

State of Alabama



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

TO: All Track 1 Agency Accounting Contacts

DATE: October 2, 2015

SUBJECT: IMPORTANT NOTICE – STAARS Track 1 Professional Services Contract Conversion

Please forward this information to appropriate staff in your department who process and handle this work.

Beginning October 5, 2015 all professional services contracts with an ending date beyond September 30, 2015 will be converted and moved into STAARS to use in FY16. One of the biggest differences between STAARS and the current system is the requirement for a commodity code on these documents. Professional services contracts in STAARS will be a MAP1 document. The MAP1 will be loaded with a “dummy” commodity code. Your staff will need to modify the MAP1 with the correct commodity code that reflects the service provided under your contract before creating the purchase order (DOP1) to encumber funds for payments. Your staff is also required to attach a copy of the existing contract documentation to the modified MAP1 document in STAARS. The Comptroller’s Office will not approve any MAP1 modifications or DOP1 documents without an attached contract document to the MAP1, or a legitimate system approved commodity code on the DOP1 for converted contract documents.

The converted MAP1 contracts in STAARS have been assigned the same IDs as their corresponding “C” contracts in CAS. The department/agency should use this number to look up the contract in STAARS. This will help determine the commodity code to use to reflect the services under said contract. Please use the 11-digit PRF Commodity Code for professional services in STAARS.

If your department has any questions concerning this contract conversion process, contact Pam Harris, by phone 242-4225 by e-mail Pam.Harris@Comptroller.alabama.gov or Randy Head, by phone 353-9275 or by e-mail Randy.Head@Comptroller.alabama.gov.

Sincerely,

Tom White

Thomas L. White, Jr., CPA
State Comptroller

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