



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF MANAGEMENT SUPPORT
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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: 248	January 2, 1997
SUBJECT: OSC Accounting Bulletins - Status List	

Attached is a copy of OSC Accounting Bulletin number A-401, dated December 31, 1996. This bulletin identifies the OSC Accounting Bulletins which remain in force and effect, as well as those that have been updated or rescinded.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for fiscal operations, 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", written over a horizontal line.

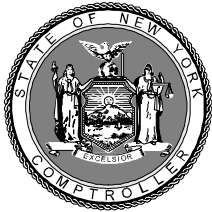
William L. Clapham



Office of the State Comptroller

ACCOUNTING BULLETIN

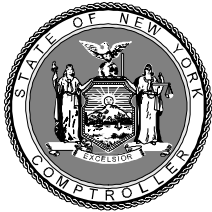
Subject	Bulletin No.	Date
BULLETIN STATUS REPORT	A-401	12/31/96



Office of the State Comptroller

ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
BULLETIN STATUS REPORT	A-401	12/31/96
<p>The attached lists identify 'A' bulletins that are still in force or no longer in force. The listing of 'Bulletins Still In Force' serves as a table of contents.</p> <p>'Bulletins No Longer In Force' have been disposed of as indicated on the attached list beginning on Page 5.</p> <p>Direct questions to the Accounting Information Center, (518) 473-1170.</p>		



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Listed below are 'A' Bulletins that are:

I. Still in Force
II. No longer in Force

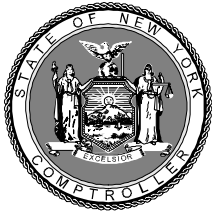
I. BULLETINS STILL IN FORCE

<u>BULLETIN NUMBER</u>	<u>TITLE AND SUBJECT MATTER</u>
A-46	Multi-Agency Contracts - Processing - New Multi-Agency Contracts - Batch Transmittal (AC 2387)
A-62	Structured Attribute Codes - Reasons for Coding Structure
A-71	Cost Center Plans - Concepts - Plan Periods - Level of Plan - Basis of Plans - Reporting Performance Against Plans - Year-End Processing - Forms Preparation - Data Entry
A-91	Prompt Payment Legislation - Comprehensive Bulletin Introduction - How to Determine Interest Eligibility, MIR Date - Forms Preparation Requirements - Voucher Entry/Correct - Other Information - Conversion Schedule - Illustrated Form
A-92	Prompt Payment Legislation - Key points - Interest Eligible Indicator - Multiple Invoices - Payment and Liability Dates - MIR date Rejections - Public Utilities - Transmittals
A-135	Journal Transfer Requests - Guidelines
A-140	Grant Refunds and Returns
A-149	Recovery of Audit Disallowances Procedures
A-152	New Journal Voucher Edit
A-158	Agency Entry of Expenditure Journal Vouchers - JV Processing Requirements - Using the JV Conversation - Bulletin A-135 Reminder
A-186	Reimbursements from Employees for Personal Telephone Use
A-191	Contract Retainage and Payment of Retainage - Retainage Concepts - Forms Preparation - Payment of Contract Retainage
A-220	Changes in Refund of Appropriation Expenditure Processing
A-226	Contract Voucher Offsets - Offset Agreement - Notifying Contractors - OSC/Agency Processing - Payee ID's
A-250	Payee ID's for Contracts and Vouchers - Individuals - Businesses - Municipalities
A-251	Purchase Contract Master File - Conversion - Processing - System Edits - Error Messages - Inquiry

I. BULLETINS STILL IN FORCE(cont'd)

A-258	Agency Verification of Payee ID and IRS Code on Voucher Payments - IRS Penalties - Verifying Payee Information - Reporting Discrepancies
A-265	Postal Addressing Standards
A-266	Quick Pay Voucher Process - Objective/Benefits -

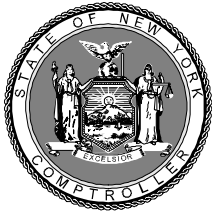
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ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
BULLETIN STATUS REPORT	A-401	12/31/96
<p>Procedures - Entry/Correct - Certification - Audit - Internal Controls</p> <p>A-268 Not-For-Profit Short-Term Loan Procedure - Application Evaluation - Loan Procedure - Loan Repayment</p> <p>A-270 Liability Date Coding - Determining Liability Date - Payment Documents - Receipt Documents - Transfer Documents</p> <p>A-277 Central Accounting System Changes - Cash Receipts and Negative Voucher Entry - Voucher Description Field</p> <p>A-289 Quick Pay Process Required as of 7/1/92 - Implementation Procedure and Schedule</p> <p>A-293 Late Contract Interest Factor</p> <p>A-296 Foreign Addresses on Vouchers</p> <p>A-300 'Merit Award Suggestion' Payments and Education Assistance Payments - Update</p> <p>A-306 Changes in Contract Edits - New Contract Field (Unaudited Contract Amount) - Revised Edits</p> <p>A-307 Voucher Preparation Changes for MWBE Reporting - Voucher Coding Requirement - Discretionary/Non-Discretionary - Impact on Reporting</p> <p>A-310 Quick Pay Voucher Backlog Report-VOU452</p> <p>A-316 Not-For-Profit (NFP) Prompt Contracting Written Directives - Time Frames - Advance Payments for Renewal Contracts - Interest Payments - Waiver of Interest Agreement - Other Requirements and Changes</p> <p>A-317 Quick Pay Travel Voucher Process Procedures - Internal Controls</p> <p>A-320 Collection of Debt Through the Use of Offset Procedures - Administrative Offset Procedures - Expansion of Contract Voucher Offset - Procedure for Refunding Offsets</p> <p>A-322 Inactive Cost Centers - Procedure - Effected Transactions - Non-effected Transactions - Cost Center Profile Inquiry - Bulkload</p> <p>A-332 Postal Addressing Standards - Update</p>		
<p>I. <u>BULLETINS STILL IN FORCE</u>(cont'd)</p>		
<p>A-335 Quick Pay Changes</p> <p>A-343 Prior Year Obligations Charged to Current Year Appropriations - Forms Preparation - BUD200 Report</p> <p>A-345 Reporting Moving Expense Reimbursements - Revised Reporting Requirements - Taxable Exception - Voucher Preparation - Reporting to Payroll - Finance Office Responsibilities</p> <p>A-353 Expiration of \$5,250 Exclusion of Non-Job-Related Education Assistance in 1995 - Examples of Non-Job-Related Education Assistance - Review of Tax-Free Educational Assistance Payments - Agency Responsibilities</p> <p>A-354 New Scheduled Contract Payment Process and Related AC340 Changes - SCP System Overview - SCP Implementation</p>		



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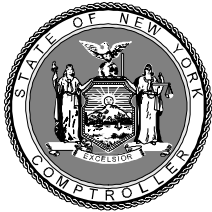
Subject	Bulletin No.	Date
BULLETIN STATUS REPORT	A-401	12/31/96
<p>Guidelines - Forms - AC340 Changes - AC340 Preparation - New AC3092 - AC3092 Preparation - AC340/AC3092 Batching Requirements - Data Entry Requirements - OSC Audit Capabilities -CAS Inquiry and Reporting-Agency Responsibilities</p> <p>A-356 New System Edits for Inactive Contracts</p> <p>A-357 Personal Car Mileage (PCM) System - Update</p> <p>A-358 Gasoline Excise Tax Charges</p> <p>A-360 Easy Contract Payment Process - Entry Screen - T-Contract Changes</p> <p>A-364 Postal Standards Update for ZIP Plus 4 and Barcoding</p> <p>A-369 Federal 1099 and W-2 Forms Issued by Agencies - Use of FEIN for NYS Agencies</p> <p>A-370 CAS Will No longer Generate Cost Centers</p> <p>A-371 Remote Printing Agency Reports - Number of pages increased</p> <p>A-374 (CAS) Online Network - Telephone Contact-Printer Jams-Terminal - Security-Terminal & Printer System Errors</p> <p>A-375 Accurate Federal Payee Types Required by CMIA - Federal Payee Type Codes</p> <p>A-376 Quick Pay Voucher Rejection Change - Changes for Rejecting Vouchers/Resubmission - VOU780-Resubmitted Voucher Listing</p> <p>A-381 Federal Funds Accounting Requirements</p> <p>A-385 UPDATE MANUAL Management Reference</p> <p>A-386 New Objects for Overtime Meal Payments</p>		
I. <u>BULLETINS STILL IN FORCE</u> (cont'd)		
<p>A-387 CAS Weekly and Monthly Schedule 96-97</p> <p>A-389 Fringe Benefit 96-97</p> <p>A-390 Batch Transmittals - Agencies Bulkloading Vouchers and JV's</p> <p>A-393 CAS Check Combining - Voucher preparation-System Edits - Participating Vendors-Payee Name and Address Inquiry--List of Vendors</p> <p>A-394 Fax Distribution of Accounting Bulletins</p> <p>A-395 Quick Pay Refunds - New Process for Refund--Objectives/Benefits Application Process--Internal Controls</p> <p>A-396/ P-920 Taxable Travel Reimbursements Calendar Year-end Procedures Update For IRS requirements--Payroll/CAS Reports--PCM Corrections--W-2 Adjustment Procedures</p> <p>A-397 ASCII Format Bulkload Tape Specifications for Vouchers</p> <p>A-398 New Conversation to Request Contract Reports On-Line</p> <p>A-399 Changes to the VOU065, Payee List by Agency and Voucher</p> <p>A-400/ Federal Tax Law Changes Affecting Educational Assistance</p>		



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ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
BULLETIN STATUS REPORT	A-401	12/31/96
<div>P-926 Payments</div> <div>A-401 Bulletin Status Report</div>		
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ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
BULLETIN STATUS REPORT	A-401	12/31/96

II. BULLETINS NO LONGER IN FORCE

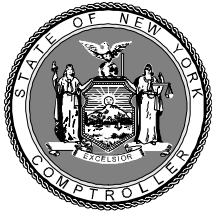
The following bulletins are no longer in force for the reason noted.

- A. Subject matter has been incorporated in Accounting User Procedure Manuals in the volume/section noted.
- B. Subject matter was a one-time instruction.
- C. Subject matter has been superseded by another bulletin.
- D. Subject matter will be superseded by another bulletin.

<u>BULLETIN NUMBER</u>	<u>TITLE AND SUBJECT MATTER</u>	<u>REASON CODE</u>	<u>REFERENCE</u>
A-303	Personal Car Mileage - Data Entry Changes	C	A-357
A-305	1993 Tax Changes-Employer Provided Transportation Benefits	A	Volume XI, Section 8.0160
A-315	Central Accounting System(CAS) Online Network-Telephone Contacts	C	A-374
A-333	IRS One Year Rule for Travelers	A	Manual XI, Section 8.0150
A-339	IRS Guidelines for Determining the Value of Employer provided Parking	A	Manual XI, Section 8.0160
A-347/ P-832	Year-End Procedures for Taxable Travel Reimbursements-Payroll Year-End W-2 Adjustment Procedure	C	A396/P920
A-348/ P-835	Reporting of Taxable Education Assistance - Determination of Taxable Educational Assistance Payments, Expiration of \$5,250 Exclusion 1995	C	A400/P926
A-350	OT Meal Payments Determined Taxable	B	
A-351	Year-End Procedure for Split Payrolls, Supplement to OT Meal Payments Bulletin (A-350) Computer Payrolls - Per Diem Payrolls -Journal Transfer	C	A-386
A-352	Federal Funds Accounting Requirement	C	A-381
A-361	OT-Meal Payments-Update	B	
A-362	Update User Procedure Manual Accounting Codes--Objects	A	Vol VIII Sections 1.0000, 3.1185
A-363	Fringe Benefit Billing 95-96	B	
A-365	Year-End Rollover of Cash Advances Forms Preparation	B	

II. BULLETINS NO LONGER IN FORCE(cont'd)

<u>BULLETIN NUMBER</u>	<u>TITLE AND SUBJECT MATTER</u>	<u>REASON CODE</u>	<u>REFERENCE</u>
A-366	Lapsing Appropriations 6/95	B	
A-367	Bulletin Status Report	C	A-401



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BULLETIN STATUS REPORT		A-401	12/31/96
A-368	CAS Weekly and Monthly Schedule	C	A-387
A-372	Survey on CAS	B	
A-373	Lapsing Appropriations 9/95	B	
A-377/ P 869	YE Procedures for Taxable Travel Reimbursements	C	A396/P920
A-378	Update Controls and Special Procedures Manual	A	Volume XI Sections 1.0000, 7.0100, 7.0500, 8.0100, 8.0150, 8.0160
A-379	Reporting of Taxable Education Assistance Payments Made in 1995	C	A400/P926
A-380	Reporting of Non-Job-Related Educa- tion Assistance payments made since 1/1/95	C	A400/P926
A-382	Split Payrolls	B	
A-383	Year-End Rollover of Cash Advances	B	
A-384	Rollover of Appropriations, Segregations, and Cost Centers	B	
A-385	Update-Management Reference Guide	A	Volume I Sections 1.0000, 4.0100, 4.0200
A-388	Lapsing Appropriation June 1996	B	
A-391	Impact of 6/30/96 Lapsing on Cash Advances	B	
A-392	Lapsing Appropriations 9/96	B	