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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 96 LCM-35

Date: April 5, 1996

Division: Management Support
& Quality
Improvement

TO: Local District Commissioners

SUBJECT: New BICS Voucher Stock

ATTACHMENTS: None

The purpose of this Local Commissioners Memorandum (LCM) is to advise districts of a change to the standard voucher form and the procedures relating to the issuance of system generated and manually issued non-services and services vouchers. This change will be effective May 6, 1996.

Prior to this change, voucher forms contained pre-printed numbers with the letter "V" followed by seven digits. BICS verified that the lead character was a "V" and also ensured that the voucher number entered was not a duplicate of a previously issued voucher. Distribution of voucher stock is the responsibility of the State. When forms were ordered to replenish the exhausted supply of original forms, we were required to start the numbers over beginning at V1000000. Consequently, some districts received vouchers on which the pre-printed number overlapped or duplicated previously issued vouchers, thus preventing the processing of those vouchers. To compound the problem, some manually processed vouchers were processed by some districts under a control number unrelated to any actual voucher stock. After performing an analysis of the voucher numbers on the database for all districts and determining that sending our specific blocks of pre-printed numbers was no longer possible, a decision was made to modify the supply of vouchers and BICS processing.

We are, therefore, issuing a new supply of voucher stock to all BICS districts. The vouchers will be distributed in April, 1996. This new supply of vouchers will be un-numbered. BICS is being modified to permit the system to generate and track voucher numbers for both system generated and manually issued vouchers. To differentiate between the two kinds of vouchers, system issued vouchers will begin with the letter "X", while manually issued vouchers will start with the letter "M". Districts will have the ability to print the "M" voucher numbers on a supply of un-numbered voucher stock. This will allow for control of the issuance of manual vouchers. For system generated vouchers, the system will automatically assign the next available number to an un-numbered voucher.

Prior to May 6, 1996, the pre-numbered voucher stock should be used for all system generated and manually issued vouchers. Beginning on May 6, 1996 the new un-numbered stock should be used for all issued vouchers. The pre-numbered stock should then be destroyed as those vouchers will no longer be available to be system generated or to be issued as manuals. The previously printed "V" vouchers will, of course, be allowed to be processed through BICS voucher processing. The edit to suppress "V" numbered vouchers on the authorization will be suspended for a period of time. This will allow "V" to be authorized and, therefore, avoid any timing problems.

To produce system generated vouchers after May 6, 1996, the current procedure of selecting BPR 21 should be used. The only change in procedure will be that the entry of the starting voucher number will no longer be required. The system will assign the number starting with X0000001. This process eliminates the possibility that vouchers would need to be destroyed because the assigned and pre-printed numbers do not match.

To issue manual vouchers, districts must establish a block of numbered vouchers. This process is completed through BPR 21. The request screen will provide for the entry of the quantity of manual vouchers needed. These vouchers will start with the number M0000001. The un-numbered voucher stock should be loaded in the BICS printer. Based on the print file resulting from the request for manual vouchers, assigned numbers will be printed on the vouchers. These manual vouchers will then be available for distribution. It is suggested that the block of numbers assigned should represent a six month supply.

An important technical consideration is that to set both the starting system generated number (X0000001) and the starting manual number (M0000001) the BPR for manual vouchers must be run. Therefore, the first function performed on May 6 should be the establishment of a block of numbered manual vouchers.

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For any questions on the changes, please call Roland Levie at 1-800-343-8859, ext. 4-7549, User ID FMS001 or Marvin Gold at (212) 383-1733, User ID 0FM270.

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