

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

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 14, 2016

OSRAP MEMORANDUM 16-23

TO: Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director of Management and Finance DOA

SUBJECT: Unclassified Deposits

This is a reminder that you should review the ISIS **2G26 (Unclassified Deposit Summary – By Agency)** report monthly to ensure timely classification of deposits. The May 2016 report is now available in BUNDL.

Deposits that cannot be identified should be classified as Income Not Available (INA) and a request for more information should be submitted to the payer. Based on the response from the payer, you can either correct the classification or process a refund to the payer in the form of a Payment Voucher or Manual Warrant. Please classify Debit and Credit memos immediately using the coding for the funds they are related to. Contact Brent Manuel at the State Treasurer's Office at (225) 342-0049 or bmanuel@treasury.state.la.us if you are unsure of which deposit they relate to. All outstanding deposits listed on this May 2016 report, as well as all June deposits, should be classified **by 6/30/16**. Remember, you must classify all FY 16 deposits by Wednesday, 8/10/16.

Please contact the OSRAP Help Desk at (225) 342-1097 if you have any questions regarding this memorandum or email the OSRAP EFT group at _DOA-OSRAP-EFT@LA.GOV.

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