Kay Ivey
Governor

Bill Poole
Director of Finance

Michael A. Jones
State Purchasing Director

Jerry W. Young
State Purchasing Deputy Director

MEMORANDUM

To: All Agency Accounting and Procurement Contacts

From: Michael A. Jones, State Purchasing Director
Kathleen D. Baxter, State Comptroller

Date: April 7, 2022

Subject: AlabamaBuys Updates

This communication details new updates in AlabamaBuys. Please review the information below and respond by April 11, 2022, with any questions you may have. When the updates are ready for implementation, you will be notified. Invoice details from STAARS will now update to AlabamaBuys allowing the ability to view the information on each purchase order. Below is a summary of these changes and additional attachments follow to provide specific details and screenshots for these updates.

Purchase Order and Change Order Updates
- A new section on each Line Item of the purchase order labeled "STAARS Line Details" will now include the amounts and quantities invoiced and/or paid against each line of the purchase order.
- The Allocation Section of each purchase order now has fields to reflect the open and closed amounts on those orders.
- A new "Check Invoice Balances" button has been added on purchase orders to allow users to refresh details in real time ensuring the most accurate data is visible before proceeding with a change order request.
- Blocking alerts have been added to PO change orders to prevent inaccurate changes.

Invoice Data
- Agencies will continue to enter all invoices directly into STAARS as an IN document. Those IN documents will now be loaded into AlabamaBuys 3 times daily (6am, 12pm, 4pm).
- When an invoice is paid, the payment information will be loaded into AlabamaBuys under the "Payments" section of the invoice.
- Invoices and payments entered in STAARS prior to this update will be retroactively loaded to AlabamaBuys.

Questions regarding the updates in AlabamaBuys should be directed to the AlabamaBuys help desk by emailing alabamabuys@purchasing.alabama.gov or calling 353-0700. Questions regarding invoicing in STAARS should be directed to the STAARS help desk by emailing financialsystems@comptroller.alabama.gov or calling 353-9000.

DETAILED INFORMATION FOR UPDATES

**Purchase Order and Change Order Updates**

- "STAARS Line Details" has been added to each Line Item of the purchase order providing commodity line information from the STAARS copy of the purchase order. This information includes:
  - Invoiced Quantity/Invoiced Amount
  - Invoiced Final Flag
  - Paid Quantity/Paid Amount
  - Paid Final Flag
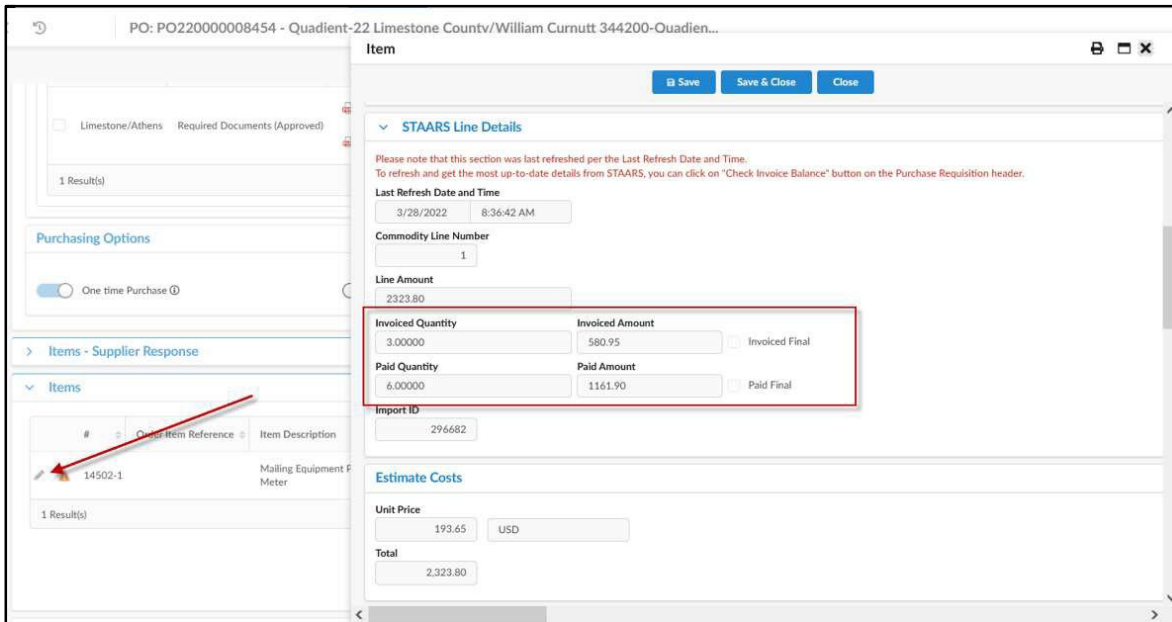
- The Allocation Section of each purchase order now has fields to reflect the Open and Closed amounts on those orders.
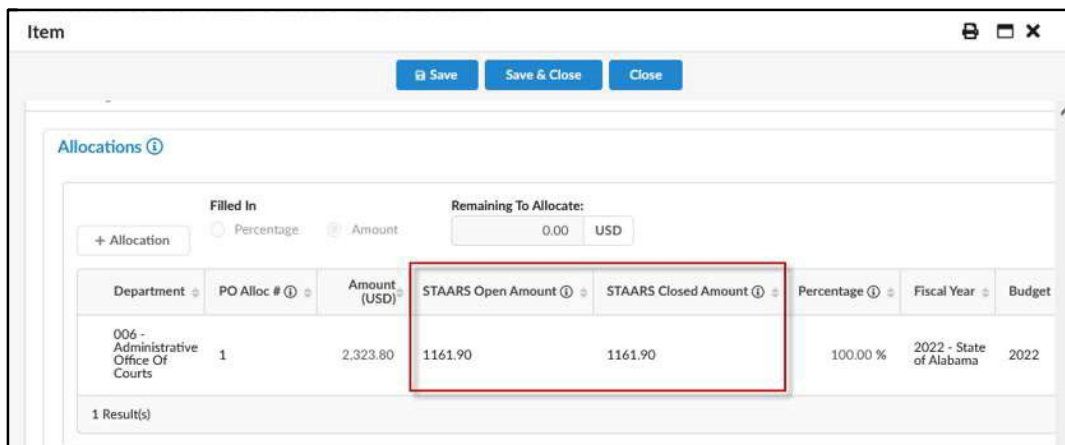
- A "Check Invoice Balance" button has been added to purchase orders to allow users to refresh details in real time ensuring the most accurate data is visible before proceeding with a change order request.
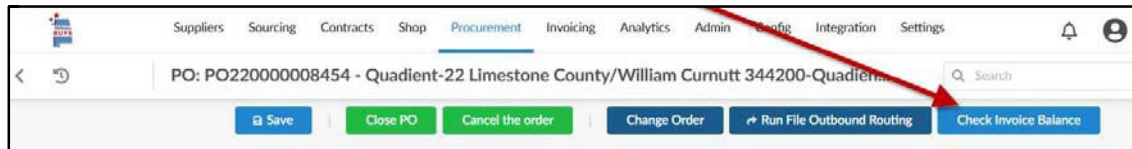
- Blocking alerts have been added to PO change orders to prevent errors as explained below:
    - If all lines are marked as "Paid Final", the change order will not submit, and a new requisition must be entered by the agency.
    - If a line item is partially invoiced or paid, it cannot be modified down to zero or down below the invoiced / paid amount.
    - If an allocation line is partially paid and a chart of account modification is required, a blocking alert will be issued of the user tries to modify the partially closed line down to zero.

Invoice Data
- The invoices that were submitted in AlabamaBuys by either the state agency or the vendor will now be identified by the Document Code "PRCIV1". All invoices or IN documents that were keyed into STAARS will now be loaded into AlabamaBuys and will be identified by the Document Code "IN".

- The Document Code identification has also been added to the "Invoices" tab of a purchase order.