

State of Alabama



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

TO: All Track 3 Agency Accounting Contacts

DATE: October 19, 2015

SUBJECT: IMPORTANT CHANGE - Track 3 Agencies Using List Vouchers Replace with MP Documents

To: All Track 3 Agency Accounting Contacts

If your agency uses list vouchers, this important change should be communicated to all employees in your agency who need to be aware and take action. Effective immediately, all Track 3 agencies should discontinue using AFNS list vouchers. Multiple payee (MP) documents are the best replacement option.

Issue:

Multiple STAARS processing issues with list vouchers:

- 1) List vouchers are interfaced into STAARS as a (single) GAX transaction
- 2) Check category assigned to each voucher in AFNS prevent STAARS GAX document sequential numbering which make auditing and approving list vouchers more difficult.
- 2) List vouchers cannot be verified easily or efficiently by warrant distribution because they are not sequentially numbered which delays warrant distribution.

Solution:

- 1) Discontinue using list vouchers in AFNS. List vouchers are created when Check Category 01 through 94 are entered on a payment voucher. Check Categories 95 through 99 create EFT list payment vouchers.
- 2) Create MP documents in AFNS
- 3) MP documents can be created for multiple vendors; however the Chart of Accounts elements for the MP must be exactly the same.
- 4) MP's create multiple single PV's in AFNS (PVVs) that will interface to STAARS as single documents.

Contact AFNS Hotline Hotline.AFNS@finance.alabama.gov if you have any questions about creating MP documents.

Sincerely,

Tom White

Thomas L. White, Jr., CPA
State Comptroller

Alabama Department of Finance
Office of the State Comptroller - RSA Union
100 North Union Street, Suite 220
Montgomery, Alabama 36104
Telephone: 334-242-7050

Fax: 334-242-2440

tom.white@comptroller.alabama.gov

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