



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: 273	September 6, 2000
SUBJECT: Direct Deposit of Cash Advance Reimbursement Checks	

***This supplements the procedures promulgated via New Accounting Procedures Bulletin number 270, dated June 29, 2000.***

Attached is a copy of OSC Accounting Bulletin A-474, dated August 25, 2000. This bulletin provides additional information relative to the replenishment of petty cash advance accounts via direct deposit and establishes December 4, 2000 as the scheduled implementation date for this new process.

**Direct Deposit Enrollment**

An Electronic Payment Enrollment Form (distributed with New Accounting Procedures bulletin 270) must be completed for each UCS advance account. If your court/agency has yet to submit an authorization form, do so immediately. A new form must also be submitted if and when your financial institution and/or account information changes.

### Electronic Payment

Each advance account for which OSC has received an enrollment form is being entered into the Central Accounting System's Payee Name and Address (PNA) application and will be identified for electronic reimbursement purposes by the unique combination of originating agency and three position subledger code. As indicated in OSC bulletin A-474, various system edits will be added to the Central Accounting System to facilitate data entry and ensure that the appropriate advance account is reimbursed.

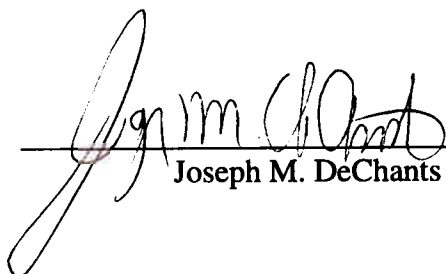
### Remittance Advice via E-Mail

This new advance replenishment process will rely on the Comptroller's web site and e-mail to give agencies notification of amounts credited. The e-mail option is strongly recommended by OSC. Upon entry of the appropriate Payee ID, advance account remittance advice information will also be available on the Comptroller's web site (<https://ww2.osc.state.ny.us/pay>).

### Implementation

Implementation of the new electronic reimbursement process is scheduled for December 4, 2000. Until that date, continue to use Route Code 'A' so that cash advance reimbursement checks are mailed to the appropriate court/agency address.

Please distribute 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, advance accounts.



Joseph M. DeChants



# ACCOUNTING BULLETIN

<b>Subject:</b> <b>ELECTRONIC PAYMENT OF CASH ADVANCE REIMBURSEMENTS</b>	<b>Bulletin No:</b> <b>A-474</b>	<b>Date:</b> <b>08/25/00</b>
---	-------------------------------------	---------------------------------

## **PURPOSE**

To expand on Bulletin A-472 explanation of electronic payments (direct deposits) for advance account reimbursements, and schedule an implementation date for these changes.

## **ELECTRONIC PAYMENT AUTHORIZATION FORM**

Agencies who haven't yet submitted Electronic Payment Authorization form(s) to their financial institution should do so now. Failure to do so will cause the agency's reimbursement vouchers to reject. Please refer to Bulletin A-472 for specifics on submitting forms.

If bank account information for an advance account changes, a new Electronic Payments Authorization form must be submitted to OSC through your financial institution to the following address:

NYS Office of the State Comptroller  
Bureau of Accounting Operations  
Revenue Unit – 4<sup>th</sup> Floor  
A.E. Smith State Office Building  
Albany, NY 12236

## **ELECTRONIC PAYMENT PROCESS**

Information from Electronic Payment Authorization forms is being entered into the CAS Payee Name and Address (PNA) file under the three-position advance account number and five-position Agency Code used in the subledger code.

Agencies should continue to enter the three-digit advance account number in the Payee ID on reimbursement vouchers.

- **Note:** The Payee ID for advance accounts can be keyed into the CAS as a three-digit number using only the last three positions of the advance account's subledger code **OR** as a nine-digit number using six **leading** zeroes followed by the last three positions of the advance account's subledger code.

CAS voucher processing will change to automatically enter the Originating Agency Code from VRT and VRN batches into the Payee ID Additional field of vouchers reimbursing advance accounts. This will result in a PNA lookup that will match the Payee ID and Originating Agency Code of the reimbursement voucher to the PNA file. If a match is found, the bank information will be used to make the reimbursement electronically. If no match is found, the voucher will not process until OSC receives the advance account's bank information on an Electronic Payments Authorization form and enters it into the PNA file **or** until the batch Originating Agency Code and/or Payee ID is changed to match the three-position advance account number and five-position Agency Code used in the subledger code.



# ACCOUNTING BULLETIN

<b>Subject:</b> <b>ELECTRONIC PAYMENT OF CASH ADVANCE REIMBURSEMENTS</b>	<b>Bulletin No:</b> <b>A-474</b>	<b>Date:</b> <b>08/25/00</b>
---	-------------------------------------	---------------------------------

## **ELECTRONIC PAYMENT PROCESS (cont'd)**

### **Important points:**

- Agencies will not be required to key the Payee Name and Address for cash advance reimbursements. A lookup will be done to automatically supply this information.
- Agencies should make certain that advance account subledgers are associated with the agency that originates the Special Charge Voucher. Payments will be made to advance accounts based on the Payee ID and Originating Agency Code on the Special Charge Voucher.
- A new warning message that displays the subledger being reimbursed will print on the Batch Control List (BCL) so agencies can verify that the correct Payee ID and Originating Agency Code were used.
- The changes being made for electronic payment of cash advance reimbursements will only apply to payment transactions in VRT and VRN batches with a Payee ID equal to a cash advance account number (i.e. less than or equal to 000000999).

## **VOUCHER CODING CHANGE**

When electronic payment of cash advance reimbursements is implemented the CAS will not allow Route Code 'A' on vouchers with a Payee ID equal to an **advance account**. An error message will be produced, and the voucher will not process. After implementation, agencies keying advance account reimbursements into the CAS should leave the Route Code blank.

Agencies generating cash advance reimbursement vouchers from automated systems must change their systems to stop using Route Code 'A' on these vouchers as of the implementation date.

Route Code 'A' will still be valid for payees other than advance accounts.

## **E-MAIL NOTIFICATION**

OSC strongly encourages agencies to elect e-mail notification of electronic payments because e-mail notification

- Gives an agency advance notification of the deposit.
- Provides a link to OSC's secure payment remittance web site. The web site
  - ✓ Provides remittance information for electronic payments (and checks).
  - ✓ Requires a 14-digit Payee ID number consisting of six leading zeroes, the three-digit advance account code, and the five-digit agency code that the subledger is associated with to get information on electronic cash advance reimbursements.



# ACCOUNTING BULLETIN

<b>Subject:</b> <b>ELECTRONIC PAYMENT OF CASH ADVANCE REIMBURSEMENTS</b>	<b>Bulletin No:</b> <b>A-474</b>	<b>Date:</b> <b>08/25/00</b>
---	-------------------------------------	---------------------------------

**E-MAIL  
NOTIFICATION  
(cont'd)**

√ Can also be accessed directly at the following address  
<https://www2.osc.state.ny.us/pay>

Elect e-mail on the initial Electronic Payments Enrollment Form by entering the Agency's e-mail address in the designated area.

Elect the e-mail option or change the e-mail address after the initial Electronic Payments Enrollment Form has been submitted by sending a message that includes your Payee Name (Agency and advance account name) and Payee ID (three-digit advance account number) from the new e-mail address to the following e-mail address:

**[epunit@osc.state.ny.us](mailto:epunit@osc.state.ny.us)**

If e-mail notification is not elected, the agency needs to arrange for notification with its financial institution.

**IMPLEMENTATION** The scheduled implementation date is December 4, 2000.

- As of that date agencies should begin to enter vouchers reimbursing advance accounts into the CAS as explained in this bulletin.
- Agencies should continue to use Route Code 'A' to have cash advance reimbursement checks returned to them until the implementation date.

**QUESTIONS?** Direct questions regarding cash advance account reimbursements to John Brownell at [jbrownell@osc.state.ny.us](mailto:jbrownell@osc.state.ny.us) or (518) 474-4018.

Direct questions on CAS processing to the Accounting Information Center at [acctsys@osc.state.ny.us](mailto:acctsys@osc.state.ny.us) or (518) 473-1170.