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UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 269	March 15, 2000
SUBJECT: Batch and Document Numbering - Effective April 1, 2000	

Effective April 1, 2000, all UCS originating agencies shall utilize the following numbering conventions when assigning batch and document numbers:

Batch Numbers

0NNNN-0

Where the leading 0 (zero) is a numeric entry identifying the fiscal year of the batch, NNNN is a sequential number beginning with 0001 and the trailing 0 (zero) is a system-generated field (e.g. 00001-0 would identify the first fiscal year 2000-2001 batch processed and 90001-0 would identify the first fiscal year 1999-2000 batch processed on or after April 1, 2000). Each April 1, numbering would revert to N0001.

Voucher Numbers

00NNNNN

Where 00 is a numeric entry identifying the appropriate fiscal year and NNNNN is a sequential number beginning with 00001 (e.g. 0000001 would identify the first fiscal year 2000-2001 document and 9900001 would identify the first fiscal year

1999-2000 document processed on or after April 1, 2000). Includes all Quick Pay vouchers. Each April 1, numbering would revert to NN00001.

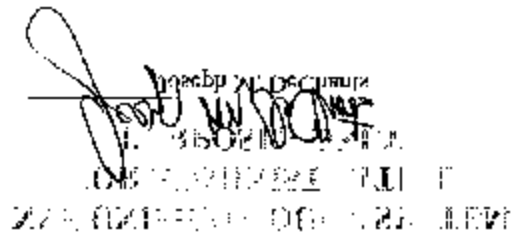
Purchase Order Numbers

00NNNN Where 00 is a numeric entry identifying the appropriate fiscal year and NNNN is a sequential number beginning with 0001 (e.g.000001 would identify the first fiscal year 2000-2001 purchase order processed). Each April 1, numbering would revert to NN0001.

The adoption of these numbering conventions will facilitate the Unified Court System's transition to the Department of Correctional Service's Financial Management System (KFMS) sometime during fiscal year 2000-2001. The KFMS automatically assigns batch and document numbers by originating agency and generates the necessary document registers.

Please note that these provisions do not relate to jury payment vouchers processed via the Jury Management System (JMS) maintained by the UCS Division of Technology, or to bulk-loaded Law Guardian Vouchers processed by the respective Appellate Divisions. Existing batch and document numbering conventions will be continued for these automated payments.

Please distribute this bulletin to all personnel within your respective jurisdictions who may be responsible for batch and/or document number assignment, or the monitoring of internal controls relating thereto.



Handwritten signature and official stamp. The stamp includes the text "JUDICIAL BRANCH" and "CLERK OF COURT".