



State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

February 10, 2009

MEMORANDUM OSRAP 09-19

TO: Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: AFS Processing of Budget Documents for Executive Orders BJ 08-108 &
BJ 08-114 BA-7s

The guidance in this memo is applicable to agencies affected by Governor Jindal's Executive Orders BJ 08-108 and/or BJ 08-114 which decrease expenditure budget in an agency's program(s) and move them into an 'Unallotted Program.'

Agencies should use an Appropriation Unit titled **PRA** to facilitate the tracking of the expenditure decrease moved into the 'Unallotted Program.'

Attached are two examples of an Appropriation Document (AP) necessary to move these funds. Example 1 shows an AP document where the agency does not have an unallotted appropriation unit (PRA) set up in AFS. Example 2 shows an AP document where the agency has an unallotted appropriation unit (PRA) set up in AFS.

You will also need to create an Expense Budget document (EB) in AFS. Please see Example 3. You will use organization code "BJ01" and object code "4899" (Unallotted). If the appropriation unit PRA is not set up yet, this EB document will REJECT. If this happens, please wait until your AP document is ACCEPTED in AFS before approving the EB document.

If you have questions concerning this memorandum, please contact James Lodge, James.Lodge@la.gov, phone # 225-342-6352 or Gloria Tilley, Gloria.Tilley@la.gov, phone # 225-342-1090. Remember all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/index.htm>

AA:jbl

EXAMPLE 1
AP DOCUMENT FOR UNALLOTTED PROGRAM NOT SETUP ALREADY

DOA - MYS - A - DOALU780

File Edit View Communication Actions Help

Jump Same Save and Exit Send Recv Copy Paste PrtScrn Remap Color Play Macro... Record Macro... Stop Macro Pause Macro Run Applet... Information Center

FUNCTION: DOCID: AP 900 AP000000147 02/06/09 10:37:55 AM
STATUS: PEND3 BATID: ORG: 001-002 OF 002

H- APPROPRIATION INPUT SCREEN

APPR DATE: 02 06 09 ACCTG PRD: 08 09 BUDGET FY: 09
FUND: 900 AGENCY: 900 ORGN: NET APPR AMOUNT:
NET EST RECEIPT AMT:

ACT	APPR	UNIT	TYPE	END	DATE	APPROPRIATION NAME	SHORT NAME
	GRP					REV/ CAT	BOND B/A CHECK
	CDE	APPR	AMOUNT	I/D	BCB	CNTL EST RECEIPT AMT I/D	SERIES OPT CASH
01-	A	PRA		12 31 10	ACT	672 & HIRING FREEZE	UNALLOTTED
		00	535,941	I		C	N C
02-	C	100		12 31 10			
			535,941	D			
03-							
04-							

H--*S403-READY FOR APPROVAL 3 H--*S405-READY FOR APPROVAL 5

MA + a 04/017

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EXAMPLE 2
AP DOCUMENT FOR UNALLOTTED PROGRAM SETUP ALREADY

DOA - MYS - B - DOALU043

File Edit View Communication Actions Help

Jump Same Save and Exit Send Recv Copy Paste PrtScrn Remap Color Play Macro... Record Macro... Stop Macro Pause Macro Run Applet... Information Center

FUNCTION: DOCID: AP 900 AP000000148 02/06/09 10:54:21 AM
STATUS: PEND3 BATID: ORG: 001-002 OF 002

H- APPROPRIATION INPUT SCREEN

APPR DATE: 02 06 09 ACCTG PRD: 08 09 BUDGET FY: 09
FUND: 900 AGENCY: 900 ORGN: NET APPR AMOUNT:
NET EST RECEIPT AMT:

ACT	APPR	UNIT	TYPE	END DATE	APPROPRIATION NAME	SHORT NAME
01-	C	PRA		12 31 10	ACT 672 & HIRING FREEZE	UNALLOTTED
					535,941 I	
02-	C	100		12 31 10		
					535,941 D	
03-						
04-						

H--*S403-READY FOR APPROVAL 3 H--*S405-READY FOR APPROVAL 5

MA + b 04/017

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EXAMPLE 3
 EB DOCUMENT FOR UNALLOTTED PROGRAM

DOA - MYS - B - DOALU043

File Edit View Communication Actions Help

Jump Same Save and Exit Send Recv Copy Paste PrtScrn Remap Color Play Macro... Record Macro... Stop Macro Pause Macro Run Applet... Information Center

FUNCTION: DOCID: EB 900 EB000000013 02/06/09 11:07:40 AM
 STATUS: PEND1 BATID: ORG: 001-002 OF 002
 H- EXPENSE BUDGET INPUT FORM

TRANS DATE: 02 06 09 ACCTG PRD: 08 09 BUDGET FY: 09
 FUND: 900 AGENCY: 900 TOTAL REVISED EXP AMT: 1,000,000
 CALCULATED REVISED EXP AMT: 1,000,000

LIN SUB SPD BUDGET
 ACT ORG APPR UNIT ACTV FUNC OBJ OPT IND POSTNS REVISED AMT INC/DEC AMT

		SERIES	REVENUE SOURCE				
		NUMBER	REF1	REF2	REF3	DESCRIPTION	
01-	A	BJ01 PRA		4899		BJ 2008-108	535,941 535,941
02-	C	1001 100		3650			464,059 535,941
03-							
04-							

H--*S401-READY FOR APPROVAL 1 H--*S404-READY FOR APPROVAL 4

MA + b 05/018

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NOTE: Your decreasing Lines 02 through 999 will be different from the coding on this example. Please follow your BA-7 expenditure program coding.