



State of Alabama
Department of Finance
OFFICE OF STATE COMPTROLLER
RSA UNION
100 NORTH UNION STREET, SUITE 220
Montgomery, Alabama 36130-2602
Telephone (334) 242-7050
FAX (334) 242-2440

BOB RILEY
Governor

ROBERT L. CHILDREE
State Comptroller

JAMES ALLEN MAIN
Director of Finance

June 21, 2007

MEMORANDUM

TO: Chief Accountants

FROM: Robert L. Childree
State Comptroller

Effective July 1, 2007, when sending journal vouchers to my office to be processed you will no longer need to send two copies of the journal voucher document. In order to stream line this process a report has been designed (Monthly Journal Voucher List) which will be included with your regular monthly reports. Signed copies will no longer be sent back to your office after processing; therefore you should make sure a copy of the journal voucher document is retained for your records. The new report will list the journal voucher number, date processed, and the total debit and credit amounts. It will also list cash transfer journal vouchers that were processed during the month for your agency.

Also, in CAS your staff may review the suspense table or the journal voucher line table (JVLT). The JVLT table lists the detail of each line, the total debit and credit amounts, and the date the journal voucher was accepted in CAS. The information on the JVLT table is available to be viewed for fifteen months from the date a journal voucher is processed.

I trust the reduction in paper work, the report, and the JVLT table will help to better serve your office. Should you have any questions, please contact Pam Harris at (334) 242-4225.