



State of Illinois

COMPTROLLER

Daniel W. Hynes

# ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: July 7, 1999

SUBJECT: Office of the Comptroller's Y2K plan

NUMBER: 83

The Office of the Comptroller (IOC) has been addressing the Y2K issue for the last year. We assembled a Y2K team that formulated a plan to test all of our systems and to develop contingency plans in the event of foreseeable problems. The IOC has successfully tested all of our vendor-supplied applications, all of our in-house applications, and all of our external interfaces for Y2K compliance. The Y2K team is now reviewing contingency plans in the event our external users encounter problems with their systems.

To aid State Agencies in formulating their Y2K contingency plans, the IOC would like to offer the following information:

- Agencies can switch from a tape environment to a paper environment for commercial payment vouchers and obligations if their tape generation systems fail. We have confirmed that our outsourcing contractor is Y2K compliant. It is important to note that a switch of this nature would significantly impact your processing cycle.
- The IOC discourages Agencies allowing employees to switch their payrolls from direct deposit to hard copy. The IOC has developed adequate contingency plans in the event of problems with both the direct deposit and normal (hard copy) payroll processing.
- Payments will be processed in accordance with established schedules. If a payment is not on a specific schedule, it will be processed on a first-in-first-out basis.

- Agencies that plan to change their processing schedules or to accelerate payments must request permission from the IOC prior to 12/01/99. Requests should be forwarded to Don Templeman, Assistant Comptroller for Operations for approval.
- Agencies that plan to change their processing schedules or to accelerate payments must ensure that those payments are fully compliant with all State and Federal statutes. Payments that fail pre-audit steps will be rejected and returned to the Agency.
- In the event of any agency level Y2K difficulties, agencies are requested to notify the IOC. Notification should be forwarded to Don Templeman, Assistant Comptroller for Operations.
- In the event of any Y2K difficulties at the Statewide level, agencies should be prepared to prioritize payment types and submit payment requests accordingly. If payments are in process, agencies should communicate the order of priority of in-house payments to the IOC.

Further, to ensure State Agencies are developing effective plans, the IOC would like to remind you of the following processing rules that might impact your plans:

- SAMS has hard edits for duplicate payment voucher numbers for all systems. A resubmission of a previous tape (i.e. payroll, grant reimbursement, ...) will be rejected by the system.
- Standard pre-audit steps will continue to be applied to each transaction in accordance with State and Federal statutes.

If your agency encounters any questions or issues that we can assist in, please have your Y2K coordinator contact our office. Please contact John Davidson, Acting Director of Information Technology at 782-5681 for system-related issues or myself at 782-7078 for processing-related issues.