



NEW YORK STATE  
**Unified Court System**

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## Division of Financial Management

DFM Bulletin

Number 1104

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Statewide Financial System (SFS) - New Revenue Reporting Procedures for Court of Appeals, Appellate Divisions, Court of Claims and OCA Administration

To prepare for implementation of the SFS, it is necessary to begin collecting and classifying revenue using SFS values. Revenue is currently identified by cost center and object code; SFS will identify it by the Chart of Accounts (COA) along with a combination of Account Code and Product Code.

To collect revenue using SFS coding, we are providing you with a spreadsheet to be used in place of the monthly AC-909 that you currently use. A list of existing object codes and the corresponding new "Account" and "Product" code combinations is included with this bulletin (see [Revenue Object to Account/Product Mapping](#)). For your convenience, a spreadsheet containing this information will also be sent to your fiscal offices. These reporting changes are effective April 1, 2011.

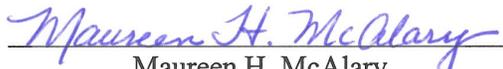
The new revenue reporting process will follow this workflow:

- Monthly totals are entered into spreadsheet.
- Spreadsheet is sent electronically to the Division of Technology (DoT) by the 3<sup>rd</sup> business day of each month. These records will be stored in a centralized revenue database. Your LAN Administrator should contact Joe Gervais at DoT to obtain information regarding file naming conventions and the electronic transfer of the file.
- DoT will provide the file (converted to cost center and object, until SFS is available) 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 by the 7<sup>th</sup> business day of each month.
- OSC will release the entered classification data. Data is available in FIMS.
- OSC will electronically transfer revenue funds from the court/agency sole custody account. Courts or agencies that have not yet provided banking information for Automated Clearing House (ACH) fund transfers should contact Mary Esposito at (518) 453-8606 at their earliest convenience.

Please ensure distribution of this bulletin to all personnel within your court/agency 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.

NYS UNIFIED COURT SYSTEM  
FOR ADMINISTRATIVE  
PURPOSES ONLY

  
Maureen H. McAlary