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UNIFIED COURT SYSTEM
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BUDGET BULLETIN	NUMBER 312	September 21, 1998
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Revenue Refunds Via Quick Pay

Attached is a revised Part IV / Chapter 3.070 of the Financial Planning & Control Manual. This section has been amended to reflect new procedures for the processing of UCS revenue refunds via the State Comptroller's (OSC) Quick Pay voucher system. This change is being implemented to streamline the administrative processes associated with revenue refund transactions.

Effective immediately, UCS district/administrative offices that have filed the appropriate designation documents with the Division of Financial Management (see Joseph DeChants' memorandum of August 3, 1998) may use the Quick Pay system for the processing of revenue refunds which do not exceed \$1,000. **District/administrative offices which have yet to file the appropriate designations, or which do not enter their own transactions into the OSC Central Accounting System, will be required to process revenue refund transactions in accordance with existing procedures.**

All revenue refunds processed via the Quick Pay system should utilize batch type **KRA** and will initially be charged as follows:

Dept	Cost Center	Var	Yr	Object
05	910996	6A	44	35320

As provided in Chapter 3.070 and in Budget Bulletin 302, Revenue Transfers are to be used at the conclusion of each month to reverse charges to the statewide cost center listed above and to charge the appropriate revenue cost center.

Required Quick Pay Data Entry

To facilitate OSC's on-line audit responsibilities (OSC has one day to electronically audit Quick Pay transactions), the following fields must be completed when entering revenue refund Quick Pay transactions via the OSC Central Accounting System. Failure to follow this data entry format will require OSC to contact the court/agency for clarification. Continued failure to do so could result in the suspension of Quick Pay privileges:

Field Name	Field Length	Required Entries
PMT RECD AMT	13	Original Fee / Fine Amount
LIABILITY AMT	13	Amount of Fee / Fine Retained by Court or Agency
PAYMENT ID	20	Original Receipt Number
REPORT ID	20	Index / Docket Number
REV PERIOD 1	6	Date Fee / Fine Was Originally Paid
REV PERIOD 2	6	Leave Blank
DESCRIPTION 1	22	Reason for Refund (Enter one of the following): <ol style="list-style-type: none">1. Overpaid _____ Fee (i.e. Overpaid Probate Fee)2. Duplicate _____ Fee (i.e. Duplicate Index Fee)3. Rescinded _____ Fee / Fine4. Wrong Jurisdiction5. Vacated Judgement6. Other (Be Specific)
DESCRIPTION 2	22	Use if available space in DESCRIPTION 1 is insufficient
DESCRIPTION 3	20	Leave Blank
PAYEE ID	9	Social Security or Employer ID number
REF_INV	20	Case ID, Docket or Index Number, Estate name

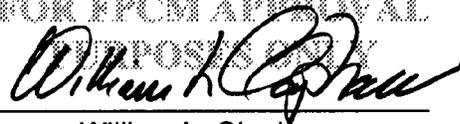
Revenue refunds are a reduction to revenues processed during the month. To ensure the accuracy of the State's revenue reporting, refunds may not be paid on the last business day of each month and during the last business week of the fiscal year. Accordingly, **Quick Pay revenue refund batches should not be certified on any day which would result in a payment during these time periods.** Please note the schedule of days upon which refunds should not be certified which has been incorporated into Chapter 3.070.

As with other Quick Pay transactions, all applicable internal controls should be adhered to

when processing revenue refund transactions. For audit purposes, Quick Pay revenue refund documentation is to be retained for a minimum of three (3) years, to be available upon demand to OSC and/or UCS auditors.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, revenue refund transactions.

NYS UNIFIED COURT SYSTEM
FOR EFCM APPROVAL

A handwritten signature in black ink, appearing to read "William L. Clapham", written over a horizontal line.

William L. Clapham