFormatException: null
at java.lang.Integer.parseInt(Integer.java:454)
at java.lang.Integer.parseInt(Integer.java:527)
at com.ams.core.statemachine.StateMachineHelper.getSelectedItemIdForState(StateMachineHelper.java:255)
at com.ams.core.statemachine.StateMachineHelper.getSelectedItemIdForState(StateMachineHelper.java:303)
at com.ams.core.statemachine.listener.SelectReference.fireEvent(SelectReference.java:87)
at com.ams.core.statemachine.listener.AbstractStateMachineListener.fireEvent(AbstractStateMachineListener.java:386)
at com.ams.core.statemachine.StateMachine.executeListener(StateMachine.java:1348)
at com.ams.core.statemachine.StateMachine.executeListener(StateMachine.java:1330)
at com.ams.core.statemachine.StateMachine.applyTransitionImpl(StateMachine.java:1291)
at com.ams.core.statemachine.StateMachine$TransitionEventListenerTransitionAction.run(StateMachine.java:1828)
at com.ams.core.statemachine.StateMachine$TransitionEventListenerTransitionAction.run(StateMachine.java:1801)
at com.ams.core.statemachine.StateMachine$TransitionEventListenerWrapper.executeAction(StateMachine.java:1719)
at com.ams.core.statemachine.StateMachine.applyTransition(StateMachine.java:1266)
at com.ams.core.statemachine.StateMachine.applyEventImpl(StateMachine.java:731)
at com.ams.core.statemachine.StateMachine$TransitionEventListenerEventAction.run(StateMachine.java:1794)
at com.ams.core.statemachine.StateMachine$TransitionEventListenerEventAction.run(StateMachine.java:1772)
```

The **Application Message** above indicates that a New Line (Step 7) was not inserted. To clear the message, click on **Start Page** across the blue tool bar. You will then be re-directed to the **Select Budget Request** screen.

CGI Advantage

Welcome, dept.entry2 | The System is currently Locked | Messages

Reference Data ▾ SBFS ▾ Projection/Allocation ▾ Security ▾ Utilities ▾ Budget Tasks ▾ Dashboards ▾ Integration ▾

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

Select Budget Request

Layout Code: **BUD REQ BY DEPT** Request Code: Current Rank: Workflow Status:

Layout Type: **Generic** Name: Stage: Archive View: **False**

Department:

[New](#) [Edit](#) [Copy Header](#) [Copy All](#) [View](#) [Delete](#) [Save](#) Display **20** Items [Sgrt...](#)

Request Code	Name	Stage	Current Rank	Department
- NO ITEMS TO DISPLAY -				

[Go to top of page](#)

Return to complete the Capital Expenditures on Form 3 as follows:

1. Click on the Budget Tasks drop down menu.
2. Select Formulate Budget Request.
3. Select **BUD REQ BY DEPT** (Budget Request – Department level – Forms 1 & 3).
4. Enter agency number and an asterisk (*) in the **Request Code** box.
5. Select the form and return through the process of entering Capital Expenditures.

ERROR MESSAGE – EXAMPLE:

BF3032 Unable to Save. Posting column cannot be unfilled on a Budget Line Detail.

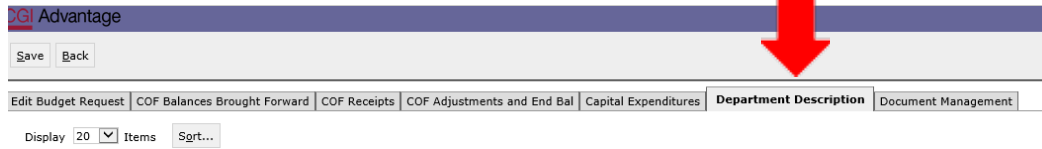
This message indicates the Posting Time Period was not updated. **Review Step 13.**

 BF3035 Values were modified by a System Refresh of one or more Budget Line Details. Please return to the Budget Line Detail Page and check your data. Always refresh the Budget Line Detail Page after modifying an Budget Line Detail.

ERROR MESSAGE – EXAMPLE:

This message indicates the **Refresh AND Update** buttons were not selected during the edit.

DEPARTMENT DESCRIPTION TAB



SGI Advantage

Save Back

Edit Budget Request COF Balances Brought Forward COF Receipts COF Adjustments and End Bal Capital Expenditures **Department Description** Document Management

Display 20 Items Sgrrt...

Step 1. Select the **Department Description** Tab.

Section Title	Section Content
Department Description	<p>Outdoor Recreation Sites And Services: Acquires and preserves natural areas; develops, furnishes, and maintains recreational facilities; and expands the knowledge of the natural environment of the state for the benefit of the public and tourism. Wildlife and Freshwater Fisheries: Manages the fish and wildlife resources of the state through freshwater fisheries, wildlife management, enforcement, administration, and fishing and hunting opportunities. Marine Police: Enforces the state's boating laws and regulations; investigates boating accidents; maintains aid to navigation on over 1,000,000 waterway acres of recreational and commercial waterways in the state; and registers and maintains records for approximately 300,000 boats. Marine Resources: Conserves the marine fisheries resources of the state through research, management, and enforcement. State Lands Management: Manages 30,000 acres of school lands, 7,000</p>

Step 2. Read through the description provided for your department and revise if desired. If there is no description, please add. However, if no changes need to be made, click **Save** to exit. **Action was Successful** will appear.

DOCUMENT MANAGEMENT TAB

All reports created in infoAdvantage for the Budget Request will need to be attached to Form 1&3 BUD REQ BY DEPT using the following steps.

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



Step 2. Click **Add Document**. The following screen will display:

A screenshot of the "CGI Advantage" application window. The title bar is purple with "CGI Advantage" in white. Below the title bar is a navigation bar with "Expand All" and "Collapse All" links. The main content area is titled "Upload Document" and contains a "Content:" label, a text input field, and a "Browse..." button. Below these are "Cancel" and "Upload" buttons.

Step 3. Click **Browse** to locate your saved files. Select your file which will populate in the **Content:** box.

A screenshot of the "CGI Advantage" application window, similar to the previous one, but the "Content:" text box now contains the file path "N:\ANALYST FOLDERS\". A red arrow points to the "Browse..." button.

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

A screenshot of the "CGI Advantage" application window showing the "Document Management" tab. The title bar is purple with "CGI Advantage" in white. Below the title bar is a navigation bar with "Back" and several tabs: "Edit Budget Request", "Form 8 Operations Plan", "Form 8 Source of Funds", "Form 9 Position Changes", "Revision Justification", and "Document Management". Below the navigation bar is a toolbar with buttons: "Add Document", "Delete", "Save", "Check Out", "Check In", "Search From Repository", "Display", "20" (with a dropdown arrow), "Items", and "Sort...". Below the toolbar is a table with two columns: "File Name" and "Content Type". The table contains two rows of data. Below the table are "Expand All" and "Collapse All" links. At the bottom is a "Document properties" section with fields for "File Name", "Last Modified Timestamp", "Content Type", and "Locked By". At the very bottom is a link "Go to top of page".

File Name	Content Type
FY 16 066 Revision 2.pdf	application/pdf
FY 16 066 Form 101 Revision 2.xls	application/vnd.ms-excel

NOTE: Please be sure to attach ALL required documentation for a Budget Request Packet in the Document Management tab using a PDF format. Other documentation could be grant awards letters, program change letters, etc.

Please see the following formatting examples for naming these additional documents:

FY 25 066 Budget Request

FY 24 066 OP Revision 2

FY 24 066 OP Revision 2 Program Change Letter

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


Step 6. Once complete, click **Back** at the top of the page.

SUBMISSION


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

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

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






Advantage Performance Budgeting > Budget Tasks > Budget Request Inbox 

Budget Request Inbox

Layout Code: Stage:
Request Code: Included in Ranking:
Workflow Status: [User/User Group:](#)  ID:

Display Items

Item Page: **1** 2

	Request Code	Name	Layout Code	Stage
	066 BR 0100 631 0362	General Fund - Admin	BUD REQ BY FUNCTION	3
	066 BR 0399 918 0738	Fed - Admin Serv	BUD REQ BY FUNCTION	3
	066 BR 0200 918 0738	ETF - Admin Serv	BUD REQ BY FUNCTION	3
	066 BR 0100 920 0627	General Fund - Energy Maint	BUD REQ BY FUNCTION	3

Step 3. Click **Submit**. The following screen displays, allowing you to add comments for the Executive Budget Office.

CGI Advantage

Reference Data ▾ SBFS ▾ Projection/Allocation ▾ Security ▾

Advantage Performance Budgeting > Budget Tasks > Budget Request

Submit Budget Request

Comments:

Step 4. Click **Confirm**. You will return to the **Budget Request Inbox** and receive a message that the Budget Request was **Successfully Submitted**. All documents submitted will be identified by the name provided 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 form(s)**.






Advantage Performance Budgeting > Budget Tasks > Budget Request Inbox 

Budget Request Inbox

Layout Code: Stage:
Request Code: Included in Ranking:
Workflow Status: [User/User Group:](#)  ID:

Display Items

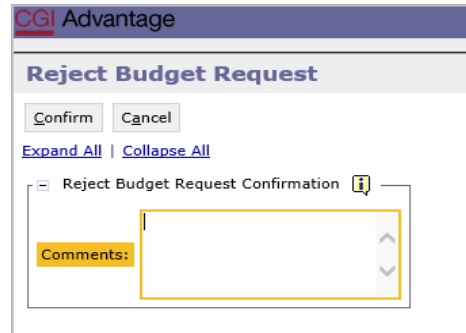
Item Page: **1** 2

	Request Code	Name	Layout Code	Stage
	066 BR 0100 631 0362	General Fund - Admin	BUD REQ BY FUNCTION	3
 	066 BR 0399 918 0738	Admin Serv	BUD REQ BY FUNCTION	3
	066 BR 0200 918 0738	ETF - Admin Serv	BUD REQ BY FUNCTION	3
	066 BR 0100 920 0627	General Fund - Energy Maint	BUD REQ BY FUNCTION	3

Step 3. To review the form, 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 Request 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 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, Operation Plans, or Budget Revision. Then, the submitter can resubmit the Packet(s) to the 1st approver.

Step 7. Once the 1st approver receives the corrected Budget Request Packet, reviews, and determines that it is satisfactory, the 1st approver can use the email received in Outlook to follow the link and now approve the form(s) by clicking **Approve**.

Budget Request Inbox

Layout Code: Stage:

Request Code: Included in Ranking:
Workflow Status:

User/User Group:
ID:

Display Items

Item Page: 1 2

<input type="checkbox"/>	Request Code	Name	Layout Code	Stage
<input type="checkbox"/>	066 BR 0100 631 0362	General Fund - Admin	BUD REQ BY FUNCTION	3
<input checked="" type="checkbox"/>	066 BR 0399 918 0738	Admin Serv	BUD REQ BY FUNCTION	3
<input type="checkbox"/>	066 BR 0200 918 0738	ETF - Admin Serv	BUD REQ BY FUNCTION	3
<input type="checkbox"/>	066 BR 0100 920 0627	General Fund - Energy Maint	BUD REQ BY FUNCTION	3

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

Step 9. Click **Confirm** to approve the Budget Request.

Approve Budget Request

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

☐ Approve Budget Request Confirmation

Comments:

Step 10. The 2nd approver will receive an email in Outlook with a link to STAAR Budgeting to login and approve.

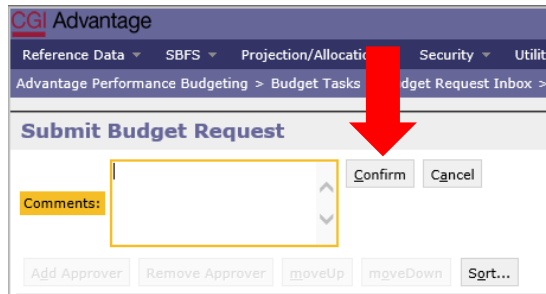
I think this is ready to go to EBO. Let me know if you find any issues. https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION

NOTE: The form(s) will stay in 1st approver's inbox until they **submit** the form(s) to the 2nd approver.

Step 11. To submit the form(s) to the 2nd approver, select the form(s) again, then click **Submit**.

The **Submit Budget Request** screen displays.

Step 12. Click **Confirm** to submit the Budget Request Packet.



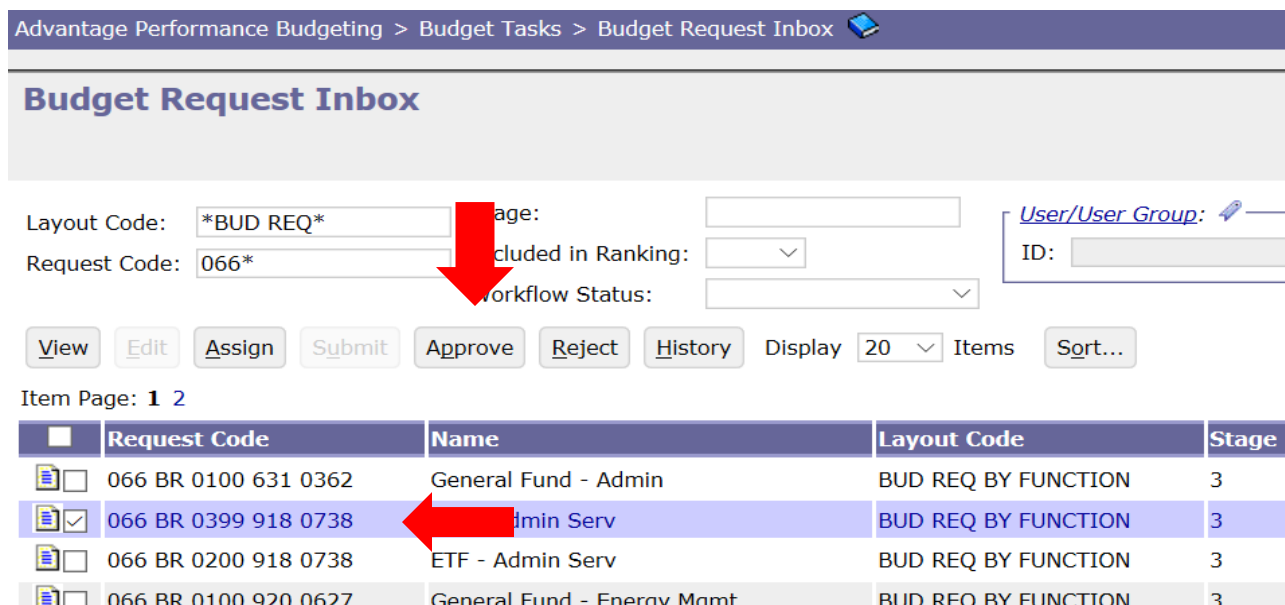
The screenshot shows the 'Submit Budget Request' screen in the Advantage Performance Budgeting system. The breadcrumb trail is 'Advantage Performance Budgeting > Budget Tasks > Budget Request Inbox >'. The main heading is 'Submit Budget Request'. Below it is a 'Comments:' text area. To the right of the text area are 'Confirm' and 'Cancel' buttons. A red arrow points to the 'Confirm' button. At the bottom of the screen are buttons for 'Add Approver', 'Remove Approver', 'moveUp', 'moveDown', and 'Sort...'.

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

ADDITIONAL OPTION – REJECTED

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

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

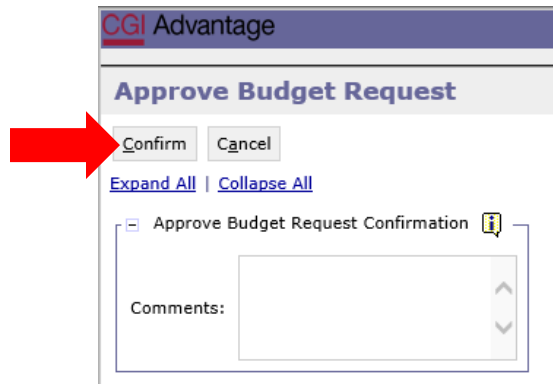


The screenshot shows the 'Budget Request Inbox' screen. The breadcrumb trail is 'Advantage Performance Budgeting > Budget Tasks > Budget Request Inbox'. The main heading is 'Budget Request Inbox'. Below the heading are search filters: 'Layout Code: *BUD REQ*', 'Request Code: 066*', 'Page: []', 'Included in Ranking: []', 'Workflow Status: []', and 'User/User Group: []'. Below the filters are buttons for 'View', 'Edit', 'Assign', 'Submit', 'Approve', 'Reject', 'History', 'Display', '20', 'Items', and 'Sort...'. A red arrow points to the 'Approve' button. Below the buttons is a table with the following data:

	Request Code	Name	Layout Code	Stage
<input type="checkbox"/>	066 BR 0100 631 0362	General Fund - Admin	BUD REQ BY FUNCTION	3
<input checked="" type="checkbox"/>	066 BR 0399 918 0738	Admin Serv	BUD REQ BY FUNCTION	3
<input type="checkbox"/>	066 BR 0200 918 0738	ETF - Admin Serv	BUD REQ BY FUNCTION	3
<input type="checkbox"/>	066 BR 0100 920 0627	General Fund - Energy Mgmt	BUD REQ BY FUNCTION	3

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

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

The screenshot shows a web application window titled 'CGI Advantage'. Below the title bar is a header section with the text 'Approve Budget Request'. Underneath the header are two buttons: 'Confirm' and 'Cancel'. A large red arrow points directly to the 'Confirm' button. Below the buttons are two links: 'Expand All' and 'Collapse All'. Further down is a section titled 'Approve Budget Request Confirmation' with a small information icon to its right. Inside this section is a text area labeled 'Comments:' with a vertical scrollbar on its right side.

NOTE: The form(s) remains in the 2nd approver's STAARS Inbox until it is 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 **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 form(s) was **Successfully Submitted**.

The process to submit to the Executive Budget Office has been completed!

NOTE: If rejected by the Executive Budget Office, the forms(s) will be returned to 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).