



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**  
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Administrator

TO: All Holders of the Financial Planning and Control Manual

## NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 284	October 10, 2001
SUBJECT: Automatic Check Combining	

Attached is OSC Accounting Bulletin A-491, dated 10/03/01, which discusses the expansion of the cross-agency check combining program, entitled "Auto Check Combining". This enhancement, summarized below, became effective Tuesday, October 9<sup>th</sup>, 2001.

### **Auto Check Combining**

OSC and the Division of the Treasury will now combine payments to a vendor, regardless of what agency originates the payment, if the following Central Accounting System data elements match:

Check Date

Payee ID

Zip Plus 4 (which is generated by postal-approved software on CAS)

These combined payments are generated **automatically**, without any special CAS coding. Those vendors currently combined by virtue of entering "Payee ID Add'l" and "Zip Code" on the voucher are **unaffected**; continue to treat those vendors as before. The provisions of New Accounting Procedures Bulletins 255, 252 and 242 remain in force and effect.

### **Excluded Payments**

Payments which include Route Codes, payments to municipalities, and payments to New York State are excluded from the new automatic check combining procedures described in bulletin A-491.

### **CAS / FIMS Reporting**

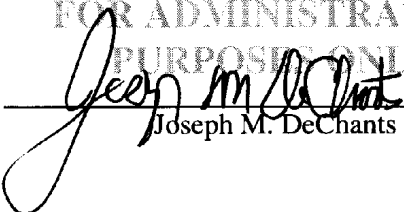
The bulletin states that transaction files will not be affected; therefore, Payee Lists (VOU065) (from which FIMS data emanates), should remain unchanged. However, be aware that a vendor inquiring about a combined check will have a check in an amount greater than is listed on the VOU065 or in FIMS (this has always been the case with the high volume combined vendors).

While vendors will receive remittance advice detailing the source of the combined payments (see Exhibit A), be aware that this change may cause some temporary confusion for a few vendors. Please be prepared to provide the OSC Payment Database Web-site (<https://www2.osc.state.ny.us/pay>) so that vendors can easily view all sources of combined payments.

### **Address Conventions**

Please refer to the bulletin and bulletin references for address standards. To maximize the savings and convenience this process will produce, now would be a good time to standardize vendor addresses, especially those generated by QWS Scripting. Previous OSC Bulletins A-265, A-332R1 and A364R1, all excellent guides to address standards, can be viewed and printed from the general OSC Web-site (<http://www.osc.state.ny.us>), by clicking on State Agencies, and then Accounting Bulletins.

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, payments to UCS vendors.

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



# ACCOUNTING BULLETIN

Subject:	Bulletin No:	Date:
<b><i>AUTO CHECK COMBINING</i></b>	<b>A-491</b>	<b>10/03/01</b>

## ***PURPOSE***

- √ Introduce and explain a new “Auto” Check Combining Process.
- √ Review US Postal addressing standards.
- √ Eliminate ‘K’ Check Route.

## ***AUTO CHECK COMBINING PROCESS***

The CAS currently combines payments across agencies for vendors receiving electronic payments and for selected “high volume” vendors receiving checks. Effective October 9, 2001, a new Auto Check Combining process will expand this function and will combine payments to any payee, across agencies, into one check without requiring any special voucher coding by agencies. Vendors will benefit by no longer receiving many checks from the State each day, reducing their processing costs. OSC and the Division of the Treasury will benefit from reduced checks and decreased postage and handling costs.

Auto Check Combining will be applied only to NYS’ General Checking Account (A warrant) and the Thruway Operating Account (M warrant). Payments will be combined if the following match:

- √ Check date
- √ Payee ID
- √ ‘Zip Plus 4’ code (generated from postal-approved software on the CAS)

Important Auto Check Combining points.

- √ Payments will only be combined within, not between, bank accounts. ‘A’ warrants won’t be combined with ‘M’ warrants.
- √ The current High Volume Vendor Combining process (Bulletin A-458), which requires entry of a Payee ID, Payee ID Additional and Zip Code on the voucher, will not be affected at this time. If an agency currently uses this process for a vendor, continue to do so until further notice.
- √ Auto Check Combining requires entry of a payee name and properly coded address.
- √ Current check stock can list up to 25 invoices per



# ACCOUNTING BULLETIN

Subject:	Bulletin No:	Date:
<b><i>AUTO CHECK COMBINING</i></b>	<b>A-491</b>	<b>10/03/01</b>

check. For checks referencing more than 25 invoices, the CAS prints a separate Remittance Advice (VOU460) which the Division of the Treasury will mail with the check. Page 4 of a VOU460 is illustrated on Exhibit A.

## ***AUTO CHECK COMBINING EXCLUSIONS***

The following payments are excluded from the Auto Check Combining process.

- √ Payments with a Check Route code.
- √ Payments to school districts and municipalities on the CAS Payee Name and Address file (Bulletin A-250R1).
- √ Payments to the NYS Payee ID 146013200.
- √ Payments from the following batch types.
  - VJT - Judgements, Taxes and Court Awards on State owned Land
  - VLC - Land Claims
  - VLL - Liens
  - VMA - Employee Moving Expense Reimbursement
  - VNC - Not-For-Profit Contract Interest
  - VNL - Not-For-Profit Contract Loans
  
  - VPR - Payroll Audit
  - VPZ - Payroll Maintenance

## ***PAYMENTS TO CORRECTIONAL INDUSTRIES***

Payments to Correctional Industries use the State's Payee ID and will not be combined through Auto Check Combining. Vouchers for payments to Correctional Industries should continue to include the following voucher coding so payments are combined into one check.

- √ Payee ID: 146013200
- √ Additional: DCS99
- √ Zip Code: 12204
- √ Route Code: 'B'



# ACCOUNTING BULLETIN

Subject:	Bulletin No:	Date:
<b><i>AUTO CHECK COMBINING</i></b>	<b>A-491</b>	<b>10/03/01</b>

## ***CAS REPORTS AND TRANSACTION FILES***

CAS reports and transaction files will not be affected by Auto Check Combining.

- √ Payee List By Agency and Voucher (VOU065) will continue to list all current data.
- √ Transaction files sent to agencies will not change but the same check number can appear for multiple vouchers.
- √ The Payment Database inquiry (<https://www2.osc.state.ny.us/pay>) will show the total check amount and list all combined payments.

## ***POSTAL ADDRESSING STANDARDS***

The Auto Check Combining process relies on a properly addressed payment so the CAS can generate a valid 'Zip Plus 4' code. The following standards apply; examples can be found in Bulletins A-265, A-332R1 and A364R1.

- √ Use a valid, precise delivery address (e.g. 12 Main Street or PO Box 162).  
Note: Enter either a street address or a PO Box, **but not both**.
- √ Use US Postal standard abbreviations (e.g. PO Box, Dept, Bldg).
- √ Punctuation (periods, commas, etc.) should not be used in the delivery address line.
- √ Break down the delivery address line into its individual components, showing floor, room, suite, etc., if known. Leave one space between address components.
- √ Use voucher fields for intended information only. Don't enter address in the payee name field, city name in the address field or state name in the city field.
- √ Begin in the first position of voucher address fields; do not lead with spaces.

## ***OBSOLETE 'K' CHECK ROUTE***

In conjunction with changes for the Auto Check Combining process, Route Code 'K' will be made obsolete.

- √ Effective immediately, discontinue use of Route Code 'K'.



## Office of the State Comptroller

# ACCOUNTING BULLETIN

Subject:	Bulletin No:	Date:
<b><i>AUTO CHECK COMBINING</i></b>	<b>A-491</b>	<b>10/03/01</b>

- √ Error code 631-INVALID ROUTE CODE will be issued if Check Route 'K' is used in voucher entry or correct.

### ***QUESTIONS***

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

#### Bulletin References:

- |           |                                            |
|-----------|--------------------------------------------|
| √ A-250R1 | Municipality and School District Payee Ids |
| √ A-265   | US Postal Addressing Standards             |
| √ A-332R1 | US Postal Addressing Standards             |
| √ A364R1  | US Postal Addressing Standards             |
| √ A-458   | Vendor Combining Process                   |



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**EXHIBIT A**

REPORT NO VOU460 WARRANT A STATE OF NEW YORK PAGE NO. 4  
CHECK DATE OCT 03, 2001 OFFICE OF THE STATE COMPTROLLER

\*\*\*\*\* THIS IS A REMITTANCE ADVICE FOR CHECK NO [REDACTED] \*\*\*\*\*

\*\* NOTICE: To access remittance information on any one of your NYS \*\*  
\*\* payments, visit <https://www2.osc.state.ny.us/pay> \*\*

NYSEG  
PO BOX 5550  
ITHACA

NY 14852

PAYEE ID  
[REDACTED]

VOUCHER NO	PAYEE REF/INV NO	REF/INV DATE	INVOICE AMOUNT	PAYMENT AMOUNT
AGENCY 17090 DEPT OF TRANSPORTATION-REGION PHONE INQUIRY NO 607-721-8040				
03959	562300103333500	10/03/01	86.07	86.07
		TOTAL PAYMENT		86.07 *
03960	878100700600007	10/03/01	402.69	402.69
		TOTAL PAYMENT		402.69 *
03972	868101001421509	10/03/01	968.15	968.15
		TOTAL PAYMENT		968.15 *
03973	19240010023002	09/27/01	219.20	219.20
	192400100240001	09/27/01	78.14	78.14
	192400100250000	09/27/01	957.10	957.10
		TOTAL PAYMENT		1,254.44 *
79238	SUMMARY R-9	10/03/01	13,318.05	13,318.05
		TOTAL PAYMENT		13,318.05 *
AGENCY 28380 SUNY COLL TECHNOLOGY AT DELHI PHONE INQUIRY NO 607-746-4435				
2001007	89-235-05-002000-01	09/27/01	15.36	15.36
		TOTAL PAYMENT		15.36 *
AGENCY 28400 SUNY COLL AGRI-TECH MORRISVILL PHONE INQUIRY NO 315-684-6068				
2000849	102340200070008	08/16/01	24,099.09	24,099.09
		TOTAL PAYMENT		24,099.09 *
AGENCY 49070 MAIN OFFICE PARKS & RECREATION PHONE INQUIRY NO 518-486-2912				
31148	131101200010005	09/14/01	2,205.92	2,205.92
	851000400770002	09/16/01	10.19	10.19
	851100400760003	09/16/01	16.46	16.46
		TOTAL PAYMENT		2,232.57 *
		TOTAL CHECK AMOUNT		102,298.01 **