

State of Alabama



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

TO: Accounting Contacts

DATE: March 10, 2016

SUBJECT: IMPORTANT CHANGE – All Paper Vouchers

Please make all employees who process paper voucher transactions aware of this information. Our office continues to see delays receiving paper documents for BFY15 payments and Track 3 agencies for FY16 after transactions are entered/interfaced in STAARS. We are not able to process these transactions without paper documents.

Tuesday March 8th, we rejected over 900 documents in STAARS that we had not received paper for by 3/1 for prior months.

Effective Today:

All paper vouchers in STAARS will show a status of reject which means “reject pending” receipt of paper. Agencies can track by looking for comments on their documents:

- no comments = we do not have paper
- Documents with comments means the voucher has been green slipped and returned to agency—comment will say the same as green slip
- Reject pending will not affect auditing.
- Vouchers will be placed in line for audit in order received in our office

This will speed up auditing and approving transactions. These documents will not appear in our work buckets in STAARS until reject pending in STAARS is released.

Sincerely,

Tom White