AC1366-S (2/12)
State of New York

CLAIM FOR PAYMENT– PURCHASE OF LAND OR PROPERTY

NYS Agency / Vendor Information

Vendor Identification Number 1	Vendor Location ID 2	Vendor Address Sequence 3

Vendor Name 1 4	Vendor Name 2 5

Voucher ID 6	Business Unit Name 7	Business Unit 8	Interest Eligible (Y/N) 9	Purchase Order No. 10	Date (MM) (DD) (YY) 11

Payment Date (MM) (DD) (YY) 12	Liability Date (MM) (DD) (YY) 13	Merch/Inv. Rec'd Date (MM) (DD) (YY) 14

Withholding Class 15	Withholding Amount 16	Handling Code 17	Payee Amount 18	Agency Internal Use 19

Address Line 1 20	Invoice Number 22	Invoice Date 23

Address Line 2 21	City 24	State 25	Zip Code 26

Description of Property Purchased (Limit to 254 spaces) 27

Property Address

City / State / Zip Code

Map and Parcel Numbers / Contract ID

Classification of Project 28	Acquired Pursuant to 29	Project Code 30

To payment pursuant to agreement or agreement of adjustment dated _____ 31 _____ or judgement of Court of Claims for property and/or Easement Rights in and to property on appropriation map or as described above.

Amount $ 32 _____

Total $ _____

Certification by Claimant: This is to certify that the sum mentioned in the above statement is correct and that no part thereof has been previously submitted or paid and the whole thereof is justly due and payable to claimant(s) in the above entitled project.

SIGNATURE OF CLAIMANT(S)

33

PeopleSoft Format Charge Lines (If Applicable)

Business Unit	Department	Program	Fund	Account
34	35	36	37	38
Budget Reference	**Project ID**	**Activity**	**Class**	**Operating Unit**
39	40	41	42	43
Product	**Chartfield 1 – Accumulator**	**Chartfield 2 – Accumulator**	**Chartfield 3 – Accumulator**	**Amount**
44	45	46	47	48

Legacy Format Charge Lines (If Applicable)

Expenditures								Liquidation			
Dept.	Cost Center	Var.	Yr.	Object	Accum Dept	Accum Statewide	Amount	Orig. Agency	PO/Contract	Line	F/P
49	50	51	52	53	54	55	56	57	58	59	60

Liability Date	From Date	TC	Subledger	Optional
61	62	63	64	

Reference	Name	New Length	Description
NYS Agency/Vendor Information			
1	Vendor Identification Number	10 N	A unique identification number issued to the vendor by OSC. This is not the vendor's TIN or EIN.
2	Vendor Location ID	10 AN	How the vendor receives payment (i.e. Maincheck or Mainepay).
3	Vendor Address Sequence	3 AN	Where the vendor receives payment (e.g., remit to, central office, etc).
4	Vendor Name 1	40 AN	The vendor's name as it will appear on the check.
5	Vendor Name 2	40 AN	Continuation of Vendor Name 1.
6	Voucher ID	8 AN	Unique document number assigned by the originating agency.
7	Business Unit Name		Name of the Business Unit preparing the document.
8	Business Unit	5 AN	A code identifying the Business Unit that prepared the Claim for Payment.
9	Interest Eligible (Y/N)	1 AN	A code to indicate if the payment is interest eligible. Enter an 'N' for no or a 'Y' for yes.
10	Purchase Order No.	10 AN	The number of the encumbrance document.
11	Purchase Order Date	8 AN	The date the encumbrance document was prepared.
12	Payment Date (MM) (DD) (YY)	8 N	The month, day and year the payment is due.
13	Liability Date (MM) (DD) (YY)	8 N	Liability date for a voucher payment is generally the date when the goods or services are received from the vendor, regardless of whether a corresponding invoice has been received. If a billing is for services performed over a period of time, the liability date is the last date of the period. The table below indicates more specifically how to determine liability date for various types of payments: **TYPE OF PAYMENT** **LIABILITY DATE IS THE :** Merchandise (Non Contract) Date merchandise is received. Services (Non Contract) Date services are completed. Contract payments Payment dates specified in contract; if none specified, then date(s) goods are delivered or services are completed.
14	Merch/Inv. Rec'd Date (MM) (DD) (YY)	8 N	The month, day and year in which the agency received goods/services or a proper invoice, whichever is later.
15	Withholding Class	2 AN	Identifies vouchers with a different withholding status than the vendor.
16	Withholding Amount	27 AN	The portion of the payment that is taxable.
17	Handling Code	1 AN	Payment-handling codes that determine physical check sorting.
18	Payee Amount	27 N	Total amount due to the vendor for this Claim for Payment. This amount should be equivalent to the amount in box 18. (Required)
19	Agency Internal Use		
20	Address Line 1	55 AN	Vendor's street address.
21	Address Line 2		
22	Invoice No. (Limit to 13 Additional spaces)	30 AN	Invoice Number or special Reference number that will appear on check stub and should be unique.
23	Invoice Date	8 N	The month, day and year of the invoice or the date the vendor wants referenced on the check stub.
24	City	30 AN	Name of the city in the vendor's address.
25	State	6 AN	Abbreviation of the name of the state in the vendor's address.
26	Zip Code	12 AN	Postal Code in the vendor's address.
Description of Property Purchased (Limit to 254 spaces)			
27	Property Address		Enter the applicable Property Address.
	City		Enter the applicable Property City.
	State		Enter the applicable Property State.
	Zip Code		Enter the applicable Property Zip Code.
	Map and Parcel Numbers		Enter the applicable Property Map Number and Parcel Number.
	Contract ID		The W number identifying the contract the Claim for Payment is offsetting.
Project Information and Certification			
28	Classification of Project		Enter the State Highway Number and Project Name assigned to the parcel of land.
29	Acquired Pursuant to		The section of law that pertains to the purchase of land or property.

Reference	Name	New Length	Description
30	Project Code		Agency assigned Pin Number.
31	Date		The date of the document authorizing payment to the claimant.
	Amount	---------	Original contract amount.
			Additional lines for the total calculation if needed.
32	Total	---------	Total payment amount due to the claimant.
33	Certification by Claimant		Signature(s) of claimant(s) agreeing to the amount of the claim.
PeopleSoft Format Charge Lines (If Applicable)			
34	Bus. Unit	5 AN	A code identifying the Business Unit that prepared the Claim for Payment. The Business Unit is required for all transactions.
35	Department	7 AN	Department ranges are assigned to Business Units to keep the values unique across New York State (NYS). Each Business Unit has been assigned 3 unique leading digits, followed by a numeric range from 0000 to 9999 for its use. Department is required on all operating statement transactions.
36	Program	5 AN	Numeric Program codes will capture all programmatic information both specific to Appropriation Bill Copy and agencies, with the exception of appropriations for Funds 10250 through 10258. Ranges are assigned to Business Units, beginning with the 1xxxx series, to keep the values unique across NYS. Ranges were originally assigned by alphabetical order of Business Unit name. Program is required on all appropriated expense transactions.
37	Fund	5 AN	Fund is a balancing chartfield, and as such, transactions in SFS must balance (by debits/credits) by Business Unit. Where transactions entered by users do not balance by Fund, system-generated entries will be created, based on configuration templates, to create balancing entries. Fund is required on all transactions. Fund will be inherited on transactions to support recording cash balances at the fund level of detail.
38	Account	5 AN	A five-digit alphanumeric field identifying the type of resources acquired or disbursed. Account codes replace object codes. Account code is required for all transactions.
39	Budget Reference	7 AN	A Budget Reference code is created for each year of appropriation authority needed for transactions processed within SFS. The format is “XXXX-YY”, where “XXXX” represents the first year of the state fiscal year of appropriation authority, and “YY” represents the last two digits of the second year of the state fiscal year of appropriation authority (e.g., 2009-10). Budget Reference is required on all expense transactions.
40	Project ID	15 AN	Each Project is assigned a Project Type. Ranges have been developed for non-Federal Grant projects, and Project ID values are assigned, based on the Project Type of the Project and is required on all Federal Grant transactions.
41	Activity	15 AN	Each Activity is associated with a specific Project Type. Naming is dependent on the Project Type of the associated Project. Activity is required on every transaction where a Project ID is entered.
42	Class	5 AN	The convention for assigning values for Class where this is required to identify the life of GO Bonds is “PPU” followed by the number of years of life in the GO Bond series. The convention for assigning values for identifying taxable and tax-exempt status of transactions for GO Bonds is as follows: - Taxable: Years of life in GO Bond series followed by “YTX” - Tax-Exempt: Years of life in GO Bond series followed by “YTE” The complete list of Class values can be found on the SFS website.
43	Operating Unit	6 AN	Operating Unit ranges are assigned to agencies to keep the values unique across New York State (NYS). Operating is not required on transactions.
44	Product	6 AN	Product is additionally used to capture Refund Type related to Comptroller’s Refund Account transactions. Product ranges are assigned to agencies to keep the values unique across New York State (NYS). Agencies that submitted values for Product during pre-“Go-Live” Cost Center Mapping have been assigned ranges of Product values using the methodology below. Agencies that did not submit requests for Product values have not yet been assigned ranges. Product is only required on transactions for the Comptroller's Refund Account.

Reference	Name	New Length	Description
45	Chartfield 1 - Accumulator	5 AN	Accumulator values can be defined by an agency to tag transactions for the purpose of accumulating information. Accumulator ranges are assigned to agencies to keep the values unique across New York State (NYS). Although the values will be established in agency-specific SetIDs, this follows NYS governance policies to not repeat any values across agencies, regardless of SetID configuration, for any chartfield. Agencies that submitted values for Chartfield 1: Accumulator during pre-"Go-Live" Cost Center Mapping have been assigned ranges of Chartfield 1: Accumulator values using the methodology below. Agencies that did not submit requests for Chartfield 1: Accumulator values have not yet been assigned ranges. If the need for Chartfield 1: Accumulator values arise in the future, the next available range of codes will be assigned to that agency using the same methodology. Chartfield 1 is not required.
46	Chartfield 2 - Agency Use	5 AN	Agency Use values can be defined by an agency at its discretion, subject to oversight by the statewide governance group. Chartfield 2: Agency Use ranges are assigned to agencies to keep the values unique across New York State (NYS). Although the values will be established in agency-specific SetIDs, this follows NYS governance policies to not repeat any values across agencies, regardless of SetID configuration, for any chartfield. Agencies that submitted values for Chartfield 2: Agency Use during pre-"Go-Live" Cost Center Mapping have been assigned ranges of Chartfield 2: Agency Use values using the methodology below. Agencies that did not submit requests for Chartfield 2: Agency Use values have not yet been assigned ranges. If the need for Chartfield 2: Agency Use values arises in the future, the next available range of codes will be assigned to that agency using the same methodology. Chartfield 2 is not required.
47	Chartfield 3	3-10 AN	Chartfield 3 has three uses at SFS go-live: 1. Temporary "workaround" chartfield intended to capture concepts needed solely for conversion and Cost Center Mapping for non-Phase 1 agencies. Governance enforces that these values will be inactivated when agencies migrate to SFS and retire cost centers. 2. Capture non-statewide Project uses for non-Phase 1 agencies, as non-Phase 1 agencies will not have access to the Project Costing module. 3. Replace DOT Land Claim, Eminent Domain and Highway Localities subledgers. As agencies migrate fully to SFS, the first two uses of Chartfield 3 will be discontinued and this chartfield will capture the DOT subledgers only. For uses 1 and 2 of Chartfield 3, ranges are assigned to agencies and by chartfield usage type to keep the values unique across New York State (NYS). Although the values will be established in agency-specific SetIDs, this follows NYS governance policies to not repeat any values across agencies, regardless of SetID configuration, for any chartfield. Chartfield 3 is not required.
48	Merchandise Amount	27 AN	The accumulation of all Merchandise Amounts should total the Amount in fields 18 and 32.
Legacy Format Charge Lines (If Applicable)			
49	Dept	2 N	The first two positions of the cost center that indicate the department charged with the expenditure. (Required)
50	Cost Center	6 N	A cost center is a 12-position code and represents the lowest unit of State government at which accounting and reporting is performed. The cost center code consists of the following components: **Dept** **Cost Center** **Variable** **Year** XX XXXXXX XX XX
51	Var	2 AN	The 9th and 10th positions of the cost center code identify cost center unit variables such as funding source, programs and projects within the same organization unit. (Required if the cost center code has a variable)
52	Yr	2 N	The fiscal year of the appropriation charged (Required) NOTE: Agencies should refer to their Cost Center Reporting Attributes Listing (ASC280) report. This report also provides the title of the Cost Center Code, appropriation internal number and segregation number.

Reference	Name	New Length	Description
53	Object	5 AN	The expenditure object representing the goods or services purchased. The object codes are found in the Accounting Codes Manual, Volume VIII Sections 3.1180 and 3.1185. (Required)
54	Accum - Dept	3 AN	Fields that accumulate amount in predefined categories. The first field is department accumulator and the last is statewide accumulator. (For example, a statewide accumulator of 'OLY' could be entered by all agencies on vouchers related to the Olympics.)
55	Accum - Statewide	3 AN	Fields that accumulate amount in predefined categories. The first field is department accumulator and the last is statewide accumulator. (For example, a statewide accumulator of 'OLY' could be entered by all agencies on vouchers related to the Olympics.)
56	Amount	18 N	The dollars expended. Total amounts expended must equal the amounts in box 18 and 33. (Required)
57	Originating Agency	5 N	The originating agency code that appeared on the encumbrance document being liquidated. (Required if liquidation is needed)
58	PO/Contract	7 AN	The number of the Purchase Order or Contract to be liquidated. (Required if liquidation is needed)
59	Line	3 N	The line on the encumbrance document that is being liquidated. (Required if liquidation is needed)
60	F/P	3 AN	A code indicating full or partial liquidation of an encumbrance.
61	Liability Date	6 N	Liability date for a claim for payment is generally the date when the goods or services are received from the vendor, regardless of whether a corresponding invoice has been received.
62	From Date	4 N	Beginning month and year of the liability date.
63	TC	2 N	A special transaction code assigned by OSC.
64	Subledger	11 N	Code that indicates a special general ledger account. The Subledger Code is assigned by OSC.