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**UNIFIED COURT SYSTEM**  
OFFICE OF MANAGEMENT SUPPORT  
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BUDGET BULLETIN	NUMBER 301	July 8, 1997
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TO: Holders of the Financial Planning and Control Manual

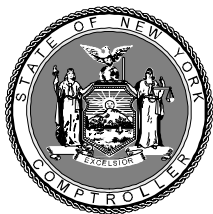
SUBJECT: OSC Central Accounting System - Common Inquiries

Attached is a copy of OSC Accounting Bulletin A-423 dated July 3, 1997. This bulletin addresses various user problems which are frequently directed to the OSC Accounting Information Center.

District/administrative staff are reminded that the Unified Court System operates its own mainframe network and accesses the OSC Central Accounting System via an electronic gateway. As such, the UCS qualifies as one of the "Gateway Agencies" referenced in Bulletin A-423.

Generally, any problems with equipment used to access the OSC Central Accounting System should be initially directed to the Information Technology Services Help Center at **1-800-OCA-2522** (1-800-622-2522), or **285-8256** for calls from within the 518 area code. Help Center staff will determine if it is necessary to contact the OSC Accounting Information Center.

NYS UNIFIED COURT SYSTEM  
FOR FPCM APPROVAL  
  
William L. Clapham



## Office of the State Comptroller

# ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
COMMON ACCOUNTING INFORMATION CENTER QUESTIONS	A-423	07/03/97

This bulletin explains questions that are often received on the Central Accounting System (CAS) Information Center and is intended to assist agencies in resolving their own similar questions.

### GATEWAY AGENCIES

Many agencies have their own network, gateway to the CAS, and help desk. Agencies should call their own help desk before calling the Accounting Information Center at OSC. Attachment A is our most current listing of Agency Help Desk phone numbers.

### NETWORK QUESTIONS

Questions about printer jams, reprinting of reports, security and technical problems, as well as a list of telephone numbers, are addressed in bulletin A-374. Please refer to the bulletin when there are questions regarding the Network.

### QUICK PAY CERTIFICATION

After rejecting a Quick Pay document, the certifier must remember to **recap (PF05)** and **release** the batch. If the batch is not released, it will continue to appear on the VOU452-- Quick Pay Voucher Backlog Report. Refer to bulletin **A-310** for further Quick Pay information.

### INQUIRY MENU

The CAS has an Inquiry Menu that can be used by agencies for various questions. Explanations of system error messages, batch status and voucher status are just a few of the accessible selections. Agencies should familiarize themselves with this menu to obtain information on their accounting transactions.

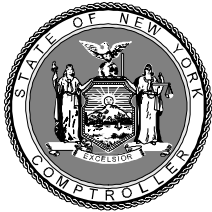
### REPLACEMENT BCL

Agencies frequently request a copy of a BCL. Since a BCL for an error-free batch cannot be recreated, a Batch List may be used in lieu of the BCL. To obtain a Batch List, go to the Batch Status selection on the Inquiry menu. Enter the required information and the batch status will be displayed. Press PF02 to print a Batch List. This can be attached to documents that are sent to OSC. In addition, the information that appears on the screen can also be printed. However, this printout is for agency use only.

### DELETING DOCUMENTS

**There are two ways to delete a document.** The first way to delete a document from a batch is by going to the appropriate **'Correct'** conversation (i.e. Voucher Correct, Quick Pay Correct, Journal Voucher Correct, etc.):

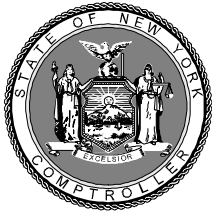
1. On the Select Screen type in the Batch Agency ID Number and Batch Number. If you know the Document Number or Document Sequence Number of the document to be deleted, you can also key in that information.



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<p>2. Press 'ENTER'. If the Document Number or Document Sequence Number is keyed, that document will be displayed. If no document information is keyed, the first document in the batch that is in error will appear on the screen.</p> <p>3. Move the cursor to the <b>command input area</b> on the document that is to be deleted. (See Example 1 on Attachment B.) This is the area located at the very bottom of the screen. Type in the Agency Code, Batch Number (this must be 6 characters--if not--fill in with the space bar at the end) and the Document Sequence Number (all 3 digits/including leading zeroes). <b>This is the information that appears on the top of the screen when you look at the document online.</b> (See Example 2 on Attachment B.) This data should be entered as one string of characters.</p> <p><b>EXAMPLES:</b> 02000AJK20 002--Batch # is only 5 characters; space bar is used for the 6th position. 02000AJK201002--Batch # is the full 6 characters.</p> <p>4. Press the PF07 DELVOU key to delete the document. Message number 170-'DOCUMENT DELETED' will be displayed; recap and release the batch.</p> <p>The second way to delete a document <b>requires knowing both</b> the Document Sequence Number and the Document Number. This method can also be used to delete <b>multiple</b> documents and is available in selected 'Correct' conversations, including vouchers.</p> <p>1. Go to appropriate '<b>Correct</b>' select screen.</p> <p>2. Type in the Batch Agency ID Number and Batch Number. PF07DELDOCS appears at the bottom of the screen if this option is available. Press the PF07 key.</p> <p>3. A new screen will appear prompting for the Document Sequence Number and Document Number. Key the information for one or more documents and press PF07, then recap and release the batch.</p> <p><b>DELETING TRANSACTIONS</b></p> <p>To delete charges, invoices or payees from a document, display the document in the '<b>Correct</b>' conversation as explained in DELETING DOCUMENTS, above. Enter the Sequence Number of the transaction to be deleted in the <b>command input area</b>. Press the PF08 'DELTXNS' function key. The transaction will be deleted from the screen.</p>		



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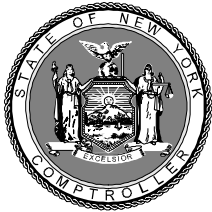
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**NOTE:**

- C After deleting documents or transactions from a batch, the batch header information may have to be changed also. These changes are done in the **Batch Header Correct conversation**.
- C In order to access any document in a 'Correct' conversation, the batch must be in a suspended batch status or the document must be in error.

Further information on ONLINE Corrections is available in Volume III of the CAS User Procedure Manual, Encumbrances and Expenditures-Online.

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



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# ACCOUNTING BULLETIN

### AGENCY HELP DESKS

\*Unless otherwise noted, all telephone numbers are in (518) area code

ASSEMBLY	455-3025	INSURANCE (NYC) (212) 602-8802
	455-HELP	(ALB) (518) 473-2247
BUDGET	486-HELP	LABOR 457-1094
CUNY (212)	541-0981	LBDC 455-7602
DCJS	457-5837	OCA (800) 622-2522
DMV	474-3463	OGS 474-2433
DOCS	457-5017	OMH 474-5554
DOT	485-8111	OMRDD 473-9600
EDUCATION	474-HELP	SEN FIN 455-2896
EXEC CHAMBER	473-5632	SENATE 455-2896
FDC	473-3340	STATE 474-1857
HEALTH	474-4805	SUNY 434-7222
HIGHER ED	473-0550	WCB 473-6936
<i>UNIFIED COURT SYSTEM (ITD) 1-800-OCA-2522 (1-800-622-2522) Long Distance</i>		
<i>285-8256 518 Area Code</i>		



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## ACCOUNTING BULLETIN

**ATTACHMENT B**

312 C048 VOUCHER CORRECT  
VOUCHER/PAYMENT

ORIG/AGCY 02000 BATCH # AJK20 DOC SEQ # 002

**Example 2**

VOUCHER # : 2 SEQ NO: 001 INT ELIG: N P-CONTR:  
PAYMENT DATE : 06/15/97 CHECK DATE: LIABILITY : 06/09/97  
PAYEE ID : 010101010 ZIP CODE: 12010 ROUTE:  
PAYEE NAME : JANE DOE  
ADDRESS : 101 MAIN STREET  
CITY : ANYWHERE STATE: NY ZIP CODE: 12010  
1ST PAYEE AMT: 25.00 MIR DATE: 06/09/97  
IRS CODE : IRS AMT: .00  
STAT TYPE : STATISTIC: IND-DEPT: IND-STATE:  
1ST REF/INV #: INVOICE DTE: 06/07/97  
DESCRIPTION :

SEQ	DEPT	COSTCTR	VAR	YR	OBJCT	ACCUM	AMOUNT	AGCY	PO/CONT	LINE	F
002	33	330031		90	53100		25.00				
				00							
				00							

140-END OF DOCUMENT

03CHARGE 04SELECT 05RECAP 06CHGTAIL 07DELVOU 08DELTN 09INVOICE 10PAYMENT  
11SUSPEND 12PROCEED ENTER - NEW VOUCHER 02000AJK20 002

**Example 1**