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To: All Agency Accounting and Procurement Contacts

From: Kathleen D. Baxter  
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Baxter, Kathleen

Digitally signed by Baxter,  
Kathleen  
Date: 2022.01.07 17:03:23  
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Michael Jones  
State Purchasing Director

Date: January 10, 2022

Subject: Alabama Buys Invoice Payment Updates

Effective immediately, the state will revert to using STAARS to enter invoices against purchase orders. We believe this change will allow agencies to process payments efficiently while we work through some issues with Alabama Buys. Agencies will utilize STAARS as they did prior to the Alabama Buys implementation and will be able to reference the purchase orders that were created out of Alabama Buys.

- If an agency has started the invoicing process in Alabama Buys and needs assistance on processing the invoice, please contact Brett Gantt at 334 353-2749 or [brett.gantt@comptroller.alabama.gov](mailto:brett.gantt@comptroller.alabama.gov).
- The POIV1 and POAV1 documents are now searchable on the INSRCH table in STAARS. This will be utilized to create the IN document in STAARS.
- The IN document will copy forward to create a PRC.  
\*\*The MATA Table will now be updated with the IN and PRC information stemming from the POIV1/POAV1 payments.\*\*
- An original vendor invoice will be required on the PRC document for payment processing. The "Certification/Invoice Form" that was previously generated out of Alabama Buys will no longer be accepted. Any "punchout" vendors will need to send the agency an actual invoice for payment processing.
- The vendor invoice must also have the agency's material receipt stamp.
- Any agencies on the pcard program will also need to enter the IN documents in STAARS so they can be referenced in Access Online.

The Comptroller's Office will continue to process any PRCIV1 documents that are already in progress. If you are having trouble getting an invoice to process or if you have any questions or concerns regarding these changes, please contact Brett Gantt at (334) 353-2749 or [brett.gantt@comptroller.alabama.gov](mailto:brett.gantt@comptroller.alabama.gov).