



STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
OFFICE OF COURT ADMINISTRATION  
DIVISION OF FINANCIAL MANAGEMENT  
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

**ANN T. PFAU**  
Deputy Chief Administrative Judge

**JOSEPH M. DeCHANTS**  
Assistant Deputy Chief Administrator

TO: All Holders of the Financial Planning and Control Manual

## NEW ACCOUNTING PROCEDURES

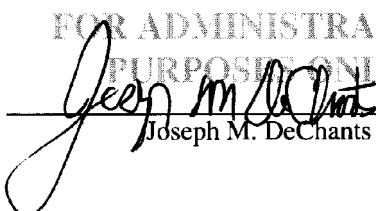
BULLETIN NUMBER: 266	January 12, 2000
SUBJECT: Laser-Printed Vendor Checks	

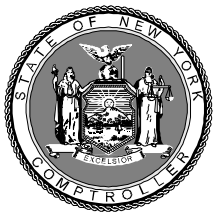
Attached is a copy of OSC Accounting Bulletin A-463 dated January 11, 2000. This bulletin is issued as a reminder that beginning this month, laser-printed vendor checks will replace the impact printer-generated check mailers currently in use. The primary benefit of this change is that up to twenty five (25) invoices can be listed directly on the attached check stub (up from three). A complete remittance advice will be mailed to vendors separately for any payments covering more than twenty five invoices.

It should also be noted that vendor address information will no longer appear on the face of the new laser-generated checks. Only data entered in the 'Payee Name 1' and 'Payee Name 2' fields of the voucher will appear on the face of the check.

Administrative personnel are also reminded to visit, and to direct vendors to, the State Comptroller's Internet Web site where all pertinent remittance information can be found. The address is <https://www2.osc.state.ny.us/ach/achinput.htm>.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, UCS vendor ('A' warrant) payments.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY  
  
Joseph M. DeChants



## Office of the State Comptroller

# ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
<b>NEW LASER CHECKS</b>	<b>A-463</b>	<b>1/11/00</b>

### **PURPOSE**

To advise agencies that laser-printed checks will replace impact-printed checks in late January, 2000 for 'A' Warrant payments (vendors, local assistance, employee travel).

### **LASER CHECK FEATURES**

- The new laser check increases the number of invoices printed on the stub attached to the check from 3 to 25, reducing the incidence of separately printed remittance advices.
  - T When there are more than 25 invoices per check, "Remittance Advice Printed Separately" will print on the check stub, and a complete remittance advice (VO U460) will be mailed separately to the payee.
- Address information will no longer appear on the face of 'A' warrant (laser) checks. Only data entered in Payee Name 1 and Payee Name 2 will print on the face of the check. Payee Name 1, Payee Name 2 and full address will print on the outside of the self-mailer check form.
  - T If you currently rely on data entered in address fields appearing on the face of the check, you may need to adjust your processes.
- The Internet address for payment information will be printed on the check stub and on any separate remittance advice (VO U460) printed. This Internet address is:  
**https://www2.osc.state.ny.us/ach/achinput.htm** and allows the payee to input (1) a check number (or electronic payment Trace Number) and (2) Federal Employer Identification Number, Social Security Number or Municipality Code to obtain remittance information for the payment.

### **QUESTIONS?**

Direct questions on this bulletin to the Accounting Information Center at AcctSys@osc.state.ny.us or (518) 473-1170.



Office of the State Comptroller

# ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
<i>NEW LASER CHECKS</i>	<i>A-463</i>	<i>1/11/00</i>