

STAARS infoADVANTAGE REPORTING MANUAL  
FOR POSTSECONDARY INSTITUTIONS

## CGI infoAdvantage

### BI launch pad

**Enter your user information, and click "Log On".**  
If you are unsure of your account information, contact your system administrator.

System:	<input type="text" value="cgi-aldof-a14-n:6400"/>
User Name:	<input type="text"/>
Password:	<input type="password"/>

[Log On](#)

**CGI** infoAdvantage [Help](#)

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).

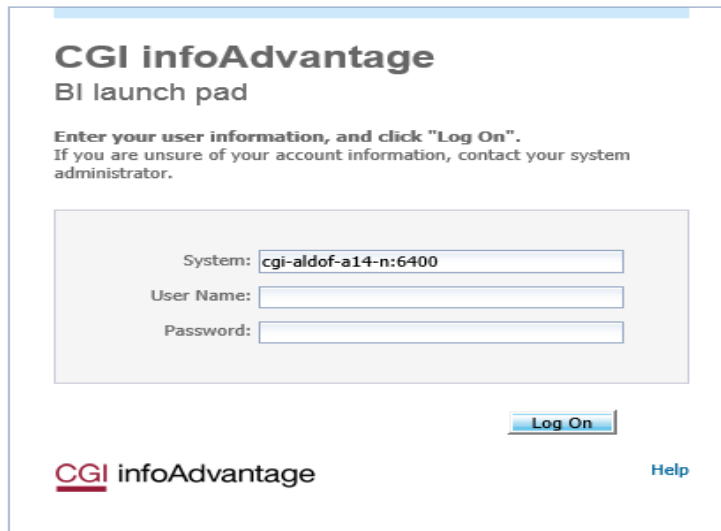
Please contact your Agency Implementation Lead (AIL) for login credentials or STAARS Support at 334-353-9000 or [STAARS.Support@Finance.Alabama.gov](mailto:STAARS.Support@Finance.Alabama.gov).

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## LOGIN To STAARS infoADVANTAGE

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



The screenshot shows the login interface for CGI infoAdvantage. At the top, it says "CGI infoAdvantage BI launch pad". Below this, there is a prompt: "Enter your user information, and click 'Log On'. If you are unsure of your account information, contact your system administrator." The login form contains three input fields: "System:" with the value "cgi-aldof-a14-n:6400", "User Name:", and "Password:". A "Log On" button is positioned to the right of the password field. 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 toolbar.

CGI infoAdvantage Welcome: **Lataya Lucas** | Applications ▾ | Preferences | Hel

**Home** Documents

▾ My Recently Viewed Documents

- BDOC-002 Postsecondary Budget Document
- BDOC-001 Regular Department Budget Document
- SBFS Data Dump
- ABUD-QPR-0001: Quarterly Performance Report
- ABUD-OPS-002 Postsecondary Operation Plan

▾ 0 unread messages in My Inbox

No unread messages

[See more...](#)


▾ My Recently Run Documents

No recently run documents

▾ 0 Unread Alerts

No unread alerts

[See more...](#)



The following screen will display.

Folders
Search

Step 4. Select the [Folders](#) tab at the bottom of the screen.

CGI infoAdvantage Welcome: Ann Franklin | Applications ▾

Home Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details

My Documents	Title ▲	Type
<ul style="list-style-type: none"> <li>My Favorites               <ul style="list-style-type: none"> <li>~WebIntelligence</li> </ul> </li> <li>Inbox</li> <li>My Alerts</li> <li>Subscribed Alerts</li> <li>Personal Categories</li> </ul>	~WebIntelligence	Folder

Folders ←  
 Categories  
 Search

Step 5. Select the [STAARS Budget Reports](#) folder.

My Documents	Title ▲	Type
Folders <ul style="list-style-type: none"> <li>Public Folders</li> </ul>	CGI infoAdvantage Documentation	Folder
	STAARS Budget Reports	Folder
	STAARS Financial Reports	Folder

Step 6. Select the [Budget Agency](#) folder.

My Documents	Title ▲	Type
Folders <ul style="list-style-type: none"> <li>Public Folders               <ul style="list-style-type: none"> <li>CGI infoAdvantage Documentation</li> <li>STAARS Budget Reports</li> <li>STAARS Financial Reports</li> </ul> </li> </ul>	Budget Administrators	Folder
	Budget Agency	Folder
	CGI infoAdvantage - PB Reports	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.*

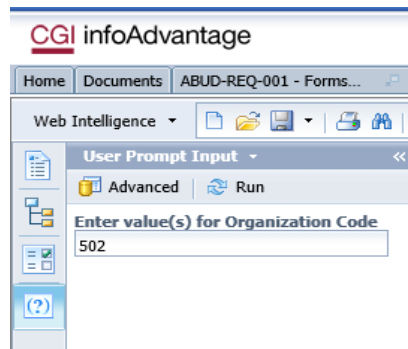
Follow Steps 1-5 in the Login Section above.

Step 6. Select **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
<b>ABUD-REQ-002 Postsecondary Budget Request</b>	Web Intelligence
<b>ABUD-REQ-002 Postsecondary Budget Request</b>	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 7. Enter the 3-digit department code in the box for **Enter Organization Code** under the **User Prompt Input** section.



Step 8. 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

<b>Error Listing</b>		<b>Institution: 502 - University Of Ala - Birmingham</b>		
<b>Form 14 Restricted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Requested</b>	
EDUCATIONAL AND GENERAL ENDING BALANCE	\$0	\$0	\$0	
Actual(s) are negative	OK	OK	OK	
<b>Form 14 Restricted</b>	<b>Actual</b>	<b>Estimated</b>	<b>Requested</b>	
TOTAL EDUCATIONAL AND GENERAL EXPENDITURES	\$348,506,950	\$367,394,218	\$367,394,218	
TOTAL 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

<b>Postsecondary Education Budget Request Financial Summary Condition of Current Funds</b>				
<b>Institution: 502 - University Of Ala - Birmingham</b>			<b>Reporting Unit: Combined</b>	
	<b>Actual 2015</b>	<b>Estimated 2016</b>	<b>Requested 2017</b>	<b>Increase (Decrease) Amount</b>
<b>Educational and General Beginning Balance</b>	\$399,923,206	\$399,923,206	\$399,923,206	\$0
<b>Revenues</b>				
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
<b>TOTAL E &amp; G REVENUES</b>	<b>\$1,024,600,233</b>	<b>\$1,000,775,000</b>	<b>\$1,088,253,287</b>	<b>\$87,478,287</b>
<b>TOTAL AVAILABLE</b>	<b>\$1,424,523,439</b>	<b>\$1,400,698,206</b>	<b>\$1,488,176,493</b>	<b>\$87,478,287</b>



FORM 14 RESTRICTED FUNDS

<b>Postsecondary Education Budget Request Financial Summary Condition of Current Funds</b>				
<b>Institution: 502 - University Of Ala - Birmingham</b>			<b>Reporting Unit: Restricted Funds</b>	
				<b>Increase (Decrease)</b>
	<b>Actual 2015</b>	<b>Estimated 2016</b>	<b>Requested 2017</b>	<b>Amount</b>
Educational and General Beginning Balance		\$0	\$0	\$0
<b>Revenues</b>				
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
<b>TOTAL E &amp; G REVENUES</b>	<b>\$348,506,950</b>	<b>\$367,394,218</b>	<b>\$367,394,218</b>	<b>\$0</b>
<b>TOTAL AVAILABLE</b>	<b>\$348,506,950</b>	<b>\$367,394,218</b>	<b>\$367,394,218</b>	<b>\$0</b>

FORM 14 UNRESTRICTED FUNDS

<b>Postsecondary Education Budget Request Financial Summary Condition of Current Funds</b>				
<b>Institution: 502 - University Of Ala - Birmingham</b>			<b>Reporting Unit: Unrestricted Funds</b>	
				<b>Increase (Decrease)</b>
	<b>Actual 2015</b>	<b>Estimated 2016</b>	<b>Requested 2017</b>	<b>Amount</b>
Educational and General Beginning Balance	\$399,923,206	\$399,923,206	\$399,923,206	\$0
<b>Revenues</b>				
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
<b>TOTAL E &amp; G REVENUES</b>	<b>\$676,093,283</b>	<b>\$633,380,782</b>	<b>\$720,859,069</b>	<b>\$87,478,287</b>
<b>TOTAL AVAILABLE</b>	<b>\$1,076,016,489</b>	<b>\$1,033,303,988</b>	<b>\$1,120,782,275</b>	<b>\$87,478,287</b>

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
<b>TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION</b>	<b>\$10,000</b>	<b>\$542,470,433</b>	<b>\$10,111</b>	<b>\$548,948,987</b>	<b>\$10,951</b>	<b>\$606,19</b>
<u>Educational and General Personnel by Occupational Activity</u>						
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
<b>TOTAL EDU &amp; GEN PERSONNEL BY OCCUPATIONAL ACTIVITY</b>	<b>\$10,000</b>	<b>\$542,470,433</b>	<b>\$10,111</b>	<b>\$548,948,987</b>	<b>\$10,951</b>	<b>\$606,19</b>

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
<b>TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION</b>	<b>\$2,707</b>	<b>\$153,070,683</b>	<b>\$2,911</b>	<b>\$164,560,581</b>	<b>\$2,911</b>	<b>\$164,56</b>

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	
	FTE	Amount	FTE	Amount	FTE	Amount
<b>Education and General Personnel by Function</b>						
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
<b>TOTAL EDUCATIONAL AND GENERAL PERSONNEL BY FUNCTION</b>	<b>\$7,293</b>	<b>\$389,399,750</b>	<b>\$7,200</b>	<b>\$384,388,406</b>	<b>\$8,040</b>	<b>\$441,63</b>

FORM 14A CONDITION OF FUNDS

Postsecondary Education Budget Request Financial Summary  
Condition of Current Funds

Institution: 502 - University Of Ala - Birmingham

	Actual 2015	Estimated 2016	Requested 2017	Increase (Decrease)
				Amount
Hospital - Balance Brought Forward at Beginning of Year	\$832,044,122	\$841,236,897	\$936,478,507	\$95,241,610
<b>Revenues</b>				
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
<b>TOTAL HOSPITAL REVENUES</b>	<b>\$1,559,280,627</b>	<b>\$1,697,971,967</b>	<b>\$1,711,262,427</b>	<b>\$13,290,460</b>