

POSTSECONDARY

STAARS InfoAdvantage Reporting



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Welcome to STAARS infoAdvantage! STAARS infoAdvantage is the tool for creating reports now known as packets for Budget Request, Operation Plans, and Budget Revisions that will be submitted to the Executive Budget Office through electronic workflow.

InfoAdvantage will be used by **Postsecondary Institutions** for the following:

BUDGET REQUEST FORMS

- **Form 14** Financial Summary
- **Form 17** Personnel
- **Form 14A** Hospital Financial Summary (if applicable)
- **Form 14B** Industries for the Blind (if applicable)

OPERATIONS PLAN FORMS

- **Form 20** PS Operations Plan
- **Form 21** PS Ops Plan-Expenditures Transfer

BUDGET REVISIONS

If any PostSecondary Institutions require a budget revision please contact the Executive Budget Office.

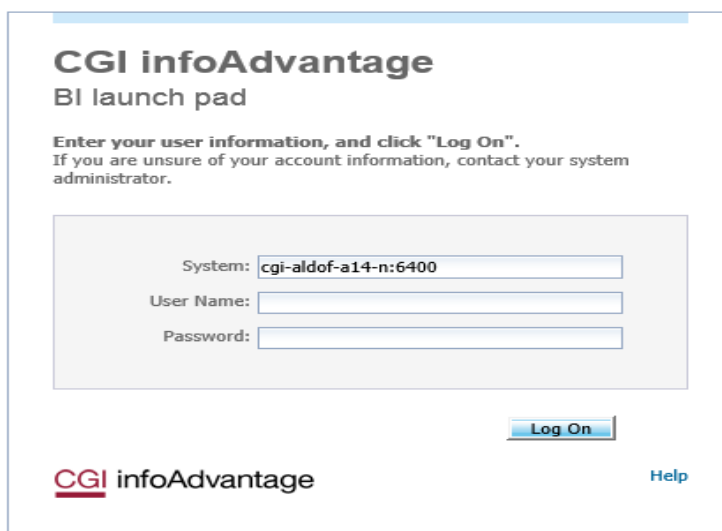
Accessing STAARS infoAdvantage:

STAARS infoAdvantage has a separate login URL and screen than STAARS Budgeting. Access to two different areas of STAARS will be required. Budget Request, Operation Plans, and Budget Revision forms are to be completed in the STAARS Budgeting application. Once all forms are complete, access to STAARS infoAdvantage will be necessary to run the reports (budget request packet).

Please contact your Agency Implementation Lead (AIL) for login credentials or STAARS Support at 334- 353-9000 or financialsystems@comptroller.alabama.gov

LOGIN To STAARS infoADVANTAGE

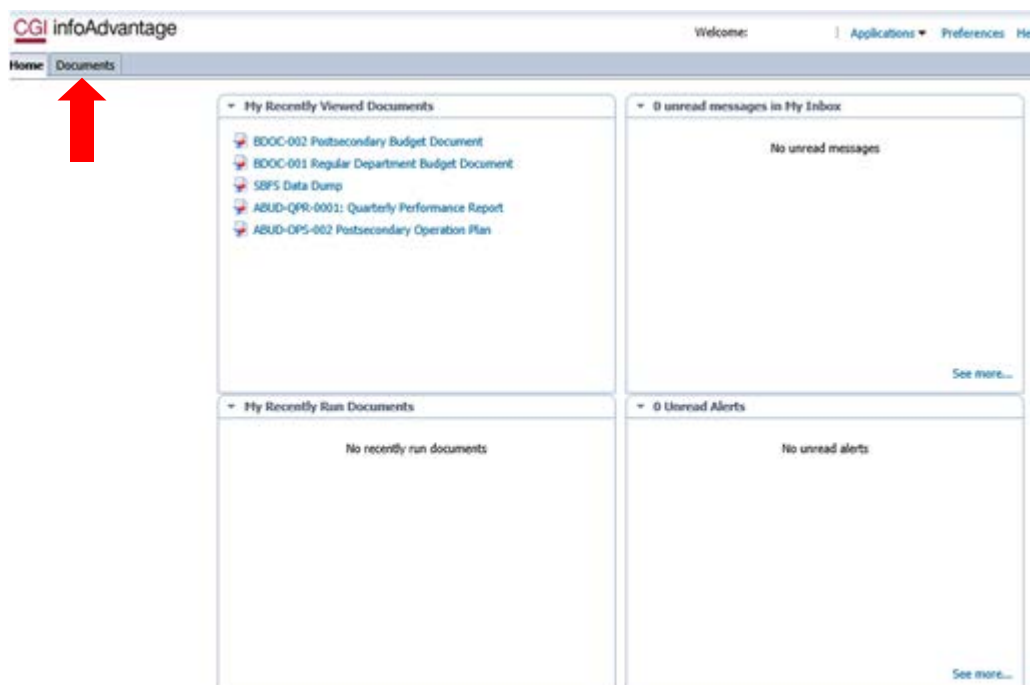
Step 1. Log into CGI infoAdvantage using <https://staarsinfo.alabama.gov/BOE/BI>



The image shows the login page for CGI infoAdvantage. It has a title "CGI infoAdvantage BI launch pad". Below the title, it says "Enter your user information, and click 'Log On'." and "If you are unsure of your account information, contact your system administrator." There is a form with three fields: "System:" with the value "cgi-aldof-a14-n:6400", "User Name:", and "Password:". Below the form is a "Log On" button. At the bottom left is the "CGI infoAdvantage" logo, and at the bottom right is a "Help" link.

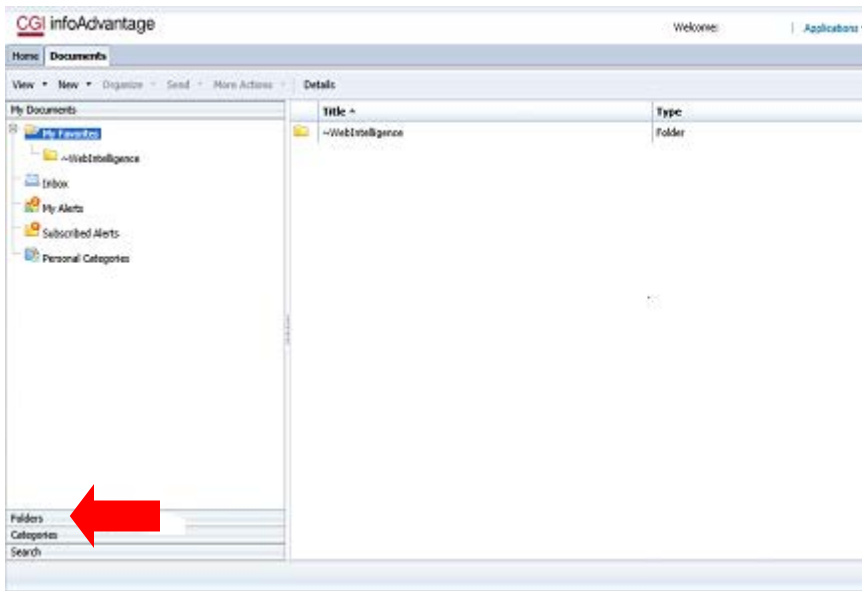
Step 2. The CGI infoAdvantage **Welcome Screen** will appear and four message boxes will populate. The first square will include a list of My Recently Viewed Documents. The SBFS Data Dump may be there if you have used the report recently.

Step 3. Click **Documents** on the top tool bar:

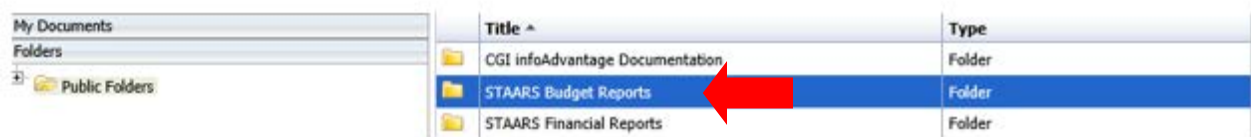


The following screen will display:

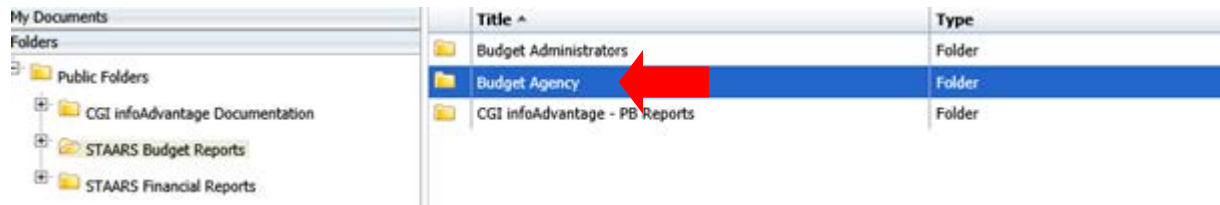
Step 4. Select the **Folders** tab at the bottom of the screen.



Step 5. Select the **STAARS Budget Reports** folder.



Step 6. Select the **Budget Agency** folder.

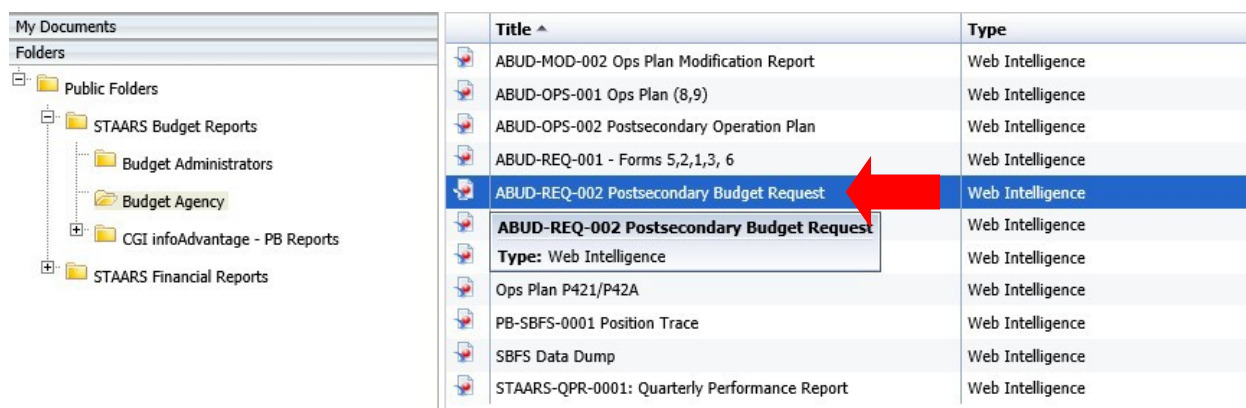


BUDGET REQUEST PACKET

****All reports created for the Budget Request Packet will need to be attached in the Form 1 and 3 Document Management tab.****

Follow Steps 1-6 in the Login Section above.

Step 7. Select ABUD-REQ-002 – Postsecondary Budget Request.

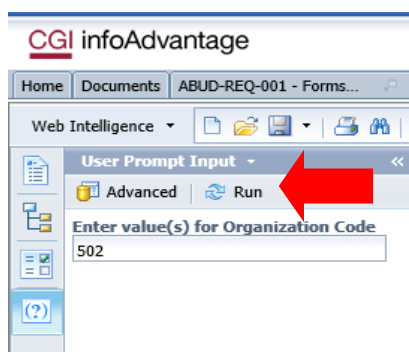


The screenshot shows a file explorer on the left with a tree view of folders: My Documents, Folders, Public Folders, STAARS Budget Reports, Budget Administrators, Budget Agency, CGI infoAdvantage - PB Reports, and STAARS Financial Reports. On the right, a table lists reports with columns 'Title' and 'Type'. A red arrow points to the row 'ABUD-REQ-002 Postsecondary Budget Request'.

Title ^	Type
ABUD-MOD-002 Ops Plan Modification Report	Web Intelligence
ABUD-OPS-001 Ops Plan (8,9)	Web Intelligence
ABUD-OPS-002 Postsecondary Operation Plan	Web Intelligence
ABUD-REQ-001 - Forms 5,2,1,3, 6	Web Intelligence
ABUD-REQ-002 Postsecondary Budget Request	Web Intelligence
ABUD-REQ-002 Postsecondary Budget Request	Web Intelligence
Type: Web Intelligence	Web Intelligence
Ops Plan P421/P42A	Web Intelligence
PB-SBFS-0001 Position Trace	Web Intelligence
SBFS Data Dump	Web Intelligence
STAARS-QPR-0001: Quarterly Performance Report	Web Intelligence

If the institution's data is not prepopulated on the page, use the **User Prompt Input** section on the right to run a Budget Request Packet. Remember that when changes are made after review by an approver(s), the Budget Request Packet will need to be regenerated. The report that displays may not reflect the changes. Run the report again for accuracy before attaching the Budget Request Packet to the Document Management tab.

Step 8. Enter the 3-digit department code in the box for **Enter Organization Code** under the **User Prompt Input** section.



The screenshot shows the CGI infoAdvantage web interface. The top navigation bar includes 'Home', 'Documents', and 'ABUD-REQ-001 - Forms...'. Below this, there's a 'Web Intelligence' dropdown and a 'User Prompt Input' section. The 'User Prompt Input' section has a 'Run' button highlighted with a red arrow. Below the 'Run' button, there's a text box labeled 'Enter value(s) for Organization Code' with the value '502' entered.

Step 9. Click **Run**.

Step 10. Review **Error Listing Report** for any Forms to make sure all forms are in balance. Forms that are in balance and agree throughout the Budget Request Packet will be indicated by OK. Forms that are NOT in balance will be indicated by Mismatched. If the Error Listing Report has any "Mismatched" notations under the Actual, Budgeted, or Requested columns, return to STAARS Budgeting for corrections.

EXAMPLES

ERROR LISTING REPORT:

Error Listing		Institution: 502 - University Of Ala - Birmingham		
Form 14 Restricted	Actual	Estimated	Requested	
EDUCATIONAL AND GENERAL ENDING BALANCE		\$0	\$0	\$0
Actual(s) are negative	OK	OK	OK	
Form 14 Restricted	Actual	Estimated	Requested	
EDUCATIONAL AND GENERAL EXPENDITURES	\$348,506,950	\$367,394,218	\$367,394,218	
EDUCATIONAL E & G EXPENDITURES BY FUNCTION	\$348,506,950	\$367,394,218	\$367,394,218	
Actual(s) don't agree	OK	OK	OK	

FORM 14 SUMMARY:

Postsecondary Education Budget Request Financial Summary Condition of Current Funds				
Institution: 502 - University Of Ala - Birmingham			Reporting Unit: Combined	
	Actual 2015	Estimated 2016	Requested 2017	Increase (Decrease) Amount
Educational and General Beginning Balance	\$399,923,206	\$399,923,206	\$399,923,206	\$0
Revenues				
ETF Appropriation - Operations & Maintenance	\$220,100,713	\$220,642,090	\$306,847,847	\$86,205,757
ETF Appropriation - Special Line Items	\$11,197,393	\$11,197,393	\$12,334,704	\$1,137,311
State Funds - In Service Center	\$281,923	\$281,923	\$417,142	\$135,219
Other State Funds	\$7,497,000	\$7,095,038	\$7,095,038	\$0
Federal Funds	\$379,359,810	\$333,417,445	\$333,417,445	\$0
Local Funds	\$888,950	\$1,063,671	\$1,063,671	\$0
Tuition and Fees	\$213,415,630	\$217,000,000	\$217,000,000	\$0
Other Sources: Miscellaneous	\$191,858,814	\$210,077,440	\$210,077,440	\$0
TOTAL E & G REVENUES	\$1,024,600,233	\$1,000,775,000	\$1,088,253,287	\$87,478,287
TOTAL AVAILABLE	\$1,424,523,439	\$1,400,698,206	\$1,488,176,493	\$87,478,287

FORM 14 RESTRICTED FUNDS:

Postsecondary Education Budget Request Financial Summary Condition of Current Funds				
Institution: 502 - University Of Ala - Birmingham			Reporting Unit: Restricted Funds	
	Actual 2015	Estimated 2016	Requested 2017	Increase (Decrease) Amount
Educational and General Beginning Balance		\$0	\$0	\$0
Revenues				
ETF Appropriation - Special Line Items	\$0	\$0	\$0	\$0
Other State Funds	\$7,497,000	\$7,095,038	\$7,095,038	\$0
Federal Funds	\$308,109,810	\$262,167,445	\$262,167,445	\$0
Local Funds	\$888,950	\$1,063,671	\$1,063,671	\$0
Tuition and Fees	\$0	\$0	\$0	\$0
Other Sources: Miscellaneous	\$32,011,190	\$97,068,064	\$97,068,064	\$0
TOTAL E & G REVENUES	\$348,506,950	\$367,394,218	\$367,394,218	\$0
TOTAL AVAILABLE	\$348,506,950	\$367,394,218	\$367,394,218	\$0

FORM 14 UNRESTRICTED FUNDS:

Postsecondary Education Budget Request Financial Summary Condition of Current Funds				
Institution: 502 - University Of Ala - Birmingham			Reporting Unit: Unrestricted Funds	
	Actual 2015	Estimated 2016	Requested 2017	Increase (Decrease) Amount
Educational and General Beginning Balance	\$399,923,206	\$399,923,206	\$399,923,206	\$0
Revenues				
ETF Appropriation - Operations & Maintenance	\$220,100,713	\$220,642,090	\$306,847,847	\$86,205,757
ETF Appropriation - Special Line Items	\$11,197,393	\$11,197,393	\$12,334,704	\$1,137,311
State Funds - In Service Center	\$281,923	\$281,923	\$417,142	\$135,219
Federal Funds	\$71,250,000	\$71,250,000	\$71,250,000	\$0
Tuition and Fees	\$213,415,630	\$217,000,000	\$217,000,000	\$0
Other Sources: Miscellaneous	\$159,847,624	\$113,009,376	\$113,009,376	\$0
TOTAL E & G REVENUES	\$676,093,283	\$633,380,782	\$720,859,069	\$87,478,287
TOTAL AVAILABLE	\$1,076,016,489	\$1,033,303,988	\$1,120,782,275	\$87,478,287

FORM 17 SUMMARY:

Postsecondary Education Budget Request Personnel

Institution: 502 - University Of Ala - Birmingham

Reporting Unit: Combined

Full Time Instructional Workload	Actual 2015		Estimated 2016		Requested 2017	
<u>Education and General Personnel by Function</u>	FTE	Amount	FTE	Amount	FTE	Amount
Edu and Gen - Instruction	\$3,067	\$164,323,338	\$3,044	\$163,113,910	\$3,428	\$189,27
Edu and Gen - Research	\$2,011	\$113,689,011	\$2,162	\$122,208,854	\$2,163	\$122,23
Edu and Gen - Public Service	\$666	\$36,613,720	\$686	\$37,725,935	\$732	\$40,87
Edu and Gen - Academic Support	\$1,595	\$85,767,731	\$1,592	\$85,629,711	\$1,778	\$98,34
Edu and Gen - Student Services	\$315	\$16,810,631	\$311	\$16,616,674	\$352	\$19,42
Edu and Gen - Institutional Support	\$1,365	\$72,871,123	\$1,347	\$71,933,315	\$1,529	\$84,31
Edu and Gen - Operation and Maintenance of Physical Plant	\$981	\$52,394,879	\$969	\$51,720,588	\$969	\$51,72

TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION	\$10,000	\$542,470,433	\$10,111	\$548,948,987	\$10,951	\$606,19
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<u>Educational and General Personnel by Occupational Activity</u>	FTE	Amount	FTE	Amount	FTE	Amount
Edu and Gen - Executive/Administrative/Managerial	\$224	\$28,852,607	\$222	\$28,607,813	\$222	\$32,63
Edu and Gen - Faculty Full Time	\$2,346	\$209,606,434	\$2,379	\$212,520,325	\$2,840	\$233,94
Edu and Gen - Professional Non-Faculty	\$3,124	\$167,252,929	\$3,187	\$170,606,899	\$3,566	\$185,98
Edu and Gen - Secretarial/Clerical	\$1,077	\$37,328,280	\$1,075	\$37,274,563	\$1,075	\$42,04
Edu and Gen - Student and Graduate Assistant	\$1,982	\$57,546,496	\$1,999	\$58,048,249	\$1,999	\$64,44
Edu and Gen - Other Personnel	\$1,247	\$41,883,687	\$1,249	\$41,891,138	\$1,249	\$47,13

TOTAL EDU & GEN PERSONNEL BY OCCUPATIONAL ACTIVITY	\$10,000	\$542,470,433	\$10,111	\$548,948,987	\$10,951	\$606,19
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FORM 17 RESTRICTED FUNDS:

Postsecondary Education Budget Request Personnel

Institution: 502 - University Of Ala - Birmingham

Reporting Unit: Restricted Funds

Full Time Instructional Workload	Actual 2015		Estimated 2016		Requested 2017	
<u>Education and General Personnel by Function</u>	FTE	Amount	FTE	Amount	FTE	Amount
Edu and Gen - Instruction	\$182	\$10,295,600	\$196	\$11,068,417	\$196	\$11,06
Edu and Gen - Research	\$2,008	\$113,530,243	\$2,159	\$122,052,129	\$2,159	\$122,05
Edu and Gen - Public Service	\$318	\$18,007,215	\$342	\$19,358,885	\$342	\$19,35
Edu and Gen - Academic Support	\$194	\$10,983,026	\$209	\$11,807,441	\$209	\$11,80
Edu and Gen - Student Services	\$5	\$254,599	\$5	\$273,709	\$5	\$27

TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION	\$2,707	\$153,070,683	\$2,911	\$164,560,581	\$2,911	\$164,56
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FORM 17 UNRESTRICTED FUNDS:

Postsecondary Education Budget Request Personnel

Institution: 502 - University Of Ala - Birmingham

Reporting Unit: Unrestricted Funds

Full Time Instructional Workload	Actual 2015		Estimated 2016		Requested 2017	
<u>Education and General Personnel by Function</u>	FTE	Amount	FTE	Amount	FTE	Amount
Edu and Gen - Instruction	\$2,885	\$154,027,738	\$2,848	\$152,045,493	\$3,232	\$178,20
Edu and Gen - Research	\$3	\$158,768	\$3	\$156,725	\$4	\$18
Edu and Gen - Public Service	\$348	\$18,606,505	\$344	\$18,367,050	\$390	\$21,51
Edu and Gen - Academic Support	\$1,401	\$74,784,705	\$1,383	\$73,822,270	\$1,569	\$86,53
Edu and Gen - Student Services	\$310	\$16,556,032	\$306	\$16,342,965	\$347	\$19,15
Edu and Gen - Institutional Support	\$1,365	\$72,871,123	\$1,347	\$71,933,315	\$1,529	\$84,31
Edu and Gen - Operation and Maintenance of Physical Plant	\$981	\$52,394,879	\$969	\$51,720,588	\$969	\$51,72
TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION	\$7,293	\$389,399,750	\$7,200	\$384,388,406	\$8,040	\$441,63

FORM 14A CONDITION OF FUNDS:

Postsecondary Education Budget Request Financial Summary Condition of Current Funds

Institution: 502 - University Of Ala - Birmingham

				Increase (Decrease)
	Actual 2015	Estimated 2016	Requested 2017	Amount
Hospital - Balance Brought Forward at Beginning of Year	\$832,044,122	\$841,236,897	\$936,478,507	\$95,241,610
<u>Revenues</u>				
Hospital - Patient Service	\$4,952,671,256	\$5,625,567,913	\$5,625,567,913	\$0
Hospital - Allowances for Uncollectible Accounts	(\$3,574,763,526)	(\$4,064,596,354)	(\$4,064,596,354)	\$0
NET PATIENT SERVICES	\$1,377,907,730	\$1,560,971,559	\$1,560,971,559	
ETF Appropriation	\$32,638,497	\$32,867,066	\$46,157,526	\$13,290,460
Other Sources: Sales, Reimbursements and Investments	\$148,734,400	\$104,133,342	\$104,133,342	\$0
TOTAL HOSPITAL REVENUES	\$1,559,280,627	\$1,697,971,967	\$1,711,262,427	\$13,290,460