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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

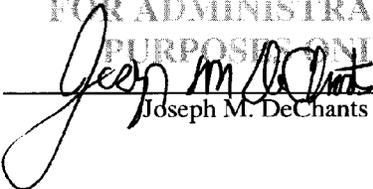
BULLETIN NUMBER: 264	November 12, 1999
SUBJECT: Calendar Year-End Procedures - Y2K Processing	

Attached is a copy of OSC Accounting Bulletin A-459, dated November 10, 1999. This bulletin details special year-end 1999 processing schedules necessary to minimize Y2K-related disruptions in the operation of the Central Accounting System (CAS). Following are just some of the key dates which should be noted:

- The CAS will be unavailable on **December 30 and 31, 1999** and will not again be available until January 3, 2000.
- **December 29, 1999** will be the last day in calendar 1999 to post payment and revenue transactions. All transactions entered after this date will be posted in January, 2000.
- Administration *payroll period 20 charges* (payroll ending January 5, 2000) will be posted to the CAS by **December 29, 1999**.
- All vouchers and journal vouchers to be processed/paid prior to December 29, 1999 which are entered into the CAS by OSC staff must be received no later than **December 23, 1999**.

- All contracts to be processed prior to the end of calendar year 1999 must be received by OSC no later than **December 15, 1999**.

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 control procedures relating to, financial transactions processed via the Central Accounting System.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY


Joseph M. DeChants



ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
<i>Y2K Calendar Year-End Procedures</i>	<i>A-459</i>	<i>11/10/99</i>

PURPOSE

To alert agencies to (1) CAS downtime on 12/30-31 and (2) plans for accelerating year-end transactions.

**YEAR-END SCHEDULE/
CAS DOWNTIME**

- The Central Accounting System (CAS) will not be available on 12/30 and 12/31 to allow for the following schedule:

 - T 12/11,18 CAS available Saturdays for year-end processing
 - T 12/29 CAS will come down at 6:00 p.m. (Daily, weekly, monthly and quarterly reports and files will be produced as of 12/29/99.)
 - T 12/29,30 Reports and files forwarded to agencies as usual
 - T 12/31 Back up of OSC systems
 - T 1/1 Controlled restart of CAS components. OSC testing of production CAS including various transactions and communication links.
 - T 1/3 CAS available to all users for processing. Reports and files forwarded to agencies for transactions processed on 1/1.

ACCELERATING TRANSACTIONS

– Revenue

- 12/29 will be the last date in 1999 to record receipts in the CAS.

 - T Cash receipts transactions and remittances should continue to be sent to OSC and Treasury



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on 12/30 and 12/31. These transactions will be posted when the CAS comes on-line in January.

– Payroll

- The December 30 and January 5th payrolls will be bulk loaded and released to the CAS so that all appropriation charges will be posted in the CAS by 12/29/99.
- T The payment date for the institution payroll of 12/30 will be 12/29.
- T Check date will remain 12/30.
- T Agencies should contact Treasury regarding pick up of the 1/5/00 payroll checks.
- T See Payroll Bulletin 118 for additional information.

– Journal Transfers

- Journal transfers entered by OSC, including fringe benefit payments, must be received by 12/23 to be processed by 12/29.
- Journal transfer bulk loads can not be processed by OSC after 12/28.

– Contracts

- Contracts that need to be approved prior to the end of the calendar year must be received no later than 12/15 to allow sufficient time for review and processing.

– Payments

- Agencies are encouraged to work with payees to accelerate payments as follows:
 - T Vouchers entered by OSC must be received by 12/23 to be paid by 12/29.



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<p>T Use Payment Dates of 12/29/99 or earlier, or payments will be made in January.</p>		
<p>T 'Quick Pay' vouchers for merchandise and travel (Batch Types KPV and KTV) must be certified by 12/28. Quick Pay vouchers for refunds must be certified by 12/27.</p>		
<p>T Scheduled Contract Payment (SCP) vouchers must be certified by 12/28.</p>		
<p>T High priority local assistance payments will be made <u>no later than</u> 12/27.</p>		
QUESTIONS?	<p>Direct questions on this bulletin as follows:</p>	
- CAS Availability	Accounting Info. Center	(518) 473-1170 AcctSys@osc.state.ny.us
- Revenue	Revenue	(518) 474-4006 Pclark@osc.state.ny.us
- Payroll Check Pick up	Treasury	(518) 474-2278 Eugene_Mullaney@tax.state.ny.us
- Journal Transfers	Appropriations	(518) 474-4023 Approps@osc.state.ny.us
- Contracts	Contract Processing	(518) 474-3488
- Payments	State Expenditures Customer Service	(518) 474-4868 STExpend@osc.state.ny.us