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TO: All Holders of the Financial Planning and Control Manual

## NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 246	January 2, 1997
SUBJECT: OSC Online Contract Inquiry Application	

Attached is a copy of OSC Accounting Bulletin A-398, dated November 11, 1996. This bulletin describes a new online contract inquiry application which is available to users of the OSC Central Accounting System (CAS).

This new application provides access to two separate contract reports: 1) Contracts in Agency Order (CON013B); and 2) Contracts in Category Order (CON013D). Both of these reports, as well as this application's online Help facility, are available via CAS menu option 031. Requested reports will be generated on your local OSC printer.

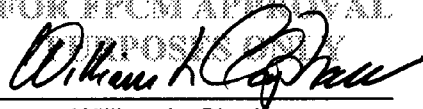
One of the potential benefits of this application would be to provide administrative offices with a quick way to identify active OGS P Contracts by contract Category Code (i.e. CA-Consultant Legal, EJP-Personal Computers Purchase, etc.). As of this time, however, the category codes on OSC contract master files have yet to be completely updated to permit such searches.

Users must take great care to construct contract inquiries in such a way as to limit the number of records retrieved and printed. A carelessly constructed search request could inadvertently produce all

150,000+ contract records on file. Before proceeding with your first request, please review the online Help instructions.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for contract processing, payment, or the monitoring of internal controls relating thereto.

NYS UNIFIED COURT SYSTEM  
FOR FPCM APPROVAL

A handwritten signature in black ink, appearing to read "William L. Clapham", is written over a horizontal line.

William L. Clapham

NAP246.WPD