

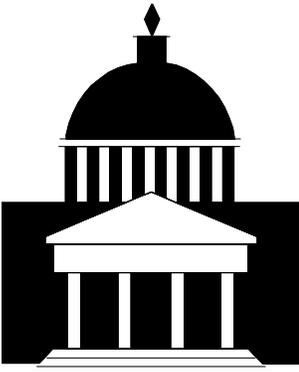
NJCFS Newsletter

OFFICE OF MANAGEMENT AND BUDGET
ACCOUNTING BUREAU

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NJCFS SECURITY



REVISIONS TO TRAVEL REGULATIONS

The State's travel regulations have been revised and are contained in CL 06-02-OMB, dated 8/1/05, superseding CL 04-05-OMB.

Major changes to the travel regulations are as follows:

- The travel regulations now require advance approval by the Director, OMB for travel involving **more than 5 individuals** from any department OR when **estimated costs of the travel event exceed \$5,000.00**. (Previously, approval was required for travel involving more than 10 individuals or more than \$7,500.00 in estimated cost).

- Retreats are now defined and addressed in the revised travel regulations.

- More specific guidance regarding rail travel in the Northeast.

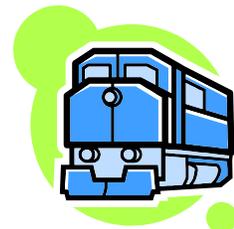
Please note that the moratorium on out-of-state and overnight travel imposed by Acting Governor Codey on November 29, 2004 is still in effect at this time.

Any questions concerning CL 06-02-OMB should be addressed to Michael Bell at (609) 292-4826 or Michael.Bell@treas.state.nj.us.

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Agencies are reminded that it is their responsibility to inform employees that User Identifications (User IDs) and passwords are confidential information and are not to be shared. Additionally, it is the agencies' responsibility to inform their Information Security Representative (ISR) of employees who transfer to another agency or job function, or leave State service. The ISR must update the OIT security application (ACF2) so that the User IDs of the departing employees can no longer be used. The NJCFS Security Table (STAB) is updated by deletions to ACF2. Agencies should review system access and approval levels annually to ensure the integrity of transaction approvals and segregation of duties.





CASH MANAGEMENT ADDITIONS

The Accounting Bureau welcomes three new staff additions. Richard Zbyszynski, Patricia Meyer-Pietrusko and Gerry Osterhage recently joined the Cash Management Unit under the supervision of Ron Tani.

Rich, who comes from the private sector, was recently a Treasury Manager with Chubb & Son and is pursuing his MBA. His responsibilities focus on overseeing the State's banking relationships and managing the banking services competitive bidding program. Rich can be reached at (609) 633-2164 or Rich.Zbyszynski@treas.state.nj.us.

Patricia, who has a BA in English, was most recently with the Division of Pensions and Benefits. She will be responsible for the development of banking RFP's and banking implementations. Patricia will also support the State's banking relationships and cash operations function. Patricia can be reached at (609) 777-3925 or Patricia.Pietrusko@treas.state.nj.us.

Gerry holds a BS in Accounting and Mathematics and was formerly with the Department of Human Services. Gerry's responsibilities include managing the State's Fiscal Year Cash Flow model, CMIA program administration and support of the cash operations function. Gerry can be reached at (609) 984-0498 or Gerry.Osterhage@treas.state.nj.us.

CORRECT USE OF OBJECT CODES AND THE NJCFs TRAVEL MODULE FOR AGENCY SPONSORED EVENTS

OMB has noted confusion among agencies regarding the correct usage of object codes and when the NJCFs travel module should be used. This confusion generally occurs when the agency is sponsoring an event, such as a conference or reception. The following guidelines apply:

- Lump sum payments for agency sponsored events must be paid through the Expenditure Module of the NJCFs using object code 3850. Use of the Travel Module is not required.
- Travel related to attendance at these events is subject to the State's travel regulations, and therefore must be processed through the NJCFs travel module using the appropriate travel object codes for related expenditures (3010, 3020, 3030, 3060).
- Agencies are required to request OMB approval if more than 5 employees (working or non-working) are attending, or if the cost of the participation by these employees exceeds \$5,000.00.

If the employee cost for registration, hotel, meals, etc. (for travel approval purposes) is not easily determinable because of lump-sum payments, the agency should use the per person cost charged to non-state participants. Making a lump-sum payment for hotel, meals, catering, etc. does not preclude an agency from having to determine a per-employee cost.

PRIOR YEAR LIABILITIES AND CLAIM CITATIONS



The Fiscal Year 2006 Appropriations Act contains provisions authorizing the Director, OMB to process payments to liquidate prior year liabilities from current year appropriations and to pay claims. When these transactions are submitted to OMB for approval, they should include the following citation information:

**Prior Year Liabilities -
P.L. 2005, Chapter 132, Section 31**

**Claims -
P.L. 2005, Chapter 132, Section 38**

The accounting transactions used to make these payments **should not be fully approved** by the agency. OMB will apply the final level of approval to the transaction when the Director, OMB authorizes payment. Documentation packages for these transactions should be submitted to Michael W. Henry, OMB - Accounting Bureau, 33 West State Street - 5th Floor, P.O. Box 221, Trenton, NJ 08625. Questions related to these payments should be directed to Michael at (609) 292-0051 or Michael.Henry@treas.state.nj.us

GENERIC OFFLINE CHECK PROGRAM

A new generic offline check program is now available for use by the agencies in processing high volume, repetitive payments that do not need their payment detail information recorded in the NJCFs. This is perfect for reimbursements, revenue refunds, and aid payments that have no tax considerations or for which an agency system can generate its own 1099 forms.

An agency system must be able to produce an input payment file using the specialized format developed for this new generic offline check process. When this payment file is processed, a single using agency payment voucher prepared by the agency for the sum of the disbursement file must be entered by OMB. Hard-copy documentation regarding the content of the payment file, including payees, must be provided to OMB for review along with the voucher.

The new generic offline check program was developed by reviewing multiple styles of checks produced by the currently deployed offline check programs. The generic program therefore enables various types of checks to be produced with different payment information while using the same input file format and the same check overlay (template of check face, check stub and fold-line mailer).

In the interest of cost savings and efficiency, the new generic offline check program will be used for all new offline checks and will replace the various existing offline check programs as they become obsolete or need enhancement.

For additional information, contact John Burrows at (609) 984-5217 or John.Burrows@treas.state.nj.us.

QUESTION AND ANSWER



Q: Why does my document contain the error message DOCUMENT IN USE? How do I correct this error?

A. If you receive the error message DOCUMENT IN USE when trying to approve or process documents that have been previously processed or edited, it probably means that you or someone else did not properly exit the document. Pausing and leaving does not properly exit you from documents. After editing or approving, you should exit the document with the E command.

If you receive this error when attempting to process a document, first make sure that no other user has the document open at that time. If you are certain it is not in use, the document must be freed before it can be opened. Use the following method to free-up the document:

Locate the document on the SUSF and enter "F" in the FUNCTION field. Make certain that "R" or "S" is displayed in the ACTION field. Place an "X" in the SEL column next to the document, and press enter. The document is now freed.

NJCFS ACCOUNTING PERIODS FY 2006

	JUL-05	AUG-05	SEP-05	OCT-05	NOV-05	DEC-05	JAN-06	FEB-06	MAR-06	APR-06	MAY-06	JUN-06	JUL-06
PERIOD 01-06	7/1/05 - 8/5/05												
PERIOD 02-06	8/1/05 - 9/8/05												
PERIOD 03-06	9/1/05 - 10/7/05												
PERIOD 04-06	10/1/05 - 11/7/05												
PERIOD 05-06	11/1/05 - 12/7/05												
PERIOD 06-06	12/1/05 - 1/9/06												
PERIOD 07-06	1/1/06 - 2/7/06												
PERIOD 08-06	2/1/06 - 3/7/06												
PERIOD 09-06	3/1/06 - 4/7/06												
PERIOD 10-06	4/1/06 - 5/5/06												
PERIOD 11-06	5/1/06 - 6/7/06												
PERIOD 12-06	6/1/06 - 7/31/06												