

State of Alabama



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

TO: Track 1 Agency Accounting Contacts

DATE: November 20, 2015

SUBJECT: Track 1 Agencies Only: Warrant and EFT Coding Requirements

Please forward this information to all staff who enter transactions.

When entering an original payment document entry, the Track 1 Bank Code will default to the correct bank if left blank. **Do not enter a Bank Account code. The only valid Bank Account codes on a payment document are Bank 05 for Warranted payments and Bank 06 for EFT payments.**

However, if there are **changes made to the vendor's payment type on VCUST**, then you may receive errors indicating that the Disbursement Format is incorrect. Please use the following guidelines to correct these type of errors:

If you have a document that originally referenced an **EFT vendor** and now the **EFT** is disabled, several corrections must be made on the payment document.

- First, change the Disbursement Format on the Disbursement Option tab under the Vendor section of the document from **CCD to REG**.
- Next, change the Bank code on the General Information tab under the Accounting section of the document from **Bank 06 to Bank 05 for all accounting lines**.

If you have a document that originally referenced **a vendor requesting a warrant** and now the disbursement type has been changed to **EFT**, several corrections must be made on the payment document.

- First, change the Disbursement Format on the Disbursement Option tab under the Vendor section of the document from **REG to CCD**.
- Next, change the Bank code on the General Information tab under the Accounting section of the document from **Bank 05 to Bank 06**, for all accounting lines.

If you have questions, contact STAARS Support (staars.support@finance.alabama.gov) or (334) 353-9000.

Sincerely,

Tom White