

**STAARS**



**Business Process Session for Managers  
Combined Half-Day Session**

**August 23, 2016**

**Presented By: STAARS Project Team**

# Agenda

APPROXIMATE  
Time

APPROXIMATE Time	Topic	Presenter	Details
8:30	Internal Controls	Trey Miller	Agency security admin: understanding roles and responsibilities for maintaining users, roles, and decentralized data in STAARS
8:45			Authority: signature authority implications, users authorized to request certain WF changes
9:00			Researching security role information, security access, existing workflow rules, workflow roles and conditions
9:15			Demo: STAARS Administration
9:30			Thinking about your data flow: from satellite offices to central, scanned item storage, internal requests for data, security updates
9:45			Q&A
9:55-10:00	5 Minute Break		
10:00	Procurement	Jonathan Cramer	Understanding new procurement documents and concepts like RQN vs. RQS vs. RQM, RQSSM1 & POSM1, MAOP1 & Procurement Types
10:15			Planning for Procurement in STAARS: document flow and COA needed at RQ, payments against agreements, printing
10:30			Policy updates: Commodity-Object agreement, purchases under \$1000.00
10:45	AP	Lilli Agel	Understanding the AP documents and when to use each, and AP concepts like disbursement categories, DISCIV table, Policy updates
11:00	GA	Lilli Agel	Understanding new general accounting documents like JV types, ITI/ITA, common event types and posting codes, and new concepts like closing accounting periods and fiscal years
11:25-11:30	5 Minute Break		
11:30	Professional Services	Rani Ramahi	Understanding professional services documents like RFP, SR, EV/EVT, MAP1 (and clones), DOP1 (and clones), ISA/ISE
11:45			Security and approval roles, document attachment, assembly and posting to VSS/RFP database

# Take-Aways

## Business Process Decision-Making and Planning in STAARS

Ensuring your staff attend training to learn how to complete documents in STAARS is an important part of ensuring your agency's successful transition in October onto STAARS Financial. It is a only single part of the process, however. Equally important is understanding how the new STAARS documents, policies and procedures may create changes to the way the staff at your agency do their job today. This could result in business process changes. If these changes are only identified AFTER we go live, it could eaily impact your day-to-day operations. By attending sessions where we discuss potential impacts, and most importantly, by testing your current busines processes end-to-end in the testing environment, you can begin to identify the changes well in advance, plan for how they will be addressed at your agency, and prepare your staff to do their jobs in new ways before we go live in October.

Below there is a tab for each session today. We have identified the key "take-aways" and have a series of questions for you to complete to ensure there is a plan in place at your agency to prevent any impacts to routine business at go-live resulting from unidentified business process changes.

1) Please answer each question in the tabs below by either accessing the drop-down menu, or entering a description where requested. Feel free to work with your AIL where you need additional clarification or assistance.

2) Please complete the worksheet and any follow-up actions required, and return it to your AIL by **September 9th**. Your AIL will follow-up to offer assistance in any areas that require follow-up.

Department #:   
ALM:

- Decisions on the items outlined today will be documented in this worksheet and due back **9/9/2016**

**STAARS**



**Business Process Session for Managers**

**Internal Procedures**

**August 23, 2016**

**Presented By: Trey Miller**

# Agenda

- UDOC
- Reviewing Security and Workflow
- Decisions to think about
- Questions

# User Maintenance Documents (UDOC)

- Used to add, modify, or disable your users
- Created through Document Catalog in Admin
- Uses radio buttons to indicate if a user or role assignment is to be added, updated, or deleted
  - Do not delete the line if removing a role!
- [Job aid](#) available on STAARS website
- ISD manages Financial passwords, not STAARS Team
  - Go to <https://umanage.alabama.gov> to reset

**STAARS**



**Reviewing Security and Workflow**

# Reviewing Your Security & Workflow

- Users, Security, and Workflow is in a separate application, STAARS Administration
  - <https://financial.staars.alabama.gov/Admin>
  - Same user ID and password
- Where you can:
  - View your users and role assignments
  - View security role accesses
  - Enter UDOCs
  - View workflow setup

# Viewing Users and Role Assignments

- User Information page - SCUSER
- Contains info like name and email
- Security Role Grants link shows what roles they have assigned
  - Can also be accessed by page code SCUROL
- Workflow Roles per User - IWF11
- Users per Workflow Role - IWF01

# Viewing Security Role Accesses

- Access Control – SCRACS
- Links security roles to page/document codes
- Specific actions are granted per combination
- Maintained centrally by STAARS Admins

# Security Role Information

- Listed on SCROLE
- Manager (MGR) and User (USR) roles exist for functional area
  - Main difference: MGR can delete, USR cannot
- Inclusive – only need access from one role
  - No need to assign both MGR and USR roles!
- Track 3 agency roles are prefixed with “###”

# View Workflow Setup

- Approval Rules (IWF08) summarizes your setup
- Approval Roles (IWF01)
- Approval Conditions (IWF07)
  
- Rules are defined per document code and COA
- Contact STAARS Support for changes
- Remember: Rules route documents to your roles using conditions

# Workflow Information

## Definitions:

- Approve – Sends document to next approver
- Reject – Sends document to previous approver
- Reject All – Sends document straight to draft
- Unapprove – Removes a previously applied approval
  - Used when a document is returned via rejection

# View Workflow Progress

- Track Work in Progress shows pending approvals
- Can view as list or flow diagram
- Approval Log (IWF09) records approvals or rejections which have been applied

**STAARS**



**Decisions To Think About**

# Confirm Your Administrator(s)

- Agency Security Admin role ###\_SECADMIN
- Ability to perform:
  - User creation
  - Security and Workflow role assignment
  - User deactivation
  - Chart of Account updates
- High level of responsibility
- Review users assigned this role and ensure accountability

# Practice End to End Process

- Test full business process, including activities outside of STAARS
  - Receiving documents from external offices
  - Scanning/attaching backup documentation
  - Data entry and submitting
  - Reviewing/approving/rejecting
  - Correcting rejections and resubmitting

# Invoices from Vendors (INVSS)

- INVSS must be received via workflow or will submit straight to final without notification (discussed more in AP Session)
- Non-approval notifications can be configured if preferred, contact STAARS Support if desired
  - No action required, email notice is sent

# Authorize Your Users

- Signature Authority
  - Final Approvers must have signature authority on file with the Comptroller
  - Docs will be rejected otherwise
  - Contact Comptroller AP Hotline (242-4444) for confirmation or questions
- STAARS Authorized Callers
  - Only authorized callers can open tickets with STAARS Support
  - Contact [STAARS.Support@finance.alabama.gov](mailto:STAARS.Support@finance.alabama.gov) for confirmation or questions

# Questions?

- Contact information:

- Trey Miller – [trey.miller@cgi.com](mailto:trey.miller@cgi.com)

- Kristina Merrick –  
[kristina.merrick@finance.alabama.gov](mailto:kristina.merrick@finance.alabama.gov)

- Q Rudolph – [quayanna.forte@finance.alabama.gov](mailto:quayanna.forte@finance.alabama.gov)

- Grant Wallace –  
[grant.wallace@finance.alabama.gov](mailto:grant.wallace@finance.alabama.gov)

- STAARS Support –  
[STAARS.Support@finance.alabama.gov](mailto:STAARS.Support@finance.alabama.gov)

**STAARS**



**Additional STAARS Information**

# STAARS Track 3 Security Roles

- General Accounting
  - ###\_ACCTMGR
  - ###\_ACCTUSR
- Accounts Payable
  - ###\_APMGR
  - ###\_APUSR
- Accounts Receivable
  - ###\_ARMGR
  - ###\_ARUSR
- Budgeting
  - ###\_BUDMGR
  - ###\_BUDUSR
- Cost Accounting
  - ###\_CAMGR
  - ###\_CAUSR
- Fixed Assets
  - ###\_FAMGR
  - ###\_FAUSR
- Inventory
  - ###\_INVMGR
  - ###\_INVUSR
- Procurement
  - ###\_BUYERMGR
  - ###\_BUYERUSR
  - ###\_PROCMGR
  - ###\_PROCUSR
- Security
  - ###\_SECADMIN

**STAARS**



**Business Process Session for Managers**

**Procurement**

**August 23, 2016**

**Presented By: Jonathan Cramer**

# Agenda

- New Procurement documents and concepts
  - Procurement Types
  - RQN vs. RQS vs. RQM
  - RQSSM1 & POSM1
  - MAOP1
- Planning for Procurement in STAARS
  - How docs flow and COA needed at Requisition
  - Payments against agreements
  - Printing
- Policy
  - Commodity-Object agreement
  - Purchases under \$1000

# Understanding NEW Procurement Documents and Concepts

- New Concepts:
  - Commodities
  - Procurement Types
- New Documents
  - RQN vs. RQS vs. RQM
  - RQSSM1 & POSM1
  - MAOP1

# Planning for Procurement in STAARS

- How Docs flow and COA needed on RQ:
  - User entering requisition must know all central accounting elements at the time the requisition is submitted.
    - Central accounting elements required (dept, fund, unit, approp, object, function)
    - You can add other 'optional' element downstream, but you cannot alter central elements on the PO. This would require a change to the original requisition.
  - Commodity and object are linked (with sub-object included) ensure correct object when selecting a commodity.

# Planning for Procurement in STAARS

- Payments against agreements:
  - Previously a PO (quarterly, monthly, etc.) could be modified an unlimited number of times. In STAARS, a new DO (delivery order) is required for each order.
  - Using a line type of ‘service’, you can modify the PO to pay out quarterly. Otherwise, agencies have to do another DO to encumber the appropriate quantity and cost for the next quarter.
  - Open-ended agreements are created by State Purchasing on the MAOP1. Agencies request this using the RQM document.

# Planning for Procurement in STAARS

- Printing in STAARS:
  - There is a printer batch cycle which will automatically email all PO/DO documents. (Documents without an email address will be distributed through USPS).
  - If an agency prints their PO/DO before the nightly printer batch cycle runs, it will not be emailed or printed.
  - Note that POSM1 is NOT part of this cycle. Agencies must print/distribute this as necessary.

# Getting Invoices Paid

- Commodity-Object
  - Commodity code agreement with the object code can be found on the COMMOB table.
  - The Object code with the highest value will infer, otherwise research the COMMOB for best match.
  - This can result in rejections from Comptroller's office downstream holding up payments.
- Quantity:
  - There are two line types 'item' and 'service'
  - 'Item' line types are quantity-based, and 'service' line types are dollar-based
  - If ordering something with a quantity of 1 (i.e., "1 lot") it can only be invoiced one time.
  - For multiple invoices/payments, use a line type of 'service' or use the MAOP1 document.

# What Document Do I Use?

- If the procurement will be a single encumbrance, use a RQS to request a PO document.
  - Use RQN for future fiscal year purchases
  - The PO is the encumbrance document
- If the procurement will use multiple encumbrances, use a RQM to request a MA or MAOP1.
  - Then encumber funds using Delivery Order (DO) documents from the SHOP page.

# What Document Do I Use?

- If the total will exceed \$1000 per vendor and 3-digit commodity level in a year, it cannot be treated as a “small purchase”
- If the total will remain under \$1000 per vendor and 3-digit commodity level in a year, these can be completed:
  - POSM1 (with or without RQSSM1) will not route through State Purchasing. \*Agencies may want to define a different WF for these documents.
  - A DO (from SHOP page) to purchase off a statewide contract or master agreement (MA) will route through State Purchasing.
  - In some cases a stand-alone PRC or GAX can be procedurally correct, but preference is to use SHOP.

# Important Tips to Test

- **Procurement Folder:**
  - STAARS uses this to organize all documents related to a single procurement. It can be used for researching the lifecycle of the request.
- **Procure-through-Pay**
  - Copying forward a requisition through to award document, encumbrance, invoice, receiver, and payment document to understand downstream impacts of commodity-object, quantity, etc.
  - Set up order with the invoice in mind to ensure smooth transactions and vendor payment.

# Procedure

- Sole Source Letters and Documentation
  - Attach on the document header
  - Attach as a single PDF document (under 6 MB)
  - This includes quotes, specifications, etc.
- Questions
  - Technical and system questions should be directed to STAARS Support
  - Procurement questions should continue to be directed to the Buyer.

**STAARS**



**Business Process Session for Managers**

**Accounts Payable**

**August 23, 2016**

**Presented By: Lillian Agel**

# Agenda

- Understanding when to use different AP documents
  - GAX vs. PRC (and clones)
  - Travel documents
- Planning for Accounts Payable in STAARS
  - Disbursement Categories
  - DISCIV table
  - RC (receiver) doc vs. material receipt sticker
- Invoice policy
  - Invoice attachment requirement
  - Invoice Tips to Test and Update Business Practices

# GAX vs. PRC

- 2 main types of PVs in STAARS
  - GAX – General Accounting Expenditure
    - Noncommodity
    - Can reference noncommodity encumbrances (GAE, ISE1)
    - Common uses: rent, travel, customer refunds
  - PRC – Commodity-based Payment Request
    - Commodity-based
    - Can reference commodity-based encumbrances (PO, DO, DOP1, POSM1)

# GAX & GAX Clones

- GAX – used for rent, utilities, nonemployee instate travel, disbursing grant funds
- GAXT1 – used for employee instate travel paid on payroll
- GAXT2 – used for out of state travel (Employee and Nonemployee)
- GAX1 – optional by agency, can be used for customer refunds (or use the regular GAX)

# PRC & PRC clones

- PRC – required when referencing an Award (PO, DO, DOP1)
  - Used for GAX-type purchases if using Accounting Profiles to do upfront cost allocation
  - Used for small purchases of items
- PRCP1 - used for Pcard purchases (not a current issue for T3 agencies)

# Planning for AP in STAARS

- Disbursement Category (DISC)
  - used to sort warrants by agency in STAARS
  - each agency has a DISC code that matches their agency code
  - The DISC infers to the Accounting Lines of Payment Requests based on DISCIV
  - Should be included in agency audit
  - If it isn't inferring, agency is responsible for updating DISCIV (likely missing a Unit code)

# Invoice Policy

- Basics:
  - The State requires an IN or INVSS document for all payments that reference an Award
  - A scanned image of the vendor's invoice must be attached to the IN/INVSS or to the PRC
  - The Legal Name & Address infer from the IN/INVSS to the PRC

# INVSS

- An IN document submitted by the vendor via VSS
- INVSS does not require the vendor to submit their scanned invoice, but it will be needed to process the payment
- INVSS must be received via workflow to *\*any\** role or it will submit straight to final without notification to the agency

# Material Receipt Requirement

- Material Receipt requirement has not changed
- For PRCs referencing an Award, a Receiver (RC) document can be used to satisfy the material receipt requirement
  - Even if your agency is a 2-way match agency

**STAARS**



**Business Process Session for Managers**

**General Accounting**

**August 23, 2016**

# Agenda

- Understanding the General Accounting documents
  - Different Types of JVs
    - Common Event Types
    - Common Posting Codes
  - Interfunds in STAARS
- Planning for General Accounting in STAARS
  - Screens to research balance information
- Policy Updates
  - Closing Accounting Periods/Fiscal Years

# Types of JVs

STAARS Document	When to Use/What to Know
JV	The standard JV to use if posting to cash/crossing a fund.
JVA	An advanced JV to be used for complex or uncommon corrections.
JVR	Replaces OTJV. Use if ONLY hitting decentral elements (like Dept Obj, Program, or Activity). No Central approvals. (Old OTJV)
GAXE1	Replaces \$0.00 PV. Use to correct a Payment Request that has already disbursed. User friendly for AP users.

# Types of JVs

STAARS Document	When to Use/What to Know
JVC	Like the JVA, but should be used if correcting the Front-end split for a Program code.
FRJV1	Like the JVA, but used for CAFR JVs.
JVP	Like the JVA, but used exclusively for Payroll JVs.

# Common Event Types on the JV

- GA01 – Cash Expense Correction
  - E.g., correct an AD/warrant
  - Valid Posting Codes are D014 & A001
- GA05 – Revenue Correction
  - E.g., correct a CR
  - Valid Posting Codes are R003 & A001

# Common Event Types on the JVR

- XE02 – Reallocate or Correct Cash Expenses
  - Valid Posting Code is D014
- XR03 – Reallocate or Correct Revenue
  - Valid Posting Code is R003
- XBC1 – Reallocate Asset BSA
  - Valid Posting Code is A016
- XBC2 – Reallocate Liability BSA
  - Valid Posting Code is A015

# Common Posting Codes on JVAs

- A001 – Cash or BSA 1001
  - requires a Bank code
- R003 – Revenue corrections
- D014 – Cash Expense corrections
- A014 – Equity BSA corrections
- A015 – Liability BSA corrections
- A016 – Asset BSA corrections
- F040 – Depreciation of Fixed Assets
  - requires an asset offset type BSA
- Balance sheet types can be reviewed on BSA
- Additional posting codes can be researched on PSCD

# Interfunds in STAARS

- ITI Documents (ITI & interfaced ITI1I)
  - Replaces IFSH IN
  - ITI has no accounting impact
  - Selling agency's responsibility to notify buying agency and send invoice (phone, email, STAARS Send Page)
  - AFIN-GA-029 can be used to create an invoice for ITIs

# Interfunds in STAARS

- ITA Documents (ITA & interfaced ITA1I)
  - Replaces Interfund PV
  - ITA includes both Seller & Buyer's Accounting
  - Invoice from the Seller must be attached to the ITA
  - Use AFIN-GA-028 to research outstanding interfund payments

# Common ITI/ITA Event Types

- IN32
  - Records a Revenue to the Seller and an Expenditure to the Buyer
  - In 13<sup>th</sup> APD, IN35 is used instead
- IN30
  - Records an Expenditure Refund to the Seller and an Expenditure to the Buyer
  - In 13<sup>th</sup> APD, IN34 is used instead

# Researching in STAARS

- CBALDQ (Cash Balance Detail: Provides cash balance as a summary of transactions posted to BSA's 1001, 2001, & 2098 (By Fund and sub fund)
- BBALD (ITD Balance Sheet Detail): Provides balances by fund, subfund, BSA, & subBSA.
- BQ#LV# (Budget Query pages): Each budget structure and budget level has its own page where BQ# represents the budget structure & LV# represents the level, e.g. BQ1LV1
- TBAL (Trial Balance Inquiry): provides real-time information similar to trial balance reports in InfoAdvantage

# Policy Updates

- Closing Accounting Periods
  - After the last day of the month, the Accounting Period will be soft closed so that remaining transactions can be approved to Final. Five days later, the period will be hard closed & only select JV clones can be processed.
  - ‘Normal’ transactions, i.e. CR, GAX, JV, cannot be processed to a prior month
- Closing Fiscal Years
  - Following the end of the 13<sup>th</sup> Accounting Period, a Fiscal Year will be hard closed
  - Transactions cannot be processed against a Fiscal Year that has been closed

**STAARS**



**Business Process Session for Managers**

**Professional Services**

**August 23, 2016**

**Presented By: Rani Ramahi**

# Agenda

- Understanding New Professional Services Documents and Concepts
  - RFP Docs
  - ISA/ISE
  - What's changed/What hasn't
- Planning for Professional Services in STAARS
  - How roles and documents flow in and outside STAARS
- Policy
  - Professional Services Requirements

# Understanding NEW Professional Services Documents and Concepts

- RFP Document Lifecycle:
  - RFP in and out of STAARS
  - (Attachments, Doc Assembly, RFP Database)
  - SR (solicitation Response)
  - EV/EVT (Evaluation/Evaluator)
  - MAP1 (Master Agreement for PSC)
  - DOP1 (Delivery Order for Professional Services)
- What's changed?
  - Parallel Processes in and outside of STAARS
- What hasn't changed?
  - Approvals to paper RFP, database requirement

# Understanding NEW Professional Services Documents and Concepts

- MAP1/DOP1
  - MAPIT1/DOPIT1; MAPBC1/DOPBC1
- ISA/ISE
  - Interagency service agreements only (when vendor is another state agency)
  - The ISA has an accounting line, but it does not need to be populated with COA elements
  - Cited authority defines the start and end dates of the interagency service agreement

# Planning for Professional Services in STAARS

- New Roles:
  - Buyer (agency) is the security role with access to create all the RFP-related documents
    - Note: The person creating the RFP outside STAARS may not be the same person entering it into the system. Ensure everyone understands their roles and the communication required.
    - User must also be listed on USER and BUYR tables
  - LOC Approver is an AGENCY approval role used to indicate that LOC approval has been granted (or required waiting period has elapsed)
    - This role is shared statewide
    - See note above regarding communication between parties
  - Automated approval paths for IT and Building Commission approvals based on document clones used

# Planning for Professional Services in STAARS

- Document Flow:
  - Before an RFP can be finalized in STAARS it must receive LOC approval.
  - After an RFP is completed at the agency and submitted, it will be routed to Comptroller to verify commodity code is entered.
  - A finalized RFP will be copied to the Comptroller's RFP database during the nightly cycle. Agencies then need to make minor updates to the database record.
    - Ensure you know who at your agency will do this, and how the communication will occur between parties if these are different people.

# RFP Policy Updates

- Policy:
  - The STAARS RFP process is REQUIRED, as this is the only mechanism to populate your RFP on the Comptroller's RFP database and VSS.
  - Commodity Codes required for Professional Services
    - Specific codes with PRF prefix

# Important Tips to Test

- **RFP Assembly:**
  - What information you enter into each section of the document, versus what you attach at the header and/or T&C page, will render different results for the vendors on VCC. This needs to be tested and decisions made for your agency policy.
  - Become familiar with the RFP job aid, which provides detailed information on requirements.
- **Attachments:**
  - There are size and format limitations to uploads that should be tested and understood prior to go-live.



**Questions?**  
**Please contact your AIL!**