



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

May 11, 2004

OSRAP MEMORANDUM 04-29

TO: Fiscal Officers
ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: FY 04 Outstanding Pre-encumbrances

Pre-encumbrances commit portions of your FY04 budget and are used to calculate the amount of money your agency has left to pre-encumber in an appropriated program.

All pre-encumbrances for FY 04 regular appropriations must be liquidated or canceled on or before June 30, 2004. ISIS will not "automatically" cancel pre-encumbrances. Furthermore, after June 30, 2004, agencies will not have the ability to liquidate these amounts and they will remain pre-encumbered on the EAP2 table.

Attached, for agencies with open requisition transactions, is a Business Objects Report that shows requisitions in AFS with an amount outstanding. Use this report and any other agency specific reports which you may have developed to determine if your agency has any pre-encumbrances that need to be liquidated.

Agencies cannot issue pre-encumbrances or encumbrances through AGPS/CFMS during the 45-day closing period for FY04. Although AFS will allow you to create Purchase Orders for FY04 during the 45-day period, it is illegal for agencies to do so.

Contact the appropriate section of the ISIS Help Desk at (225) 342-2677 if assistance is required in liquidating or canceling any pre-encumbrances that are no longer needed. If you have any further questions, please contact the OSRAP Help Desk at (225) 342-1097.

AA:am

[Click here for Attachment](#)

C: Mr. Marty Milner
Ms. Denise Lea