



NEW YORK STATE
Unified Court System

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Electronic Records Certification of Accounts Payable (AP) Documentation in the Statewide Financial System (SFS)

Effective January 1, 2014, invoice(s) and other supporting documentation for vouchers must be electronically attached to the voucher document in SFS. This requirement is in compliance with the Office of the State Comptroller's (OSC) Guide to Financial Operations. Unified Court System (UCS) court and agencies are required to use the SFS to attach all relevant documents to each transaction. The Office of Records Management has approved the electronic recordkeeping of Accounts Payable supporting documentation in the SFS.

AP Approvers must verify that scanned documentation is sufficient and appropriate to support payment of the voucher and should not promote a voucher where attachments are missing or incomplete.

Documents are stored and secure, per UCS Electronic Records Guidelines in the SFS System and will be retained for the required retention period; and they will serve as the document of record. In most cases, original hard copies may be discarded, with the following exceptions:

- Relevant documents not imaged and stored within SFS;
- Original documents redacted for privacy considerations;
- Documents which must be retained in hard copy to meet federal or state regulations; or,
- Documents pertaining to land claims.

For further information, please review OSC's Accounts Payable Advisory No. 20:
http://www.osc.state.ny.us/agencies/accounts_payable_advisories/apadvisory_20.htm

and OSC's Guide to Financial Operations, Chapter XIV, Section 9:

<http://www.osc.state.ny.us/agencies/guide/MyWebHelp/Content/XIV/9.htm>

Interagency (IA) documents and Accounts Receivable (AR) supporting documents will continue to be stored in the SFS Document Repository.

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 accounts payable. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM
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PURPOSES ONLY


Maureen H. McAlary