

OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

BULLETIN NO. P-296 & F-230

February 16, 1982

To : All State Departments and Agencies.

Subject: Payroll Header File for New Fiscal Year

The expenditure code information necessary to create charges for your payroll is contained in the payroll header file. Due to the redesign of the Central Accounting System, the expenditure code information in the payroll header file and the AC-1265 Payroll Header File Change Notice are being revised effective for Payroll Period 1 in 1982-83.

Enclosed is a tentative payroll header file for Period 1. The records have been updated for the change in the account coding structure and to reflect 1982-83 appropriations, when appropriate. The listing was produced from the header file as of Payroll Period 22 using the account codes as they were shown on the conversion listing prepared and issued by the Accounting Redesign Project Team. Review this listing carefully and submit new Form AC-1265 to report any additions, deletions or changes to the tentative header file as described below. (A supply of the revised AC-1265 is being issued to each agency.)

- A. If you wish to replace all header records, complete the AC-1265 with a line for each header. Also, please contact Margaret McClimans at 518-473-0950.
- B. If you are making corrections to the tentative listing, enter all changes, deletions and additions on the AC-1265. Also, where there is a change to any part of a header, cross out the entire line on the listing. Refer to Chapter B of the Payroll Manual for instructions on completing Form AC-1265 (except for the expenditure code fields, which are described below).
- C. If you are making no changes to the tentative listing, write "No Changes" on the listing.

The corrected tentative listing and Form AC-1265's should be forwarded to the Bureau of Accounts Appropriation Section as soon as possible and no later than the date listed below.

Administration - March 3, 1982
Institution - March 10, 1982

The AC-1265 has been revised to accommodate the new account coding structure and must be completed as follows.

Dept - Enter the 2 position department code.

Cost Center - Enter the 6 position cost center code.

NOTE: Since many agencies are now in the process of establishing their new cost center codes, the 6th position (check digit) may not yet be available. If the check digit is not available you may submit the 5 digit code for the forms submitted to correct the tentative header file and we will add the check digit automatically when it is assigned. For all transactions submitted after Payroll Period 1, you must report the full 6 position code.

Var - Variable. This is an optional field. If used, it is a 2 position alpha/numeric field.

Yr - Year. Enter the 2 position year code.

Object - Enter the 4 position numeric object code. It must be one of the codes listed below.

41 - Personal Service Regular

4110 - Personal Service Regular

*4120 - Holiday Pay

*4130 - Overtime Regular

4170 - Special Departmental Services-Regular

4197 - Special Dept. Charges

42 - Personal Service-Temporary

4210 - Personal Service-Temporary

*4220 - Holiday Pay

*4230 - Overtime-Temporary

*4240 - Extra Service-Temporary

4250 - Special Depart.-Services Temporary

4260 - Stipends-Temporary

4280 - Non-Employees-Temporary

4297 - Special Dept. Charges

43 - Personal Services Adjuncts

4310 - Adjuncts

53 - Supplies and Materials

5369 - Lieu of Expense

Object - 54 - Travel
5410 - Lieu of Travel
58 - General State Charges
5821 - Payments to Retirees
5822 - Payments to Beneficiaries
5863 - Blind Veterans Relief
71 - Capital Construction-State Projects
7120 - Repair Rehab. and Improvements-State Projects
72 - Capital Construction-Local Project
7237 - Repairs Rehab. and Improvement Local Project

*Generally, these codes will not appear on the header transactions. The charges are automatically generated through processing of your payroll. The accumulation of separate charges for holiday pay is new and will become effective in Payroll Period 1.

Accum - Accumulators. This is a 6 position optional field, 3 positions for Department and 3 positions for Statewide codes. Either or both fields may be entered.

If you have questions concerning the new account code structure, contact the conversion co-ordinator in your agency.

NOTE: The tentative header listing for all institutions in the Office of Mental Retardation, Office of Mental Health, and Department of Correction and all campuses of SUNY are being sent to the appropriate Main Office.

