## State of Alabama



Office of the Comptroller
Montgomery, Alabama 36130-2602

TO: Agency Accounting Contacts

DATE: March 11, 2016

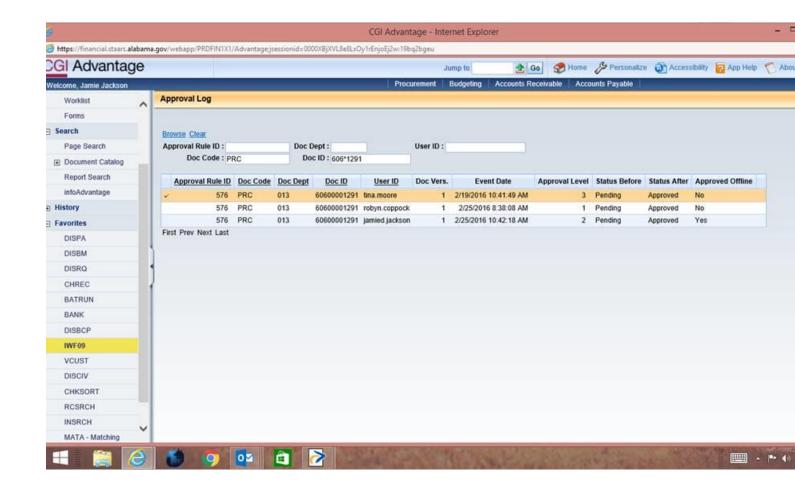
SUBJECT: STAARS Track Work in Progress View Log and Approval Log

Please forward to all staff accessing and tracking transactions in STAARS. Based on numerous inquiries, we noticed agency staff are not accessing and correctly identifying transaction processing and approval dates. This is especially true for final approval dates.

Attached is a Job Aid entitled: Track Work in Progress. This can be used to track work in process using view log.

http://staarstraining.alabama.gov/PDF/JobAid\_Track\_Work\_In\_Progress.pdf

Another tracking option is Approval Log located at Table IWF09 shown in the example screenshot below:



Sincerely,

Tom White