

State of Alabama



Department of Finance
Office of the Comptroller
Montgomery, Alabama 36130-2602

TO: Agency Accounting Contacts

DATE: December 8, 2015

SUBJECT: Warrant Cancellations

Please forward this information to all accounting staff as needed. The Stop Payment process in STAARS depends on the type of warrant that was issued and the agency. See attached document for specific agency and warrant type details.

Sincerely,

Tom White

The Stop Payment process in STAARS depends on the type of warrant that was issued. See the sections below for details.

All Agencies

For AD and MD warrants created from CAS: The agency will initiate the Duplicate Warrant form (click here for form) and email it to the Comptroller's Office (Cathy.Heartsill@comptroller.alabama.gov and Rhonda.Johnson@comptroller.alabama.gov). The Comptroller's Office will input the information into STAARS as a MD document and the document will workflow to the Treasurer's Office. The Treasurer's Office will confirm the warrant has not cleared and place the stop on the warrant-paying bank as needed. The document then workflows to the Comptroller's Office to print the warrant.

Track 1 Agencies Only

For AD and MD warrants issued in STAARS: No form is required. This process will workflow through STAARS. The process begins with the agency that issued the warrant. The agency will discard the MD or AD document to create a cancellation version 2, and select either PR Cancellation (true cancel) or Reschedule (for duplicate to be issued). If it is Reschedule, please select a 1 month future date as the Schedule Payment date. This will eliminate any errors that might occur during this process. The document does not workflow through the agency, but will automatically workflow to the Treasurer's Office. The Treasurer's Office will confirm the warrant has not cleared and place the stop at the warrant-paying bank, as needed. The document then workflows to the Comptroller's office to print the duplicate warrant, if needed. STAARS will update the CHREC status to cancel when the AD or MD cancellation is final.

Agencies that Create OT Warrants

For OT warrants issued from CAS or STAARS: The agency will initiate the Duplicate Warrant form (click here for form) and email it to the Comptroller's Office (Cathy.Heartsill@comptroller.alabama.gov and Rhonda.Johnson@comptroller.alabama.gov). The Comptroller's Office will input the information into STAARS as a MD document and the document will workflow to the Treasurer's Office. The Treasurer's Office will confirm the warrant has not cleared and place the stop on the warrant-paying bank as needed. The document then workflows to the Comptroller's Office to print the warrant. If this is a cancellation without reissue, the agency will send a cancellation register and JV, as is currently done today.

All Agencies

EFT Warrants issued from STAARS: Stop payments cannot be issued for EFTs. If an EFT is erroneously issued, agencies will have to collect the money from the vendor and receipt it back in.

Track 3 Agencies Only

AD and MD warrants issued from STAARS for Track 3 Agencies: The agency will initiate the Duplicate Warrant form ([click here for form](#)) and email it to the Comptroller's Office (Cathy.Heartsill@comptroller.alabama.gov and Rhonda.Johnson@comptroller.alabama.gov). The Comptroller's Office will input the information into STAARS as a MD document and the document will workflow to the Treasurer's Office. The Treasurer's Office will confirm the warrant has not cleared and place the stop on the warrant-paying bank as needed. The document then workflows to the Comptroller's Office to print the warrant.