# 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

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## 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).

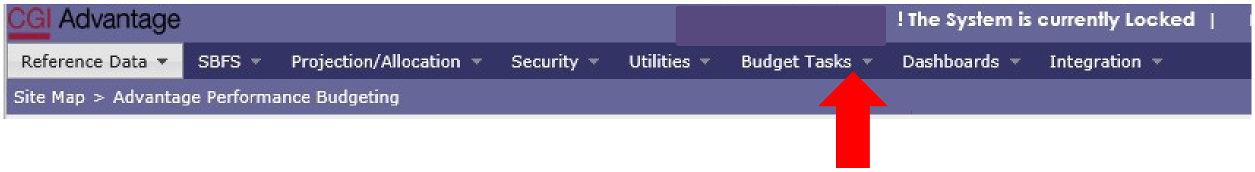
| STAARS Report ID | FUNCTIONAL AREA |
|---|---|
| **AFIN-AR-001** | Revenue Summary Report (Formerly A203) |
| **AFIN-BUD-001** | Allotment Report (Formerly B10T) |
| **AFIN-BUD-002** | Appropriation Report (Formerly B12T) |
| **AFIN-BUD-004** | Budget Management Report (Formerly P441/P440/P442) |
| **AFIN-BUD-005** | Allotment Management Report (Formerly EALL Screen) |
| **AFIN-BUD-010** | Agency Obligations vs. Exp Budget, Appropr 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) |

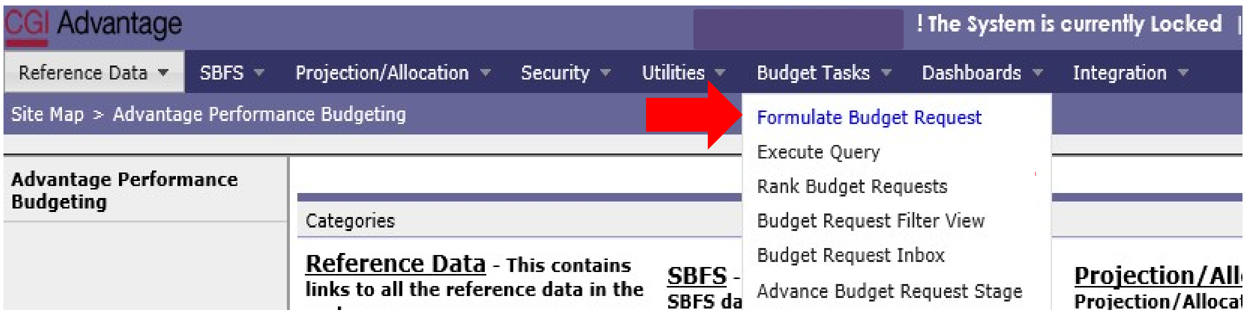
## STAARS Chart of Accounts Conversion

| 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** | **<u>BUD REQ BY FUNCTION</u>** |
| **Forms 1 & 3** | **<u>BUD REQ BY DEPT</u>** |

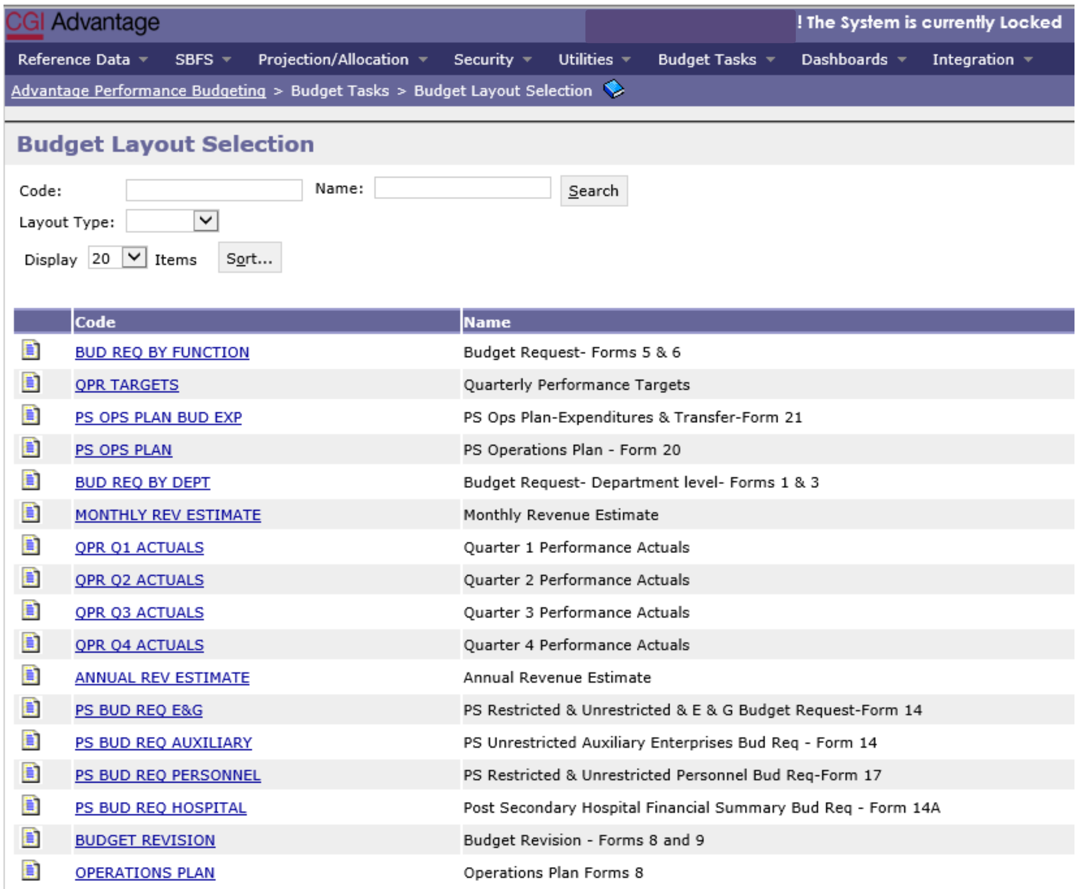
**NOTE**: Form 2-Summary Budget Request will be generated by STAARS Budgeting after all other forms have been completed.

**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.

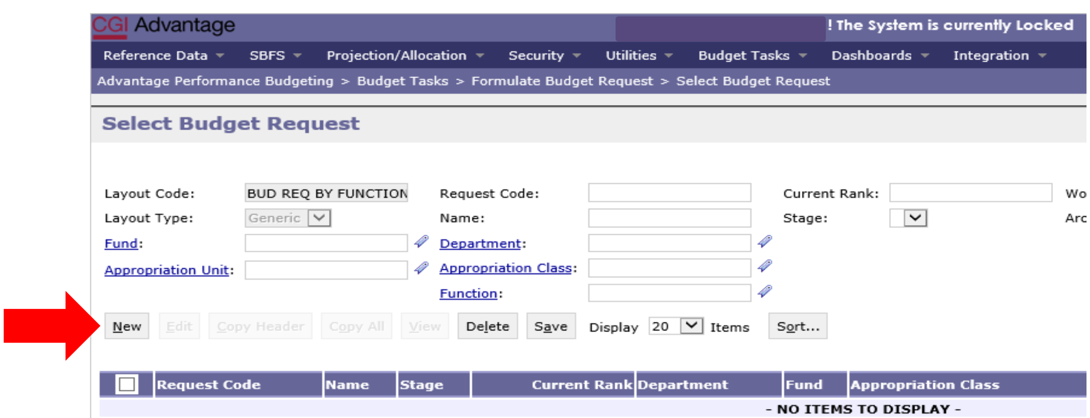
# FORMS 5 & 6 – BUD REQ BY FUNCTION

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

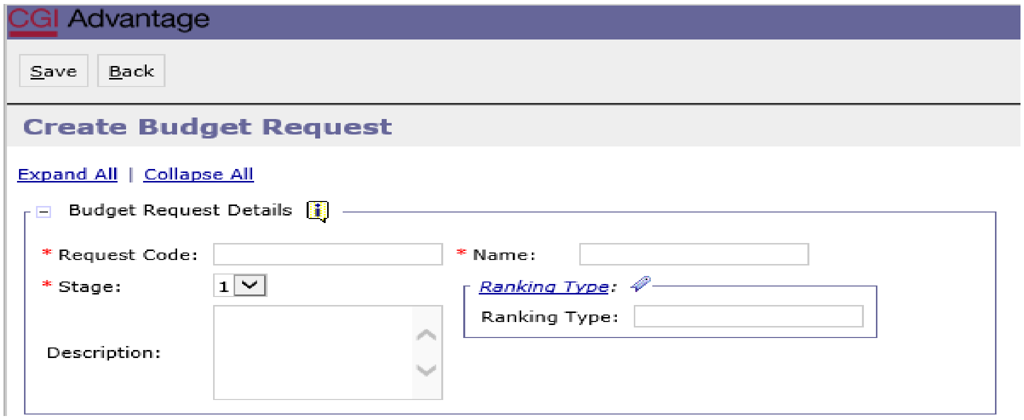
**Step 1.** Select **BUD REQ BY FUNCTION** under the Code section to begin creating a Form 5 for each function.




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



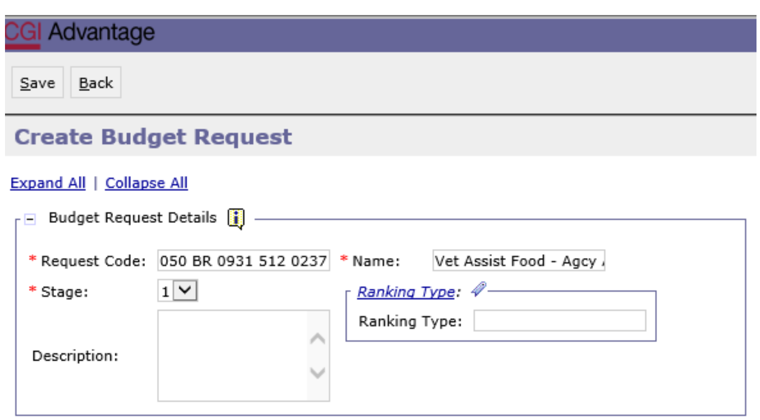
The **Create Budget Request** screen will appear.




**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.

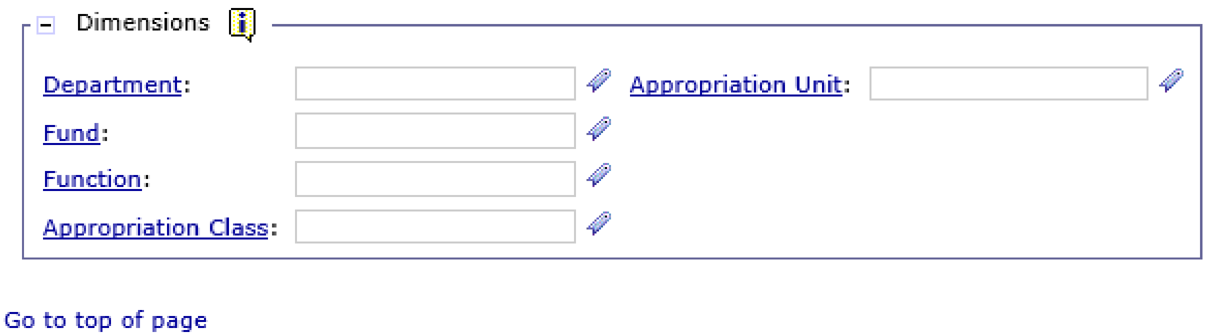
| | |
|---|---|
| **Request Code:** | **(Example) 050 BR 0931 512 0237 (with spaces)** |
| | Department Number: **3 Digits** |
| | BR: Enter the letters **BR** (for Budget Request by Function) |
| | Fund: **4 Digit fund number** |
| | Appropriation Class: **3 digits** |
| | Function: **4 digits** |
| **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.

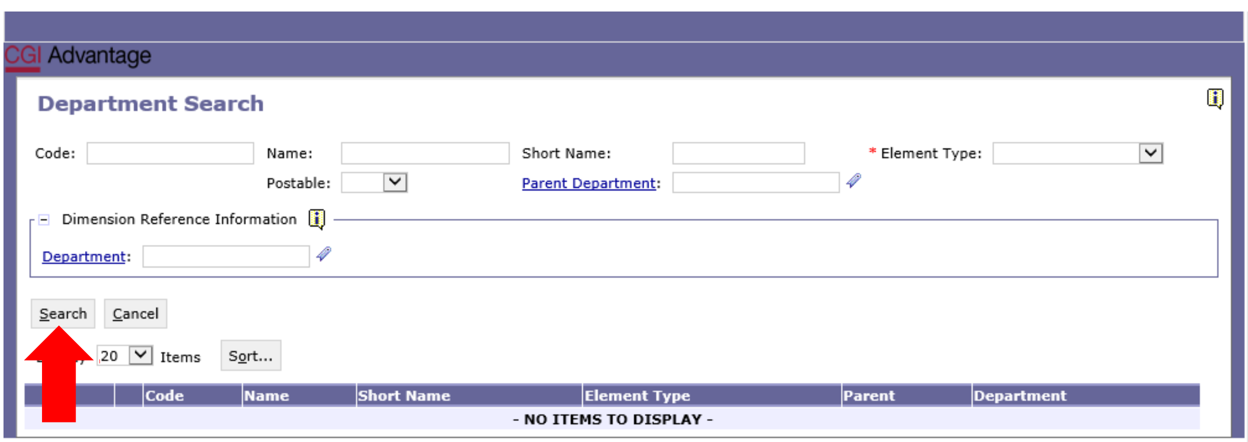


**Step 4**. Complete the **Dimensions** section at the bottom of the **Create Budget Request** screen by searching for each required field.

**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.

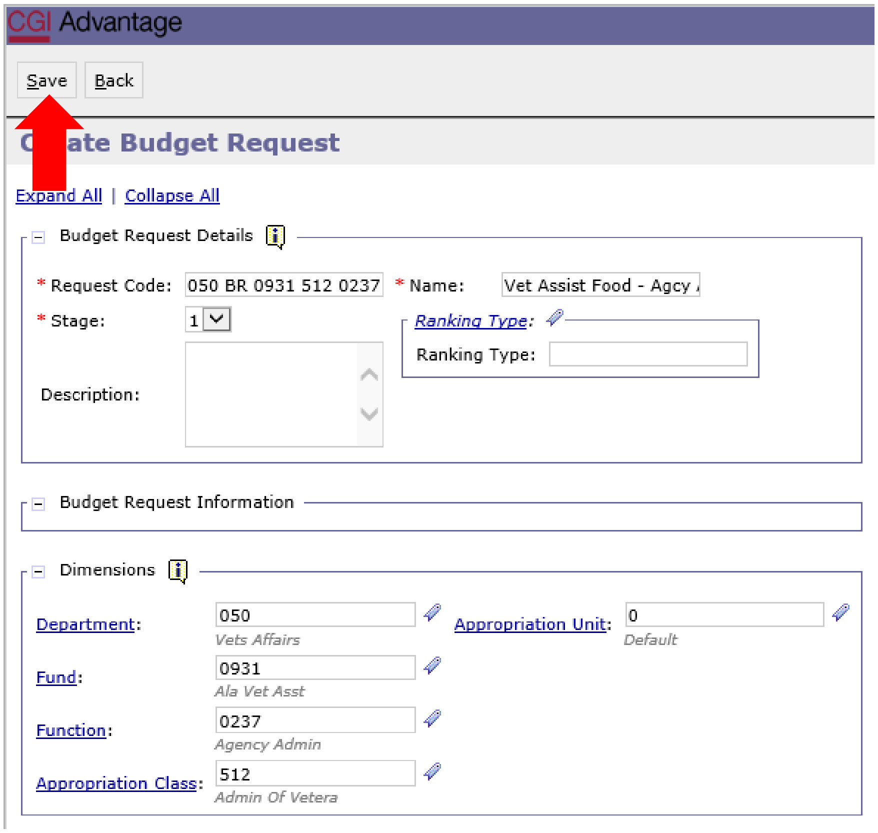



**Step 5.** Begin by clicking on **Department**. The **Department Search** screen will appear. Enter your agency number and an asterisk. Click **Search** again and when the screen changes, select the Department code specific to the agency.

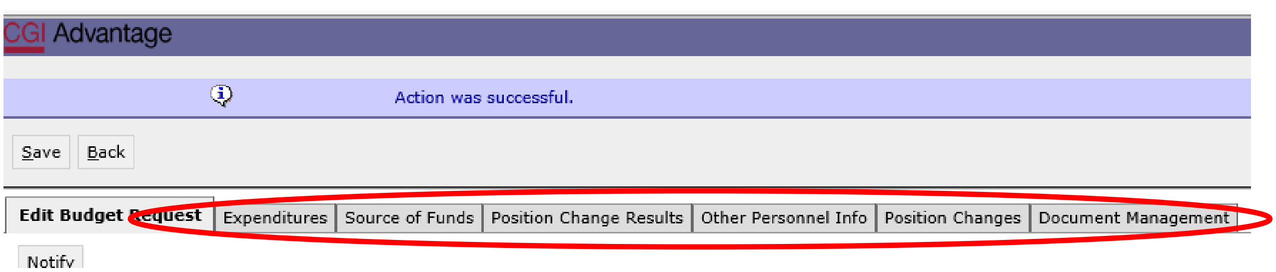


**Step 6**. Continue searching for each dimension (**Fund, Function, Appropriation Class** and **Appropriation Unit**) until all fields have been entered.

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




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**.



## EXPENDITURES TAB

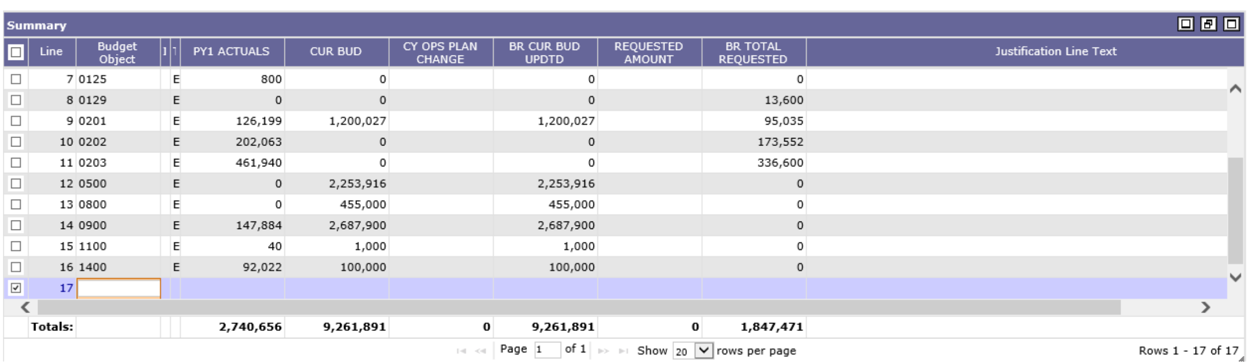
**Step 1.** Select the **Expenditures** tab.


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

| Line | Budget Object | | | PY1 ACTUALS | CUR BUD | CY OPS PLAN CHANGE | BR CUR BUD UPDTD | REQUESTED AMOUNT | BR TOTAL REQUESTED | Justification Line Text |
|---|---|---|---|---|---|---|---|---|---|---|
| 7 | 0125 | | E | 800 | 0 | | 0 | | 0 | |
| 8 | 0129 | | E | 0 | 0 | | 0 | | 13,600 | |
| 9 | 0201 | | E | 126,199 | 1,200,027 | | 1,200,027 | | 95,035 | |
| 10 | 0202 | | E | 202,063 | 0 | | 0 | | 173,552 | |
| 11 | 0203 | | E | 461,940 | 0 | | 0 | | 336,600 | |
| 12 | 0500 | | E | 0 | 2,253,916 | | 2,253,916 | | 0 | |
| 13 | 0800 | | E | 0 | 455,000 | | 455,000 | | 0 | |
| 14 | 0900 | | E | 147,884 | 2,687,900 | | 2,687,900 | | 0 | |
| 15 | 1100 | | E | 40 | 1,000 | | 1,000 | | 0 | |
| 16 | 1400 | | E | 92,022 | 100,000 | | 100,000 | | 0 | |
| 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**

| ☐ | Line | Budget Object | | | PY1 ACTUALS | CUR BUD | CY OPS PLAN CHANGE | BR CUR BUD UPDTD | REQUESTED AMOUNT | BR TOTAL REQUESTED |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | 7 | 0125 | | E | 800 | 0 | | 0 | | 0 |
| ☐ | 8 | 0129 | | E | 0 | 0 | | 0 | | 13,600 |
| ☐ | 9 | 0201 | | E | 126,199 | 1,200,027 | | 1,200,027 | | 95,035 |
| ☐ | 10 | 0202 | | E | 202,063 | 0 | | 0 | | 173,552 |
| ☐ | 11 | 0203 | | E | 461,940 | 0 | | 0 | | 336,600 |
| ☐ | 12 | 0500 | | E | 0 | 2,253,916 | | 2,253,916 | | 0 |
| ☐ | 13 | 0800 | | E | 0 | 455,000 | | 455,000 | | 0 |
| ☐ | 14 | 0900 | | E | 147,884 | 2,687,900 | | 2,687,900 | | 0 |
| ☐ | 15 | 1100 | | E | 40 | 1,000 | | 1,000 | | 0 |
| ☑ | 16 | 1400 | | E | 92,022 | 100,000 | | 100,000 | | 0 |
| ☐ | 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.**

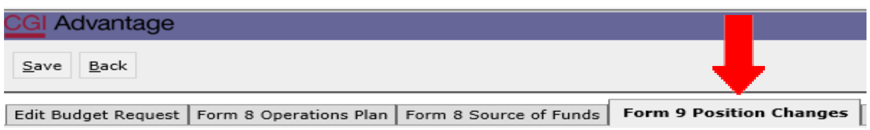
The **Position Change Tab** is used along with the Salaries and Benefits Forecasting System (SBFS) projections commonly referred to as the SBFS Data Dump Report. However, you must run the SBFS report through STAARS infoAdvantage. Please refer to the STAARS infoAdvantage Manual for State Agencies on how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

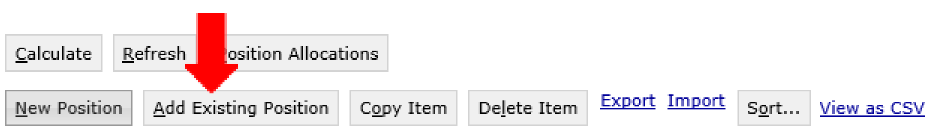
NOTE: The ONLY way to change Object 0104 and NOT do a manual Form 6 is through the Position Change tab. Adding an amount to salaries on the Form 5 will cause the infoAdvantage generated Form 6 to not agree with the Form 5 in total.

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

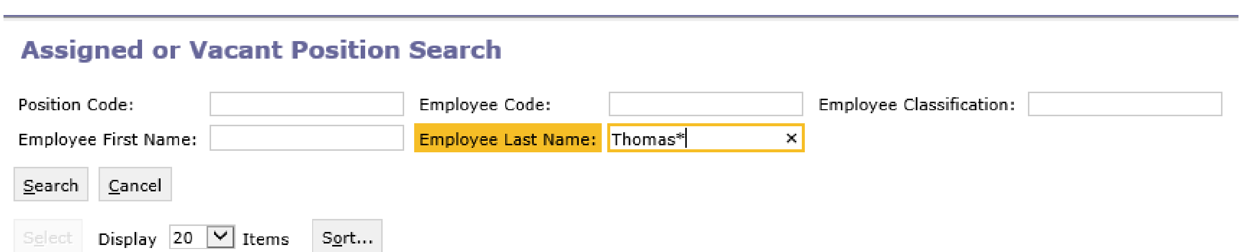



### A. REMOVE AN EMPLOYEE

**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.**




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, 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 |

<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 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.

Calculate Refresh

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

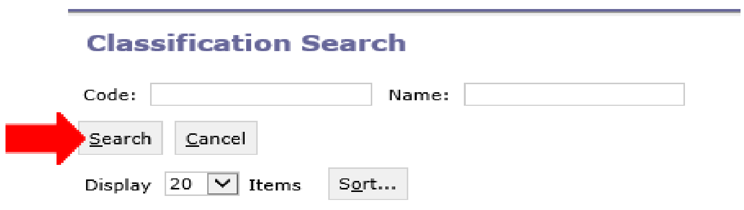
| Salary Percentage | Benefit Percentage | Calculated Salary | Current Salary | Cost |
|---|---|---|---|---|
| 100 | 100 | -60,898.102008 | | -85,668.104918 |

## B. ADDING AN EMPLOYEE OR NEW POSITION

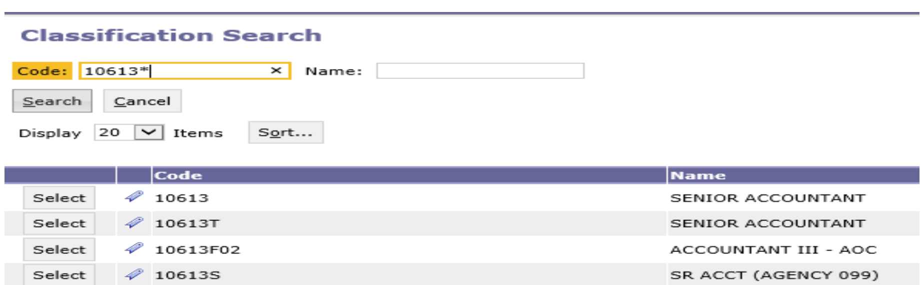
**Step 8.** To ADD a new hire or add an existing employee to a new chart of account combination, click **New Position**. A new line will be added to the **Position Changes tab**.


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

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



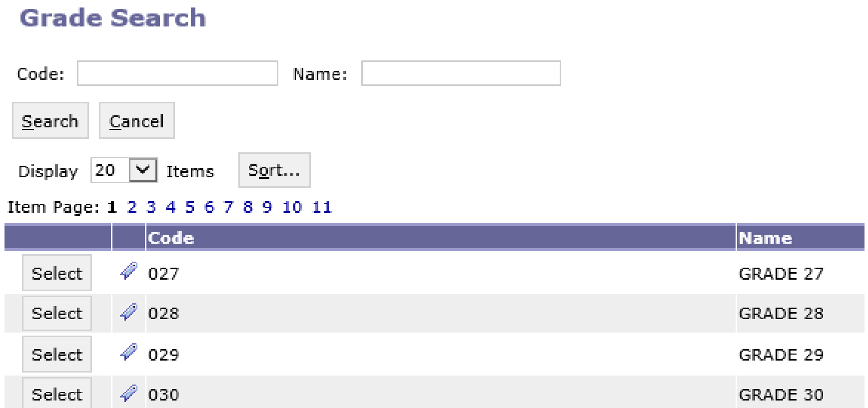

**Step 11.** Using the wildcard (*), search for the classification by **Code** or **Name** of the new hire or employee you are adding. Example: 10613*




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

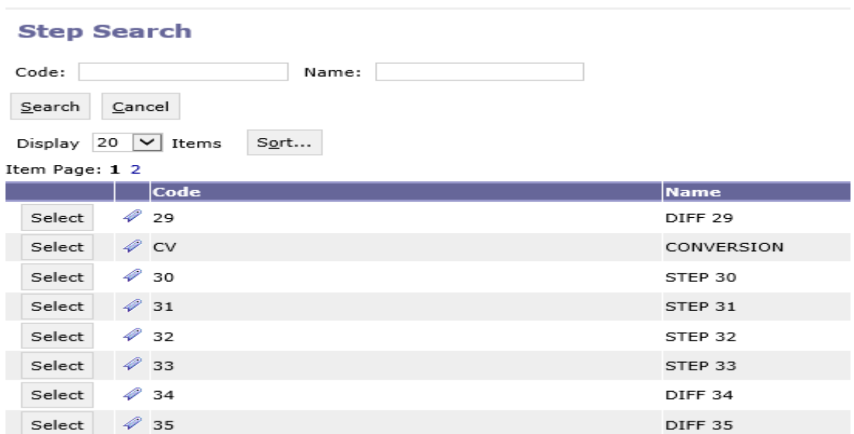
**Step 13.** In the **Grade** field, right click and then click **Search**.

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




**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.




**<u>STAARS BUDGETING DEFAULT SETTING</u>** - 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.

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**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.

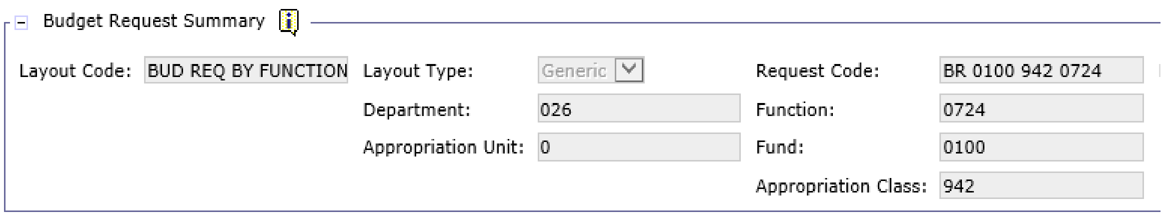
The SBFS projections does not project any type of raises for non-merit employees. Therefore, to adjust the salaries for non-merit employees and all corresponding benefits you will need to use the Form 9 Position Changes tab to remove the employee at the old rate and return them to the budget request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

# POSITION CHANGE RESULTS TAB

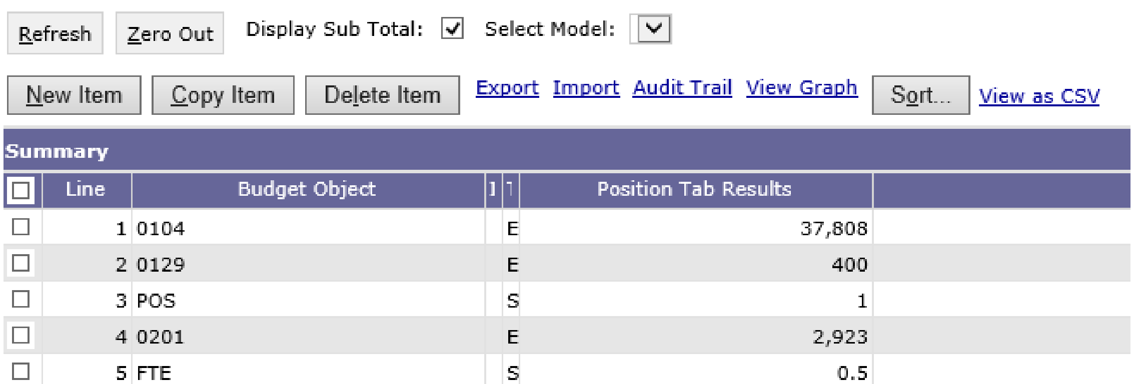
Use this tab to review the changes made on the **Position Changes** tab.


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

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




**Step 3.** Check the employee information for accuracy.




| Line | Budget Object | | Position Tab Results |
|---|---|---|---|
| 1 | 0104 | E | 37,808 |
| 2 | 0129 | E | 400 |
| 3 | POS | S | 1 |
| 4 | 0201 | E | 2,923 |
| 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.**

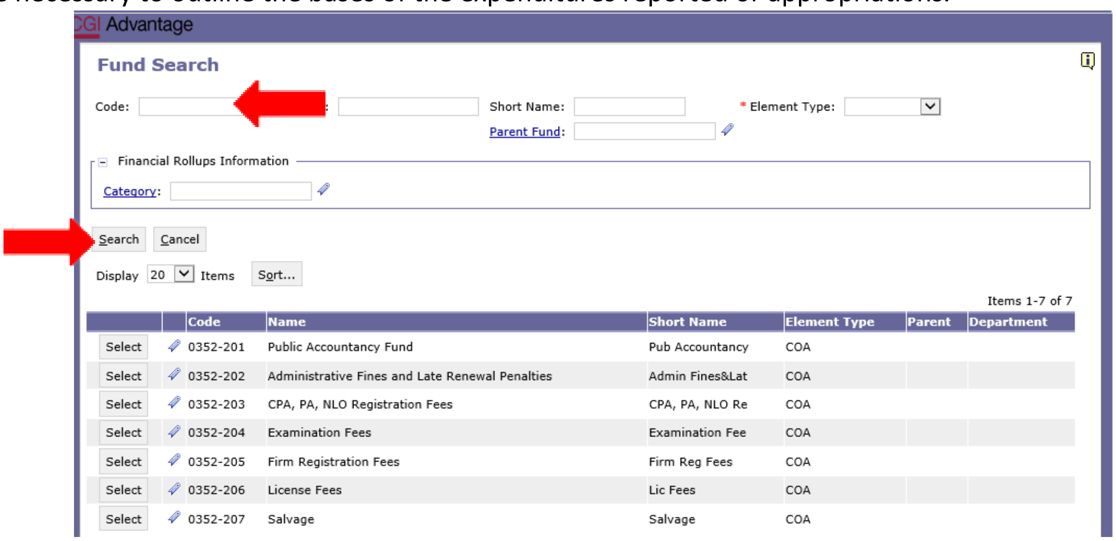
## SOURCE OF FUNDS TAB


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

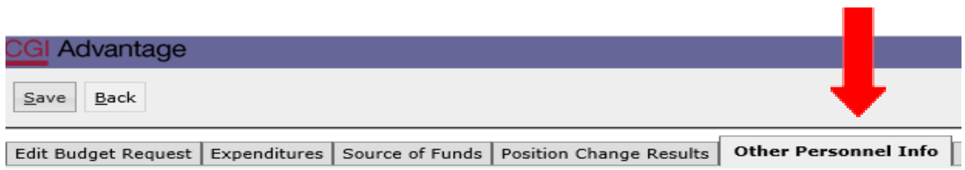
**Step 4.** Once all funds have been added, click **Save.**

## OTHER PERSONAL INFORMATION TAB

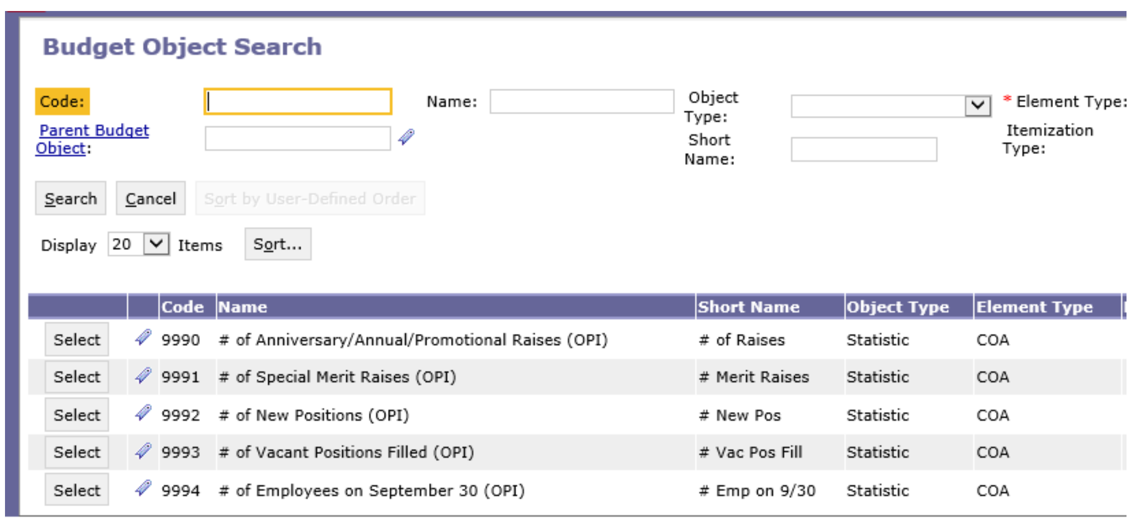
The data for this tab includes the Other Personnel Information found on the bottom of Form 6-Personnel Classification and includes items such as the Number of Special Merit Raises, New Positions, and Actual Number of Employees on September 30th.

**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.




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




**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.

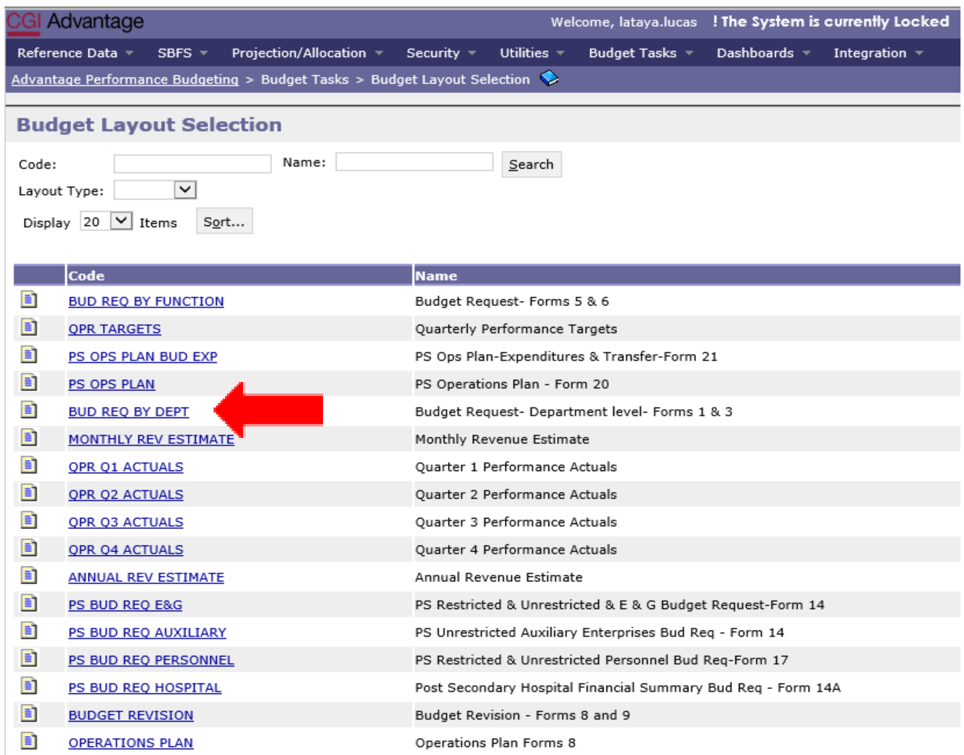
**Step 4**. Click **Save** and determine if the **Action was Successful**.

**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.**

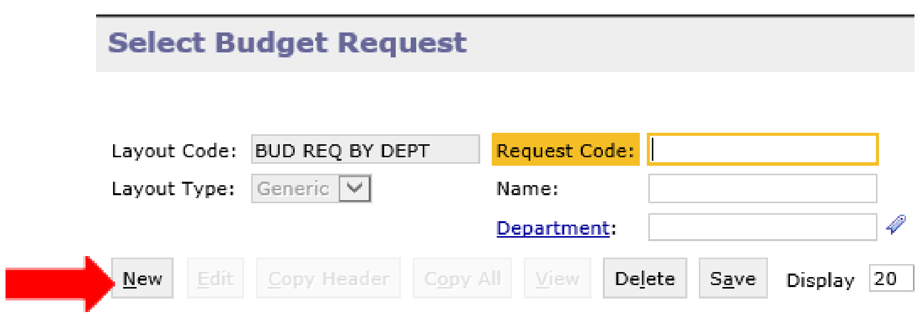
# FORMS 1 & 3 – BUD REQ BY DEPARTMENT

**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.

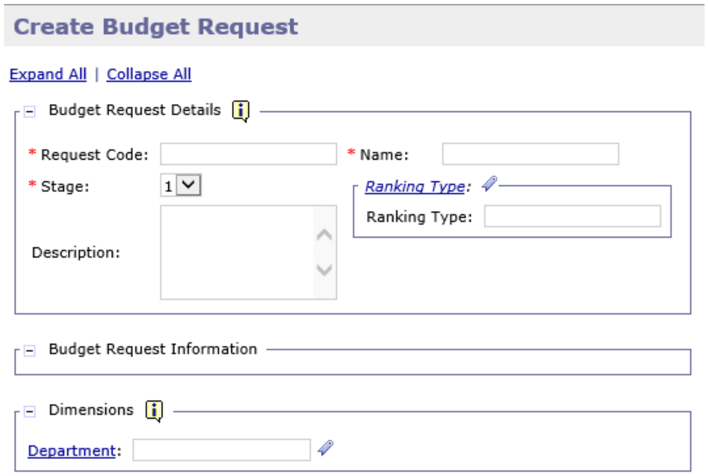
**Step 2.** Select **BUD REQ BY DEPT** under the Code section to begin creating Form 1.




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



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



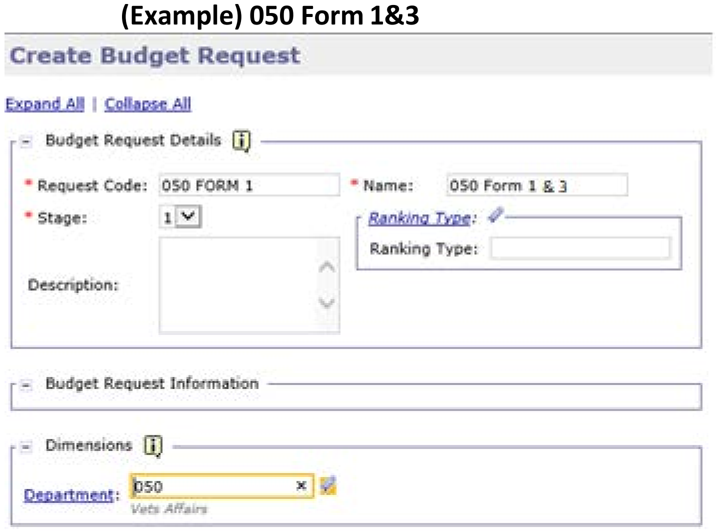

**Step 4.** Complete the required fields in the **Budget Request Details** section by entering your agency information for the Form 1&3 as follows:

**Request Code:** **(Example) 050 Form 1&3**

Department Number: 3 Digits

FORM 1&3

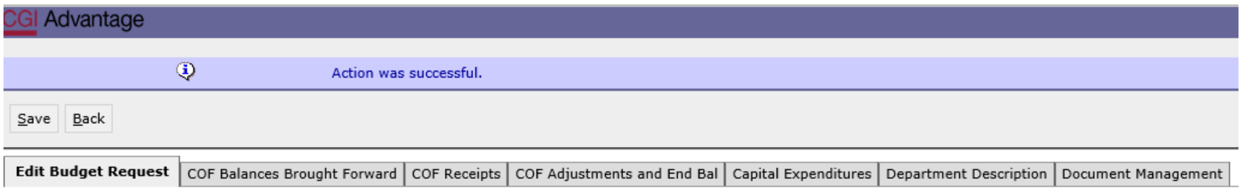
**Name:** **(Example) 050 Form 1&3**



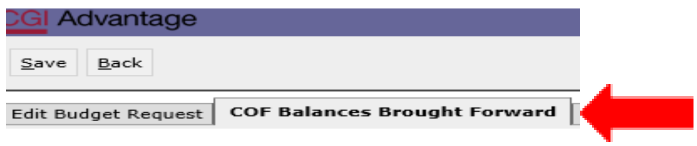

Budget Request Details for the **Stage** field should always remain on the default setting '1'. **Description** and **Ranking Type** will remain blank.

**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**.



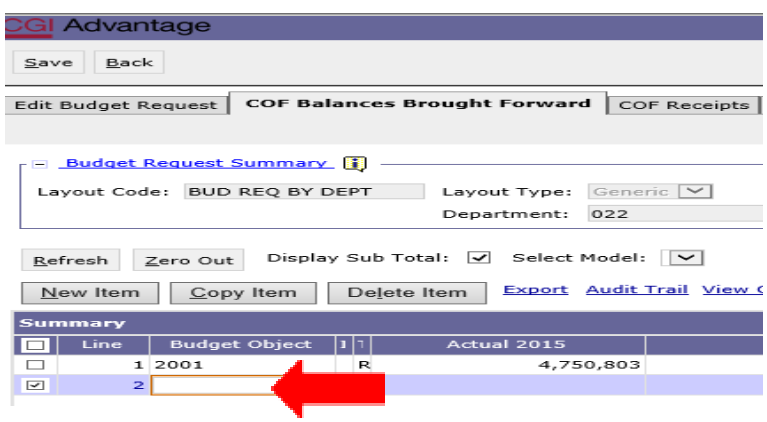

## COF BALANCES BROUGHT FORWARD TAB



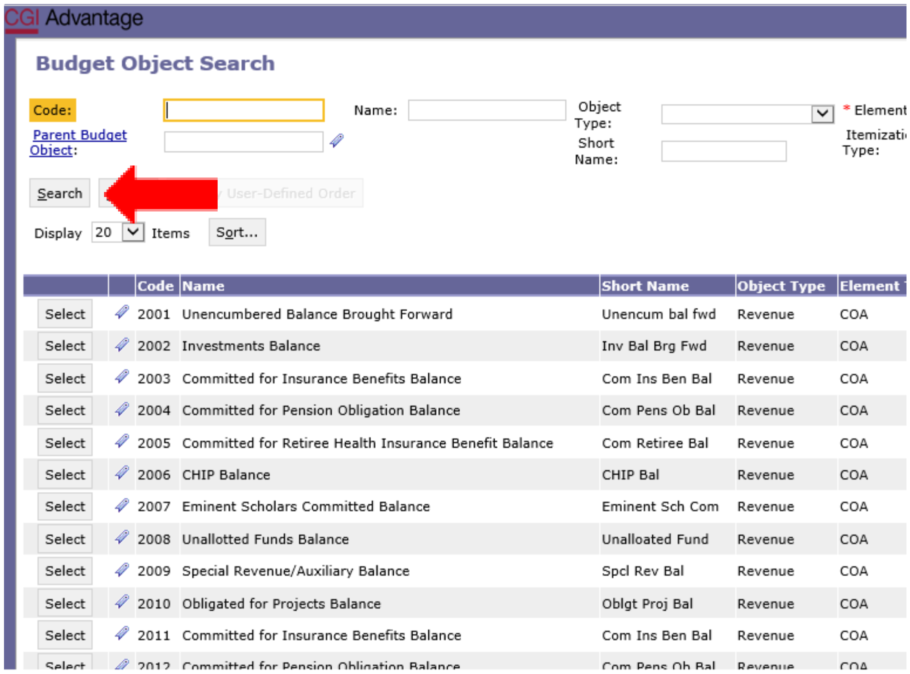

**Step 1.** Select the **COF Balances Brought Forward** Tab.

**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.**



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




**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): | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

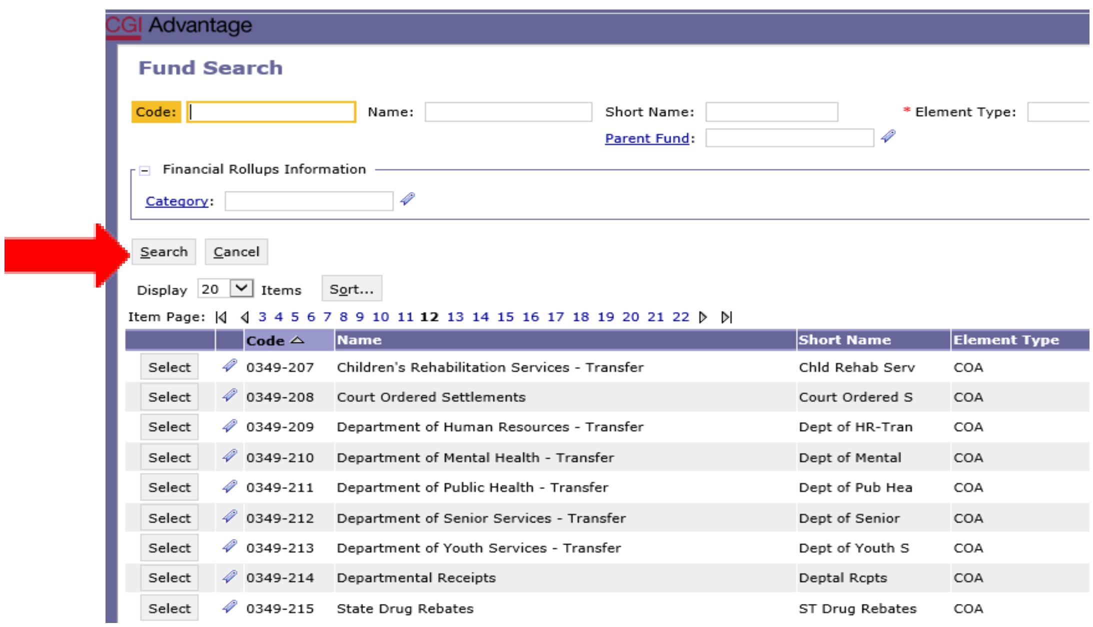
**Step 5.** Once complete, click **Save** at the top of the page. **Action was Successful** message will appear.

## COF RECEIPTS TAB

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


**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.



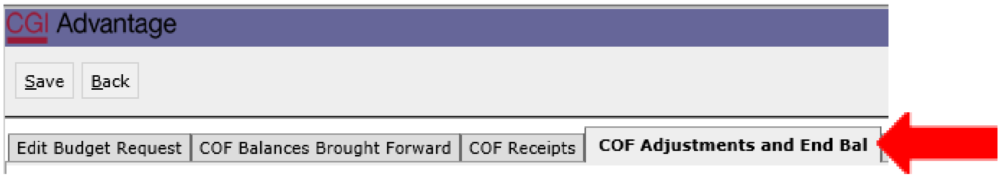

| | Code | Name | Short Name | Element Type |
|---|---|---|---|---|
| Select | 0349-207 | Children's Rehabilitation Services - Transfer | Chld Rehab Serv | COA |
| Select | 0349-208 | Court Ordered Settlements | Court Ordered S | COA |
| Select | 0349-209 | Department of Human Resources - Transfer | 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.


| Line | Fund | Actual | Budgeted | Requested |
|---|---|---|---|---|
| | 0405-208 | 2,000,000 | 1,000,000 | 1,000,000 |
| | 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.

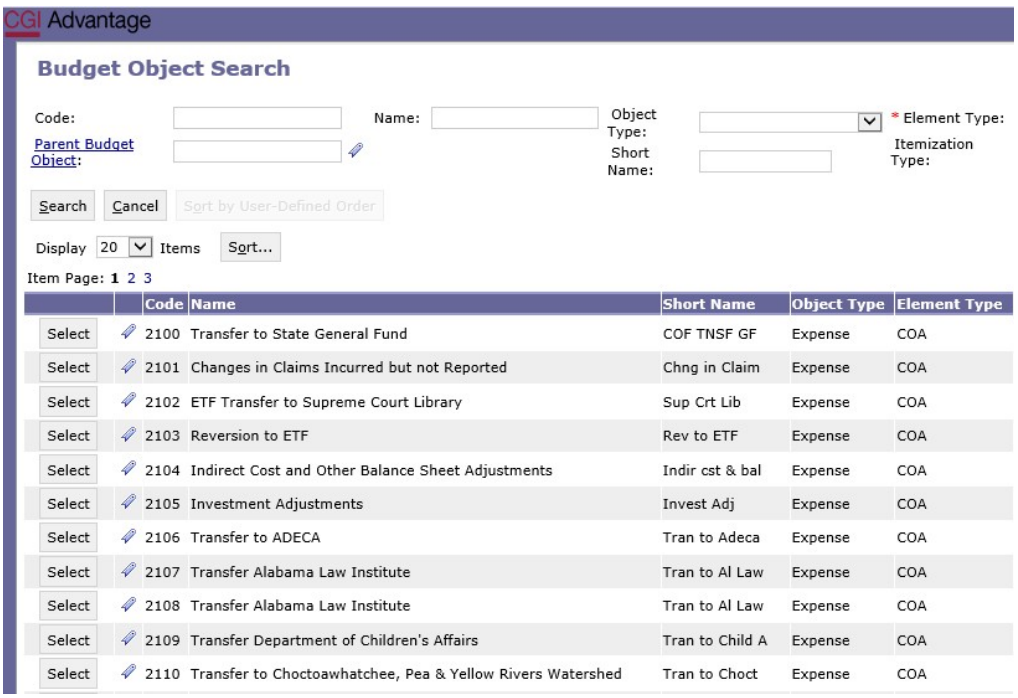
## COF ADJUSTMENTS AND ENDING BALANCE




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

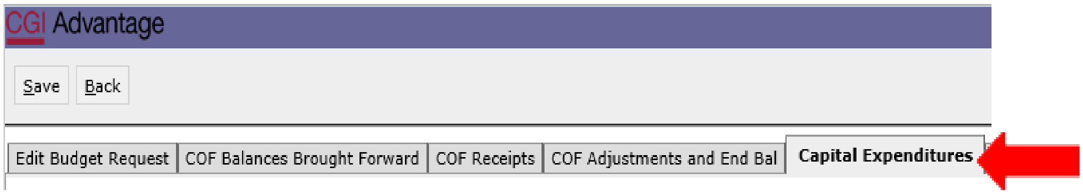
**Step 2.** Select **New Item** to insert a new line that will allow you to add the Department's current data for Actual, Budgeted, and Requested Receipts related the fiscal years at the time of Budget Request preparation.

**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.




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

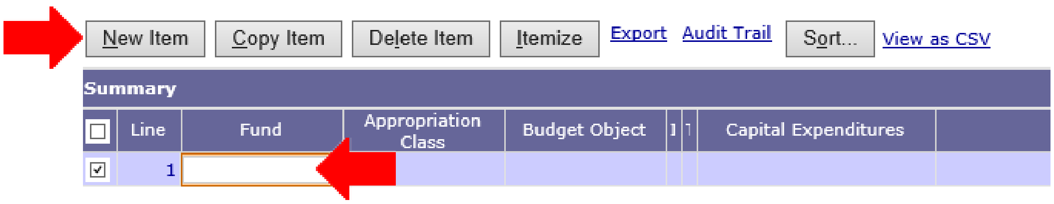
# CAPITAL EXPENDITURES TAB - (FORM 3)



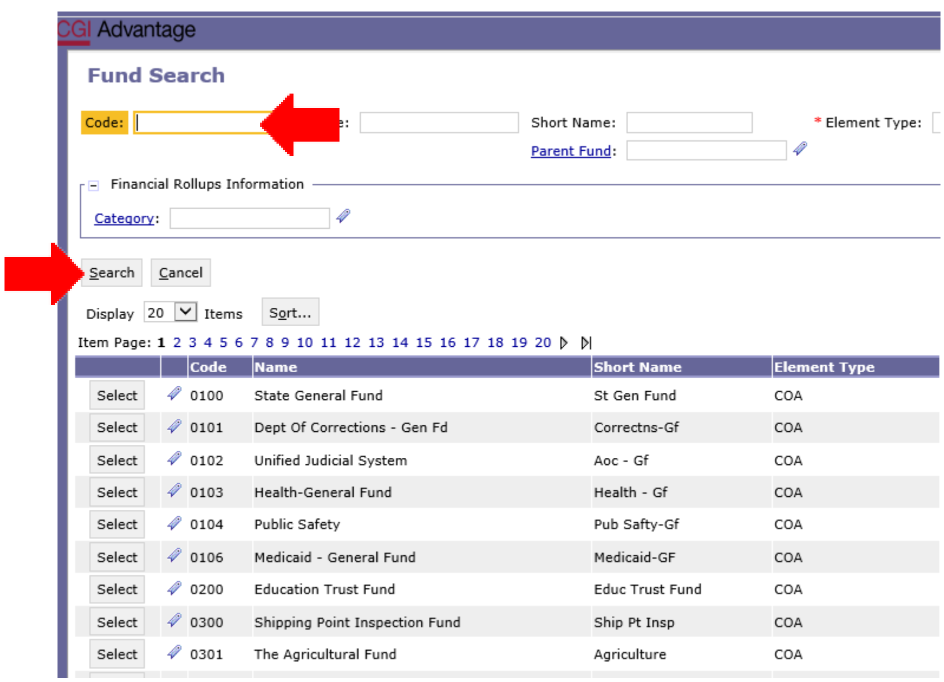

**The following steps will need to be followed for each capital expenditure line requested in the Budget Request.**

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

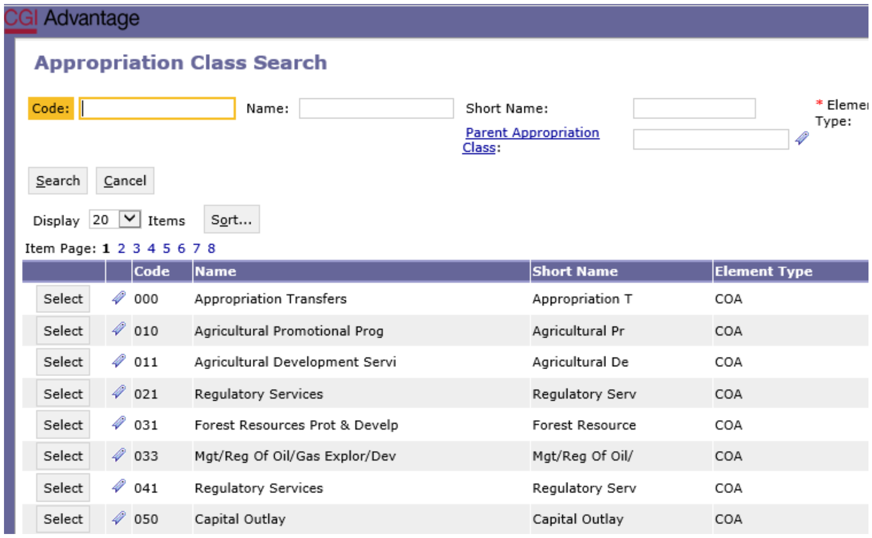
**Step 2.** Select **New Item** to insert a new line for each Capital Expenditure being requested by the Department on Form 3.



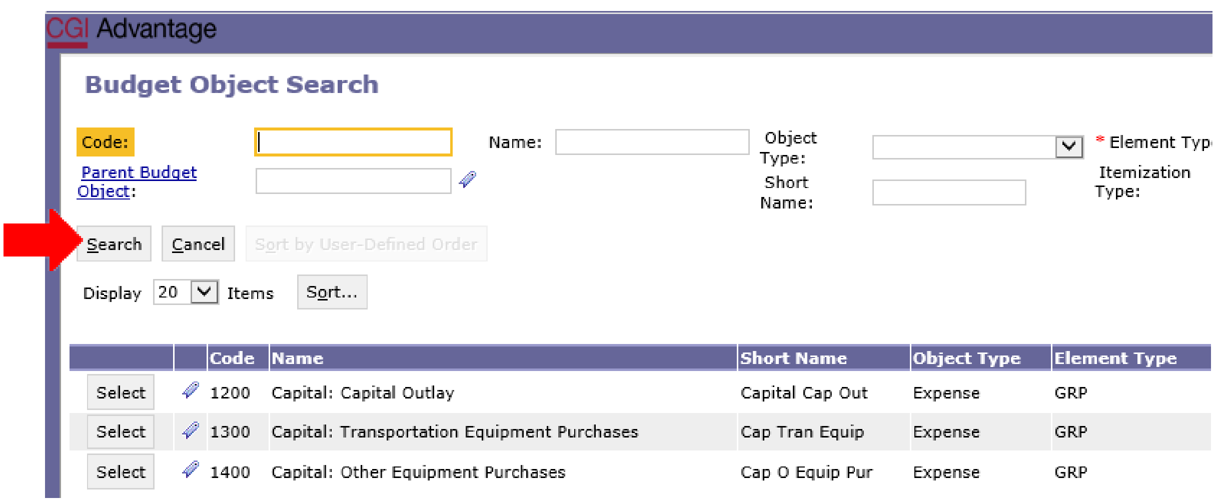

**Step 3.** In the **Fund** field, right click and then select **Search**. The **Fund Search** screen will appear. Enter the Fund number and an asterisk (*). Click **Search** again for the department funds to populate. Select only the funds appropriate for your Department's Capital Expenditure request.



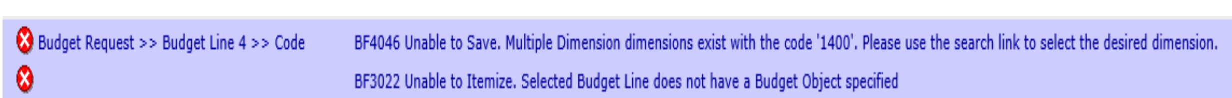
**Step 4.** In the **Appropriation Class** field, right click, and then select **Search.** The **Appropriation Class Search** screen will appear. Enter the Appropriation Class number and an asterisk (*). Click **Search** again for the department's appropriation classes to populate.



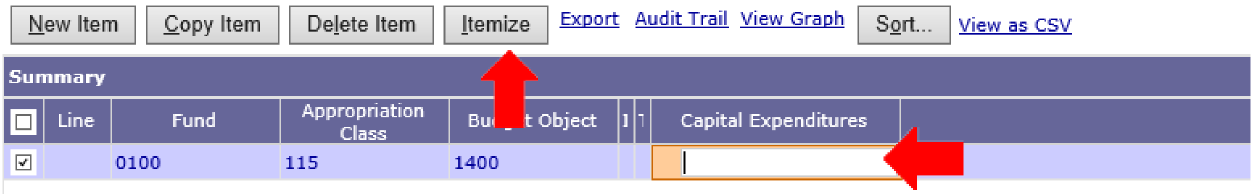

**Step 5.** In the **Budget Object** field, right click, and then select **Search.** The **Budget Object Search** screen will appear, click **Search** again for the Capital Expenditure codes to populate. Select the appropriate code for each capital expenditure line reported on Form 3. ***Do not key directly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




**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.

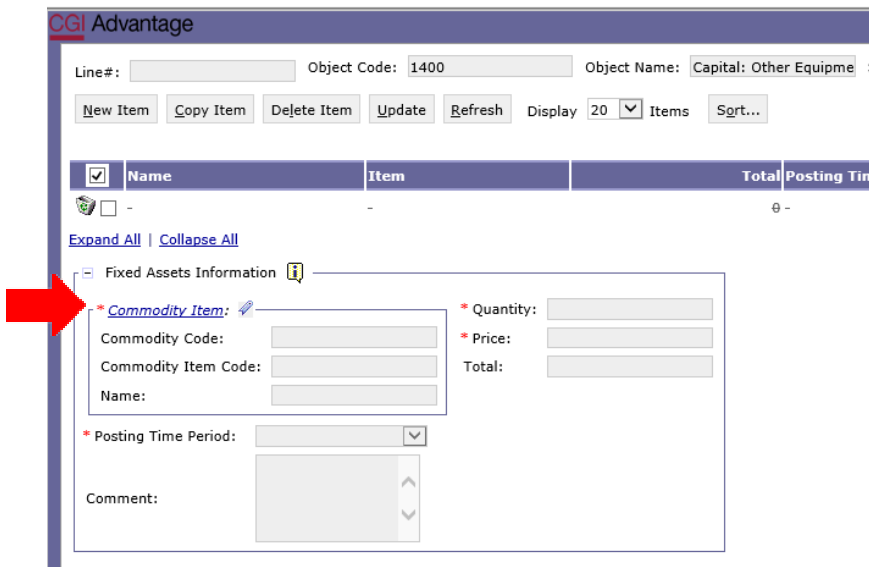


**Step 6**. In the **Capital Expenditures** field, click **Itemize.**

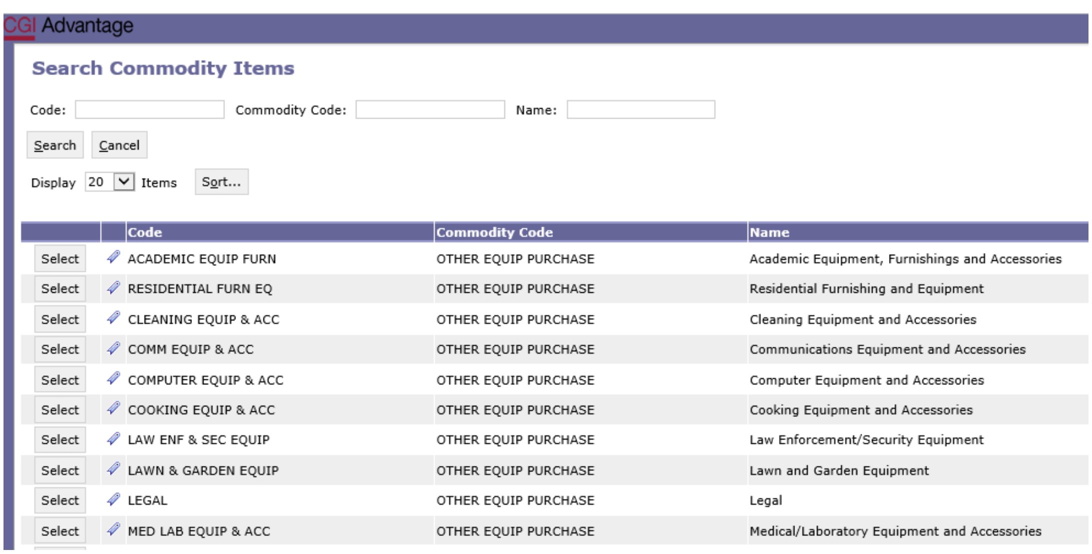



**Step 7.** The Capital Expenditure screen will change to the **Fixed Assets Information** screen and allow you to select the Commodity Item similar to the capital expenditure being requested. Once the screen changes, you **MUST** click "**New"** to itemize the department's capital expenditures.

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

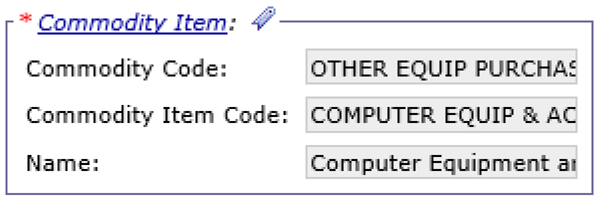



**Step 9.** The search box for **Commodity Item** will appear. Click **Search** and the screen changes to the **Search Commodity Items**. Click **Search** again for the list to populate. Select the code appropriate for your capital expenditure being reported.

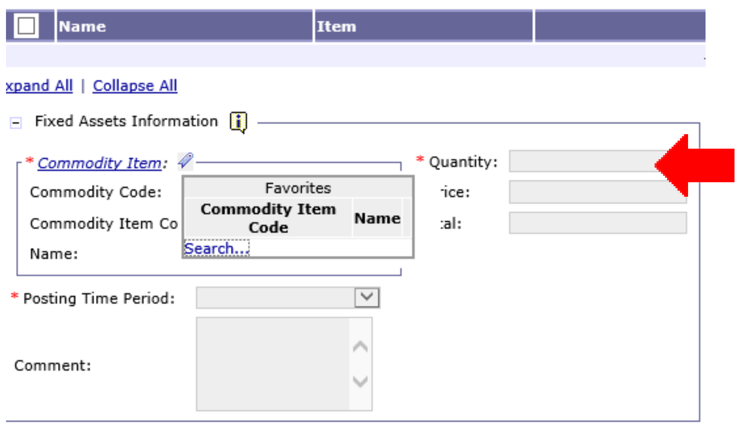



| | Code | Commodity Code | Name |
|---|---|---|---|
| Select | ACADEMIC EQUIP FURN | OTHER EQUIP PURCHASE | Academic Equipment, Furnishings and Accessories |
| Select | RESIDENTIAL FURN EQ | OTHER EQUIP PURCHASE | Residential Furnishing and Equipment |
| Select | CLEANING EQUIP & ACC | OTHER EQUIP PURCHASE | 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.

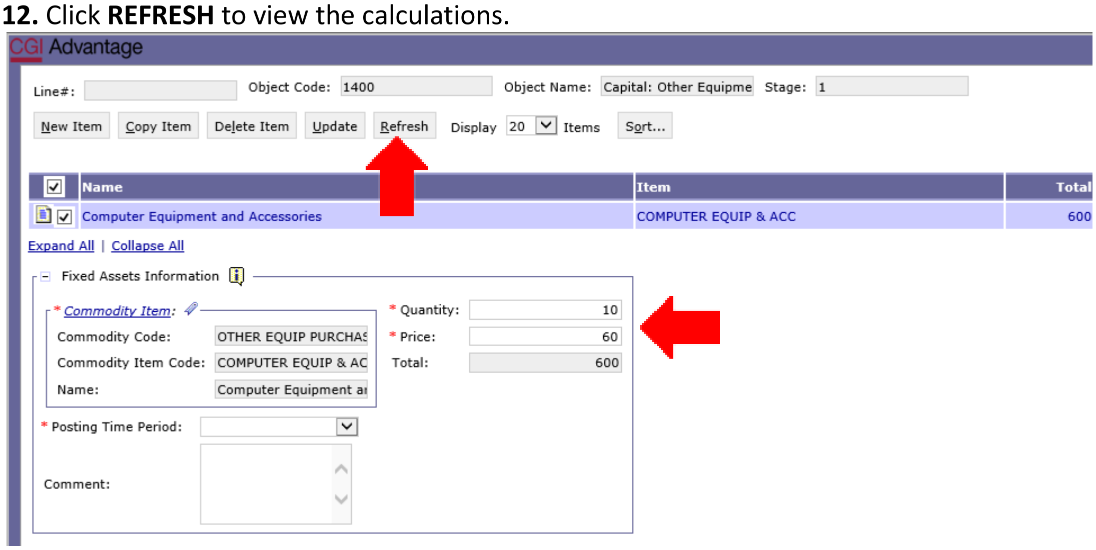



**Step 10.** Key the **Quantity** for the capital expenditure indicating how many items will be purchased. **Example:** 10 laptops.

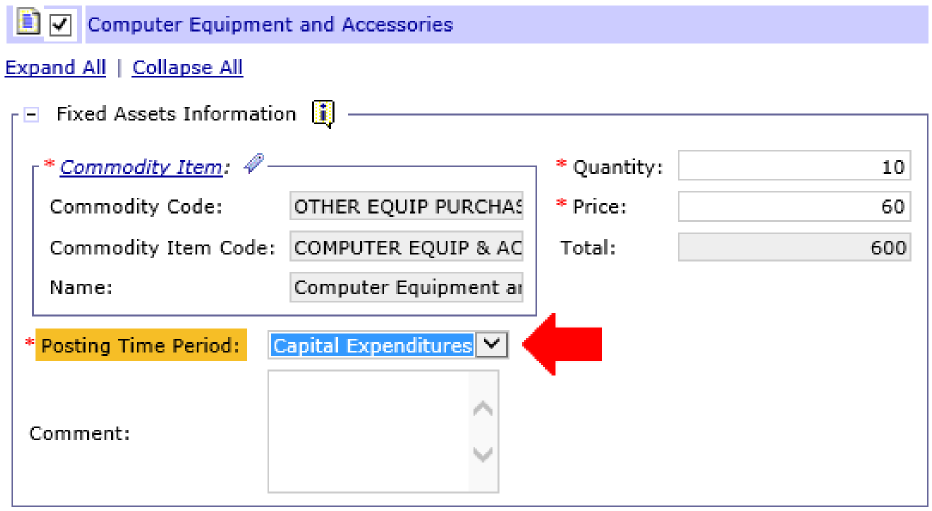



**Step 11.** Key the price for <u>**ONE**</u> item being purchased. The system will calculate the **Total** based on the quantity and price stated.

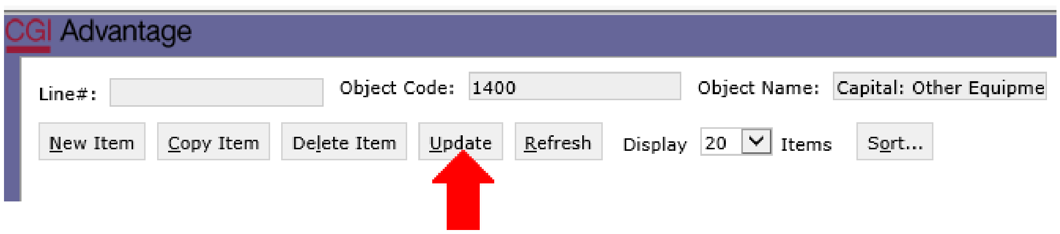
**Step 12.** Click **REFRESH** to view the calculations.



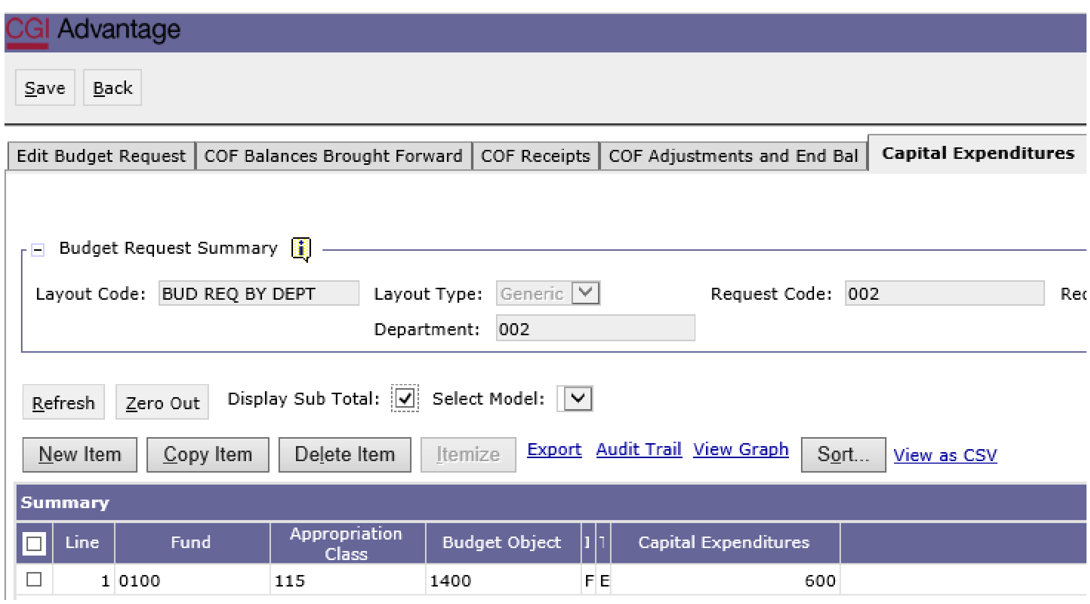
**Step 13.** You must also change the Posting Time Period. Use the dropdown arrow next to **Posting Time Period** to "**Select Capital Expenditures**." Use the Comment Box to add comments or justifications for your items.




**Step 14.** Click **Update**.



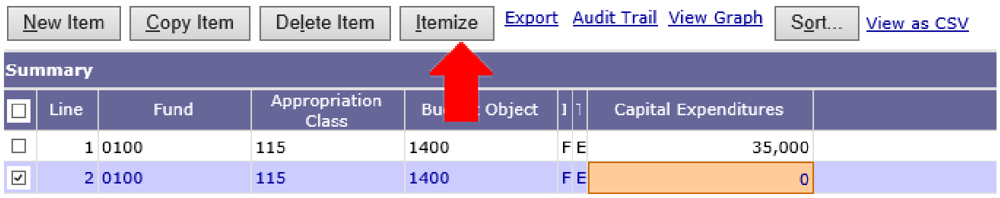

Once you have selected **Update**, the screen will return to the **Capital Expenditures** page below.



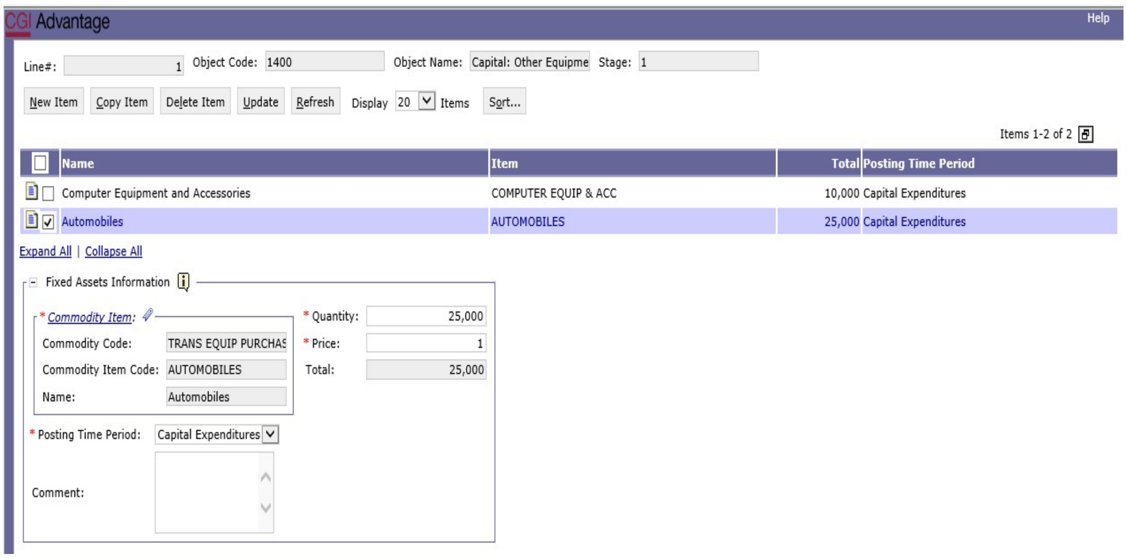

**Step 15.** Once complete, click **Save** at the top of the page. **Action was Successful** message will appear.

# EDITING CAPITAL EXPENDITURES

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




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

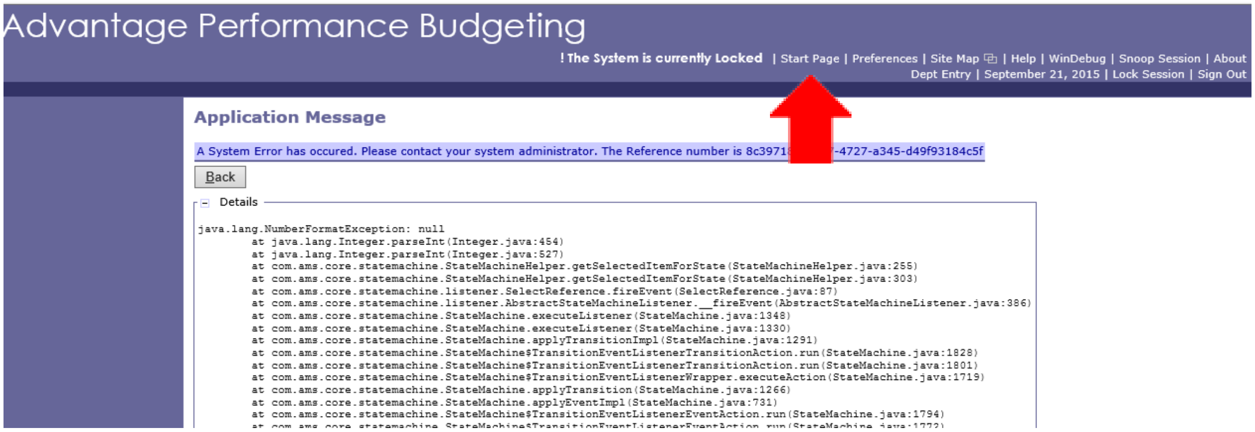



**Step 3.** Select the expenditure line that requires updating and that line of information will appear in the **Fixed Assets Information** screen.

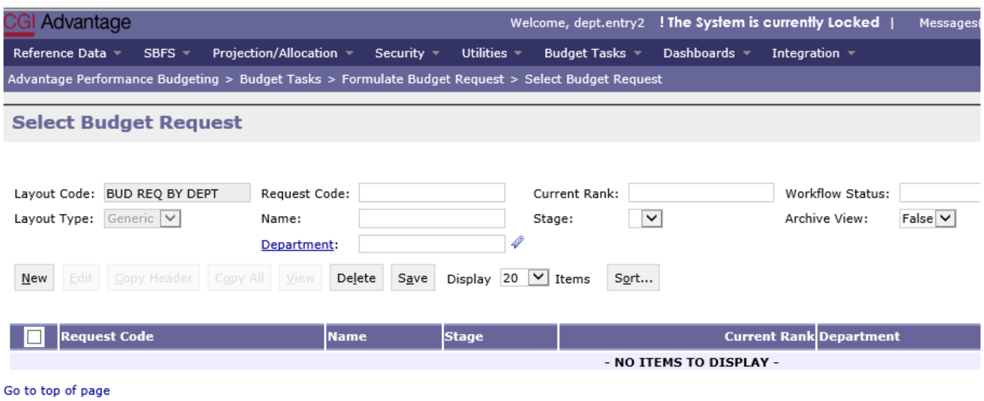
**Step 4.** Update the Commodity as desired.

**Step 5. Refresh** AND **Update** once complete.

**ERROR MESSAGE EXAMPLE:**



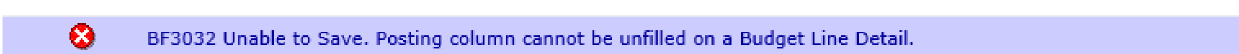

The **Application Message** above indicates that a New Line (Step 7) was not inserted. To clear the message, click on **Start Page** across the blue tool bar. You will then be re-directed to **the Select Budget Request** screen.




**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:**

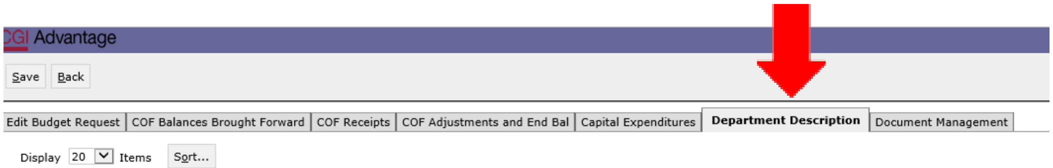


This message indicates the Posting Time Period was not updated. **Review Step 13.**

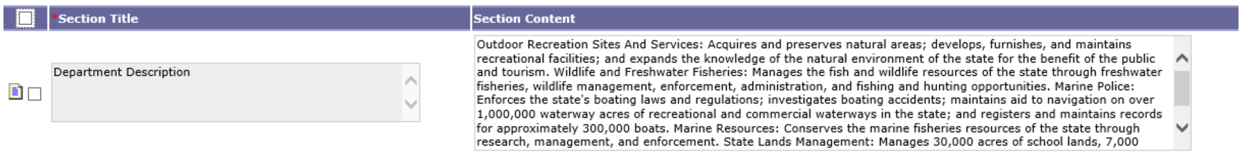

**ERROR MESSAGE – EXAMPLE:**

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

# DEPARTMENT DESCRIPTION TAB




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



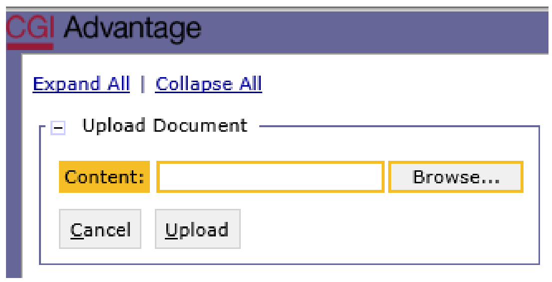

**Step 2.** Read through the description provided for your department and revise if desired. If there is no description, please add. However, if no changes need to be made, click **Save** to exit. **Action was Successful** will appear.

## DOCUMENT MANAGEMENT TAB

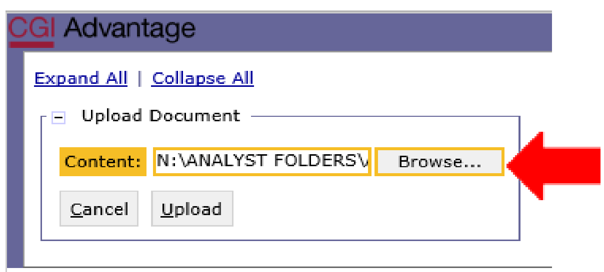
**All reports created in infoAdvantage for the Budget Request will need to be attached to Form 1&3 BUD REQ BY DEPT using the following steps.**

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

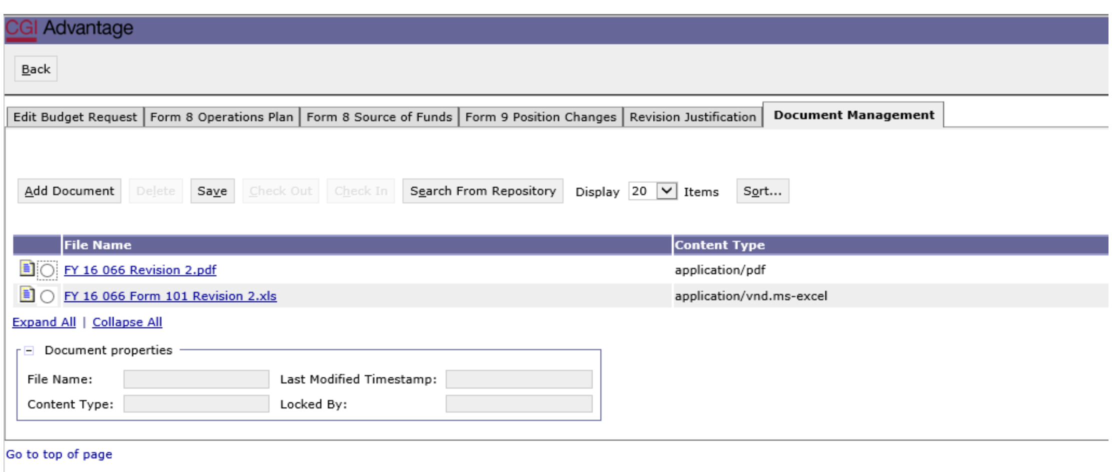

**Step 2.** Click **Add Document**. The following screen will display:




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




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



**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.**

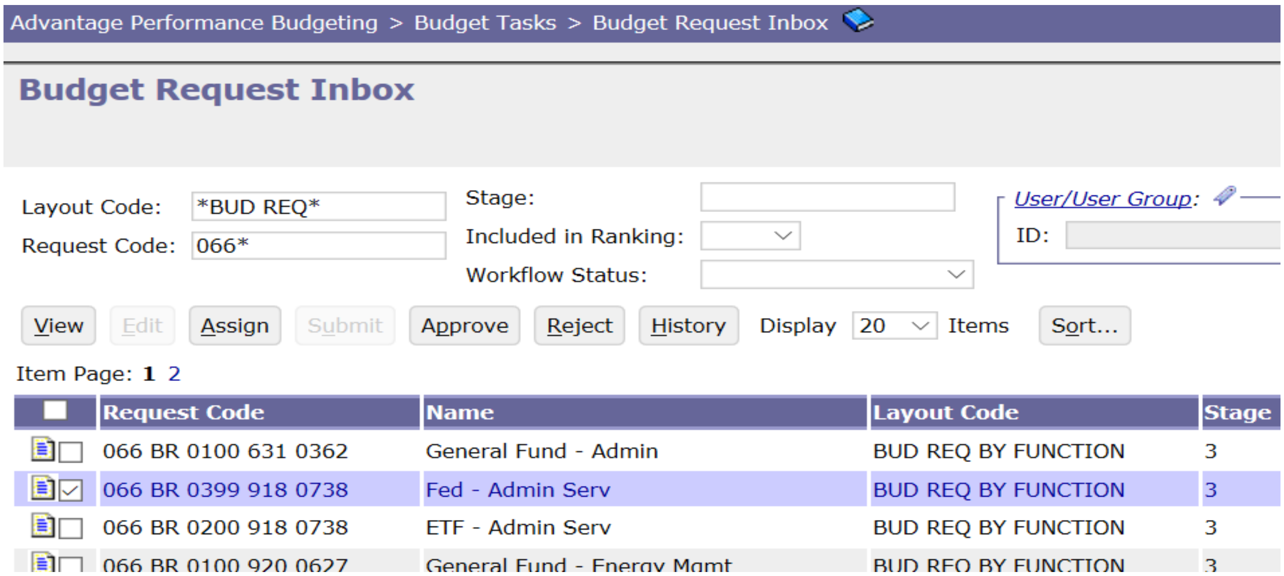
**Step 6.** Once complete, click **Back** at the top of the page.

## SUBMISSION

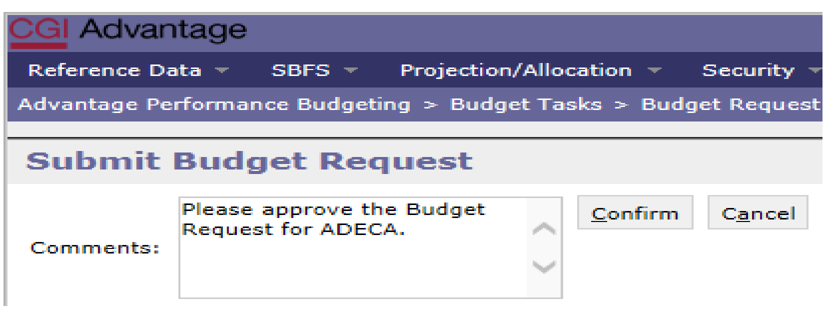
To submit the final Budget Request Packet, return to the **Budget Tasks** drop down menu.

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

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




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




**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

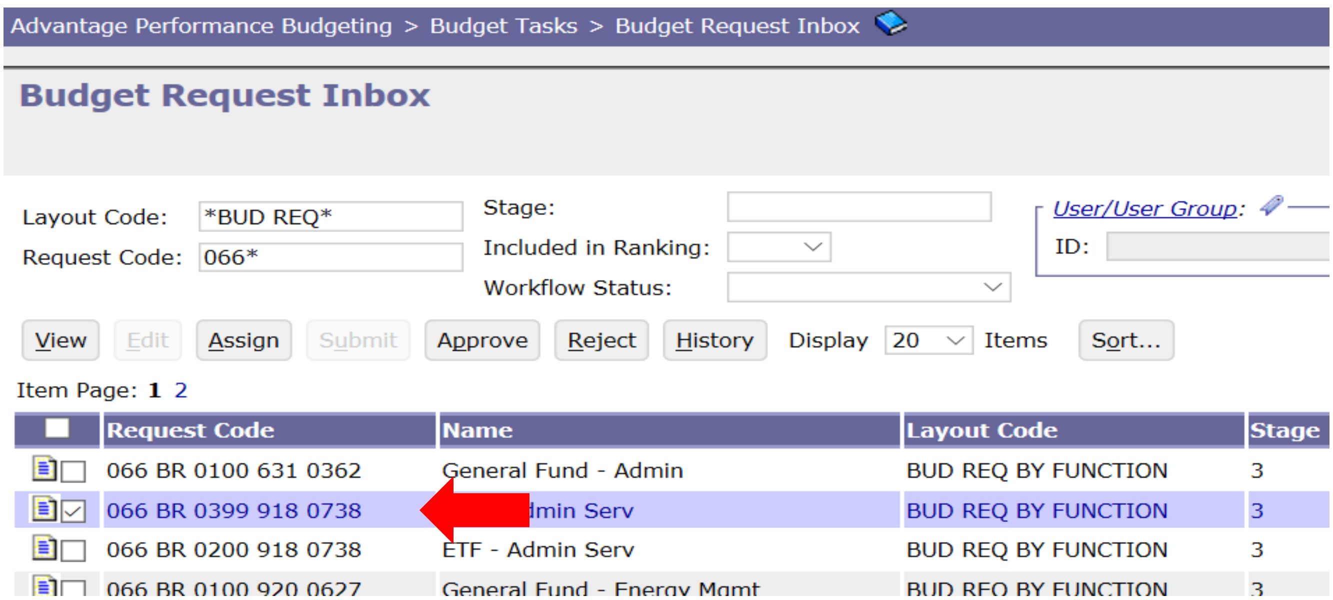
The 1st approver will receive an email. The email will include the comment along with a link to STAARS Budgeting.

---

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**.

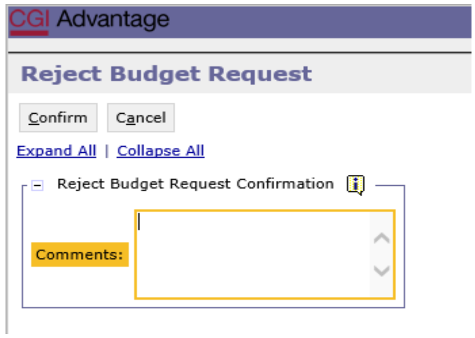
**Step 2.** The 1st approver will need to **select the form(s).**



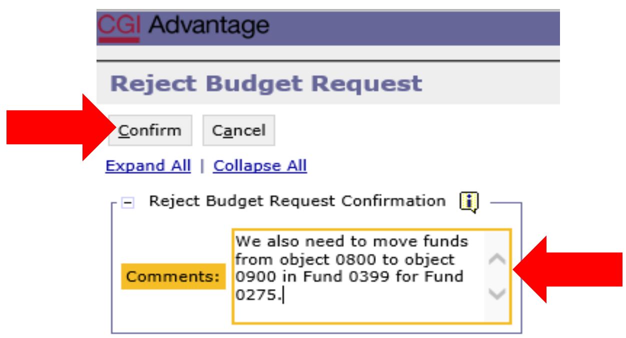

**Step 3.** To review the form, click **View.**

**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.

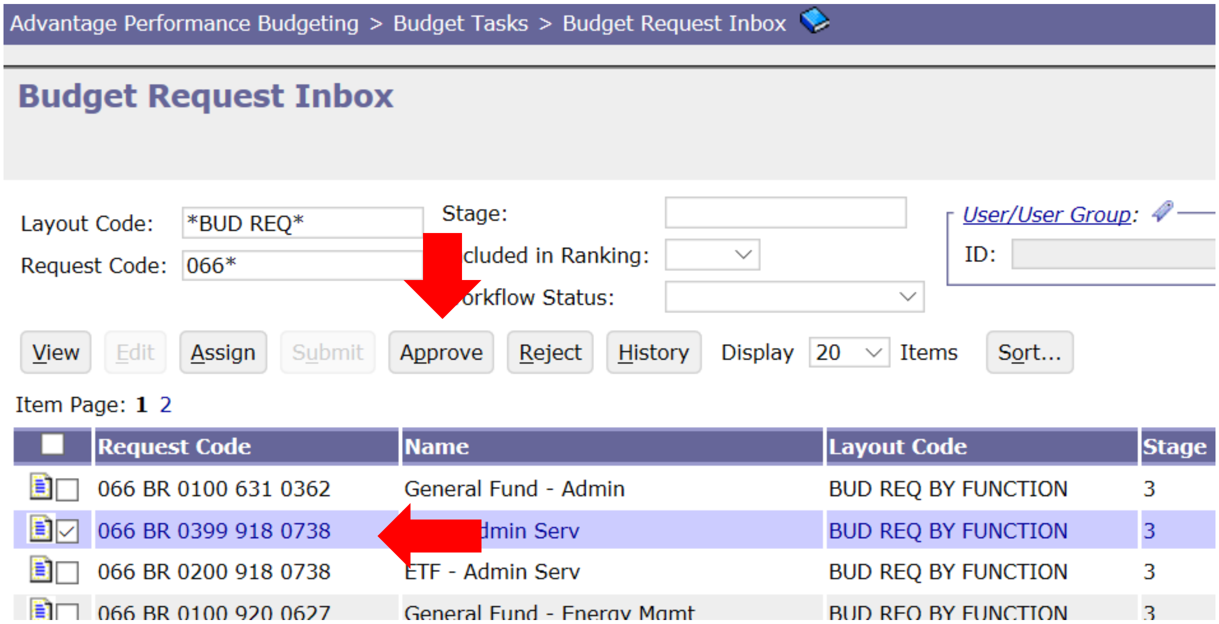



**Step 6.** Click **Confirm**. This will send the Budget Request back to the person that submitted it to the 1st approver. The submitter will receive an email that includes the comment and a link to STAARS Budgeting to open the document and make the necessary corrections.

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

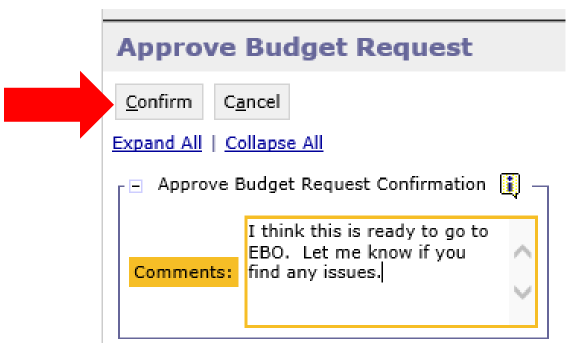
**NOTE:** The submitter should make the required changes in STAARS Budgeting, rerun the reports in infoAdvantage, and attach updated error reports (with no mismatch message) using the **Document Management** tab. The process should take place anytime corrections are to be made for a Budget Request, Operation 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.**




**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.




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

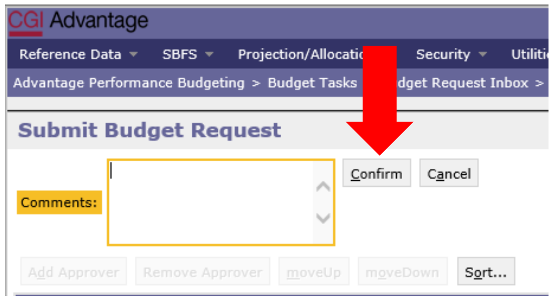
I think this is ready to go to EBO. Let me know if you find any issues. https://STAARS-SHR.ALABAMA.GOV:1443/SH4APB1J1/Controller?EVENT_endState=%2F%2FBudgetInstance%2FMaintenance&code=066%20OP%20REVISION%202&EVENT_transition=budgetFormEmailQuery&layoutType=G&layoutCode=BUDGET%20REVISION

**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.

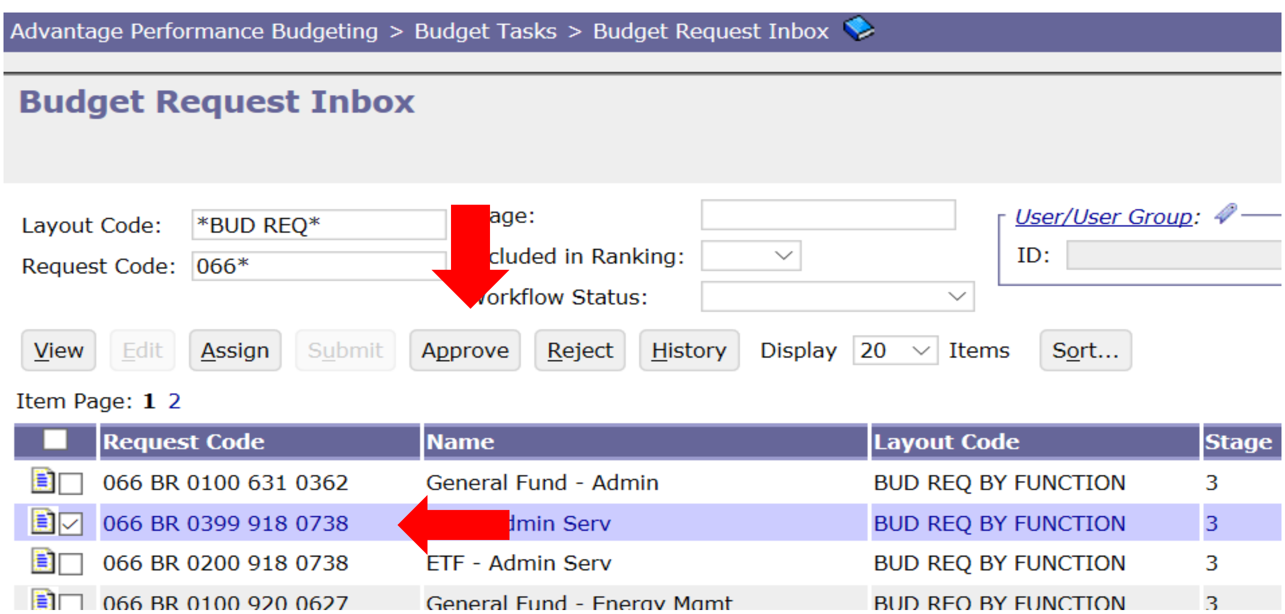



**Step 13.** You will return to the **Budget Request Inbox** and a message displays that the Budget Request was **Successfully Submitted**. The 2nd approver receives an email indicating that the Budget Request has been submitted.

## ADDITIONAL OPTION – REJECTED

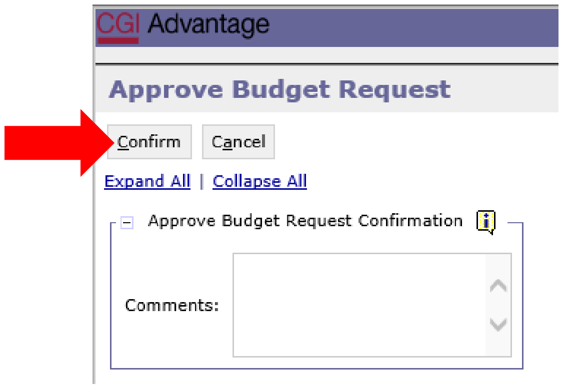
The 2nd approver also has the option, to View, Approve, or Reject a form. If rejected, the form(s) is returned to the 1st approver. After the 2nd approver has reviewed the form, the form(s) is ready to approve and submit to the Executive Budget Office.

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



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

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




**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).