

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

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To : All State Departments and Agencies

Subject: Preparation of Revised AC-230 Report of Check
Returned for Refund or Exchange

The AC-230 Report of Check Returned for Refund or Exchange has been revised to incorporate the new expenditure coding required by the redesign of the Central Accounting System. A supply of the new form has been issued to each agency.

The only change in the form is in the expenditure coding blocks (Blocks 033, 035 and 037). These blocks must be completed as follows, using the expenditure codes that were originally charged through the payroll header file. For checks which are produced prior to Payroll Period 1, but returned after the dates listed later in this Bulletin, you must convert the old appropriation code which appeared on the payroll register to the new account code structure and report the new code on the AC-230.

- Dept - Enter the 2 position department code.
- Cost Center- Enter the 6 position cost center 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.
- 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.

When to begin using the new AC-230

For Institution agencies, AC-230's which will be received in the Department of Audit and Control by Thursday March 4 must be on the old AC-230 form. AC-230's which will be received after that date must be on the new form using the new account coding system.

For Administration agencies, AC-230's which will be received in the Department of Audit and Control by Thursday March 11 must be on the old AC-230 form. AC-230's which will be received after that date must be on the new form using the new account coding system.

Any AC-230's using the old form which are received after the dates listed above will be returned to the agency for correction.

NOTE: The State University has a separate AC-230 form which must be used by all campuses. All institutions of the Office of Mental Health must use the AC-230A, which has been distributed through the Main Office. Please be sure you are using the correct AC-230 form.