

State of Alabama



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

TO: Agency Accounting Contacts

DATE: November 18, 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:

As stated in the forwarded email, the 13th accounting period extended deadline was extended to Wednesday, November 16th close of business. However, this office is continuing to receive payment requests for the 13th accounting period. The Comptroller's Office will not honor any requests for payments received after the close of business today November 18th. This delay in submitting payment requests also delays important deadlines necessary to continue with the development of the financial statements we are required to be issued.

This deadline includes any payments referencing a prior year encumbrance where the PO is not involving a project. All non-project related BFY16 payments, referencing encumbrances, such as a PO or DO, must be turned in today or they will be required to go to the Board of Adjustments. If the encumbrance document is project related, those payments can continue through the next fiscal year. These project related documents must be notated in the document description.

In-State Travel:

The deadline for In-State Travel was November 16th for the December 1st payday. Due to the holidays and payroll load dates, we cannot accept any travel transactions at this time for the December 1st payday. You can, however, continue to process travel that will be paid on December 16th.

BFY 16 Green Slip Transactions:

Returned green slip transactions must be received by the Comptroller's Office by close of business, Monday November 21st. Please email the individual Comptroller's Office employee who issued the green slip to let them know it has been corrected and submitted for approval.

Sincerely,

Tom White

From: White, Tom

Sent: Thursday, November 3, 2016 10:21 AM

To: Comptroller - All <Comptroller-All@Comptroller.alabama.gov>

Cc: Newton, Bill <Bill.Newton@Budget.Alabama.gov>; Rex@themcdowells.net; Nola, Thomas <Thomas.Nola@finance.alabama.gov>

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

To: Agency Accounting Contacts

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