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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Manual Update - On-Line Administrative Services Applications (ADMN)

**** This supersedes applicable procedures as promulgated via Budget Bulletin number 296, dated January 27, 1997.***

Attached are amended chapters 4.000 and 8.000 of Part X of the UCS Financial Planning & Control Manual, along with a new table of contents. These sections detail procedures for the utilization of the mainframe computer applications which comprise the on-line Administrative Services Applications (ADMN). This system, designed jointly by members of the Financial Management Advisory Group and the UCS Divisions of Technology and Financial Management, was designed as an automation and reporting tool to support effective resource management.

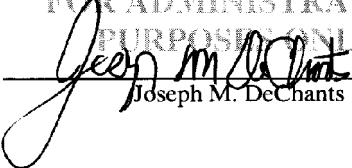
The amendments contained herein reflect the availability of a number of useful utility applications which may now be accessed by authorized UCS district/administrative staff. These new utility options give district/administrative staff read-only access to various on-line applications, including the UCS Authorized Schedule of Positions, Range, Cost Center, Object, and Title files.

All authorized ADMN users with access to UCS Budget Development and/or Budget Implementation menus may now browse and print the contents of these essential internal control databases. Access is controlled by the user's security profile, such that each user may only access the data for his/her jurisdiction (i.e. district).

Only those users whose security profile specifically provides for read/write (update) access to the Schedule of Positions application may make changes to position Staffing Categories, Case Types, or Family Court IV-D classifications (see the enclosed revised Part X / Chapter 4.000). Please also note that these Schedule of Positions update panels must henceforth be accessed via the ADMN Utilities Menu.

Local ADMN security coordinators should take this opportunity to review each user's security profile to ensure that their ADMN mainframe access rights are consistent with their current responsibilities. Please refer to the enclosed Part X / Chapter 8.000.6 for further information on ADMN system security.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who's job responsibilities involve resource management and/or who are authorized to access these mainframe computer applications.

NYS UNIFIED COURT SYSTEM
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Joseph M. DeChants