

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).

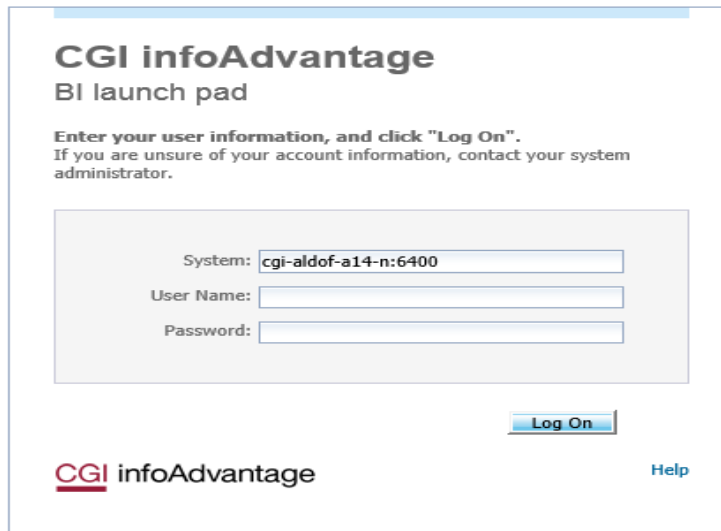
Please contact your Agency Implementation Lead (AIL) for login credentials or STAARS Support at 334-353-9000 or STAARS.Support@Finance.Alabama.gov.

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LOGIN To STAARS infoADVANTAGE

Step 1. Log into CGI infoAdvantage using <https://staarsinfo.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 tool bar.

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

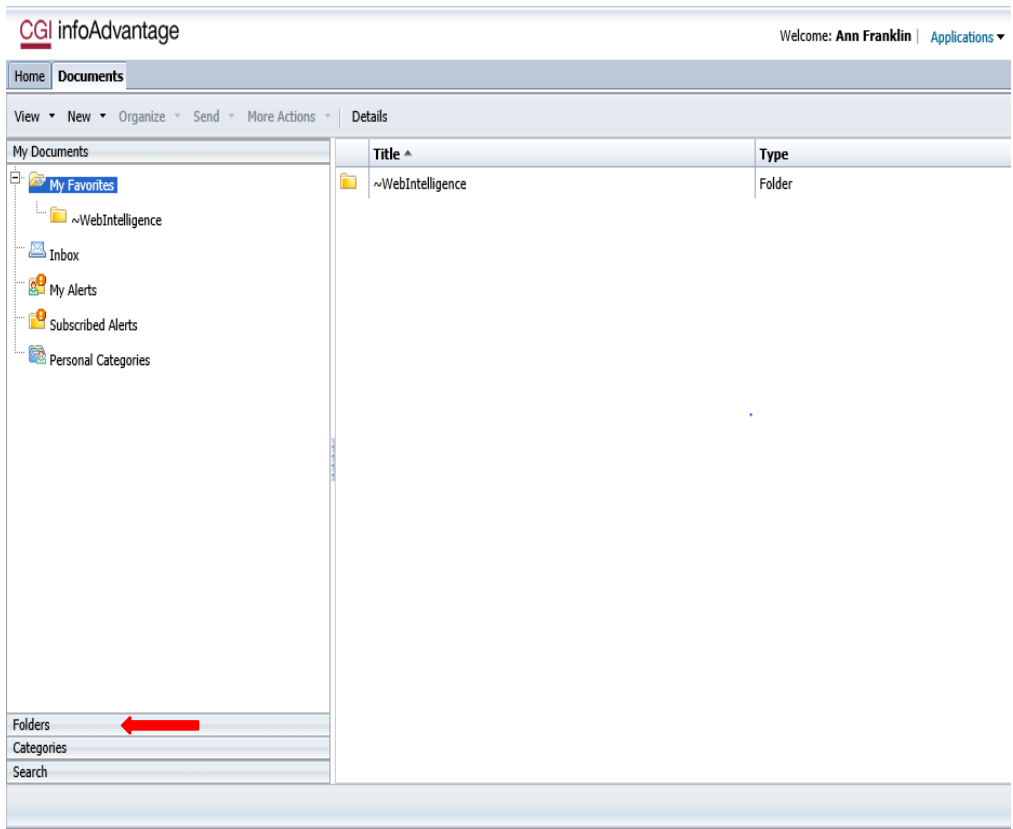
[See more...](#)



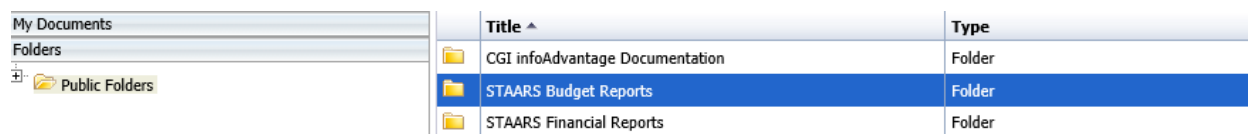
The following screen will display.

| |
|----------------|
| Folders |
| Search |

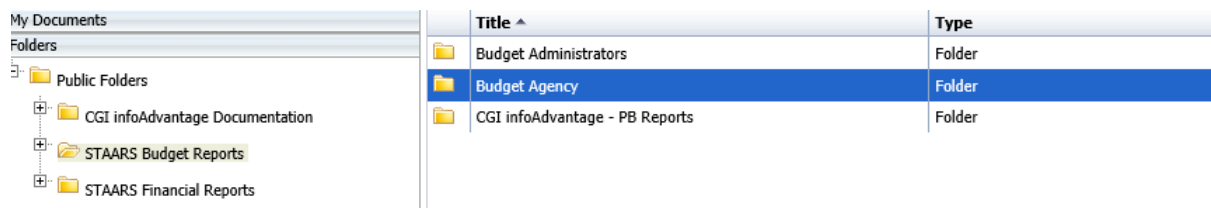
Step 4. Select the [Folders](#) tab at the bottom of the screen.



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



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

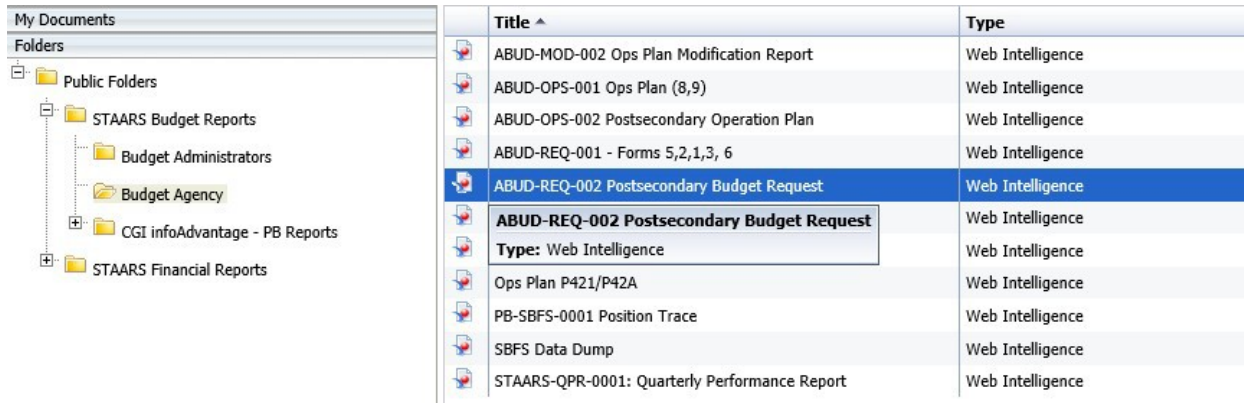


BUDGET REQUEST PACKET

All reports created for the Budget Request Packet will need to be attached in the Form 14 Document Management tab.

Follow Steps 1-5 in the Login Section above.

Step 6. Select **ABUD-REQ-002 – Postsecondary Budget Request**.

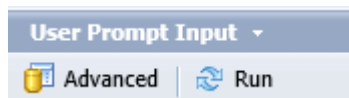
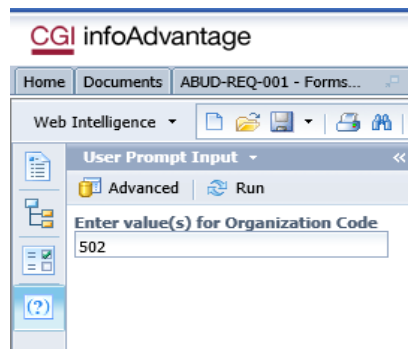


The screenshot shows a file explorer on the left with a tree view of folders: My Documents, Public Folders, STAARS Budget Reports, Budget Administrators, Budget Agency, CGI infoAdvantage - PB Reports, and STAARS Financial Reports. On the right, a table lists various reports with their titles and types.

| 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 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

| 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 |
| 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

| 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 | |
| | | | | Increase (Decrease) |
| | Actual 2015 | Estimated 2016 | Requested 2017 | 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 | |
| | | | | Increase (Decrease) |
| | Actual 2015 | Estimated 2016 | Requested 2017 | 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 |
| <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 |
| TOTAL EDU & GEN PERSONNEL BY OCCUPATIONAL ACTIVITY | \$10,000 | \$542,470,433 | \$10,111 | \$548,948,987 | \$10,951 | \$606,19 |

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 |

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 |
| Education and General Personnel by Function | | | | | | |
| 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

| | 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 |
| Revenues | | | | |
| 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 |