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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 282	July 20, 2001
SUBJECT: Internet Payment Information Inquiry Enhancements	

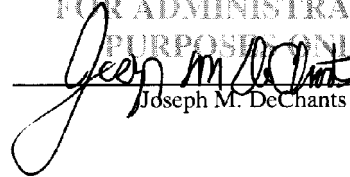
Attached for your information is OSC Accounting Bulletin number A-488, dated July 17, 2001. A review of this bulletin reveals that OSC has enhanced its Internet Payment Information Inquiry system as follows :

- the recipient of a **Revenue Refund** check may now inquire on the Internet with respect to remittance information
- all recipients of CAS warrants may now electronically view a **History of Payments** list, with various date range options available

This enhanced query system, which is immediately available at <https://www2.osc.state.ny.us/ach/achinput.htm>, not only has the potential of significantly reducing administrative involvement in vendor inquiries, but can and should also be utilized directly by UCS district administrative offices to resolve more complex billing and remittance issues. District administrative offices are encouraged to take full advantage of these new capabilities.

Please distribute this bulletin to all personnel within your respective jurisdictions responsible for processing of, or the monitoring of internal controls relating to, UCS vendor payment processing and/or research.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY



Joseph M. DeChants



ACCOUNTING BULLETIN

Subject: INTERNET PAYMENT INFORMATION INQUIRY ENHANCEMENT	Bulletin No: A-488	Date: 07/17/01
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PURPOSE

To inform agencies of enhancements to OSC's Internet Payment Information Inquiry which now allows viewing all payments to a selected payee.

BACKGROUND

When accessing the query at
<https://www2.osc.state.ny.us/ach/achinput.htm>

- Payees must enter:
 - A check or a trace number (ACH direct deposit number)
and
 - FEIN/SSN, Municipality Code or Cash Advance Reimbursement code.
- Payee may be prompted to select a Warrant Code. This occurs when the check number is duplicated for different warrants.

ENHANCEMENTS

- Access to payment and remittance information for the following CAS warrants is now available:
 - A Warrant – NYS General Checking Account
 - PWarrant – Comptroller's Refund Account
 - R Warrant – Common Retirement Fund, administrative payments (not pension payments)
 - M Warrant – Thruway Operating Account

Warrant code is printed in the upper right hand corner of CAS checks.

- The display of the payment and remittance information for the check or trace number now includes a **History of Payments** option which will display a "History of Payments Inquiry" page.

The payee is prompted to select one of three options to view their payments. Payments can be selected for:

- ✓ a month
- ✓ since a specific date (earliest possible date is 2/1/99), or
- ✓ for a specified date range.



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ENHANCEMENTS (cont'd)

The first payment displayed will be the most recent, with the remainder in descending date sequence.

- ✓ Agencies should advise payees of the option to view all of their payments. This may be a useful tool in answering questions previously directed to agencies.

An **Information on Other Payments** option appears after the **History of Payments** option. This option returns the payee to the Payment Information Inquiry screen.

QUESTIONS?

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