

STAARS



**Budgeting in STAARS
(State of Alabama Accounting and
Resource System)**

Presented To: All Postsecondary Institutions

Presented On: June 24, 2015

Presented By: Ann Franklin, EBO

Agenda

- Budgeting in STAARS
 - Budget Requests
 - Operations Plans
 - Operations Plan Revisions
 - Performance Measures (QPR)
- Training Schedule
- Security and Workflow Worksheet

Time Frames

- Operation Plans for FY 2016
 - Instructions were sent earlier this week
 - STAARS Budgeting will not be required to complete the FY 16 Operation Plan
 - Due to EBO no later than July 24, 2015
- Budget Requests for FY 2017
 - Use STAARS Budgeting to prepare

Budget Requests

Budget Request – Education & General (E&G) Expenditures

Edit Budget Request Expenditures by Function Expenditures by Object Employee Cost

[Notify](#)

[Expand All](#) | [Collapse All](#)

Budget Request Details ⓘ

* Request Code: PS BR 509 WEST ALA * Name: West AI Restricted

* Stage: 1 ▾

Description:

Ranking Type:

Ranking Type:

Current Rank: 0

Reason For Change

Reason Description:

Budget Request Information

Dimensions ⓘ

Department: 509 Uwa Type: RES RestrictedFunds

Budget Request – Data Entry

[Edit Budget Request](#) |
 [Expenditures by Function](#) |
 [Expenditures by Object](#) |
 Employee Costs-Fringe Benefits |
 [Condition of Current Funds](#) |
 [Document Management](#)

Budget Request Summary ⓘ

Layout Code:
 Layout Type:
 Request Code:
 Request Name:
 Stag

Department:

Type:

Display Sub Total:
 Select Model:

[Export](#)
[Import](#)
[Audit Trail](#)
[View Graph](#)

[View as CSV](#)

Summary						
<input type="checkbox"/>	Line	Budget Object	I	PRIOR YEAR ACTUALS	CURRENT YR ESTIMATED	REQUESTED
<input type="checkbox"/>	1	6330	E	17,121	18,754	18,754
<input checked="" type="checkbox"/>	2	6331	E	22,488	23,829	<input type="text" value="23,829"/>
<input type="checkbox"/>	3	6333	E	34,541	28,439	28,439

Budget Request Packet – Error Report

Error Listing

Institution: 502 - University Of Ala - Birmingham

Form 14 Restricted	Actual	Estimated	Requested
EDUCATIONAL AND GENERAL ENDING BALANCE		\$0	\$0
Total(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
Total(s) don't agree	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 OBJECT	\$348,506,950	\$367,394,218	\$367,394,218
Total(s) don't agree	OK	OK	OK

Budget Request Packet

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

<u>Revenues</u>	Actual 2015	Estimated 2016	Requested 2017	Increase (Decrease) Amount
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
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TOTAL AVAILABLE	\$1,424,523,439	\$1,400,698,206	\$1,488,176,493	\$87,478,287
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Budget Request – Document Management

Edit Budget Request | Expenditures by Function | Expenditures by Object | Employee Costs-Fringe Benefits | Condition of Current Funds | **Document Management**

Display Items

File Name	Content Type	Last Modified Timestamp
- NO ITEMS TO DISPLAY -		

[Expand All](#) | [Collapse All](#)

Document properties

File Name:	<input type="text"/>	Last Modified Timestamp:	<input type="text"/>
Content Type:	<input type="text"/>	Locked By:	<input type="text"/>

Operation Plans

Operations Plan – Form 20 – Current Funds

[Edit Budget Request](#) |
 Source of Current Funds |
 [Funds Expenditures & Transfers](#) |
 [Document Management](#)

Budget Request Summary ⓘ

Layout Code:
 Layout Type:
 Request Code:
 Request Name:
 Stage:

Department:

Select Model:

[Export](#)
[Import](#)
[Audit Trail](#)
[View Graph](#)

[View as CSV](#)

Summary

<input type="checkbox"/>	Line	Budget Object	I	T	UNRESTRICTED FUNDS	RESTRICTED FUNDS	COMBINED FUNDS
<input type="checkbox"/>	1	7001		R	90,285,139		90,285,139
<input type="checkbox"/>	2	7051		R	302,337		302,337
<input type="checkbox"/>	3	7053		R	324,601	6,641,000	6,965,601
<input type="checkbox"/>	4	7058		R	3,960,832	44,233,000	48,193,832
<input type="checkbox"/>	5	7059		R	52,776,500	14,602,000	67,378,500
<input type="checkbox"/>	6	7060		R	140,531,932		140,531,932
Totals					-718,693,517	-68,100,000	-786,793,517

Page of Show rows per page

[Expand All](#) | [Collapse All](#)

Operations Plan – Form 20 – Funds Expenditures & Transfers

Edit Budget Request

Source of Current Funds

Funds Expenditures & Transfers

Document Management

[-] Budget Request Summary 

Layout Code: PS OPS PLAN

Layout Type: Generic

Request Code: OP 512 PS USA

Request Name:

Department: 512

Display Sub Total:

Select Model:

[Export](#)

[Import](#)

[Audit Trail](#)

[View Graph](#)

[View as CSV](#)

Summary

<input type="checkbox"/>	Line	Budget Object	IT	UNRESTRICTED FUNDS	RESTRICTED FUNDS	COMBINED FUNDS
<input type="checkbox"/>	1	6300	E	117,812,869	9,500,000	127,312,869
<input type="checkbox"/>	2	6301	E	4,736,709	16,300,000	21,036,709
<input type="checkbox"/>	3	6302	E	40,485,053	15,000,000	55,485,053
<input type="checkbox"/>	4	6303	E	20,544,077		20,544,077
<input type="checkbox"/>	5	6304	E	25,291,719	900,000	26,191,719
<input type="checkbox"/>	6	6305	E	29,732,139		29,732,139
Totals				718,693,517	68,100,000	786,793,517

Page 1 of 1 Show 20 rows per page

[Expand All](#) | [Collapse All](#)

Document Management

- Program Change
- Operations Plan Packet (pdf format)

Edit Budget Request | Source of Current Funds | Funds Expenditures & Transfers | **Document Management**

[Add Document](#) [Delete](#) [Save](#) [Check Out](#) [Check In](#) [Search From Repository](#) Display

File Name	Content Type	Last Modified Timestamp
- NO ITEMS TO DISPLAY		

[Expand All](#) | [Collapse All](#)

Document properties

File Name:	<input type="text"/>	Last Modified Timestamp:	<input type="text"/>
Content Type:	<input type="text"/>	Locked By:	<input type="text"/>

Operations Plan Revisions

Operations Plan Revisions

- Postsecondary Institutions will be required to use the STAARS Budgeting System to enter Operations Plan Revisions
- Workflow and Approvals will be electronic
- 101 Forms are generated through a report (Excel report)

Budget Revision – Form 8 Operations Plan

[Edit Budget Request](#) | **Form 8 Operations Plan** | [Form 8 Source of Funds](#) | [Position Changes](#) | [Revision Justification](#) | [Document Management](#)

Budget Request Summary ⓘ

Layout Code:
 Layout Type:
 Request Code:
 Request Name:
 Stage:

Department:

 Display Sub Total:
 Select Model:

[Export](#)
[Import](#)
[Audit Trail](#)
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[View as CSV](#)

Summary

<input type="checkbox"/>	Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	Funding Type	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
<input type="checkbox"/>	:917	0695	1242	0	0900	E MOD		-800			-800
<input type="checkbox"/>	:917	0695	1242	0	1000	E NEW		800			800
							0	0	0	0	0

Page 1 of 1 Show 20 rows per page

Appropriation Class	Function	Fund	Appropriation Unit	Budget Object	Funding Type	Q1 Revision	Q2 Revision	Q3 Revision	Q4 Revision	Revision Total
917	0695	1242	0	0900	E MOD		-800			-800
917	0695	1242	0	1000	E NEW		800			800

101 Form

- Based on the information filled out in the Form 8, a Form 101 is automatically generated
- The bottom portion that adjusts appropriation is the only portion that needs to be completed
- Attached as an Excel spreadsheet to the Document Management Tab in the form

Top Portion of Form 101

Report ID: ABUD-MOD-002
EBO Form 101
Run Date: 5/13/15
Run Time: 5:50:13 PM

State of Alabama

Department Number:	010 - Finance
Revision Number:	330
Date:	5/13/15

Request is hereby made for a revision to the Fiscal Year 2017 allotment and/or appropriation for the 010 - Finance

Justification

sample text for revision justification

3rd Quarter (Current Quarter) Allotment Revision

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	0
Amount	18,494	200

Bottom Portion of Form 101

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	0
Amount	18,494	200

Appropriation Revision

Fund:	0100	1138
Appropriation Class:	917	917
Appropriation Unit:	1000	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	73,794	400

Performance Measures (QPR)

Performance Measures (QPR)

- FY 2015 Quarter 4 Actuals will be entered in the current application.
- FY 2016 Mission, Vision, Goals and Targets set up will be entered in the current application.
- FY 2016 Quarter 1 Actuals will be entered into the STAARS application.
- Going forward the STAARS application will be used.

Q4 Performance Actuals Form

[Edit Budget Request](#) | **QPR Q4 Actuals** | [Questions](#) | [Document Management](#)

Status Details

Budget Request Summary

Layout Code: Layout Type: Request Code: Request Name: _____
 Organization:

Display Sub Total:

[Export](#) [Audit Trail](#) [View as CSV](#)

Summary							
<input type="checkbox"/>	Line	PM Obj	PM CY Q4 TARG	Quarter 4 Actuals	PM CY AN TARG	Annual Actuals	Justification Line Text
<input type="checkbox"/>	1	01001	85	86	0		
<input type="checkbox"/>	2	01002	0		100	100	
<input type="checkbox"/>	3	01003	80	70	0		
	Totals:		165	156	100	100	

[Edit Budget Request](#) | [QPR Q4 Actuals](#) | **Questions** | [Document Management](#)

Display Items

<input type="checkbox"/>	*Section Title	Section Content
<input type="checkbox"/>	How have policy decisions and budget determinations made by the governor and legislature in the fiscal year 2013-2014 affected your agency in meeting desired accomplishments and services?	
<input type="checkbox"/>	What administrative improvements did your agency make in fiscal year 2014-2015 and what potential improvements do you for see for future years? Include suggested changes in legislation or administrative procedures which would aid your	

[Go to top of page](#)

Quarterly Performance Report (QPR)

Report ID: STAARS-QPR-0001
 Report Date: 4/8/15
 Report Time: 2:18:36 PM

State of Alabama
 Quarterly Performance Report

Page 1 of 3

Department: 010 - Finance

Mission: Provide innovative, resourceful leadership and service in financial management and operational support in order to advance the Governor's mission of restoring trust in state government

Vision: Protect the financial interests of Alabama and effectively administer and support the financial and administrative needs among all divisions of the Department of Finance.

Annual Goals

1	Reduce the Number of State Vehicles
2	Track the Number of Buying Events in the Purchasing Division
3	Number of Agencies, Boards, and Commissions Served

Quarterly Objectives and Targets

	Unit of Measure	First Quarter			Second Quarter		Third Quarter		Fourth Quarter		Annual	
		Goal	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Number of Vehicles Insured	#	1	90	95	95		100		85	86		0
Number of Buying Events	#	2	0	0			70			0	100	300
Number Agencies, Boards, and Commissions Served	#	3	50	50	60		70		80	70		0

Security and Workflow Worksheet

User Identification Tab



User Identification

For each user who will be using STAARS Budgeting, please enter the following information. The first line is provided as an example.

Basic user information, this will be used to create the user profile.						Which elements should this user have access to? List all values, separated by commas.					
Agency #	User ID (auto-filled)	First Name	Last Name	Phone Number	Email Address	Performance Measures Admin?	Reporting User?	Funds	Classes	Appropriation Units	Appropriation Functions
001	john.doe	John	Doe	555-555-5555	jdove@al.gov	X		0433, 0435	0424, 0916	0001, 0002	0582, 0583

Workflow for Forms Tab

Workflow for Forms

In the table below, select the form from the drop down menu and enter who will be submitting the form and approving the form. Please use the user IDs generated on the User List tab.

Form	Submitter User ID	1st Approver User ID	2nd Approver User ID
Postsecondary Budget Request - Form 14 & 17	john.doe	jane.doe	james.doe

REMINDERS

- Training is planned for the month of August and early September
- Training notification will be coming shortly from STAARS
- Please return the Security and Workflow Form no later than July 10th

Contact Information

Executive Budget Office
(334) 242-7230

Ask for Ann Franklin or LaTaya Lucas

Ann.franklin@budget.Alabama.gov

LaTaya.Lucas@budget.Alabama.gov