

State of Alabama



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

TO: Agency Accounting Contacts

DATE: May 09, 2016

SUBJECT: Agency Action Required – 2016 Decentralized Chart of Accounts Elements

Please forward the attached memorandum to all employees who work with Chart of Accounts (COA) elements. This COA action is required to close this FY and begin the next FY. If you have any questions call STAARS Help Desk.

Sincerely,

Tom White



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Thomas L. White, Jr., CPA
State Comptroller

May 6, 2016

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS
FROM: Thomas L. White, Jr. State Comptroller
SUBJECT: End of Fiscal Year 2016

The procedures and deadlines are currently being established for closing the fiscal year ending September 30, 2016 and opening the new fiscal year beginning October 1, 2016. We hope to have these procedures to you sometime around the first part of June, 2016.

However, prior to June 3, 2016, Track 1 agencies should deactivate their 2016 decentralized chart of account elements that will no longer be used. Any additions or changes to decentralized accounts must be completed by 5:00pm, June 3rd.

Track 3 departments should complete the verification of their chart of account elements in the test environment, if they haven't done so, and submit a final list of elements to their Agency Implementation Lead by June 15, 2016. T3 agencies will not be able to start BFY 2017 activities until these elements are verified and complete.

TLWjr/ph