



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 06-042

To: ISIS Agency Liaisons
Fiscal Officers
Travel Administrators

Subject: Creation/Use of Reporting Categories in AFS, ISIS Travel and ISIS HR

Reporting Category (RPTG) is used to define reporting categories for individual agencies. Each agency chooses whether to use the codes, how it wants to use them, and what the actual codes represent. When a reporting category is created in AFS, it is usually available for use the following day in ISIS HR and ISIS Travel.

AFS allows spaces and special characters in both the reporting category number and name fields, but ISIS HR and Travel do not. Any reporting categories of this type coded directly into ISIS HR and Travel will reject as invalid.

Although this type of reporting category can never be used directly in ISIS HR or Travel, it can be hard-coded to an organization on the AFS ORG2 table. In that case it will be used by AFS to post SAP J5 transactions coded to the organization.

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

PC/rsa

c. Barbara Goodson, Deputy Undersecretary