

**REPORT DISTRIBUTION SET-UP - AFS**  
**ISF027 ELECTRONIC FORM INSTRUCTIONS**

Rev. 10/09

This form is used to assign selected Chart of Accounts data elements to report distribution mailcodes. This form cannot be used to add new mailcodes.

**Action (box):**     **Check only one of the following.** (submit a separate form for each action type required)

- Add**           Assigns a new Chart of Accounts data element to an existing report distribution mailcode.
- Change**       Changes the report distribution mailcode on an existing Chart of Accounts data element.
- Delete**       Deletes existing report distribution mailcode from an existing Chart of Accounts data element.

**Agency/Dept. Name:**           The name associated with the report distribution number specified below.

**Agency Representative Name:**   Name of Agency Security Administrator or representative of Appointing Authority who is authorized to complete this form.

**Title:**                            Title of the position occupied by the agency representative named above.

**Work Telephone:**               Work telephone number where agency representative can be reached.

**Work Mailing Address:**         Address where information is to be mailed to the agency representative.

**Appointing Authority Name:**   Name of the person who is authorized to define the report distribution assignment.

**Appointing Authority Title:**   Title of the position occupied by the appointing authority.

**Set-Up and Authorization**

ISF027 form **MUST** be printed, signed and dated by the Agency Security Administrator or Representative of the Appointing Authority and the Agency Liaison. The printed, signed copy must be retained by the agency for audit purposes.

**Report Distribution Table (LRDT)**

**Description:**

This table functions as a cross reference between selected Chart of Accounts data elements and report distribution. It will contain an entry for each Chart of Accounts data element associated with a report distribution mailcode. This table should be updated as each new data element is created in the AFS system. If a report distribution mailcode is not assigned for the applicable Chart of Accounts data element, the mailcode associated with the agency will be used.

**Field Descriptions:**

**AGENCY**           Identifies the agency number associated with an accounting structure. It is required for the following structures: AGENCY, ORGN, RPTG CAT.

**ORGN**             Identifies the Organization accounting structure. It is required for an ORGN entry only.

**LORGN**           Identifies the Louisiana Organization accounting structure. It is required for a LORGN entry only.

**RPTG CAT**       Identifies the Reporting Category accounting structure. It is required for a RPTG CAT entry only.

DIST CODE Identifies the Report Distribution Mailcode associated with the Chart of Accounts data element. A distribution code will be a mail code with the ISF prefix removed. For example, a mailcode for the DOA is ISF1070002. To distribute a Chart of Accounts data element, enter 1070002 for the Distribution Code.

This form must be completed by the Agency Security Administrator or Security Administrator Alternate.

This form must be printed before being submitted via the web. The copy must be signed by the Agency Security Administrator or Security Administrator Alternate and retained by the agency for audit purposes.