



NEW YORK STATE  
**Unified Court System**

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## **Division of Financial Management**

<b>DFM Bulletin</b>	<b>Number 1504</b>	<b>March 19, 2015</b>
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Electronic Attachments in Accounts Payable (AP) and Travel & Expense (TE)  
Within the Statewide Financial System (SFS) and,  
Redaction of Private and Confidential Information from Attachments

*\* This supersedes DFM Bulletin Number 1402 dated January 6, 2014.*

Please review and be guided by the Office of the State Comptroller's (OSC) "Guide to Financial Operations" (GFO), Chapter XIV, Section 9, together with the additional information provided below:

As of January 1, 2014, invoice(s) and other supporting documentation for vouchers must be electronically attached to the voucher document in SFS. This requirement is in compliance with the Office of the State Comptroller's Guide to Financial Operations. Unified Court System (UCS) courts and agencies are required to use the SFS to attach all relevant documents to each transaction. The Office of Records Management has approved the electronic recordkeeping of Accounts Payable supporting documentation in the SFS.

Effective April 1, 2015, all business units are required to use the attachment feature in the SFS to store electronic documents in support of transactions processed in the Travel and Expense Module, with exceptions only due to file size limitations or unredacted private and confidential information.

Travelers and other preparers of original documents entered into SFS should be instructed to redact private and confidential data prior to scanning and attaching receipts or documentation.

Examples of confidential information which should be redacted include the following:

- Social Security numbers;
- Credit/debit card numbers;
- Driver's license numbers;
- Bank account numbers;
- Home addresses;
- Dates of birth;
- Medical records, and
- Other records protected by law.

If a traveler, court or agency redacts information which directly supports the payment of the invoice or expense report, they must also retain the original unredacted document as the official record. This will be required in very limited circumstances. For example, in Accounts Payable, an attorney for the child voucher is submitted with only the child's name as a case identifier (no docket number). In this case, the child's name would be redacted on the scanned image, and the original would be retained. In Travel and Expense, a full credit or debit card number is not to be retained under any circumstances; the paid receipt supports the payment.

AP and TE Approvers must verify that scanned documentation is legible, sufficient and appropriate to support payment of the voucher or expense report and should not promote a document where attachments are missing, incomplete or reflect private and confidential data. Documents are stored and secure in the SFS System, per UCS Electronic Records Management Guidelines, and will be retained for the required retention period; they will serve as the document of record.

In most cases, pursuant to the UCS Records Management Guidelines, original hard copies may be discarded with the following exceptions:

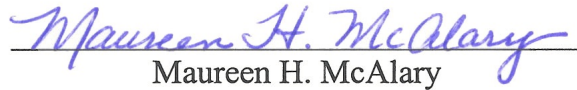
- Relevant documents not imaged and stored within SFS as a result of file size or other valid exception;
- Original unredacted documents maintained as the official record;
- Documents which must be retained in hard copy to meet federal or state regulations; or,
- Documents pertaining to land claims.

For further information, please review OSC's [Accounts Payable Advisory No. 20](#), OSC's [Guide to Financial Operations, Chapter XIV, Section 9](#), and, [UCS Records Management Retention Schedules, Administrative Records, Fiscal Records](#).

Interagency documents (IA) and Accounts Receivable (AR) supporting documents continue to be stored in the SFS Document Repository.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to accounts payable and/or travel and expense. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY

  
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