State of New York
Unified Court System
Financial Planning & Control Manual

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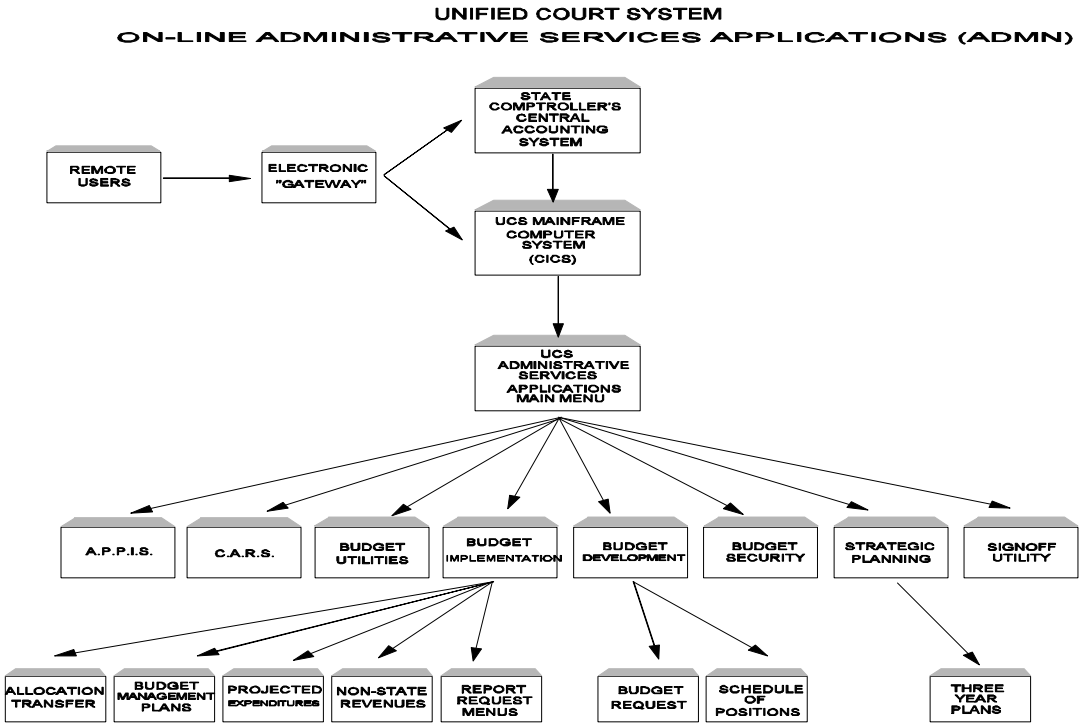
1.000 On-Line Budget/Accounting Systems

A family of on-line mainframe computer applications - Administrative Services Applications - have been developed jointly by members of the Financial Management Advisory Group and staff of the Departments of Information Technology and Financial Management & Audit Services. These applications and related reports are designed to enhance and facilitate effective resource management by providing court managers with prompt access to essential budget and accounting data. The Administrative Services (ADMN) Main Menu currently provides access to the following mainframe applications: Budget Development; Budget Implementation; Strategic Planning; APPIS Inquiry System Sign off; and, for specifically authorized system security personnel, Budget Security. Direct access to the UCS Caseload Activity Reporting System (CARS) via the menus discussed herein, will be forthcoming. The flowchart which follows illustrates the ADMN system structure:

From the Administrative Service Applications main menu, select:

C ***Budget Development*** to enter budget request data, compare requests against prior year allocations, summarize budget requests, to propose allocation interchanges for budget development purposes, or to print 3003 and other budget-related reports. Additionally, staffing category designations can be updated under this component, when so instructed by OFMAS.

C ***Budget Implementation*** to enter non-state revenues, for making allocation transfers, for the entry and reporting of Budget Management Plan data and for generating and printing



accounting reports and journals.

- ***Strategic Planning*** to access the Three-Year Planning and reporting application.

- ***APPIS*** to access the Automated Personnel and Payroll Information inquiry facilities.

- ***Budget Security*** to enter or edit security profile data which controls which system applications and reports individual users are able to access (for authorized system security personnel only).

- ***Sign off*** to exit the ADMN system.

**Note: Access to the facilities discussed herein requires access to the Unified Court System's mainframe computer system (CICS) via a specially equipped terminal or microcomputer. For further information, contact your local district/administrative office, or the UCS Information Technology Department Help Desk at 1-800-OCA-2522.**

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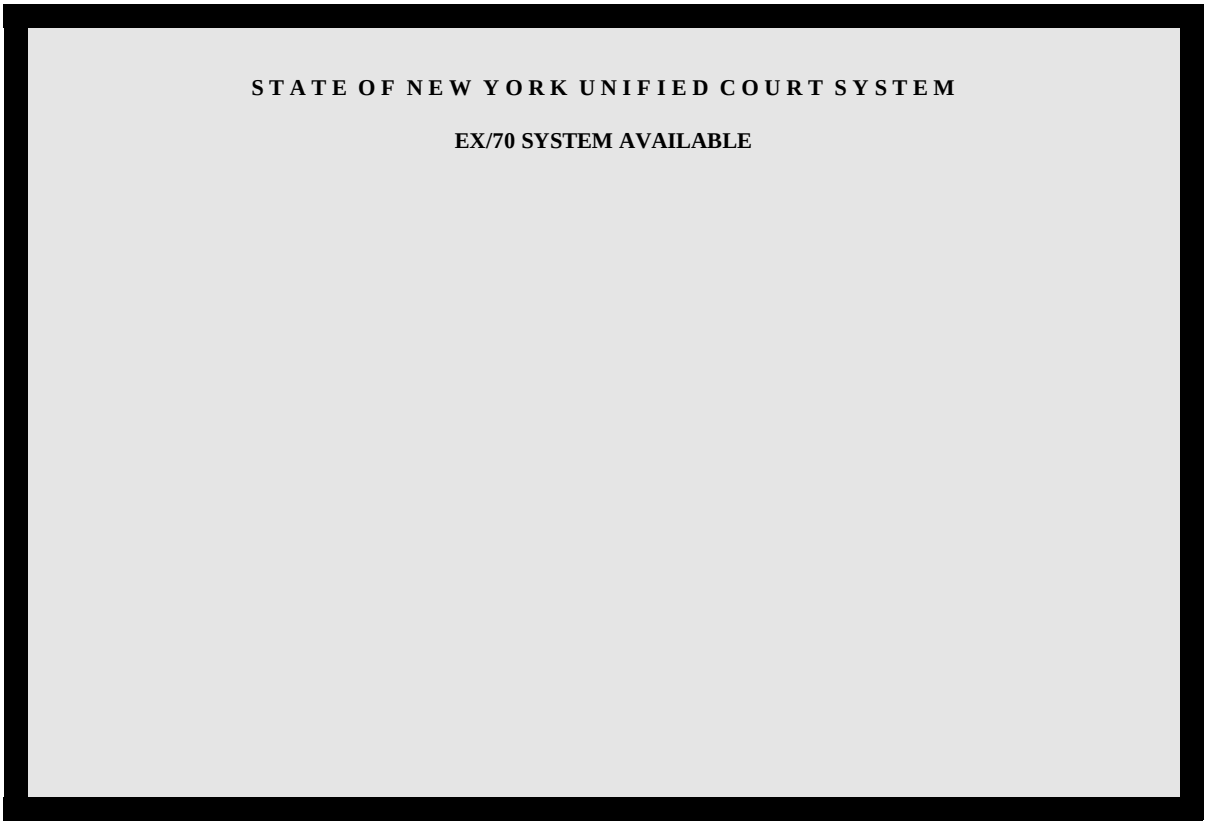
## 2.000 Sign On Instructions - Administrative Services Applications

To access the ADMN Main Menu from a terminal or specially equipped microcomputer, do the following:




1. At the screen shown above, type **'CICS'** and press **'Enter'** to reach the Unified Court System "CICS - VS" banner.

```
        S T A T E   O F   N E W   Y O R K   U N I F I E D   C O U R T   S Y S T E M

RRRRRRR                TTTTTTTT              PPPPPPP
RR      RR                 TT                 PP      PPP
RRRRRRR                    TT                 PPPPPPP
RRRR            = = = =    TT      = = = =    PP
RR    RR                   TT                 PP
RR      RR                 TT                 PP

        OOOOOO   NN     NN    LL    IIIIIIII     NN      NN    EEEEEE
        OO    OO   NNN   NN    LL       II        NNN    NN     EE
        OO    OO   NN N  NN    LL         II        NN N   NN    EEEEE
        OO    OO   NN   NNN    LL         II        NN    NNN    EEEEE
        OO    OO   NN    NNN   LL         II        NN    NNN    EE
        OOOOOO   NN      NN   LLLLL   IIIIIIII     NN      NN    EEEEEE

        SSSSSSSS  YYY   YYY  SSSSSSSS  TTTTTTTT  EEEEEEE    MMM   MMM
        SS          YY YY   SS           TT       EE         MMMMMMM
        SSSSSSS    YYY     SSSSSSS     TT      EEEEE     MM  M MM
        SSSSSSS     YY     SSSSSSS     TT      EEEEE     MM     MM
              SS    YY            SS    TT      EE         MM     MM
        SSSSSSS     YY     SSSSSSS     TT      EEEEEE    MM     MM

ENTER ON-LINE REQUEST =========>
```

2. From the CICS-VS banner, clear your screen, type '**CSSN**', and press '**Enter**'.

3. Complete the required fields, **NAME** and **PASSWORD**, with your operator ID and password, and press **'Enter'**.

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**CICS/VS SIGNON - ENTER PERSONAL DETAILS**

**NAME:** *"YOUR OPERATOR ID"*
**PASSWORD:** *"YOUR PASSWORD"*

**Note: Security codes necessary to access the UCS Administrative Services Applications are not to be shared between employees. Violation of security rules may result in the termination of your rights to access the system. If you do not have your own valid operator ID codes and your job responsibilities require access to any of the ADMN system facilities, please contact your local security coordinator or contact the Information Technology Services Help Desk.*

4. A time-stamped message or prompt is returned, indicating that you have accessed the system correctly; type **'SIGN'**, and press **'ENTER'**. An example follows:

```
DEH35041   HH:MM:SS   SIGN-ON IS COMPLETE

S I G N
```

5. At the **CICS** Sign-On screen as shown below, type **"ADMN"** as your application ID; type your operator ID and password. Use **'Tab'** or **'Carriage Return'** to move from field to field; press '**Enter**' when you have completed the three required fields.

OFFICE OF COURT ADMINISTRATION

C.I.C.S. SIGN-ON

ENTER:

APPLICATION ID: **ADMN**

OPERATOR ID: ***"YOUR ID"***

PASSWORD: ***"YOUR PASSWORD"***

6. Message System prompts appear at the bottom portion of the Sign-On screen. To use the Message System, refer to Part X / Chapter 8.000 of this manual for instructions; to access the Main Menu, accept the default **'N'** and press **'Enter'**.

OFFICE OF COURT ADMINISTRATION

C.I.C.S. SIGN-ON

ENTER:

APPLICATION ID: **ADMN**

OPERATOR ID: **YOUR ID**

PASSWORD: **YOUR PASSWORD**

YOU HAVE 01 MESSAGES

ENTER INTO MESSAGE SYSTEM: **N** (Y/N)

7. Select the application you wish to use from the Main Menu by typing the designated alphabetic character, and press **'Enter'**.

```
                    NEW YORK STATE
ADMOPM01        OFFICE OF COURT ADMINISTRATION        MM/DD/YY HH:MM
              ADMINISTRATIVE SERVICES APPLICATIONS
                        MAIN MENU

        TO SELECT APPLICATION ENTER LETTER CODE ===>_
                     DEPRESS ENTER KEY

              A.P.P.I.S.                    A
              BUDGET DEVELOPMENT            B
              BUDGET IMPLEMENTATION         C
              C.A.R.S.                      D
              STRATEGIC PLANNING            E
              BUDGET UTILITIES              F
              BUDGET SECURITY               G
              SIGN OFF                      H
```

8. The following error messages will be returned:

**"SELECTION NOT AVAILABLE, CONTACT SECURITY ADMINISTRATOR"**
**"SECURITY VIOLATION PLEASE REENTER CSSN"**

- if you choose an application which is not yet available;
- if you lack authorized access; or,
- if you have not completed the CSSN sign-on.

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## 3.000 Budget Development - Budget Request

The UCS Data Processing Office maintains an on-line mainframe system for the collection and reporting of annual budget request data used during the budget development phase of the annual financial cycle. The primary component of this system is the UCS 3003 report which is essentially a mainframe computer "spreadsheet" which displays, for each respective fiscal year, budget data from the initial (current year) appropriation, to the final amounts ultimately authorized by the Legislature. The UCS 3003 and related budget applications are key elements in the presentation of the Unified Court System's annual budget request to court managers, the Governor, the Legislature and the general public.

The chapters which follow provide instructions to review agencies for the data entry, maintenance and reporting of budget request information; see FPCM X/2.000 for sign-on instructions.

### 3.000.1 UCS 3003 - Data Entry Instructions

The mainframe budget system permits review agencies (district/administrative offices) to enter "Agency Request" and "Review Agency Recommended" budget data. Similar to the use of microcomputer spreadsheet applications such as Lotus 1-2-3 or Enable, the entry of budget data into the mainframe system eliminates the need to manually calculate and summarize voluminous budget data (i.e. program and/or district totals).

Generally, users may access the mainframe budget system Monday through Friday, during the hours of 8:00 am to 5:00 pm. However, requests for supplemental hours of operation may be submitted to the Department of Financial Management & Audit Services (DFMAS).

1. From the Budget Development Menu, shown below, select '**A**' for Budget Request Data Collection, and press the '**Enter**' key.

```
                    NEW YORK STATE
ADMOPMO2            OFFICE OF COURT ADMINISTRATION        MM/DD/YY  HH:MM
                    BUDGET DEVELOPMENT SYSTEM
                                                          CMD: __
                          MAIN MENU


      TO SELECT ACTION REQUIRED, ENTER LETTER CODE ==> A
                  DEPRESS ENTER KEY

  BUDGET REQUEST DATA COLLECTION      A
              JOB CATEGORY UPDATE     B
               REPORT REQUESTS        C

               REPORT SUMMARY        SU
             TERMINAL CONTROL        TC
              MESSAGE SYSTEM         MS
              REMOTE REPORTS         RR
```

2. Defaults for the appropriate fiscal year and object group '41' (personal service regular) are pre-determined. Generally, the fiscal year should not be changed. Enter a 6-digit cost center code and a 2-digit object group (if different from the default entry) and press the **'Enter'** key.

**OFFICE OF COURT ADMINISTRATION** CMD___
**BUDGET REQUEST SYSTEM**
**DATA COLLECTION - COST CENTER**
**YEAR 96**
**COST CENTER/VAR _____ ___**
**OBJECT GROUP 41**

OBJECT GROUPS

41 PERSONAL SERVICE REGULAR
42 TEMPORARY SERVICE
43 NUMBER OF POSITIONS
53 SUPPLIES AND MATERIALS
54 TRAVEL
55 UTILITIES AND CONTRACT SRV
57 EQUIPMENT
60 STAFF BENEFITS
62 MAINTENANCE UNDISTRIBUTED

3. The cost center and fiscal year selected appear in the upper left hand corner of your screen. Check the cost center code to ensure that it was not miskeyed.

OFFICE OF COURT ADMINISTRATION
BUDGET REQUEST SYSTEM
DATA COLLECTION - COST CENTER

96 170067 CMD:

| | CURR APPROP AS ADJUSTED | LEGISLATIVE AUTHORIZATION | AGENCY REQUEST | REVIEW AGCY RECOMMENDED | PROPOSED ADJUSTMENT |
|---|---|---|---|---|---|
| 41 *PERSONAL SERV | | | | | |
| 41099 PS UNDIST | 0 | 0 | 0 | 0 | 0 |
| 41102 PERM POS JUD | 1720935 | 1719218 | 1719218 | 1719218 | 0 |
| 41103 PERM POS NJ | 5677212 | 5611828 | 5611828 | 5611828 | 0 |
| 41106 NEW POS. | 0 | 0 | 58184 | 58184 | 0 |
| 41108 POS TRAN IN | _____ | _____ | _____ | _____ | _____ |
| 41109 BONUS PAY-MENT | _____ | _____ | _____ | _____ | _____ |
| 41110 POS TRAN OUT | _____ | _____ | _____ | _____ | _____ |
| 41114 GEN SAL INCR | 0 | 60173 | 0 | 0 | 0 |
| 41118 FULL ANN SAL | _____ | _____ | _____ | _____ | _____ |
| 41122 LINE DECR | _____ | _____ | _____ | _____ | _____ |

4. Budget request data is entered in the *Agency Request* and *Review Agency Recommended* columns by object, as appropriate. No entries are required for objects where no funding is requested. Users may not be permitted to edit certain object categories (i.e. Permanent Positions - Judicial); these entries are made by the Office of Financial Management & Audit Services. Note that object group 62 - Maintenance Undistributed is reserved for Program Improvements. The system automatically calculates subtotals, so no entries are required to these fields. However, <u>it is imperative that all data entry be verified before proceeding to the next screen</u>.

   The PF keys (PF7, PF8, PF10, PF11) are used for paging up, down or across the page. When adjustments to the cost center are complete, press **'Enter'** to save the proposed adjustments. Enter an **'X'** in the **'CMD'** field to return to the menu.

   Use the **'EOF'** key to clear a field which may contain a zero prior to typing your data.

   **IMPORTANT: <u>None of your entries will be saved unless the '**Enter**' key is pressed</u>. When finished with your entries in a particular object group, press '**Enter**' to save your entries and proceed to the next group of objects.*

5. When data entry is complete, and you have **saved** your entries (press **'Enter'),** enter an **'X'** in the **'CMD'** field to return to the previous menu. The user may then specify another cost center and/or object group, or exit the data entry routine.

3.000.2 Proposed Allocation Interchange Procedures

An on-line mainframe computer application has been developed to allow review agencies to make proposed interchanges to the current appropriation as adjusted and legislative authorization amounts, to more accurately reflect projected resource needs. Generally, proposed interchanges are made at the specific direction of Office of Financial Management & Audit Services, at particular times in the budget cycle. In order to facilitate effective resource management, UCS 3003 budget allocations should be consistent with budget request amounts and with employment and spending plans. Data entry of proposed allocation interchanges is accessed under the Budget Development System Menu.

1. At the Data Collection-Cost Center screen, enter the desired adjustment amounts in the *Proposed Adjustment* column. The system will not allow the user to remove more money than is currently allocated. Negative numbers, or reductions, are entered with a minus signs; positive numbers, or additions, are entered without signs. Decreases in savings are entered without signs.

   Generally, proposed allocation interchanges are limited to:

   - interchanges between cost centers/major objects with budget program segregations;
   - interchanges between subobjects within cost centers; and,
   - interchanges between budget programs (segregations)

*** Important: proposed allocation interchanges are for budget development purposes only and are not reflected on the Allocation/Expenditure Report discussed in section 7.000 of this manual.**

OFFICE OF COURT ADMINISTRATION
BUDGET DEVELOPMENT SYSTEM
DATA COLLECTION - COST CENTER

96 170067 CMD:

| | CURR APPROP AS ADJUSTED | LEGISLATIVE AUTHORIZATION | AGENCY REQUEST | REVIEW AGY RECOMMENDED | PROPOSED ADJUSTMENT |
|---|---|---|---|---|---|
| 41 *PERSONAL SERV | | | | | |
| 41099 PS UNDIST | 0 | 0 | 0 | 0 | 0 |
| 41102 PERM POS JUD | 1720935 | 1719218 | 1719218 | 1719218 | 0 |
| 41103 PERM POS NJ | 5677212 | 5611828 | 5611828 | 5611828 | 0 |
| 41106 NEW POS. | 0 | 0 | 58184 | 58184 | 0 |
| 41108 POS TRAN IN | _____ | _____ | _____ | _____ | _____ |
| 41109 BONUS PAYMENT | _____ | _____ | _____ | _____ | _____ |
| 41110 POS TRAN OUT | _____ | _____ | _____ | _____ | _____ |
| 41114 GEN SAL INCR | 0 | 60173 | 0 | 0 | 0 |
| 41118 FULL ANN SAL | _____ | _____ | _____ | _____ | _____ |
| 41122 LINE DECR | _____ | _____ | _____ | _____ | _____ |
| 41124 PS SAVINGS | -725595 | -1856855 | -92809 | -92809 | 1500 |

2. The **PF** keys (**PF7, PF8, PF10, PF11**) are used for paging up, down or across the page. Use the **'EOF'** key to clear a field which may contain a zero before entering your data.

3. When adjustments to the cost center are complete, press **'Enter'** to save the proposed adjustments; and enter an **'X'** in the **'CMD'** field to return to the menu or to exit this routine.

*Note: The impact of the proposed adjustments can only be viewed by printing the appropriate (current appropriation or legislative authorization) **Allocation Change Report**.

3.000.3 Selecting Budget Development Reports

Budget Development reports may be generated by individual cost center (detail), by program or district total (summary), or a combination of both. The report formats available are as follows:

- UCS 3003 - Detailed report which includes all budget object categories.

- Budget Summary * - Summarizes budget data into personal service and nonpersonal service totals.

- Spreadsheet - Detailed report by user-defined budget object. This report is useful for identifying all cost centers where a specific budget object category has been requested.

- Expenditure Report - Detailed report which compares prior year expenditures to user-defined budget data.

- Allocation Change Report - Detailed report which reflects the impact of proposed allocation interchanges to Current Appropriation or Legislative Authorization amounts.

- Budget In Brief * - One-page fiscal summary report.

- 3003 In Brief - Simplified version of 3003 report.

** Note: These reports utilize hard coding and may not reflect all existing object codes. Use with caution.*

The procedures for printing any of the above reports follow:

1. Select **'C'** for Report Requests from the Budget Development System Menu, which follows:

```
                    NEW YORK STATE
ADMOPMO2   OFFICE OF COURT ADMINISTRATION        MM/DD/YY HH:MM
                BUDGET DEVELOPMENT SYSTEM        CMD: ___
                       MAIN MENU


     TO SELECT ACTION REQUIRED, ENTER LETTER CODE ==> C
                 DEPRESS ENTER KEY

  BUDGET REQUEST DATA COLLECTION      A
              JOB CATEGORY UPDATE     B
                  REPORT REQUESTS     C

                 REPORT SUMMARY      SU
              TERMINAL CONTROL       TC
                MESSAGE SYSTEM       MS
                 REMOTE REPORTS      RR
```

2. Select a report by typing the appropriate number code from the Report Request Menu:

```
ADMOPRPM
                    OFFICE OF COURT ADMINISTRATION          CMD___
                    BUDGET DEVELOPMENT SYSTEM
                    REPORTS REQUEST MENU



  TO SELECT REPORT REQUIRED, ENTER NUMBER CODE ==> ___
                    DEPRESS ENTER KEY

                          3003 REPORT    1
                        BUDGET SUMMARY   2
                           SPREAD SHEET  3
                    EXPENDITURE REPORT   4
                     ALLOCATION CHANGE   5
                         BUDGET IN BRIEF 6
                          3003 IN BRIEF  7
```

3.000.4 Generating Budget Development Reports

1. **UCS 3003 Report**

```
                    OFFICE OF COURT ADMINISTRATION          CMD___
                    BUDGET REQUEST SYSTEM
                    3003 REPORT

YEAR 96  SUMMARY LEVEL:                    COST CENTER

        DISTRICT___ ___ ___ ___  1_______/___  2_______/___
         PROGRAM___ ___ ___ ___  3_______/___  4_______/___
MAJOR PURPOSE___ ___ ___ ___  5_______/___  6_______/___
   USER DEFINED___ ___ ___ ___  7______/___   8_______/___
            FUND___ ___ ___ ___  9______/___  10_______/___
      ADMIN UNIT___ ___ ___ ___

SUM/DETAIL_ ADJUST_ BDGT FORM_  OBJ FORM_ PERCENTS_
(S OR D OR B OR V)  (Y OR N)    (Y OR N)    (Y OR N)    (Y OR N)

PRINT:  AGY REQ_  REV RECOM_  OCA RECOM_  LEG AUTH_

COMPARISON REPORT: N
```

a. To select a district-wide or program-wide report, type the appropriate 3-digit code in the appropriate field. District, District/Program or User summaries may not be selected while simultaneously specifying individual cost centers. Do not make entries in the Major Purpose or Fund selection fields. The Administration Units fields are intended for future development. The following codes for District, Program or User summaries may be specified:

| District | Code |
|---|---|
| Court of Claims | 001 |
| New York City | 002 |
| Third District | 003 |
| Fourth District | 004 |
| Fifth District | 005 |
| Sixth District | 006 |
| Seventh District | 007 |
| Eighth District | 008 |
| Ninth District | 009 |
| Nassau County | 10N |
| Suffolk County | 10S |
| Court of Appeals | COA |
| Appellate Div. First Dept. | AO1 |
| Appellate Div. Second Dept. | AO2 |
| Appellate Div. Third Dept. | AO3 |
| Appellate Div. Fourth Dept. | AO4 |
| Appellate Term First Dept. | AO5 |
| Appellate Term Second Dept. | AO6 |
| Appellate Aux. First Dept. | AX1 |
| Appellate Aux. Second Dept. | AX2 |
| Appellate Aux. Third Dept. | AX3 |
| Appellate Aux. Fourth Dept. | AX4 |
| COA Assigned Counsel | AX5 |
| Board of Law Examiners | AX6 |
| Administration (Management Support) | ADM |

| User | Code |
|---|---|
| Sup & County NY Civil | 001 |
| Sup & County NY Criminal | 002 |
| Sup & Co. Kings | 005 |
| Sup & Co. Queens | 006 |
| Sup & Co. Richmond | 007 |
| NYC Civil Court | 008 |
| NYC Criminal Court | 010 |
| Sup & County Bronx | 020 |
| NY Surrogate | 022 |
| Bronx Surrogate | 023 |
| Kings Surrogate | 024 |
| Queens Surrogate | 025 |
| Richmond Surrogate | 026 |

| Program | Code |
|---|---|
| Court of Appeals | 003 |
| Appellate Court Operations | 004 |
| Candidate Examination | 005 |
| Candidate Fitness | 006 |
| Attorney Discipline | 007 |
| Assigned Counsel | 008 |
| Law Guardian | 009 |
| Mental Hygiene Legal Services | 010 |
| Supreme and County Courts | 011 |
| Court of Claims | 012 |
| Family Court | 013 |
| Surrogate Courts | 014 |
| Multi-Bench Courts | 015 |
| City & District Courts | 016 |
| Jury Operations | 017 |
| Law Libraries | 018 |
| COJ Administration | 019 |
| NYC County Clerks | 044 |
| NYC Housing Court | 048 |
| Court Support Services | 050 |
| Drug Courts | 053 |
| NYC Community Courts | 052 |

b. The UCS 3003 report may be run by cost center (Detail); by program, district or user defined (Summary); or a combination of detail and summary (Both). In the Summary or Detail selection field, enter **'D'** for detail, **'S'** for summary, or **'B'** for both. (Note: the 'V' or Vax option is for use by the Division of Budget & Finance only.)

**OFFICE OF COURT ADMINISTRATION** CMD___
**BUDGET REQUEST SYSTEM**
**3003 REPORT**

YEAR 96 SUMMARY LEVEL: COST CENTER

DISTRICT___ ___ ___ ___ 1_____/___ 2_____/___
PROGRAM___ ___ ___ ___ 3_____/___ 4_____/___
MAJOR PURPOSE___ ___ ___ ___ 5_____/___ 6_____/___
USER DEFINED___ ___ ___ ___ 7 _____/___ 8_____/___
FUND___ ___ ___ ___ 9 _____/___ 10_____/___
ADMIN UNIT___ ___ ___ ___

SUM/DETAIL_ ADJUST_ BDGT FORM_ OBJ CODE_ PERCENTS_
(S OR D OR B OR V) (Y OR N) (Y OR N) (Y OR N) (Y OR N)

PRINT: AGY REQ_ REV RECOM_ OCA RECOM_ LEG AUTH_

COMPARISON REPORT: N

TOTALS ONLY: N

c. These selection fields:

**Adjust(ments)** **Bdgt Form** **Obj Code** **Percents**

are yes/no fields which allow the user to define the format of the report. A **'Y'** or an **'N'** must be entered in each field.

**NOTE: Entering a **'Y'** in the Bdgt Form selection field prints an input form which reflects the current appropriation amounts and blank lines for the entry of Court Agency and Review Agency Recommended amounts. To print a UCS 3003 report, enter an **'N'** in the Bdgt Form selection field.*

d. Enter an **'X'** in the Agy Req and Rev Recom selection fields to print the Agency Request or Review Agency Recommended columns respectively. The Current Appropriation column will always be printed.

e. Should a customized report heading be desired, space is provided for such an entry.

f. When you have completed all entries on the 3003 Report screen, press the **'Enter'** key. A message will be displayed at the lower left of your screen to indicate that the report was properly queued. If entries are incomplete, or in conflict (i.e cost centers and summaries requested), the fields to be completed or revised will be highlighted, and a message will appear in the lower left of your screen.

## Sample UCS 3003

ADMA3003
PAGE 1

STATE OF NEW YORK - JUDICIARY
BUDGET REQUEST FOR FISCAL YEAR 1996-97
AS OF 06/16/95 AT 9:19:01

| 2345 | SAMPLE COURT | CURR APPROP AS ADJUSTED | AGENCY REQUEST | CHANGES REQUESTED | PCT. CHANGE | REV. AGENCY RECOMMENDED | CHANGES REQUESTED | PCT. CHANGE | UCS RECOMMENDED | CHANGES REQUESTED | PCT. CHANGE | LEGISLATIVE AUTHORIZATION | CHANGES REQUESTED | PCT. CHANG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1102 | PERMANENT POSITION - JUDICIAL | 2,177,063 | 2,209,95 | +32,895 | +1.5 | 2,209,958 | +32,895 | +1.5 | 2,209,958 | +32,895 | +1.5 | 2,209,958 | +32,895 | +1 |
| 1103 | PERMANENT POSITION - | 10,137,621 | 9,887,45 | -250,170 | -2.4 | 9,887,451 | -250,170 | -2.4 | 9,887,451 | -250,170 | -2.4 | 9,887,451 | -250,170 | -2 |
| 1106 | NEW POSITIONS | 0 | 0 | +0 | +.0 | 0 | +0 | +.0 | 0 | +0 | +.0 | 54,142 | +54,142 | +10 |
| 1113 | GENERAL SALARY INCR - JUDICIAL | 0 | 92,070 | +92,070 | +100.0 | 92,070 | +92,070 | +100.0 | 92,070 | +92,070 | +100.0 | 92,070 | +92,070 | +10 |
| 1114 | GENERAL SALARY INCR - | 0 | 575,018 | +575.-19 | +100.0 | 575,018 | +575,018 | +100.0 | 575,018 | +585,018 | +100.0 | 575,018 | +575,018 | +10 |
| 1124 | PERSONAL SERVICE SAVINGS | -1,037,480 | 0 | +1,037,480 | +100.0 | 0 | +1,037,480 | +100.0 | -425,000 | +612,480 | +59.0 | -602,019 | +435,461 | +4 |
| 1130 | ASSIGNMENT DIFFERENTIAL | 8,,000 | 10,000 | +2,000 | +25.0 | 10,000 | +2,000 | +25.0 | 10,000 | +2,000 | +25.0 | 10,000 | +2,000 | +2 |
| 1132 | LOCATION PAY | 137,396 | 192,816 | +55,420 | +40.3 | 192,816 | +55,420 | +40.3 | 192,816 | +55,420 | +40.3 | 192,816 | +55,420 | +4 |
| 1300 | OVERTIME - REGULAR | 50,000 | 60,000 | +10,,000 | +20.0 | 60,000 | +10,000 | +20.0 | 60,000 | +10,000 | +20.0 | 60,000 | +10,000 | +2 |
| 1 | * PERSONAL SERVICE REGULAR * | 11,472,600 | 13,027,3 | +1,554,713 | +13.5 | 13,027,313 | +1,554,713 | +13.5 | 12,602,313 | +1,129,713 | +9.8 | 12,479,436 | +1,006,836 | + |
| 2 | * TEMPORARY SERVICE * | | | | | | | | | | | | | |
| 2100 | PERSONAL SERVICE - TEMPORARY | 60,000 | 70,000 | +10,000 | +16.6 | 70,000 | +10,000 | +16.6 | 80,000 | +20,000 | +33.3 | 80,000 | +20,000 | +3 |
| 2 | * TEMPORARY SERVICE * | 60,000 | 70,000 | +10,000 | +16.6 | 70,,000 | +10,000 | +16.6 | 80,000 | +20,000 | +33.3 | 80,000 | +20,000 | +3 |
| | P E R S O N A L S E R V I C E | 11,532,600 | 13,097,3 | +1,564,713 | +13.5 | 13,097,313 | +1,564,713 | +13.5 | 12,602,313 | +1,149,713 | +9.9 | 12,559,436 | +1,027,836 | + |
| 3 | * NUMBER OF POSITIONS * | | | | | | | | | | | | | |
| 3102 | NO OF POSITIONS - JUDICIAL | 20.0 | 20.0 | +.0 | +.0 | 20.0 | +.0 | +.0 | 20.0 | +.0 | +.0 | 20.0 | +.0 | - |
| 3103 | NO OF POSITIONS - NONJUDICIAL | 185.0 | 179.0 | -6.0 | -3.2 | 179.0 | -6.0 | -3.2 | 185.0 | +.0 | +.0 | 186.0 | +1.0 | - |
| 3105 | NO OF NEW POSITIONS - | .0 | 6.0 | +6.0 | +100.0 | 6.0 | +6.0 | +100.0 | 2.0 | +2.0 | +2.0 | 2.0 | +2.0 | +10 |
| 3 | * NUMBER OF POSITIONS * | 205.0 | 205.0 | +.0 | +.0 | 205.0 | +.0 | +.0 | 207.0 | +2.0 | +2.0 | 208.0 | +3.0 | +1 |
| 3650 | UNIFORMS | 5,520 | 6,900 | +1,380 | +25.0 | 6,900 | +1,380 | +25.0 | 6,900 | +1,380 | +25.0 | 6,900 | +1,380 | +2 |
| 3660 | OFFICE SUPPLIES | 108,000 | 128,000 | +20,000 | +18.5 | 128,000 | +20,000 | +18.5 | 120,000 | +12,000 | +11.1 | 120,000 | +12,000 | +1 |
| 3661 | EDP SUPPLIES | 27,000 | 31,000 | +4,000 | +14.8 | 31,000 | +4,000 | +14.8 | 31,000 | +4,000 | +14.8 | 31,000 | +4,000 | +1 |
| 3669 | LEGAL REFERENCE - GENERAL | 234,394 | 227,904 | -6,490 | -2.7 | 227,904 | -6,490 | -2.7 | 227,904 | -6,490 | -2.7 | 227,904 | -6,490 | -2 |
| 3691 | PEACE OFFICER TRAINING SUPPLIES | 500 | 600 | +100 | +20.0 | 600 | +100 | +20.0 | 600 | +100 | +20.0 | 600 | +100 | +2 |
| 3 | * SUPPLIES AND MATERIALS * | 375,414 | 394,404 | +18,990 | +5.0 | 394,404 | +18,990 | +5.0 | 386,404 | +10,990 | +2.9 | 386,404 | +10,990 | +2 |
| 4 | * TRAVEL * | | | | | | | | | | | | | |
| 4150 | TRAVEL GENERAL | 81,000 | 103,000 | +22,000 | +27.1 | 103,000 | +22,000 | +27.1 | 103,000 | +22,000 | +27.1 | 103,000 | +22,000 | +2 |
| 4 | * TRAVEL * | 81,000 | 103,000 | +22,000 | +27.1 | 103,000 | +22,000 | +27.1 | 103,000 | +22,000 | +27.1 | 103,000 | +22,000 | +2 |

2. **Budget Summary Report**

This report summarizes budget data into personal and nonpersonal service totals:

**OFFICE OF COURT ADMINISTRATION** CMD___
**BUDGET REQUEST SYSTEM**
**BUDGET SUMMARY REPORT**

YEAR 96 SUMMARY LEVEL: COST CENTER

DISTRICT___ ___ ___ ___ 1_____/___ 2_____/___
PROGRAM___ ___ ___ ___ 3_____/___ 4_____/___
MAJOR PURPOSE___ ___ ___ ___ 5_____/___ 6_____/___
USER DEFINED___ ___ ___ ___ 7_____/___ 8_____/___
FUND___ ___ ___ ___ 9_____/___ 10_____/___
ADMIN UNIT___ ___ ___ ___

COLUMN FOR ANALYSIS OR CHANGE:

AGENCY REQUEST __ (Y - N) REVIEW AGENCY REQUEST __ (Y - N)

HEADING: _____

a. Enter the desired cost center(s); district(s); or program(s) summaries to be printed.

b. Enter a **'Y'** in the Agency Request or Review Agency request field to designate the data you wish to compare against the Current Appropriation column. Only one column may be selected. Press the **"Enter"** key.

## Sample Budget Summary

REPORT FOR : COST CENTER
12345/ SAMPLE COURT

| SUMMARY | 1993-94 ADJUSTED APPROPRIATION | 1994-95 AGENCY REQUEST | | 1994-95 REVIEW AGENCY REQUEST | | 1994-95 UCS RECOMMENDATION | | UCS RECOMMENDED CHANGE |
|---|---|---|---|---|---|---|---|---|
| | | APPROPRIATION | ADDITIONAL NO. EXP. | APPROPRIATION | ADDITIONAL NO. EMP. | APPROPRIATION | ADDITIONAL NO. EMP. | |
| PERSONAL SERVICE | 11,532,600 | 13,097,313 | 205.0 | 13,097,313 | 205.0 | 12,682,313 | 207.0 | 1,149,713 |
| NONPERSONAL SERVICE | 1,341,914 | 1,416,404 | | 1,416,404 | | 1,385,404 | | 43,490 |
| MAINTENANCE UNDISTRIBUTED | 0 | 390,066 | | 390,066 | | 54,911 | | 54,911 |
| TOTAL | 12,874,514 | 14,903,783 | 205.0 | 14,903,783 | 205.0 | 14,122,628 | 207.0 | 1,248,114 |

COMMENTS:

ANALYSIS OF CHANGE - UCS RECOMMENDED

| | |
|---|---|
| 1993-94 POSITIONS: | 205.0 |
| 1994-95 POSITIONS: | 207.0 |
| CHANGE: | 2.0 |

PERSONAL SERVICE

| | |
|---|---|
| MANDATED: | |
| ANNUALIZED SALARY INCREASES | -217,275 |
| COLLECTIVE BARGAINING INC. | 575,018 |
| BONUS PAYMENTS | 0 |
| LOCATION PAY | 55,420 |
| INCONVENIENCE PAY | 2,000 |
| FULL ANNUAL SALARIES | 0 |
| LINE ADJUSTMENTS | 0 |
| JUDICIAL SALARY DIFFERENTIAL | 0 |
| OTHER | 0 |
| NON-MANDATED: | |
| NEW POSITIONS | 0 |
| SAVINGS | 612,480 |
| TEMPORARY SERVICE | 20,000 |
| OVERTIME | 10,000 |
| POSITIONS ABOLISHED | 0 |
| POSITIONS TRANSFERRED | 0 |
| TOTAL PERSONAL SERVICE | 1,057,643 |

NONPERSONAL SERVICE

| | |
|---|---|
| SUPPLIES AND MATERIALS | 10,990 |
| TRAVEL | 22,000 |
| CONTRACTUAL SERVICES | 62,000 |
| EQUIPMENT REPLACEMENT | 55,500 |
| EQUIPMENT NEW | -107,500 |
| STAFF BENEFITS | 0 |
| TOTAL NONPERSONAL SERVICE | 43,490 |

MAINTENANCE UNDISTRIBUTED

| | |
|---|---|
| MAINTENANCE UNDISTRIBUTED | 54,900 |

GRAND TOTAL

| | |
|---|---|
| GRAND TOTAL | 1,156,044 |

3. **Spreadsheet Report**

```
                    OFFICE OF COURT ADMINISTRATION                CMD___
                         BUDGET REQUEST SYSTEM
                         SPREAD SHEET REPORT

YEAR 96  SUMMARY LEVEL:                          COST CENTER

        DISTRICT___ ___ ___ ___  1_______/___  2_______/___
         PROGRAM___ ___ ___ ___            3_______/___  4_______/___
MAJOR PURPOSE___ ___ ___ ___               5_______/___  6_______/___
   USER DEFINED___ ___ ___ ___             7_______/___  8_______/___
            FUND___ ___ ___ ___            9_______/___ 10_______/___
      ADMIN UNIT___ ___ ___ ___

SUMMARY OR DETAIL ___
      (S OR D)

OBJ/GROUP____ ____ ____ ____ ____ ____ ____ ____ ____ ____

AGCY___ REV RECOMM__ OCA RECOMM__ LEGIS AUTH__

HEADING: ____________________________________________
```

a. Enter the fiscal year; cost center(s); district(s); or program(s) summaries to be printed.

b. Enter an **'S'** for summary or a **'D'** for detail.

c. Enter the five digit budget object group(s) desired.

d. Enter an **'X'** in the Agcy Req, Rev Recomm, OCA Recomm, or Legis Auth fields to specify the columns to be printed. Press the **'Enter'** key.

## Sample Spreadsheet Report

BGTASPRD 14:40:4 — OFFICE OF COURT ADMINISTRATION — 06/26/95 PAGE 1
P.S. - O.T.P.S. SPREAD SHEET FISCAL YEAR 1996-97
55100

REPORT REQUESTED BY: DISTRICT 099 ANY DISTRICT

55100 RENTALS OF EQUIPMENT

| FACILITY | | CURR. APPROP AS ADJUSTED | LEGISLATIVE AUTHORIZA-TION | CHANGES RECOMMENDED |
|---|---|---|---|---|
| 245016/ | ALBANY FAMILY COURT HEARING EXAM | 0 | 0 | +0 |
| 245024/ | ALBANY CO. FAMILY | 11,250 | 11,588 | +338 |
| 245032/ | ALBANY CO SURROGATE | 3,038 | 3,129 | +91 |
| 245040/ | ALBANY CO JURY | 4,000 | 4,120 | +120 |
| 245105/ | ALBANY CO SUPREME & CO | 23,871 | 24,587 | +716 |
| 250118/ | COLUMBIA CO MULTI-BENCH | 8,520 | 8,776 | +256 |
| 255118/ | GREENE CO MULTI-BENCH | 6,088 | 6,271 | +183 |
| 260024/ | RENSSELAER COUNTY FAMILY | 8,967 | 9,236 | +269 |
| 260032/ | RENSSELAER CO SURROGATE | 3,446 | 3,549 | +103 |
| 260040/ | RENSSELAER CO JURY | 2,146 | 2,210 | +64 |
| 260105/ | RENSSELAER CO SUPREME & CO | 15,698 | 16,169 | +471 |
| 265113/ | SCHOHARIE CO MULTI-BENCH | 6,713 | 6,914 | +201 |
| 270029/ | SULLIVAN COL FAMILY | 4,142 | 4,266 | +124 |
| 270045/ | SULLIVAN CO JURY | 2,700 | 2,781 | +81 |
| 270118/ | SULLIVAN CO MULTI-BENCH | 9,250 | 9,528 | +278 |
| 275029/ | ULSTER CO FAMILY | 7,654 | 7,884 | +230 |
| 275037/ | ULSTER CO SURROGATE | 2,652 | 2,732 | +80 |
| 275045/ | ULSTER CO JURY | 3,100 | 3,193 | +93 |
| 275100/ | ULSTER CO SUPREME & CO | 7,603 | 7,831 | +228 |
| 280058/ | ALBANY CITY | 8,927 | 9,195 | +268 |
| 285058/ | COHOES CITY | 3,072 | 3,164 | +92 |
| 290003/ | HUDSON CITY | 3,137 | 3,231 | +94 |
| 295003/ | KINGSTON CITY | 1,500 | 1,545 | +45 |

4. **<u>Expenditure Report (Budget Worksheet)</u>**

**OFFICE OF COURT ADMINISTRATION** CMD___
**BUDGET REQUEST SYSTEM**
**BUDGET EXPENDITURE REPORT**

YEAR 96 SUMMARY LEVEL: COST CENTER

DISTRICT___ ___ ___ ___ 1_____/___ 2_____/___
PROGRAM___ ___ ___ ___ 3_____/___ 4_____/___
MAJOR PURPOSE___ ___ ___ ___ 5_____/___ 6_____/___
USER DEFINED___ ___ ___ ___ 7_____/___ 8_____/___
FUND___ ___ ___ ___ 9_____/___ 10_____/___
ADMIN UNIT___ ___ ___ ___

SUMMARY OR DETAIL ___
(S OR D OR B OR V)

COLUMN FOR ANALYSIS OR CHANGE: %CHG COLS (Y OR N)__
AGENCY REQUEST__ REVIEW AGENCY REQUEST__ OCA RECOMM__

COMPARISON REPORT N (Y)
CURR APPROP__ AGENCY REQ __ REV AGY REQ __ OCA RECOMM __
EXPEND YR 1 __ EXPEND YR 2 __ EXPEND YR 3 __ PROJ EXPEND __

a. Enter the desired cost center(s); district(s); or program(s) summaries to be printed

b. Enter an **'S'** for summary or **'D'** for detail (Note: the ‘V’ or Vax version is for DBF use only).

c. Enter a **'Y'** or an **'N'** in the % Chg Cols field to specify whether percentage change amounts should be printed. If **'Y'** for yes:

- Enter an '**X**' in the Agency Request, Review Agency Request or OCA Recommendation fields to specify which column will be compared against the current appropriation.

d. Enter an '**N**' or '**Y**' in the Comparison Report field. Note: You may select <u>either</u> an Analysis or Change Report, or a Comparison Report, but <u>not both.</u> If '**Y**' for yes;

1. Enter an '*****' in the 'Curr Approp',' Agency Req', 'Rev Agy Req', or 'OCA Recomm' column to specify the column to be printed. Only one column may be selected.

2. Enter an '**X**' in the Expend Yr1, Expend Yr2, Expend Yr3 or Proj Expend fields to specify which columns should be printed.

e. Press the '**Enter**' key.

## Sample Expenditure Report

ADMAALLC
9:21:02

STATE OF NEW YORK - JUDICIARY
LEG. AUTH. CHANGE REQUEST
FOR FISCAL YEAR 1996-97

DATE RUN 06/16/95
PAGE 1

| xxxxx | SAMPLE COURT | LEGIS. AUTHORIZE | 1995-96 | PROPOSED ADJUST. (+/-) | ADJUSTED LEG. AUTH. | 1994-95 EXPENDITURE |
|---|---|---|---|---|---|---|
| 41100 | PERSONAL SERVICE REGULAR | 0 | 0 | 0 | 0 | 10,807,747 |
| 41102 | PERMANENT POSITION - JUDICIAL | 2,387,766 | 2,000,000 | 387,766 | 2,387,766 | 0 |
| 41103 | PERMANENT POSITION - NON-JUDICIAL | 10,647,367 | 10,647,367 | 0 | 10,647,367 | 0 |
| 41109 | SALARY INCREMENTS | 211,326 | 200,000 | 11,326 | 211,326 | 0 |
| 41124 | PERSONAL SERVICE SAVINGS | -250,000 | 50,000 | 200,000 | -250,000 | 0 |
| 41130 | ASSIGNMENT DIFFERENTIAL | 12,000 | 10,000 | 2,000 | 12,000 | 0 |
| 41132 | LOCATION PAY | 165,120 | 165,120 | 0 | 165,120 | 0 |
| 41300 | OVERTIME - REGULAR | 65,000 | 65,000 | 0 | 65,000 | 44,709 |
| 41 | * PERSONAL SERVICE REGULAR * | 13,238,579 | 13,137,487 | 601,092 | 13,238,579 | 10,852,457 |
| 42100 | PERSONAL SERVICE - TEMPORARY | 115,000 | 110,000 | 5,000 | 115,000 | 46,586 |
| 42 | * TEMPORARY SERVICE * | 115,000 | 110,000 | 601,092 | 115,000 | 45,586 |
| | *PERSONAL SERVICE TOTAL * | 13,353,579 | 13,247,487 | 606,092 | 13,238,579 | 10,899,043 |
| 43102 | NO OF POSITIONS - JUDICIAL | 20.0 | 20.0 | 0 | 20.0 | 0.0 |
| 43103 | NO OF POSITIONS - NON-JUDICIAL | 188.0 | 188.0 | 0 | 188.0 | 0.0 |
| 43 | * NUMBER OF POSITIONS * | 208.0 | 208.0 | 0 | 208.0 | 0.0 |
| 53650 | UNIFORMS | 6,900 | 6,000 | 900 | 9,600 | 5,360 |
| 53660 | OFFICE SUPPLIES | 120,000 | 120,000 | 0 | 120,000 | 82,462 |
| 63661 | EDP SUPPLIES | 31,000 | 30,000 | 1,000 | 31,000 | 15,937 |
| 53669 | LEGAL REFERENCE - GENERAL | 238,000 | 200,000 | 38,000 | 238,000 | 160,079 |
| 53690 | MISC. SUPPLIES AND MATERIALS | 0 | 0 | 0 | 0 | 182 |
| 53691 | PEACE OFFICER TRAINING SUPPLIES | 600 | 600 | 0 | 600 | 0 |
| 53 | * SUPPLIES AND MATERIALS * | 396,500 | 300,500 | 96,000 | 396,500 | 264,021 |

5. **Allocation Change Report**

```
                    OFFICE OF COURT ADMINISTRATION                CMD__
                       BUDGET REQUEST SYSTEM
                    ALLOCATION CHANGE REQUEST

YEAR 96  SUMMARY LEVEL:                                  COST CENTER

          DISTRICT___ ___ ___ ___  1_______/___   3_______/___
         PROGRAM___ ___ ___ ___          2_______/___   4_______/___
 MAJOR PURPOSE___ ___ ___ ___            5_______/___   6_______/___
    USER DEFINED___ ___ ___ ___          7_______/___   8_______/___
             FUND___ ___ ___ ___         9_______/___  10_______/___
      ADMIN UNIT___ ___ ___ ___

SUMMARY OR DETAIL __
  (S OR D OR B OR V)

CURRENT ALLOCATION __          LEGISLATIVE AUTHORIZATION __

HEADING : ____________________________________________
```

a. Enter the desired cost center(s); district(s); program(s) or user summaries to be printed.

b. Enter an **'S'** for summary, **'D'** for detail or **'B'** for both (Note: the ‘V’ or Vax version is for DBF use only).

c. Enter either **'Y'** or **'N'** in the Current Allocation or the Legislative Authorization fields. The field selected will depend on which column of budget data the proposed interchanges are to be assessed against. Press the **'Enter'** key.

## Sample Allocation Change Report

BGTAALLC
**16:09:01**

STATE OF NEW YORK - JUDICIARY
LEG. AUTH. CHANGE REQUEST
FOR FISCAL YEAR 1996-97

**009 ANY DISTRICT**

***** SUMMARY *****

| | | LEGIS. AUTHORIIZE | 1995-96 PROJ. EXPENDITURE | PROPOSED ADJUST (-/+) | ADJUSTED EXPENDITURE | 1994-95 EXPEND. |
|---|---|---|---|---|---|---|
| | | 0 | 0 | 0 | 0 | 319,755,268 |
| 41100 | PERSONAL SERVICE REGULAR | | | | | |
| 41102 | PERMANENT POSITION - JUDICIAL | 215 | 0 | 0 | | 0 |
| 41103 | PERMANENT POSITION - NON-JUDICIAL | 1,350 | 0 | 0 | | 0 |
| 41104 | GENERAL SALARY INCREASES | 4,144,357 | 0 | 0 | 4,144,357 | 0 |
| 41124 | PERSONAL SERVICE SAVINGS | -20,345,485 | 0 | 0 | -20,345,485 | 0 |
| 41130 | ASSIGNMENT DIFFERENTIAL | 657,560 | 0 | 0 | 657,560 | 0 |
| 41132 | LOCATION PAY | 4,788,531 | 0 | 3,000 | 4,791,531 | 0 |
| 41300 | OVERTIME - REGULAR | 7,822,448 | 0 | -1,500 | 7,820,948 | 8,134,149 |
| 41700 | JUDICIAL SALARY DIFFERENTIAL | 116,244 | 0 | 0 | 116,244 | 129,928 |
| 41 | *PERSONAL SERVICE REGULAR * | 326,963,473 | 0 | 1,500 | 326,964,973 | 328,019,345 |
| 42100 | PERSONAL SERVICE - TEMPORARY | 1,128,166 | 0 | -1,500 | 1,126,666 | 4,448,213 |
| 42 | *TEMPORARY SERVICE * | 1,128,166 | 0 | -1,500 | 1,126,666 | 4,448,213 |
| | *PERSONAL SERVICE TOTAL* | 328,091,639 | 0 | 0 | 328,091,639 | 332,467,558 |

## 6. Budget In Brief Report

**OFFICE OF COURT ADMINISTRATION** CMD___
**BUDGET REQUEST SYSTEM**
**BUDGET IN BRIEF REPORT**

YEAR 96 SUMMARY LEVEL: COST CENTER

DISTRICT___ ___ ___ ___ 1_____/___ 2_____/___
PROGRAM___ ___ ___ ___ 3_____/___ 4_____/___
MAJOR PURPOSE___ ___ ___ ___ 5_____/___ 6_____/___
USER DEFINED___ ___ ___ ___ 7_____/___ 8_____/___
FUND___ ___ ___ ___ 9_____/___ 10_____/___
ADMIN UNIT___ ___ ___ ___

SUMMARY OR DETAIL ___
(S OR D OR B OR V)

PRINT: REV RECOM___ OCA RECOM___ PI (P) OR MU (M) __

HEADING: _____

a. Enter the desired cost center(s); district(s); program(s) or user summaries to be printed.

b. Enter an **'S'** for summary, **'D'** for detail or **'B'** for both (Note: the 'V' or Vax version is for DBF use only).

c. Enter an **'X'** in the Rev Recomm or OCA Recomm field.

d. Enter a **'P'** <u>or</u> an **'M'** in the PI or MU field to specify which object grouping you wish to print.

e. Press the **'Enter'** key.

## Sample Budget In Brief

| 123456 SAMPLE COURT | CURR APPROP AS ADJUSTED | REV. AGENCY RECOMMENDED | CHANGES TO CUR APPROP | PCT. CHANGE | AGENCY REQUEST | CHANGES BY REV. AGY. | PCT. CHANGE |
|---|---|---|---|---|---|---|---|
| PERSONAL SERVICE | | | | | | | |
| PERSONAL SERVICE REGULAR | 13,021,455 | 13,423,579 | +402,124 | 3.0 | 13,423,579 | +0 | 0.0 |
| NEW POSITIONS | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| SAVINGS | -602,019 | 0 | +602,019 | 100.0- | 0 | +0 | 0.0 |
| PERSONAL SERVICE TEMPORARY | 80,000 | 115,000 | +35,000 | 43.7 | 115,000 | +0 | 0.0 |
| PERSONAL SERVICE OVERTIME | 60,000 | 65,000 | +5,000 | 8.3 | 65,000 | +0 | 0.0 |
| OTHER PERSONAL SERVICE | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| *** TOTAL PERSONAL SERVICE | 12,559,436 | 13,603,579 | +1,044,143 | 8.3 | 13,603,579 | +0 | 0.0 |
| NONPERSONAL SERVICE | | | | | | | |
| LEGAL REFERENCE | 227,904 | 248,000 | +20,096 | 8.8 | 248,000 | +0 | 0.0 |
| PROFESSIONAL SERVICES | 20,000 | 20,000 | +0 | 0.0 | 20,000 | +0 | 0.0 |
| JUDICIAL HEARING OFFICERS | 99,000 | 99,000 | +0 | 0.0 | 99,000 | +0 | 0.0 |
| SECURITY | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| JURY FEES | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| TRANSCRIPTS | 3,000 | 3,000 | +0 | 0.0 | 3,000 | +0 | 0.0 |
| EQUIPMENT | 143,604 | 36,500 | -107,104 | 74.5- | 36,500 | +0 | 0.0 |
| OTHER NON-PERSONAL SERVICE | 872,500 | 955,500 | +83,000 | 9.6 | 955,500 | +0 | 0.0 |
| STAFF BENEFITS | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| *** TOTAL NON-PERSONAL SERV | 1,366,008 | 1,362,000 | -4,008 | 0.2- | 1,362,000 | +0 | 0.0 |
| MAINT. UNDISTRIBUTED | | | | | | | |
| ETHICS COMMISSION | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| UNDISTRIBUTED | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| APP DIV JUDGES SUPPORT | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| JUDICIAL SALARY INCREASE | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |
| COMMUNITY DISPUTE RESOLUTION | 0 | 0 | +0 | 0.0 | 0 | +0 | 0.0 |

7. **3003 In Brief Report**

```
                    OFFICE OF COURT ADMINISTRATION                CMD___
                    BUDGET REQUEST SYSTEM
                    3003 IN BRIEF REPORT

YEAR 96  SUMMARY LEVEL:                        COST CENTER

          DISTRICT___ ___ ___ ___  1_______/___  2_______/___
         PROGRAM___ ___ ___ ___          3_______/___  4_______/___
MAJOR PURPOSE___ ___ ___ ___             5_______/___  6_______/___
   USER DEFINED___ ___ ___ ___           7 ______/___  8_______/___
             FUND___ ___ ___ ___         9 ______/___ 10_______/___
      ADMIN UNIT___ ___ ___ ___

SUM/DETAIL_
(S OR D OR B OR V)

PRINT:   AGY REQ_   REV RECOM_   OCA RECOM_    LEG AUTH_

COMPARISON REPORT: N

TOTALS ONLY: N
```

a. To select a district-wide or program-wide report, type the appropriate 3-digit code in the appropriate field. District, District/Program or User summaries may not be selected while simultaneously specifying individual cost centers. Do not make entries in the Major Purpose or Fund selection fields.

b. Enter a ‘Y’ or an ‘N’ to indicate the columns to be printed.

## Sample 3003 In Brief

| 123456 SAMPLE COURT | CURR APPROP AS ADJUSTED | UCS RECOMMENDED | CHANGES TO CUR APPROP |
|---|---|---|---|
| P E R S O N A L  S E R V I C E | | | |
| PERSONAL SERVICE REGULAR | 13,021,455 | 13,423,579 | 402,124 |
| SAVINGS | -602,019 | -250,000 | 352,019 |
| PERSONAL SERVICE TEMPORARY | 80,000 | 115,000 | 35,000 |
| PERSONAL SERVICE OVERTIME | 60,000 | 65,000 | 5,000 |
| *** TOTAL PERSONAL SERVICE | 12,559,436 | 13,353,579 | 794,143 |
| N O N-P E R S O N A L  S E R V I C E | | | |
| LEGAL REFERENCE | 227,904 | 238,000 | 10,096 |
| PROFESSIONAL SERVICES | 20,000 | 20,000 | 0 |
| JUDICIAL HEARING OFFICERS | 90,000 | 99,000 | 0 |
| TRANSCRIPTS | 3,000 | 3,000 | 0 |
| EQUIPMENT | 143,604 | 36,500 | -107,104 |
| OTHER NON-PERSONAL SERVICE | 872,500 | 926,500 | 54,000 |
| *** TOTAL NON-PERSONAL SERV. | 1,366,008 | 1,323,000 | -43,008 |
| M A I N T.  U N D I S T R I B U T E D | | | |
| NEW POSITIONS | 0 | 55,910 | 55,910 |
| NEW EQUIPMENT | 0 | 290,000 | 290,000 |
| AUTOMATION | 0 | 60,000 | 60,000 |
| *** TOTAL MAINT. UNDISTRIB | 0 | 405,910 | 405,910 |
| G R A N D  T O T A L | 13,925,444 | 15,082,489 | 1,157,045 |
| N U M B E R  O F  P O S I T I O N S | | | |
| POSITIONS JUDICIAL | 20.0 | 20.0 | .0 |
| POSITIONS NON-JUDICIAL | 188.0 | 188.0 | .0 |
| NEW POSITIONS NON-JUDICIAL | .0 | 2.0 | 2.0 |
| *** TOTAL NUMBER POSITIONS | 208.0 | 210.0 | 2.0 |

| Date: 7/20/07 | Subject: On-Line Administrative Services Applications (ADMN) Schedule of Positions and Job Categories | Part/Chapter X/4.000 |
|---|---|---|
| Supersedes: 7/01/02 | | Page: 1 |

4.000 Schedule of Positions (UCS-3001) Staffing Categories, Case Type Designation Updates, and Family Court Title IV-D Categories

The Budget Development facility includes an application for categorization of all UCS line items reflected on the authorized Schedule of Positions (SOP). This facility is to be used by district/administrative office staff for entry of the appropriate staffing category and case type designation applicable to each position within its jurisdiction. The Family Court Title IV-D category is updated centrally by the Division of Financial Management annually, based on positions identified by the respective district/administrative offices. The information keyed into this facility is reflected on the bi-weekly UCS-3001 Schedule of Positions report, a key tool for management of UCS staffing resources. A sample page from the UCS-3001 appears on the final page of this section.

A complete update of positions is conducted each year at the commencement of the annual budget process, but maintenance of the staffing information contained in this application should be an ongoing process throughout the fiscal year. Whenever a position is added to the SOP, reclassified, transferred, or reassigned to other functions, the staffing category and case type designation should be evaluated, and edited if necessary.

Sections 4.000.1 and 4.000.2 describe the determination of staffing category and case type designations. Family Court IV-D designations are addressed in Section 4.000.3; and data entry instructions in Section 4.000.4.

4.000.1 Staffing Category Designations

Each position within a specific jurisdiction should be reviewed for staffing and case type information, as listed on the appropriate bi-weekly UCS-3001 report. Based upon this review, any necessary changes should be entered into the Schedule of Positions application.

Review the current staffing category designations, displayed as digits 1-7 under the '**Job Cat**' heading on the UCS-3001 report. Definitions for each position category are as follows:

Staffing Categories:

1. Judges: All judicial positions are assigned to this category except Housing Court judges which are Category 3.

2. Chambers: In this category are those secretarial positions which work directly for a judge and legal positions which serve as the personal appointee of a judge or justice. Family Court Support Magistrates are also included in this category.

3. Law Department: This category includes those legal positions which perform legal research functions either in a "pool arrangement" and are therefore, not specifically assigned to an individual judge or justice. Included in this category are court attorney and stenographic support staff. New York City Housing Court Judges are also included in this category.

4. Court Reporting: All positions which perform court reporting or court stenographic services, regardless of title, are placed in this category.

5. Court Support: This category includes positions which are responsible for supervising nonjudicial positions and managing administrative functions including budget preparation, payroll, accounting, personnel and purchasing. It includes court positions as well as administrative positions in appellate auxiliary agencies and the Office of Court Administration. Within this category an additional breakdown should be provided to indicate which of the following administrative categories the position services a majority of the time:

5A. Case Resolution - Examples include chief clerks, deputy chief clerks and their secretarial support in the trial courts. Please note, that for those courts where the chief clerk or deputy chief clerk spends more than 50% of their time providing in part or case processing services, the positions should be reflected in staffing category 6A or 6B.

5B. Information and Records Management - Includes positions in the PC Analyst and LAN Administrator series as well as staff in the Division of Technology.

5C. Jury Operations - Includes local jury operations as well as OCA staff.

5D. Financing and Controls - Includes trial and appellate court positions which are primarily involved in budget and accounting functions, as well as staff in OCA Divisions of Financial Management, Office of Internal Affairs and Payroll.

5E. Human Resource Management - Includes court positions handling personnel functions as well as OCA Human Resource Services offices of Education and Training, Employee Relations, Personnel, Employee Benefits, Workforce Diversity, Career Services and the Court Officers Academy.

5F. Communications - Includes positions in the OCA Office of Public Affairs and others whose chief responsibility concerns public information activities.

5G. Administrative/Clerical - Includes positions in administrative functions which do not primarily relate to categories 5A through 5F. Examples would be positions in appellate auxiliary operations and OCA offices such as Executive Direction and Administrative Services.

5H. Legal - Positions whose primary function involves litigation, legal research or counsel activities in a non-court setting.

5I. Investigatory - Includes some positions in the Court Analyst title series in the Attorney Discipline program.

5J. Social Work - Positions performing social work functions, such as Mental Health Information Officer titles and some positions in MHLS. In the trial courts, this includes Family Counseling Case Analysts and positions in the Court Analyst title series who serve as case managers in specialty courts (Drug Treatment Courts, Domestic Violence Courts, Mental Health Courts).

5K. Law Reporting - Law reporting functions, which currently exist only in the Court of Appeals.

5L. Law Library - Positions in the Law Librarian and Law Library Clerk title series and all titles in the Law Library program in the trial courts.

5M. Building Maintenance - Positions supporting building maintenance, which currently exist only in the Court of Appeals.

6A. Court Operations - In Part - All persons assigned to handle case administration functions in the part, including Court Assistants and Court Clerks in the trial courts.

6B. Court Operations - Back-Office - All positions involved in the receipt of case papers and processing cases in the back-office appear in this category.

7. Security - All positions that directly provide security services or whose primary duties support the provision of security services in court operations, training or administration. Within this category an additional breakdown should be provided to indicate where the position serves a majority of the time:

7A. Peace Officer/Operations - All peace officers assigned to courtrooms, entryways, building patrol or similarly related courthouse locations.

7B. Non-Peace Officer/Operations - All non-peace officers, including attendants, that are assigned to courtrooms, jury deliberation rooms or similarly related courthouse locations.

7C. Peace Officer/Administration - All peace officers who perform administrative functions including personnel duties, security operations and planning. These individuals generally work in administrative or OCA offices.

7D. Non-Peace Officer/Administration - All non-peace officers who perform administrative functions including personnel duties, security operations and planning. These individuals generally work in administrative or OCA offices.

7E. Peace Officer/Training - All peace officers whose primary function is to design and present in-service training programs to court system security personnel.

Please note that court operations positions should be designated as 6A (In Part) or 6B (Back-Office). For positions which are split between categories, assign the category number in which the positions operates the majority of the time, since only one category can be selected. This is especially important in smaller courts, where Chief Clerks and Deputy Chief Clerks do not devote more than 50% of their time to administrative functions (Category 5). For such positions, Category 6A (In Part), or 6B (Back-Office) should be used.

4.000.2 Case Type Categories

In addition to the staffing category breakdown, each position should be broken down by the percentage (%) of time devoted to each of several case type or activity categories. Effective May 1, 1994 case type designations have been expanded and made uniform across all programs. By making all case types available to all programs, workload of FTE's, assigned outside of their scheduled program, can be captured. In addition, the case types have been arranged in programmatic order to facilitate data entry and avoid confusion between supreme and city civil and criminal case types. The list of case types and their screen and 3001 abbreviations are listed below. Please note, the "Other" category should be used only for time spent in administration, law library work or in those cases where no other case type category applies.

Case Type Categories:

| | | | |
|---|---|---|---|
| SCV | Supreme Civil | SCR | Supreme Criminal |
| FAM | Family | SUR | Surrogate |
| CCV | City Civil | SCL | Small Claims |
| ARB | Arbitration | HSE | Housing |
| CCR | City Criminal | TRF | Traffic |
| PRK | Parking | JRY | Jury |
| OTH | Other | | |

4.000.3 Family Court Title IV-D Designations

***Note:** **Data entry of changes to IV-D designations is completed centrally by DFM staff only**.

The categorization of Family Court positions, Multi-Bench positions or Public Safety positions devoted 100 percent of the time to Family Court matters is the basis for expense claims submitted for Title IV-D Federal reimbursement. It is vitally important that all positions be reviewed and categorized carefully, as this process is critical to any subsequent audit of the IV-D expenses claim process conducted by the Federal Government. Positions should be categorized based on their principal duties as follows:

Category 1 Positions working solely on Uniform Support of Dependents Law (USDL) matters.

Category 2 Positions involved exclusively with Support Magistrate parts, including back-office staff if such back-office position is 100 percent dedicated to the Support Magistrate part.

Category 3 Positions performing general back-office duties associated with all Family Court matters.

Category 4 All other positions (regardless of program designation) including judges's secretary, court attorney's, court officers and other positions assigned to work in judicial parts providing direct judicial support. (Not eligible for Federal reimbursement.)

Note: Category 0 retired as of 4/1/2007

4.000.4 Data Entry Instructions: Update Procedures for Staffing Category, and Case Type

1. From the ADMN Main Menu, type **"F"** in the selection field, and press '**Enter**', to access the Budget Utilities applications.

```
                                NEW YORK STATE
ADMOPM01              OFFICE OF COURT ADMINISTRATION          04/17/2002   09:51
                    ADMINISTRATIVE SERVICES APPLICATIONS
                                MAIN MENU


          TO SELECT APPLICATION ENTER LETTER CODE  ==> F
                                  DEPRESS ENTER KEY


                A.P.P.I.S.                      A
                BUDGET DEVELOPMENT              B
                BUDGET IMPLEMENTATION           C
                BUDGET UTILITIES                F
                BUDGET SECURITY                 G
                SIGNOFF                         H
```

2. Type **"C"** and press **'Enter'** to access the Schedule of Positions application:

```
                          NEW YORK STATE
ADMOPM05          OFFICE OF COURT ADMINISTRATION        04/17/2002  09:56
                   BUDGET OFFICE UTILITY MENU                CMD   ___
                           MAIN MENU


          TO SELECT APPLICATION ENTER LETTER CODE  ==> C_
                              DEPRESS ENTER KEY


 BUDGET IMPLEMENTATION MENU   A   OBJECT FILE                  E
 BUDGET DEVELOPMENT MENU      B   COST CENTER FILE             F
 SCHEDULE OF POSITIONS        C   TITLE FILE                   G
 RANGE FILE                   D   ORIGINATING AGENCY FILE     H


                    REPORT SUMMARY          SU
                   TERMINAL CONTROL         TC
                     MESSAGE SYSTEM         MS
                     REMOTE REPORTS         RR

                   EXIT TO MAIN MENU        XX
```

2. From this screen, you may select a line, or range of lines, for review and/or edit purposes. Selection '**E**' indicates a request for Job Category update. Complete the fields by providing the payroll agency code, and the first or beginning line number for the series of positions for which designations are to be entered or revised.

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPSOP                SCHEDULE OF POSITIONS              04/17/2002   11:46

                      FISCAL YEAR:     2002
                ENTER SELECTION:       E
                         AGENCY:       05537
                           LINE:       07605
                        TO LINE:       ____

                      INQUIRY ===>  A


                  JOG CATEGORY ===>  E
      PRINT SCHEDULE OF POSITIONS ===>  F
     PRINT SCHEDULE (TEMPORARY) ===>  T


        EXIT   -   PF3   OR   PF12   OR ===>  X
```

3. You may leave the second field (To Line:_____) blank. This will return all the subsequent lines within that cost center range. To select only a specific range of lines, complete the second field with the final line number of the range to be revised.

   Press the '**Enter**' key when all selection criteria have been entered. An input screen similar to the example which follows will be returned:

NEW YORK STATE
ADMOPJOB OFFICE OF COURT ADMINISTRATION 04/17/02 15:48
AGENCY 05590 PGM 015 JOB CATEGORY UPDATE CMD ___

| LINE | TITLE | JOB | LOC | %SCV | %SCR | %FAM | %SUR | %CCV | %SCL | %ARB | %HSE | %CCR | %TRF | %PRK | %JRY | %OTH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 03511 | CHF CLK I | 5B | ___ | ___ | ___ | 100 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03512 | CHF CLK I | 5A | ___ | ___ | ___ | ___ | 100 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03513 | CHF CLK I | 5B | ___ | 099 | 001 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03517 | ASC CT AT | 2 | ___ | 020 | 035 | 035 | 010 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03523 | CT REPTR | 4 | ___ | ___ | 045 | 050 | 005 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03524 | CT REPTR | 4 | ___ | ___ | 045 | 050 | 005 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03526 | SECY JGE | 2 | ___ | 020 | 060 | 005 | 015 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03527 | SECY JGE | 6A | ___ | 010 | 025 | 060 | 005 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03530 | PRIN OFC | 6B | ___ | 001 | 099 | ---- | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03531 | PRIN OFC | 6B | ___ | ___ | ___ | 100 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03532 | PRIN OFC | 6B | ___ | 055 | 045 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03535 | PRIN OFC | 6B | ___ | ___ | ___ | 100 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03540 | SR OFC ST | 6B | ___ | ___ | ___ | ___ | 100 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| 03543 | SR OFC AS | 6B | ___ | 050 | ___ | ___ | 025 | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| END OF | PGM | | | | | | | | | | | | | | | |

4. Type the job category and case type percentage applicable to each position. Use the cursor to move between positions. Please Note: When entering case type percentages make sure they total 100%. If no percentages are entered, the system will default to 100% "Other". If less than 100% is entered, the system will enter shortage in "Other". If percentages are in excess of 100%, the error message "PERCENTAGES ADD UP TO MORE THAN 100%" will appear at the bottom of the screen and the system will advise the total percent entered on the line in error.

5. When all the data entry changes are complete, press the '**Enter**' key to update the records. If not all line numbers within the requested series have been displayed, another page of positions will be displayed. When the series is complete, the system will flag "END" OF PGM" in the lower right corner of the screen. This flag will also appear if the original "line to line" selection can fit on one screen. Once changes have been "Entered", the user may enter an "X" in the 'CMD' field to return to the menu. If the "line to line" selection is more than one screen length, the user may move forward by pressing the "F8" or "enter" key. The use of the "F8" key will also save any changes made by the user. The use of the "F7" key to scroll backward is not an option in this application.

6. At any time, the user may enter an "**X**" in the '**CMD**' field (upper-right corner) to exit the Staffing Category application, but the user must press the '**Enter**' key to update records.

7. No report is issued upon completion of these changes. You may print your data entry screens to track your changes. Verify your changes on the subsequent UCS-3001 issued.

SAMPLE UCS-3001

3001 U C S - 3 0 0 1 PAGE: 241
PERIOD: 05/19/98-04 FISCAL YEAR: 02-03

COST CENTER: 999999/ - SAMPLE COURT DEPT: 05 OBJECT: 41100 ACCUM CODE:

| LINE | EFFECTIVE DATE | TITLE CODE | GR | SALARY | PBC | JOB CAT | SCV | SCR | FAM | SUR | CCV | SCL | ARB | HSE | CCR | TRF | PRK | JRY | OTH | EARMR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AGENCY CODE: 09920 | | | | | | | | | | | | | | | | | | | | |
| 4010 | 03/25/93 | 40337 CHF CLK VI | 32 | $81,929 | A | 5A | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4015 | 03/25/93 | 00410 DEP CHF CLK IV | 28 | $67,253 | A | 5 | 50 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4020 | 03/25/93 | 43379 PRIN CT ATTORNEY | 31 | $80,489 | A | 3 | 0 | 30 | 0 | 10 | 0 | 20 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4022 | 03/25/93 | 43277 PRIN LW CLK JGE | 31 | $73,430 | A | 2 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4025 | 03/25/93 | 43381 CT ATTORNEY-REFEREE | 31 | $77,188 | A | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 | |
| 4026 | 03/25/93 | 43378 ASC CT ATTORNEY | 30 | $59,131 | A | 3 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4030 | 03/25/93 | 41135 PRIN SUR CT CLK | 26 | $62,785 | A | 6B | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4031 | 03/25/93 | 41135 PRIN SUR CT CLK | 26 | $60,386 | A | 6B | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4032 | 03/25/93 | 41135 PRIN SUR CT CLK | 26 | $62,785 | A | 6B | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4040 | 03/25/93 | 41501 CT REPTR | 24 | $42,719 | A | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 00 | 0 | 0 | 0 | 100 | |
| 4045 | 03/25/93 | 41137 ASC SUR CT CLK | 23 | $53,943 | A | 6B | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 | 00 | 0 | 0 | 0 | 0 | |
| 4050 | 03/25/93 | 41103 SR CT CLK | 21 | $48,744 | A | 6B | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | |
| 4051 | 03/25/93 | 41160 SR SURR CT CLK | 21 | $48,744 | A | 6B | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | |
| 4052 | 03/25/93 | 41160 SR SURR CT CLK | 21 | $47,186 | A | 6B | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 4053 | 03/25/93 | 44315 SR SECY JGE | 17 | $39,647 | A | 3 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | E |

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/5.000 |
|---|---|---|
| Supersedes: ALL | Strategic Planning | Page: 1 |

5.000 Strategic Planning *(Note: This application is not currently being utilized)*

The long-term comprehensive planning process that we have adopted with the development of annual Three Year Plans has become a vital tool for the Unified Court System. Three-year planning has evolved into an effective procedure for clarifying future direction, broadening participation in policy making and integrating operational plans with resource allocation and budget request decisions.

In order to report current fiscal year allocations and Three-Year Plan resource changes in the plan categories identified in the Plan for the Administration and Operation of the Trial Courts of the New York State Unified Court System, the Office of Financial Management and Audit Services together with the Office of Data Processing has developed a Three-Year Plan application for the Unified Court System's mainframe computer system.

Plan reports provide different points of view which reflect the impact of planned resource changes - by function (case adjudication, in-part support); by category (communication and public information, jury systems management); and/or by resource change.

The data sources for this program include the UCS 3001 and the UCS 3003, which together provide current year staffing and budget allocation information, and your 3 year plan worksheets. Frequent users of other UCS mainframe applications should find the data entry keystrokes and movement keys familiar.

The data entry screen for the Three-Year Plan application is a selected portion of a large spreadsheet, similar to the UCS-3003. Current fiscal year allocations, and planned resource changes for three subsequent years, are displayed in columns. Planned resource changes are identified as related to "Workload" changes, "Enhancement" requests, and/or "Non-recurring" items, and by planned statistical subobject of expense. Data entry is completed at the cost center level; reports are available at summary levels only (district, program).

Prior to data entry, it is helpful to identify each proposed resource change as "Workload Related", "Enhancement", or "Non-Recurring", and planned statistical subobject(s) of expense. The sample worksheet shown below, or a similar worksheet, may be helpful in collecting information prior to data entry. See the Deputy Chief Administrator's annual "Three Year Operational Plan memo for further instructions.

# SAMPLE WORK SHEET

DISTRICT: 017A PROGRAM/ADMIN. UNIT: CHANNEL ISLANDS JURY

PROGRAM/ADMIN. UNIT COMPONENTS: CHANNEL JURY, ISLAND JURY, BLOCK JURY,

BEGINNING FISCAL YEAR: ____

PLAN CATEGORY TOTAL FTE ASSIGNED YR.1 1.8 YR.2 2.8 YR.3 2.8

| | JURORS | JUROR DAYS | QUEST & SUMMONS |
|---|---|---|---|
| CASE TYPE: | | | |
| FILINGS PROJECTIONS: CURR. | 50 | 152 | 880 |
| YR.1 | 65 | 160 | 750 |
| YR.2 | 80 | 175 | 500 |
| YR.3 | 100 | 200 | 250 |

| YEAR | FTE ASSIGNED | OPERATIONAL PLAN OBJECTIVE(S) | ACTION(2) PLANNED | RESOURCE CHANGES | FUNCTION CODE | |
|---|---|---|---|---|---|---|
| ONE | 1.8 | To follow-up and monitor non-compliance in questionnaire and summons response | One position to be added to manage database and follow-up<br>*SO 41909 _ $26,000* | +1. OFTE (BO Clerical)<br>+26,000 PS<br>1,500 NPS<br>a SO 53660<br>$1,500 | 9 | *WORKLOAD* |
| TWO | 2.8 | To provide a more uniform introduction and overview to new jurors by presenting a video which fully explains the process; telephone stand by system; service; and responsibilities | TV/VCR<br>Corner Swivel/Hanger | +$1,200 NPS<br>a SO 57909<br>$1,200 | 9 | *ENHANCEMENT* |

5.000.1 Data Entry Instructions

1. Once the sign-on has been successfully completed (see FPCM X/7.000), the menu shown below appears; select '**E**', and press the '**Enter**' key.

```
                    NEW YORK STATE
ADMOPM01      OFFICE OF COURT ADMINISTRATION                MM/DD/YY HH:MM
              ADMINISTRATIVE SERVICES APPLICATIONS
                         MAIN MENU

      TO SELECT APPLICATION ENTER LETTER CODE ===> E
                      DEPRESS ENTER KEY

              A.P.P.I.S.                    A
              BUDGET DEVELOPMENT            B
              BUDGET IMPLEMENTATION         C
              C.A.R.S.                      D
              STRATEGIC PLANNING            E
              BUDGET UTILITIES              F
              BUDGET SECURITY               G
              SIGNOFF                       H
```

2. At the Strategic Planning Menu, select **"A"** to enter data.

```
                    NEW YORK STATE
ADMOPMO4   OFFICE OF COURT ADMINISTRATION        CMD__
           ADMINISTRATIVE SERVICES APPLICATIONS
                STRATEGIC PLANNING MENU


     TO SELECT APPLICATION ENTER LETTER CODE ==> A
                DEPRESS ENTER KEY


          3 YEAR PLAN DATA COLLECTION A
          3 YEAR PLAN REPORT REQUEST  B


               REPORT SUMMARY SU
               TERMINAL CONTROL TC
               MESSAGE SYSTEM MS
               REMOTE REPORTS RR
```

3. The "Data Collection - Three-Year Plan" Menu will appear with the cursor located in the "Cost Center/Var" field.

**OFFICE OF COURT ADMINISTRATION** CMD___

**DATA COLLECTION - THREE YEAR PLAN**
**FISCAL YEAR 96**
**PLAN YEAR 96**
**COST CENTER/VAR _____ ___**
**OBJECT GROUP 41**

OBJECT GROUPS

41 PERSONAL SERVICE REGULAR
42 TEMPORARY SERVICE
43 NUMBER OF POSITIONS
53 SUPPLIES AND MATERIALS
54 TRAVEL
55 UTILITIES AND CONTRACT SRV
57 EQUIPMENT
60 STAFF BENEFITS
62 MAINTENANCE UNDISTRIBUTED

4. Required data entry fields in the "Data Collection - Three Year Plan Menu" will determine the area or section of the Three Year Plan "spreadsheet" you address for data entry:

**Fiscal Year** Defaults to the current fiscal year; fiscal year 1995-96, for example is represented by "95".

**Plan Year** The first year of the plan. The plan for fiscal year 1996-97 is represented by "96". If data entry is to be done for a different year, use the "up-arrow" key to cursor up to change the year.

**Cost Center** Enter the Three-Year Plan cost center for the appropriate courts or administrative unit. A list of appropriate three-year plan cost centers follows.

**Object Group** This field defaults to 41 "Personal Service Regular". Press 'Enter' to access the plan year, and cost center you have designated for data entry to Personal Service Regular. Change these field to designate a different area of the spreadsheet (i.e. select '57' to access equipment objects).

Type your cost center number in the appropriate field. (Note the list of approved 3-year plan cost centers which follows.) Use your cursor to move to other fields and change the selection for plan year or object group. Press **'Enter'** to move to the worksheet screen.

## APPROVED THREE YEAR PLAN COST CENTERS

| District/ Admin. Unit | Supreme | Family | Surrogate | Multi-Bench | City & District | Jury | Law Library | Admin. | *Ct. of Claims* |
|---|---|---|---|---|---|---|---|---|---|
| 3rd | 875332 | 875340 | 875358 | 875366 | 875374 | 875382 | 875390 | 315023 | |
| 4th | 875413 | 875421 | 875439 | 875447 | 875455 | 875463 | 875471 | 420022 | |
| 5th | 875497 | 875502 | 875510 | 875528 | 875536 | 875544 | 875552 | 495027 | |
| 6th | 875578 | 875586 | 875594 | 875609 | 875617 | 875625 | 875633 | 585026 | |
| 7th | 875659 | 875667 | 875675 | 875683 | 875691 | 875706 | 875714 | 665020 | |
| 8th | 875730 | 875748 | 875756 | 875764 | 875772 | 875780 | 875798 | 765032 | |
| 9th | 875811 | 875829 | 875837 | 780113 | 875853 | 875861 | 875879 | 850023 | |
| Nassau | 875968 | 875984 | 180020 | N/A | 875976 | 180038 | 180119 | 180046 | |
| Suffolk | 875992 | 872025 | 185046 | N/A | 872017 | 185054 | 185127 | 185062 | |
| Ct. of Claims | 170059 | | | | | | | | 170067 |
| NYC | | 875277 | | N/A | | 875308 | 875316 | 240040 | |
| NY Criminal | 210566 | | 220553 | | | | | | |
| NY Civil | 210508 | | | | | | | | Court Support Svcs |
| Kings | 210655 | | 220650 | | | | | 126018 | Upstate Payroll |
| Queens | 210702 | | 220707 | | | | | 126026 | Automation |
| Richmond | 210752 | | 220757 | | | | | 126034 | Law Lib /Rec Mgt. |
| Bronx | 210922 | | 220600 | | | | | 126042 | T&V Resource |
| NYC Civil | | | | | 875162 | | | 126050 | Payroll |
| NYC Crim | | | | | 875188 | | | 126068 | Regional Central Svcs. |
| NYC Comp Arbitration | | | | | 875170 | | | 126076 | Educ & Training |
| NYC Housing | 875219 | | | | | | | 126123 | Security Svcs. |
| | | | | | | | | 126149 | Matrimonial |
| NYC Co. Clks. | 875112 | | | | | | | 126131 | Interp Svcs. |
| Community Courts | 875900 | | | | | | | 126115 | Jud Benefits |
| COJ MU | 875251 | | | | | | | | |
| Comm. Disp. | 121018 | | | | | | | | |

OFFICE OF COURT ADMINISTRATION CMD:__
96 97 THREE YEAR PLAN
"COST CENTER NUMBER" RESOURCE WORKSHEET
"COST CENTER NAME"

| | CURR APPROP AS ADJUSTED | WORKLOAD INCREASES | NON-RECUR COSTS | ENHANCEMENTS |
|---|---|---|---|---|
| 41 *PERSONAL SERV | | | | |
| 41099 PS UNDIST | _____ | _____ | _____ | _____ |
| 41102 PERM POS JUD | 1720935 | 0 | 0 | 0 |
| 41103 PERM POS NJ | 5677212 | 0 | 0 | 0 |
| 41106 NEW POS. | _____ | _____ | _____ | _____ |
| 41108 POS TRAN IN | _____ | _____ | _____ | _____ |
| 41109 BONUS PAYMENT | _____ | _____ | _____ | _____ |
| 41110 POS TRAN OUT | _____ | _____ | _____ | _____ |
| 41112 POS ABOLISH | _____ | _____ | _____ | _____ |
| 41114 GEN SAL INCR | _____ | _____ | _____ | _____ |
| 41118 FULL ANN SAL | _____ | _____ | _____ | _____ |
| 41122 LINE DECR | _____ | _____ | _____ | _____ |

5. The Three Year Plan Resource Worksheet data entry screen has a similar appearance regardless of the plan year or object group chosen. **(Note that the upper left hand corner identifies the selected fiscal year, plan year, cost center number and name)**. The left-most column identifies the statistical objects by number and name.

6. The column identified "Curr(ent) Approp(riation) as Adjusted" reflects the current fiscal year's allocation, as obtained from the UCS 3003. This column is blank for the second and third plan year; the appropriation is undetermined.

7. Planned resource changes are data entered into one of three columns:

| | |
|---|---|
| **Workload Increases** | Resource changes necessitated by increases to the workload of the court or agency. These changes will be reflected in subsequent plan years -- except for equipment which is considered a one-time only expense. |
| **Non-recurring Costs** | Resources required for a specific plan year only (e.g. new telephone system). These changes are considered a one-time only expense, and will not be reflected in subsequent plan years. |
| **Enhancements** | Resource changes intended to increase the effectiveness or efficiency of an on-going operation. These changes will be reflected in subsequent plan years -- except for equipment, which is considered a one-time only expense. |

Workload and enhancement changes, entered into budget expenditure objects <u>other than equipment</u>, will be included <u>automatically</u> in each subsequent year of the plan and will therefore need to be entered for the initial year only. Those resource changes entered into the "Non-Recur(ring) Costs" column will only be reflected in the plan year for which they have been entered. Equipment, since it is purchased only once, will also be entered and reflected only in the year for which it is planned.

*e.g.* *the first year plan addition of a back-office position, to address increased filings, would have the resource changes entered in the first year "Workload Increases" column. The salary would be entered in the statistical subobject "41902 - CT INF M/PS", the FTE in the statistical subobject "43902 - CT INF M/POS" and office and EDP supplies, to support the position and*

*microcomputer, would be entered in statistical subobjects "53660 - Office Supply" and "53661 - EDP Supplies". These resource changes would automatically be reflected in each subsequent year of the plan. Note: If this were a temporary position, perhaps to address initial data entry for an automated system, statistical subobject "42902 - CT INF M/TS" would be used, with no entry done to subobject number 43 - Number of Positions. The cost of equipment and furnishings to support this staff person would be entered into the first year plan "Workload Increases" column in the statistical subobject "57902 - CT INF M/EQ". Since this equipment and furnishings purchase would only occur at the time of implementation, these monies will only be reflected in the first year of the plan.*

8. Planned resource changes are data entered at the row which reflects the planned statistical subobject of expense:

   With some exceptions, statistical subobjects for the three year planning process are those which are utilized in the budget request process. For instance, plans to increase the use of JHO's for Arbitration would be reflected in the "Enhancement" column for statistical subobject "55970 - Jud Hear Ofc". Since new positions and temporary services are not included in the 3001, the crosswalks utilized by the Three-Year Plan application must be assisted by additional information in order to distribute these and accompanying equipment resource changes into the plan categories and management functions. For this purpose, additional statistical subobjects have been provided. Resource changes for new positions, temporary service and new equipment are reflected in statistical subobjects 41901 through 41912, 42901 through 42912, 43901 through 43912 and 57901 through 57912. Please note that in order for the Three-Year Plan reports to accurately reflect current and planned resources, it is essential that resource changes be entered in the correct statistical subobjects.

9. Function or **PF** Keys permit access to other areas of the Three Year Plan Worksheet:

The '**F7**', '**F8**' '**F10**' and '**F11**' keys can be used to page up, down, left and right around the "spreadsheet".

After data entry has been completed for any one screen, use the '**Enter**', '**P7**', '**P8**', '**P10**' or '**P11**' keys to save the entries. **Exiting a screen using "X" in the "CMD:" field will not save data entry.**

**Press the 'Erase EOF' key to clear the field before entering data.** Some fields on the Resource worksheet screen contain allocation numbers; some are underlined; and, some contain a zero (0). If there is a record or entry for a particular statistical subobject in the current appropriation, workload, non-recurring cost or enhancement columns, the 'other columns' field will have a zero (0). If there is no record or entry in any column for the particular statistical subobject, the field will be underlined. Use the '**EOF**' key to clear the field before entering data.

Use the '**TAB**' key to move from field to field or use the '**Enter**' key to move down vertically.

Sample Three-Year Plan Screens - Object Group "42"

OFFICE OF COURT ADMINISTRATION CMD:
THREE-YEAR PLAN
96 97 RESOURCE WORKSHEET
"Your Cost Center No."
"Your Cost Center Name:

| | | CURR APPROP AS ADJUSTED | WORKLOAD INCREASES | ENHANCEMENTS |
|---|---|---|---|---|
| 42 * | TEMPORARY SERV | | | |
| 42100 | PS TEMP | 11,571 | 0 | 0 |
| 42901 | ADJUDCTN/TS | | | |
| 42902 | CT INF M/TS | | | |
| 42903 | INPRT SPT/TS | | | |
| 42904 | CHAMBERS/TS | | | |
| 42905 | LEGAL/TS | | | |
| 42906 | CT RPT/TS | | | |
| 42907 | CT SCRTY/TS | | | |
| 42908 | CT INTRP/TS | | | |
| 42909 | JURY MGT/TS | | | |

Sample Three-Year Plan Screens - Object Group "43"
(second page)

```
                          OFFICE OF COURT ADMINISTRATION                CMD:
                                THREE-YEAR PLAN
 96 97                        RESOURCE WORKSHEET
    "Your Cost Center No."
    "Your Cost Center Name:

                          CURR APPROP   WORKLOAD     NAON-RECUR
                          AS ADJUSTED   INCREASES      COSTS     ENHANCEMENTS




43   *  NUMBER OF POS

43911   HUMN RES/POS      ____________________________________________________

43912   COM&INFO/POS      ____________________________________________________
```

Sample Three-Year Plan Screens - Object Group "55"

OFFICE OF COURT ADMINISTRATION CMD:
THREE-YEAR PLAN
96 97 RESOURCE WORKSHEET
"Your Cost Center No."
"Your Cost Center Name:

| | | CURR APPROP AS ADJUSTED | WORKLOAD INCREASES | NON-RECUR COSTS | ENHANCEMENTS |
|---|---|---|---|---|---|
| 55 * | UTILITIES AND | | | | |
| 55100 | RENTAL EQUIP | 45,750 | 0 | 0 | 0 |
| 55200 | REPAIR EQUIP | 32,000 | 0 | 0 | 0 |
| 55300 | REPAIR STRUC | | | | |
| 55400 | REAL ESTATE | 1367,000 | | | |
| 55500 | UTILITY GEN | | | | |
| 55600 | POST & SHIP | 24,000 | 0 | 0 | 0 |
| 55700 | PRINTING - G | 15,600 | 0 | 0 | 0 |
| 55800 | TELEPHONE AN | 191,000 | 0 | 0 | 0 |
| 55810 | EDP TELECOMM | | | | |

Sample Three-Year Plan Screens - Object Group "57"

```
                          OFFICE OF COURT ADMINISTRATION                CMD:
                                  THREE-YEAR PLAN
 96 97                          RESOURCE WORKSHEET
    "Your Cost Center No."
    "Your Cost Center Name:

                            CURR
                            APPROP AS     WORKLOAD       ON-RECUR
                            ADJUSTED      INCREASES        COSTS        ENHANCEMENTS

57  *  EQUIPMENT  *

57210  EQUIP REPLAC

57220  EQUIP NEW

57230  EQUIP NEW PO

57901  ADJUDCTN/EQ

57902  CT INF M/EQ

57903  INPRT SPT/EQ

57904  CHAMBERS/EQ

57905  LEGAL/EQ

57906  CT RPT/EQ
```

5.000.2 Generating Reports

1. Select Strategic Planning and choose **"B"** from the subsequent menu to reach the report screen.

2. Type the three digit code which represents the desired district or program. A district may request only its own district code and program codes that apply.

```
                    OFFICE OF COURT ADMINISTRATION                    CMD__
                          3 YEAR PLAN REPORT

YEAR  96   SUMMARY LEVEL:        or    COST CENTER:
              DISTRICT ___ ___ ___ ___          1 ___ ___   2 ___ ___
              PROGRAM ___ ___ ___ ___   3 ___ ___   4 ___ ___
     MAJOR PURPOSE ___ ___ ___ ___          5 ___ ___   6 ___ ___
       USER DEFINED ___ ___ ___ ___  7 ___ ___   8 ___ ___
                FUND ___ ___ ___ ___  9 ___ ___ 10 ___ ___
            MIN UNIT ___ ___ ___ ___


 SUMMARY OR DETAIL S                              PLAN YEAR  ___
   (S OR D OR B)

 REPORT CATEGORIES  :
 MANAGEMENT FUNCTIONS _    FUNCTIONAL CATEGORY _

 REPORT REQUEST :
 WORKSHEET  _            RESOURCE SUMMARY _
 CURRENT COST _          PROJECTED COST   _
```

3. Select a report category reflecting the ten (10) management function categories by typing **'Y'** in that field and **'N'** in the other; select a six (6) category function report by typing **'Y'** in that field and **'N'** in the other. These are mutually exclusive report selections; you must request one and only one.

4. Make a report request by entering **'Y'** in the appropriate report selection. Samples are displayed on the following pages.

5. Reports are completed on-line, and are queued to print automatically.

REPORT FORMATS

The following are definitions of the data that will appear on the various Three-Year Plan reports (see report samples).

**Resource Summary Report**:

1. Program Name - Name of the report program (BGTA#SUM).
2. Time Executed - Time at which the report program actually executed (17:49:04).
3. Page - Page number.
4. Report Title - Resource Summary.
5. Date Run - Date on which the report program actually executed.
6. Unit Titles - District, Program and/or Cost Center.
7. Category Title - Functional or Management Categories.
8. Current Total Resources - Current year allocations.
9. Year 1 Change - Changes entered for plan year 1.
10. Year 2 Change - Changes entered for plan year 2.
11. Year 3 Change - Changes entered for plan year 3.

## Resource Summary

BGTASUM 2 (1)
PAGE 1 2 (3)

STATE OF NEW YORK - UNIFIED COURT SYSTEM b (4)
THREE YEAR PLANNING PROCESS - RESOURCE SUMMARY

(2) ÷ 15:07:05
(5) ÷ DATE RUN 03/04/96

002 SAMPLE DISTRICT 2 (6)

011 SAMPLE COURT b

| FUNCTIONAL CATEGORY 2 (7) | CURRENT TOTAL RESOURCES 2 (8) | YEAR1 CHANGE ( + / - ) 2 (9) | YEAR2 CHANGE ( + / - ) 2 (10) | YEAR3 CHANGE ( + / - ) 2 (11) |
|---|---|---|---|---|
| CASE RESOLUTION | | | | |
| FTE | 2730.00 | 0.00 | 0.00 | 0.00 |
| PS | 137,398,424 | 0 | 0 | 0 |
| NPS | 5,585,725 | 0 | 0 | 0 |
| TOT | 142,984,150 | 0 | 0 | 0 |
| INFO. & RECORDS MGT. | | | | |
| FTE | 504.00 | 0.00 | 0.00 | 0.00 |
| PS | 21,052,950 | 0 | 0 | 0 |
| NPS | 2,020,843 | 0 | 0 | 0 |
| TOT | 23,073,794 | 0 | 0 | 0 |
| JURY SYSTEM MANAGEMENT | | | | |
| FTE | 3.00 | 0.00 | 0.00 | 0.00 |
| PS | 0 | 0 | 0 | 0 |
| NPS | 0 | 0 | 0 | 0 |
| TOT | 0 | 0 | 0 | 0 |
| FINANCING AND CONTROL | | | | |
| FTE | 12.00 | 0.00 | 0.00 | 0.00 |
| PS | 516,439 | 0 | 0 | 0 |
| NPS | 3,204 | 0 | 0 | 0 |
| TOT | 519,643 | 0 | 0 | 0 |
| HUMAN RESOURCE MGNT. | | | | |
| FTE | 30.00 | 0.00 | 0.00 | 0.00 |
| PS | 1,291,098 | 0 | 0 | 0 |
| NPS | 8,022 | 0 | 0 | 0 |
| TOT | 1,299,109 | 0 | 0 | 0 |
| COMM. AND PUBLIC INFO. | | | | |
| FTE | 9.00 | 0.00 | 0.00 | 0.00 |
| PS | 387,329 | 0 | 0 | 0 |
| NPS | 2,403 | 0 | 0 | 0 |
| TOT | 389,732 | 0 | 0 | 0 |
| T O T A L | | | | |
| FTE | 3288.00 | 0.00 | 0.00 | 0.00 |
| PS | 160,646,242 | 0 | 0 | 0 |
| NPS | 7,620,188 | 0 | 0 | 0 |
| TOT | 168,266,430 | 0 | 0 | 0 |

**<u>Current Cost Report</u>**:

1. Program Name - Name of the report program.
2. Time Executed - Time at which the report program actually executed.
3. Page - Page number.
4. Report Title - Current Cost.
5. Date Run - Date on which the report program actually executed.
6. Unit Titles - District/Program or Cost Center.
7. Functions - Management or Functional.
8. % Cost - As a percentage of the total allocation.
9. F.T.E. - Full-time equivalent.
10. Current Cost - Current cost for category.

## Current Cost Report

BGTA3CST 2 (1) 2 (3) STATE OF NEW YORK - UNIFIED COURT SYSTEM b (4) (2) ÷ 15:08:00
PAGE 1 THREE YEAR PLANNING PROCESS - CURRENT COST (5) ÷ DATE RUN 03/04/96

000 SAMPLE DISTRICT 2 (6)
000 SAMPLE COURT b

| (7) 9 FUNCTIONAL CATEGORY | | (8) 9 % COST | (9) 9 F.T.E. | (10) 9 CURRENT COST |
|---|---|---|---|---|
| CASE RESOLUTION AND SUPPORT | PS | 85.5% | 2730.00 | 137,398,424 |
| | NPS | 73.3% | | 5,585,725 |
| | TOT | 84.9% | 2730.00 | 142,984,150 |
| INFORMATION AND RECORDS MANAGEMENT | PS | 13.1% | 504.000 | 21,052,950 |
| | NPS | 26.5% | | 2,020,843 |
| | TOT | 13.7% | 504.00 | 23,073,794 |
| JURY SYSTEMS MANAGEMENT | PS | 0.0% | 3.00 | 0 |
| | NPS | 0.0% | | 0 |
| | TOT | 0.0% | 3.00 | 0 |
| COURT SYSTEMS FINANCE AND CONTROLS | PS | 0.3% | 12.00 | 516,439 |
| | NPS | 0.0% | | 3,204 |
| | TOT | 0.3% | 12.00 | 519,643 |
| HUMAN RESOURCE MANAGEMENT | PS | 0.8% | 30.00 | 1,291,098 |
| | NPS | 0.1% | | 8,01 |
| | TOT | 0.7% | 30.0 | 1,299,109 |
| COMMUNICATION AND PUBLIC INFORMATION | PS | 0.2% | 9.00 | 387,329 |
| | NPS | 0.0% | | 2,403 |
| | TOT | 0.2% | 9.00 | 389,732 |
| T O T A L | PS | 100.0% | 3288.00 | 160,646,242 |
| | NPS | 100.0% | | 7,620,188 |
| | TOT | 100.0% | 3288.00 | 168,266,430 |

**Worksheet Report**:

The Worksheet Report was created for use by Three-Year Plan preparers as a tool to jot down each plan year's changes to current FTE's and allocation. This report contains the following data:

1. Program Name - Name of the report program.

2. Time Executed - Time at which the report program actually executed.

3. Page - Page number.

4. Report Title - Worksheet.

5. Date Run - Date on which the report program actually executed.

6. Unit Titles - District/Program or Cost Center.

7. Category Title - Category of report requested.

8. % Cost - Percent of total allocation.

9. F.T.E. - Full-time equivalent from current 3001.

10. Current Cost - Current 3003 allocation for category.

## Worksheet Report

ADMA3FRM 2 (1) 2 (3)
PAGE 1

STATE OF NEW YORK - UNIFIED COURT SYSTEM b (4)
THREE YEAR PLANNING PROCESS WORKSHEET

(2) ÷ 8:43:03
(5) ÷ DATE RUN 06/30/95

001 SAMPLE DISTRICT 2 (6)

| (7) 9 FUNCTION | | (8) 9 % COST | (9) 9 F.T.E. | (10) 9 CURRENT COST | PLANNED RESOURCE CHANGES SFY 1995-96 F.T.E | $ | SFY 1996-97 F.T.E. | $ | SFY 1997-98 F.T.E. | $ |
|---|---|---|---|---|---|---|---|---|---|---|
| CASE | PS | 31.3% | 23.00 | 2,075,558 | | | | | | |
| ADJUDICATION | NPS | 17.0% | | 401,946 | | | | | | |
| | TOT | 27.5% | 23.00 | 2,477,504 | | | | | | |
| TRIAL COURT | PS | 12.9% | 31.00 | 858,681 | | | | | | |
| INFORMATION | NPS | 33.2% | | 784,930 | | | | | | |
| MANAGEMENT | TOT | 18.2% | 31.00 | 1,643,611 | | | | | | |
| IN-PART | PS | 0.6% | 2.00 | 42,486 | | | | | | |
| SUPPORT | NPS | 1.4% | | 33,475 | | | | | | |
| | TOT | 0.8% | 2.00 | 75,962 | | | | | | |
| CHAMBERS SUP- | PS | 29.0% | 39.00 | 1,922.889 | | | | | | |
| PORT OF JUDGES | NPS | 27.6% | | 652,780 | | | | | | |
| | TOT | 28.6% | 39.00 | 2,575,670 | | | | | | |
| LEGAL SUPPORT | PS | 2.0% | 3.00 | 136,590 | | | | | | |
| OF JUDGES | NPS | 9.7% | | 229,711 | | | | | | |
| | TOT | 4.0% | 3.00 | 366,302 | | | | | | |
| COURT | PS | 19.1% | 34.00 | 1,269,756 | | | | | | |
| REPORTING | NPS | 2.0% | | 47,694 | | | | | | |
| | TOT | 14.6% | 34.00 | 1,317,451 | | | | | | |
| COURT | PS | 0.0% | 0.00 | 0 | | | | | | |
| SECURITY | NPS | 0.4% | | 11,730 | | | | | | |
| | TOT | 0.1% | 0.00 | 11,730 | | | | | | |
| COURT | PS | 0.0% | 0.00 | 0 | | | | | | |
| INTERPRETATION | NPS | 0.0% | | 0 | | | | | | |
| | TOT | 0.0% | 0.00 | 0 | | | | | | |
| JURY SYSTEM | PS | 0.0% | 0.00 | 0 | | | | | | |
| MANAGEMENT | NPS | 0.0% | | 0 | | | | | | |
| | TOT | 0.0% | 0.00 | 0 | | | | | | |
| ADMINISTRATIVE | PS | 4.7% | 12.00 | 316,060 | | | | | | |
| FUNCTIONS | NPS | 8.4% | | 200,855 | | | | | | |
| | TOT | 5.7% | 12.00 | 516,915 | | | | | | |
| T O T A L | PS | 100.0% | 144.00 | 6,622,022 | | | | | | |
| | NPS | 100.0% | | 2,363,125 | | | | | | |
| | TOT | 100.0% | 144.00 | 8,985,147 | | | | | | |

**Projected Cost Report**:

The Projected Cost Report was prepared to calculate the implementation of a Three-Year Plan. This report contains the following data:

1. Program Name - Name of the report program.
2. Time Executed - Time at which the report program actually executed.
3. Page - Page number.
4. Report Title - Projected Cost.
5. Date Run - Date on which the report program actually executed.
6. Category Title - Category of report requested.
7. % Cost - Percent of total allocation.
8. F.T.E. - Full-time equivalent from current 3001
9. Current Cost - Current 3003 allocation for category.
10. Base Adjustment - Changes made currently to allocation.
11. New Total - Current allocation plus any adjustments made in "Base Adjust." column.
12. F.T.E. - Current 3001 full-time equivalents plus any FTE changes made during plan year(s).
13. $ - Current 3003 allocation plus base adjustments and any allocation changes made during plan year(s).
14. Change - Percent change in allocation between current and plan year (s).

BGTA3PLN (1) (2) 17:50:00
PAGE 1 (3) (5) DATE RUN 05/25/96

STATE OF NEW YORK - UNIFIED COURT SYSTEM
THREE YEAR PLANNING PROCESS

099 ANY DISTRICT

P R O J E C T E D  C O S T  C H A N G E S

(4)

| | | | | | | | SFY 1995-96 | | | | SFY 1996-97 | | | | SFY 1997-98 | | | | TOTAL 3 YEAR SFY | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| (6) FUNCTION | | (7) %COST | (8) F.T.E. | (9) CURRENT COST | (10) BASE ADJUST. | (11) NEW TOTAL | (12) F.T.E. | (12) $ | (14) CHANGE | F.T.E. | $ | CHANGE | F.T.E. | $ | CHANGE | F.T.E. | $ | CHANGE | F.T.E. | $ | CHANGE |
| CASE | PS | 31.3% | 23.00 | 2,075,558 | 0 | 2,075,558 | 23.00 | 2,075,558 | 0.00% | 23.00 | 2,075,558 | 0.00% | 23.00 | 2,075,558 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| ADJUDICATION | | 17.0% | | 401,946 | 0 | 401,946 | | 401,946 | 0.00% | | 401,946 | 0.00% | | 401,946 | 0.00% | 0.00 | 0 | 0.00% | | 0 | 0.00% |
| NPS | | | | | | | | | | | | | | | | | | | | | |
| | | 27.5% | 23.00 | 2,477,504 | 0 | 2,477,504 | 23.00 | 2,477,504 | 0.00% | 23.00 | 2,477,504 | 0.00% | 23.00 | 2,477,504 | 0.00% | 0.00 | 0 | 0.00% | 6.00 | 0 | 0.00% |
| TOT | | | | | | | | | | | | | | | | | | | | | |
| TRIAL COURT | PS | 12.9% | 31.00 | 858,681 | 0 | 858,681 | 35.00 | 965,188 | 12.40% | 37.00 | 1,030,288 | 0.00% | 37.00 | 1,030,288 | 0.00% | 0.00 | 171,607 | 0.00% | 6.00 | 171,607 | 19.90% |
| INFORMATION | | 33.2% | | 784,930 | 0 | 784,930 | | 864,930 | 10.10% | | 869,930 | 0.00% | | 869,930 | 0.00% | 0.00 | 240,000 | 0.00% | | 240,000 | 30.50% |
| NPS | | | | | | | | | | | | | | | | | | | | | |
| MANAGEMENT | | 18.2% | 31.00 | 1,643,611 | 0 | 1,643,611 | 35.00 | 1,830,118 | 11.30% | 37.00 | 1,900,218 | 0.00% | 37.00 | 1,900,218 | 0.00% | 0.00 | 411,607 | 0.00% | 0.00 | 411,607 | 25.00% |
| | TOT | | | | | | | | | | | | | | | | | | | | |
| IN-PART | PS | 0.6% | 2.00 | 42,486 | 0 | 42,486 | 2.00 | 42,486 | 0.00% | 2.00 | 42,486 | 0.00% | 2.00 | 42,486 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| SUPPORT | | 1.4% | | 33,475 | 0 | 33,475 | | 33,475 | 0.00% | | 33,475 | 0.00% | | 33,475 | 0.00% | 0.00 | 0 | 0.00% | | 0 | 0.00% |
| NPS | | | | | | | | | | | | | | | | | | | | | |
| | TOT | 0.8% | 2.00 | 75,962 | 0 | 75,962 | 2.00 | 75,962 | 0.00% | 2.00 | 75,962 | 0.00% | 2.00 | 75,962 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| CHAMBERS SUPPORT | PS | 29.0% | 39.00 | 1,922,889 | 0 | 1,922,889 | 39.00 | 1,922,889 | 0.00% | 39.00 | 1,922,889 | 0.00% | 39.00 | 1,922,889 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| OF JUDGES | | 27.6% | | 652,780 | 0 | 652,780 | | 652,780 | 0.00% | | 652,780 | 0.00% | | 652,780 | 0.00% | 0.00 | 0 | 0.00% | | 0 | 0.00% |
| NPS | | | | | | | | | | | | | | | | | | | | | |
| | TOT | 28.6% | 39.00 | 2,575,670 | 0 | 2,575,670 | 39.00 | 2,575,670 | 0.00% | 39.00 | 2,575,670 | 0.00% | 39.00 | 2,575,670 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| LEGAL SUPPORT | PS | 2.0% | 3.00 | 136,590 | 0 | 136,590 | 3.00 | 136,590 | 0.00% | 3.00 | 136,590 | 0.00% | 3.00 | 136,590 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| OF JUDGES | | 9.7% | | 229,711 | 0 | 229,711 | | 229,711 | 0.00% | | 229,711 | 0.00% | | 229,711 | 0.00% | 0.00 | 0 | 0.00% | | 0 | 0.00% |
| NPS | | | | | | | | | | | | | | | | | | | | | |
| | TOT | 4.0% | 3.00 | 366,302 | 0 | 366,302 | 3.00 | 366,302 | 0.00% | 3.00 | 366,302 | 0.00% | 3.00 | 366,302 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| COURT | PS | 19.1% | 34.00 | 1,269,756 | 0 | 1,269,756 | 34.00 | 1,269,756 | 0.00% | 34.00 | 1,269,756 | 0.00% | 34.00 | 1,269,756 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| REPORTING | | 2.0% | | 47,694 | 0 | 47,694 | | 47,694 | 0.00% | | 47,694 | 0.00% | | 47,694 | 0.00% | 0.00 | 0 | 0.00% | | 0 | 0.00% |
| NPS | | | | | | | | | | | | | | | | | | | | | |
| | TOT | 14.6% | 34.00 | 1,317,451 | 0 | 1,317,451 | 34.00 | 1,317,451 | 0.00% | 34.00 | 1,317,451 | 0.00% | 34.00 | 1,317,451 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% |
| COURT | PS | 0.0% | 0.00 | 0 | 0 | 0 | 0.00 | 0 | | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | |
| SECURITY | NPS | 0.4% | | 11,730 | 0 | 11,730 | | 21,730 | 85.20% | | 21,730 | 0.00% | | 21,730 | 0.00% | 0.00 | 0 | 0.00% | | 30,000 | 255.70% |
| | TOT | 0.1% | 0.00 | 11,730 | 0 | 0 | 0.00 | 21,730 | 85.20% | 0.00 | 21,730 | 0.00% | 0.00 | 21,730 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 30,000 | 255.70% |
| COURT | PS | 0.0% | 0.00 | 0 | 0 | 0 | 0.00 | 0 | | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | |
| INTERPRETATION | NPS | 0.0% | | 0 | 0 | 0 | | 0 | | | 0 | 0.00% | | 0 | 0.00% | 0.00 | 0 | 0.00% | | 0 | |
| | TOT | 0.0% | 0.00 | 0 | 0 | 0 | 0.00 | 0 | | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | |
| JURY SYSTEMENT | PS | 0.0% | 0.00 | 0 | 0 | 0 | 0.00 | 0 | | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | |
| MANAGEMENT | NPS | 0.0% | | 0 | 0 | 0 | | 0 | | | 0 | 0.00% | | 0 | 0.00% | 0.00 | 0 | 0.00% | | 0 | |
| | TOT | 0.0% | 0.00 | 0 | 0 | 0 | 0.00 | 0 | | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | 0.00% | 0.00 | 0 | |
| ADMINISTRATIVE | PS | 4.7% | 12.00 | 316,060 | 0 | 316,060 | 13.00 | 339,039 | 7.20% | 13.00 | 339,039 | 0.00% | 13.00 | 339,039 | 0.00% | 0.00 | 0 | 0.00% | 1.00 | 22,979 | 7.20% |
| FUNCTIONS | NPS | 8.4% | | 200,855 | 0 | 200,855 | | 200,855 | 0.005 | | 200,855 | 0.00% | | 200,855 | 0.00% | 0.00 | 0 | 0.00% | | 0 | 0.00% |
| | TOT | 5.7% | 12.00 | 516,915 | 0 | 516,915 | 13.00 | 539,894 | 4.40% | 13.00 | 539,894 | 0.00% | 13.00 | 539,894 | 0.00% | 0.00 | 0 | 0.00% | 1.00 | 22,979 | 4.40% |
| T O T A L | PS | 100.0% | 144.00 | 6,622,022 | 0 | 6,622,022 | 149.00 | 6,751,508 | 1.90% | 151.00 | 23.00 | 0.90% | 151.00 | 23.00 | 0.00% | 0.00 | 0 | 0.00% | 7.00 | 194,586 | 2.90% |
| | NPS | 100.0% | | 2,363,125 | 0 | 2,363,125 | | 8 | 3.80% | | | 0.20% | | | 0.00% | 0.00 | 0 | 0.00% | | 270,000 | 11.40% |
| | TOT | 100.0% | 144.00 | 8,985,147 | 0 | 8,985,147 | 149.00 | 2,453,125 | 2.40% | 151.00 | 23.00 | 0.70% | 151.00 | 23.00 | 0.00% | 0.00 | 0 | 0.00% | 7.00 | 464,586 | 5.10% |
| | | | | | | | | 9,204,633 | | | | | | | | | | | | | |

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/6.000 |
|---|---|---|
| Supersedes: ALL | Budget Implementation | Page: 1 |

## 6.000 Budget Implementation Applications

The Budget Implementation section of the ADMN system provides access to four applications: (1) a facility to be used for the entry of non-state revenue; (2) a facility for the entry of allocation transfers; (3) a facility for the entry of budget management plan data; and (4) a facility for requesting and printing accounting reports. (A separate Projected Expenditure option is not currently being used.) Non-state revenue is entered on a monthly basis; recorded non-state revenue is reported via the Revenue Liability Date Report (BGTM 5600). Allocation transfers provide an opportunity to make corrections, adjustments and modifications to current year resource allocations which appear on Allocation/Expenditure Reports (see section 6.000). The Budget Management Plan and Reporting System (BMP) is a planning tool; it represents a jurisdiction's (program within district) resource management plan and is used to monitor and control spending.

### 6.000.1 Entry of Non-State Revenues

In order to provide a complete picture of all receipts processed by the courts and agencies of the Unified Court System, the Revenue Liability Date Report (BGTM 5600) reflects local revenues and bail/trust receipts, as well as state revenues which are transmitted to the Commissioner of Taxation & Finance.

Because local revenues and trust receipts are not recorded in the Central Accounting System via Report of Money's Received (AC909) or Revenue Transfer (AC1370), all non-state receipts must be entered monthly into the OCA Data Processing computer by district/administrative personnel. The source of the data to be entered is the monthly Revenue Distribution Reports (see Part IV/Chapter 3.080 of the Financial Planning & Control Manual) prepared by each court/agency and submitted to the appropriate district/administrative office, even if no revenues are collected during the month.

Instructions for the entry of monthly non-state receipts follow:

1. Data Entry Instructions

a. Type '**D**' in the selection field, and press '**Enter**', to access Non-State Revenues.

```
                    NEW YORK STATE
              OFFICE OF COURT ADMINISTRATION
              BUDGET IMPLEMENTATION MENU
                       MAIN MENU

   TO SELECT AN APPLICATION ENTER LETTER CODE==> D
                  DEPRESS ENTER KEY

        ALLOCATION TRANSFERS   A
     BUDGET MANAGEMENT PLAN    B
     PROJECTED EXPENDITURES    C
     NON-STATE REVENUES        D
            REPORT REQUEST     E

                   EXIT        X
           REPORT SUMMARY      SU
         TERMINAL CONTROL      TC
            REMOTE REPORTS     RR
            MESSAGE SYSTEM     MS
```

b. At the Data Collection - Revenue screen, shown below, identify the appropriate **fiscal year** (e.g. to enter fiscal 1996-97 data, enter 1 9 9 6 ), cost center, and liability date for which you are reporting revenue. Complete these fields with the information from the Revenue Distribution Report. Note: the liability date is entered in MM YY format, so that April, 1996 would be entered 04 96. Complete the fields, and press **'Enter'** to proceed.

```
ADIREV                                                    CMD __ ___

                    OFFICE OF COURT ADMINISTRATION

                       DATA COLLECTION - REVENUE



                          YEAR __ __ __ __

                 COST CENTER/VAR __ __ __ __ __ __    __ __

                     LIABILITY DATE  __ __    __ __
```

c. At the Data Collection - Revenue Distribution screen as shown below, enter the appropriate non-State revenues directly from the Revenue Distribution report. When you have completed data entry, press **'Enter'** to save the entries. You will return to the preceding screen which permits you to begin data entry of revenue for another cost center or for a different liability date.

```
                    OFFICE OF COURT ADMINISTRATION                    CMD _ _

                    DATA COLLECTION - REVENUE DISTRIBUTION

COST CENTER/VAR  9NNNNN      YEAR  1996    LIABILITY DATE  04 96
COST CENTER DESCRIPTION      ANY CITY COURT

 OTHER THAN STATE REVENUE     CODE                              AMOUNT
 COUNTY - INDEX NO.           36001                             _________
 COUNTY - DWI                 36002                             23950.50__

 COUNTY - PISTOL              36003                             _________
 COUNTY - OTHER               36004                             _________
 CITY REVENUE (EXC PK)        36005                             3525_____
 CITY PARKING FINES                   36006                     _________
 BAIL RCPTS                           36007                     _________
 BAIL DISBURSEMENTS           36008                             _________
 OTHER TRUST                  36009                             _________
 _______________              _____                             _________
```

d. You may exit quickly from a screen by tabbing to the 'CMD' field in the upper right-hand corner, and entering **'X'** or **'XX'**; press **'Enter'** to exit. Please note however, that you should save your data entry: first press **'Enter'** before using **'X'** to exit a screen.

# SAMPLE REVENUE LIABILITY DATE REPORT

BGTRLIA7 PAGE: 25
DISTRICT: NNN NEW YORK STATE AS OF DATE 08/30/96
ANY DISTRICT UNIFIED COURT SYSTEM FISCAL YEAR 1996
REVENUE BY LIABILITY DATE REPORT

| OBJECT | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER |
|---|---|---|---|---|---|---|---|
| 35270 SCAR/SMALL C | -12,048.00 | -1,180.70 | -1,452.27 | -142.32 | -13.95 | | |
| 35271 INDEX NUMBER | -25.00 | -2.45 | -3.01 | -0.30 | -0.03 | | |
| 35272 NOTE OF ISSUE | -118.00 | -11.56 | -14.22 | -1.39 | -0.14 | | |
| 35273 FILING DEMAND | -39,050.00 | 3,826.90 | 4,707.09 | -461.29 | -45.21 | | |
| 35276 PROB & ADMIN. | -22,058.00 | -2,161.68 | -2,658.87 | -260.57 | -25.54 | | |
| 35278 MISC SURR CT | -222.00 | -21.76 | -26.76 | -2.62 | -0.26 | | |
| 35340 VEH/TRAF FIN | -1,982.00 | -194.24 | -238.91 | -23.41 | -2.29 | | |
| 35490 UNCL WIRE TR | -258,999.00 | -25,381.90 | -31,219.74 | -3,059.53 | -299.83 | | |
| 35400 INTEREST | -28.00 | -2.74 | -3.38 | -0.33 | -0.03 | | |
| 35810 ALF REVENUE | -463,920.00 | -45,464.16 | -55,920.92 | -5,480.25 | -537.06 | | |
| ** STATE REVENUES | -798,450.00 | -78,248.10 | -96,245.16 | -9,432.03 | -924.34 | | |
| 35346 PENAL FELON | -2,481.00 | -2,208.09 | -2,715.95 | -2,417.20 | -2,151.30 | | |
| 35347 PENAL MISEM | -235.00 | -209.15 | -257..25 | -228.96 | -203.77 | | |
| 35348 PENAL VIOLA | -300.00 | -267.00 | -328.41 | -292.28 | -260.13 | | |
| 35349 VTL OTHER | -78.00 | -69.42 | -85.39 | -75.99 | -67.63 | | |
| **MAN SRCHG COLL | -3,094.00 | -2,753.66 | -3,387.00 | -3,014.43 | -2,682.84 | | |
| 35803 CLIENT SEC | -2,588.00 | -2,303.32 | -2,833.08 | -2,521.44 | -2,244.09 | | |
| **SPEC STATE REV | -2,588.00 | -2,303.32 | -2,833.08 | -2,521.44 | -2,244.09 | | |
| TOTAL STATE REV | -804,132.00 | -83,305.08 | -102,465.25 | -14,967.90 | -5,851.27 | | |
| ********** | ********** | ********** | ********** | ********** | ********** | ********** | ********** |
| TOTAL REVENUES | -804,132.00 | -83,305.08 | -102,465.25 | -14,967.90 | -5,851.27 | | |
| ********** | ********** | ********** | ********** | ********** | ********** | ********** | ********** |
| 35346 PENAL FELON | -2,158.47 | -2,381.76 | -2.119.7664 | -2607.312672 | -2320.508278 | | |
| 35347 PENAL MISDE | -204.45 | -225.60 | -200.784 | -246.96432 | -219.7982448 | | |
| 35348 PENAL VIOLA | -261.00 | -288 | -256.32 | -315.2736 | -280.593504 | | |
| 35349 VTL OTHER | -67.86 | -74.88 | -66.64 | -81.97 | -72.95 | | |
| **MAN SRCHR TRAN | -2,691.78 | -2,970.24 | -2,643.51 | -3,251.52 | -2,893.85 | | |
| 35346 PENAL FELON | -2,481.00 | -2,208.09 | -2,715.95 | -2,417.20 | -2,151.30 | | |
| 35347 PENAL MISDE | -235.00 | -209.15 | -257.25 | -228.96 | -203.77 | | |
| 35348 PENAL VIOLA | -300.00 | -267.00 | -328.41 | -292.28 | -260.13 | | |
| 35349 VTL OTHER | -78.00 | -69.42 | -85.39 | -75.99 | -67.63 | | |
| **MAN SRCHR BALN | -3,094.00 | -2,753.66 | -3,387.00 | -3,014.43 | -2,682.84 | | |

# SAMPLE REVENUE DISTRIBUTION REPORT

**REVISED - 2/88**

**Unified Court System**
**Office of Budget and Finance**

**Revenue Distribution Report**
**Supreme and County**

**Court Name** _____ **Month of** _____

**County** _____ **District** _____

**Prepared By** _____ **Phone No.** _____

**REVENUE**

**1. State Revenue** $_____

**2. County Revenue (Index Numbers)** $_____

**3. Other Revenue (DWI)** $_____

**4. County Revenue-Other (specify)** $_____
_____

**5. Other Revenue (specify)** $_____
_____

**TRUST ACCOUNT**

**6. Bail Received**

**7. Other Trust (specify)** $_____
_____
**Total Monthly Collections**

**REFUNDS**

**8. State Refunds Requested** $_____

**9. Bail Refunded** $_____

**Instructions:**

**Report is to be completed monthly by every court which collects funds for any purpose. If no funds are received during a month, report should be submitted indicating a zero. Courts should complete and forward two copies, along with the monthly Report of Moneys Received (AC909) to its District Administrative Judge's Office. (In NYC, report should be forwarded to the Office of the Deputy Administrative Judge - NYC Courts at 80 Centre Street.)**
**NOTE: The total of the Report of Moneys Received (AC909) should equal the total of State Revenue being reported on the Revenue Distribution Report.**

6.000.2 Allocation Transfers

For effective resource utilization, budget allocations must be consistent with budget management plans and projected expenditures. The Allocation Transfers application is an accounting tool which permits modifications to allocations provided for the current or lapsing fiscal year.

Allocation transfers are constrained by certain system requirements: allocation transfers must balance within program; **inter-program, inter-district, and PS/NPS transfers require the issuance of a revised Certificate of Segregation to be initiated by OFMAS and filed with the Office of the State Comptroller and the respective Legislative fiscal committees.** If resource management plans call for spending which will require the transfer of funding between programs or between PS and NPS object categories, district/administrative offices must request a segregation interchange using the OBF-SEG1 Form which follows.

Once a Certificate of Segregation has been reviewed, authorized and processed, OFMAS will reflect such interchanges in the Allocation Transfer facility at the program undistributed level. **District/administrative offices will then be responsible for the subsequent distribution of the allocation change amounts to appropriate cost centers and subobjects from the undistributed cost center/subobject**. The Allocation Transfer application permits you to make that redistribution of funding. A separate Allocation Transfer Report generates a record of your changes.

Allocation transfers subsequent to a segregation interchange may have impact on your Budget Management Plans in ways you may have not predicted. Please remember to review your Budget Management Plan following all allocation transfers.

CBF-SEG1
(MAY, 1993)

## UNIFIED COURT SYSTEM
## SEGREGATION INTERCHANGE AUTHORIZATION

| DISTRICT/ADMINISTRATIVE UNIT | | AGENCY CODE | | PG. ____ OF ____ |
|---|---|---|---|---|
| MAJOR PURPOSE | | M/P CODE | FUND CODE | FISCAL YEAR |

| TRANSFER FROM: | | PS AMOUNT | NPS AMOUNT | MU AMOUNT * | TOTAL AMOUNT |
|---|---|---|---|---|---|
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| | | | TOTAL TRANSFERRED OUT $ | | |

* MU COLUMNS FOR CBF USE ONLY

| TRANSFER TO: | | PS AMOUNT | NPS AMOUNT | MU AMOUNT * | TOTAL AMOUNT |
|---|---|---|---|---|---|
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| DISTRICT/ADMIN. UNIT | PROGRAM | | | | |
| | | | TOTAL TRANSFERRED IN $ | | |

* MU COLUMNS FOR CBF USE ONLY

PURPOSE OF TRANSFER: _____

THIS SEGREGATION INTERCHANGE CAN BE ACCOMPLISHED WITHIN THE FUNDING ALLOCATIONS CURRENTLY AVAILABLE AND SUFFICIENT FUNDS ARE UNENCUMBERED TO ALLOW THIS TRANSACTION TO BE PROCESSED. THE DISTRICT/ADMINISTRATIVE OFFICE IS RESPONSIBLE FOR THE DISTRIBUTION OF THESE TRANSFERS TO THE APPROPRIATE COST CENTERS AND SUBOBJECTS IN THE UCS MAINFRAME ACCOUNTING SYSTEM (ALLOCATION TRANSFER), PURSUANT TO PROCEDURES PRESCRIBED IN PART X/CHAPTER 6.000 OF THE FINANCIAL PLANNING & CONTROL MANUAL.

_____ SIGNATURE OF ADMINISTRATIVE JUDGE OR DESIGNEE

_____ DATE

FOR CBF USE ONLY
CERT. OF SEG. PROCESSED:

_____ DATE _____ INITIAL

1. Data Entry Instructions for Allocation Transfers

a. From the Budget Implementation Main Menu as shown below, select **'A'** and press **'Enter'**.

```
                    NEW YORK STATE
              OFFICE OF COURT ADMINISTRATION
              BUDGET IMPLEMENTATION MENU
                       MAIN MENU

     TO SELECT AN APPLICATION ENTER LETTER CODE==> A
                  DEPRESS ENTER KEY

      ALLOCATION TRANSFERS   A
  BUDGET MANAGEMENT PLAN     B
 PROJECTED EXPENDITURES      C
     NON-STATE REVENUES      D
          REPORT REQUEST     E

                   EXIT      X
       REPORT SUMMARY        SU
    TERMINAL CONTROL         TC
       REMOTE REPORTS        RR
       MESSAGE SYSTEM        MS
```

b. At the Allocation Transfer screen, type the Fiscal Year, program code and object category - (PS or NPS) to be adjusted and press **PF4**.

As shown in the screen below, the user has selected FY 1996; the Supreme and County program; nonpersonal service:

```
                                                    CMD _ _

                    NEW YORK STATE
                UNIFIED COURT SYSTEM
               ALLOCATION TRANSFER

     ENTER THE FOLLOWING INFORMATION:

                YEAR        : 1996
                PROGRAM     : 011
                PS OR NPS   : NPS

04ADD
```

c. At the program screen as shown below: at the left, type the cost center, object, and amount by which you wish to reduce the allocation; on the right, enter the cost center, object, and amount by which you wish to increase the allocation. **Allocation transfers must balance within program; total monies transferred from cost centers (-) must equal total monies transferred to cost centers (+)**. Amounts are entered in the columns indicated without positive or negative signs.

Use the **PF7** and **PF8** keys to scroll forward and back; you have four (4) pages of screen entry available. Press **PF4** to save your data entry. Enter an **'X'** in the **CMD** field in the upper right of your screen to exit when finished.

```
                                                                                CMD _ _

                          NEW YORK STATE
                     UNIFIED COURT SYSTEM
                     ALLOCATION TRANSFER

YEAR 1996
PROGRAM
                FROM:                                          TO:

 COST                                                  COST
CENTER    VAR  OBJECT  AMOUNT (-)                     CENTER    VAR  OBJECT  AMOUNT (+)
                                        :
-------   --  -----   ----------                     :      -------   --  -----   --------
---
                                                     :
-------   --  -----   ----------  :      -------   --  -----   ----------
                                        :
-------   --  -----   ----------                     :      -------   --  -----   --------
---
                                        :
-------   --  -----   ----------  :      -------   --  -----   ----------
                                        :
-------   --  -----   ----------  :      -------   --  -----   ----------
                                        :
-------   --  -----   ----------                     :      -------   --  -----   --------
---
                                        :
-------   --  -----   ----------  :      -------   --  -----   ----------
```

## 6.000.3 Budget Management Plan

The Budget Management Plan and Report System (BMP) is a planning tool. BMP's represent a jurisdiction's resource management plan, presented on a district and program basis; the BMP Report System is used to monitor allocations and spending during the fiscal year and represents a primary internal control tool for ensuring that spending levels are consistent with approved allocations, segregations and appropriations.

BMP's are developed for each district/program and NYC administrative unit by major PS and NPS expenditure category. Ending dates for each of the four BMP reporting periods are established annually and distributed by the Office of Financial Management and Audit Services each fiscal year, typically along with preliminary budget allocations.

Personal Service projections are annualized; each projection represents an estimate of the total annual expenditure for that object. The PS-CALC program provided by OFMAS should be used to project PS-regular expenditure levels based on the updated instructions which are issued annually.

Nonpersonal Service projections for each of the plan periods should represent estimated expenditures for that object, as of the ending date of the plan reporting period. NPS expenditure estimates should reflect expenditure levels associated with the impact of budget related legislation; management actions taken to control costs; historical expenditure experience; and current contract and price information.

The expected permanent and temporary service Employment Level for judicial and nonjudicial positions should be entered for each of the four payroll period ending dates specified. Plan employment levels should reflect target fill levels supported by allocated PS funding, as well as plans for filling new positions approved by the Legislature. Adjustments for the retirement, certification and recertification of Supreme Court Justices should also be factored into these estimates.

Total plan expenditures must be consistent with adjusted allocations. If, during the fiscal year, a segregation change is implemented, resulting allocation changes may impact on the Budget Management Plan and Reporting System. Review your Budget Management Plan following allocation transfers, as allocation changes may require that you revise your projected expenditures for one or more plan periods.

Explanations of assumptions used in developing your plans should be provided using the "Discussion of Plan Development" format. A sample discussion form, with explanations, is shown below:

Courts of Original Jurisdiction
Budget Management Plan
19___-___ Fiscal Year

Discussion of Plan Development

District: _____ Program/ Administrative Unit: _____

A. Personal Service Plan

*Used to discuss how the plan was developed. Costs of planned judicial and nonjudicial filled positions levels, both permanent and temporary services are discussed. Overtime expenses should be identified and explained by purpose (i.e., extended sessions, sequestered juries, scheduled and all other).*

B. Nonpersonal Service Plan

*Used to discuss the methodology used to develop projected nonpersonal service expenditures at the requested points and at the carry out period including legislative changes, historical patterns, implementation of a special program, etc. Particular attention is given to the "Other NPS" category and discuss significant subobjects (both in terms of dollars allocated and projected expenditures--e.g. telephones, real estate rentals, postage, equipment rentals and repairs and computer assisted legal research).*

C. Employment Level Plan

*The employment level plan requires projection of the employment level for judicial, nonjudicial and temporary service positions for plan periods. Please discuss the methodology used to develop the projected levels including vacancy changes and additions or deletions of Certificated Justices and staff. Projected NJ employment levels correspond to those used in PS CALC for PS projections.*

1. Data Entry Instructions for BMP

a. From the Menu, select **'B'** and press **'Enter'**.

```
                    NEW YORK STATE
              OFFICE OF COURT ADMINISTRATION
              BUDGET IMPLEMENTATION MENU
                       MAIN MENU

     TO SELECT AN APPLICATION ENTER LETTER CODE==> B
                 DEPRESS ENTER KEY

          ALLOCATION TRANSFERS   A
     BUDGET MANAGEMENT PLAN      B
       PROJECTED EXPENDITURES    C
          NON-STATE REVENUES     D
               REPORT REQUEST    E

                       EXIT      X
             REPORT SUMMARY      SU
          TERMINAL CONTROL       TC
             REMOTE REPORTS      RR
            MESSAGE SYSTEM       MS
```

```
                                                    CMD __
                    NEW YORK STATE
                  UNIFIED COURT SYSTEM
                BUDGET MANAGEMENT PLAN

                          YEAR   1 9 9 6
                COST CENTER/VAR  __ __ __ __ __ __ __ __
                     OBJECT GROUP  4 1
OBJECT GROUPS

41 PERSONAL SERVICE

43 POSITIONS

53 NON-PERSONAL SERVICE


DEFAULT GROUP IS 41
```

b. At the Budget Management Plan screen as shown above, verify the default year (typically the current fiscal year) and enter the cost center and object group in which you wish to begin entry of BMP data. Then press **'Enter'.**

**Only selected undistributed cost centers at the program level are valid for Budget Management Plan entry; a list of approved Budget Management Plan cost centers which follows:**

You may select only one of three object groups:

**41** Personal Service
**43** Positions
**53** Non-Personal Service

## BMP SYSTEM ACCESS

| District | Supreme | Family | Surrogate | Multi-Bench | City & District | Jury | Law Library | Admin. | Ct of Claims |
|---|---|---|---|---|---|---|---|---|---|
| 3rd | 875332 | 875340 | 875358 | 875366 | 875374 | 875382 | 875390 | 875405 | |
| 4th | 875413 | 875421 | 875439 | 875447 | 875455 | 875463 | 875471 | 875489 | |
| 5th | 875497 | 875502 | 875510 | 875528 | 875536 | 875544 | 875552 | 875560 | |
| 6th | 875578 | 875586 | 875594 | 875609 | 875617 | 875625 | 875633 | 875641 | |
| 7th | 875659 | 875667 | 875675 | 875683 | 875691 | 875706 | 875714 | 875722 | |
| 8th | 875730 | 875748 | 875756 | 875764 | 875772 | 875780 | 875798 | 875803 | |
| 9th | 875811 | 875829 | 875837 | 875845 | 875853 | 875861 | 875879 | 875887 | |
| Nassau | 875968 | 875984 | 180020 | N/A | 875976 | 180038 | 180119 | 180046 | |
| Suffolk | 875992 | 872025 | 185046 | N/A | 872017 | 185054 | 185127 | 185062 | |
| Ct. of Claims | 170059 | | | | | | | | 170067 |
| New York City | | 875277 | | N/A | | 875308 | 875316 | 875324 | |
| Sup. NY Crim. | 210566 | | | | | | | | |
| Sup. NY Civil | 210508 | | 220553 | | | | | | |
| Sup. Kings | 210655 | | 220650 | | | | | | |
| Sup. Queens | 210702 | | 220707 | | | | | | |
| Sup. Richmond | 210752 | | 220757 | | | | | | |
| Sup. Bronx | 210922 | | 220600 | | | | | | |
| NYC Civil | | | | | 875162 | | | | |
| NYC Criminal | | | | | 875188 | | | | |
| NYC Comp. Arbitration | | | | | 875170 | | | | |
| Housing-NYC | 875219 | | | | | | | | |
| Co. Clerks-NYC | 875112 | | | | | | | | |
| Community Cts | 875900 | | | | | | | | |
| Court Support | 875104 | | | | | | | | |
| COJ MU | 875251 | | | | | | | | |
| NJ Training | 123010 | | | | | | | | |
| Comm. Disp. | 121018 | | | | | | | | |

| | Upstate Payroll | Auto. | Law Lib/ Records Mgt. | T&V Res. Ctr. | NYC Payroll | Regional Central Svcs. | Educ. & Training | Security Svcs. | Interpr. Svcs. | Judic. Benefits | Matrimonial Case Admin. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Court Support Services | 126018 | 126026 | 126034 | 126042 | 126050 | 126068 | 126076 | 126123 | 126131 | 126115 | 126149 |

c. Personal Service Data Entry - Users enter projections under the projected Expenditure Columns. **PS projections should be annualized; each projection represents an estimate of the total annual expenditure for that object**. The current allocation is provided. Total plan estimates must be within adjusted allocations and should reflect planned employment targets, expected turnover rates and the timing of planned fills based upon available funding.

Note that the upper left hand corner of the screen references the Fiscal Year; the selected cost center; the district; and the program. Enter projections in the appropriate columns; figures must be whole numbers, without dollar signs or decimal points. When data entry is complete, press **PF6** to update the record; a prompt will appear in the lower left of the screen.

```
                                NEW YORK STATE                          CMD __
                              UNIFIED COURT SYSTEM
                             BUDGET MANAGEMENT PLAN
 96   87999
 17   SUP

                              PROJECTED    PROJECTED    PROJECTED    PROJECTED
                CURRENT       EXPEND 1     EXPEND 2     EXPEND 3     EXPEND 4

                ALLOCATION

  41   PERS
SERV
  PL

  PS  -  REG        2916939   2192300___   2900112___   2900123___   2900101___


  PS  -  TEMP         27783   27711_____   27622_____   27510_____   27777_____


  PS  -  OT            1100   1000______   989_______   1000______   1100______
```

d. Keystrokes and movement keys used in the BMP application are similar to those used in other applications:

**X** Place an **'X'** in the **CMD** field in the upper right of the screen, and press **'Enter'** to exit the screen.

**PF6** Press **PF6** when you have completed data entry, and wish to SAVE the data.

**TAB** Use the 'TAB' key to move from field to field.

**'EOF'** Use this key to "**E**rase to the end **O**f the **F**ield"; this will clear the field of erroneous data, or zeros.

**PF7 & PF8** Use the **PF7** and **PF8** keys to scroll up and down; PF8 advances to a higher object group; PF7 returns you to a lower object group.

e. Employment Level Data Entry - **Enter the total expected permanent and temporary service employment level for judicial and nonjudicial positions as of the conclusion of each of the four payroll reporting period ending dates** (specified at the beginning of each fiscal year). Plan employment levels should reflect nonjudicial targets supported by allocated PS funding. Adjustments for net changes expected to result from the retirement, certification and recertification of Supreme Court Justices should also be factored into your BMP employment level estimates.

Within the position data entry screen, the Proj Vacancy column corresponds to the vacancy level at Pay Period 26 when the user has completed fill levels through reporting period 4.

f. Nonpersonal Service Data Entry - Total planned expenditures must remain within adjusted allocations. **NPS spending plans for each of the four reporting periods should reflect cumulative expenditures projected from the start of the fiscal year through the end of each of the respective plan periods.** In developing expenditure projections, actual expenditures for the previous fiscal year should be considered, as well as any other factors which may affect the rate of expenditure.

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/7.000 |
|---|---|---|
| Supersedes: ALL | Budget Implementation Reports | Page: 1 |

## 7.000 Budget Implementation - Accounting Reports

Accounting reports are used during the budget implementation (operating) phase of the annual financial cycle. The Budget Implementation system includes accounting report generation facilities. Through the use of the most currently available accounting and fiscal information, the ADMN system provides court managers with the data required for effecive resource management.

The accounting reports discussed in the following sections are produced using data drawn from computer tapes containing UCS financial transactions, as provided daily by the Office of the State Comptroller (OSC). The data on these tapes is then reformatted by the UCS Department of Information Technology and combined with data such as current allocations to produce a useful selection of budget/fiscal management reports. The following reporting options are available to court managers:

### A. Voucher Register

This report displays the various voucher documents entered into the Central Accounting System (CAS), by originating agency, during the time frame specified by the user, in voucher number order. "Voucher" includes Standard Vouchers, AC909's, Quick Pay, Travel and Journal vouchers. The report is cumulative and reflect the relevant information for each document, including (once the voucher has been processed for payment), the check number, date and payment amount which correspond with the actual check issued by the Office of Taxation & Finance. (Note: Charges by agencies other than the selected UCS originating agency are not reflected).

### B. Batch Register

The Batch Register shows the status of batches of vouchers submitted to the Office of State Comptroller, by originating agency, during the fiscal year specified, in batch number order. The report is cumulative for the fiscal year; earlier versions may be discarded when a new report is produced.

C. Allocation Reports

Allocation Reports display expenditures for three prior years; current budget allocations; and current year expenditures to date, as selected by the user. Reports may be requested at different levels of detail, from cost center to district, and for specific objects only. You may request, queue and print an Allocation/Expenditure report **immediately**. Spreadsheet (object-selectable) versions of this report, however, will not be available for printing until the next business day.

D. Expenditure Journal

This journal is an important internal control tool which permits users to monitor expenditures and to verify data entry of charge and posting information. The journal reflects, by cost center and object, expenditures **posted** during the selected time frame. The journal may be requested at various levels: originating agency, cost center, program, district-wide or by NYC Admin Unit. Because this is an "unadjusted" journal of charges entered into the OSC Central Accounting System, adjusting entries made during audit by OSC may appear. Although the journal reflects object and cost center totals, these totals only represent transactions entered during that period, and may not reflect actual expenditures as adjusted depending on the print option selected. A spreadsheet (object-selectable) version of this report is optional.

E. Vendor Report

This report reflects all payments attributable to a specific Payee ID code (Federal Tax ID/Social Security number). Users may select a report by fiscal year **or** calendar year; agency or district; for all vendors, or selected vendors. An option allows the user to print this report in vendor name (alphabetic) order.

F. Duplicate Invoice

Users may select this report to review payments made where identical information was keyed to the Reference/Invoice field for the same payee which may be indicative of a **potential** duplicate payment.

G. Purchase Order Journal

This report reflects all transactions against purchase orders entered into the OSC Central Accounting System; providing district/administrative offices with a single report to monitor purchase order activity and disposition. Encumbrance, charge and liquidation activity for each purchase order is displayed. Because this report is a journal of activity, it reflects transactions recorded to date, and may not reflect final disposition following any adjustments by OSC.

H. Contract Journal

Districts and/or administrative units should use the Contract Journal to monitor activity and status of contracts. Encumbrance, charge and liquidation activity for each contract order is displayed. Because this report is a journal of activity, it reflects transactions recorded to date, but may not reflect final encumbrances, liquidations or balances following adjustments.

I. Budget Management Plan Reports

The Budget Management Plan Reports (BMP) represent resource management plans on a district and program basis; reports are used to monitor and control spending. Reports are available for each of four BMP reporting periods (specified at the commencement of each fiscal year), and in a format which compares planned expenditures to actual.

J. Disbursement Journal

The Disbursement Journal displays disbursement transactions entered into the Central Accounting System in date entered order, but uses a 'Date Processed' which corresponds with the OSC payment date. The journal reflects, by cost center and object, disbursements posted during the selected time frame. A spreadsheet (object-selectable) version is optional.

K. Revenue Journal

Another key internal control tool, this is a journal of revenue transactions entered into the Central Accounting System in date entered order.

L. Accumulator Journal

Accumulators are used in certain segments of the UCS where it is desirable to monitor expenditures in more discrete groupings than that provided by cost center and expenditure object. For those programs or cost centers for which codes have been established by the Department of Financial Management & Audit Services, these journals provide a effective picture of activity by accumulator code.

All of the reports discussed in this section are based on OSC accounting data through the 'current accounting date' (usually the day in which the report is requested), as reflected on the Report Request (RR) screen, and are generally processed overnight. Allocation/Expenditure reports, batch and voucher registers, and budget management plans, are processed and may be printed immediately; other reports are available on the Report Summary (SU) screen for printing on the following business day. For further information on printing reports from the Report Summary (SU) screen, please refer to chapter 8.000.2.

```
NEW YORK STATE
OFFICE OF COURT ADMINISTRATION
BUDGET IMPLEMENTATION MENU
MAIN MENU

TO SELECT AN APPLICATION ENTER LETTER CODE==> E
DEPRESS ENTER KEY

ALLOCATION TRANSFERS    A
BUDGET MANAGEMENT PLAN  B
PROJECTED EXPENDITURES  C
NON-STATE REVENUES      D
REPORT REQUEST          E

EXIT                    X
REPORT SUMMARY          SU
TERMINAL CONTROL        TC
REMOTE REPORTS          RR
MESSAGE SYSTEM          MS
```

From the Budget Implementation Menu, you can access the Report Request Menu by entering '**E**' in the selection field. This option provides you with the opportunity to select reports based on data collected and updated through the '**Current Accounting Date**'. The current accounting date reflects the date for which OSC accounting data has been processed and may be reported.

## 7.000.1 Report Request Menu

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____            FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE    __________          TO   ________

                DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

Enter the letter which corresponds to a selection to run one of the available reports. A discussion of each report selection follows.

A. Voucher Register

Selection **'A'** from the GAAP Report Request Menu is the Voucher Register; a fiscal year-based log of all voucher transactions entered into the OSC Central Accounting System by each originating agency, listed in document number sequence. The Voucher Register incorporates all relevant information for each transaction, including (once the voucher has been processed for payment), the check number and date which corresponds to the actual payment issued by OSC and the Commissioner of Taxation & Finance. This is a cumulative report so that only the most recent report for any given fiscal year need be retained. The report may be printed as often as needs dictate.

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____            FISCAL YEAR   ____

ADDITIONAL INFORMATION

    (A)   VOUCHER RANGE    __________          TO   ________

          DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

To select the voucher register request from the GAAP Report Menu, type '**A**' in the 'Enter Report Selection' field and complete the following required fields:

Agency - a five digit code identifying the agency which originated the voucher.

Fiscal Year - four digits identify the fiscal year in which the vouchers were data entered; NOT the fiscal year to which the vouchers were charged.

To receive a register of ALL VOUCHERS TO DATE (note the Current Accounting Date), press **ENTER**; **OR**, to select a range or group of vouchers, complete **ONE** of the two following fields:

Voucher Range- identify by voucher number, a range of vouchers for which you need a report, beginning with the lowest number;

**- OR -**

Date Range - enter a date range to return all vouchers entered within that period, regardless of the voucher numbers entered.

Dates must be entered in MM/DD/YY format (e.g. April 21, 1996 = 04/21/96). Press '**Enter**', and your voucher register will print. When requesting the Voucher Register Report, or other GAAP Accounting Reports, you may receive messages from the system:

**002** - **Originating Agency not found**
Verify your originating agency code.

**059** - **Invalid Year**
Fiscal Year is a required field.

**410** - **Invalid Date**
Check the date entered relative to the fiscal year selected.

**060** - **Invalid Date Range**
Check the date range you selected.

**080** - **Report Queued**
Your report has been requested. Proceed to the SU screen (see chapter 8.000 of this section) to check the status of the report. Only reports in 'C' status are ready to be printed.

## SAMPLE VOUCHER REGISTER

ACTRVREG
6:27:09

STATE OF NEW YORK - UNIFIED COURT SYSTEM
VOUCHER REGISTER
ORIGINATING AGENCY 05005
FOR FISCAL YEAR 1995-96
AS OF MARCH 31, 1996
TIME PERIOD 02/01/96-02/27/96

PAGE 1
RUN DATE 04/02/96

| VOUCHER NUMBER | COURT VOUCHER NUMBER | PAYEE | REF/INVOICE NO. | AMT | P.O. CON-TRACT NUMBER | CHECK NO. | CHECK DATE | BATCH NUMBER | DATE ENTERED | AUDIT RELEASED |
|---|---|---|---|---|---|---|---|---|---|---|
| CF00003 | | JOURNAL VOUCHER | | 0.00 | | | | CF003 | 02/11/96 | |
| JV03118 | | JOURNAL VOUCHER | | 0.00 | | | | JV0550 | 02/13/96 | |
| JV03119 | | JOURNAL VOUCHER | | 0.00 | | | | JV0560 | 02/14/96 | |
| LD00093 | | JOURNAL VOUCHER | | 0.00 | | | | 41RT | 02/26/96 | |
| PC00069 | | PETER RYAN | 69001 | 48.05 | | 1428 | 02/10/96 | PC0750 | 02/10/96 | |
| QP00050 | | NATIONAL SEMINAR GROUP | 530170255(9117985) | 69.00 | | 67506745 | 02/05/96 | QP0170 | 02/03/96 | 02/04/96 |
| QP00051 | | UNITED PARCEL SERVICE | 89X-561 | 50.49 | | 67502002 | 02/05/96 | QP0170 | 02/03/96 | 02/04/96 |
| QP00052 | | MICO OFFICE SUPPLIES | 10100320 | 25.56 | | 67500243 | 02/05/96 | QP0170 | 02/03/96 | 02/04/96 |
| QP00053 | | UNITED PARCEL SERVICE | 89X-561 | 167.53 | | 67558191 | 02/12/96 | QP0180 | 02/11/96 | 02/11/96 |
| QP00054 | | RALPH'S NEWS | 0277A (JANUARY '95) | 63.25 | | 67556977 | 02/12/96 | QP0180 | 02/11/96 | 02/11/96 |
| QP00055 | | MICO OFFICE SUPPLIES | 10138740 | 106.06 | | 67643963 | 02/21/96 | QP0190 | 02/20/96 | 02/20/96 |
| QP00056 | | UNITED PARCEL SERVICE | 89X-561 | 175.73 | | 67645542 | 02/21/96 | QP0190 | 02/20/96 | 02/20/96 |
| QP00057 | | I.B.M. CORP. | 083977A | 107.25 | | 67644096 | 02/21/96 | QP0190 | 02/20/96 | 02/20/96 |

B. Batch Register

Selection **'B'** from the GAAP Report Request Menu is the Batch Register, which reflects the status of batches submitted to the Office of State Comptroller, by originating agency, during the fiscal year specified by the user, in batch number order. The report is cumulative for the fiscal year; earlier versions may be discarded when a new report is produced.

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____            FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE    __________          TO   ________

                DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

                XX.  MAIN MENU        SU.  SUMMARY
                X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

Requesting a batch register is very similar to requesting a voucher register. From the GAAP Report Menu, type '**B**' in the 'Enter Report Selection' field and complete the required fields:

Agency - a five digit code identifying the agency which originated the batch;

Fiscal Year - four digits identify the fiscal year in which the batches were submitted; NOT the fiscal year to which the vouchers were charged.

To receive a register of ALL BATCHES TO DATE (note the Current Accounting Date), press '**Enter**'

**OR**, to select a range, complete **ONE** of the two following fields:

Voucher Range - identify by voucher number, a range of vouchers for which you need a batch report, beginning with the lowest number;

**- OR -**

Date Range - identify the time frame of data entry for which you would like to see a report.

## SAMPLE BATCH REGISTER

*ACTABREQ* *STATE OF NEW YORK - UNIFIED COURT SYSTEM* *PAGE 1*
*1:16:09* *BATCH REGISTER* *DATE RUN 06/01/93*
*ORIGINATING AGENCY 05005*
*FOR FISCAL YEAR 1993-94*
*AS OF MAY 31, 1993*

| BATCH NUMBER | DATE ENTERED | AUDIT RELEASED | VOUCHER NUMBERS | AUDIT RELEASED | VOUCHER NUMBERS | AUDIT RELEASED | VOUCHER NUMBERS | AUDIT RELEASED | VOUCHER NUMBERS | AUDIT RELEASED | VOUCHER NUMBERS | AUDIT RELEASED | VOUCHER NUMBERS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CF001 | 04/20/93 | | CF00001 | | | | | | | | | | |
| CF002 | 04/27/93 | | CF00002 | | | | | | | | | | |
| CF003 | 05/14/93 | | CF00003 | | | | | | | | | | |
| JVC002 | 04/30/93 | | CC004 | | CC006 | | CC005 | | CC001 | | CC002 | | CC007 |
| | | | CC010 | | | | | | | | | | |
| JVC004 | 05/29/93 | | CC015 | | CC012 | | CC018 | | CC013 | | CC017 | | CC016 |
| | | | CC020 | | CC022 | | CC021 | | | | | | |
| JVC005 | 05/29/93 | | CC031 | | CC024 | | CC027 | | CC025 | | CC033 | | C0026 |
| | | | CC028 | | CC033 | | CC030 | | CC023 | | | | |
| JV001 | 04/14/91 | | JV03021 | | JV03009 | | JV03018 | | JV03035 | | JV03014 | | JV03024 |
| | | | JV03015 | | JV03017 | | JV03008 | | JV03032 | | JV03005 | | JV03027 |
| | | | JV03029 | | JV03016 | | JV03033 | | JV03003 | | JV03006 | | JV03022 |
| | | | JV03028 | | JV03012 | | JV03011 | | JV03001 | | JV03037 | | JV03012 |
| | | | JV03020 | | | | JV03026 | | JV03004 | | JV03022 | | |
| JV0020 | 04/20/93 | | JV03037 | | | | | | | | | | |
| JV0030 | 04/20/93 | | JV03038 | | | | | | | | | | |
| JV004 | 04/23/93 | | JV03039 | | | | | | | | | | |
| JV0050 | 05/18/93 | | JV03040 | | | | | | | | | | |
| JV0060 | 05/18/93 | | JV03041 | | JV03044 | | | | | | | | |
| JV0070 | 05/20/93 | | JV03042 | | | | | | | | | | |
| JV0080 | 05/27/93 | | JV03043 | | | | | | | | | | |
| PA2030 | 04/02/93 | | 113019 | | 022829 | | 013191 | | 022891 | | 033191 | | 043091 |
| | | | 103191 | | 113091 | | 123191 | | 013192 | | 022892 | | 033192 |
| PA2040 | 05/08/93 | | 022829 | | 043029 | | 022891 | | 033191 | | 043091 | | 053191 |
| | | | 123191 | | 013192 | | 022892 | | 031192 | | 043092 | | |

C. Allocation Menu

Selection **'C'** from the GAAP Report Request menu, brings you to the GAAP Allocation Reports screen shown below. This screen permits you to select various reports which integrate current allocation and expenditure data to produce particularly useful management reports. Allocation/Expenditure, Transfers and Projected versions are queued and available for printing from the summary screen on the **same** day. The spreadsheet (object-selectable) version of the Allocation/Expenditure report is not available for printing until the next business day after it is has been queued.

```
                    NEW YORK STATE
                 UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____            FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE    __________          TO   ________

                DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

Enter a “C” in the ‘Enter Report Request’ field and press ‘Enter’ to return the following screen:

**NEW YORK STATE**
**UNIFIED COURT SYSTEM**
**ALLOCATION EXPENDITURE REPORTS**

YEAR 96 SUMMARY LEVEL: COST CENTER

DISTRICT___ ___ ___ ___ 1_____/___ 2_____/___
PROGRAM___ ___ ___ ___ 3_____/___ 4_____/___
MAJOR PURPOSE___ ___ ___ ___ 5_____/___ 6_____/___
USER DEFINED___ ___ ___ ___ 7 _____/___ 8_____/___
FUND___ ___ ___ ___ 9 _____/___ 10_____/___
ADMIN UNIT___ ___ ___ ___

SUMMARY OR DETAIL __ OBJECT CODES __ SPREAD SHEET __
(S or D or B) (Y or N) (Y or N)

OBJECTS _____ _____ _____ _____ _____ _____ _____ _____

ACTUAL EXPENDITURES(A) OR PROJECTED(P) OR TRANSFERS(T) __

HEADING: _____

1. Allocation/Expenditure Report

The Allocation Expenditure Report displays expenditures for three prior years; budget allocations for the current year; and expenditures and encumbered amounts year-to-date. Reports may be requested at different levels of detail, from cost center to district or district by program.

To request an Allocation/Expenditure Report:

- Type the fiscal year in the field at the upper left of the screen, or press **'tab'** or **'return'** to accept the default fiscal year (i.e. 1996 for FY 1996/97).

- Choose your level of detail for reporting - select your District, your District and a selected Program or Programs (up to 4), or a specific cost center or series of cost centers (up to 10).

- For any level of reporting greater than cost center, you may request a report which reflects different levels of detail, in the field labelled **Summary or Detail**. Select:

**'D'** for detail, which will produce all the cost centers which roll up to the selected district or program; or,

**'B'** for both, which will produce all the cost centers and a summary page for the district or district/program; or,

**'S'** will produce the summary level only - district or program, without the individual cost center components.

- You may suppress the printing of object codes (e.g. Rentals of Equipment prints -- not-- **55100** Rentals of Equipment) on the report by entering **'N'**; otherwise, enter **'Y'**.

- Type **'N'** in the Spread Sheet field.

- Leave the Objects fields blank;

- Enter **'A'** to display the Actual Expenditures in your report.

- Press **'Enter'** when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

```
                    NEW YORK STATE                    CMD_X_
                UNIFIED COURT SYSTEM
            ALLOCATION EXPENDITURE REPORTS

 YEAR 96  SUMMARY LEVEL:                    COST CENTER

        DISTRICT 006 ___ ___ ___ ___ 1_______/___  2_______/___
        PROGRAM 011 ___ ___ ___ ___          3_______/___  4_______/___
   MAJOR PURPOSE ___ ___ ___ ___             5_______/___  6_______/___
     USER DEFINED ___ ___ ___ ___            7 ______/___  8_______/___
             FUND ___ ___ ___ ___            9 ______/___ 10_______/___
      ADMIN UNIT ___ ___ ___ ___

SUMMARY OR DETAIL B_   OBJECT CODES N_   SPREAD SHEET N_
 (S or D or B)         (Y or N)          (Y or N)

OBJECTS _____ _____ _____ _____ _____ _____ _____ _____

ACTUAL EXPENDITURES(A) OR PROJECT'S(P) OR TRANSFERS(T) A_

HEADING: ____________________________________________

080 REPORT QUEUED
```

The screen above reflects a user's request for an Allocation Expenditure Report for Fiscal Year 96, District 006, Program 011, at both summary and detail levels, for all the cost centers which roll up to that District/Program. The report is queued, as indicated by the system prompt in the lower left corner, and the user is preparing to exit this screen, as indicated by the **'X'** in the upper right corner **'CMD'** field. When the user presses **'Enter'**, the GAAP Report Request Menu will be returned.

## SAMPLE ALLOCATION/EXPENDITURE REPORT

ACTRAEXP 7:07:14

STATE OF NEW YORK - UNIFIED COURT SYSTEM
ALLOCATION REPORT - ACTUAL EXPENDITURES
FOR FISCAL YEAR 1996-97
AS OF MARCH 25, 1997

DATE 3 26 96
PAGE 1

002 NEW YORK CITY

011 SUPREME & COUNTY COURTS

*** S U M M A RY ***

| OBJECT DESCRIPTION | 93-94 EXPEND. | 94-95 EXPEND. | 95-96 EXPEND. | 96-97 ALLOCA-TION | 96-97 EXP. TO DATE | UNEX-PENDED BALANCE | UNEX-PENDED AS % ALLOC | ENCUM-BRANCES TO DATE | UNENCUM-BERED BALANCE | UNENCUM-BERED AS % ALLOC |
|---|---|---|---|---|---|---|---|---|---|---|
| 41100 PERSONAL SERVICE REGULAR | 146,780,553 | 161,993,199 | 156,814,785 | 166,757,047 | 156,060,385 | 10,696,662 | 6.41% | 0 | 10,696,662 | 6.41% |
| 41124 PERSONAL SERVICE SAVINGS | 0 | 0 | 0 | -10,105,608 | 0 | -10,105,608 | 100.00% | 0 | -10,105,608 | 100.00% |
| 41130 ASSIGNMENT DIFFERENTIAL | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 100.00% | 0 | 2,500 | 100.00% |
| 41132 LOCATION PAY | 0 | 0 | 0 | 2,175,203 | 0 | 2,175,203 | 100.00% | 0 | 2,175,203 | 100.00% |
| 41300 OVERTIME - REGULAR | 3,785,680 | 4,725,494 | 4,512,937 | 4,099,662 | 3,536,601 | 563,061 | 13.73% | 0 | 563,061 | 13.73% |
| 41700 JUDICIAL SALARY DIFFEREN | 137,669 | 129,929 | 129,613 | 116,244 | 130,766 | -14,523 | -12.49% | 0 | -14,523 | -12.49% |
| 41 * PERSONAL SERVICE REGULAR * | 150,703,903 | 166,848,623 | 161,457,337 | 163,045,048 | 159,727,753 | 3,317,295 | 2.03% | 0 | 3,317,295 | 2.03% |
| 42100 PERSONAL SERVICE - TEMP | 694,311 | 834,574 | 700,721 | 706,421 | 307,788 | 398,632 | 56.43% | 0 | 398,632 | 56.43% |
| 42 * TEMPORARY SERVICE * | 694,311 | 834,574 | 700,721 | 706,421 | 307,788 | 398,632 | 56.43% | 0 | 398,632 | 56.43% |
| 53099 NONPERSONAL SERVICE UNDIS | 0 | 0 | 1,920 | 685,000 | 0 | 685,000 | 100.00% | 0 | 685,000 | 100.00% |
| 53150 OVERTIME MEALS | 2,904 | 2,772 | 609,030 | 2,300 | 1,470 | 830 | 36.08% | 0 | 830 | 36,08% |
| 53650 OFFICE SUPPLIES | 624,790 | 655,730 | 633,000 | 651,000 | 683,340 | -32,340 | -4.96% | 0 | -32,340 | 20% |
| 53661 EDP SUPPLIES | 224,300 | 212,374 | 283,492 | 275,000 | 195,000 | 85,000 | 24% | 90,000 | 29,000 | 14% |

2. Allocation Expenditure Spreadsheet

The Allocation Expenditure Spreadsheet Report permits you to evaluate expenditures and allocations for **user-specified budget objects** only. The report displays a single line of data for each cost center where expenditure or allocation data in any of the three fiscal years is found. You may select to report an object by cost center - up to ten (10); by district (only your own district); using four (4) district/program combinations; or using four (4) administrative units (NYC only).

To request an Allocation/Expenditure Spreadsheet:

- Type the fiscal year in the field at the upper left of the screen, or press **'tab'** or **'return'** to accept the default (the current fiscal year).

- Select your District, your District and a selected Program or Programs (up to 4), or a specific cost center or series of cost centers (up to 10) within your district.

- For any level of reporting greater than cost center, you may request a report which reflects different levels of detail, in the field labelled **Summary or Detail**. Select:

**'D'** for detail, which will produce a line for each cost center if requested by district, or a line for each program if the request is made as district/program; or
**'B'** for both, which will produce a line for each cost center or program, and a one-line total for the district or district/program; or
**'S'** will produce a one-line summary only - the total allocations and expenditures for the district.

- You may suppress the object codes (e.g. Rentals of Equipment -- not -- **55100** Rentals of Equipment) on the report by entering **'N'**; otherwise, enter 'Y'.

- Type **'Y'** in the Spread Sheet field.

- Identify the objects you wish to have reported;

- Enter **'A'** to display the Actual Expenditures in your report.

- Press **'Enter'** when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

As reflected on the screen which follows, the user has queued a spreadsheet report for expenditures and allocations for Judicial Hearing Officers (budget object 55970) within District "999" during FY 1996, and requests a report showing allocation and expenditure data for each cost center and a sum total for the district; the message in the lower left indicates the report has been queued; the **'X'** in the upper right corner **CMD** field indicates that the user will return to the GAAP Report Request Menu after pressing **'Enter'.**

**SAMPLE SCREEN - ALLOCATION EXPENDITURE SPREADSHEET REQUEST**

**NEW YORK STATE** CMD_**X**_
**UNIFIED COURT SYSTEM**
**ALLOCATION EXPENDITURE REPORTS**

YEAR **1996** SUMMARY LEVEL: COST CENTER

DISTRICT **999** ___ ___ ___ ___ 1_____/___ 2_____/___
PROGRAM ___ ___ ___ ___ 3_____/___ 4_____/___
MAJOR PURPOSE ___ ___ ___ ___ 5_____/___ 6_____/___
USER DEFINED ___ ___ ___ ___ 7 _____/___ 8_____/___
FUND ___ ___ ___ ___ 9 _____/___ 10_____/___
ADMIN UNIT ___ ___ ___ ___

SUMMARY OR DETAIL **_B_** OBJECT CODES **_Y_** SPREAD SHEET **_Y_**
(S or D or B) (Y or N) (Y or N)

OBJECTS **55970** _____ _____ _____ _____ _____ _____ _____

ACTUAL EXPENDITURES(A) OR PROJECT'S(P) OR TRANSFERS(T) **_A**

HEADING: _____

## SAMPLE ALLOCATION/EXPENDITURE SPREADSHEET

*ACTRSPRD* *STATE OF NEW YORK - UNIFIED COURT SYSTEM* *DATE 6 16 93*
*7:11:28* *ALLOCATION REPORT - SPREAD SHEET* *PAGE 2*
*FOR FISCAL YEAR 1996-97*
*AS OF JUNE 15, 1996*

**DISTRICT REQUEST 999**

| Judicial Hearing Officers 55970 AGENCY | 93-94 EXPEND. | 94-95 EXPEND. | 95-96 EXPEND. | 96-97 ALLOCA-TION | 96-97 EXP. TO DATE | UNEX-PENDED BALANCE | UNEX-PENDED AS % ALLOC | ENCUM-BRANCES TO DATE | UNENCUM-BERED BALANCE | UNENCUM-BERED AS % ALLOC |
|---|---|---|---|---|---|---|---|---|---|---|
| 155156 Sample Court 1 | 5,050 | 1,226 | 715 | 2,100 | 0 | 2,100 | 100.00% | 0 | 2,100 | 100.00% |
| 155211 Sample Court 2 | 77 | 0 | 0 | 0 | 0 | 0 | .00% | 0 | 0 | .00% |
| 155292 Sample Court 3 | 15,641 | 0 | 0 | 0 | 0 | 0 | .00% | 0 | 0 | .00% |
| 155245 Sample Court 4 | 17100 | 4,561 | 1,441 | 6,650 | 0 | 6,650 | 100.00% | 0 | 6,650 | 100.00% |
| 158007 Sample Court 5 | 0 | 0 | 129 | 0 | 0 | 0 | .99% | 0 | 0 | .00% |
| 158015 Sample Court 6 | 0 | 5,326 | 5,950 | 7,000 | 0 | 7,000 | 100.00% | 0 | 7,000 | 100.00% |
| *** SUMMARY *** | 17,868 | 11,114 | 8,236 | 15,750 | 0 | 15,750 | 100.00% | 0 | 15,750 | 100.00% |

3. Allocation Transfer Report

The Allocation Transfers application permits transfers, corrections, modifications and adjustments within a program, for certain approved objects and/or cost centers. The Allocation Transfer Report generates a record of these allocation changes.

To request an Allocation Transfer Report:

- Type the fiscal year in the field at the upper left of the screen, or press **'tab'** or **'return'** to accept the default (the current fiscal year)

- Select your District, your District and a selected Program or Programs (up to 4), or a specific cost center or series of cost centers (up to 10) within your district.

- For any level of reporting greater than cost center, you may request a report which reflects different levels of detail, in the field labelled **Summary or Detail**. Select:

  **'D'** **for detail, which will produce a line for each cost center if requested by district, or a line for each program if the request is made as district/program; or,**

  **'B'** **for both, which will produce a line for each cost center or program, and a one-line total for the district or district/program; or,**

  **'S'** **will produce a one-line summary only - the total allocations and expenditures for the district.**

- You may suppress the object codes (e.g. Rentals of Equipment -- not -- **55100** Rentals of Equipment) on the report by entering **'N'**; otherwise, enter 'Y'.

- Type **'N'** in the Spread Sheet field.

- Leave the object line blank;

- Enter **'T'** to request the transfer report.

- Press **'Enter'** when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

## SAMPLE ALLOCATION TRANSFER REPORT

ACTAALLT
16:50:07

STATE OF NEW YORK - JUDICIARY
TRANSFER CHANGE REQUEST
FOR FISCAL YEAR 1992-93

DATE RUN 07/06/92
PAGE 1

999 ANY DISTRICT

| *** S U M M A R Y *** | CURRENT ALLOCATION | TRANSFER AMOUNT (+/-) | ADJUSTED ALLOCATION |
|---|---|---|---|
| 41102 PERMANENT POSITION - JUDICIAL | 1,719,218 | 0 | 1,719,218 |
| 41103 PERMANENT POSITION - NONJUDICIAL | 5,611,828 | 0 | 5,611,828 |
| 41114 GENERAL SALARY INCREASES | 60,173 | 0 | 60,173 |
| 41124 PERSONAL SERVICE SAVINGS | -1,856,855 | 0 | -1,856,855 |
| 41132 LOCATION PAY | 22,432 | 0 | 22,432 |
| 41300 OVERTIME - REGULAR | 15,000 | 0 | 15,000 |
| 41 * PERSONAL SERVICE REGULAR * | 5,571,796 | 0 | 5,571,796 |
| 42100 PERSONAL SERVICE - TEMPORARY | 10,408 | 0 | 10,408 |
| 42 * TEMPORARY SERVICE * | 10,408 | 0 | 10,408 |
| * PERSONAL SERVICE TOTAL * | 5,582,204 | 0 | 5,582,204 |
| 43102 NO OF POSITIONS - JUDICIAL | 18.0 | 0.0 | 18.0 |
| 43103 NO OF POSITIONS - NONJUDICIAL | 125.0 | 0.0 | 125.0 |
| 43 * NUMBER OF POSITIONS * | 143.0 | 0.0 | 143.0 |
| 53150 OVERTIME MEALS | 100 | 0 | 100 |
| 53650 UNIFORMS | 8,960 | -1,000 | 7,960 |
| 53660 OFFICE SUPPLIES | 55,047 | 0 | 55,047 |
| 53661 EDP SUPPLIES | 25,570 | 0 | 25,570 |
| 53669 LEGAL REFERENCE - GENERAL | 168,059 | 0 | 168,059 |
| 53692 MICROGRAPHICS SUPPLIES | 500 | 0 | 500 |
| 53 * SUPPLIES AND MATERIALS * | 258,236 | 0 | 258,236 |
| 54200 PUBLIC TRANSPORTATION - GENERAL | 24,310 | 0 | 24,310 |
| 54210 JUDICIAL TRAVEL | 55,000 | 0 | 55,000 |
| 54214 NONJUDICIAL TRAVEL | 16,877 | 0 | 16,877 |
| 54600 REPAIRS AND MAINTENANCE STATE CARS | 5,000 | +1,000 | 6,000 |
| 54800 MILEAGE PERSONAL CAR - GENERAL | 20,213 | 0 | 20,213 |
| 54 * TRAVEL * | 121,400 | 0 | 121,400 |

D. Expenditure Journal

This journal reflects, by cost center and object, expenditures posted during the selected time frame. The journal may be requested for one cost center, program or district. Because this is an "unadjusted" journal of charges entered into the OSC Central Accounting System, adjusting entries may appear. The Expenditure Journal reflects charges by other agencies as well as OSC audit adjustments/rejections. As such, expenditure totals and sub-totals displayed should agree with the monthly R-6 and the Allocation/Expenditure Report, **depending on the report print option selected** (e.g. printing an originating agency version of the report would not include charges by other agencies).

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION    __

            AGENCY    ____              FISCAL YEAR   ____

ADDITIONAL INFORMATION

     (A)    VOUCHER RANGE     __________          TO   ________

            DATE RANGE        __  /  __  /  __    TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

Selection **'D'** from the GAAP Report Request menu, brings you to the GAAP Expenditure Journal menu, shown on the following page, which permits you to specify the expenditure journals to be printed. These journal reports are queued and available for printing from the summary on the following business day.

- Type the fiscal year in the field at the upper left of the screen, or press **'tab'** or **'return'** to accept the default (the current fiscal year).

- Choose your level of detail for reporting - type the five digit originating agency code; or the three digit code which represents your District; or, select your District and select programs (up to 4); or, select a specific cost center or series of cost centers (up to 10). *Important: the originating agency version of this journal will only return records entered by the agency specified.*

- Complete the date range by typing the earliest date followed by the latest date for which you are requesting a journal of expenditures. Dates are entered in MM/DD/YY format. Notethat data is collected only through the current accounting date, as reflected on your GAAP Report Request Screen.

- To limit the objects of expenditure which will appear on the report, enter up to seven (7) budget objects. **Leave these fields blank to print all objects.**

- The user-defined Header field may be used to identify the report.

- Press **'Enter'** when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

- Enter an **'X'** in the **CMD** field in the upper right of your screen to exit.

Expenditure Journal selection screen:

**NEW YORK STATE** CMD___
**UNIFIED COURT SYSTEM**
**GAAP EXPENDITURE JOURNAL MENU**

YEAR **1996**

AGENCY _____ OR SUMMARY LEVEL: OR COST CENTER

DISTRICT **999** ___ ___ ___ ____ 1_____/___ 2_____/___
PROGRAM **011** ___ ___ ___ ____ 3_____/___ 4_____/___
MAJOR PURPOSE ___ ___ ___ ____ 5_____/___ 6_____/___
USER DEFINED ___ ___ ___ ____ 7 _____/___ 8_____/___
FUND ___ ___ ___ ____ 9 _____/___ 10_____/___
ADMIN UNIT ___ ___ ___ ____

DATE RANGE **04 / 01 / 96** TO **03 / 31 / 97**

OBJECTS _____ _____ _____ _____ _____ _____ _____

HEADING: _____

## SAMPLE EXPENDITURE JOURNAL

**ACTREXPJ**
**6:32:24**

**STATE OF NEW YORK**
**EXPENDITURE JOURNAL REPORT**
**FOR FISCAL YEAR 1996-97**
**AS OF MAY 31, 1997**
**TIME PERIOD 4/01/96 - 3/31/97**

**DATE RUN 6 02 93**
**PAGE 1**

**COST CENTER - NNNNNNN ANY CITY**

| DATE PROCESSED | ORIG AGENCY | VOUCHER NUMBER | PAYEE ID | PAYEE | CHARGE AMOUNT | PO/ CONTRACT # | ACCUM | IRS CODE |
|---|---|---|---|---|---|---|---|---|
| OBJECT - | 55959 | MISC | | | | | | |
| 04 07 93 | 05XXX | 0000001 | 093228752 | K J ADAMS | $2,913.22 | | | |
| 04 07 93 | 05XXX | 0000002 | 108225579 | JONATHAN DOE | $15,398.22 | | | |
| 04 15 93 | 05XXX | 0000003 | 932578888 | FLYING ELECTRIC | $22,986.34 | | | |
| 04 30 93 | 05XXX | 0000004 | 556885874 | TIGER TOWN | $13,000.25 | | | |
| 05 12 93 | 05XXX | 0000006 | 255889722 | MEDIA REPORTS | $126.58 | | | |
| 05 18 93 | 05XXX | 0000008 | 259876565 | PC NETWORK CO | $65,658.32 | | | |
| 05 22 93 | 05XXX | 0000009 | 665428956 | TRYON TYRONE | $2,019.88 | | | |

E. Vendor Report

Selection **'E'** from the GAAP Report Request menu brings you to the GAAP Vendor Report menu, shown on the following page. This report reflects payments by Payee ID. Users may select a report by fiscal year or calendar year; by originating agency or by district; for all vendors, or up to six (6) selected vendors.

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION    __

            AGENCY    ____              FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE     __________            TO   ________

                DATE RANGE        __  /  __  /  __      TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER          C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU             F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU           I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU            L.  ACCUMULATOR MENU

                XX.  MAIN MENU        SU.  SUMMARY
                X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

To request a vendor report:

C Request a fiscal year **OR** calendar year report;
Fiscal Year: April 1, 19YY -- March 31, 19YY
Calendar Year: January 1, 19YY -- December 31, 19YY

C Enter your originating agency code **OR** your district code; if your district encompasses more than one agency, the report will be entitled Vendor Report - Multi Agency, and will provide sub-totals by Agency, and totals for the District;

C To print the report alphabetically by vendor name, enter a "Y" in the 'Sort by Vendor Name' field. Leave this field blank to print in vendor ID order. *Note: An entry into the 'Vendor ID' field in combination with an entry in the 'Sort by Vendor Name' field will return an error message: "409 Invalid Combination"*.

C Press **'Enter'** to queue a report which will list **all** payments made, by payee id;

**OR**

C To report payments to only one or a select few vendors, enter the payee id of the selected vendor(s). You may select up to six individual vendors to report.

C To print the report alphabetically by vendor name, enter a "Y" in the 'Sort by Vendor Name' field. Leave this field blank to print in vendor ID order.*Note: An entry into the 'Vendor ID' field in combination with an entry in the 'Sort by Vendor Name' field will return an error message: "409 Invalid Combination"*.

C Press **'Enter'** to queue the report.

C Enter an **'X'** in the **CMD** field in the upper right of the screen to exit. This report is queued overnight and available for printing on the following day from the Report Summary (SU) screen.

Vendor Report selection screen:

**NEW YORK STATE** CMD___
**UNIFIED COURT SYSTEM**
**VENDOR REPORTS**

FISCAL YEAR __**1996** OR CALENDAR YEAR _____

DISTRICT ____ OR ORIGINATING AGENCY _**05999**

AUTOMATIC ALL VENDORS

OR

ENTER VENDOR ID:

**130422029** _____ _____ _____ _____ _____

SORT BY VENDOR NAME __

## SAMPLE VENDOR REPORT

ACTRVRPT
9:22:48

STATE OF NEW YORK - UNIFIED COURT SYSTEM
VENDOR REPORT
FOR FISCAL YEAR 1996-97
AS OF MAY 30, 1996

PAGE 1
06/01/93

**ORIGINATING AGENCY 05999**

**VENDOR ID 130422029**
**VENDOR NAME - COLVIN PIECES**

| REFERENCE / INVOICE NO | | REFERENCE / INVOICE DATE | CHECK NUMBER | CHECK DATE | BATCH NUMBER | VOUCH-ER NUMBER | COURT VOUCH-ER NUMBER | PC SEQ NUM-BER | IRS CODE | INVOICE AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|
| Major Equipment Inventory | 1230451 | 04/04/96 | 68217233 | 05/06/96 | 51300 | 0005599 | | | | 2,890.35 |
| Second Update | 4528465 | 04/07/96 | 68731679 | 05/09/96 | 51430 | 0005632 | | | | 3,860.38 |
| First & Second Quarter | 4545115 | 04/07/96 | 68330121 | 05/16/96 | 40000 | 0006001 | | | | 5,890.45 |
| Mid-Point | 4785177 | 05/06/96 | 68359009 | 05/10/96 | 40140 | 0006026 | | | | 7,810.20 |
| Completion Est. | 0525414 | 05/10/96 | 68481811 | 05/24/96 | 40190 | 0006039 | | | | 1,310.50 |
| Final Payment | 0994144 | 05/10/96 | 68446781 | 05/27/96 | 40200 | 0006040 | | | | 5,000.00 |

TOTAL VENDOR 26,761.88

F. Duplicate Invoice

Selection **'F'** from the GAAP Report Request menu brings you to the Duplicate Invoice Menu, shown on the following page. Users may select this report to review payments where identical information was keyed to the 'Reference/ Invoice' field for a given payee, which **may** indicate a duplicate payment was made. *Note: like other ADMN accounting reports, the Vendor Report relies on the user-defined* ***'Reference/Invoice'*** *field for its functionality. As a result, the usefulness of the report for identifying duplicate payments depends on the consistent completion of the 'Reference/Invoice field'. District/administrative offices should adopt voucher preparation standards which maximize the reliabilty of this and other ADMN reports.*

```
                    NEW YORK STATE
                  UNIFIED COURT SYSTEM
                 GAAP REPORT REQUEST MENU


              ENTER REPORT SELECTION   __

          AGENCY    ____              FISCAL YEAR   ____

ADDITIONAL INFORMATION

    (A)   VOUCHER RANGE    __________          TO   ________

          DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


         CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

To request a Duplicate Invoice report:

- Enter a fiscal year;
- Enter your originating agency code;
- Enter a date range;

**AND**

- press **'Enter'** to queue a report which will list **all** payments made, to one payee, with duplicate information in the Reference/Invoice Field;

**OR**

- to report payments to only one vendor, enter the payee id of the selected vendor, and up to five invoice numbers.
- Press **'Enter'** to queue the report; a prompt will be returned in the lower left of your screen indicating that the report has been queued.
- Enter an **'X'** in the **CMD** field in the upper right of the screen to exit. This report is queued overnight and available for printing on the following day from the Report Summary (SU) screen.

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/7.000 |
|---|---|---|
| Supersedes: ALL | Budget Implementation Reports | Page: 33 |

**NEW YORK STATE** CMD___
**UNIFIED COURT SYSTEM**
**DUPLICATE INVOICE REPORTS**

FISCAL YEAR **1996** AGENCY __ **05999**

DATE RANGE **04 / 01 / 96 - 03 / 31 / 97**

AUTOMATIC ALL INVOICES

**OR**

ENTER PAYEE ID
**_130408954_____**

ENTER INVOICE NUMBERS
**_____1461518**
_____
_____
_____
_____

# SAMPLE DUPLICATE INVOICE REPORT

ACTRDINV
7:11:04

STATE OF NEW YORK - UNIFIED COURT SYSTEM
DUPLICATE INVOICE REPORT
FOR FISCAL YEAR 1996-97
AS OF JUNE 15, 1997
TIME PERIOD 4/01/96 - 3/31/97

DATE RUN 06/16/97
PAGE 1

| VENDOR | VENDOR ID | REFERENCE/INVOICE NUMBER | REF/INV DATE | DATE PROCESSED | VOUCHER NUMBER | BATCH NUMBER | AMOUNT | CHECK NUMBER | CHECK DATE |
|---|---|---|---|---|---|---|---|---|---|
| JOSEPH BENDELL, ESQ. | 033126NNN | RYAN MCNAMARA | 12/16/91 | 05/07/93 | 28091 | 1960 | 95.00 | 68423495 | 05/11/93 |
| | | RYAN MCNAMARA | 00/00/00 | 05/13/93 | 28227 | 1980 | 47.50 | 68582138 | 05/15/93 |
| DUNCAN M. MORAN | 062056NNN | SHANA REEDY | 02/24/92 | 04/21/93 | 27625 | 1880 | 400.00 | 68249544 | 04/23/93 |
| | | SHANA REEDY | 02/24/92 | 06/01/93 | 28628 | 2060 | 400.00 | 68624471 | 06/02/93 |
| ALICE STAPLE, ESQ. | 079229NNN | JOHNSON | 04/10/92 | 05/12/93 | 28376 | 2000 | 198.75 | 68478631 | 05/15/93 |
| | | JOHNSON | 05/07/92 | 06/11/93 | 28983 | 2130 | 100.00 | 68761949 | 06/15/93 |
| | | PALMERIERI | 02/06/92 | 04/20/93 | 27458 | 1830 | 625.00 | 68248518 | 04/23/93 |
| | | PALMERIERI | 03/19/92 | 04/21/93 | 27536 | 1860 | 510.00 | 58273882 | 04/27/93 |
| DEBORAH JOHNSON | 080506NNN | ANA CRISCIONE | 00/00/00 | 06/01/93 | 28786 | 2100 | 225.00 | 68673818 | 06/05/93 |
| | | ANA CRISCIONE | 00/00/00 | 06/11/93 | 28958 | 2130 | 215.00 | 68763039 | 06/16/93 |

G. Purchase Order Journal

This report reflects all transactions against purchase orders entered into the OSC Central Accounting System; providing district administrative units with a single report to monitor purchase order activity and status. Because this report is a journal of activity, it reflects transactions recorded to date, and may not reflect final disposition following adjustments. Note: This report is particulary useful in detecting liquidation errors, in that encumbrances, charges and liquidations are separately displayed.

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____          FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)   VOUCHER RANGE   __________        TO   ________

               DATE RANGE     __  /  __  /  __    TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

Selection **'G'** from the GAAP Report Request menu, brings you to the GAAP Purchase Order Journal Report menu, shown on the following page. This report reflects purchase order transactions within each agency in PO number order; transactions for each PO print in line number order. Users may select a report by originating agency for all purchase orders within one fiscal year or up to six selected purchase orders.

To request a Purchase Order Report:

- Type the fiscal year;

- Enter the agency code;

**AND**

- press **'Enter'** to queue a report which will list **all** transactions for all purchase orders where the selected agency was either the originating agency, or the charge agency;

**OR**

- to report selected purchase orders only, you may request a report of up to six individual purchase orders, identified by PO Number.

- Press **'Enter'** to queue the report.

- Enter an **'X'** in the **CMD** field in the upper right of the screen to exit. This report is queued overnight and available for printing on the following day from the Report Summary (SU) screen.

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/7.000 |
|---|---|---|
| Supersedes: ALL | Budget Implementation Reports | Page: 37 |

**NEW YORK STATE** CMD___
**UNIFIED COURT SYSTEM**
**PURCHASE ORDER REPORTS**

FISCAL YEAR **_1996** ORIGINATING AGENCY **_05999**

AUTOMATIC ALL PURCHASE ORDERS

OR

ENTER PURCHASE ORDER ID:

____**1020** _____ _____ _____ _____ _____

## SAMPLE PURCHASE ORDER JOURNAL

*ACTRPOJ* *STATE OF NEW YORK - UNIFIED COURT SYSTEM* *PAGE 22*
*6:32:43* *PURCHASE ORDER JOURNAL* *RUN DATE 06/18/9*
*FOR FISCAL YEAR 1995-96*
*AS OF JUNE 15, 1996*

| DATE ENTERED | ORIG AGCY | BATCH NO | VOUCH NUM-BER | COST CENTER | PO NO. | TRANSACTION | LINE NO. | VENDOR | VENDOR ID | ENCUMB AMOUNT | CHANGE AMOUNT | LIQUID AMOUNT | ENCUMB BALANCE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 05/83/92 | 0500N | 03830 | 69 | 11905N | 69 | ENCUMBRANCE | 001 | PHIL'S STATIONERY | 12039567 | 2,638.70 | 0.00 | 0.00 | 2,638.70 |
| 05/08/93 | 0500N | 06440 | 5176 | 11905N | 69 | CHARGE/LIQUID | 001 | INC | N | 0.00 | 1,895.76 | 1,895.76 | 762.94 |
| | | | | | | LINE SUB-TOTAL | | | | 2,638.70 | 1,895.76 | 1,895.76 | 762.94 |
| | | | | | | P.O. TOTAL | | | | 2,638.70 | 1,895.76 | 1,895.76 | 762.94 |
| 04/14/93 | 0500N | 01210 | 7 | 10025N | 7 | ENCUMBRANCE | 001 | MENDEL'S PAPER | | 2,370.00 | 0.00 | 0.00 | 2,370.00 |
| 04/17/93 | 0500N | 01550 | 5060 | 10025N | 7 | CHARGE/LIQUID | 001 | CO. | 41041788 | 0.00 | 2,370.00 | 2,370.00 | 0.00 |
| | | | | | | LINE SUB-TOTAL | | | N | 2,370.00 | 2,370.00 | 2,370.00 | 0.00 |
| | | | | | | P.O. TOTAL | | | | 2,370.00 | 2,370.00 | 2,370.00 | 0.00 |
| 05/08/93 | 0500N | 03940 | 70 | 11903N | 70 | ENCUMBRANCE | 001 | | | 1,260.00 | 0.00 | 0.00 | 1,260.00 |
| 04/08/93 | 0500N | 06440 | 5174 | 11903N | 70 | CHARGE/LIQUID | 001 | REPUBLIC OFFICE | | 0.00 | 1,260.00 | 1,260.00 | 0.00 |
| | | | | | | LINE SUB-TOTAL | | SUPPLY | 1325700N | 1,260.00 | 1,260.00 | 1,260.00 | 0.00 |
| | | | | | | P.O. TOTAL | | | | 1,260.00 | 1,260.00 | 1,260.00 | 0.00 |

## H. Contract Journal

Districts/administrative units can use the Contract Journal to monitor activity and status of contracts. Because this report is a journal of activity, it reflects transactions recorded to date, but may not reflect final encumbrances, liquidations or balances following adjustments. *Note: This report is particulary useful in detecting liquidation errors, in that encumbrances, charges and liquidations are separately displayed.*

```
                    NEW YORK STATE
                 UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____            FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE    __________          TO   ________

                DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

Selection **'H'** from the GAAP Report Request menu, brings you to the GAAP Contract Journal menu, shown on the following page. This report reflects contract transactions within each agency in PO number order; transaction for each PO print in line number order. Users may select a report by originating agency for all purchase orders within one fiscal year or up to six selected purchase orders.

To request a Contract Journal:

- Type the fiscal year;

- Type the agency code;

**AND**

- press **'Enter'** to queue a report which will list **all** transactions for all contracts where the selected agency was either the originating agency, or the charge agency;

**OR**

- to report selected contracts only, you may request a report of up to six individual contracts, identified by contract number.

- Press **'Enter'** to queue the report.

- Enter an **'X'** in the **CMD** field in the upper right of the screen to exit. This report is queued overnight and available for printing on the following day from the Report Summary (SU) screen.

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/7.000 |
|---|---|---|
| Supersedes: ALL | Budget Implementation Reports | Page: 41 |

**NEW YORK STATE** CMD___
**UNIFIED COURT SYSTEM**
**CONTRACT JOURNAL REPORTS**

FISCAL YEAR ___**1996** ORIGINATING AGENCY _ **05999**

AUTOMATIC ALL CONTRACTS

OR

ENTER CONTRACT NUMBER:

**_C107130** _____ _____ _____ _____ _____

# SAMPLE CONTRACT JOURNAL

ACTRCONJ
6:55:01

STATE OF NEW YORK - UNIFIED COURT SYSTEM
CONTRACT JOURNAL
FOR FISCAL YEAR 1993-94
AS OF MAY 13, 1993

PAGE 1
RUN DATE 05/14/93

CONTRACT NO. C107130 ADMINISTERING AGENCY: 05999
PAYEE ID. 13556226N
VENDOR : LEGAL AID SOCIETY
ADDRESS: 15 PARK

ANY CITY 10000

| DATE ENTERED | ORIG AGENCY | BATCH NUMBER | VOUCHER NUMBER | COST CENTER VAR | LINE NO. | TRANSACTION | ENCUMBRANCE AMOUNT | CHARGE AMOUNT | LIQUIDATION AMOUNT | ENCUMBERED BALANCE |
|---|---|---|---|---|---|---|---|---|---|---|
| 04/08/93 | 0500N | 000010 | C107130 | 140177 | 003 | ENCUMBRANCE | 17,161,000.00 | 0.00 | 0.00 | 17,161,000.00 |
| 04/28/93 | 0500N | 000190 | 0000021 | 140177 | 003 | CHARGE/LIQUIDATION | 0.00 | 1,430,083.00 | 1,430,083.00- | 15,730,917.00 |
| 04/28/93 | 0500N | 000190 | 0000022 | 140177 | 003 | CHARGE/LIQUIDATION | 0.00 | 1,430,083.00 | 1,430,083.00- | 14,300,834.00 |
| 05/11/93 | 0500N | 00270 | 0000036 | 140177 | 003 | CHARGE/LIQUIDATION | 0.00 | 1,139,834.00 | 1,139,834.00- | 13,161,000.00 |
| | | | | | | LINE SUB-TOTAL | 17,161,000.00 | 4,000,000.00 | 4,000,000.00- | 13,161,000.00 |
| | | | | | | CONTRACT TOTAL | 17,161,000.00 | 4,000,000.00 | 4,000,000.00- | 13,161,000.00 |

I. Budget Management Plan Reporting

1. From the Budget Implementation Menu, select **'E'** to access the GAAP Report Request Menu as shown below.

   From the GAAP Report Request Menu, select **'I'** and press **'Enter'**.

```
                    NEW YORK STATE
                 UNIFIED COURT SYSTEM
               GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____            FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE    __________          TO   ________

                DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

2. From the Budget Management Plan Reports screen, complete the required fields:

**NEW YORK STATE** CMD__
**UNIFIED COURT SYSTEM**
**BUDGET MANAGEMENT PLAN REPORTS**

YEAR **96** SUMMARY LEVEL: COST CENTER

DISTRICT **999** ___ ___ ___ 1_____/___ 3_____/___
PROGRAM **011** ___ ___ ___ 2_____/___ 4_____/___
USER DEFINED ___ ___ ___ ___ 5_____/___ 6_____/___
MAJOR PURPOSE ___ ___ ___ ___ 7_____/___ 8_____/___
FUND ___ ___ ___ ___ 9_____/___ 10_____/___
ADMIN UNIT ___ ___ ___ ___

SUMMARY OR DETAIL _**S**
(S OR D OR B)

BUDGET MANAGEMENT PLAN _**Y**_ (**Y** OR **N**)
COMPARISON REPORT _N_ (**Y** OR **N**) PLAN PERIOD __ (1-4)

HEADING : _____

Required fields in the BMP Reports selection screen include:

| | |
|---|---|
| **YEAR** | The default setting is the current fiscal year; press the TAB key or the RETURN to move to the next field. |
| **DISTRICT CODE** | Select the level of detail you wish to report: District, Program, User (Administrative Unit), or up to ten (10) BMP cost centers. You may only select within your district. |
| **SUMMARY OR DETAIL** | Enter one of the three possible characters to select **S**ummary, **D**etail, or **B**oth versions of the BMP report. |
| **BUDGET MANAGEMENT PLAN** OR **COMPARISON REPORT** | Select one or the other report by entering **'Y'** in one field and **'N'** in the other. If you select a Comparison Report, you must complete the Plan Period field**.** |
| **PLAN PERIOD** | Enter the number of the plan period for which the Comparison is requested. |

3. When you have completed the required fields, press **'Enter'.** A prompt should appear in the lower left of your screen indicating that the report has been queued. Any other message indicates a problem with the completion of the screen; check for highlighted fields which must be completed, or corrected.

4. To exit the screen and return to the GAAP Report Menu, type an **'X'** in the **CMD** field in the upper right corner of the screen, and press **'Enter'**.

5. Budget Management Plan Reports are available for printing from the **SU** Report Summary Screen almost immediately, but must be specifically requested by placing a **'P'** next to the report to be printed.

# SAMPLE BUDGET MANAGEMENT PLAN REPORT

*ACTABMP1* *STATE OF NEW YORK - UNIFIED COURT SYSTEM* *PAGE 2*
*14:36:06* *COURTS OF ORIGINAL JURISDICTION* *DATE RUN 07/01/94*
*BUDGET MANAGEMENT PLAN*

*S U M M A R Y 099*
*DISTRICT REQUEST* *FOR FISCAL YEAR 1996-97*

**A. PERSONAL SERVICE PLAN**

| PERSONAL SERVICE CATEGORY | 1<br>CURRENT ALLOCATION | 2<br>PROJECTED ACTUAL PLAN PERIOD 1 | 3<br>PROJECTED EXPEND. CHG PLAN PERIOD 162 | 4<br>PROJECTED ANN'L EXP PLAN PERIOD 2 | 5<br>PROJECTED EXPND CHG PLAN PERIOD 263 | 6<br>PROJECTED ANN'L EXP PLAN PERIOD 3 | 7<br>PROJECTED EXPND CHG PLAN PERIOD 364 | 8<br>PROJECTED ANN'L EXP PLAN PERIOD 4 | 9<br>PROJECTED PS BALANCE (1-8) |
|---|---|---|---|---|---|---|---|---|---|
| PS - REG | 6,698,489 | 6,745,866 | 47,654- | 6,698,212 | 0 | 6,698,212 | 0 | 6,698,212 | 277 |
| PS - TEMP | 11,571 | 11,001 | 2,000- | 9,000 | 0 | 9,000 | 0 | 9,000 | 2,571 |
| PS - OT | 10,000 | 13,786 | 4,286- | 9,500 | 1,500 | 11,000 | 1,500 | 12,600 | 2,500- |
| TOTAL-PS | 6,720,000 | 6,770,653 | 53,941- | 6,716,712 | 1,500 | 6,718,212 | 1,500 | 6,719,712 | 348 |

**B. EMPLOYMENT LEVEL PLAN**

| | 1<br>AUTHORIZED SCHEDULE | 2<br>FILLED POSITIONS PLAN PERIOD 1 | 3<br>PROJECTED FILL LVL PLAN PERIOD 2 | 4<br>PROJECTED % FILLED PLAN PERIOD 2 | 5<br>PROJECTED FILL LVL PLAN PERIOD 3 | 6<br>PROJECTED % FILLED PLAN PERIOD 3 | 7<br>PROJECTED FILL LVL PLAN PERIOD 4 | 8<br>PROJECTED % FILLED PLAN PERIOD 4 | 9<br>PROJECTED # VACANT PLAN PERIOD 4 | 10<br>PROJECTED # VACANT PLAN PERIOD 4 | 11<br>PROJECTED FILL CHANGE PLAN PERIOD 164 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| NO POS JUD | 18 | 17 | 17 | 94% | 16 | 98% | 14 | 77% | 4 | 22% | 3- |
| NO POS NON | 132 | 123 | 119 | 90% | 119 | 90% | 119 | 90% | 13 | 9% | 4- |
| TOTAL # PERM | 150 | 140 | 136 | 90% | 133 | 90% | 133 | 88% | 17 | 11% | 7- |
| TEMP SERVICE | POSITIONS | 2 | 1 | | 0 | | 0 | | | | 2- |

**C. NONPERSONAL SERVICE PLAN**

| PERSONAL SERVICE CATEGORY | 1<br>CURRENT ALLOCATION | 2<br>PROJECTED EXPEND. PLAN PERIOD 1 | 3<br>% ALLOC. EXPENDED PLAN PERIOD 162 | 4<br>PROJECTED EXPEND. PLAN PERIOD 2 | 5<br>% ALLOC EXPENDED PLAN PERIOD 2 | 6<br>PROJECTED EXPEND. PLAN PERIOD 3 | 7<br>% ALLOC EXPENDED PLAN PERIOD 3 | 8<br>PROJECTED EXPEND. PLAN PERIOD 4 | 9<br>% ALLOC. EXPENDED PLAN PERIOD 4 | 10<br>PROJECTED TOTAL EXPEND. | 11<br>PROJECTED BALANCE |
|---|---|---|---|---|---|---|---|---|---|---|---|
| LEG REF MAT | 168,100 | 28,872 | 17% | 100,000 | 59% | 150,000 | 89% | 168,100 | 100% | 168,100 | 0 |
| PRO SVCS | 1,304 | 560 | 42% | 1,060 | 81% | 1,560 | 119% | 1,304 | 100% | 1,304 | 0 |
| JHO'S | 0 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0 |
| JURY FEES | 0 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0 |
| SECURITY | 0 | 0 | 0% | 0 | 0% | 9 | 0% | 0 | 0% | 0 | 0 |
| TRANSCRIPTS | 2,431 | 0 | 0% | 431 | 1,931 | 1,931 | 79% | 2,431 | 100% | 2,431 | 0 |
| EQUIPMENT | 5,266 | 0 | 0% | 0 | 0% | 9 | 0% | 5,266 | 100% | 5,266 | 0 |
| OTHER NPS | 1,896,738 | 139,030 | 7% | 715,490 | 37% | 1,263,214 | 66% | 1,896,738 | 100% | 1,896,738 | 0 |
| TOTAL NPS | 2,073,839 | 169,462 | 8% | 816,981 | 39% | 1,416,705 | 66% | 2,073,839 | 100% | 2,073,839 | 0 |
| TOTAL PS NPS | 8,793,899 | | | | | | | | | | |

# SAMPLE BUDGET MANAGEMENT PLAN COMPARISON REPORT

ACTABMP2 STATE OF NEW YORK - UNIFIED COURT SYSTEM PAGE 1
14:37:03 COURTS OF ORIGINAL JURISDICTION DATE RUN 07/01/94
BUDGET MANAGEMENT PLAN COMPARISON REPORT
DISTRICT REQUEST FOR FISCAL YEAR 1993-94

DISTRICT: 099
PROGRAM: 049
ADMIN UNIT: 035

**A. PERSONAL SERVICE PLAN**

| PERSONAL SERVICE CATEGORY | 1 PROJECTED ANNUAL EXP PLAN PERIOD 3 (PLAN) | 2 ACTUAL ANNUAL EXP PLAN PERIOD 3 (OBF) | 3 DIFFERENCE ADJ/PROJ ANNL PLAN PERIOD 3 (1-2) | 4 PERCENT DIFFERENCE (3/1) |
|---|---|---|---|---|
| PS - REG | 6,698,212 | 6,663,442 | 34,770 | 0.51% |
| PS - TEMP | 9,000 | 13,216 | 4,216- | - 46.84% |
| PS - OT | 11,000 | 10,690 | 310 | 2.81% |
| TOTAL PS | 6,718,212 | 6,687,348 | 30,864 | 0.45% |

**B. EMPLOYMENT LEVEL PLAN**

| | 1 PROJECTED FILL LEVEL PLAN PERIOD 3 | 2 ACTUAL FILL LEVEL PLAN PERIOD 3 | 3 DIFF. PROJ./ ACT. EXPEND. (1-2) | 4 PERCENT DIFFERENCE (3/1) |
|---|---|---|---|---|
| NO POS JUD | 16 | 15 | 1 | 6.25% |
| NO POS NON | 119 | 117 | 2 | 1.68% |
| TOTAL # PERM | 135 | 132 | 3 | 2.22% |
| TEMP SERVICE | 0 | 1 | 1- | .00% |
| TOTAL EMP LVL | 135 | 133 | 2 | 1.48% |

**C. NONPERSONAL SERVICE PLAN**

| NONPERSONAL SERVICE CATEGORY | 1 PROJ. EXP. PLAN PERIOD 3 (PLAN) | 2 ACTUAL EXP. PLAN PERIOD 3 (0BF) | 3 DIFF. PROJ./ ACT. EXPEND. (1-2) | 4 PERCENT DIFFERENCE (3/1) |
|---|---|---|---|---|
| LEGAL REF MAT | 150,000 | 101,717 | 48,283 | 32.18% |
| PROF SVCS | 1,560 | 800 | 760 | 48.71% |
| JHO'S | 0 | 0 | 0 | 0.00% |
| JURY FEES | 0 | 0 | 0 | 0.00% |
| SECURITY | 0 | 0 | 0 | 0.00% |
| TRANSCRIPTS | 1,931 | 1,881 | 50 | 2.58% |
| EQUIPMENT | 0 | 0 | 0 | 0.00% |
| OTHER NPS | 1,263,214 | 1,134,507 | 128,707 | 10.18% |
| TOTAL NPS | 1,416,705 | 1,238,905 | 177,800 | 12.55% |

J. Disbursement Journal

Selection **'J'** from the GAAP Report Request Menu allows the user to request a journal , by cost center and object, of the disbursement transactions posted by OSC during a user-selected time frame. Disbursement journals differ from expenditure journals in that the 'Date Processed' for disbursement transactions corresponds with the OSC payment date. These journals are queued and will then be available for printing on the next business day.

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____          FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE    __________          TO   ________

                DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/7.000 |
|---|---|---|
| Supersedes: ALL | Budget Implementation Reports | Page: 49 |

```
                    NEW YORK STATE                CMD___
                UNIFIED COURT SYSTEM
              GAAP DISBURSEMENT MENU


AGENCY ______   OR   SUMMARY LEVEL:        OR  COST CENTER

     DISTRICT 999                1_______/___  2_______/___
       PROGRAM 011               3_______/___  4_______/___
MAJOR PURPOSE ___ ___ ___ ___    5_______/___  6_______/___
 USER DEFINED ___ ___ ___ ___    7_______/___  8_______/___
        FUND ___ ___ ___ ___     9 ______/___ 10_______/___
   ADMIN UNIT ___ ___ ___ ___

     DATE RANGE 04 / 01 / 96    TO  03 / 31 / 97

     OBJECTS _____ _____ _____ _____ _____ _____ _____

     HEADING: ____________________________________________
```

- Choose your level of detail for reporting - type the five digit originating agency code; or the three digit code which represents your District; or, select your District and select programs (up to 4); or, select a specific cost center or series of cost centers (up to 10). *Important: the originating agency version of this journal will only return records entered by the agency specified.*

- Complete the date range by typing the earliest date followed by the latest date for which you are requesting a journal of disbursements. Dates are entered in MM/DD/YY format. Note that data is collected only through the current accounting date, as reflected on your GAAP Report Request Screen. **The resulting report will include all transactions entered during the selected time frame, regardless of the fiscal year to which transactions are posted.**

- To limit the objects of expenditure which will appear on the report, enter up to seven (7) budget objects. **Leave these fields blank to print all objects.**

- The user-defined Header field may be used to identify the report.

- Press **'Enter'** when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

- Enter an **'X'** in the **CMD** field in the upper right of your screen to exit.

## SAMPLE DISBURSEMENT JOURNAL

ACTREXPJ
6:32:24

STATE OF NEW YORK
DISBURSEMENT JOURNAL REPORT
AS OF MAY 31, 1997
TIME PERIOD 4/01/96 - 3/31/97

DATE RUN 6 02 93
PAGE 1

COST CENTER - NNNNNNN ANY CITY

| DATE PROCESSED | ORIG AGENCY | VOUCHER NUMBER | PAYEE ID | PAYEE | CHARGE AMOUNT | PO/ CONTRACT # | ACCUM | IRS CODE |
|---|---|---|---|---|---|---|---|---|
| OBJECT - | 55959 | MISC | | | | | | |
| FISCAL YR | 1996 | | | | | | | |
| 04 07 93 | 05XXX | 0000001 | 093228752 | K J ADAMS | $2,913.22 | | | |
| 04 07 93 | 05XXX | 0000002 | 108225579 | JONATHAN DOE | $15,398.22 | | | |
| 04 15 93 | 05XXX | 0000003 | 932578888 | FLYING ELECTRIC | $22,986.34 | | | |
| 04 30 93 | 05XXX | 0000004 | 556885874 | TIGER TOWN | $13,000.25 | | | |
| 05 12 93 | 05XXX | 0000006 | 255889722 | MEDIA REPORTS | $126.58 | | | |
| 05 18 93 | 05XXX | 0000008 | 259876565 | PC NETWORK CO | $65,658.32 | | | |
| 05 22 93 | 05XXX | 0000009 | 665428956 | TRYON TYRONE | $2,019.88 | | | |

K. Revenue Journal

Selection **'K'** from the GAAP Reports Request Menu provides for the generation of a journal of revenue transactions entered into the OSC Central Accounting System, by cost center and object, for a user-specified timeframe. The Revenue Journal represents the primary tool to be used by UCS district/administrative offices for the monitoring of revenue and for the identification of revenue reporting and data entry errors. As such, Revenue Journals should be printed and reviewed on at least a monthly basis. Revenue Journals are queued and are then available for printing on the following business day.

```
                    NEW YORK STATE
                 UNIFIED COURT SYSTEM
               GAAP REPORT REQUEST MENU


            ENTER REPORT SELECTION   __

        AGENCY    ____            FISCAL YEAR   ____

   ADDITIONAL INFORMATION

       (A)    VOUCHER RANGE    __________          TO   ________

              DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


          CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

          XX.  MAIN MENU        SU.  SUMMARY
          X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

```
                          NEW YORK STATE                CMD___
                       UNIFIED COURT SYSTEM
                       GAAP REVENUE MENU


AGENCY ______   OR   SUMMARY LEVEL:          OR  COST CENTER

     DISTRICT   999              1_______/___  2_______/___
       PROGRAM   011             3_______/___  4_______/___
 MAJOR PURPOSE  ___ ___ ___ ___ 5_______/___  6_______/___
  USER DEFINED  ___ ___ ___ ___ 7_______/___  8_______/___
          FUND  ___ ___ ___ ___ 9______/___  10_______/___
    ADMIN UNIT  ___ ___ ___ ___

     DATE RANGE 04 / 01 / 96    TO  03 / 31 / 97

     OBJECTS _____ _____ _____ _____ _____ _____ _____

     HEADING: ____________________________________________________
```

- Choose your level of detail for reporting - type the five digit originating agency code; or the three digit code which represents your District; or, select your District and select programs (up to 4); or, select a specific revenue cost center or series of cost centers (up to 10). The originating agency version of this journal will only return records entered by the agency specified. Revenue transactions entered by the Division of Budget & Finance and OSC would be absent from an originating agency version. Therefore, the district (summary) version of this report is recommended for revenue monitoring purposes.

  *Note: It is recommended that two (2) versions be requested; one by district, which will reflect all revenue transactions posted to cost centers within that district; and a second version by originating agency, to capture all transactions processed by that agency, regardless of the district within which a cost center falls (i.e. Criminal History Search fees, sanctions imposed*

*on attorneys, etc.).*

- Complete the date range by typing the earliest date followed by the latest date for which you are requesting a journal of revenue transactions. Dates are entered in MM/DD/YY format. Note that data is collected only through the current accounting date, as reflected on your GAAP Report Request Screen. **The resulting report will include all transactions entered during the selected time frame, regardless of the fiscal year to which transactions are posted.**

- To limit the revenue classifications which will appear on the report, enter up to seven budget objects. Should you require information relative to a particular object or objects, follow the preceeding instructions and type the appropriate five digit object code, or series of object codes to a maximum of seven. **Leave the object fields blank to print all objects.**

- The user-defined Header field may be used to identify the report.

- Press **'Enter'** when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

- Enter an **'X'** in the **CMD** field in the upper right of your screen to exit.

STATE OF NEW YORK - UNIFIED COURT SYSTEM
REVENUE JOURNAL REPORT
TIME PERIOD 05/30/93 - 03/30/94

DATE RUN 04/04/94

REVENUE JOURNAL
COST CENTER - 912345

SAMPLE CITY COURT

| YEAR | OBJECT | ORIG. AGENCY | BATCH | DOCUMENT | TRANSACTION | TRANS AMT NET | PROCESS DTE | LIAB DTE |
|---|---|---|---|---|---|---|---|---|
| 92 | 35270 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -200.00 | 05 10 93 | 04 30 93 |
| 92 | 35271 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -300.00 | 05 10 93 | 04 30 93 |
| 92 | 35272 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -400.00 | 05 10 93 | 04 30 93 |
| 92 | 35273 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -250.00 | 05 10 93 | 04 30 93 |
| 92 | 35279 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -600.00 | 05 10 93 | 04 30 93 |
| 92 | 35401 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -100.00 | 05 10 93 | 04 30 93 |
| 92 | 35402 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -200.00 | 05 10 93 | 04 30 93 |
| 92 | 35347 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -200.00 | 05 10 93 | 04 30 93 |
| 92 | 35348 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -300.00 | 05 10 93 | 04 30 93 |
| 92 | 34349 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -650.00 | 05 10 93 | 04 30 93 |
| 92 | 35341 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -150.00 | 05 10 93 | 04 30 93 |
| 92 | 35390 | 05123 | CT1010 | CT101 | 319 JV CHARGE | +3350.00 | 05 10 93 | 04 30 93 |
| 93 | 35390 | 05000 | C2010 | COURT10 | 371 REV POST | -1000.00 | 04 07 93 | 04 07 93 |
| 93 | 35390 | 05000 | C2020 | COURT11 | 371 REV POST | -1000.00 | 04 18 93 | 04 18 93 |
| 93 | 35390 | 05000 | C2030 | COURT12 | 371 REV POST | -1350.00 | 04 30 93 | 04 30 93 |
| 93 | 35390 | 05000 | C2040 | COURT13 | 371 REV POST | -1000.00 | 07 01 93 | 07 01 93 |
| 93 | 35270 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -400.00 | 09 12 93 | 09 12 93 |
| 93 | 35271 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -600.00 | 09 12 93 | 09 12 93 |
| 93 | 35272 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -600.00 | 09 12 93 | 09 12 93 |
| 93 | 35273 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -300.00 | 09 12 93 | 09 12 93 |
| 93 | 35279 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -600.00 | 09 12 93 | 09 12 93 |
| 93 | 35401 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -100.00 | 09 12 93 | 09 12 93 |
| 93 | 35402 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -200.00 | 09 12 93 | 09 12 93 |
| 93 | 35347 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -250.00 | 09 12 93 | 09 12 93 |
| 93 | 35348 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -450.00 | 09 12 93 | 09 12 93 |
| 93 | 34349 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -500.00 | 09 12 93 | 09 12 93 |
| 93 | 35341 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -200.00 | 09 12 93 | 09 12 93 |

L. Accumulator Reports

Selection **'L'** from the GAAP Reports Request Menu allows the user specify a variety of Accumulator Journals for printing. Departmental accumulator codes are used by a number of jurisdictions for the compiliation of expenditure data at a level other than cost center/object. Charges associated with UCS education & training programs, special committees and language interpreters are just some of the programs for which accumulator codes have been established. Use of departmental accumulator codes in such instances facilitates improved expenditure monitoring and control. Accumulator reports are available for printing the day after they are queued.

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION    __

            AGENCY    ____              FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE     __________          TO   ________

                DATE RANGE        __  /  __  /  __    TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/7.000 |
|---|---|---|
| Supersedes: ALL | Budget Implementation Reports | Page: 57 |

```
                          NEW YORK STATE                CMD___
                        UNIFIED COURT SYSTEM
                   GAAP ACCUMULATOR REPORTS MENU

 YEAR 1996

AGENCY ______   OR   SUMMARY LEVEL:         OR  COST CENTER

     DISTRICT ___                1_123456/___  2_______/___
       PROGRAM ___               3_______/___  4_______/___
MAJOR PURPOSE ___ ___ ___ ___    5_______/___  6_______/___
  USER DEFINED ___ ___ ___ ___   7_______/___   8_______/___
          FUND ___ ___ ___ ___   9_______/___  10_______/___
     ADMIN UNIT ___ ___ ___ ___

  SUMMARY TYPE (‘S’ OR ‘D’) S   SORT TYPE (‘A’ OR ‘P’) A
   REPORT TYPE (‘J’ OR ‘S’) S


     DATE RANGE 04 / 01 / 96    TO  03 / 31 / 97

     OBJECTS _____ _____ _____ _____ _____ _____ _____
```

- Type the fiscal year in the field at the upper left of the screen, or press **'tab'** or **'return'** to accept the default (the current fiscal year).

- Choose your level of detail for reporting - type the five digit originating agency code; or the three digit code which represents your District; or, select your District and select programs (up to 4); or, select a specific revenue cost center or series of cost centers (up to 10). *Important: the originating agency version of this journal will only return records entered by the agency specified.*

- Enter Summary Type “**S**” to summarize accumulator code expenditures, rather than to see individual transactions (Summary Type “**D**”).

- Enter Sort Type "**A**" to sort expenditures in accumulator code order (sort is based on the three position departmental accumulator code number). Enter Sort Type "**P**" to sort expenditures in accumulator program order (sort is based on the second and third positions of the departmental accumulator code number).

- Enter Report Type "**J**" to receive a journal of individual accumulator code expenditure transactions. Enter Report Type "**S**" for a summary report of accumulator code expenditures.

- Complete the date range by typing the earliest date followed by the latest date for which you are requesting a journal of revenue transactions. Dates are entered in MM/DD/YY format. Notethat data is collected only through the current accounting date, as reflected on your GAAP Report Request Screen.

- The user-defined Header field may be used to identify the report.

- Press **'Enter'** when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

- Enter an **'X'** in the **CMD** field in the upper right of your screen to exit.

## Sample Accumulator Report

1 ADMRACUS
11:04:21

STATE OF NEW YORK - UNIFIED COURT SYSTEM
ACCUMULATOR SUMMARY
FOR FISCAL YEAR 1993-94
AS OF SEP. 16, 1993
TIME PERIOD 4/01/94 - 4/30/94

DATE RUN 8 05 94
PAGE 1

ADM ADMINISTRATION

ACCUMULATOR - ZCM SPECIAL COMMITTEE

| OBJECT | DESCRIPTION | COST CENTER | DESCRIPTION | CHARGE AMOUNT |
|---|---|---|---|---|
| 53660 | OFFICE SUPPLIES | 100135 | CHIEF LAW LIBRARIAN - OCA | 9.58 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 4,988.96 |
| | | | OBJECT SUB-TOTAL | 4,988.54 |
| 53661 | EDP SUPPLIES | 100135 | CHIEF LAW LIBRARIAN - OCA | 19.73 |
| | | 100151 | PERSONNEL ACTIVITIES - OCA | 0.00 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 791.71 |
| | | | OBJECT SUB-TOTAL | 811.44 |
| 53662 | PHOTO DUPLICATION SUPPLIES | 100258 | COURT OPERATIONAL SERVICES - OCA | 792.71 |
| | | | OBJECT SUB-TOTAL | 792.71 |
| 53663 | LEGAL REF MAT LIBRARY - NEW | 100135 | CHIEF LAW LIBRARIAN - OCA | 93.00 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 111.00 |
| | | | OBJECT SUB-TOTAL | 204.00 |
| 53664 | LEGAL REF MAT OFFICE - SUPP | 100258 | COURT OPERATIONAL SERVICES - OCA | 2,225.60 |
| | | | OBJECT SUB-TOTAL | 2,225.60 |
| 53665 | LEGAL REF MAT OFFICE - NEW | 100258 | COURT OPERATIONAL SERVICES - OCA | 2,706.14 |
| | | | OBJECT SUB-TOTAL | 2,706.14 |
| 53666 | LEGAL REF MAT OFFICE - SUPP | 100258 | COURT OPERATIONAL SERVICES - OCA | 1,237.62 |
| | | | OBJECT SUB-TOTAL | 1,237.62 |
| 53690 | MISC. SUPPLIES AND MATERIALS | 100193 | PROGRAM & PLANNING - OCA | -127.24 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 1,778.72 |
| | | | OBJECT SUB-TOTAL | 1,651.48 |
| 53850 | PRINTING SUPPLIES OTHER PAPER | 100258 | COURT OPERATIONAL SERVICES - OCA | 13,346.92 |
| | | | OBJECT SUB-TOTAL | 13,346.92 |
| 53880 | PRINTING SUPPLIES NON PAPER | 100258 | COURT OPERATIONAL SERVICES - OCA | 3,611.51 |
| | | | OBJECT SUB-TOTAL | 3,611.51 |
| 54200 | PUBLIC TRANS NON-JUD | 100088 | EXECUTIVE DIRECTION - OCA | 2.50 |
| | | 100096 | COUNSEL ACTIVITIES - OCA | 1,298.50 |
| | | 100135 | CHIEF LAW LIBRARIAN - OCA | 12.50 |
| | | 100143 | BUDGET & FINANCE - OCA | 0.00 |
| | | 100151 | PERSONNEL ACTIVITIES - OCA | 205.00 |
| | | 100224 | EMPLOYEE RELATIONS - OCA | 1,051.00 |
| | | 100240 | EEO PROGRAMS - OCA | 256.50 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 62.50 |
| | | 100274 | DEPUTY CHIEF ADMIN JDG OUTSIDE NYC - OCA | 280.00 |
| | | 100305 | INSPECTOR GENERAL - OCA | 0.00 |
| | | 100517 | COMMUNITY DISPUTE RESOLUTION - OCA | 0.00 |
| | | | OBJECT SUB-TOTAL | 3,168.50 |
| 54201 | PUBLIC TRANS JUDICIAL | 100088 | EXECUTIVE DIRECTION - OCA | 401.00 |
| | | 100096 | COUNSEL ACTIVITIES - OCA | 19.15 |
| | | 100274 | DEPUTY CHIEF ADMIN JDG OUTSIDE NYC - OCA | 0.00 |

| Date: 1/27/97 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/7.000 |
|---|---|---|
| Supersedes: ALL | Budget Implementation Reports | Page: 60 |

J. Disbursement Journal

Selection **'J'** from the GAAP Report Request Menu allows the user to request a journal , by cost center and object, of the disbursement transactions posted by OSC during a user-selected time frame. Disbursement journals differ from expenditure journals in that the 'Date Processed' for disbursement transactions corresponds with the OSC payment date. These journals are queued and will then be available for printing on the next business day.

```
                    NEW YORK STATE
                 UNIFIED COURT SYSTEM
               GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____            FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE    __________          TO   ________

                DATE RANGE       __  /  __  /  __     TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

```
                    NEW YORK STATE                CMD___
                  UNIFIED COURT SYSTEM
                 GAAP DISBURSEMENT MENU

YEAR 1996

AGENCY ______   OR   SUMMARY LEVEL:        OR  COST CENTER

     DISTRICT 999                      1_______/___  2_______/___
      PROGRAM 011                      3_______/___  4_______/___
MAJOR PURPOSE ___ ___ ___ ___          5_______/___  6_______/___
 USER DEFINED ___ ___ ___ ___          7_______/___  8_______/___
        FUND ___ ___ ___ ___           9 ______/___ 10_______/___
    ADMIN UNIT ___ ___ ___ ___

     DATE RANGE 04 / 01 / 96    TO  03 / 31 / 97

     OBJECTS _____ _____ _____ _____ _____ _____ _____

     HEADING: ____________________________________________
```

- Type the fiscal year in the field at the upper left of the screen, or press **'tab'** or **'return'** to accept the default (the current fiscal year).

- Choose your level of detail for reporting - type the five digit originating agency code; or the three digit code which represents your District; or, select your District and select programs (up to 4); or, select a specific cost center or series of cost centers (up to 10). *Important: the originating agency version of this journal will only return records entered by the agency specified.*

- Complete the date range by typing the earliest date followed by the latest date for which you are requesting a journal of disbursements. Dates are entered in MM/DD/YY format. Note that data is collected only through the current accounting date, as reflected on your GAAP Report Request Screen.

- To limit the objects of expenditure which will appear on the report, enter up to seven (7) budget objects. **Leave these fields blank to print all objects.**

- The user-defined Header field may be used to identify the report.

- Press **'Enter'** when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

- Enter an **'X'** in the **CMD** field in the upper right of your screen to exit.

## SAMPLE DISBURSEMENT JOURNAL

**ACTREXPJ**
**6:32:24**

**STATE OF NEW YORK**
**DISBURSEMENT JOURNAL REPORT**
**FOR FISCAL YEAR 1996-97**
**AS OF MAY 31, 1997**
**TIME PERIOD 4/01/96 - 3/31/97**

**DATE RUN 6 02 93**
**PAGE 1**

**COST CENTER - NNNNNNN ANY CITY**

| DATE PROCESSED | ORIG AGENCY | VOUCHER NUMBER | PAYEE ID | PAYEE | CHARGE AMOUNT | PO/ CONTRACT # | ACCUM | IRS CODE |
|---|---|---|---|---|---|---|---|---|
| OBJECT - | 55959 | MISC | | | | | | |
| 04 07 93 | 05XXX | 0000001 | 093228752 | K J ADAMS | $2,913.22 | | | |
| 04 07 93 | 05XXX | 0000002 | 108225579 | JONATHAN DOE | $15,398.22 | | | |
| 04 15 93 | 05XXX | 0000003 | 932578888 | FLYING ELECTRIC | $22,986.34 | | | |
| 04 30 93 | 05XXX | 0000004 | 556885874 | TIGER TOWN | $13,000.25 | | | |
| 05 12 93 | 05XXX | 0000006 | 255889722 | MEDIA REPORTS | $126.58 | | | |
| 05 18 93 | 05XXX | 0000008 | 259876565 | PC NETWORK CO | $65,658.32 | | | |
| 05 22 93 | 05XXX | 0000009 | 665428956 | TRYON TYRONE | $2,019.88 | | | |

K. Revenue Journal

Selection **'K'** from the GAAP Reports Request Menu provides for the generation of a journal of revenue transactions entered into the OSC Central Accounting System, by cost center and object, for a user-specified timeframe. The Revenue Journal represents the primary tool to be used by UCS district/administrative offices for the monitoring of revenue and for the identification of revenue reporting and data entry errors. As such, Revenue Journals should be printed and reviewed on at least a monthly basis. Revenue Journals are queued and are then available for printing on the following business day.

```
                    NEW YORK STATE
                UNIFIED COURT SYSTEM
              GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

            AGENCY    ____            FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)    VOUCHER RANGE     __________          TO   ________

                DATE RANGE        __  /  __  /  __    TO   __  /  __  /  __


            CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

              XX.  MAIN MENU        SU.  SUMMARY
              X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

```
                    NEW YORK STATE                CMD___
                  UNIFIED COURT SYSTEM
                   GAAP REVENUE MENU

YEAR 1996

AGENCY ______   OR   SUMMARY LEVEL:        OR  COST CENTER

     DISTRICT 999                        1_______/___  2_______/__
      PROGRAM 011                        3_______/___  4_______/__
MAJOR PURPOSE ___ ___ ___ ___            5_______/___  6_______/__
 USER DEFINED ___ ___ ___ ___            7_______/___   8_______/__
        FUND ___ ___ ___ ___             9 _______/___ 10_______/__
   ADMIN UNIT ___ ___ ___ ___

     DATE RANGE 04 / 01 / 96    TO  03 / 31 / 97

     OBJECTS _____ _____ _____ _____ _____ _____ _____

     HEADING: ____________________________________________
```

- Type the fiscal year in the field at the upper left of the screen, or press **'tab'** or **'return'** to accept the default (the current fiscal year). **Important: For the routine printing of monthly revenue journals, it is highly recommended that the fiscal year be left blank in order to capture all transactions ocurring during the period, regardless of fiscal year (i.e. revenue refunds).**

- Choose your level of detail for reporting - type the five digit originating agency code; or the three digit code which represents your District; or, select your District and select programs

(up to 4); or, select a specific revenue cost center or series of cost centers (up to 10). The originating agency version of this journal will only return records entered by the agency specified. Revenue transactions entered by the Division of Budget & Finance and OSC would be absent from an originating agency version. Therefore, the district (summary) version of this report is recommended for revenue monitoring purposes. It **is recommended that two (2) versions be requested; one by district, which will reflect all revenue transactions posted to cost centers within that district; and a second version by originating agency, to capture all transactions processed by that agency, regardless of the district within which a cost center falls (i.e. Criminal History Search fees, sanctions imposed on attorneys, etc.).**

- Complete the date range by typing the earliest date followed by the latest date for which you are requesting a journal of revenue transactions. Dates are entered in MM/DD/YY format. Note that data is collected only through the current accounting date, as reflected on your GAAP Report Request Screen.

- To limit the revenue which will appear on the report, enter up to seven budget objects. Should you require information relative to a particular object or objects, follow the preceeding instructions and type the appropriate five digit object code, or series of object codes to a maximum of seven. **Leave the object fields blank to print all objects.**

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- Enter an **'X'** in the **CMD** field in the upper right of your screen to exit.

STATE OF NEW YORK - UNIFIED COURT SYSTEM
REVENUE JOURNAL REPORT
TIME PERIOD 05/30/93 - 03/30/94

DATE RUN 04/04/94

REVENUE JOURNAL
COST CENTER - 912345 SAMPLE CITY COURT

| YEAR | OBJECT | ORIG. AGENCY | BATCH | DOCUMENT | TRANSACTION | TRANS AMT NET | PROCESS DTE | LIAB DTE |
|---|---|---|---|---|---|---|---|---|
| 92 | 35270 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -200.00 | 05 10 93 | 04 30 93 |
| 92 | 35271 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -300.00 | 05 10 93 | 04 30 93 |
| 92 | 35272 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -400.00 | 05 10 93 | 04 30 93 |
| 92 | 35273 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -250.00 | 05 10 93 | 04 30 93 |
| 92 | 35279 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -600.00 | 05 10 93 | 04 30 93 |
| 92 | 35401 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -100.00 | 05 10 93 | 04 30 93 |
| 92 | 35402 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -200.00 | 05 10 93 | 04 30 93 |
| 92 | 35347 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -200.00 | 05 10 93 | 04 30 93 |
| 92 | 35348 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -300.00 | 05 10 93 | 04 30 93 |
| 92 | 34349 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -650.00 | 05 10 93 | 04 30 93 |
| 92 | 35341 | 05123 | CT1010 | CT101 | 319 JV CHARGE | -150.00 | 05 10 93 | 04 30 93 |
| 92 | 35390 | 05123 | CT1010 | CT101 | 319 JV CHARGE | +3350.00 | 05 10 93 | 04 30 93 |
| 93 | 35390 | 05000 | C2010 | COURT10 | 371 REV POST | -1000.00 | 04 07 93 | 04 07 93 |
| 93 | 35390 | 05000 | C2020 | COURT11 | 371 REV POST | -1000.00 | 04 18 93 | 04 18 93 |
| 93 | 35390 | 05000 | C2030 | COURT12 | 371 REV POST | -1350.00 | 04 30 93 | 04 30 93 |
| 93 | 35390 | 05000 | C2040 | COURT13 | 371 REV POST | -1000.00 | 07 01 93 | 07 01 93 |
| 93 | 35270 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -400.00 | 09 12 93 | 09 12 93 |
| 93 | 35271 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -600.00 | 09 12 93 | 09 12 93 |
| 93 | 35272 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -600.00 | 09 12 93 | 09 12 93 |
| 93 | 35273 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -300.00 | 09 12 93 | 09 12 93 |
| 93 | 35279 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -600.00 | 09 12 93 | 09 12 93 |
| 93 | 35401 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -100.00 | 09 12 93 | 09 12 93 |
| 93 | 35402 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -200.00 | 09 12 93 | 09 12 93 |
| 93 | 35347 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -250.00 | 09 12 93 | 09 12 93 |
| 93 | 35348 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -450.00 | 09 12 93 | 09 12 93 |
| 93 | 34349 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -500.00 | 09 12 93 | 09 12 93 |
| 93 | 35341 | 05123 | CT1050 | CT105 | 319 JV CHARGE | -200.00 | 09 12 93 | 09 12 93 |

L. Accumulator Reports

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```
                    NEW YORK STATE
                  UNIFIED COURT SYSTEM
                GAAP REPORT REQUEST MENU


                ENTER REPORT SELECTION   __

              AGENCY    ____          FISCAL YEAR   ____

     ADDITIONAL INFORMATION

         (A)   VOUCHER RANGE   __________          TO   ________

               DATE RANGE      __  /  __  /  __     TO   __  /  __  /  __


              CURRENT ACCOUNTING DATE IS  07 01 96

A.  VOUCHER REGISTER     B.  BATCH REGISTER        C.  ALLOCATION MENU
D.  EXPENDITURE MENU     E.  VENDOR MENU           F.  DUPLICATE INVOICE MENU
G.  PURCHASE ORDER MENU  H.  CONTRACT MENU         I.  BUDGET MANAGEMENT PLAN
J.  DISBURSEMENT MENU    K.  REVENUE MENU          L.  ACCUMULATOR MENU

                XX.  MAIN MENU        SU.  SUMMARY
                X.   PRIOR MENU       TC.  TERMINAL CONTROL
```

```
                    NEW YORK STATE                CMD___
                  UNIFIED COURT SYSTEM
              GAAP ACCUMULATOR REPORTS MENU

YEAR 1996

AGENCY ______   OR   SUMMARY LEVEL:        OR  COST CENTER

     DISTRICT ___                      1_123456/___  2_______/___
      PROGRAM ___                      3_______/___  4_______/___
MAJOR PURPOSE ___ ___ ___ ___          5_______/___  6_______/___
 USER DEFINED ___ ___ ___ ___          7_______/___  8_______/___
        FUND ___ ___ ___ ___           9 _______/___ 10_______/___
    ADMIN UNIT ___ ___ ___ ___

  SUMMARY TYPE (‘S’ OR ‘D’) S   SORT TYPE (‘A’ OR ‘P’) A
   REPORT TYPE (‘J’ OR ‘S’) S


     DATE RANGE 04 / 01 / 96    TO  03 / 31 / 97

     OBJECTS _____ _____ _____ _____ _____ _____ _____
```

- Type the fiscal year in the field at the upper left of the screen, or press **'tab'** or **'return'** to accept the default (the current fiscal year).

- Choose your level of detail for reporting - type the five digit originating agency code; or the three digit code which represents your District; or, select your District and select programs (up to 4); or, select a specific revenue cost center or series of cost centers (up to 10). *Important: the originating agency version of this journal will only return records entered by the agency specified.*

- Enter Summary Type “**S**” to summarize accumulator code expenditures, rather than to see individual transactions (Summary Type “**D**”).

- Enter Sort Type "**A**" to sort expenditures in accumulator code order (sort is based on the three position departmental accumulator code number). Enter Sort Type "**P**" to sort expenditures in accumulator program order (sort is based on the second and third positions of the departmental accumulator code number).

- Enter Report Type "**J**" to receive a journal of individual accumulator code expenditure transactions. Enter Report Type "**S**" for a summary report of accumulator code expenditures.

- Complete the date range by typing the earliest date followed by the latest date for which you are requesting a journal of revenue transactions. Dates are entered in MM/DD/YY format. Notethat data is collected only through the current accounting date, as reflected on your GAAP Report Request Screen.

- The user-defined Header field may be used to identify the report.

- Press '**Enter**' when you have completed the required fields. The system will respond in the lower left of your screen with **080** Report Queued or with error messages if any of the fields are incomplete; look for highlighted fields which indicate errors or required fields.

- Enter an '**X**' in the **CMD** field in the upper right of your screen to exit.

## Sample Accumulator Report

1 ADMRACUS
11:04:21

STATE OF NEW YORK - UNIFIED COURT SYSTEM
ACCUMULATOR SUMMARY
FOR FISCAL YEAR 1993-94
AS OF SEP. 16, 1993
TIME PERIOD 4/01/94 - 4/30/94

DATE RUN 8 05 94
PAGE 1

ADM ADMINISTRATION

ACCUMULATOR - ZCM SPECIAL COMMITTEE

| OBJECT | DESCRIPTION | COST CENTER | DESCRIPTION | CHARGE AMOUNT |
|---|---|---|---|---|
| 53660 | OFFICE SUPPLIES | 100135 | CHIEF LAW LIBRARIAN - OCA | 9.58 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 4,988.96 |
| | | | OBJECT SUB-TOTAL | 4,988.54 |
| 53661 | EDP SUPPLIES | 100135 | CHIEF LAW LIBRARIAN - OCA | 19.73 |
| | | 100151 | PERSONNEL ACTIVITIES - OCA | 0.00 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 791.71 |
| | | | OBJECT SUB-TOTAL | 811.44 |
| 53662 | PHOTO DUPLICATION SUPPLIES | 100258 | COURT OPERATIONAL SERVICES - OCA | 792.71 |
| | | | OBJECT SUB-TOTAL | 792.71 |
| 53663 | LEGAL REF MAT LIBRARY - NEW | 100135 | CHIEF LAW LIBRARIAN - OCA | 93.00 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 111.00 |
| | | | OBJECT SUB-TOTAL | 204.00 |
| 53664 | LEGAL REF MAT OFFICE - SUPP | 100258 | COURT OPERATIONAL SERVICES - OCA | 2,225.60 |
| | | | OBJECT SUB-TOTAL | 2,225.60 |
| 53665 | LEGAL REF MAT OFFICE - NEW | 100258 | COURT OPERATIONAL SERVICES - OCA | 2,706.14 |
| | | | OBJECT SUB-TOTAL | 2,706.14 |
| 53666 | LEGAL REF MAT OFFICE - SUPP | 100258 | COURT OPERATIONAL SERVICES - OCA | 1,237.62 |
| | | | OBJECT SUB-TOTAL | 1,237.62 |
| 53690 | MISC. SUPPLIES AND MATERIALS | 100193 | PROGRAM & PLANNING - OCA | -127.24 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 1,778.72 |
| | | | OBJECT SUB-TOTAL | 1,651.48 |
| 53850 | PRINTING SUPPLIES OTHER PAPER | 100258 | COURT OPERATIONAL SERVICES - OCA | 13,346.92 |
| | | | OBJECT SUB-TOTAL | 13,346.92 |
| 53880 | PRINTING SUPPLIES NON PAPER | 100258 | COURT OPERATIONAL SERVICES - OCA | 3,611.51 |
| | | | OBJECT SUB-TOTAL | 3,611.51 |
| 54200 | PUBLIC TRANS NON-JUD | 100088 | EXECUTIVE DIRECTION - OCA | 2.50 |
| | | 100096 | COUNSEL ACTIVITIES - OCA | 1,298.50 |
| | | 100135 | CHIEF LAW LIBRARIAN - OCA | 12.50 |
| | | 100143 | BUDGET & FINANCE - OCA | 0.00 |
| | | 100151 | PERSONNEL ACTIVITIES - OCA | 205.00 |
| | | 100224 | EMPLOYEE RELATIONS - OCA | 1,051.00 |
| | | 100240 | EEO PROGRAMS - OCA | 256.50 |
| | | 100258 | COURT OPERATIONAL SERVICES - OCA | 62.50 |
| | | 100274 | DEPUTY CHIEF ADMIN JDG OUTSIDE NYC - OCA | 280.00 |
| | | 100305 | INSPECTOR GENERAL - OCA | 0.00 |
| | | 100517 | COMMUNITY DISPUTE RESOLUTION - OCA | 0.00 |
| | | | OBJECT SUB-TOTAL | 3,168.50 |
| 54201 | PUBLIC TRANS JUDICIAL | 100088 | EXECUTIVE DIRECTION - OCA | 401.00 |
| | | 100096 | COUNSEL ACTIVITIES - OCA | 19.15 |
| | | 100274 | DEPUTY CHIEF ADMIN JDG OUTSIDE NYC - OCA | |

## 8.000 Using Mainframe ADMN Utilities

Several utilities are provided via the Administrative Services Applications (ADMN) system to permit users to perform various tasks:

- Browsing and printing the Schedule of Positions
- Browsing and printing the UCS line number Range File
- Browsing and printing the UCS Object, Cost Center and Title Files
- Electronic messaging
- Queuing, printing, and browsing reports
- Changing printers, checking printer status, re-directing output to another printer
- User security maintenance (local security coordinators only)

Users may access the majority of the CICS utilities described in this chapter by entering option **"F"** from the ADMN main menu. Then press **'Enter'**.

```
                          NEW YORK STATE
ADMOPM01            OFFICE OF COURT ADMINISTRATION          04/28/1999   09:51
                  ADMINISTRATIVE SERVICES APPLICATIONS
                              MAIN MENU

          TO SELECT APPLICATION ENTER LETTER CODE  ==> F
                                DEPRESS ENTER KEY


                A.P.P.I.S.                    A
                BUDGET DEVELOPMENT            B
                BUDGET IMPLEMENTATION         C
                UTILITIES                     F
                BUDGET SECURITY               G
                SIGNOFF                       H
```

## 8.000.1 **Schedule of Positions**

This utility provides users with a means of browsing and printing the UCS Authorized Schedule of Positions. Access is based on the user's security profile, that is, the user may only access cost centers and line items which fall within his or her respective jurisdiction (i.e. district). From within the **Budget Utilities** application, select option **"C"** for the Schedule of Positions and press **'Enter'**:

```
                                NEW YORK STATE
ADMOPM05                OFFICE OF COURT ADMINISTRATION          04/28/1999   09:51
                          BUDGET OFFICE UTILITY MENU                CMD    ___
                                   MAIN MENU

                 TO SELECT APPLICATION ENTER LETTER CODE  ==> C
                                     DEPRESS ENTER KEY



BUDGET IMPLEMENTATION MENU   A     OBJECT FILE                    E
BUDGET DEVELOPMENT MENU      B     COST CENTER FILE               F
SCHEDULE OF POSITIONS        C     TITLE FILE                     G
RANGE FILE                   D     ORIGINATING AGENCY FILE        H

                          REPORT SUMMARY     SU
                          TERMINAL CONTROL   TC
                          MESSAGE SYSTEM     MS
                          REMOTE REPORTS     RR
```

To **browse** the Schedule of Positions, enter the appropriate four digit **fiscal year** (the system defaults to the current fiscal year), option **"A"**, the **payroll agency code**, **line item** number and press **'Enter'**:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPSOP                SCHEDULE OF POSITIONS              04/28/1999   11:46

                      FISCAL YEAR:      1999
                ENTER SELECTION:        A
                         AGENCY:        05537
                           LINE:        07605
                        TO LINE:        _____

                     INQUIRY ===>  A


                 JOG CATEGORY ===>  E
        PRINT SCHEDULE OF POSITIONS ===>  F
      PRINT SCHEDULE (TEMPORARY) ===>  T


     EXIT   -   PF3   OR   PF12   OR ===>  X
```

The following Schedule of Position data screen will be displayed:

```
                          OFFICE OF COURT ADMINISTRATION
ADMOPSOP                     SCHEDULE OF POSITIONS                    04/28/1999   11:47
                           POSITION UPDATE/INQUIRY                        CMD  __

05537 / 07605 YEAR:   1999 OBJECT:   41100     COST CTR:   275045/     ULSTER CO JURY

   TITLE       GR   ANN SAL   PB   PT %   EFF DATE     END DATE    REFERENCE   JOB   EAR

_  40398      12                A       00 . 0   04  01 1999    05  12  1999    4-6213
   JR CT ANAL                                                                        6B
   40305      16                A       00 . 0   05  13 1999    00   00 0000    4-11013
   AST CT ANAL                                                                       6B
```

To print a portion of the Schedule of Positions, enter the appropriate **fiscal year** (the system defaults to the current fiscal year), option **"F"**, the **payroll agency** code, the **beginning line item** in the series you wish to print and the **ending line item** of the series you wish to print and press **'Enter'**:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPSOP                SCHEDULE OF POSITIONS                 04/28/1999   11:47

                      FISCAL YEAR:      1999
                ENTER SELECTION:        F
                         AGENCY:        05537
                           LINE:        07600
                        TO LINE:        07615

                       INQUIRY ===>  A


                   JOG CATEGORY ===>  E
        PRINT SCHEDULE OF POSITIONS ===>  F
       PRINT SCHEDULE (TEMPORARY) ===>  T


         EXIT   -   PF3   OR   PF12   OR ===>  X
```

A report similar to the following will print on your local CICS printer:

ADMASCH S C H E D U L E OF P O S I T I O N S 1999-2000 04/28/1999
11:47:23 DEPT: 05 OFFICE OF COURT ADMINISTRATION YEAR: 1999
COST CENTER: 275045 ULSTER CO JURY VARIABLE: OBJECT: 41100 ACCUM:

| AGENCY | LINE# | DATE LINE BEGINS (A) | ENDS (D) | TITLE # | TITLE-NAME | PB SAL/ | GRADE | EAR PT% MARK |
|---|---|---|---|---|---|---|---|---|
| 05537 | 07600 | 04/01/1999 | | 45273 | COMMR OF JURORS III | C | (JG-21) | |
| 05537 | *07605 | 04/01/1999 | 05/12/1999 | 40398 | JR CT ANAL | A | (JG-12) | |
| 05537 | 07605 | 05/13/1999 | | 40305 | AST CT ANAL | A | (JG-16) | |
| 05537 | 07610 | 04/01/1999 | | 43805 | SR OFC TYP | A | (JG-08) | |
| 05537 | 07615 | 04/01/1999 | | 43804 | SR OFC AST | A | (JG-08) | |
| | | | | | | A | | |
| | | | | | NUMBER OF ACTIVE LINE | | 4 | |

The Schedule of Positions utility panel may also be used to browse and/or print the Temporary Positions Schedule and to update Job Categories. For more information on Job Category data updates, please refer to Part X/Chapter 4.000 - Schedule of Positions (UCS-3001) Staffing Categories, Case Type Designation Updates and Family Court Title IV-D Categories.

## 8.000.2 **Range File**

The Range File is a mainframe application used to control the cost center to which a line item, or series of line items, is to be charged to for expenditure and disbursement purposes. To access this application, enter option **"D"** at the Utility Main Menu and press **'Enter'**:

```
                                NEW YORK STATE
ADMOPM05              OFFICE OF COURT ADMINISTRATION        04/28/1999   10:30
                        BUDGET OFFICE UTILITY MENU                CMD    ___
                                 MAIN MENU


            TO SELECT APPLICATION ENTER LETTER CODE  ==> D_
                                 DEPRESS ENTER KEY


  BUDGET IMPLEMENTATION MENU    A    OBJECT FILE                    E
  BUDGET DEVELOPMENT MENU       B    COST CENTER FILE               F
  SCHEDULE OF POSITIONS         C    TITLE FILE                     G
  RANGE FILE                    D    ORIGINATING AGENCY FILE        H

                          REPORT SUMMARY  SU
                        TERMINAL CONTROL  TC
                          MESSAGE SYSTEM  MS
                          REMOTE REPORTS  RR
```

The following input screen will be returned. To perform an inquiry, enter **"INQ"** in the option field, then enter the appropriate **payroll agency code** and the **beginning line item** number. Then tab down and enter the desired **fiscal year** and **pay period** (as two digits)and press **'Enter'**:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPRNG                BUDGET OFFICE                 04/28/1999   10:32
                          RANGE FILE                      CMD   ___

                 OPTION:   INQ    (ADD, CHG, INQ, DEL, PRI)

              AGENCY:   05537

        BEGINNING LINE:   01001



 YEAR:   1999      PAY PERIOD:   01
```

The following data screen will be returned:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPRNG                BUDGET OFFICE                    04/28/1999   10:32
                          RANGE FILE                        CMD   ___

                 OPTION:  INQ    (ADD,CHG, INQ, DEL, PRI)

                 AGENCY:  05537

        BEGINNING LINE:  01001

           ENDING LINE:  01250

DEPT:  05     COST CENTER:  2425105     VARIABLE:       OBJECT:     41100

YEAR:   1999      PAY PERIOD:  01          ACCUM  CODE:

NARRATIVE:  ALBANY CO SUPREME & CO
```

To print a portion of the Range File, enter **"PRI"** in the option field and enter the appropriate **payroll agency code**. Then tab down and enter the desired **fiscal year** and **payroll period** and press **'Enter'**:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPRNG                BUDGET OFFICE                 04/28/1999   10:32
                          RANGE FILE                      CMD   ___

              OPTION:   PRI    (ADD,CHG, INQ, DEL, PRI)

           AGENCY:   05537

     BEGINNING LINE:   01001



 YEAR:    1999       PAY PERIOD:   01
```

The report similar to the following will print on your local CICS printer:

ADMARNG 16:01:5 OFFICE OF COURT ADMINISTRATION 05/03/1999 PAGE 1
BUDGET OFFICE
RANGE FILE

| AGENCY | BEGIN LINE | END LINE | DEPT | YEAR | PP | COST CENTER | VAR | OBJECT | ACCUM | NARRATIVE |
|---|---|---|---|---|---|---|---|---|---|---|
| 05537 | 01001 | 01250 | 05 | 1999 | 01 | 245105 | | 41100 | | ALBANY CO SUPREME & CO |
| 05537 | 01251 | 01299 | 05 | 1999 | 01 | 245105 | | 42100 | | ALBANY CO SUPREME & CO TEMP |
| 05537 | 01300 | 01350 | 05 | 1999 | 01 | 245024 | | 42100 | | ALBANY CO FAMILY |
| 05537 | 01351 | 01399 | 05 | 1999 | 01 | 245024 | | 41100 | | ALBANY CO FAMILY TEMP |
| 05537 | 01400 | 01450 | 05 | 1999 | 01 | 245032 | | 42100 | | ALBANY CO SURROGATE |
| 05537 | 01451 | 01499 | 05 | 1999 | 01 | 245040 | | 41100 | | ALBANY CO SURROGATE TEMP |
| 05537 | 01600 | 01650 | 05 | 1999 | 01 | 245040 | | 42100 | | ALBANY CO JURY |
| 05537 | 01651 | 01699 | 05 | 1999 | 01 | 245016 | | 41100 | | ALBANY CO JURY TEMP |
| 05537 | 01800 | 01899 | 05 | 1999 | 01 | 250118 | | 41100 | | ALBANY CO FAM CT HEAR EXAM |

8.000.3 **Object File**

The Object File is essentially a database of the object codes and their related reporting attributes as used by the various ADMN budget development and budget implementation applications and reports. This database has four separate segments:

# **Budget Objects (option "B")** - Objects to be used for internal budget development and reporting purposes only. Each Budget Object has associated Budget-In-Brief and Budget Management objects.

# **Expenditure Objects (option "E")** - Objects to be used for coding vouchers and other financial documents processed via the State Comptroller's Central Accounting System. Each Expenditure object has associated Budget, Budget-in-Brief and Budget Management Objects.

# **Revenue Objects (option "R")** - Objects to be used for revenue transactions entered into the OSC Central Accounting System and also for internal reporting purposes.

■ **Budget Management Objects (option "Z")** - Objects used for Budget Management Plan (BMP) reporting purposes only.

To access the Object File, enter option **"E"** from the utilities main menu and press **'Enter'**:

```
                          NEW YORK STATE
ADMOPM05          OFFICE OF COURT ADMINISTRATION        04/28/1999  10:33
                     BUDGET OFFICE UTILITY MENU              CMD   ___
                              MAIN MENU


          TO SELECT APPLICATION ENTER LETTER CODE  ==> E_
                              DEPRESS ENTER KEY


 BUDGET IMPLEMENTATION MENU    A   OBJECT FILE                  E
 BUDGET DEVELOPMENT MENU       B   COST CENTER FILE             F
 SCHEDULE OF POSITIONS         C   TITLE FILE                   G
 RANGE FILE                    D   ORIGINATING AGENCY FILE      H

                     REPORT SUMMARY    SU
                  TERMINAL CONTROL     TC
                     MESSAGE SYSTEM    MS
                     REMOTE REPORTS    RR
```

To access the object file to check on a particular object's reporting attributes, enter **"INQ"**, enter the **object code** you wish to inquire on, enter the appropriate **object type** and press **'Enter'**:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPOBJ                BUDGET OFFICE                    04/28/1999   10:32
                         OBJECT FILE                         CMD   ___

        OPTION:   INQ (ADD, CHG, INQ, DEL, PRI)
      OBJECT:   55972
            TYPE:  E      B=BUDGET   E=EXPENDITURE  R=REVENUE
                          Z=BUDGET MANAGEMENT
```

A data screen similar to the following will be returned:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPOBJ                  BUDGET OFFICE                  04/28/1999   10:35
                           OBJECT FILE                       CMD    ___

          OPTION:   INQ (ADD, CHG, INQ, DEL, PRI)
        OBJECT:   55972
            TYPE:  E      B=BUDGET   E=EXPENDITURE R=REVENUE
                          Z=BUDGET MANAGEMENT

     DESCRIPTION:   JURY  - PER DIEM EXPENSE
SHORT  DESCRIPTION:   JURY  - PER D

PETTY CASH ELIGIBLE:   N


          BUDGET:  55972                 OTHER2:                 OTHER3:
   BUDGET  IN  BRIEF:  55972   BUDGET MANAGEMENT: 53400          OTHER6:
          OTHER7:                        OTHER8:                 OTHER9:
         OTHER10:
```

To print a portion of the object file for reference purposes, select option **'PRI'** enter **"All"** in the 'object' field, enter an **object type** and press **"Enter"**:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPOBJ                  BUDGET OFFICE                 04/28/1999   10:32
                           OBJECT FILE                     CMD   ___

        OPTION:    PRI (ADD, CHG, INQ, DEL, PRI)
      OBJECT:   ALL
          TYPE:   B      B=BUDGET   E=EXPENDITURE  R=REVENUE
                         Z=BUDGET MANAGEMENT
```

A report similar to the attach will print on your local CICS printer:

ADMAOBJ STATE OF NEW YORK - UNIFIED COURT SYSTEM PAGE 1
16:01:5 BUDGET OFFICE DATE RUN 03/15/1999
OBJECT FILE

| TYPE | OBJECT | OBJECT DESCRIPTION BUDGET OBJECTS | SHORT DESC BUDGET OBJECT | FLAG | BUDGET OBJ | PC ELIG. | B | IN B OBJ | BDGT MNGT OBJ |
|---|---|---|---|---|---|---|---|---|---|
| B | 41 | * PERSONAL SERVICE REGULAR * | * PERSONAL SVCE | 1 | | | | | |
| B | 41099 | PERSONAL SERVICE UNDISTRIBUTED | PS UNDIST | 0 | | | | | 41100 |
| B | 41100 | PERSONAL SERVICE REGULAR | PER SERV REG | 9 | | | | | |
| B | 41102 | PERMANENT POSITION - JUDICIAL | PERM POS JUD | 1 | | | | 41102 | 41100 |
| B | 41103 | PERMANENT POSITION - NON-JUDICIAL | PERM POS NJ | 1 | | | | 41102 | 41100 |
| B | 41106 | NEW POSITIONS | NEW POS. | 0 | | | | 41102 | 41100 |
| B | 41108 | POSITIONS TRANS IN | POS TRAN IN | 0 | | | | | |
| B | 41109 | SALARY INCREMENTS | SAL INCREMENT | 1 | | | | 41102 | 41100 |
| B | 41110 | POSITIONS TRANS OUT | POS TRAN OUT | 0 | | | | | |
| B | 41112 | POSITIONS ABOLISHED | POS ABOLISH | 2 | | | | | |
| B | 41113 | GENERAL SALARY INCR - JUDICIAL | GEN SAL JUD | 1 | | | | 41102 | 41100 |
| B | 41114 | GENERAL SALARY INCR - NON-JUDICIAL | GEN SAL NONJ | 1 | | | | 41102 | 41100 |
| B | 41118 | TO PAY FULL ANNUAL SALARIES | FULL ANN SAL | 1 | | | | | |
| B | 41122 | LINE DECREASES | LINE DECR | 1 | | | | | |
| B | 41124 | PERSONAL SERVICE SAVINGS | PS SAVINGS | 0 | | | | 41102 | 41100 |
| B | 41125 | LAG PAYROLL SAVINGS | LAG SAVINGS | 0 | | | | 41102 | 41100 |
| B | 41126 | OTHER | OTHER | 0 | | | | 41102 | 41100 |
| B | 41127 | EARLY RETIREMENT SAVINGS | RETIRE SVGS | 0 | | | | 41102 | 41100 |
| B | 41130 | ASSIGNMENT DIFFERENTIAL | ASSGN DIFF | 0 | | | | 41102 | 41100 |
| B | 41132 | LOCATION PAY | LOCATION PAY | 0 | | | | 41102 | 41100 |
| B | 41133 | BONUS PAYMENTS | BONUS | 1 | | | | 41102 | 41100 |

## 8.000.4 **Cost Center File**

The Cost Center file is a database of all of the cost center codes used by the various ADMN Budget Development and Budget Implementation applications and reports. For each cost center, the related reporting attributes are displayed. These reporting attributes include (as appropriate):

- # **District**
- # **Program**
- # **Major Purpose**
- # **Fund / Sub Fund**
- # **User code**
- # **Administrative Unit code**
- # **County Code**
- ■ **Literal Descriptions**

To access the Cost Center file, enter option **"F"** at the utilities main menu and press **'Enter'**:

```
                                NEW YORK STATE
ADMOPM05                OFFICE OF COURT ADMINISTRATION          04/28/1999   09:51
                          BUDGET OFFICE UTILITY MENU                CMD    ___
                                   MAIN MENU

                 TO SELECT APPLICATION ENTER LETTER CODE  ==> F_
                                     DEPRESS ENTER KEY



BUDGET IMPLEMENTATION MENU   A     OBJECT FILE                  E
BUDGET DEVELOPMENT MENU      B     COST CENTER FILE             F
SCHEDULE OF POSITIONS        C     TITLE FILE                   G
RANGE FILE                   D     ORIGINATING AGENCY FILE      H

                          REPORT SUMMARY     SU
                          TERMINAL CONTROL   TC
                          MESSAGE SYSTEM     MS
                          REMOTE REPORTS     RR
```

The following screen will be returned. To inquire as to a particular cost center's reporting

attributes, enter **"INQ"**, the appropriate six digit **cost center code** and press **'Enter'**:

```
                    NEW YORK STATE
ADMOPRNG        OFFICE OF COURT ADMINISTRATION        04/28/1999   10:32
                COST CENTER TABLE UPDATE                   CMD    ___

              OPTION:  INQ    (ADD,CHG, INQ, DEL, PRI)

         COST CENTER:  245024

            VARIABLE:  ___
```

The following data screen will be returned:

```
                                NEW YORK STATE
ADMOPCCF                OFFICE OF COURT ADMINISTRATION          04/28/1999   10:36
                          COST CENTER TABLE UPDATE                    CMD   ___


                    OPTION:   INQ     (ADD,CHG, INQ, DEL, PRI)

              COST CENTER:   245024   (IF A PRINT, ENTER "ALL" IN COST
                  VARIABLE:             CENTER OR ENTER A DISTRICT,
                                        PROGRAM OR MAJOR PURPOSE BELOW)
        DESCRIPTION: ALBANY CO FAMILY

 SHORT DESCRIPTION: ALBANY FAM

DIST:   03     PROG:   013      M/P:   905     FUND:   000     SUB FUND:      USER:

ADMIN UNIT:
– – – BUDGET PROFILE INFORMATION – – – – – – – – – – – – – – – – – – – – – – –

            DEPT/DIST:   00     COUNTY:   01       UPSTATE/DOWNSTATE:  U
            STATUS:   A         CITY CODE:
```

To print a listing of the cost centers which fall within your jurisdiction, enter **"PRI"** and press **'Enter'**:

```
                    NEW YORK STATE
ADMOPRNG            OFFICE OF COURT ADMINISTRATION        04/28/1999   10:32
                    COST CENTER TABLE UPDATE                   CMD    ___

              OPTION:   PRI     (ADD,CHG, INQ, DEL, PRI)

          COST CENTER:

            VARIABLE:  ___
```

The following screen will be returned. Enter the appropriate three digit **District Code** in the 'Dist' field and press **'Enter'**:

```
                                NEW YORK STATE
ADMOPCCF                OFFICE OF COURT ADMINISTRATION          04/28/1999   10:36
                          COST CENTER TABLE UPDATE                    CMD   ___


                      OPTION:   PRI     (ADD,CHG, INQ, DEL, PRI)

                 COST CENTER:    (IF A PRINT, ENTER "ALL" IN COST
                     VARIABLE:            CENTER OR ENTER A DISTRICT,

                                          PROGRAM OR MAJOR PURPOSE BELOW)
          DESCRIPTION:

 SHORT DESCRIPTION:

DIST:   003     PROG:          M/P:          FUND:         SUB FUND:     USER:

ADMIN UNIT:
– – – BUDGET PROFILE INFORMATION – – – – – – – – – – – – – – – – – – – – – –

             DEPT/DIST:   00     COUNTY:   01       UPSTATE/DOWNSTATE:  U
             STATUS:   A         CITY CODE:
```

A listing of all of the cost centers within the jurisdiction specified will print on your local CICS printer:

ADMATTL OFFICE OF COURT ADMINISTRATION PAGE 14
16:03:7 BUDGET OFFICE 03/15/1999
ALL COST CENTERS

| COST CENTER | VAR | DIST | PGM | M/P | FUND | SUB FUND | USER | ADMIN UNIT | DD | CC | U/D | S | CITY | DESCRIPTION | SHORT NAME |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 112027 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | COURT FACILITIES UNDISTRIBUTED | CT FC |
| 11235 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF ALBANY | ALBANY |
| 112043 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF AMSTERDAM | AMSTERDAM |
| 112051 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF AUBURN | AUBURN |
| 112069 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF BATAVIA | BATAVIA |
| 112077 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF BEACON | BEACON |
| 112085 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF BINGHAMTON | BINGHAMTON |
| 112093 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF BUFFALO | BUFFALO |
| 112108 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF CANANDAIGUA | CANANDAIGUA |
| 112116 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF COHOES | COHOES |
| 112124 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF CORNING | CORNING |
| 112132 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF CORTLAND | CORTLAND |
| 112140 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF DUNKIRK | DUNKIRK |
| 112158 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF ELMIRA | ELMIRA |
| 112166 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF FULTON | FULTON |
| 112174 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF GENEVA | GENEVA |
| 112182 | | 040 | 047 | 920 | 340 | | | | 00 | | | I | | CF-CITY OF GLEN COVE | GLENCOVE |

## 8.000.5 **Title File**

The Title File is a database of the title codes and attributes associated for all UCS authorized titles. The database includes each title's associated **Salary Grade**, **Jurisdictional Class**, **EEO Job Category**, an **Earmark Indicator, Overtime-eligibility indicator** and **effective dates**. To access the Title File, enter option **"G"** from the utilities main menu and press **'Enter'**:

```
                          NEW YORK STATE
ADMOPM05          OFFICE OF COURT ADMINISTRATION        04/28/1999  09:51
                   BUDGET OFFICE UTILITY MENU                CMD   ___
                           MAIN MENU

          TO SELECT APPLICATION ENTER LETTER CODE  ==> G_
                              DEPRESS ENTER KEY



BUDGET IMPLEMENTATION MENU   A   OBJECT FILE                  E
BUDGET DEVELOPMENT MENU      B   COST CENTER FILE             F
SCHEDULE OF POSITIONS        C   TITLE FILE                   G
RANGE FILE                   D   ORIGINATING AGENCY FILE     H

                     REPORT SUMMARY   SU
                  TERMINAL CONTROL    TC
                     MESSAGE SYSTEM   MS
                     REMOTE REPORTS   RR
```

A screen similar to the following will be returned. To inquire as to a particular title's reporting attributes, enter **"INQ"**, the last five digits of the appropriate **Title Code** and press **'Enter'**:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPTTL                BUDGET OFFICE                 04/28/1999   10:32
                          TITLE FILE                     CMD   ___

              OPTION:   INQ     (ADD,CHG, INQ, DEL, PRI)

        TITLE CODE:   43813
```

A data screen similar to the following will be returned:

```
ADMOPTTL                OFFICE OF COURT ADMINISTRATION
                              BUDGET OFFICE                    04/28/1999   10:37
                                TITLE FILE                          CMD ___

                      OPTION:  INQ    (ADD, CHG, INQ, DEL, PRI, ALP)

                 TITLE CODE: 43813

                 TITLE NAME: PRINCIPAL APPELLATE OFFICE ASSISTANT

                SHORT NAME: PRIN APP OFC AST

              SALARY GRADE: 513

          NEGOTIATING UNIT: TA

                JURIS CLASS: 001

                   EARMARK:

              ACTIVE DATE: 04  01  1977    INACTIVE DATE:   00   00   0000
                     EEO JOB: F
         OVERTIME ELIGIBLE: Y
```

To print a listing of Title Code attributes, enter **"PRI"** in the 'Option' field, "**ACTIV"** in the 'Title Code' field and press **'Enter'**:

```
                    OFFICE OF COURT ADMINISTRATION
ADMOPTTL                BUDGET OFFICE                 04/28/1999   10:32
                          TITLE FILE                     CMD   ___


                OPTION:   PRI     (ADD,CHG, INQ, DEL, PRI)

          TITLE CODE:   ACTIV




ENTER "OLD" "NEW" "ALL" "ACTIV" "INACT" FOR THE TITLE CODE
```

A listing of active UCS Title Codes similar to the following will print on your local CICS printer:

ADMATTL 16:03:7 — OFFICE OF COURT ADMINISTRATION — BUDGET OFFICE — TITLE FILE — 05/03/1999 PAGE 1

| TITLE | SEQ NO. | DESCRIPTION | SHORT NAME | SAL GRD | NU | JURIS CLASS | EAR-MARK | ACTIVE DATE | INACTIVE DATE | EEO JOB | OT |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 00000 | 1 | ACCOUNT CLERK | ACCOUNT CLERK | 505 | | 005 | | 04 01 1977 | 12 31 1978 | F | N |
| 00004 | 1 | ADMINISTRATIVE CLERK | ADMNV CLERK | 527 | | 005 | | 04 01 1977 | 12 31 1978 | F | N |
| 00006 | 1 | ADMINISTRATOR III | ADMR 3 | 522 | | 005 | | 04 01 1977 | 12 31 1978 | A | N |
| 00007 | 1 | ARBITRATION COMMISSIONER | ARBITRATOR COMMR | 560 | | 005 | | 04 01 1977 | 12 31 1978 | A | N |
| 00008 | 1 | ASSISTANT ADMINISTRATIVE CLERK | ASSNT ADMNV CLERK | 512 | | 005 | | 04 01 1977 | 12 31 1978 | F | N |
| 00009 | 1 | ASSISTANT ASSOCIATE COMPUTER SYSTEMS ANALYST | ASSNT ASC COM SYS ANL | 520 | | 005 | | 04 01 1977 | 12 31 1978 | B | N |
| 00010 | 1 | ASSISTANT ASSOCIATE PERSONNEL ANALYST | ASSNT ASC PERSNL | 520 | | 005 | | 04 01 1977 | 12 31 1978 | B | N |
| 00011 | 1 | ASSISTANT BUILDING SUPERINTENDENT | ASSNT BLDG SUPT | 512 | | 005 | | 04 01 1977 | 12 31 1978 | H | N |
| 00012 | 1 | ASSISTANT CONFIDENTIAL CLERK | ASSNT CONF CLERK | 513 | | 005 | | 04 01 1977 | 12 31 1978 | F | N |
| 00013 | 1 | ASSISTANT CONFIDENTIAL PRINTER | ASSNT CONF PRINTER | 521 | | 005 | | 04 01 1977 | 12 31 1978 | G | N |
| 00014 | 1 | ASSISTANT CONSULTATION CLERK | ASSNT CONSULT CLERK | 531 | | 005 | | 04 01 1977 | 12 31 1978 | F | N |
| 00015 | 1 | ASSISTANT COUNSEL I | ASSNT COUNSEL 1 | 523 | | 005 | | 04 01 1977 | 12 31 1978 | B | N |
| 00016 | 1 | ASSISTANT COUNSEL II | ASSNT COUNSEL 2 | 525 | | 005 | | 04 01 1977 | 12 31 1978 | B | N |
| 00017 | 1 | ASSISTANT COUNSEL 3 | ASST COUNSEL 3 | 526 | | 005 | | 08 28 1975 | 12 31 1978 | B | N |
| 00018 | 1 | ASSISTANT COUNSEL IV | ASSNT COUNSEL 4 | 528 | | 005 | | 04 01 1977 | 12 31 1978 | B | N |

## 8.000.6 **System Security**

For purposes of internal control, the Administrative Services Applications incorporate significantly improved user access menus which can be modified only by a designated security manager in each district/administrative office. The new security menus permit the security manager to control the specific applications to which each user has access; whether the user shall have update or inquiry access within each application; even the specific reports which an individual user may browse or print. District/Administrative security managers are responsible for ensuring that all users within their respective jurisdiction have system access rights which are commensurate with their day to day responsibilities and which will not jeopardize important UCS budget and/or fiscal data.

Access to the ADMN Budget Security applications is limited to designated security managers and is accessed via selection **'G'** from the main menu:

```
ADMOPM01                                        04/27/93  15:01

                    NEW YORK STATE
              OFFICE OF COURT ADMINISTRATION
          ADMINISTRATIVE SERVICES APPLICATIONS
                      MAIN MENU

   TO SELECT APPLICATION ENTER LETTER CODEY
            DEPRESS ENTER KEY

                A.P.P.I.S.                  A
                BUDGET DEVELOPMENT          B
                BUDGET IMPLEMENTATION       C
                C.A.R.S.                      D
                STRATEGIC PLANNING            E
                BUDGET UTILITIES            F
                BUDGET SECURITY             G
                SIGNOFF                     H
```

Selection of option **'G'** returns the following screen:

```
ADISECD                                                    04/27/93  14:48
                          NEW YORK STATE
                   OFFICE OF COURT ADMINISTRATION
                ADMINISTRATIVE SYSTEMS SECURITY UPDATE

 PLEASE ENTER USER OPID   ______
 PLEASE ENTER USER OPERATOR ID      ____________


 PLEASE SELECT USER TYPE-
                                   DISTRICT OFFICER USER-
                                   ADMINISTRATIVE UNIT USER-

    PF3 EXIT    PF5 NEXT    PF6 REPORT SELECTION MENU
```

Each authorized user of the ADMN system is identified in the following format:

| OPID | Operator ID | Password |
|---|---|---|
| XXX | XXXXXXX | XXXXXXXX |

Security managers will be notified as to the 'OPID' and 'Operator Name' assigned to each user within their jurisdiction. This information is necessary for updating user access to the various ADMN applications. To view and/or modify a specific user's current access rights, enter the appropriate **'OPID'** and **'Operator ID'** as shown below; then Enter an **"X"** in the **'District Officer User'** selection.

```
ADISECD                                                    04/27/93  14:48
                          NEW YORK STATE
                   OFFICE OF COURT ADMINISTRATION
              ADMINISTRATIVE SYSTEMS SECURITY UPDATE

 PLEASE ENTER USER OPID                ABG
 PLEASE ENTER USER OPERATOR ID         BA002950_


 PLEASE SELECT USER TYPE                 DISTRICT OFFICER USER  X
                                         ADMINISTRATIVE UNIT USER _

PF3 EXIT    PF5 NEXT    PF6 REPORT SELECTION MENU
```

Press **'PF5'** to return the **'Security Application Profile Update'** screen for the specified user:

```
ADISEC3                                                    04/27/93  16:16
                                NEW YORK STATE
                          OFFICE OF COURT ADMINISTRATION
                        SECURITY APPLICATION PROFILE UPDATE

 OPERATOR OPID      ABG      USERID  BA002950      DISTRICT/ADMIN UNIT

 APPLICATION                 SEL LEVEL        APPLICATION          SEL LEVEL

 JOB CAT UPDATE               Y    U           C.A.R.S.              -    -
 SOP                          Y    I
 RANGE                        Y    I
 BREQ UPDATE                  Y    I
 BREQ REPORTS                 Y    U
 ALLOC TRANS                  Y    I
 PROJ EXP                     -    -
 REVENUE UPDATE               -    -
 GAAP REPORTS                 Y    U
 A.P.P.I.S.                   -    -

        PF3 EXIT          PF6 REPORTS SELECT    PF7 PRIOR     PF8 NEXT
     PLEASE MARK SELECTION AND LEVEL FOR APPLICATION
```

The above screen displays the **user's** current access rights. The entry of a **"Y"** in the **'SEL'** field permits access to a particular application, a blank field indicates no access. Entry of an **"I"** or a **"U"** in the **'LEVEL'** column determines whether the user has **inquiry-only (I)** or **update (U)** rights within that application. The security manager should modify access levels for each user to reflect the user's particular access requirements, vis-a-vis district/administrative office security considerations.

When modifications are complete, the security manager may press **'PF3'** to update the user's application access, or **'PF6'** to view or modify the reports which the user may browse or print. Pressing **'PF3'** returns the Security Update screen along with the message: "**Security Record Has Been Updated**". Pressing **'PF6'** returns the Report Generation Profile Update screen, as follows:

```
ADISEC4                                                          10/19/92  13:43
                              NEW YORK STATE
                         OFFICE OF COURT ADMINISTRATION
                   SECURITY REPORT GENERATION PROFILE UPDATE

 OPERATOR OPID      OP1 USERID  OPERATOR    DISTRICT/ADMIN UNIT  ADM

 REPORT                         SEL REPORT                      SEL

 VOUCHER REGISTER       Y       3003 REPORTS                     -
 BATCH REGISTER                 Y    3-YEAR PLAN REPORTS         -
 ALLOCATION EXP                 -    BUDGET EXPEND               -
 GAAP EXPEND                    -    ALLOCATION CHANGES          -
 VENDOR REPORT                  -    BUDGET IN BRIEF             -
 DUP INVOICE                    Y    SECURITY USERS              -
 PROJ EXP                       -    3003 IN BRIEF               -
 P.O. JOURNAL                   Y    DISBURSEMENT JOURNAL        -
 CONTRACT JOURNAL               Y    REVENUE JOURNAL             -
 BUDGET MANAGEMENT              Y    ACCUMULATOR JOURNAL         -


            PF3 EXIT            PF6 REPORTS SELECT    PF7 PRIOR     PF8 NEXT
 PLEASE MARK REPORT SELECTIONS
```

Once again, a **"Y"** in the **'SEL'** field indicates a user is provided access to a particular report; a blank indicates no access. The security manager should modify these selections as appropriate. When complete, press **'PF3'** to update the user's profile and return to the initial security update screen.

8.000.7 **<u>The Report Print Queues (SU and RR)</u>**

You can access the Report Summary Screen (Print Queue) by selecting **'SU'** at the main menu. The Remote Report Screen (RR) provides the similar services, but is accessed by entering **'RR'**. A sample Report Summary screen follows:

```
                    OFFICE OF COURT ADMINISTRATION

                                                                CMD: _ _
                    8 REPORTS NOT DISPLAYED

  EXP JOURNAL . . .
```

Using the preceding screen, and the first report, EXP JOURNAL, as an example:

< Action Field - Immediately to the left of the Report Title i.e. EXP JOURNAL; enter **'P'** to print, **'D'** to delete, **'B'** to browse a report, or **'S'** to select a report, **'C'** to cancel printing, or a numeric digit to request a number of copies to be printed (i.e. 2, 3, 4). Press **'Enter'**.

< Report Title - EXP JOURNAL Note that immediately below the Report Title is the information entered when the report was requested; this information varies by the type of report. For the first report in the screen display, EXP JOURNAL, an Expenditure Journal was requested for cost center 180038; fiscal year 1992/93; time frame 4/1/92 through 7/31/92; the characters 'DE' were typed as identifiers in the heading line.

< Status Indicator - Each of the reports displayed is in status **C**; the reports have been processed. Possible status codes include:

A - Report has been requested and will be processed overnight
B - Report is currently being generated
C - Report has been processed
D - Report is printing
E - Report print has been interrupted
F - Report did not complete successfully

< Date (MM DD) and time (HH:MM) the report was requested. The first report, EXP JOURNAL, was requested on August 14th, at 4:00 PM. Note that the system uses a 24 hour clock.

< The printer ID where the report is directed. The first report, EXP JOURNAL, will be printed to printer id R892. Re-direct the output - change the printer - by typing **'S'** in the action field and completing the subsequent screen.

< Date (MM DD) and time (HH:MM) the report was processed. EXP JOURNAL was processed on August 17th, at 8:09 AM.

< The number of pages processed by the program, and ready to print. EXP JOURNAL is five (5) pages long.

< Type of stock needed to print report (1S=regular stock).

< Time Stamp (HH MM:SS) - when a request to print the report was made; this indicates the report is queued to print. EXP JOURNAL was queued to print at 11:46 AM.

< Program name for report; this helps the programmers identify a file when inquiries arise. This program name is also used to identify the report on the Terminal Control (**TC**) utility. EXP JOURNAL has a program name of ACTREXPJ.

1. Print a Report To print one copy of the complete report to the identified printer, move your cursor to the action field to the immediate left of the report title, type **'P'** and press **'Enter'.** The report is now "queued to print"; note that the time stamp appears. When the selected printer is available, the report will print automatically. Do not delete the report from the Summary Screen until **after** you have received the printed report. To print more than one copy, enter the number representing the number of copies you would like to print (i.e. 2, 3,) and press **'Enter'.**

2. Browse a Report To browse (view or scan) the report at your terminal screen, type **'B'** in the action field, and press **'Enter'**. **If you select 'PF1', the help screen which follows will provide instructions for using browse to view selected pages of the report.**

```
                        OFFICE OF COURT ADMINISTRATION
                                 ACCOUNTING SYSTEM           CMD:  GOTCHA!

  ALLOCATION EXP REPORT>>>>>>>>>>>>>  PAGE NNNNN    LINE NN      L>MARGIN NNN
                              *** INSTRUCTIONS ***

  THIS TRANSACTION PROVIDES THE CAPABILITY OF BROWSING A REPORT ON THE CRT.
  THE REPORT SELECTED FOR BROWSE IS SPECIFIED BY PLACING THE LETTER "B" ON
THE
  LINE CONTAINING THE REPORT NAME DISPLAYED ON THE "REPORT SUMMARY SCREEN".

  ALL BROWSE OPERATIONS ARE PERFORMED BY TYPING IN A VALID COMMAND (OR USING
THE
  SUPPLIED "DEFAULT VALUES" AND HITTING ONE OF THE DEFINED PF KEYS OR ENTER
KEY.

  VALID "CMD"S:
       "SNNNNNN" --->  "S" SIGNIFIES THE NUMBER, "NNNNNN", IS A SCROLL
AMOUNT.

       "PNNNNNN" --->  "P" SIGNIFIES THE NUMBER, "NNNNNN", IS A PAGE NUMBER.
                       THE DISPLAY WILL BEGIN ON THE SPECIFIED PAGE.

       "COLS", "NOCOLS"   --->  DISPLAY OR REMOVE COLUMN INDICATOR LINE (1ST
LINE).
```

3. Cancel Printing To cancel the printing of a report, enter **'C'** in the action field, and press **'Enter'.**

4. Delete a Report To remove a report from the summary screen, enter a **'D'** in the action field, and press **'Enter'**. There are a limited number of slots available in the summary screen print queue; you should regularly delete reports or you will find that you cannot select or queue a report because the summary screen print queue is full.

5. Redirect a Report To send a report to another printer, or to select to print only a portion of a report, type **'S'** in the action field, and press **'Enter'.** This screen, as shown below, permits you to change printers (New Dest. Terminal); skip a number of pages; or check the status of the report.

## 8.000.8 **Terminal Control**

The terminal control facility (**TC**) permits you to control a remote printer from your keyboard. In order to use this facility, you must know the identification code of the printer or printers you intend to access. To access Terminal Control, type **'TC'** at the menu and press **'Enter'**. You will be prompted to identify the printer by ID number; complete the field and press **'Enter'.** A terminal control screen for that printer will be displayed, as shown below:

```
                    OFFICE OF COURT ADMINISTRATION
          PRINTER STATUS          CMD: __ __

PRINTER INFORMATION:            ENTER ACTION:
NAME      - BO07                AVAILABLE ACTIONS
TYPE      - 3                   START
STOCK     - 1S                  DRAIN
STATUS    - A-AVAILABLE         INTER
                                STOCK
                                RESET

                                ENTER STOCK:

                                AVAILABLE STOCKS:
                                    1S
                                    1L
```

The printer information on the left identifies the current settings and status of the printer; to interrupt a job which is already printing, type **'INTER'** in the "Enter Action:" field and press **'Enter'**. When the printer buffer is empty, the job will stop. (Note: you may cancel a print job from the summary screen by entering **'C'** in the action field.) Other actions are generally for programmers' use only. You may switch back and forth between the SU and TC screens (Report Summary and Terminal Control) by entering those characters in the **CMD:** field. Use **'X'** or in the **CMD:** field to exit the screen.

## 8.000.9 **Getting Help - User Problems or Inquiries**

UCS district/administrative staff utilize a variety of automated systems in the performance of their respective duties. The Central Accounting System, for example, is the network typically used for the entry and of vouchers, encumbrances and other financial transactions for submission to the Office of the State Comptroller (OSC). However, certain payments (jury, law guardian) are submitted via a UCS Department of Information Technology Services (ITS) electronic bulkload process. The ADMN system described in these chapters is a separate network maintained by ITS to support UCS budget and fiscal management. Additionally, district/administrative personnel commonly utilize these mainframe systems in conjunction with local microcomputer networks which support a wide variety of desktop (word processing, database, spreadsheet) applications.

With all this technology in use, technical problems are inevitable. However, there are a number of resources to which users may turn for assistance. The first step to be taken when in need of help is to assess the general nature of the problem. In that way the inquiry can be directed to the appropriate resource. Please use the following guidelines when determining where to direct your initial request for assistance:

| Problems Or Inquiries Relating To: | Should Be Directed To: | Phone: |
|---|---|---|
| Local area network hardware; local desktop software applications | Your local Network Administrator | |
| Any ITS installed hardware (items marked with an 'NYS-OCS-DP' inventory control sticker); any of the following systems: ADMN, APPIS, CARS, JMS, or CRIMS; security access to any of these systems; report printing problems, including overnight OSC reports; bulkload processing problems (e.g. jury, law guardian); remote access to the OSC Central Accounting System, including the functioning of remote access terminals and printers | UCS Information Technology Services Help Center | 1-800-622-2522 |

| Date: 5/5/99 | Subject: On-Line Administrative Services Applications (ADMN) | Part/Chapter X/8.000 |
|---|---|---|
| Supersedes: 1/27/97 | On Line Systems Utilities: Messages, Reports & Printing | Page: 40 |

| | | |
|---|---|---|
| UCS budget/fiscal policy | UCS Division of Budget & Finance | (518) 474-8513 |
| Transactions/batches entered into the OSC Central Accounting System; procedures for entering such transactions | OSC Accounting Information Center | (518) 473-1170 |
| Access to the OSC Central Accounting System (G05XXXXX passwords) | OSC Security Division via your local security coordinator | (518) 286-4749 |