

State of Alabama



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

TO: Agency Accounting Contacts

DATE: November 3, 2016

SUBJECT: IMPORTANT NOTICE – 13th Accounting Period Deadline, Travel and Contract Transactions

Please forward to all staff in your organization who process transactions.

13th Accounting Period Deadline: The November 10 13th Accounting Period (13th AP) transaction deadline has been pushed back to November 16 close of business. Due to STAARS system capacity and ISD user identification issues, agencies have not been able to access and/or enter a large volume of 13th AP or current year transactions. This has affected all agencies ability to enter and approve transactions.

To allow additional transaction processing time, the following actions are being taken:

1. STAARS normal work day hours have been expanded to 6 AM – 8 PM until further notice
2. STAARS will be down part of the day Saturday, November 5 to make necessary changes to allow increased user capacity
3. STAARS will be on-line and available for agency use on Veterans Day, Friday, November 11 including a fully functional nightly cycle.

Travel Deadline: For this pay period, in-state travel deadline will be Monday, November 7 at 3:30 PM. When your agency is able to access the system, travel should be the top priority through Monday @ 3:30 PM. Any green slip returned travel transactions should be processed at the agency level ASAP. This office will make every effort to process all travel entered or returned as soon as possible in order to make the payroll travel load cut-off.

Professional Service Contracts & Interagency Agreements: Fiscal Year 2016 Professional Service Contracts, Interagency Agreements and their relative encumbrances are being given priority in our office to ensure these are set-up in STAARS by the end of November. If you have a fiscal year 2017 agreement or encumbrance that you need as a priority, please contact the Fiscal Management Section in my office.

STAARS questions should be addressed through your agency point of contact (POC) to STAARS Support Services at STAARS.Support@finance.alabama.gov or (334) 353-9000.

13th Accounting period questions and other transaction questions should be addressed to the appropriate section in this office.

Sincerely,

Tom White