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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 233	October 21, 1995
SUBJECT: Quick Pay Vouchers - New Agency Rejection / Resubmission Procedures	

****This bulletin supplements the Quick Pay processing provisions contained in New Accounting Procedures Bulletins 206, 216 and 231, dated 3/2/94, 10/5/94 and 7/19/95, respectively.***

Attached is a copy of OSC Accounting Bulletin number A-376, dated October 23, 1995. This bulletin describes recent improvements to the Quick Pay voucher system which are designed to facilitate the resubmission of vouchers which have previously been rejected by authorized staff responsible for the on-line certification of Quick Pay transactions.

Prior to the implementation of these improvements, personnel responsible for the entry of Quick Pay vouchers were forced to re-key any vouchers rejected by certification staff, regardless of the significance of the error or problem to be resolved. Henceforth, certifiers will have the option to identify rejected vouchers for **automatic** resubmission, thereby eliminating the need for re-keying by data entry staff. District/administrative office procedures are as follows:

Rejection and resubmission by Quick Pay certifiers:

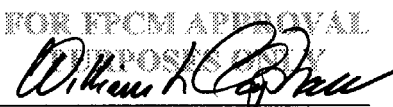
1. With the voucher to be rejected and resubmitted visible on screen, type the word **'RESUBMIT'** in the command input field at the bottom the Quick Pay certification/rejection screen.

2. Press '**PF8**'.
3. Message '**916-VOUCHER REJECTED**' will appear on the screen and the associated Batch Control List (BCL) will include the warning message '**934-VCH TO BE RESUBMITTED**'.

Correction and resubmission by Quick Pay data entry personnel:

1. Review the new daily **VOU780 - Resubmitted Voucher Listing** (if any) for Quick Pay vouchers rejected and flagged for automatic resubmission on the previous day. Note the new batch numbers assigned by the Central Accounting System and adjust your voucher and batch records accordingly. District/administrative staff are responsible for ensuring that all pending Quick Pay batches are promptly attended to.
2. Access the resubmitted voucher using the **Quick Pay Correction** facility and make any necessary modifications.
3. Release the corrected batch for certification by authorized staff.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the entry or certification of, or the monitoring of internal controls relating to, Quick Pay transactions.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham