



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
AGENCY BLDG. 4 - 19TH FLOOR
4 ESP, SUITE 2001
EMPIRE STATE PLAZA
ALBANY, NEW YORK 12223-1450
(518) 474-4971

JONATHAN LIPPMAN
Chief Administrative Judge

BARRY A. COZIER
Deputy Chief Administrative Judge

WILLIAM CLAPHAM
Director of Financial Management
and Audit Services

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 236	January 30, 1996
SUBJECT: Quick Pay Vouchers - Multiple Submissions of the Same Batch	

**** This bulletin supplements the Quick Pay processing provisions contained in New Accounting Procedures Bulletin 233, dated October 31, 1995.***

UCS district/administrative offices utilizing the automatic Quick Pay resubmission procedures, as contained in New Accounting Procedures Bulletin number 233, should be aware of the following:

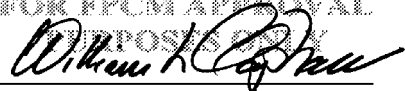
- C The OSC Quick Pay 'Resubmit' process automatically assigns a new batch number when a Quick Pay batch is reprocessed and readied for certification;
- C The automatic 'Resubmit' process was only designed to allow any single Quick Pay batch to be resubmitted **one time**;
- C The automatic 'Resubmit' process will permit multiple resubmissions of the same Quick Pay batch, but users should beware when doing so;

- C If additional errors are detected in a Quick Pay batch after the batch has already been resubmitted once, be sure to check the **VOU788 - Resubmitted Voucher Listing** before the batch is resubmitted a subsequent time. **If the VOU788 shows that any of the 'Old Batch Number' and the 'New Batch Number' entries are the same, an uncorrectable systems error ('Fatal Error') has occurred and the batch must be manually re-keyed using a new batch/document number;**
- C Quick Pay batches resubmitted multiple times for which the above error occurs cannot be accessed, corrected or deleted by district/administrative staff and will not appear on the **VOU930 - KPV And KTV Batches Awaiting Certification** report. Such error batches will automatically be purged from the Central Accounting System by OSC.

District/administrative staff responsible for the entry and release of Quick Pay batches should be very careful when auditing and keying all Quick Pay vouchers, particularly those that have already been resubmitted for correction once by agency certifiers.

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.

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NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham