

State of Alabama



Department of Finance
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:

CGI Advantage - Internet Explorer

https://financial.staars.alabama.gov/webapp/PRDFIN1X1/Advantage?sessionid=0000X8jXVL9e8LxOy1rEnjoEj2w:19bq2bgeu

CGI Advantage

Welcome, Jamie Jackson

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CHKSORT

RCSRCH

INSRCH

MATA - Matching

Approval Log

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Approval Rule ID : Doc Dept : User ID :

Doc Code : PRC Doc ID : 606*1291

Approval Rule ID	Doc Code	Doc Dept	Doc ID	User ID	Doc Vers.	Event Date	Approval Level	Status Before	Status After	Approved Offline
✓ 576	PRC	013	60600001291	tina.moore	1	2/19/2016 10:41:49 AM	3	Pending	Approved	No
576	PRC	013	60600001291	robyn.coppock	1	2/25/2016 8:38:08 AM	1	Pending	Approved	No
576	PRC	013	60600001291	jamied.jackson	1	2/25/2016 10:42:18 AM	2	Pending	Approved	Yes

First Prev Next Last

Sincerely,

Tom White