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ACCOUNTING BULLETIN NO. 3

December 24, 1974

TO: Chief Fiscal Officers
Of All State Agencies

SUBJECT: Commercial Vouchering

The Comptroller's Office has the responsibility to pre-audit all vouchers. This function is performed both manually and through computer audits.

Any schedule which has vouchers failing the manual pre-audit will be returned to the agency intact with an error exception slip (form SCO-055, copy attached) identifying the audit failures. Vouchers will be routed to the agency that transmitted the voucher to the Comptroller; i.e. code agency vouchers will be returned to the Department of Finance for routing to the agency.

Vouchers that fail our audits will be returned to the agency unless corrections are feasible without return. Authority to change a voucher must come from the voucher agency in writing and, if necessary, must have the approval of the transmitting agency.

The Comptroller's voucher processing unit will notify agencies of all audit failures on a daily basis via phone. The correction process can then begin immediately.

In addition to the daily notifications of audit failures, the Comptroller's Office will forward a copy of our computer Error Suspense Report when the volume of audit failures for a particular agency warrants distribution of the report. A detailed explanation of the Error Suspense Report can be found in Section 17 of the CUSAS manual.

The Error Suspense Report may indicate certain error conditions not defined in the CUSAS manual. Subsequent revisions to the manual will include the additional error codes. Questions concerning any error codes on the report should be directed to our vouchering unit.

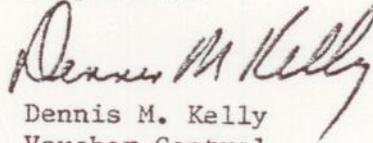
The combination of daily audit reporting by phone and weekly transmittal of the error listing should assist us in resolving vouchering errors in a timely fashion. This in turn will expedite vendor payments.

In order to facilitate agency contacts from this office, each agency is requested to provide a list of names and phone numbers of personnel to be contacted for error resolutions on the attached cards. If different personnel are involved in various vouchering sub-sections, a breakdown of personnel by types of vouchers (travel, commodity purchases, etc.) or by appropriation account codes would facilitate the process.

Your cooperation in establishing the procedure will be appreciated. If you have any questions concerning this bulletin feel free to contact our vouchering unit at 782-7402.

Very truly yours,

George W. Lindberg
Comptroller



By: Dennis M. Kelly
Voucher Control

DMK/dm