



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
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ALBERT M. ROSENBLATT
Chief Administrative Judge

MATTHEW T. CROSSON
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WILLIAM CLAPHAM
Director of Budget and Finance

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 123	March 13, 1989
SUBJECT: Batch Numbers - Juror Payments	

Effective April 1, 1989, all batches which include juror payments must be assigned a three (3) digit batch number utilizing a 'JY' prefix as follows:

JY _ _ _

This requirement applies to all juror batches including those processed via the Jury Management System (JMS) as well as those juror payments that are processed manually. Batches which do not conform to this numbering methodology will be rejected by the JMS system. This change is necessary so that juror payments can be more easily identified for data processing purposes.

Your cooperation in this matter is appreciated.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL
William L. Clapham
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