



STAARS INFOADVANTAGE REPORTING

Executive Budget Office

State Agencies

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 State Agencies for the following:

Salaries and Benefits Forecasting System (SBFS) Projections

- **Data Dump Report**

Budget Request Forms:

- **Form 5** – Agency Program Summary Prior Year Actuals/Current Year Budget/Agency Budget Request
- **Form 2** – Summary Budget Request (system generated)
- **Form 6** – Personnel Classification
- **Form 3** – Capital Expenditures
- **Form 1** – Estimated Condition of Funds
- **Increase/Decrease Worksheet** (partially system generated)

Operations Plan Forms

- **Form 8** – Operations Plan
- **Form 9** – Employee Staffing Plan

Budget Revisions

- **Form 8** – Operations Plan
- **Form 9** – Employee Staffing Plan
- **Form 101** – Used for increasing appropriations, quarter allotment revisions, supplemental appropriations, additional department or federal receipts, transfers, or other revisions. This form is automatically generated in STAARS Budgeting. However, minor additions will need to be added on the Form 101 after exporting to Microsoft Excel. **Form 101 will also need to be included with Form 8 and 9 (as part of the Budget Revision Packet) on the Document Management tab.**

ACCESSING STAARS INFOADVANTAGE

STAARS infoAdvantage has a separate login URL and screen than STAARS Budgeting. Therefore, 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 the forms are complete, access to STAARS infoAdvantage will be required to run reports or packets.

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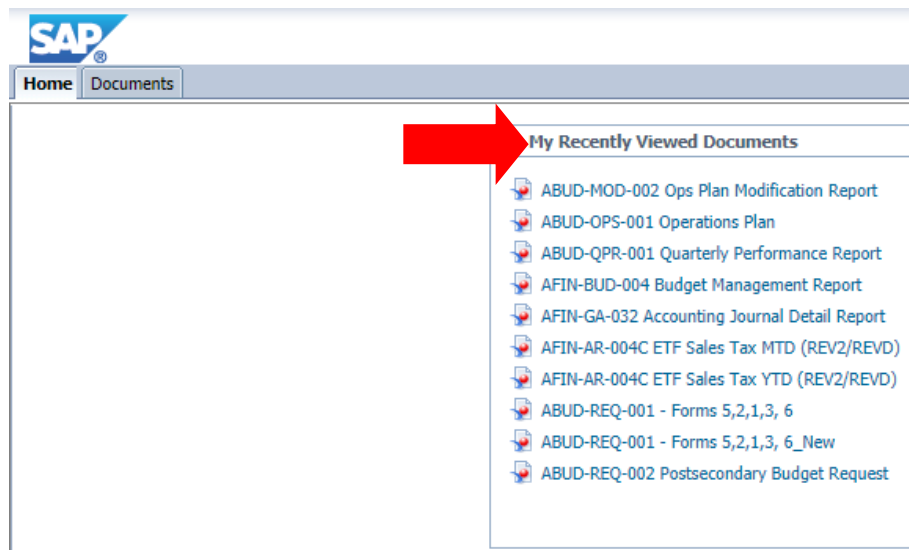
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LOGIN TO STAARS infoADVANTAGE

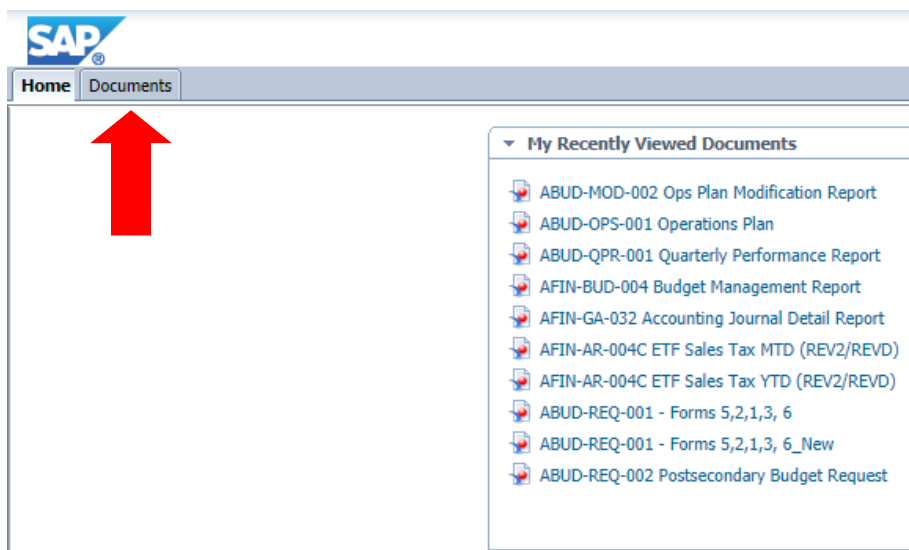
Please contact your Agency Implementation Lead (AIL) for login credentials or STAARS Support at (334-353-9000) or financialsystems@comptroller.alabama.gov

Step 1. Log into CGI infoAdvantage using <https://staarsinfo.alabama.gov/BOE/BI>. Please contact your Agency Implementation Lead (AIL) for login credentials.

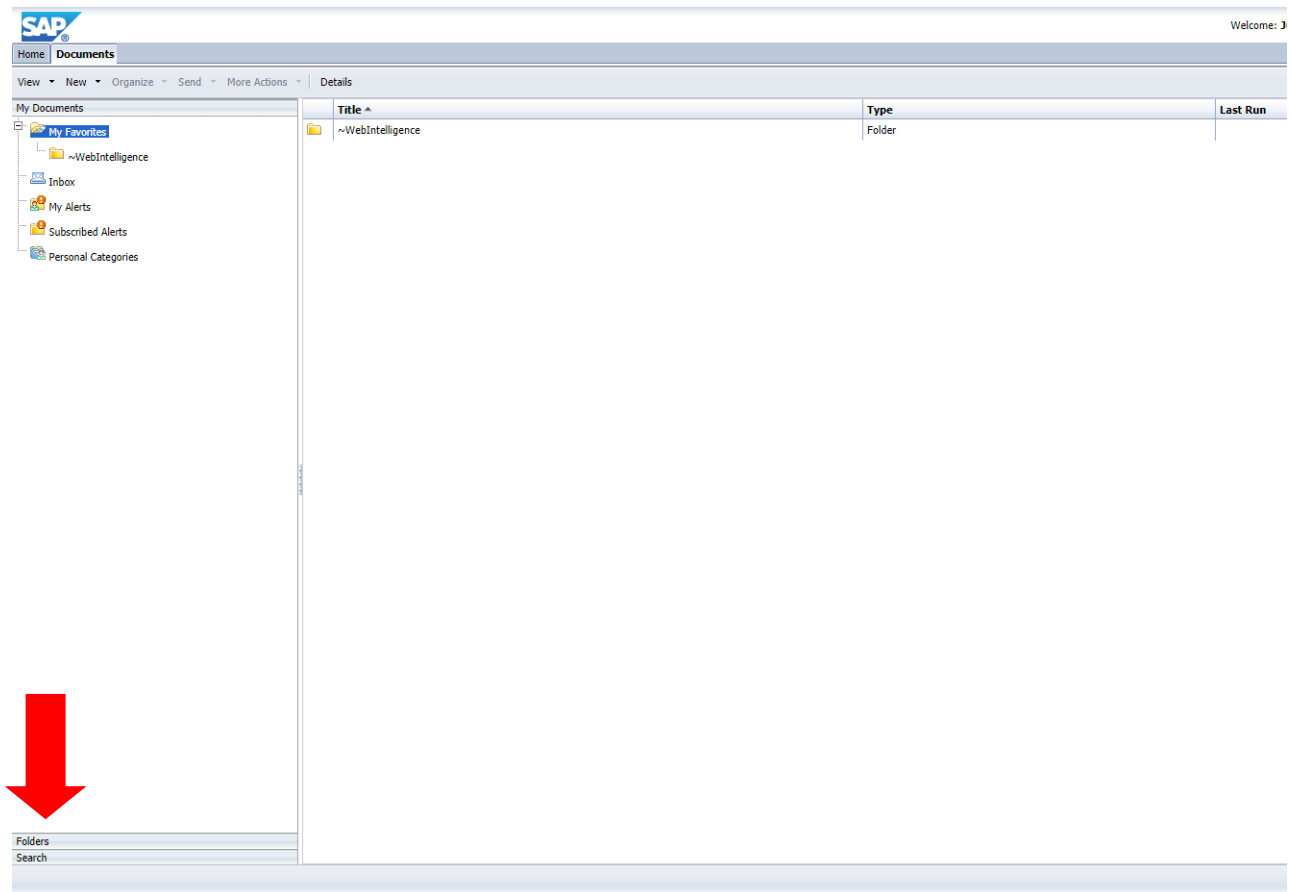
Step 2. The CGI infoAdvantage Welcome Screen will appear and four message boxes will populate. The first square will include a list of My Recently Viewed Documents. (The report you need to run may be there if you have used the report recently).



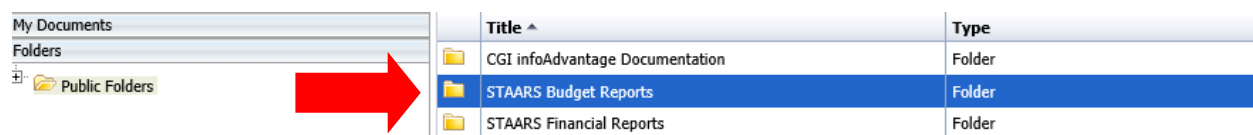
Step 3. Click **Documents** on the top tool bar.



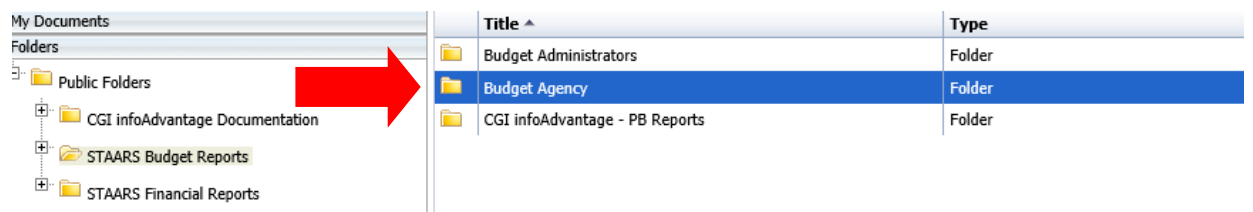
Step 4. Select the **Folders** tab at the bottom of the screen.



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



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

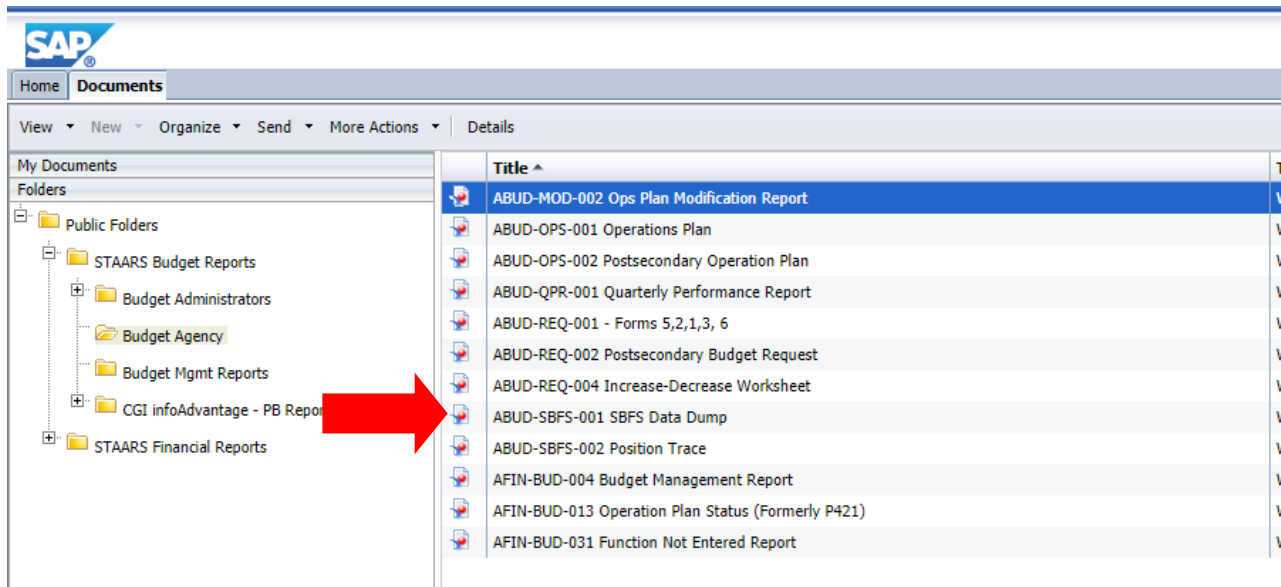


Salary and Benefits Forecasting System (SBFS) Data Dump Report

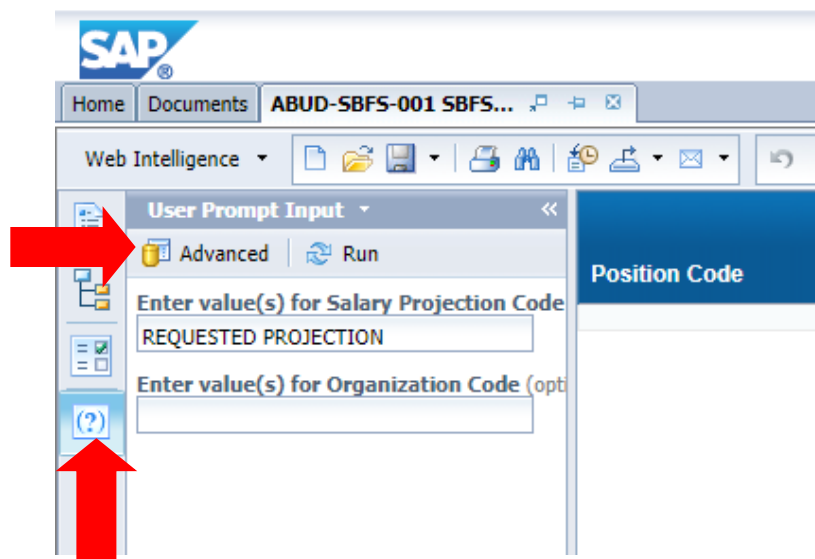
The SBFS Report will need to be generated through STAARS infoAdvantage before completing the **Position Changes** tab in STAARS Budgeting.

Follow Steps 1-6 in the Login Section above.

Step 7. Select the SBFS Data Dump.



Step 8. Click the Question Mark on the far left to open the User Prompt Input box.



Step 9. Click Advanced.

Step 10. The **Prompts** screen will appear. Click the **Refresh Values** symbol for the first prompt highlighted: **Enter value(s) for Salary Projection**. Use the greater than arrows to move the selected **Requested Projection** to the box on the right.

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list has two items: '* Enter value(s) for Salary Projection Code REQUESTED PR' and 'Enter value(s) for Organization Code'. A red arrow points to the first item. On the right, the 'Enter value(s) for Salary Projection Code' panel is active. It contains a 'Type values here' text box, a 'Refresh Values' button with a circular arrow icon, and two arrow buttons ('>' and '<'). A red arrow points to the 'Refresh Values' button, and another red arrow points to the '>' button. To the right of these buttons is a box containing the text 'REQUESTED PROJECTION'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

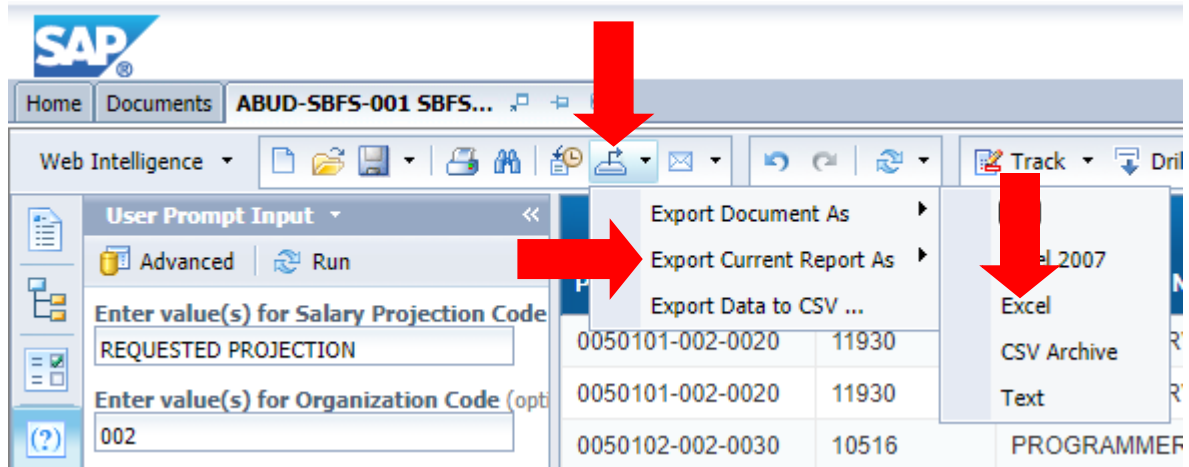
Step 11. On the **Prompts** screen, click the second prompt highlighted: **Enter value(s) for Organization Code**. Click the **Refresh Values** symbol and then use the greater than arrows to move the selected department to the box to the far right.

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list has two items: '* Enter value(s) for Salary Projection Code REQUESTED PR' and 'Enter value(s) for Organization Code'. A red arrow points to the second item. On the right, the 'Enter value(s) for Organization Code (optional)' panel is active. It contains a 'Type values here' text box, a 'Refresh Values' button with a circular arrow icon, and two arrow buttons ('>' and '<'). A red arrow points to the 'Refresh Values' button, and another red arrow points to the '>' button. Below the arrow buttons is a list box containing the following values: 0, 001, 002, 003, 004, 005, 006, 007, 008, 009. Below the list box is a timestamp: 'August 17, 2020 11:22:00 AM GMT-05:00'. To the right of the list box and timestamp is a large empty box. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

Step 12. Click **Ok** to run the report.

Exporting to Excel

Step 13. To download the report, click **Export** key at the top of the screen, select **Export Current Report As**, then select **Excel**.



Step 14. Sort and review the data provided specifically for your department as needed.

EXAMPLE: SBFS DATA DUMP REPORT

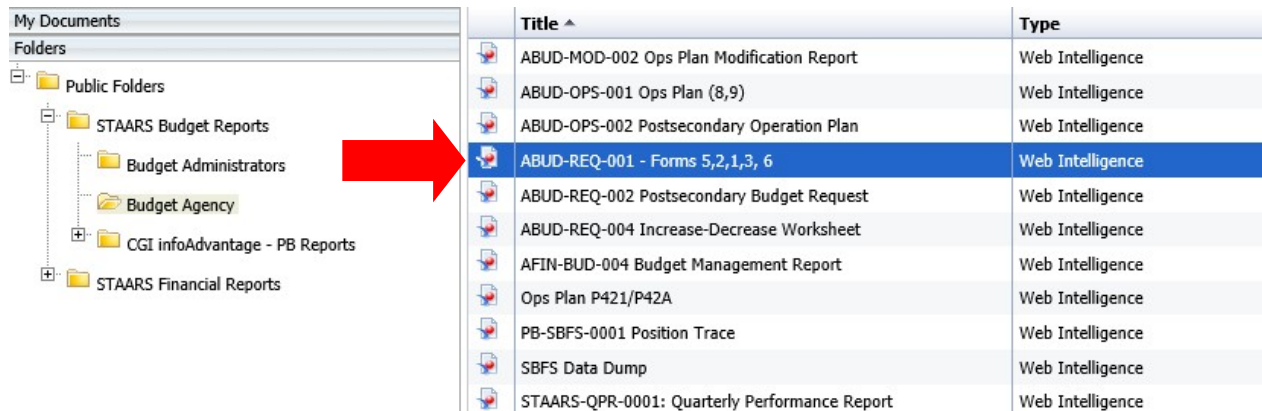
A	B	C	D	E	F	G	H	I	J	K	L
Position Code	Classification	Classification Name	Employee Code	Employee Name	Location Code	Grade	Step	Employee Hire Date	Employee Longevity Date	Employee Promotion Date	Other
078561-010-213	90140	GROUNDS WORKER	00070526	JACKSON, THOMAS JR.	CAPCM2	046	13	5/1/2006	3/1/2006	9/1/2015	01
076840-654-213	90140	GROUNDS WORKER	00086250	SMITH, RANDY	CAPCM2	046	15	5/1/2006	3/1/2006	9/1/2015	01
1435765-02-453	11933	FIN: ASST CHIEF OF SERVICES	00065782	LOCK, JUSTICE	SERV04	081	17	5/7/2001	5/1/2001	6/1/2016	01
5736451-00-789	11933	FIN: ASST CHIEF OF SERVICES	00680382	REED, DAMIAN	SERV04	081	19	5/7/2001	5/1/2001	6/1/2016	01
5420107-10-11	10198	ADMIN SUPPORT ASST III	00084342	MORRIS, KATHY	GPPD	5964	26	5/30/1992	1/1/1981	1/1/2015	01
4562891-11-111	90508	HEATING & AIR COND TECH II	00346322	BROWN, KELLY	CAPGM8	062	20	10/3/2005	10/1/2005	8/1/2016	01
4562891-11-111	90508	HEATING & AIR COND TECH II	00346322	BROWN, KELLY	CAPGM8	062	22	10/3/2005	10/1/2005	8/1/2016	01
592112-010-108	10613	SENIOR ACCOUNTANT	0000057139	WASHINGTON, PAMELA C	DOMGP0	078	17	11/2/1998	10/1/1987	9/1/2015	01
4285974-010-10	10613	SENIOR ACCOUNTANT	0000057139	WASHINGTON, PAMELA C	DOMGP0	078	19	11/2/1998	10/1/1987	9/1/2015	01
58074610001	110000	DETROIT STATE EMPLOYEE	0000057139	WASHINGTON, PAMELA C	DOMGP0	078	19	11/2/1998	10/1/1987	9/1/2015	01

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.****

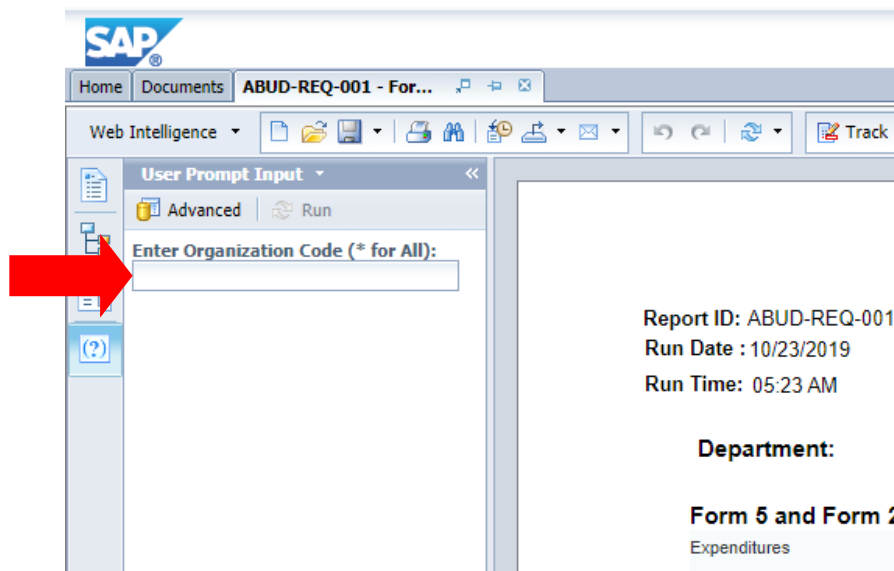
Follow Steps 1-6 in the Login Section above.

Step 7. To generate the Budget Request Packet, Select ABUD-REQ-001 – Forms 5, 2, 1, 3, and 6.



If the department 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.



Step 9. Click **Run**.

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

EXAMPLES

Error Check Report:

Report ID: ABUD-REQ-001	State of Alabama		
Run Date : 09/22/2015	Error Page		
Run Time: 04:24 PM			
Department: 059 - Environmental Management			
	Actual	Budgeted	Requested
Form 5 and Form 2	2015	2016	2017
Expenditures	201,479,891	151,199,913	101,703,126
Source of Funds	390,041,416	213,644,897	146,364,626
Form 5 Expenditures match Source of Funds	Mismatch	Mismatch	Mismatch
Form 3	1200	1300	1400
Capital Outlay		0	383,579
Capital Expenditure (Form 5)		0	383,579
Form 3 Capital Outlay matches Form 5	Ok	Ok	Ok

Form 1:

Report ID:	ABUD-REQ-001	State of Alabama				
BO Form No.1		Agency Budget Request				
Run Date:	9/22/15	Estimated Condition of Funds				
Run Time:	4:24:35 PM					
Department	059 - Environmental Management					
Recap of All Funds		Actual	Budgeted	Requested	Increase (Decrease)	
		2015	2016	2017	From Prior Year	Percent
					Amount	
001	Unencumbered Balance Brought Forward	83,570,318	220,130,242	750,488,637		
002	Investments Balance	331,972,192	372,498,876	0		
Receipts of Federal Funds For						
1939-101	Federal Grants - Public Water SRF	24,951,616	4,729,632	12,000,000	7,270,368	
1453-101	Federal Grants - Clean Water SRF	28,830,640	17,826,168	25,943,484	8,117,316	
1453-102	Transfers to CW SRF Master Account	89,609,968	51,886,968	0	(51,886,968)	
1347-101	Federal Grants	37,456,912	41,368,708	21,733,154	(19,635,554)	
Receipts of State Funds For						
210-201	Alabama Recycling Fund	3,424,696	5,850,000	2,193,326	(3,656,674)	
209-201	Solid Waste Fund	3,255,814	5,750,000	3,325,000	(2,425,000)	
436-204	State Tax Fund	8,266,276	42,280,000	5,600,000	(2,600,450)	

Form 2:

Report ID:	ABUD-REQ-001	State of Alabama
BO Form No.2		Agency Budget Request
Run Date:	9/22/15	Summary Budget Request
Run Time:	4:24:35 PM	

Department	059 - Environmental Management
------------	--------------------------------

Appropriation Class and Function	Actual Expenditures 2015	Budgeted Expenditures 2016	Requested Expenditures 2017	Increase (Decrease) From Prior Year	
				Amount	Percent
418 - Environmental Management					
0223 - Administration	15,161,760	16,081,796	6,389,420	(9,692,376)	-60.27%
0224 - Water Quality Control	11,983,534	15,024,710	4,549,864	(10,474,846)	-69.72%
0225 - Air Pollution Control	7,580,636	7,812,305	794,478	(7,017,827)	-89.83%
0226 - Solid and Hazardous Waste Manage	13,343,112	15,613,244	3,999,636	(11,613,608)	-74.38%
0227 - Field Operations	13,174,415	13,203,216	2,645,086	(10,558,130)	-79.97%
Total: 418 - Environmental Management	61,243,457	67,735,271	18,378,484	(49,356,787)	-72.87%

Form 3:

Report ID:	ABUD-REQ-001	State of Alabama
BO Form No.3		Agency Budget Request
Run Date:	9/22/15	Capital Expenditures
Run Time:	4:24:35 PM	

Department	059 - Environmental Management
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Identification of Requested Items	Capital Outlay	Transportation Equipment Purchases	Other Equipment Purchases	Appropriation Class	Source of Financing
300 - Capital: Transportation Equipment	0	383,579	0	418	Environmental
Automobiles	0	383,579			They said NO Expenditures for Capital Purchases. I believe this flew...
400 - Capital: Other Equipment Purchases	0	0	1,608,580	418	Environmental
Computer Equipment and Accessories	0		1,608,580		Still can't believe this wasn't looked at...
Grand Totals:	0	383,579	1,608,580		

Form 5:

Report ID: ABUD-REQ-001	State of Alabama				
O Form No.5	Agency Budget Request				
Print Date: 9/22/15					
Print Time: 4:24:35 PM					

Department Summary					
Department: 059 - Environmental Management					
Object Category	Actual Expenditures 2015	Budgeted Expenditures 2016	Requested Total 2017	Increase (Decrease) From Prior Year	
				Amount	Percent
Full Time Equivalent - Total Full Time Equivalent	0.00	0.00	1	0.00	
00 - Personnel Costs	31,265,049	32,182,324	118,739	(32,063,585)	-99.63%
00 - Employee Benefits	11,742,343	12,314,274	26,372	(12,287,902)	-99.79%
00 - Travel-In State	351,300	376,354	371,354	(5,000)	-1.33%
00 - Travel-Out of State	121,685	133,153	133,152	(1)	0.00%
00 - Repairs and Maintenance	555,119	354,955	354,955	0	0.00%
00 - Rentals and Leases	1,652,331	1,600,000	1,600,001	1	0.00%
00 - Utilities and Communication	925,057	961,573	961,573	0	0.00%
00 - Professional Fees and Services	8,127,332	12,283,343	13,781,576	1,498,233	12.20%
00 - Supplies, Materials, and Operating Expenses	2,687,887	3,097,510	1,744,024	(1,353,486)	-43.70%
00 - Transportation Equipment Operations	466,015	462,880	462,833	(47)	-0.01%
00 - Other Equipment Purchases	1,158,381	1,608,580	1,608,580	0	0.00%
Total Expenditures	59,052,500	65,374,946	21,163,159	-44,211,787	-67.63%
Fund No. Source of Funds					
47-101 - Federal Grants	37,248,048	41,368,708	21,733,154	(19,635,554)	-47.46%
47-202 - Alabama Underground Storage Tank Fund	3,664,746	4,720,000	2,360,000	(2,360,000)	-50.00%

Form 6:

Report ID: ABUD-REQ-001	State of Alabama			
O Form No.6	Agency Budget Request			
Print Date: 9/22/15	Personnel Classification			
Print Time: 4:24:35 PM				

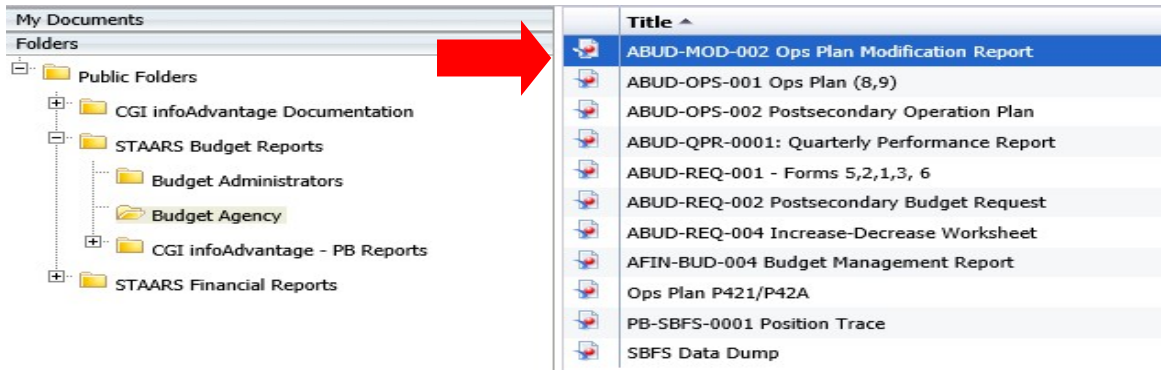
Department 059 - Environmental Management				
Personnel Cost				
107 - Overtime		632		
109 - Termination Cost, Annual Leave		150,714		50.00
114 - Board Members Compensation		3,800		
116 - Longevity Allowances		368,300		
117 - Termination Costs, Sick Leave		102,622		25.00
129 - Bonus				40
Totals		626,068	0.00	75.40
Other Personnel Information	Actual 2015	Budgeted 2016	Requested 2017	
1990 - # of Anniversary/Annual/Promotional Raises (OPI)	332	539	50	
1993 - # of Vacant Positions Filled (OPI)		64		
1994 - # of Employees on September 30 (OPI)	684	648	64	

BUDGET REVISION PACKET

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

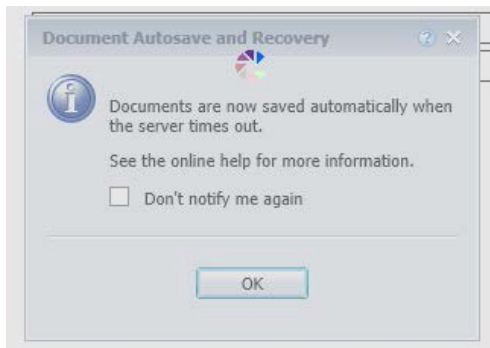
Follow Steps 1-6 in the Login Section above.

Step 7. Select the ABUD-MOD-002 Ops Plan Modification Report.

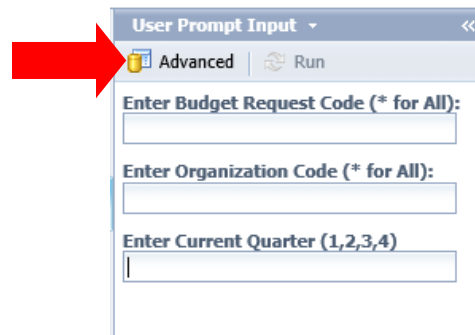


Step 8. Allow the report to completely load, then click **Advanced** in the **User Prompt Input** box.

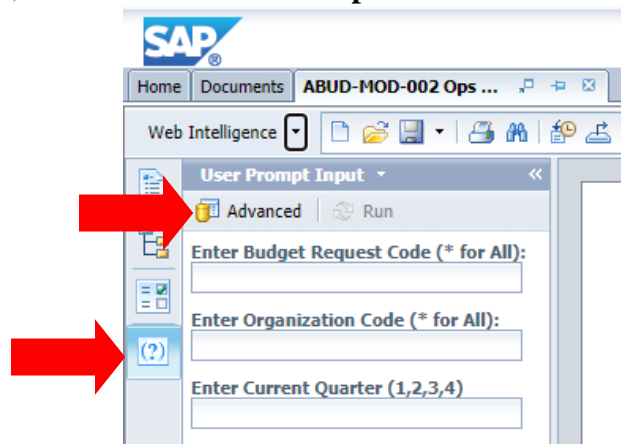
Loading screen:



User Prompt Input:



Step 9. If the **User Prompt Input** box does not display when the report originally loads, click on the **Question Mark**, then the **Advanced Prompt** on the far left.



The following screen will display:

This prompt is for the revision. You are looking for the revision by code that was entered into the STAARS Budgeting application. For this example, the Budget Request Code was 066 OP Revision 2.

Step 10. To quickly locate, key the agency number with the wildcard (*) in the field with the binoculars.

Step 11. Locate the revision and select it by double clicking or use the greater than arrow at the top to populate in the box to the right. Remove any items that may already be in the box with the less than arrow.

Prompts

Prompts Summary

- * Enter Budget Request Code (* for All)
- * Enter Organization Code (* for All):
- * Enter Current Quarter (1,2,3,4) 4

Enter Budget Request Code (* for All):

Refresh Values

Budget Request Code	Budget Request Name
066 BR 0940 631 0632	066
066	066 BR FORM 1 and 3
066 OP REVISION 2	066 OP Revision 2

September 20, 2015 6:50:40 PM GMT-05:00

066*

066 OP REVISION 2

OK Cancel

* Required prompts

The second prompt is for the Department number.

Step 12. Use the binoculars at the bottom to search for your department. Remove any items that may already be in the box with the less than arrow.

Prompts

Prompts Summary

- * Enter Budget Request Code (* for All)
- * Enter Organization Code (* for All):
- * Enter Current Quarter (1,2,3,4) 4

Enter Organization Code (* for All):

Refresh Values

Header Parent Organizati...	Header Parent Orgn Na
066	Economic & Communit

September 20, 2015 6:55:02 PM GMT-05:00

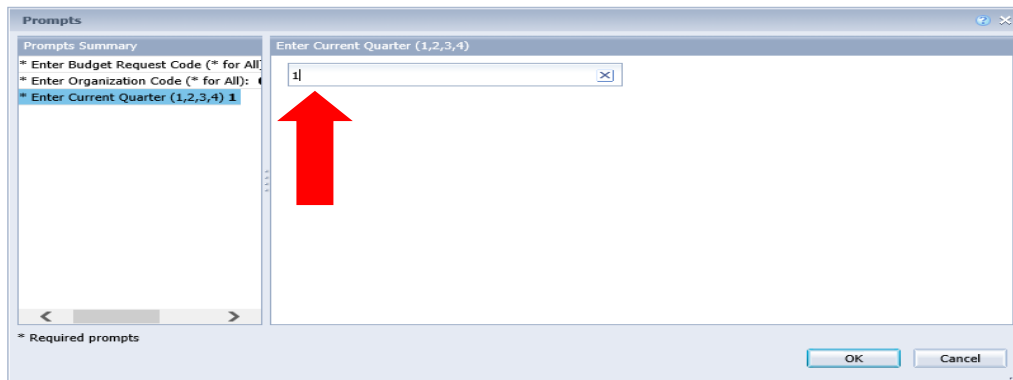
066*

066

OK Cancel

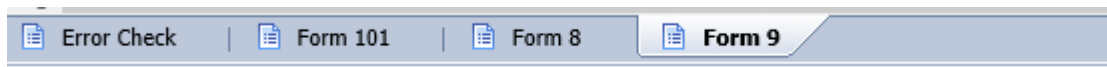
* Required prompts

Step 13. The third prompt is for the current quarter. Enter the current quarter by number (1, 2, 3, and 4) in the box.



Step 14. When all prompts have been entered, click **OK** in the bottom to begin running the report for the revision. The report will then generate for the revision.

Note the multiple tabs at the bottom of the report. There should always be an **Error Check Page**, a **Form 101**, a **Form 8** (possibly multiples) and a **Form 9**.



Note additional pages:  When the plus sign is visible, this means there are multiple pages for this tab of the report.

EXAMPLES

Error Check Report:

Report ID: ABUD-MOD-002	State of Alabama		
Error Check	Operations Plan		
Run Date: 9/21/15			
Run Time: 8:25:44 AM			
Department: 066 - Economic & Community Affairs			
	First Quarter	Second Quarter	Third Quarter
Form 8	2017	2017	2017
Expenditures	(26898)	(2289)	(228)
Source of Funds	(26897)	(2290)	(229)
Form 8 Expenditures match Source of Funds	Mismatch	Mismatch	Mismatch
Total			
Form 8 vs Form 9 Costs	2017		
Total for Object Category 100	(9978)		
Form 9 Total Costs	(9978)		

Track changes: Off | Page 1 of 1 | 100% | 2 minutes ago

If there are Errors noted on the **Error Check** page (as displayed with **Mismatch**), you must return to STAARS Budgeting to make corrections before downloading the final report for submittal. After corrections are made, return to infoAdvantage to run the report again.

SAP

Home Documents ABUD-MOD-002 Ops ...

Web Intelligence

User Prompt Input

Advanced Run

Enter Budget Request Code (* for All):
066 FY21 OP REV 2

Enter Organization Code (* for All):
066

Enter Current Quarter (1,2,3,4)
1

Step 15. Click the **Run** button in the **User Prompt Input** box.

Step 16. Click the **Form 101** tab. This is a look at the top portion of the 101 Form (Allotment Revision section).

Report ID: ABUD-MOD-002 State of Alabama
 EBO Form 101
 Run Date: 9/21/15
 Run Time: 8:25:44 AM

Department Number:	066 - Economic &
Revision Number:	066 OP REVISION
Date:	9/21/15

Request is hereby made for a revision to the Fiscal Year 2017 allotment and/or appropriation for the 066 - Economic & Community Affairs

Justification
 To accommodate the retirement of one employee and a new hire for the Byrne grant.

1st Quarter (Current Quarter) Allotment Revision

Fund:	0100	0399	1049
Appropriation Class:	551	918	631
Appropriation Unit:	0	0	0
Amount	0	(36,977)	10,079

Navigation tabs: Error Check | **Form 101** | Form 8 | Form 9

And a look at the bottom portion of the Form 101 (Appropriation Revision section).

Appropriation Revision

Fund:	0100	0399	1049
Appropriation Class:	551	918	631
Appropriation Unit:	0	0	0
1. Supplemental appropriation from State General Fund Act No.			
2. Supplemental appropriation from ETF Act No.			
3. Departmental Receipts			
4. Federal Receipts			
5. Special Act No.			
6. Transfer			
7. Proration			
8. Other			
9. Reversion Reappropriation			
10. Program Change			
Total 1-10 Above			
Total Appropriation Revision	0	(121,971)	88,430

Navigation tabs: Error Check | **Form 101** | Form 8 | Form 9

EXPORTING TO EXCEL

If amounts display in the **Amount** section of the **Allotment Revision** or in the **Total Appropriation Revision** section in the bottom, you must download the Form to Excel to provide detailed information on the type of Appropriation Revision.

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

(To export just a page of the report, use the **Export Current Report As**, then select **Excel**).

The screenshot shows the 'ABUD-MOD-002 Ops...' application window. On the left, the 'User Prompt Input' panel contains fields for 'Enter Budget Request Code (* for All)' (066 OP REVISION 2), 'Enter Organization Code (* for All):' (066), and 'Enter Current Quarter (1,2,3,4)' (1). A red arrow points to the 'Export' icon in the top toolbar. A context menu is open over the 'Export' icon, with 'Export Document As' and 'Export Current Report As' circled in red. The 'Export Current Report As' sub-menu is also open, showing options: 'Excel 2007', 'Excel' (circled in red), 'CSV Archive', and 'Text'. The main window displays a table titled 'Revision' with columns for 'Appropriation Unit', '0100', '0399', and '1049'. The table lists various appropriation units and their corresponding amounts, with a total of 88,430 for the 'Total Appropriation Revision'.

Appropriation Unit	0100	0399	1049
1. Supplemental ap State General Fund	551	918	631
2. Supplemental appropriation from ETF Act No.	0	0	0
3. Departmental Receipts			
4. Federal Receipts			
5. Special Act No.			
6. Transfer			
7. Proration			
8. Other			
9. Reversion Reappropriation			
10. Program Change			
Total 1-10 Above			
Total Appropriation Revision	0	(121,971)	88,430

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

E25						
	A	B	C	D	E	F
17						
18	Appropriation Revision					
19	Fund:	0100	0399	1049		
20	Appropriation Class:	551	918	631		
21	Appropriation Unit:	0	0	0		
22	1. Supplemental appropriation from State General Fund Act No.					
23	2. Supplemental appropriation from ETF Act No.					
24	3. Departmental Receipts		(60,000)	(88,430)		
25	4. Federal Receipts		(61,971)			
26	5. Special Act No.					
27	6. Transfer					
28	7. Proration					
29	8. Other					
30	9. Reversion Reappropriation					
31	10. Program Change					
32	Total 1-10 Above					
33	Total Appropriation Revision	0	(121,971)	88,430		

Step 3. Check to ensure that the totals entered agree with the **Total Appropriation Revision** amount.

Step 4. In row 32, sum the amounts entered in rows 22 through 31.

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

EXAMPLE: 066 FY22 Revision 2 Form 101

- Agency Number: **066**
- Fiscal Year: **FY23**
- Revision Number: **REV 2**
- Form Name: **Form 101**

Step 6. Click the arrows to move between the pages to view.

Report ID: ABUD-MOD-002
EBO Form No.8
Run Date: 9/21/15
Run Time: 10:17:16 AM

State of Alabama
Operations Plan

Agency Summary				
Department	066 - Economic & Community Affairs			
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Number of Employees	1	1	1	
Expenditures by Major Object:				
0100-Personnel Costs	(18,498)	3,007	3,007	
0200-Employee Benefits	(8,400)	(5,296)	(5,296)	
0300-Travel-In State	(1,000)	0	0	
0400-Travel-Out of State	1,000	0	0	
Total Expenditures	(26,898)	(2,289)	(2,289)	
Fund No. Source of Funds				
0100-230 - State General Fund	0	0	0	
0399-203 - Investment Income	(10,000)	(5,000)	(5,000)	
0399-504 - Federal Funds	(26,977)	(24,942)	(24,942)	
1049-101 - Juvenile Block and Byrne Justice	10,080	27,652	27,652	
Total Source of Funds	-26,897	-2,290	-2,290	

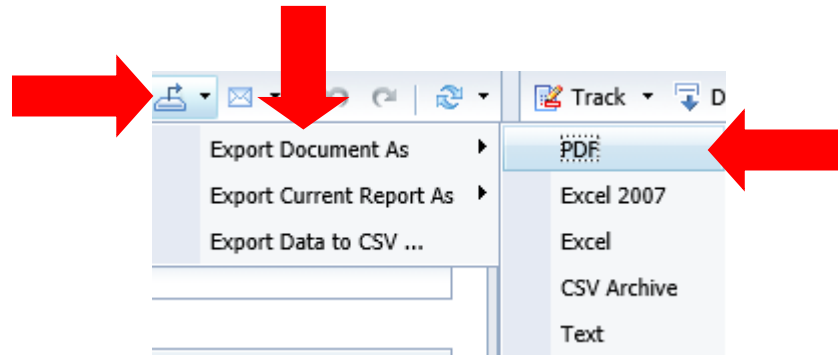
Error Check
Form 101
Form 8
Form 9

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



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

Step 7. Using the **Export** key at the top of the screen, select **Export Document As**, and then select **PDF**.



Step 8. Save the report package using the following format:

EXAMPLE: 066 FY23 REV 2

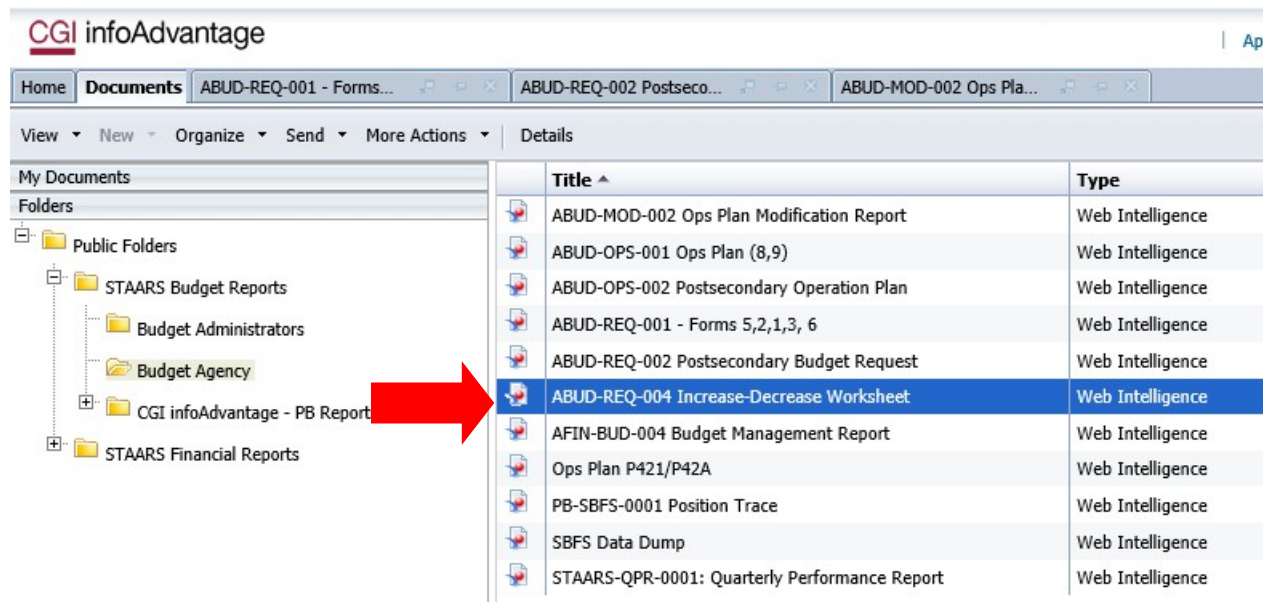
- Agency Number: **066**
- Fiscal Year: **FY23**
- Revision Number: **REV 2**

INCREASE-DECREASE WORKSHEET

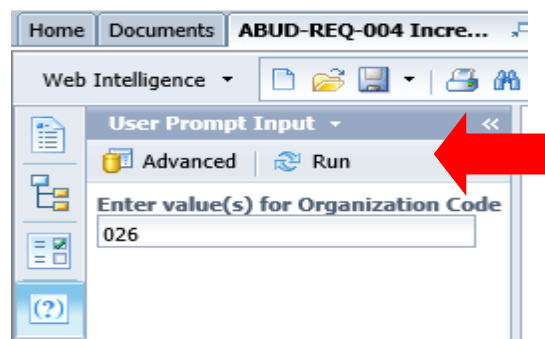
****The Increase-Decrease Worksheet created for the Budget Request Packet will need to be attached in the Document Management tab on Forms 1 and 3 with all other Budget Request Packet attachments.****

Follow Steps 1-6 in the Login Section above.

Step 7. Select the ABUD-REQ-004 – Increase-Decrease Worksheet.



Step 8. Enter the 3-digit department code in the Enter value(s) for Organization Code prompt.



Step 9. Click Run.

EXAMPLE

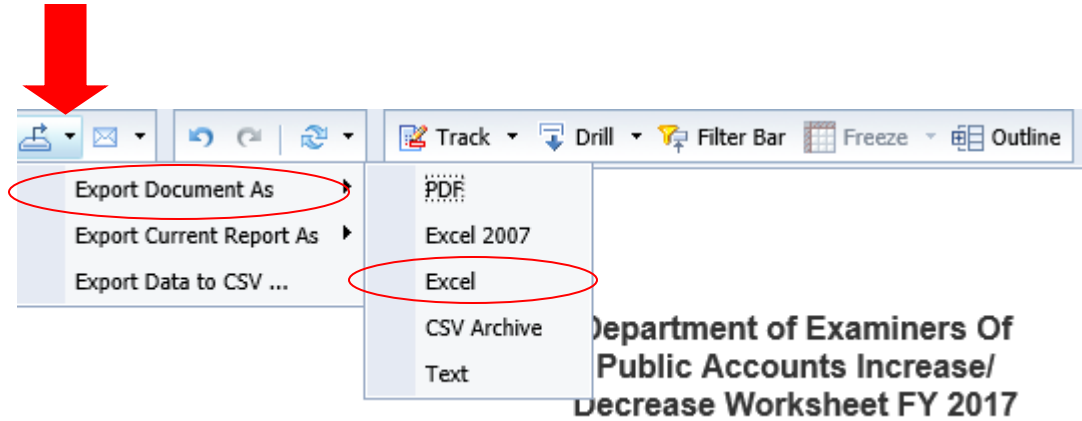
Increase-Decrease Worksheet:

Department of Examiners Of Public Accounts Increase/ Decrease Worksheet FY 2017				
	General Fund	ETF	Earmarked Funds	Total
FY 2016 Budgeted Expenditures	7,006,014	6,266,034	9,977,244	23,249,292
0100 - Personnel Costs	3,899,847.23	-1,254,797.49	-2,237,603	407,446.74
0200 - Employee Benefits	1,380,792.16	-489,740.55	-836,468	54,583.61
0300 - Travel-In State	916,526	3,704,319	-309,041	4,311,804
0400 - Travel-Out of State		-3,940	-209	-4,149
0500 - Repairs and Maintenance		1,096	1,064	2,160
0600 - Rentals and Leases	112,200	31,563	-138,854	4,909
0700 - Utilities and Communication	11,000	15,913	-25,130	1,783
0800 - Professional Fees and Services	167,000	130,909	-173,894	124,015
0900 - Supplies, Materials, and Operating Expenses	614,000	50,832	-74,832	590,000
1000 - Transportation Equipment Operations	1,600	593	-2,193	0
1100 - Grants and Benefits				
1200 - Capital Outlay				

EXPORTING TO EXCEL

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

To export just a page of the report, use the **Export Current Report As**, then select **Excel**.



Step 2. Save in the following format:

026 FY24 Budget Request Increase Decrease

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

EXAMPLE: 0100 Personnel Costs

- New Hires
- Termination Cost
- Longevity
- Subsistence, etc.