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TO: All Holders of the Financial Planning and Control Manual

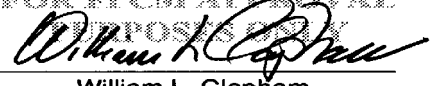
NEW ACCOUNTING PROCEDURES

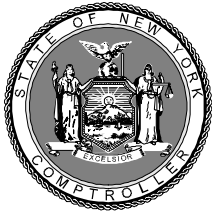
BULLETIN NUMBER: 201	November 1, 1993
SUBJECT: Internal Controls - Cost Center Status	

Attached is a copy of OSC Accounting Bulletin A-322, dated October 22, 1993. As indicated in this bulletin, the OSC cost center file has been revised to allow for the deactivation/reactivation of individual cost center codes, as required by agency internal control priorities.

Should district/administrative staff encounter any situation which warrants changing the status of a cost center(s), please contact the Office of Budget and Finance. **Under no circumstances should district/administrative users of the OSC Central Accounting System independently alter cost center status.**

Please contact this office if there are any questions relative to this policy bulletin.

NYS UNIFIED COURT SYSTEM
FOR FFCM APPROVAL

William L. Clapham



Office of the State Comptroller

ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
Inactive Cost Centers	A-322	10/22/93
<p><u>INTRODUCTION</u></p> <p>The Bureau of Accounting Systems has received many requests from Agency Finance Officers for assistance in preventing charges to certain cost centers. Effective 11/01/93, agencies will be able to deactivate cost centers and prevent certain transactions from processing against them.</p> <p><u>PROCEDURE</u></p> <p>Agencies will be able to deactivate a cost center using the Cost Center Profile Conversation on Menu 3 as follows:</p> <ol style="list-style-type: none">1. To add a new cost center with an inactive cost center status, use the Cost Center Profile Conversation as usual, except the letter 'I' should be entered in the Cost Center Status field.2. To change an existing cost center from an 'A' status (Active) to an 'I' status (Inactive) or vice versa, enter action code 'C' in the Cost Center Profile Conversation. Also enter the following fields: <p style="padding-left: 40px;">Cost Center, Effective Date, and Cost Center Status.</p> <p>Once deactivated, the cost center will remain inactive until it is reactivated using the change procedure.</p> <p><u>AFFECTED TRANSACTIONS</u></p> <p>The following documents will not process if one or more cost centers on the document has an 'I' in the Cost Center Status. Error message, 928-"CC STATUS = I" will appear on the BCL for these documents.</p> <p><u>Encumbrances</u>, including purchase orders, contracts and T-contracts, will reject if any inactive CC is charged. If a cost center has been deactivated after the initial encumbrance has processed, any changes (increases or decreases) to the original amount will generate an error message and the document will not process.</p>		



Office of the State Comptroller

ACCOUNTING BULLETIN

AFFECTED TRANSACTIONS (Cont'd.)

Vouchers, including Quick Pay Vouchers and Quick Pay Travel Vouchers, will reject if any inactive cost center is charged.

Refunds of Appropriations will reject if any inactive cost center is credited.

Journal Vouchers and Cost Center Transfers edits will not allow positive charges (+ 's on the JV and CC Transfer) to a cost center with an 'I' status. However, credits will be permitted (- 's on the JV and CC transfer).

NON-AFFECTED TRANSACTIONS

The following transaction types will not be affected by inactive cost center edits (i.e. documents will process even if an inactive cost center is charged/credited): deposits of revenues, revenue transfers, and charges made through the State's Payroll System.

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COST CENTER PROFILE INQUIRY

Changes have been made to display the Cost Center Status field on the Cost Center Profile Inquiry screen. This inquiry should be used if there is any question as to the status of a cost center.

BULKLOAD

For those agencies that use bulkload to process Cost Center Profile transactions, tape specifications have been modified to allow entry of the new cost center status, 'I'. These modified specifications are being sent to agency technical contacts.

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