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**UNIFIED COURT SYSTEM**  
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TO: All Holders of the Financial Planning and Control Manual

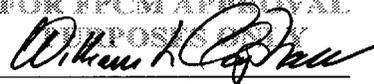
**NEW ACCOUNTING PROCEDURES**

BULLETIN NUMBER: 154	January 28, 1991
SUBJECT: OGS 'P' Contracts - Document Processing	

Attached is a copy of OSC Accounting Bulletin A-251, dated January 14, 1991. This bulletin describes new procedures for the processing of fiscal documents involving purchases from OGS statewide 'P' contracts.

Effective **February 4, 1991**, reference to 'P' contracts on all fiscal documents (Purchase Orders, Vouchers, Refunds of Appropriation, Journal Vouchers, etc.), must be entered as a **seven (7)** character field by adding zeros after the 'P' prefix (i.e. P1234 should be entered as P001234). New edits in the Central Accounting System will cause documents to reject if the "P" contract number entered does not match OGS's contract master file.

Please be sure that these new procedures are communicated to all court/agency personnel involved with procurement and/or fiscal operations.

NYS UNIFIED COURT SYSTEM  
 FOR FPCM APPROVAL  
  
 William L. Clapham



# Office of the State Comptroller

## ACCOUNTING BULLETIN

<b>Subject</b> Purchase Contract Master File	<b>Bulletin No.</b> A-251	<b>Date</b> 1/14/91
<p data-bbox="152 638 1333 709">In order to provide better control and reporting of Purchase Contracts (P-Contracts), on 2/4/91 OSC will begin accounting for these contracts on an online P-Contract Master File.</p> <p data-bbox="152 751 1471 856"><b>Conversion</b> An online P-Contract Master File will be created and all P-Contract numbers will be changed to seven positions by adding zeros after the 'P' prefix. For example, P12345 will be P012345, P1234 will be P001234.</p> <p data-bbox="152 905 1471 1310"><b>Processing</b> OGS and OSC will be the only agencies permitted to add or change P-Contracts on the P-Contract Master File.</p> <p data-bbox="342 1016 1471 1199">Beginning 2/4/91 agencies must use the new seven digit P-Contract number in the current P-Contract block on applicable vouchers and refunds of appropriation expenditure. Journal transfers adjusting a P-Contract, must have the seven digit P-Contract no. in the PO/Contract no. field. This is the only instance where a P-Contract no. is entered in the liquidation block.</p> <p data-bbox="342 1247 1471 1310">Agencies should continue to use existing internal purchase order numbering systems when encumbering/liquidating funds for P-Contracts.</p> <p data-bbox="152 1358 1471 1541"><b>System Edits</b> System edits in the Voucher, Journal Transfer and Negative Voucher conversations will reject transactions if the P-Contract entered on the document does not match one on the P-Contract Master File or if the P-Contract has not been audited. In addition, users will not be permitted to combine adjustments for P-Contracts and other contracts or purchase orders on a single journal transfer document.</p>		



# Office of the State Comptroller

# ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
Purchase Contract Master File	A-251	1/14/91

## Error Messages

The following error messages will be issued:

### Vouchers or Negative Vouchers

If no match against the P-Contract Master Record:

Error Message: 658-INVALID P-CONTRACT#  
Data in Error: NO MATCH AGAINST CONTRACT P999999

If the P-Contract Master Record is not audited:

Error Message: 217 - ALL CONTR NOT AUDITED  
Data in Error: AGENCY 01055 CONTR P999999

### Journal Transfers

If an invalid combination of P-Contracts and purchase orders or other Contracts:

Error Message: 257-INVALID JOURNAL TRANSFER  
Data in Error: COMBO P-CONTR AND PO/CONTR INVALID

## Inquiry

Beginning 2/4/91 agencies should use the new P-Contract Inquiry on Menu 016 to verify the number, audit status, payee ID, and vendor name/address for a P-Contract. The P-Contract originating agency code will always be '01055'.

Direct questions on this bulletin to the Accounting Information Center (518) 473-1170.