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DIVISION OF ADMINISTRATION

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**ISIS Memorandum 07-016**

To: ISIS Travel Administrators

Subject: New ISIS Travel Reports Available

In an attempt to enhance the ISIS Travel system and to assist the users in researching ISIS Travel related information, two new travel reports have been added to the list of existing reports. The **Employee Payment Analysis Report** and the **Cost Center Substitution Report** are now available in the ISIS Travel System accessible through LEO.

**Employee Payment Analysis Report**

This report will provide travel administrators a list of travelers who do not have an EFT bank account. We encourage Travel Administrators to utilize the Employee Payment Analysis Report because the entry of travel expenses or advances for a traveler who does not have an EFT account will now be prevented when an attempt is made to save or approve the trip. The expenses or advance will have to be entered again when the employee or EA creates an EFT main or travel bank account.

**Cost Center Substitution Report**

This report will provide travel administrators information regarding cost center substitutions that occurred during the financial processing of travel requests and reimbursements.

Substitutions occur when the posting process encounters a blocked cost center value in a traveler's IT0017 (Travel Privileges). Travel expenditures tied to cost centers that are blocked in SAP when travel runs are posted will be substituted with the traveler's valid Master Cost Center (stored on IT0001 – Organizational Assignment). If the traveler's Master Cost Center on IT0001 is blocked, the agency's default cost center ZZZZ will be substituted.

Reviewing this report will allow travel administrators to quickly identify cost centers and associated dollar amounts by general ledger accounts that were substituted. We encourage all travel administrators to utilize this report and to make it a part of their weekly travel processing procedure.

Questions should be directed to the ISIS Travel Help Desk at (225) 342-2677.

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