



ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: June 4, 2003

SUBJECT: Agency Tape/File Balance Reports – No Manual Alterations

NUMBER: 110

The purpose of this Accounting Bulletin is to notify Agencies that the Illinois Office of Comptroller (IOC) will discontinue the practice of accepting any Agency Tape/File Balance Reports that have been manually altered (e.g. lined through vouchers numbers, changed tape ID, ...). If a voucher needs to be deleted from a tape/file, the tape/file and the balance report will be returned to the agency, and the agency must resubmit a new tape/file and balance report with the corrected data.

Effective July1, 2003, the IOC will return any Agency Tape/File Balance Report that contains a manual alteration.

If you have any questions pertaining to this bulletin, please contact Linda Seelbach at (217) 782-3608. Agencies may access this and other Accounting, SAMS and Payroll Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.