



NEW YORK STATE
Unified Court System

HONORABLE LAWRENCE K. MARKS
ADMINISTRATIVE DIRECTOR

RONALD P. YOUNKINS, ESQ.
CHIEF OF OPERATIONS

OFFICE OF COURT ADMINISTRATION

MAUREEN H. McALARY
DIRECTOR, DIVISION OF FINANCIAL MANAGEMENT

Division of Financial Management

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Statewide Financial System (SFS) Revenue Reporting Workflow for City and District and Surrogate's Courts

To prepare for implementation of SFS, it is necessary to begin collecting revenue using SFS values. Currently revenue is identified by cost center; SFS will use chart fields. Revenue is currently categorized by object code; SFS will identify it by the combination of Account Code and Product Code.

The UCS Division of Technology (DoT) has been working, along with district LAN staff, to update the city and district court cashiering file as well as surrogate's UCMS file in order to accommodate the new SFS coding requirements.

The new city court cashiering file is being tested in several pilot locations across the State. The remaining city and surrogate courts are slated to go live by April 1, 2011. Entry of non-State receipts into the ADMN system can be suspended once the court utilizes the new cashiering revenue classification process.

The new revenue reporting process will follow this workflow:

Daily:

- Cashier closes out.
- Cashiering file is sent to DoT electronically.
- DoT adds the records to a central database.
- DoT combines the files for a 7-day period (Saturday-Friday).

Weekly:

- DoT will send the 7-day file (converted to cost center and object) to the Division of Financial Management (DFM).

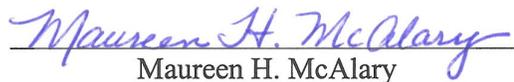
- DFM will enter the State classification data into the Central Accounting System (CAS) with a batch number beginning with 'Z'. *Please note that the manual entry step will be eliminated after the bulkload process has been created.*
- DFM will send a file to Treasury for authorization to draw amounts which match the exact classification data. This will occur on the Wednesday following the week of revenue collection.

(Weekly steps above will be automated in the future).

- OSC will release the entered classification data. Data is available in FIMS.
- OSC will electronically transfer State Revenue funds from the court's sole custody account.

Please ensure distribution of this bulletin to all personnel within your city and district or surrogate courts who may be responsible for the collection, recording or classification of UCS revenues, or the monitoring of internal controls relating hereto. Thank you for your cooperation.

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Maureen H. McAlary