

State of Alabama



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

TO: All Agency Accounting Contacts

DATE: November 4, 2015

SUBJECT: IMPORTANT UPDATE – STAARS Transaction Processing

Please forward this information to your agency head and all staff as needed. As of November 3, STAARS has been in production for 20 work days. The project team is working to resolve a number of documented interface, transaction processing, and production and reporting issues. We appreciate agencies patience as we work to identify and correct outstanding issues. The project team and all involved as working as fast as possible to correct all reported problems.

Tens of thousands of transactions and documents have been successfully processed and paid. Staff in all areas and agencies are working extended hours to process a large volume of transactions.

If your agency encounters system problems call or contact STAARS. If there are accounting or fiscal policy/procedure question call or contact Comptroller's Office.

Attached are 2 reports that provide detailed information about STAARS transaction processing.

1. Documents Processed by Code/Name
 - a. Over 117,000 total documents
 - b. Over 37,000 Automated Disbursements (warrants)
 - c. Over 1,000 Electronic Funds Transfers
 - d. Over 7,000 cash receipts
 - e. Over 18,000 Travel GAX paid on payroll
2. Accounts Payable Audit (APAUDIT)

Documents Received	65,823	
Processed	<u>42,483</u>	64.5%
In Process	23,340	

Majority of APAUDIT documents submitted before October 16 have been processed except for stragglers and problems.

This office is committed to processing all transactions as soon as possible. In the first 2 weeks, processing primarily focused on 13th Accounting Period. FY 16 are now being processed. Staff and Project Team are working to streamline processes to increase throughput.

A number of unhappy vendors are calling Accounts Payable and other staff in my office. This office is not able to assist vendors with any detailed information. Any time spent talking and dealing with vendors prevents our office from processing transactions. Please do not refer or encourage vendors to call or come to this office. We refer all vendors to the agency they do business with. Only your agency can verify if

vendor transaction(s) were entered. This office will not expedite or prioritize vendor payments without coordinating with the agency.

Major progress is being made each day. We will continue to process all agency payments as soon as possible. Please ensure agency transactions are complete with all required data elements, attachments in proper location and final department approval.

Contact me if you have any critical issues or questions.

Sincerely,

Tom White

Documents Processed
October 5 - November 2, 2015

Doc Code	Doc Code Name	Count
AD	Automated Disbursement	37,003
CAR1I	NOT AVAILABLE	211
CH	Charge Transaction	13
CH1I	NOT AVAILABLE	15
CI	Stock Issue Confirmation	231
CR	Cash Receipt	4,512
CR1I	Cash Receipt - Interface	2,367
CRJV1	Revenue CR Journal Voucher	137
CRNT1	NOT AVAILABLE	1
DO	Delivery Order	149
DO3	NOT AVAILABLE	156
DOP1	Delivery Order for Professional Services	1
EFT	Electronic Funds Transfer	1,082
FRJV1	NOT AVAILABLE	68
GAE	General Accounting Encumbrance	1,039
GAE1I	Interfaced GAE	14,424
GAX	General Accounting Expense/Expenditure	1,624
GAX1	Customer Refund Payment	26
GAX1I	Interfaced GAX	24,141
GAX3	Fiscal Management GAX	168
GAX3I	Interfaced Fiscal Management GAX	330
GAXOT1I	Travel	6,347
GAXP1I	Interfaced Payroll GAX	146
GAXT1	Travel	394
GAXT1I	Travel	11,739
IA	Inventory/Stock Adjustment	98
IET	Internal Exchange Transaction	2
ISA1	Interagency Service Agreement	5
ITA	Internal Transaction Agreement	89
ITA1I	Interfaced Internal Transaction Agreement	119
ITI	Internal Transaction Initiator	334
ITI1I	Interfaced Internal Transaction Initiator	4,691
JV1I	Interfaced Standard Journal Voucher	325
JVA	Advanced Journal Voucher	358
JVBK	Bank Transfer Journal Voucher	1,266
JVC	Cost Accounting Journal Voucher	12
JVC1I	NOT AVAILABLE	175
JVIN	Investment Journal Voucher	221
JVOT1	OT EFT Journal Voucher	5

JVOT1I	Interfaced OT EFT Journal Voucher	144
JVOT2	OT Warrant Journal Voucher	35
JVOT2I	Interfaced OT Warrant Journal Voucher	140
JVP	Payroll Journal Voucher	1,001
JVR	Journal Voucher Restricted	4
MD	Manual Disbursement	47
MD1	Memo Manual Disbursement	49
MDW1	Manual Wire	82
MDW1I	Interfaced Manual Wire	58
NSF1	Non-Sufficient Funds	54
OC	Over the Counter Stock Issue	122
PO	Purchase Order	67
PO0	NOT AVAILABLE	1
PO3	NOT AVAILABLE	213
POD1	NOT AVAILABLE	40
POSM1	Small Purchase PO	402
PRC	Commodity Based PR	164
RE	Receivable	16
RE1I	Receivable Interface	15
RQS	Standard Requisition	68
RQS0	NOT AVAILABLE	5
RQS3	3-Way Match Requisition	241
RQSSM1	Small Purchase Requisition	247
SN	Stock Return	21
SRQ	Stock Request	760
SRQE	Stock Requisition for External Customer	60

Assignment Date	Documents Currently in APAUDIT Worklist
10/05/2015	0
10/06/2015	54
10/07/2015	2
10/08/2015	1
10/09/2015	210
10/10/2015	0
10/11/2015	0
10/12/2015	0
10/13/2015	4
10/14/2015	1
10/15/2015	106
10/16/2015	1,451
10/17/2015	0
10/18/2015	0
10/19/2015	2,236
10/20/2015	1,634
10/21/2015	806
10/22/2015	754
10/23/2015	2,979
10/24/2015	0
10/25/2015	0
10/26/2015	1,640
10/27/2015	2,787
10/28/2015	2,452
10/29/2015	1,843
10/30/2015	2,242
10/31/2015	0
11/01/2015	0
11/02/2015	1,779
11/03/2015	359
TOTAL	23,340

Assignment Completion Date	Completed APAUDIT Worklist Assignments
10/05/2015	1
10/06/2015	1,152
10/07/2015	2,968
10/08/2015	2,696
10/09/2015	1,674
10/10/2015	0
10/11/2015	0
10/12/2015	0
10/13/2015	1,817
10/14/2015	977
10/15/2015	4,007
10/16/2015	2,637
10/17/2015	0
10/18/2015	0
10/19/2015	1,606
10/20/2015	2,273
10/21/2015	2,753
10/22/2015	2,631
10/23/2015	1,213
10/24/2015	2
10/25/2015	0
10/26/2015	2,246
10/27/2015	2,047
10/28/2015	2,083
10/29/2015	2,891
10/30/2015	1,738
10/31/2015	54
11/01/2015	0
11/02/2015	1,800
11/03/2015	1,217
TOTAL	42,483

% Processed	64.5%
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