



NEW YORK STATE
Unified Court System

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TO : Holders of the Financial Planning and Control Manual

SUBJECT: UCS Education & Training and Special Committee Resources

**** This supersedes Budget Bulletin 279 - Internal Controls-UCS Education and Training Resources.***

Since 2001, procedures have been in place to reimburse local courts and agencies for travel and related expenses associated with education and training programs sponsored by the Unified Court System's Education & Training Office and the activities of various special committees. In October 2008, additional procedures were adopted to streamline the reimbursement process and allow for the timely processing of all transferred expenses. The procedures and technical aspects of the program are outlined below:

First Instance Training Charges

All training costs, other than those which are direct-billed to either the Education & Training Office or a designated Special Committee, must be charged in the first instance to the appropriate local court/agency allocation. **District/administrative offices are not authorized to directly charge Education & Training or Special Committee cost centers for training-related expenses including, but not limited to, seminar registration, transportation, mileage, meals in transit, parking, honoraria and other training-related costs.** Eligible costs initially charged to local budgets may only be recouped via journal voucher and are subject to periodic review by the agencies affected by the transactions.

In order to ensure adherence to internal control guidelines, **all** UCS training costs must be identified by the entry of an appropriate Travel Object Code and Departmental Accumulator Code, regardless of the funding source (i.e., cost center charged). This includes both locally-administered and statewide programs.

Any training charges which will be ultimately journal vouchered against Education & Training or Special Committee allocations must **also** be identified via the entry of “**ETJV**” or “**CMJV**” in the ‘Optional’ field when such vouchers are entered into the OSC Central Accounting System for payment purposes. Only appropriate training charges, identified as follows and as illustrated on the attached, shall be eligible for recoupment:

1. Enter a valid training program code in the ‘Dept. Accum’ field. A list of valid accumulators along with contact lists, jurisdictional indicators and a calendar of events can be found on the UCS WIKI–Seminar, Conference and Committee Calendar which may be accessed using the following link:

<http://hub.courtney.org/cm/wiki/?id=3463>

2. Enter the appropriate acronym “ETJV” or “CMJV” in the ‘Optional’ field (OSC Central Accounting System voucher entry - charge continuation with tail accessed via function key “PF6”). Charges missing this entry will not be captured for purposes of cost recoupment.

All appropriately requested reimbursements will be processed via journal voucher on a weekly basis and are verifiable through FIMS. If you do not receive reimbursement by the following week, you should check the error reports which may be accessed using the above link and selecting “Accumulator Lists” then “Attachments”. Corrections should be made by a journal voucher initiated by your office with the proper coding. The correctly coded journal voucher will be included in the next weekly process.

The journal voucher reimbursement process will use Agency 05005 and a batch number beginning with ET. The document number on the ET batch is the same document number from the initial transaction. Transactions sorted by document number will yield a list of the initial charge and the balancing journal voucher transactions. The optional coding on the journal voucher contains the original agency, batch and voucher number. An example of a completed transaction and its balancing journal voucher transaction is shown below:

Cost Center	Process	LineAmt	Object	Desc	Acc	Accum Desc	Agy	Batch	Doc#	Optional
4TH DISTRICT JUSTICE COURTS	4/15/2008	\$44.00	54330	MEALS	407	JUSTICE COURTS CERTIFICATE PROGRAMS	05460	710840	703649	ETJV MIRANDA=\$82.00
4TH DISTRICT JUSTICE COURTS	9/29/2008	(\$44.00)	54330	MEALS	407	JUSTICE COURTS CERTIFICATE PROGRAMS	05005	ET8121	703649	054607108400703649
JUSTICE COURTS STATE OPS T&V	9/29/2008	\$44.00	54330	MEALS	407	JUSTICE COURTS CERTIFICATE PROGRAMS	05005	ET8121	703649	054607108400703649

The successful implementation of these new procedures is predicated upon the WIKI–Seminar, Conference and Committee Calendar being accurate and current. The OCA Administrative Services Travel Unit is the primary office monitoring and updating this site. All training information, such as, sponsoring office, contact person, accumulator code, purpose and event dates should be sent to the following e-mail address: TravelCalendar@courts.state.ny.us **at least one month in advance of the event date or upon booking.**

Please distribute this bulletin to all personnel within your respective jurisdictions who may be responsible for the planning of training programs and/or the processing or monitoring of internal controls relating to payments for Education & Training and Special Committee expenses. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY

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