



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
AGENCY BLDG. 4 - 19TH FLOOR
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Chief Administrative Judge

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JOSEPH M. DeCHANTS
Assistant Deputy Chief Administrator

TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 263	November 12, 1999
SUBJECT: Payment Processing - New Procedures	

Attached is a copy of OSC Accounting Bulletin A-458, dated November 4, 1999. This bulletin describes the following new payment processing initiatives:

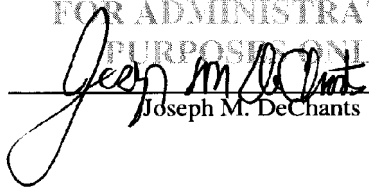
Payment / Remittance Web Site

A new OSC Internet Web site has been implemented to provide efficient access to warrant (payment) and remittance data. All vendors and other payees should be encouraged to reference this site for payment for purposes of identifying payments received. This database contains all "A" warrant data for payments issued since February 1, 1999 and can be accessed at: <https://www2.osc.state.ny.us/ach/achinput.htm>

Check Combining Update

As indicated in bulletin A-458, the vendors participating in the State Comptroller's Check Combining initiative have been expanded. Please refer to New Accounting Procedures Bulletins 255, 251 and 242, dated 6/30/97, 2/28/97 and 9/6/96, respectively, for further information on Check Combining procedures.

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 control procedures relating to, payments chargeable to State funds.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Joseph M. DeChants



ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
CHANGES TO PAYMENT PROCESSING	A-458	11/4/99
PURPOSE To advise agencies of the following changes to payment processing: ▪ New payment/remittance web site ▪ Changes to vendor check combining list ▪ Electronic payments to vendors PAYMENT/ REMITTANCE WEB SITE ▪ OSC has developed a database of payment and remittance information that can be accessed over the Internet. The database contains information on all CAS "A" warrant payments (vendor, local assistance, employee travel) made since February 1, 1999. To Access the database at https://www2.osc.state.ny.us/ach/achinput.htm by entering (1) the payee's FEIN, SSN, or Municipality Code and (2) Check Number (or Trace Number for electronic payments over the ACH network). ▪ The database should provide the fastest means for obtaining remittance data for checks with missing stubs or missing VOU460s (remittances printed separately from checks). Please encourage our payees, especially vendors, to use this site. VENDOR CHECK COMBINING ▪ Attachment A provides an updated list of vendors participating in check combining. There are several address changes and the following new additions: - T Quadramed - T Bendiner & Schlesinger, Inc. - T MO-VERN Medical Assoc PC - T IND Medicine Assoc PC - T Citizens Communications - Local		



ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
CHANGES TO PAYMENT PROCESSING	A-458	11/4/99
VENDOR CHECK COMBINING (cont'd)	T Citizens Communications - LD T Main Medical Evaluations T The Office Supply Store ▪ Vouchers paying any "combining" vendors must be coded with the Payee ID, Additional Zip Code from the Attachment A in order for the CAS to combine payments across agencies (Bulletins A393 and A422), and initiate electronic payments as explained below.	
ELECTRONIC VENDOR PAYMENTS	▪ OSC is conducting an electronic payment pilot program with selected "combining" vendors from Attachment A. For now, in order for these vendors to receive an electronic payment from the CAS, agencies must enter the Payee ID, Additional Zip Code from Attachment A.	
QUESTIONS	▪ Direct questions on this bulletin to the Accounting Information Center at (518) 473-1170 or AcctSys@osc.state.ny.us	



ACCOUNTING BULLETIN

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CHANGES TO PAYMENT PROCESSING	A-458	11/4/99
VENDOR CHECK COMBINING LIST ATTACHMENT A - Page 1		
PAYEE D: 910837469 ADD L: A Z IP: 98111 Airborne Express Cash Department PO Box 91001 Seattle, WA 98111	PAYEE D: 112365370 ADD L: A Z IP: 10036 H S Systems, Inc 321 W 44th St 7th Fl New York, NY 10036	
PAYEE D: 134949990 ADD L: A Z IP: 10003 Bendiner & Schlesinger, Inc. 47 Third Ave New York, NY 10003	PAYEE D: 133594030 ADD L: A Z IP: 10607 IND Medicine Assoc PC 280 Dobbs Ferry Rd White Plains, NY 10607	
PAYEE D: 061381503 ADD L: A Z IP: 10940 Citizens Communications-Local Attn: Kim Budd 19 John St Middletown, NY 10940	PAYEE D: 135596787 ADD L: A Z IP: 12203 Industries for the Blind NYS Inc 230 Washington Ave Ext Albany, NY 12203	
PAYEE D: 061460891 ADD L: A Z IP: 75382 Citizens Communications-ID PO Box 821029 Dallas, TX 75382	PAYEE D: 161560106 ADD L: A Z IP: 14214 Main Medical Evaluations, PC 2121 Main Street Ste 208 Buffalo, NY 14214	
PAYEE D: 146013200 ADD L: DCS99 Z IP: 12204 Dept. of Correctional Services Division of Industries 550 Broadway Menands, NY 12204	PAYEE D: 770356329 ADD L: A Z IP: 95070 MED CORH Solutions PO Box 89001 Saratoga, CA 95070	
PAYEE D: 140630410 ADD L: A Z IP: 12207 EASCO Automotive Warehouse 10 Lawrence St Albany, NY 12207	PAYEE D: 133367463 ADD L: A Z IP: 10607 MO-VERN Medical Assoc, PC DBA North Disability Service 280 Dobbs Ferry Rd White Plains, NY 10607	
PAYEE D: 710427007 ADD L: A Z IP: 38101 Federal Express Corp. PO Box 1140 Memphis, TN 38101	PAYEE D: 150398550 ADD L: A Z IP: 14852 NYSEG PO Box 5550 Ithaca, NY 14852	
PAYEE D: 361150280 ADD L: A Z IP: 60038 Grainger Dept CPAY 28F Peabody, IL 60038	PAYEE D: 150265555 ADD L: A Z IP: 13252 Niagara Mohawk Power Corp 300 Erie Blvd W Syracuse, NY 13252	



ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
CHANGES TO PAYMENT PROCESSING	A-458	11/4/99
VENDOR CHECK COMBINING LIST ATTACHMENT A - Page 2		
PAYEE D: 161548914 ADD L: A Z IP: 14075 The Office Supply Store 5738 S. Park Avenue Hamburg, NY 14075	PAYEE D: 741648137 ADD L: B Z IP: 14240 Sysco Food Services - Horseheads PO Box 1505 Buffalo, NY 14240	
PAYEE D: 133829950 ADD L: A Z IP: 10607 P.K. MED SERVICES, PC DBA MA Disability Services 280 Dobbs Ferry Rd White Plains, NY 10607	PAYEE D: 741648137 ADD L: C Z IP: 14702 Sysco Food Services - Jamestown PO Box 3508 Jamestown, NY 14702	
PAYEE D: 953313004 ADD L: A Z IP: 90509 Smart Corporation PO Box 2826 Torrance, CA 90509	PAYEE D: 741648137 ADD L: D Z IP: 13164 Sysco Food Services - Syracuse PO Box 80 Warrens, NY 13164	
PAYEE D: 042896127 ADD L: A Z IP: 06150 Staples Business Advantage Dept ROC PO Box 30851 Hartford, CT 06150	PAYEE D: 131426500 ADD L: A Z IP: 21747 United Parcel Service PO Box 4980 Hagerstown, MD 21747	
PAYEE D: 042896127 ADD L: B Z IP: 60690 Staples National Advantage Dept H NJ PO Box A3689 Chicago, IL 60690	PAYEE D: 411426973 ADD L: A Z IP: 60197 West Group West Group Payment Ctr PO Box 6187 Carol Stream, IL 60197	
PAYEE D: 042896127 ADD L: C Z IP: 06150 Staples Business Advantage Dept PH L PO Box 30851 Hartford, CT 06150	PAYEE D: 160468020 ADD L: A Z IP: 19182 Xerox Corp PO Box 827598 Philadelphia, PA 19182	
PAYEE D: 141659094 ADD L: A Z IP: 12303 Superior Business Products, Inc. 3108 Caman Rd Scheneectady, NY 12303		
PAYEE D: 741648137 ADD L: A Z IP: 12205 Sysco Food Services - Albany PO Box 5327 Albany, NY 12205		