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5G00   Project Funding for Non-Payable Projects Report

**Report
Overview:**

This report provides the Office of Facility Planning and Control with summary funding information on all non-payable projects by agency, i.e., those for which payments are not made through either AFS or AGPS. The report reflects the information entered on the NPPF (Non-Payable Project Funding) table, which will include budget fiscal year and amount at a minimum. Records are sorted by project, budget fiscal year, funding date, act number, line number, record type, and group code. The report header displays the fiscal fear, agency number and name (for Facility Planning and Control), project number, project description (from the 1st line of the AGP2 screen), and the requesting agency number and name, if one exists. The report displays the prior and current year funding data separately. The prior year section reflects all data entered for budget fiscal year(s) prior to the current budget year. Prior year, current year, and grand totals are displayed at the end of each project section.

**Report
Purpose:**

To provide the Office of Facility Planning with funding information on capital outlay projects for which that office does not process AFS or AGPS payments.

**Report
Source:**

Information for this report is obtained from the Non-Payable Project Funding (NPPF) table. Additional information is obtained from the Agency (AGC2), Agency Project Description (AGP2), Appropriation Inquiry (EAP2) and Appropriation Group Code (GRPC) tables.

**Related
Reports:**

2G34 – Non-Payable Project Number Listing

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AS OF	The calendar date on which the report was produced.
FY	Fiscal Year the report was produced.
AGENCY	Agency number and name for the Office of Facility Planning and Control. Agency number comes from NPPF; agency name comes from AGC2.
PROJECT NUMBER	Project number being reported, from NPPF.
PROJECT DESCRIPTION	Project description from AGP2.

Field Name	Description
REQUESTING AGENCY	Requesting agency number, from AGP2.
AGENCY NAME	Requesting agency name, from AGC2.
BD FY	Budget Fiscal Year of the Legislative Act in which the appropriation was authorized, from NPPF.
LN/TYPE	Line Number/Type Indicator ('O'= original fund entry, 'R'= revised fund entry), from NPPF.
ORIG FUND DT	Date of original funding, from NPPF.
REVISED FUND DT	Date of revision to the funding, from NPPF.
ACT NUM	Legislative Act number in which the appropriation was made, from NPPF.
GR CD	Group code of the appropriation, from EAP2.
GROUP CODE DESCRIPTION	Name of the group code, from GRPC.
ORIGINAL AMOUNT	Original funding amount, from NPPF.
REVISED AMOUNT	Revision funding amount, from NPPF.
ORIGINAL/ REVISED DESCRIPTION	Description of original/revised funding, from NPPF.
COMMENTS	Comments entered on NPPF.
TOTAL PRIOR YEAR	Total of all appropriations for the project (original amounts plus revision amounts), from prior budget fiscal years.
TOTAL CURRENT YEAR	Total of all appropriations for the project (original amounts plus revision amounts), from the current budget fiscal year.
GRAND TOTAL	Total of all appropriations for the project (original amounts plus revision amounts), regardless of the budget fiscal year.

**Report
Distribution:**   Office of Facility Planning and Control

**Report
Layout:**   Access BUNDL to view the report layout.

5G01   Project Funding and Revenue Summary Report

**Report
Overview:**

This report summarizes funding and revenue collections for all payable capital outlay projects by agency. The report runs for all payable projects, i.e., those for which payments are made through either AFS or AGPS by the agency identified in the report header. Records are sorted by agency, project, budget fiscal year, act number, appropriation unit and revenue source. The report displays the fiscal year, agency number, agency name, project number, project description (from the 1st line of the AGP2 screen), and the requesting agency number and name, if one exists. Revenue totals are shown at the appropriation level. Appropriation unit numbers and appropriation amounts are listed by act number and budget fiscal year for each project. Also listed are actual amounts collected by revenue source. Prior fiscal year and current fiscal year amounts are identified in separate sections. The prior fiscal year section lists all MOF appropriation units for every budget fiscal year prior to the current year. Prior year, current year, and grand totals are displayed at the end of every project section.

**Report
Purpose:**

To provide funding and revenue collection information on capital outlay projects which are paid for in the AFS or AGPS systems.

**Report
Source:**

Information for this report is obtained from the year to Date General Ledger (YTDLED). Additional information is obtained from the Project by Appropriation (PAPR), Agency (AGC2), Agency Project Description (AGP2), Appropriation Inquiry (EAP2), and Revenue Source (RSR2) tables.

**Related
Reports:**   None

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AS OF	The calendar date on which the report was produced.
FY	Fiscal Year the report was produced.
AGENCY	Number and name of agency responsible for the payable projects for which funding and revenue collection information is listed. Agency number comes from PAPR; agency name comes from AGC2.
PROJECT NUMBER	Project number being reported, from PAPR.

Field Name	Description
PROJECT DESCRIPTION	Project description from AGP2.
REQUESTING AGENCY	Requesting agency number from AGP2, if any.
AGENCY NAME	Requesting agency name, from AGC2, if any.
BFY	Budget Fiscal Year of the appropriation, from PAPR.
ACT NUM	Number of the Legislative Act for the appropriation, from PAPR.
APPR UNIT	Appropriation unit number assigned to the appropriation, from PAPR.
BOND SERIES	The bond series number, from EAP2.
APPROPRIATION NAME	The appropriation name, from EAP2.
APPROPRIATION AMOUNT	The Current Estimated Receipts or Current Appropriation Amount, from EAP2.
REV SOURCE	Revenue Source code to which collections were classified, from YTDLED.
DESCRIPTION	Revenue Source short name, from RSR2.
ACTUAL COLLECTED	Inception to date collected amount for the revenue source, from YTDLED.
TOTAL APPROPRIATION	Total of all funding and collections for the appropriation unit.
TOTAL PRIOR YEAR	Totals of all appropriations and collections for the project, from prior budget fiscal years.
TOTAL CURRENT YEAR	Totals of all appropriations and collections for the project, for the current budget fiscal year.
GRAND TOTAL	Totals of all appropriations and collections for the project, regardless of the budget fiscal year.

**Report
Distribution:**   Agencies having capital outlay projects.

**Report
Layout:**   Access BUNDL to view the report layout.

5G02   Security Log Report

**Report
Overview:**   This report displays the contents of Security Violations Log (SLOG) over a specified date range. SLOG maintains a record of security violations that have occurred during transaction processing. Records are sorted by Application ID, Core User ID and Run Date.

**Report
Purpose:**   To provide Security Administrators with a record of every security error that occurred in the system.

**Report
Source:**   Information for this report is obtained from the Security Violations Log (SLOG) table.

**Related
Reports:**   5G10 – Security Log by Userid Report
5G11 – Security Log by Error Code Report

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
APPL ID	Application ID of the application where the security violation occurred.
CORE USERID	ISIS "Z" User ID of the person who caused the security error, which was entered on the GMSS screen, and has been validated on the STAB table. A Core Userid of '********' indicates that the logon process had not proceeded far enough for the userid that was entered to be verified against STAB.
RUN DATE	Date the violation occurred.
RUN TIME	Time of day the violation occurred.
SYSTEM USERID	ISIS "Z" User ID of the person who caused the security error, which was entered on the GMSS screen.
TERMINAL ID	Terminal ID that the person was signed on to at the time the security violation took place. Depending upon an agency's connection, this may be different every time the user signs on from the same terminal.

Field Name	Description
TABLE/ DOCUMENT ID	Table or Document ID on which the violation was recorded.
SEC ERROR	Security error code that was recorded.
# OF VIOLATIONS	Number of violations logged on this particular transaction.

Report Distribution: AFS Security Administrators, via the ISFGFSSEC mailcode

Report Layout: Access BUNDL to view the report layout.

5G03   Approval Log Report

**Report
Overview:**   This report displays the contents of Approval Log (ALOG) over a specified date range (usually a date range equal to one accounting month). ALOG maintains a record of each time a user applies or removes a document approval. Records are sorted by agency, batch ID, document ID, run date, run time, last user ID and terminal ID. This report is produced as part of the AFS monthly close.

**Report
Purpose:**   To provide security administrators with a record of every approval that is issued or removed in the system.

**Report
Source:**   Information for this report is obtained from the Approval Log (ALOG) table.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AGENCY	Number and name of agency (from AGC2) for which document approval information is listed.
BATCH ID	Transaction code and agency number of document to which approval was applied or removed (even if document was not batched).
TABLE/DOCUMENT ID	Document ID of the transaction to which approvals were applied or removed.
RUN DATE	Date approval was applied or removed.
RUN TIME	Time approval was applied or removed.
LAST USERID	ISIS "Z" User ID of the last user to edit or approve the document prior to the current approval action.
TERMINAL ID	Terminal ID from which approval was applied/removed. Depending upon an agency's connection, this may be different every time the user signs on from the same terminal.
SYSTEM USERID	ISIS "Z" User ID of the user who applied or removed approval.

Field Name	Description
BEFORE APRV	Document approval status prior to run date/time.
USERS APRV	Approval levels available to the approving user (as established in STAB).
AFTER APRV	Document approval status following run date/time.
PROCESSING DATE	Date document was originally processed.

**Report
Distribution:**   AFS Security Administrators, via the ISFGFSSEC mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

5G04   Override Log Report

**Report
Overview:**   This report displays the contents of the Override Log table (OLOG) over a particular date range (usually a date range equal to 7/1/96 through the end of the most recently closed accounting month). OLOG is used to record the overriding of errors and the removal of error overrides. Records are sorted by agency, batch ID, document ID, error code, and override authority level. This report is produced as part of the AFS monthly close.

**Report
Purpose:**   To provide a record of the overriding of errors and the removal of error overrides.

**Report
Source:**   Information for this report is obtained from the Override Log table (OLOG).

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AGENCY	Number and name of agency for which error override information is listed.
BATCH ID	Transaction code and agency number of document to which error override was applied or removed (even if document was not batched).
TABLE/DOCUMENT ID	Document ID of the transaction to which overrides were applied or removed.
ERROR	Indicator that tells whether the error override was applied or removed. Applied = APPLY; removed = REMOVE.
LEVEL #	Level of override authority required to override the error. The level of severity increases from 0 to 9. Errors of lesser severity may be overridden by the agency. More severe errors may only be overridden by control agencies.
CORE USERID	ISIS "Z" User ID of the person who applied the override.
SYSTEM USERID	ISIS "Z" User ID of the person who applied the override.
TERMINAL ID	Terminal ID from which override was applied. Depending upon an agency's connection, this may be different every time the user signs on from the same terminal.

Field Name	Description
EDIT PROCESSOR	Document processor that issued the error.
RUN DATE	Date override was applied or removed.
RUN TIME	Time override was applied or removed.
OR COUNT	Number of times the error was overridden

**Report
Distribution:**   AFS Security Administrators, via the ISFGFSSEC mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

5G05   **Approval Exception Report**

Report Overview:

This report provides a log of all transaction approvals and unapprovals, where the document was both entered and approved, or approved and unapproved, by the same User ID. Records are sorted by Agency, Batch ID, and Document ID. If a transaction appears on the report, then **all** User IDs that affected the document will be listed on the report. This report is produced as part of the AFS monthly close.

Report Purpose:

To provide security administrators with a record of those transactions that were either entered and approved by the same User ID or approved and unapproved by the same User ID.

Report Source:

Information for this report is obtained from the Approval Log (ALOG) table.

Related Reports:

None

Report Retention:

This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) months.

Field Descriptions:

Field Name	Description
AGENCY	Number and name of agency (from AGC2) for which approval information is listed.
BATCH ID	Transaction code and agency number of document to which approval exception relates (even if document is not batched).
TALE/DOCUMENT ID	Document ID of the transaction entered and approved or approved and unapproved by the same user ID.
RUN DATE	Date the approval was applied or unapplied.
RUN TIME	Time the approval was applied or unapplied.
TERMINAL ID	Terminal ID from which approval was applied. Depending upon the agency's connections, this may be different every time the user signs on from the same terminal.
ORIGIN USERID	On the first approval record for this document, this will be the user who last edited the document. On subsequent records, this will be the last person who approved or unapproved the document.

Field Name	Description
APPROVAL USERID	User ID of user who approved or unapproved the document.
USERS APRV	Approval levels available to the approving user (as established in STAB).
BEFORE APRV	Document approval status prior to run date/time.
AFTER APRV	Document approval status following run date/time.
PROCESSING DATE	Date the approval or unapproval action occurred.

**Report
Distribution:**   AFS Security Administrators, via the ISFGFSSEC mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

5G06   System User ID Listing by Agency Report

**Report
Overview:**   This report displays all User IDs established on the AFS Security (STAB) table. Records are sorted by agency (SEC1) and user or profile name. The security groups and permissions or the profile that have been defined to each User ID are displayed. The total number of User IDs per agency is displayed after all User ID lines are listed for the agency. This report is produced as part of the AFS monthly close.

**Report
Purpose:**   To provide security administrators with a record of each User ID and profile that has been established in the system, identify whether each User ID has access to AFS, and whether each User ID is active or inactive.

**Report
Source:**   Information for this report is obtained from the Security (STAB) table, the UserId (USID) table, and the Userid Application Access (UAPL) table.

**Related
Reports:**   5G07 – User ID By Security Group Report
5G08 – FORT and FORM Entries By Security Group

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The calendar date on which the report was produced.
SEC1	SEC1 security code (generally equals the agency code).
NAME	User name (last, then first) or Profile Description.
USER ID	User ID or Profile Name.
APPL	From UAPL: if the userid has access to AFS, this field will contain "IAPA". If the userid does not have access to AFS, this field will contain spaces.
ENABLED	From USID: "Y" if userid is active, "N" if userid has been inactivated.
DATE CHG	From USID: the last date that the USID record was updated.

Field Name	Description
SEC GROUP	Security Group code. For most User ID records, this entry will be "*USE" to indicate that a security profile has been applied to the userid. If this is the case, then the applicable profile name will be spelled out across the following columns.
SCAN	Approved to perform 'scan' action (Y or N), or first letter of profile name.
APRV	Approved to perform 'approve' action (Y or N), or second letter of profile name.
ENTR	Approved to perform 'enter' action (Y or N), or third letter of profile name.
CORR	Approved to perform 'correct' action (Y or N), or fourth letter of profile name.
DEL	Approved to perform 'delete' action (Y or N), or fifth letter of profile name.
SCHD	Approved to perform 'offline' action (Y or N), or sixth letter of profile name.
EDIT	Approved to perform 'quick edit' action (Y or N), or seventh letter of profile name.
HOLD	Approved to perform 'hold' action (Y or N), or eighth letter of profile name.
RUN	Approved to perform 'background run' action (Y or N), or ninth letter of profile name. Background run is accomplished with the commands "QU" or "U," but is not currently used in the State of Louisiana. Spaces if a profile was applied to this userid.
RUNI	Approved to perform 'run immediate' (Y or N), or tenth letter of profile name. Run immediate is accomplished by using the commands "Run Doc" or "RD" after all approvals have been applied. Spaces if a profile was applied to this userid.
WHOM	Indicator that defines which security areas SEC1 or SEC2 a particular User ID can work in or which data it can access. The WHOM table is used to define the agencies and organizations a User ID is allowed to access. Spaces if a profile was applied to this userid.

Field Name	Description
WHRT	Indicator that defines terminal authorization ('0'= user can perform authorized actions from any terminal in the system; '1'= user can perform authorized actions from terminals with the appropriate Where Code; '2'= the Where Table will indicate if the user is authorized to use a specific terminal). This field will be '0', as the State of Louisiana does not currently define terminal authorization. Spaces if a profile was applied to this userid.
WHRC	"Where Code" specifies the authorized locations for this user. This field will be spaces, as the State of Louisiana does not currently define terminal authorization. Spaces if a profile was applied to this userid.
OVRR	"Override Indicator" specifies the degree of authority ('0' – '9') this user has to override system errors. Spaces if a profile was applied to this userid.
APPRVL	"Approvals" field that specifies the authority of this User ID to approve documents at 5 specific levels (each character may be 'Y' or 'N' to specify the associated approval level). Spaces if a profile was applied to this userid.
TOTAL USER ID (S) FOR AGENCY	A count of the number of userids assigned to the agency.
TOTAL USER ID(S)	A count of the total number of User IDs assigned to all agencies.

**Report
Distribution:**   AFS Security Administrators, via the ISFGFSSEC mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

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5G07   User ID by Security Group Report

**Report
Overview:**   This report displays all User IDs established in the system for each security group. If a User ID has multiple security groups assigned, it will be displayed on the report with each of the assigned security groups and the permissions for each. Records are sorted by Security Group, Agency (SEC1), and User ID. This report is produced as part of the AFS monthly close.

**Report
Purpose:**   To provide security administrators with a record of all security groups that have been established in the system along with User IDs that relate to each group.

**Report
Source:**   Information for this report is obtained from the Security (STAB) table.

**Related
Reports:**   5G06 - System User ID Listing By Agency Report
5G08 – FORT and FORM Entries By Security Group

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The calendar date on which the report was produced.
SEC GROUP	Security Group
SEC1	SEC1 security code (generally equals the agency code)
USER ID	User ID or Profile Name
NAME	User name (last, then first) or Profile Name
APPL	Application code: AFS = "IAPA"
SCAN	Approved to perform 'scan' action (Y or N), or first letter of profile name.
APRV	Approved to perform 'approve' action (Y or N), or second letter of profile name.
ENTR	Approved to perform 'enter' action (Y or N), or third letter of profile name.
CORR	Approved to perform 'correct' action (Y or N), or fourth letter of profile name.

Field Name	Description
DEL	Approved to perform 'delete' action (Y or N), or fifth letter of profile name.
SCHD	Approved to perform 'offline' action (Y or N), or sixth letter of profile name.
EDIT	Approved to perform 'quick edit' action (Y or N), or seventh letter of profile name.
HOLD	Approved to perform 'hold' action (Y or N), or eighth letter of profile name.
RUN	Approved to perform 'background run' action (Y or N), or ninth letter of profile name. Background run is accomplished with the commands "QU" or "U," but is not currently used in the State of Louisiana.
RUNI	Approved to perform 'run immediate' (Y or N), or tenth letter of profile name. Run immediate is accomplished by using the commands "Run Doc" or "RD" after all approvals have been applied.
WHOM	Indicator that defines which security areas (SEC1 or SEC2) a particular User ID can work in or which data it can access. The WHOM table is used to define the agencies and organizations a User ID is allowed to access.
WHRT	Indicator that defines terminal authorization ('0'= user can perform authorized actions from any terminal in the system; '1'= user can perform authorized actions from terminals with the appropriate Where Code; '2'= the Where Table will indicate if the user is authorized to use a specific terminal). This field will be '0', as the State of Louisiana does not currently define terminal authorization.
WHRC	"Where Code" specifies the authorized locations for this user. This field will be spaces, as the State of Louisiana does not currently define terminal authorization.
OVRR	"Override Indicator" specifies the degree of authority ('0' – '9') this user has to override system errors.
APPRVL	"Approvals" field that specifies the authority of this USER ID to approve documents at 5 specific levels (each character may be 'Y' or 'N' to specify the associated approval level).
TOTAL USER ID (S) FOR SECURITY GROUP	A count of the number of user ids assigned to the security group.
TOTAL SYSTEM USERID(S)	A count of the number of unique User IDs assigned to all security groups in the system.

**Report
Distribution:**   AFS Security Administrators, via the ISFGFSSEC mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

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5G08   FORT and FORM Entries by Security Group

**Report
Overview:**
This report lists all AFS security groups. All tables and transactions (from the Format Definition tables FORM and FORT) that may be accessed for each security group are also listed. The FORM and FORT tables are used to define and control the appearance and action of tables and documents in the system. Records are sorted by security group and table/transaction. This report is produced as part of the AFS monthly close.

**Report
Purpose:**
To provide security administrators with a record of tables and documents that exist in the system by security group.

**Report
Source:**
Information for this report is obtained from the Format Definition tables FORM and FORT.

**Related
Reports:**
5G06 - System User ID Listing By Agency Report
5G07 – User ID By Security Group Report

**Report
Retention:**
This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The calendar date on which the report was produced.
SEC GROUP	Security Group code
FORM AND FORT ENTRIES	The transaction code(s) and/or table(s) to which the security group has access.

**Report
Distribution:**
AFS Security Administrators, via the ISFGFSSEC mailcode

**Report
Layout:**
Access BUNDL to view the report layout.

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5G09   User ID Listing by Application Group

**Report
Overview:**   This report displays a list of User IDs with security access to each application, as
                              recorded on the User Id Application Access table (UAPL). Records are sorted by
                              Application and User ID.

**Report
Purpose:**   To provide the System Administration Unit with a list of all authorized user ids
                              for each application.

**Report
Source:**   Information for this report is obtained from the User Id Application Access table
                              (UAPL).

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and
                              under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The calendar date on which the report was produced.
APPLICATION	Application ID code:. IAPA = AFS; IPPA = AGPS; ISIA = CFMS.
USER ID	Authorized User ID. User IDs are listed left to right in ascending alphanumerical order.

**Report
Distribution:**   OIS System Administration Unit

**Report
Layout:**   Access BUNDL to view the report layout.

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5G10   Security Log by Userid Report

**Report
Overview:**

This report lists each User ID that has committed a security error, the number of violations, and the date and time the error(s) were committed. Records are sorted by User ID, with total violations calculated for each User ID.

**Report
Purpose:**

To provide the System Administration Unit with a list of security errors (by error code) committed by user id.

**Report
Source:**

Information for this report is obtained from the Security Violations Log table (SLOG).

**Related
Reports:**

5G11 – Security Log by Error Code Report

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The calendar date through which the report was produced, as per the report parameters.
USER ID	User ID that committed the violation(s).
# VIOLS.	Number of violations on the transaction.
DATE	Calendar date on which the error(s) were committed.
TIME	Time of day the error(s) were committed.
ERROR CODE	Error code for the security violation(s).
TOTAL VIOLATIONS FOR USER:	Total number of times the violation(s) were committed by the userid.

**Report
Distribution:**

OIS System Administration Unit

**Report
Layout:**

Access BUNDL to view the report layout.

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5G11   Security Log by Error Code Report

**Report
Overview:**   This report lists, for each security error code, each User ID making the error and the number of violations for the error code. Records are sorted by Error Code and User ID, with total violations calculated for each Error Code.

**Report
Purpose:**   To provide the System Administration Unit with a list of security error codes committed by user id.

**Report
Source:**   Information for this report is obtained from the Security Violations Log table (SLOG).

**Related
Reports:**   5G10 – Security Log by Userid Report

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The calendar date through which the report was produced, as per the report parameters.
ERROR CODE	Error code for the security violation.
USER ID	User ID of the individual who committed the violation.
# VIOLS.	Number of violations committed by each User ID for each error code.
TOTAL VIOLATIONS FOR ERROR CODE:	Total number of times the violation was committed by all User ID s.

**Report
Distribution:**   OIS System Administration Unit

**Report
Layout:**   Access BUNDL to view the report layout.

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5G12 **WHOM Table Security Report**

**Report
Overview:** This report displays all entries on the For Whom (WHOM) table. For any application document or query, WHOM is used to define specific agencies and organizations that a particular user, agency, or organizational unit is authorized to affect. For example, this table can be used to permit a user from one agency (e.g., Central Purchasing) to enter purchase orders for another agency, while limiting this ability for a third agency. Records are sorted by submitting SEC1, submitting SEC2, and security group. This report is produced as part of the AFS monthly close.

**Report
Purpose:** To provide security administrators with a record of specific agencies and organizations that a specific user, agency, or organizational unit is authorized to affect, by SEC1 and SEC2.

**Report
Source:** Information for this report is obtained from the For Whom table (WHOM).

**Related
Reports:** None

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 20 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The calendar date through which the report was produced.
SUB SEC1/SEC2	Submitting Security Group 1 or 2. This could be an agency code, an organization code, part of a User ID, or an interface name.
SEC GRP	Security Group code identifying the group of tables and/or transactions affected by this entry.
AFF SEC1/SEC2	Agencies or agency/organization combinations that may be affected by the SUB SEC1/SEC2 and SEC GRP combination. If there are many agencies and agency/organization combinations that may be affected, they are listed in ascending order from left to right in these columns.

**Report
Distribution:**   AFS Security Administrators, via the ISFGFSSEC mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

5G13   Balance of Cash in Bond Issues by Appropriation

**Report
Overview:**   This report displays the balance of cash in bond issues by appropriation unit. The report shows the appropriation, fiscal year, agency, fund, project number, project description, status, bond series, receipts, disbursements, and balance for each cash in bond issues line. The report is sorted by appropriation, fiscal year and bond series. Receipts, Disbursements and Cash in Bond Issues Balance are totaled at the appropriation level.

**Report
Purpose:**   To provide Control Agencies with the ability to monitor cash in bond issues balances by appropriation unit.

**Report
Source:**   Information for this report is obtained from the Appropriation Inquiry (EAP2), Project by Appropriation (PAPR), and Agency Project Inquiry (AGPR) tables.

**Related
Reports:**   5G14 – Balance of Cash in Bond Issues by Series

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AS OF	The calendar date through which the report was produced.
APPR	Appropriation code with which the project is associated, from PAPR.
FISC YEAR	Budget Fiscal year of the appropriation, from PAPR.
AGY	Agency with which the project is associated, from PAPR.
FUND	Fund with which the project is associated, from PAPR.
PROJECT NUMBER	Unique code identifying the project, from PAPR.
PROJECT DESCRIPTION	Description of the project, from AGPR.
STAT	Status of the project, from AGPR.
BOND SERIES	Bond series number, from EAP2.
RECEIPTS	Actual receipts, from EAP2.
DISBURSEMENTS	Expended amount, from EAP2.

Field Name	Description
BALANCE	Unexpended amount, calculated as Receipts less Disbursements.
TOTAL APPROPRIATIONS	Totals for all appropriations, in each column, listed at the end of the report.

**Report
Distribution:**   Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

5G14   Balance of Cash in Bond Issues by Series

**Report
Overview:**   This report displays the balance of cash in bond issues by Bond Series number. The report shows the bond series, appropriation, fiscal year, agency, fund, project number, project description, status, receipts, disbursements, and balance for each cash in bond series line. Records are sorted by bond series, appropriation and fiscal year. Receipts, Disbursements, and Cash in Bond Issues Balance are totaled at the bond series level.

**Report
Purpose:**   To provide Control Agencies with the ability to monitor cash in bond issues balances by bond series number.

**Report
Source:**   Information for this report is obtained from the Appropriation Inquiry (EAP2), Project by Appropriation (PAPR), and Agency Project Inquiry (AGPR) tables.

**Related
Reports:**   5G13 – Balance of Cash in Bond Issues by Appropriation

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AS OF	The calendar date through which the report was produced.
BOND SERIES	Bond series number, from EAP2.
APPR	Appropriation code with which the project is associated, from PAPR.
FISC YEAR	Budget Fiscal year of the appropriation, from PAPR.
AGY	Agency with which the project is associated, from PAPR.
FUND	Fund with which the project is associated, from PAPR.
PROJECT NUMBER	Unique code identifying the project, from PAPR.
PROJECT DESCRIPTION	Description of the project, from AGPR.
STAT	Status of the project, from AGPR.
RECEIPTS	Actual receipts, from EAP2.
DISBURSEMENTS	Expended amount, from EAP2.

Field Name	Description
BALANCE	Unexpended amount, calculated as Receipts less Disbursements.
TOTAL APPROPRIATIONS	Totals for all appropriations, in each column, listed at the end of the report.

**Report
Distribution:**   Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

5G15   Organization by Appropriation

**Report
Overview:**   This report lists all revenue and expenditure organizations by appropriation unit. Records are sorted by appropriation unit, agency, organization and fiscal year.

**Report
Purpose:**   To provide a list of all organizations for each appropriation unit.

**Report
Source:**   Information for this report is obtained from the Organization (ORG2) and Appropriation Inquiry (EAP2) tables.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR	The calendar date on which the report was produced.
APPROPRIATION	Appropriation number and name, from EAP2.
AGENCY	Agency code for the organizations listed, from ORG2.
ORGN	Organization code, from ORG2.
R/E CODE	Code which distinguishes revenue organizations (=1) from expenditure organizations (=2), from ORG2.
FY	Fiscal year for which the organization exists, from ORG2.
ORGANIZATION NAME	Organization name, from ORG2.

**Report
Distribution:**   All agencies, via the ISFGFS mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

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5G16   **LA Organization Responsibility Structure**

**Report
Overview:**   This report provides information about Louisiana Organization Responsibility
                          Structure from the Louisiana Organization (LORG) table. Records are sorted by
                          Louisiana Organization (La Org), fiscal year, agency, and revenue or expenditure
                          organization (R/E Orgs). The following information is displayed for each La Org
                          unit displayed on the ORGANIZATION line: (1) the number of the higher level
                          La Org to which the La Org reports, if any; (2) the number of each La Org that
                          exists below it in the Louisiana Organization hierarchy, if any; (3) numbers of
                          R/E orgs (displayed in the LA ORGN column) associated with the La Org; (4)
                          the agency associated with the R/E Orgs that report to the La Org; (5) the fiscal
                          year associated with the R/E Orgs; and (6) the names of the R/E Orgs.

**Report
Purpose:**   To provide a list of Louisiana Organization units (La Orgs) that exist in AFS
                          along with information on each that includes (1) the higher level La Org it reports
                          to, if any; (2) a list of lower level La Orgs that report to it, if any; and (3) a list of
                          revenue and expenditure organizations that report to it (by fiscal year).

**Report
Source:**   Information for this report is obtained from the Louisiana Organization (LORG)
                          and Organization (ORG2) tables.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and
                          under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR	The calendar date on which the report was produced.
ORGANIZATION	Number of La Org for which reporting information is listed. The fiscal year and name associated with the La Org number are listed in the FY and ORGANIZATION NAME columns.
REPORTS TO	Number of higher level La Org to which the la Org listed on the ORGANIZATION line reports, if any.
AGENCY	Agency number for organizations that are associated with this LA Org.

Field Name	Description
LA ORGN	Revenue/Expenditure Orgs associated with this LA Org, or LA Orgs that fall below this LA Org in the LA Org hierarchy.
R/E CODE	Code indicating whether the R/E organization is a revenue org (=1) or an expenditure org (=2).
FY	Fiscal year for which the LA Org or R/E Org exists.
ORGANIZATION NAME	R/E Organization name or LA Organization name.
STATUS	Status indicator. If the R/E or La Org is active, status is blank. If the R/E or La Org is inactive, an "I" is displayed. From ORG2 or LORG.

**Report
Distribution:**   Agencies, via the ISFGFS mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

5G17   Program Responsibility Structure

**Report
Overview:**   This report displays information on program organizations (type 3 organizations) that are listed on the Organization table (ORG2). Program organizations (program orgs) are presented by agency/program org combination. The following information is listed for each combination: number of higher level program org this program org reports to; all lower level program orgs, and all Revenue/Expenditure Organizations (R/E Orgs) that report to this program org. Information is listed in two sets of columns and is read left to right across both columns. Records are sorted by agency, program org code, R/E Org code, and fiscal year.

**Report
Purpose:**   To provide a list of program orgs that exist in AFS along with information on each that includes: (1) the higher level program org it reports to, if any; (2) a list of all lower level program orgs that report to it, if any; and (3) a list of R/E Orgs that report to it.

**Report
Source:**   Information for this report is obtained from the Organization (ORG2) table.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR	The calendar date on which the report was produced.
AGENCY	Number of agency for which program org information is listed.
PROGRAM	Number and name of program org for which reporting information is listed.
REPORTS TO	Organization code for the program org to which this program org reports.
PGM/ORGN	Organization code for program orgs and R/E Orgs that report to this program org.
R/E CODE	Code that represents the organization type for the organization (program or R/E) that reports to this program org. Organization types are: 1=Revenue, 2=Expenditure, and 3=Program.

Field Name	Description
FY	Fiscal year for which the organization exists.
ORGANIZATION NAME	Name of program or R/E Org.
STATUS	Status indicator. If the R/E or program org is active, status is blank. If the R/E or program org is inactive, an "I" is displayed. From ORG2.

**Report
Distribution:**   Agencies, via the ISFGFS mailcode.

**Report
Layout:**   Access BUNDL to view the report layout.

5G18   **Fund Structure Report**

**Report
Overview:**   This report provides an overall view of the fund structure in AFS. The following information is provided for each fund listed on the report: (1) appropriations that are associated with the fund (including group code and appropriation status), and (2) agency/organization combinations that are associated with the fund (including organization type and organization name). Records are sorted by fund, appropriation, fiscal year, agency, organization, and revenue/expenditure org type. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:**   To provide structure information for all funds to include appropriation and organization information for all appropriations and organizations associated with each fund.

**Report
Source:**   Information for this report is obtained from the Organization (ORG2), Fund (FUN2), Appropriation Inquiry (EAP2), and Balance Sheet Account (BACC) tables.

**Related
Reports:**   5G19 – Appropriation Structure Report
5G34 – Structure Report by Cash Account

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR	The calendar date on which the report was produced.
FUND	Number and name of fund for which structure information is listed, from FUN2.
APPR	Appropriation Unit within the Fund.
FY	Fiscal Year for which the appropriation exists.
APPROPRIATION NAME	Appropriation name, from EAP2.
GRP CDE	Appropriation Group code, from EAP2.
APPR STAT	Appropriation status indicator (A=Active or I=Inactive), from EAP2.
AGY-ORGN	Agency/organization combination that reports to appropriation, from ORG2.

Field Name	Description
ORG TYP	Code indicating whether the R/E organization is a revenue org (=1) or an expenditure org (=2).
ORGANIZATION NAME	Organization name, from ORG2.
ORIG FUND	Original Fund code for organization, from ORG2.
ADMN FUND	Administrative Fund code for organization, from BACC.
FINL FUND	Final Fund code for organization, from ORG2.
ORG STAT	Status indicator. If the organization is active, status is blank. If the organization is inactive, an "I" is displayed. From ORG2.
RESP AGCY	Responsible Agency code for organization, from ORG2.

**Report
Distribution:**   All Agencies, via the ISFGFS mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

5G19 **Appropriation Structure Report**

**Report
Overview:** This report provides an overall view of the appropriation structure in AFS. Appropriation units are listed by agency, fund, fiscal year, and group code. Records are sorted by agency, fund, fiscal year, group code, and appropriation unit. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:** To provide a list of all appropriations in AFS by agency, fund, and fiscal year.

**Report
Source:** Information for this report is obtained from the Appropriation table (EAP2).

**Related
Reports:** 5G18 – Fund Structure Report
5G34 – Structure Report by Cash Account

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AS OF	The calendar date on which the report was produced.
AGENCY	Number of the agency (from EAP2) for which appropriation structure information is listed.
FUND	Fund number from EAP2.
FY	Fiscal year for which the appropriation exists, from EAP2.
GRPC	Appropriation Group code from EAP2.
APPR	Appropriation number from EAP2.
APPROPRIATION NAME	Appropriation name from EAP2.

**Report
Distribution:** All Agencies, via the ISFGFS mailcode

**Report
Layout:** Access BUNDL to view the report layout.

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5G20   **Vendor Table Report by Vendor Code**

**Report
Overview:**   This report lists vendor codes in numerical order. Vendor codes are established for any vendor, organization, or person to whom the state makes payments. Most of the information recorded in the system about a vendor is displayed on this report.

**Report
Purpose:**   To provide a list of all available information for all vendors with whom the State transacts business.

**Report
Source:**   Information for this report is obtained from the Vendor table (VEN2).

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
VENDOR	Federal Employer Identification Number or Social Security Administration Number used to identify the vendor.
VENDOR NAME/ADDR	Name and address for the vendor, including city, state and zip code.
ADD'L NAME/ADDR	Additional name and address information for the vendor.
FISCAL YTD AMT	Amount paid to the vendor, current fiscal year to date.
CAL YTD AMT	Amount paid to the vendor, current calendar year to date.
LAST PAY DATE	Last date on which a payment was made to the vendor.
FEDERAL ID#	Vendor's Federal Employer Identification Number.
CONTACT	Name and phone number of the vendor's designated contact person.
STATUS	Status of the vendor 1 = Active 2 = Inactive 3 = Suspended (Purchasing) 4 = Debarred (Purchasing) 5 = Casual Vendor 6 = Pending Inactive 7 = CFMS Pending Inactive.

Field Name	Description
MVND	Indicator that tells if the vendor will receive 1099 reports for all vendors with the same FEIN. Values are "Y" (yes) and "N" (no).
PRVND	Indicator that tells if a vendor is the primary contact for questions relating to other vendor locations. For non-1099 reportable vendors only. Values are "Y" (yes) and "N" (no).
1099	Indicator that tells if a vendor is subject to 1099 reporting. Values are "Y" (yes) and "N" (no).
B-UP WH	Indicator that tells if a vendor is subject to backup withholding. Values are "Y" (yes) and "N" (no).
PYMT HLD	Indicator that tells if payments to the vendor should be held during the automated disbursements process. Values are "Y" (yes) and "N" (no).
PRV DEL	Indicator that tells if the vendor should not be deleted during the vendor purge process, even if other criteria for the purge have been met. Values are "Y" (yes) and "N" (no).
SGL CK	Indicator that tells if the vendor should always receive a single check, regardless of how the payment voucher is coded. Values are "Y" (yes) and "N" (no).
EFT	Indicator that tells if the vendor is to receive payment by electronic funds transfer. Values are "A" (vendor will be paid via EFT) and blank (vendor will be paid by check).

**Report
Distribution:** All Agencies, via the ISFGFS mailcode

**Report
Layout:** Access BUNDL to view the report layout.

5G21   Manual Checks Written Report

**Report
Overview:**

This report lists manual check transactions recorded by the ISIS system for a given fiscal year. This report only includes manual warrant document transaction codes ("MW"). Records are selected from the Closed General Ledger and the Detail General Ledger, and verified against the Warrant Reconciliation Table (WREC). Records are grouped according to whether they are "No Check", "Wire Transfers", "DOTD", or "Other MW". Records are sorted by group, bank code, agency, status and document number, with warrant amount totals generated at the group, bank code, agency and status levels.

**Report
Purpose:**

To provide the State Treasurer's Office with a list of all manual check transactions processed in the system during the fiscal year.

**Report
Source:**

Information for this report is obtained from the Closed General Ledger (CLSLED) and the Detail General Ledger (GENLED). Additional information is obtained from the Warrant Reconciliation table (WREC).

**Related
Reports:**

None

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	Calendar date on which the report was produced.
REC COUNT	A sequential number used to count the MWs on the report.
AGENCY NUMBER	Agency code from the MW transaction.
BANK CODE	Bank Account code from the MW transaction.
STATUS	Check status: outstanding (O), cleared (C), or voided (V), from WREC.
DOC TYPE	Document Type - should always be 'MW'.
DOCUMENT NUMBER	Document number from the MW transaction.
POST DATE	Date the MW transaction posted in the system.
DOCUMENT AMOUNT	Amount for this document for this agency from the MW transaction.

Field Name	Description
TOTAL MANUAL CHECKS FOR AGENCY STATUS	Sum of all MW documents for this agency and status.
TOTAL MANUAL CHECKS FOR AGENCY	Sum of all MW documents for this agency.
TOTAL MANUAL CHECKS FOR BANK	Sum of all MW documents for this bank code.
TOTAL MANUAL CHECKS FOR GROUP	Sum of all MW documents for the group: "No Check", "Wire Transfers", "DOTD", or "Other MW".

**Report
Distribution:**   Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

5G22   **Prior Year Payables Adjustments Report**

**Report
Overview:**   This report lists Payment Voucher transactions entered in the 13th or 14th accounting period that reference a Purchase Order from the prior fiscal year. The report is sorted by Document Type, Agency and Document Number, with totals calculated at the Agency level.

**Report
Purpose:**   To provide a summary list of payment vouchers liquidating prior year encumbrances after June 30 and before the Annual Close.

**Report
Source:**   Information for this report is obtained from all generations of the Closed General Ledger (CLSLEDG).

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	Calendar date through which the report was produced.
DOCUMENT TYPE	Transaction code.
AGENCY NUMBER	Agency code for agency that entered the payment transaction.
DOCUMENT NUMBER	Document number assigned to the payment transaction.
POST DATE	Date on which the payment transaction was accepted in the system.
DOCUMENT AMOUNT	Payment document amount.
TOTAL PRIOR YR PAYABLES ADJ FOR AGENCY	Total of all document amounts for the agency. Agncy number is listed on this line.
TOTAL PRIOR YEAR PAYABLES ADJUSTMENTS	Total of all document amounts for all agencies listed on the report.

**Report
Distribution:**   Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

5G23   **Interbank Transfers Report**

**Report
Overview:**   This report lists all Journal Voucher ("JV") transactions transferring money between banks. These Journal Voucher transactions are identified with a Fund code of "ITB" (Interbank Transfer). Records are sorted by agency, with deposits listed separately from withdrawals. Totals are calculated for deposits and withdrawals, and are listed on two separate total lines. A grand total line appears at the end of the report representing total deposits less total withdrawals. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:**   To provide the State Treasurer's Office with information by date, document, and bank code, for all deposits and withdrawals for the year for the Interbank Transfer Fund.

**Report
Source:**   Information for this report is obtained from the Closed General Ledger (CLSLEDG) for the fiscal year.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The calendar date on which the report is created.
REC COUNT	A sequential number used to count the JVs on the report.
TRANS DATE	The date the transaction processed in the system.
DOC TYPE	The type of document that was processed, should always be JV.
AGY NBR	The agency code recorded with the document.
DOC NUMBER	The transaction number of the listed transaction.
BANK CODE	The bank code for the account affected by the transaction.
DOCUMENT AMOUNT	The dollar amount of the transfer.
TOTAL DEPOSITS	The total of all document amounts that were deposits.
TOTAL WITHDRAWALS	The total of all document amounts that were withdrawals.

Field Name	Description
GRAND TOTAL REC COUNT	The number of records counted in the REC COUNT column.
GRAND TOTAL	The net amount of TOTAL DEPOSITS less TOTAL WITHDRAWALS.

Report Distribution: State Treasurer's Office

Report Layout: Access BUNDL to view the report layout.

5G24 **Non-ISIS Warrants Drawn by Agency Report**

**Report
Overview:** This report lists warrant transactions (for payment activity) for Non-ISIS agencies. Records are sorted by agency, document type, document number and posting date. Warrant amount totals are calculated by agency, and a grand total is calculated which sums all Non-ISIS warrant amounts. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:** To provide Control Agencies with a list of warrants drawn for each Non-ISIS agency, by document number and date.

**Report
Source:** Information for this report is obtained from the Closed General Ledger (CLSLEDG).

**Related
Reports:** None

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD	Calendar date range for which the report was produced.
REC COUNT	A sequential number used to count the warrant transactions on the report.
AGENCY NUMBER	Agency number from the AFS ledger.
DOCUMENT NUMBER	Document number from the AFS ledger.
POST DATE	Transaction date of the document from the AFS ledger.
DOCUMENT AMOUNT	Dollar amount of the transaction from the AFS ledger.
TOTAL FOR AGENCY	Total warrant transactions processed for the agency.
TOTAL NON-ISIS WARRANTS	Total number of warrant transactions listed on the report and the total dollar amount of these transactions.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy, and the Legislative Auditor

**Report
Layout:**   Access BUNDL to view the report layout.

5G25   P/Y Classification of Deposits on File

Report
Overview: This report lists all deposits that were made as of 6/30 of the prior budget fiscal
                         year, but were classified in the 13th Period (the 45 day close period, 7/1 to 8/15)
                         or 14th period. This report lists only the portion of the deposit that was classified
                         after June 30, it does not include the total amount of the original deposit. Records
                         are sorted by agency, fund, appropriation, organization and revenue source/object
                         code, with totals generated at each level. This report is produced as part of the
                         June 30 fiscal year close and also as part of the 13th Period close.

Report
Purpose: To provide a list of all deposits made prior to 06/30 that were classified during the
                         45-day close period or the 14th Period.

Report
Source: Information for this report is obtained from the Open Deposit Items table (ODIT)
                         and from the Closed Detail General Ledger (CLSLEDG). Additional information
                         is obtained from the Organization (ORG2) and the Agency (AGC2) tables.

Related
Reports: 2G02 – Agency Transaction Listing
                         2G36 – Detail Transaction Register
                         2G39 – Deposit Summary

Report
Retention: This report is available under the BUNDL Current Reports menu for 6 days and
                         under the Archive Reports menu for six (6) months.

Field
Descriptions:

Field Name	Description
AS OF 06/30/YY – BY RESP AGENCY	June 30 of the year that was closed.
RESP AGENCY	Number of responsible agency for which deposit information is listed (from ORG2); name of that agency (from AGC2).
AGY	Agency number coded on the transaction.
FUND	Fund number coded on the transaction.
APPR NO	Appropriation number coded on the transaction.
ORGN	Organization number coded on the transaction.
RSRC/OBJT	Revenue source/object coded on the transaction.
DETAIL AMOUNT	Dollar amount of the deposit/classification transaction.

Field Name	Description
DOC DESC	Deposit number from ODIT.
TOTAL RSRC/OBJT	Sum of all classifications for the revenue source or object.
TOTAL ORGN	Sum of all classifications for the organization.
TOTAL APPR NO	Sum of all classifications for the appropriation.
TOTAL FUND	Sum of all classifications for the fund.
TOTAL AGENCY	Sum of all classifications for the agency.
TOTAL RESP AGENCY	Sum of all classifications for the responsible agency.
TOTAL CLASSIFIED	Sum of all prior year classifications after 06/30.

**Report
Distribution:**   All Agencies, via the ISFGFS mailcode, the Office of Statewide Reporting and
Accounting Policy, and the Legislative Auditor

**Report
Layout:**   Access BUNDL to view the report layout.

5G26 **Debit Cash Entries by Document Number by Agency**

**Report
Overview:** This report provides a list of the deposit ("DS") transactions by agency for the prior fiscal year. Deposits are grouped as "Original Deposits", "Credit Memos", and "Debit Memos". Within each group, records are sorted by agency, bank code, deposit date, and deposit number. Total number of deposits and total deposit amount are calculated at the Agency level.

**Report
Purpose:** To provide the Legislative Auditor with a fiscal year end list of deposits by Agency.

**Report
Source:** Information for this report is obtained from the Closed General Ledger (CLSLEDG). Additional information is obtained from the Agency table (AGC2).

**Related
Reports:** None

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
PERIOD ENDING	June 30 of the Fiscal Year being reported.
DEPOSIT GROUP	Type of deposit (Original Deposit, Credit Memo or Debit Memo).
AGENCY	Deposit Agency number and name, from AGC2.
REC COUNT	A sequential number used to count deposits listed on the report.
DESC TRAN TYPE	The document transaction ID 'DS'.
BANK CODE	Code for bank to which the deposit was made.
DEPOSIT DATE	Date the deposit was entered in the system.
DEPOSIT NUMBER	Deposit ticket number.
DEPOSIT AMOUNT	Dollar amount of the deposit.
TOTAL DEPOSITS FOR AGENCY	Total of all listed deposits for the agency.

Field Name	Description
TOTAL DEPOSITS FOR GROUP	Total of all listed deposits for the deposit group (Original Deposits, Credit Memos, or Debit Memos). Separate total lines are listed for each deposit group.

**Report
Distribution:**   Legislative Auditor

**Report
Layout:**   Access BUNDL to view the report layout.

5G27   INA by Agency

**Report
Overview:**   This report gives a balance in Income Not Available. The report is sorted by Responsible Agency, Organization, Revenue Source and Appropriation Unit, with revenue totals generated at the Agency level and a grand total generated for all agencies.

**Report
Purpose:**   To provide the Control Agencies with a breakdown of funds in INA accounts, by agency.

**Report
Source:**   Information for this report is obtained from all generations of the Closed General Ledger (CLSLEDG). Additional information is obtained from the Agency (AGC2) and Organization (ORG2) tables.

**Related
Reports:**   None

**Report
Retention:**   This report is available under both the BUNDL Current Reports menu and the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	Calendar date on which the report was produced.
AGY	The responsible agency (from ORG2) associated with the INA organization for which revenue information is listed.
ORGN	INA organization (from AFS ledger) that collected the INA revenues.
REV SRCE	Revenue Source (from AFS ledger) to which INA revenues were credited.
APPR	Appropriation Unit (from AFS ledger) to which INA revenues were credited.
FUND	Fund (from AFS ledger) to which INA revenues were credited.
TOTAL REVENUE (Per INA line)	Total amount of INA revenue credited to the single line consisting of agency, organization, revenue source, appropriation, and fund.
AGY	Number of responsible agency (from ORG2) for which total agency INA information is listed. This agency number is displayed on line with agency name.

Field Name	Description
TOTAL REVENUE (For agency)	Total amount of INA Revenue credited to all lines listed for the agency.
AGENCY NAME	Name of responsible agency (from AGC2) for which TOTAL REVENUE (for agency) amount is listed.
TOTAL INA	Calculated total of all INA revenues for all responsible agencies listed on the report. Displayed on last page of report.

Report Distribution: Control Agencies

Report Layout: Access BUNDL to view the report layout.

5G31   **Project Purge Report**

**Report
Overview:**   The Project Purge Process deletes closed Capital Outlay projects, when it is
                         determined that information about the projects is no longer needed in the online
                         tables. This report displays the table records that were affected when project
                         records were purged from the ISIS system through the Project Purge Process.
                         The following screens are affected by a Project Purge: AGPR, AGP2 and PRBL.
                         The report will display the contents of these tables for the records that were
                         purged. Note: Multiple PRBL records may be purged as result of a project purge,
                         since separate PRBL records exist for each subproject/phase of the project.

**Report
Purpose:**   To provide the Office of Facility Planning with a record of information about
                         closed projects that were deleted by the Project Purge Process.

**Report
Source:**   Information for this report is obtained from the Agency Project Inquiry (AGPR),
                         Agency Project Description (AGP2), and Project Budget Line Inquiry (PRBL)
                         tables.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and
                         under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
The following fields are listed as header information for each table:	
TABLE	Four character code of table affected by project purge: AGPR, AGP2 or PRBL.
AGENCY	Agency code for agency responsible for the project.
PROJECT	Unique code for the capital outlay project.
The following fields relate to each AGPR record listed:	
START DATE	The beginning date of the project.
DESCRIPTION	Description of the project from the PJ document.
END DATE	Estimated ending date of the project from the PJ document.

Field Name	Description
GOVTWIDE PROJECT NUMBER	Identifying number connecting a group of projects to an umbrella project, if any.
FUNDING AMOUNTS	Estimated revenue (resulting from one or more of the four possible types of revenue) for the project.
ACCOUNTING INFORMATION	Accounting information for the project which includes actual amounts encumbered, expended, or charged via PX documents, actual revenue collected to date, and calculated total funds available (actual collections less encumbrances, expenses, and PX charges).
The following fields relate to each AGP2 record listed:	
REQUESTING AGENCY	The agency that requested the project.
LEGISLATIVE ACT	Number of the Capital Outlay Appropriation Act that authorized the project.
LEGISLATIVE ACT YEAR	Year in which the Capital Outlay Appropriation Act authorizing the project was initially approved.
PARISH	Parish that will predominantly benefit from the project.
SENATORIAL DISTRICT	Senatorial district that will predominantly benefit from the project.
LEGISLATIVE DISTRICT	Legislative district that will predominantly benefit from the project.
DESCRIPTION	Project description from a free-form descriptive field on AGP2. Other project information may be recorded in this field.
COMMENTS	Comments from a free-form comments field on AGP2. Other project information may be recorded in this field.
PRIORITY AMOUNTS	Amount specified in the Capital Outlay Appropriation Act for each bond priority level (1-5). If no priority has been assigned, the amount will be shown as "None".
The following fields relate to each PRBL record listed:	
SUB-PROJECT	Displayed on line with TABLE, AGENCY, and PROJECT. A code identifying a certain portion of the project.
PHASE	Displayed on line with TABLE, AGENCY, and PROJECT. A code used to further subdivide the project.
AUTH DATE	The calendar date on which spending is or was authorized to begin on this sub-project/phase of the project.
DESCRIPTION	Description of the sub-project as entered on the PJ document.

Field Name	Description
ACCOUNTING INFORMATION	Accounting information for the sub-project-phase which includes current budget amount as entered and modified on PJ documents, actual amounts encumbered, expended, or charged via PX documents, the calculated total funds available (current budget less encumbrances, expenses, and PX charges), and actual revenue collected to date.

**Report
Distribution:**   Office of Facility Planning and Control

**Report
Layout:**   Access BUNDL to view the report layout.

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5G32   **Current Year Budget by Agency**

**Report
Overview:**   This report displays the total budget information by budget fiscal year and agency. Most of the report relates to the current budget fiscal year. However, some prior year budget information is listed for agencies that have continuing appropriations. the report presents information by fiscal year and then by agency within fiscal year. Revenue and means of financing appropriation budgets are listed for each fiscal year/agency, followed by operation appropriation and expenditure budgets. Each of these components is reported separately and totals are presented by appropriation, fund, and agency.

The total of Revenue Budgets should be offset by MOF Appropriations, and should net to zero. If the net is not zero, a message is printed that the RBs and MOF APs for the agency are out of balance. Likewise, the total of Expenditure Budgets should be offset by Operating Appropriations, and should net to zero. If the net is not zero, a message is printed that the EBs and Oper APs for the agency are out of balance. The Agency total for total expense budgets and revenue budgets should also net to zero. If the net is not zero, a message is printed that the Total EBs and RBs for the agency are out of balance.

This report is produced as part of the June 30 Fiscal Year Close and as part of the 13th Period Close.

**Report
Purpose:**   This report provides a picture of total budget by budget fiscal year and agency.

**Report
Source:**   Information for this report is obtained from the Current Budget Ledger (CURRBD) and the Year to Date Budget Ledger (YTDBUD). Additional information is obtained from the Fund (FUN2), Agency (AGC2), Appropriation Inquiry (EAP2), Object (OBJ2), Revenue Source (RSR2), Object Group (OGRP), and Revenue Group (RGRP) tables.

**Related
Reports:**   2G54 - Appropriation Budget Reconciliation by Agency
5G33 – Current Year Budget by Fund

**Report
Retention:**   This report is available under both the BUNDL Current Reports menu and the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	Period ending date of 6/30/YY (for June 30th close) or 8/14/YY (for 13th Period close).
BUDGET FISCAL YEAR	Budget Fiscal Year for which agency budget information is listed.
AGENCY NUMBER	Number of agency for which budget information is listed, from EAP2.
FUND CLASS	Fund Class code to which the appropriation belongs, from FUN2.
FUND NUMBER	Fund code to which the appropriation belongs, from EAP2.
APPROPRIATION NUMBER	Number of appropriation unit being reported.
GROUP	Revenue Group code (if revenue amount); Object Group code (if expenditure amount). From RSR2 or OBJ2.
AMOUNT	Current modified budget amount.
DESCRIPTION	Name of Group, Appropriation Unit, Agency, or Fund, from OGRP, RGRP, EAP2, AGC2, or FUN2.
TOTAL REVENUES FOR APPROPRIATION	Total of revenue budgets, for all revenue groups for the appropriation.
TOTAL REVENUES FOR FUND	Total of revenue budgets, for all appropriations for the fund.
TOTAL REVENUES FOR AGENCY	Total of revenue budgets, for all funds for the agency.
TOTAL MOF APPROPS FOR FUND	Total of MOF appropriation budgets, for all appropriations for the fund.
TOTAL MOF APPROPS FOR AGENCY	Total of MOF appropriation budgets, for all funds for the agency.
RBS AND MOF APS	Net of TOTAL REVENUES FOR AGENCY + TOTAL MOF APPROPS FOR AGENCY. Should net to 0.00 if the totals are in balance.
TOTAL OPER APPROPS FOR FUND	Total of Operating appropriation budgets, for all appropriations for the fund.
TOTAL OPER APPROPS FOR AGENCY	Total of Operating appropriation budgets, for all funds for the agency.
TOTAL APS	Net of TOTAL MOF APPROPS FOR AGENCY + TOTAL OPER APPROPS FOR AGENCY. Should net to 0.00 if the totals are in balance.

Field Name	Description
TOTAL EXPENDITURES FOR APPROPRIATION	Total of expense budgets, for all object groups for the appropriation.
TOTAL EXPENDITURES FOR FUND	Total of expense budgets, for all appropriations for the fund.
TOTAL EXPENDITURES FOR AGENCY	Total of expense budgets, for all funds for the agency.
OPER APS AND EBS	Net of TOTAL OPER APPROPS FOR AGENCY + TOTAL EXPENDITURES FOR AGENCY. Should net to 0.00 if the totals are in balance.
TOTAL EBS AND RBS	Net of TOTAL REVENUES FOR AGENCY + TOTAL EXPENDITURES FOR AGENCY. Should net to 0.00 if the totals are in balance.

**Report
Distribution:**   Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

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5G33　　　　　　　　Current Year Budget by Fund

**Report
Overview:**　　　This report displays total budget by budget fiscal year and fund. Most of the
report relates to the current budget fiscal year. However, some prior year budget
information is listed for agencies that have continuing appropriations. The report
presents information by fiscal year and then by fund class and fund number.
Revenue and means of financing appropriation budgets are listed first for each
fiscal year/fund class/fund number combination, followed by operating
appropriation and expenditure budgets. Each of these components is reported
separately and totals are presented by appropriation, fund, and agency.

The total of revenue budgets should be offset by MOF appropriations, and should
net to zero. If the net is not zero, a message is printed that the RBs and MOF APs
for the fund are out of balance. Likewise, the total of expenditure budgets should
be offset by operating appropriations, and should net to zero. If the net is not
zero, a message is printed that the EBs and Oper APs for the fund are out of
balance. The Fund total for total revenue budgets and expense budgets should
also net to zero. If the net is not zero, a message is printed that the Total EBs and
RBs for the fund are out of balance.

This report is produced as part of the June 30 fiscal year close and also as part of
the 13th Period close.

**Report
Purpose:**　　　This report provides a picture of total budget by budget fiscal year and fund.

**Report
Source:**　　　Information for this report is obtained from the Current Budget Ledger
(CURRBD) and the Year to Date Budget Ledger (YTDBUD). Additional
information is obtained from the Fund (FUN2), Agency (AGC2), Appropriation
Inquiry (EAP2), Object (OBJ2), Revenue Source (RSR2), Object Group (OGRP),
and Revenue Group (RGRP) tables.

**Related
Reports:**　　　2G54 - Appropriation Budget Reconciliation by Agency
5G32 – Current Year Budget by Agency

**Report
Retention:**　　　This report is available under both the BUNDL Current Reports menu and the
Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	Period ending date of 6/30/YY (for June 30th close) or 8/14/YY (for 13th Period close).
BUDGET FISCAL YEAR	Budget Fiscal Year for which budget information is listed by fund.
FUND CLASS	Fund Class code to which the appropriation belongs, from FUN2.
FUND NUMBER	Fund code to which the appropriation belongs, from EAP2.
AGENCY NUMBER	Number of agency associated with fund for which budget information is listed, from EAP2.
APPROPRIATION NUMBER	Number of appropriation unit being reported.
GROUP	Revenue Group code (if revenue amount); Object Group code (if expenditure amount). From RGRP or OGRP.
AMOUNT	Current modified budget amount.
DESCRIPTION	Name of Group, Appropriation Unit, Agency, or Fund, from RGRP, OGRP, EAP2, AGC2, or FUN2.
TOTAL REVENUES FOR APPROPRIATION	Total of revenue budgets, for all revenue groups for the appropriation.
TOTAL REVENUES FOR AGENCY	Total of revenue budgets, for all appropriations for the agency.
TOTAL REVENUES FOR FUND	Total of revenue budgets, for all appropriations for the fund.
TOTAL MOF APPROPS FOR AGENCY	Total of MOF appropriation budgets, for all agencies in the fund.
TOTAL MOF APPROPS FOR FUND	Total of MOF appropriation budgets, for all appropriations for the fund.
RBS AND MOF APS	Net of TOTAL REVENUES FOR FUND + TOTAL MOF APPROPS FOR FUND. Should net to 0.00 if the totals are in balance.
TOTAL OPER APPROPS FOR AGENCY	Total of Operating appropriation budgets, for all agencies in the fund.
TOTAL OPER APPROPS FOR FUND	Total of Operating appropriation budgets, for all appropriations for the fund.
TOTAL APS	Net of TOTAL MOF APPROPS FOR FUND + TOTAL OPER APPROPS FOR FUND. Should net to 0.00 if the totals are in balance.

Field Name	Description
TOTAL EXPENDITURES FOR APPROPRIATION	Total of expense budgets, for all object groups for the appropriation.
TOTAL EXPENDITURES FOR AGENCY	Total of expense budgets, for all appropriations for the agency.
TOTAL EXPENDITURES FOR FUND	Total of expense budgets, for all appropriations for the fund.
OPER APS AND EBS	Net of TOTAL OPER APPROPS FOR FUND + TOTAL EXPENDITURES FOR FUND. Should net to 0.00 if the totals are in balance.
TOTAL EBS AND RBS	Net of TOTAL REVENUES FOR FUND + TOTAL EXPENDITURES FOR FUND. Should net to 0.00 if the totals are in balance.

**Report
Distribution:** Control Agencies

**Report
Layout:** Access BUNDL to view the report layout.

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5G34   Structure Report by Cash Account

**Report
Overview:**   This report lists (by cash account) the appropriations and organizations operating under each fund, in order to provide an overall view of the funding structure. Records are sorted by cash account, fund, appropriation unit, fiscal year, agency, organization and revenue/expenditure org type. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:**   To provide a list of appropriations and revenue/expenditure organizations for each fund in AFS by cash account.

**Report
Source:**   Information for this report is obtained from the Organization (ORG2), Fund (FUN2), Balance Sheet Account (BAC2), and Appropriation Inquiry (EAP2) tables.

**Related
Reports:**   5G18 – Fund Structure Report
5G19 – Appropriation Structure Report

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR	The calendar date on which the report was produced.
CASH ACCOUNT	Number and name of cash account (from ORG2 and BAC2) for which fund, appropriation, and organization information is listed.
FUND	Number and name of fund (from ORG2 and FUN2).
APPR	Appropriation Unit code from ORG2.
FY	Fiscal Year from ORG2.
APPROPRIATION NAME	Appropriation Unit name from EAP2.
GRP CDE	Appropriation group code from EAP2.
AGY-ORGN	Agency/organization combination from ORG2.
ORG TYP	Organization type: 1 = revenue; 2 = expenditure.
ORGANIZATION NAME	Organization name from ORG2.

Field Name	Description
ORIG FUND	Original Fund code for organization from ORG2.
ADMN FUND	Administrative Fund code for organization from BAC2.
FINL FUND	Final Fund code for organization from ORG2.
ORG STAT	Organization status indicator. If the organization is active, the status is blank. If the organization is inactive, an "I" is displayed. From ORG2.
RESP AGCY	Responsible Agency code for organization from ORG2.

**Report
Distribution:**   All Agencies, via the ISFGFS mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

5G35   **07/01 to 08/14 Encumbrance Detail Exceptions**

**Report
Overview:**   This reports lists all encumbrances (both APGS and AFS) that were established
                        between 6/30 and 08/14 for the **prior** budget fiscal year. If the encumbrance was
                        liquidated, information about the payment document is included. Records are
                        sorted by agency, budget fiscal year, transaction code, and document number.
                        Totals for the budget fiscal year and agency are shown. This report is produced
                        as part of the 13th Period close.

                        Note: Although an accounting distribution is displayed for each document, this
                        accounting distribution may not be accurate for the entire document. Each
                        document ("PO" or "PV") may have multiple lines and each line may have a
                        different accounting distribution. The sum of all lines is displayed with the
                        accounting distribution of the last line.

**Report
Purpose:**   To provide a list of all encumbrances that were established during the 45-day
                        close period (with associated liquidations, if any), for the prior budget fiscal year.

**Report
Source:**   Information for this report is obtained from the Closed General Ledger
                        (CLSLEDG).

**Related
Reports:**   2G36 – Detail Transaction Register

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and
                        under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING 08/14/YY	13th Period end date (08/14/YY) associated with the fiscal year that ended June 30.
AGY	Number of the agency that entered the transaction.
BFY	Budget Fiscal Year of the transaction.
DOCUMENT	Document id number of the transaction (including transaction code).
VENDOR	Vendor number coded on the transaction.
VENDOR NAME	Name of the vendor associated with the vendor number coded on the transaction.

Field Name	Description
TRANS DATE	Date the transaction processed in the system.
APR	Appropriation Unit from the transaction.
ORGN	Organization code from the transaction.
RSRC/OBJT	Revenue Source code or Object code from the transaction.
FND	Fund code from the transaction.
EFF DATE	Accounting period to which the transaction posted.
ACTUAL DEL DT	Actual delivery date from the transaction.
AMOUNT	Dollar amount of the encumbrance for POs; dollar amount of the payment for PVs.
DOCUMENT TOTAL	The document id number of the PO is listed with the net amount of the PO and its related PVs (balance remaining encumbered).
BFYR	The effective budget fiscal year is listed with the net amount of all PO and PV exceptions for the budget fiscal year.
AGCY	The Agency that entered the transaction is listed with the net amount of all PO and PV exceptions for the agency.

**Report
Distribution:**   The Legislative Auditor

**Report
Layout:**   Access BUNDL to view the report layout.

5G36   **Detail Trial Balance by Accounting Distribution**

**Report
Overview:**   This report shows the accounting trial balance by accounting distribution
                     beginning with fund, agency, and organization. At each level, the beginning
                     balance, total debits, total credits, and ending balance are shown. This report is
                     produced as part of the 14th Period Close and as part of the Annual Close.

**Report
Purpose:**   To provide agencies with a detailed accounting trial balance.

**Report
Source:**   Information for this report is obtained from the Year to Date General Ledger
                     (YTDLED) and the General Ledger (GENLED). Additional information is
                     obtained from the Fund (FUN2), Agency (AGC2), Organization (ORG2),
                     Activity (ACT2), Function (FUNC), Account Type (ACCT), Balance Sheet
                     Account (BAC2), Object (OBJ2), and Revenue Source (RSR2) tables.

**Related
Reports:**   5G38 – Summary Trial Balance by Accounting Distribution
                     5G39 – Summary Trial Balance by Fund

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and
                     under the Archive Reports menu for three (3) years.

**Field
Descriptions:**

Field Name	Description
FUND	Fund code from the AFS ledger and fund name from the FUN2 table.
AGENCY	Agency code from the AFS ledger and agency name from the AGC2 table.
ORGANIZATION	Organization code from the AFS ledger and organization name from the ORG2 table.
ACTIVITY	Activity code from the AFS ledger and activity name from the ACT2 table.
FUNCTION	Function code from the AFS ledger and function name from the FUNC table.
ACCT TYPE	Account type from the AFS ledger and account name from the ACCT table.
BS ACCT	Balance sheet code from the AFS ledger and balance sheet name from the BAC2 table.

Field Name	Description
OBJ/REV SRCE	Object or revenue code from the AFS ledger and name from the OBJ2 or RSR2 table.
OPENING BALANCE	The beginning balance reflects all accounting periods prior to the current period.
TRANSACTION ID	Transaction ID from the AFS ledger.
TRAN DATE	Date the document processed in the system, from the AFS ledger.
VENDOR/PROVIDER	Vendor code on the transaction from the AFS ledger.
SUB-ORG	Spaces - not used in Louisiana.
SUB-OBJ/REV SRC	Sub-object or sub-revenue source from the AFS ledger.
JOB NUMBER	Capital outlay project number from the AFS ledger.
REPT CATG	Reporting category code from the AFS ledger.
INTERNAL REF	Intergovernmental reference number on the document from the AFS ledger.
DESCRIPTION	Line description from the AFS ledger.
TOTAL DEBITS	Total of all debits from transactions charged to this accounting distribution during the accounting period, from the AFS ledger.
TOTAL CREDITS	Total of all credits from transactions charged to this accounting distribution during the accounting period, from the AFS ledger.
ENDING BALANCE	OPENING BALANCE + TOTAL DEBITS - TOTAL CREDITS.
NET FOR OBJ/REV/BS	Net for the object, revenue source, or balance sheet account, in each column.
NET FOR FUNCTION	Net of all objects, revenue sources, and balance sheet accounts, for the function, in each column.
NET FOR ACTIVITY	Net of all objects, revenue sources, and balance sheet accounts, for the activity, in each column.
NET FOR ORGANIZATION	Net of all objects, revenue sources, and balance sheet accounts, for the organization, in each column.
NET FOR AGENCY	Net of all objects, revenue sources, and balance sheet accounts, for the agency, in each column.
NET FOR FUND	Net of all objects, revenue sources, and balance sheet accounts, for the fund, in each column.

Field Name	Description
GRAND TOTAL	Net of all objects, revenue sources, and balance sheet accounts for all funds on the report.

**Report
Distribution:**   All Agencies, via the ISFGFS mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

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5G37   Statement of Budget Activity & Account Balances

**Report
Overview:**

This report provides a transaction-level analysis of budget authority and remaining balances for an organization for an accounting period. Information is presented at the object, object class, function, activity, organization, agency, and fund levels. Opening and ending balances are listed for the organization, Object class, and object. The opening balances reflect activity for all accounting periods prior to the current accounting period. The ending balances reflect activity through the current accounting period. Then, current year budget, prior year encumbrances, available funds, encumbrances, expenditures, and available balance items are listed for each of the levels. Current year budget is listed first, followed by prior year encumbrances. These two amounts are added to arrive at an available funds amount. Then, encumbrances and expenditures are listed and are subtracted from the available funds amount to arrive at an available balance. This report is produced as part of the 14th Period close and as part of the Annual Close.

**Report
Purpose:**

To provide agencies with an analysis of budget, encumbrances, expenditures, and available balance for the accounting period, at various levels beginning with object class/object and ending with fund.

**Report
Source:**

Information for this report is obtained from the Detail General Ledger (GENLED), Year to Date General Ledger (YTDLED), Daily Budget Ledger (CURRBD), Year to Date Budget Ledger (YTDBUD), and Encumbrance Ledger (ENCLED). Additional information is obtained from the Fund/Agency (FGY2), Object (OBJ2), Fund (FUN2), Agency (AGC2), Organization (ORG2), Activity (ACTV), and Function (FUNC) tables.

**Related
Reports:**

5G38 – Summary Trial Balance by Accounting Distribution
2G00 – Exp/Rev Organization Responsibility Report
2G02 – Agency Transaction Listing
2G36 – Detail Transaction Register

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for three (3) years.

**Field
Descriptions:**

Field Name	Description
FOR BUDGET FISCAL YEAR	Fiscal year for which the report is produced.
THROUGH	The month-end date for the 14th accounting period or the date on which the Annual Close process was completed.
FUND	Number and name (from FUN2) of fund being reported.
AGENCY	Number and name (from AGC2) of agency being reported.
ORGANIZATION	Number and name (from ORG2) of organization being reported.
ORG MGR	Name of organization manager for organization being reported, from ORG2, if listed.
ACTIVITY	Spaces - This field is not used in Louisiana on this report.
FUNCTION	Spaces - This field is not used in Louisiana on this report.
OBJECT CLASS	Number of object class being reported.
OBJECT	Number and name of object being reported, from OBJ2.
OPENING BALANCE	Balances for the Object Class at the beginning of the month.
DATE	Date the transaction processed in the system (MM/DD).
VENDOR	Vendor code of payee, if applicable.
DOCUMENT ID	Identification number of the transaction.
CY BUDGET	Current year budget amount.
PRIOR YR ENC	Encumbrances carried over from prior year.
AVAIL FUNDS	CY BUDGET + PRIOR YR ENC, rounded.
ENCUMBRANCES	Encumbrance balance.
EXPENDITURES	Year to Date Expenditures.
AVAIL BAL	AVAIL FUNDS less (ENCUMBRANCES + EXPENDITURES).
ENDING BALANCE FOR OBJECT	Balances for the Object after all transactions are posted.
TOTAL OBJECT CLASS	Balances for the Object Class after all transactions are posted.
TOTAL FOR FUNCTION	Balances for the Function (spaces) after all transactions are posted.

Field Name	Description
TOTAL FOR ACTIVITY	Balances for the Activity (spaces) after all transactions are posted.
TOTAL FOR ORGANIZATION	Balances for the Organization after all transactions are posted.
TOTAL FOR AGENCY	Balances for the Agency after all transactions are posted.
TOTAL FOR FUND	Balances for the Fund after all transactions are posted.
GRAND TOTAL	Balances for all funds after all transactions are posted.

Report Distribution: All Agencies, via the ISFGFS mailcode, and the Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

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5G38   **Summary Trial Balance by Accounting Distribution**

**Report
Overview:**   This report is a summary trial balance by fund, account type, agency, organization, balance sheet account, and object/revenue source. Each summary line lists a beginning balance, total debits, total credits, and ending balance. Totals are listed for agency, account type, and fund. A grand total is also listed. The beginning balance reflects activity for all accounting periods prior to the current accounting period. The ending balance reflects all activity through the current accounting period. This report is produced as part of the 14th Period Close and as part of the Annual Close.

**Report
Purpose:**   To provide a summary trial balance by accounting distribution within a fund.

**Report
Source:**   Information for this report is obtained from the Detail General Ledger (GENLED) and Year to Date Ledger (YTDLED). Additional information is obtained from the Object (OBJ2), Revenue Source (RSR2), and Balance Sheet Account (BAC2) tables.

**Related
Reports:**   5G37 - Statement of Budget Activity & Account Balances
                         2G00 – Exp/Rev Organization Responsibility Report
                         2G02 – Agency Transaction Listing
                         2G36 – Detail Transaction Register

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for three (3) years.

**Field
Descriptions:**

Field Name	Description
FOR BUDGET FISCAL YEAR	Fiscal year for which the report was produced.
AS OF	The month-end date for the 14th accounting period or the date on which the Annual Close process was completed.
FUND	Fund code from the AFS ledger.
AT	Account type code from the AFS ledger.
AGENCY	Agency code from the AFS ledger.
ORG	Organization code from the AFS ledger.
ACTIVITY	Activity code from the AFS ledger.

Field Name	Description
FUNCTION	Function code from the AFS ledger.
B. S. ACCOUNT	Number and name (from BAC2) of the balance sheet account from the AFS ledger.
OBJ/REV SOURCE	Number and name (from OBJ2 or RSR2) of the object code or revenue source code from the AFS ledger.
BEG BALANCE	Beginning balance reflects activity for all accounting periods prior to the current period.
TOTAL DEBITS	Total debits on the transactions from the AFS ledger.
TOTAL CREDITS	Total credits on the transactions from the AFS ledger.
ENDING BALANCE	BEG BALANCE + TOTAL DEBITS - TOTAL CREDITS.
AGENCY TOTAL	Totals in each column for the Agency for the Account Type within the Fund.
ACCT TYPE TOTAL	Totals in each column for the Account Type within the Fund.
FUND TOTAL	Totals in each column for all Account Types for the Fund.
GRAND TOTAL	Totals in each column for all Funds.

**Report
Distribution:**   All Agencies, via the ISFGFS mailcode, and the Office of Statewide Reporting and Accounting Policy

**Report
Layout:**   Access BUNDL to view the report layout.

5G39   **Summary Trial Balance by Fund**

**Report
Overview:**   This report is a summary trial balance by fund, account type, balance sheet
                         account, and object/revenue source. Each summary line lists a beginning balance,
                         total debits, total credits, and ending balance. Totals are listed for fund and
                         account type. A grand total is also listed. The beginning balance reflects activity
                         for all accounting periods prior to the current accounting period. The ending
                         balance reflects activity through the current accounting period. This report is
                         produced as part of the June 30, 13th Period, 14th Period, and Annual Closes.

**Report
Purpose:**   To provide a summary trial balance by fund, account type, balance sheet account,
                         and object/revenue source.

**Report
Source:**   Information for this report is obtained from the Detail General Ledger (GENLED)
                         and from the Year to Date General Ledger (YTDLED). Additional information is
                         obtained from the Balance Sheet Account (BAC2), Object (OBJ2), and Revenue
                         Source (RSR2) tables.

**Related
Reports:**   5G38 – Summary Trial Balance by Accounting Distribution

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and
                         under the Archive Reports menu for three (3) years.

**Field
Descriptions:**

Field Name	Description
AS OF	Calendar date through which the report was produced.
FUND	Number of fund for which trial balance information is listed, from the AFS ledger.
ACCT TYPE	Account type from the AFS ledger.
B. S. ACCOUNT	Number and name (from BAC2) of the balance sheet account from the AFS ledger.
OBJ/REV SOURCE	Number and name (from OBJ2 or RSR2) of the object code or revenue source code from the AFS ledger.
BEG BALANCE	Beginning balance from all accounting periods prior to the current period.
TOTAL DEBITS	Total debits for the summary level during the current accounting period.

Field Name	Description
TOTAL CREDITS	Total credits for the summary level during the current accounting period.
ENDING BALANCE	BEG BALANCE + TOTAL DEBITS - TOTAL CREDITS.
ACCT TYPE TOTAL	Totals in each column for the Account Type within the Fund.
FUND TOTAL	Totals in each column for all Account Types for the Fund.
GRAND TOTAL	Totals in each column for all Funds.

**Report
Distribution:** All Agencies, via the ISFGFS mailcode, and the Office of Statewide Reporting and Accounting Policy

**Report
Layout:** Access BUNDL to view the report layout.

5G41   **Warrants Reconciliation Error Report**

**Report
Overview:**   This report is part of the monthly process that updates the Warrant Reconciliation table (WREC) for manual warrants. It lists errors that show up when bank Tape records are compared to WREC records. During this process, all "Open" status manual warrants on WREC that match the Bank Tape are closed out. When errors are found, they are listed on the report with error messages. Each error message line lists the MW number, bank code, bank amount, and WREC amount, in addition to the actual error message. Errors will result when these circumstances exist: (1) records on the bank Tape are not found on the WREC table; (2) the dollar amounts on the Bank Tape and WREC are not the same; (3) the status on WREC is already "Closed" or "Void".

If no errors are found in this process, the report is produced with this message: "NO RECORDS SELECTED".

**Report
Purpose:**   To provide the State Treasurer's Office with a list of any discrepancies between manual warrants the Bank has recognized and manual warrants that have been recorded in the system.

**Report
Source:**   Information for this report is obtained from the Bank Tape and the Warrant Reconciliation table (WREC).

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR	Calendar month and year for which the report was produced.
WARRANT NUMBER	MW number on the bank tape that could not be matched to a record on WREC.
BANK CODE	Bank code associated with the MW on the bank tape.
BANK AMOUNT	Amount of the MW on the bank tape that could not be found on WREC.
WREC AMOUNT	The amount from WREC if the MW on the bank tape could be matched on WREC.

Field Name	Description
ERROR MESSAGE	Descriptive message why WREC could not be updated. Examples include: - Empty Bank Tape - Empty WREC - Bank record not found on WREC - WREC has some cancelled/voided records - Warrants have been cleared - Dollar amounts not =/ Warrant cleared - Dollar amounts not equal.

**Report
Distribution:**   State Treasurer's Office

**Report
Layout:**   Access BUNDL to view the report layout.

5G43   UPS T/C 155's as Converted to AFS J5's

**Report
Overview:**

This report shows a detail list of UPS payroll transactions as they were converted to AFS J5s for each UPS Control Number. Transaction Code 155s are listed for the UPS check date by type, batch, document number, and coding block. The report is sorted by fields on the UPS 155s: transaction code, batch number, document number (social security number), agency, organization, object, sub-object, and reporting category. The LDAT parameter of MISC Parm specifies the type of payroll run (regular or voids & supps) and the tape number.

*** With the conversion from UPS to SAP, this report is no longer produced. Old reports are being maintained in BUNDL for the time being.   ***

**Report
Purpose:**

To provide agency personnel with documentation of how UPS 155s were translated into AFS J5s before being posted to AFS.

**Report
Source:**

Information for this report was obtained from the UPS Payroll Interface tape.

**Related
Reports:**

None

**Report
Retention:**

This report is available under the BUNDL Archive Reports menu for four (4) years.

**Field
Descriptions:**

Field Name	Description
UPS CNTL NUM	UPS Control number from Payroll Interface tape.
UPS CHECK DATE	Payroll check date for payroll period.
TYPE	Type from Payroll Interface tape, or for the AFS J5.
TRANS CODE	Transaction code from the Payroll Interface tape, or for the AFS J5.
DOC AGNCY	Agency number for the AFS J5 document number.
BATCH	Batch number assigned by UPS from the Payroll Interface tape.
DOCUMENT	Document number from the Payroll Interface tape, or for the AFS J5.
ACCT TYPE	Account type for the AFS J5.

Field Name	Description
AGNCY	Agency from the Payroll Interface tape, or for the AFS J5.
FUND/ORGN	The organization code from the Payroll Interface tape, or the fund or organization code for the AFS J5.
BS ACCT/OBJECT	Balance Sheet account number or object code from the Payroll Interface tape, or for the AFS J5.
BKCD/SOBJ	Bank code or sub-object code from the Payroll Interface tape, or for the AFS J5.
RPTG CATG	Reporting category from the Payroll Interface tape, or for the AFS J5.
ACTV	Activity from the Payroll Interface tape, or for the AFS J5.
FUNC	Function from the Payroll Interface tape, or for the AFS J5.
DEBIT AMOUNT	Debit amount from the Payroll Interface tape, or for the AFS J5.
CREDIT AMOUNT	Credit amount from the Payroll Interface tape, or for the AFS J5.

**Report
Distribution:**   Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

5G44   **LA Report Distribution by Agency**

**Report
Overview:**

This report prints a list of all entries on the Louisiana Report Distribution table (LRDT). The LRDT table is used by AFS to associate reporting structures (such as organization units) with distribution codes to make reports available to users on BUNDL. Each entry on the report includes agency number, mailcode, and default mailcode. In addition, reports to agency may be listed and one of the following will be listed: organization, Louisiana organization, or reporting category,

**Report
Purpose:**

To provide a list of all report distribution entries on the LRDT table for each agency.

**Report
Source:**

Information for this report is obtained from the Louisiana Report Distribution table (LRDT).

**Related
Reports:**   None

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AGENCY	Number of the agency whose reporting structure/distribution code association is listed.
REPORTS TO AGENCY	Number of the agency to which the report or applicable portion of the report (for the reporting structure specified) will be distributed, if different from the agency. Reports to agency may apply to organization units only. If used, a reports to agency for an organization is defined on ORG2. Example: An organization may belong to agency 148, but the reports for that organization may be directed to agency 107 if agency 107 is identified as the responsible agency on ORG2.
ORGN	Expenditure or revenue organization number for which report distribution information is listed. Field will be blank if line entry is for a Louisiana organization or a reporting category.
LA ORGN	Louisiana organization number for which report distribution information is listed. Field will be blank if line entry is for an expenditure or revenue organization or a reporting category.

Field Name	Description
REPT CAT	Reporting category number for which report distribution information is listed. Field will be blank if line entry is for an expenditure or revenue or a Louisiana organization.
MAILCODE	Mailcode to which the report or applicable portion of the report for the reporting structure identified will be distributed.
DEFAULT MAILCODE	Mailcode to which the report or applicable portion of the report for the reporting structure identified will be distributed, if no mailcode exists.

**Report
Distribution:**   Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

5G45   **LRDT Error Report**

**Report
Overview:**   This report lists any entries from the Louisiana Report Distribution (LRDT) table which do not have corresponding entries on the Agency (AGC2), Organization (ORG2), Louisiana Organization (LORG), or Reporting Category (RPTG) tables as appropriate. It also lists any entries which appear on the other tables but are missing from the LRDT table.

**Report
Purpose:**   To provide a list of discrepancies between LRDT and the structure tables AGC2, ORG2, LORG, and RPTG. Agencies may use this report to determine which table entries need to be added or deleted.

**Report
Source:**   Information for this report is obtained from the Louisiana Report Distribution table (LRDT). Additional information is obtained from the Agency (AGC2), Organization (ORG2), Louisiana Organization (LORG), or Reporting Category (RPTG) tables.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AGENCY	The agency code which is missing from the LRDT or AGC2 table.
ORGN	The organization code which is missing from the LRDT or ORG2 table.
LA ORGN	The LA organization code which is missing from the LRDT or LORG table.
REPORTING CATEGORY	The reporting category code which is missing from the LRDT or RPTG table.
MAILCODE	The mailcode, if available, from the LRDT table.

Field Name	Description
COMMENTS	A message indicating why the entry is displayed on the report. Some examples include: - Rept Cat not on LRDT table - LRDT entry not on RPTG table - Organization not on LRDT table - LRDT entry not on ORGN table.

Report Distribution: Agencies

Report Layout: Access BUNDL to view the report layout.

5G46   BUNDL Mailcode Access Report

**Report
Overview:**   This report lists ISIS User IDs by agency along with the BUNDL mailcodes to
which each User ID has access. The report is sorted by User ID and reads a file
which is updated by the Data Center on the last day of each month.

**Report
Purpose:**   To provide agency security administrators with a list of BUNDL mailcodes that
have been established for each User ID.

**Report
Source:**   Information for this report is obtained from a tape maintained by the Data Center.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and
under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
FOR AGENCY	The agency code associated with the ISIS User IDs for which BUNDL mailcode information is listed.
AS OF	The date through which the report was produced.
ISIS USERID	The ISIS User ID assigned to the individual user.
USER NAME	The user name associated with the ISIS User ID.
BUNDL MAILCODE (S)	The BUNDL mailcode(s) that the User ID has permissions to access.

**Report
Distribution:**   Agency Security Administrators, via the ISFGFSSEC mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

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5G47   Agency Address Report

**Report
Overview:**   This report lists all AFS mailcodes set up in BUNDL, their associated physical/mailing address, and the bin or account number in BUNDL.

**Report
Purpose:**   To provide the Control Agencies with a list of all AFS mailcodes in BUNDL and their corresponding names, physical addresses, and bin numbers.

**Report
Source:**   Information for this report is obtained from a file that is created by the Data Center on the last calendar day of each month.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 days and under the Archive Reports menu for six (6) months.

**Field
Descriptions:**

Field Name	Description
AS OF	Last calendar date of the month prior to the report being run
BUNDL MAILCODE	The mailcode number which has been assigned.
PHYSICAL ADDRESS	The name and address on file for the mailcode.
BIN NO	The number assigned for output when agencies pick up their reports. Although agencies no longer pick up their reports, BIN NO is a required field that has been maintained.
ACCT NO	The account number that State Mail uses for billing purposes.

**Report
Distribution:**   Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

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5G50 **Schedule of Actual Direct and Indirect Expenditures by Sub-Object (GA-50)**

**Report
Overview:**

This report shows fiscal year totals by sub-object for (1) personal services and related benefits, (2) non-personal services and benefits, and (3) total department expenditures. This report includes all expenditure transactions as well as FX transactions that were input to load history, for allocated AS&T, and for allocated Cost Center Overhead. Original Fund postings are not included on this report. This report runs in July on the night that the June Cost Allocation FX transactions are posted, and again in August on the night that the 13th Period Cost Allocation FX transactions are posted.

**Report
Purpose:**

This report is used by the Department of Labor in preparing Federal reports.

**Report
Source:**

Information for this report is obtained from the Department of Labor Year To Date Federal Aid ledgers (YTDFADOL and YTDFDDOL), and from the current Federal Aid ledger (FEDAID). Descriptions of the sub-objects are provided by the Department of Labor.

**Related
Reports:**

5G51 – Schedule of Actual Direct and Indirect Expenditures by Grant (GA-51)
5G53 – Indirect Cost Proposal

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
MM/DD/YY THRU MM/DD/YY	The calendar dates that the report spans.
SUB-OBJ	Sub-Object from the transaction record on the ledger.
DESCRIPTION	Description of the sub-object from the ISIS/FARS Crosswalk, provided by the Department of Labor.
PERSONAL SERVICES DIRECT	Amount on top line in DIRECT column for the sub-object. The sum of all accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, that were charged using objects with personal services indicator "Y" on the OBJ2 table, for the sub-object.

Field Name	Description
PERSONAL SERVICES INDIRECT	Amount on top line in INDIRECT column for the sub-object. The sum of all charges from FX transactions posted to "F" reporting categories, that were charged using objects with personal services indicator "Y" on the OBJ2 table, for the sub-object.
PERSONAL SERVICES TOTAL	Amount on top line in TOTAL column for the sub-object. The sum of Personal Services Direct + Personal Services Indirect, for the sub-object.
BENEFITS DIRECT	Amount on second line in DIRECT column for the sub-object. The sum of all accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, that were charged using objects with object type "RB" on the OBJ2 table, for the sub-object.
BENEFITS INDIRECT	Amount on second line in INDIRECT column for the sub-object. The sum of all charges from FX transactions posted to "F" reporting categories, that were charged using objects with object type "RB" on the OBJ2 table, for the sub-object.
BENEFITS TOTAL	Amount on second line in TOTAL column for the sub-object. The sum of Benefits Direct + Benefits Indirect, for the sub-object.
NON-PERSONAL SERVICES & BENEFITS DIRECT	The sum of all accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, that were charged using objects with personal services indicator "N" on the OBJ2 table, for the sub-object.
NON-PERSONAL SERVICES & BENEFITS INDIRECT	The sum of all charges from FX transactions posted to "F" reporting categories, that were charged using objects with personal services indicator "N" on the OBJ2 table, for the sub-object.
NON-PERSONAL SERVICES & BENEFITS TOTAL	The sum of all Non-Personal Services & Benefits Direct + Non-Personal Services & Benefits Indirect, for the sub-object.
TOTAL DEPT EXPENDITURES DIRECT	The sum of Personal Services Direct + Benefits Direct + Non-Personal Services & Benefits Direct, for the sub-object.
TOTAL DEPT EXPENDITURES INDIRECT	The sum of Personal Services Indirect + Benefits Indirect + Non-Personal Services & Benefits Indirect, for the sub-object.
TOTAL DEPT EXPENDITURES TOTAL	The sum of Total Dept Expenditures Direct + Total Dept Expenditures Indirect, for the sub-object.
TOTAL PER SER DIRECT	The sum of all Personal Services Direct for all sub-objects.
TOTAL PER SER INDIRECT	The sum of all Personal Services Indirect for all sub-objects.

Field Name	Description
TOTAL PER SER TOTAL	The sum of all Total Per Ser Direct + Total Per Ser Indirect for all sub-objects.
TOTAL BENEFITS DIRECT	The sum of all Benefits Direct for all sub-objects.
TOTAL BENEFITS INDIRECT	The sum of all Benefits Indirect for all sub-objects.
TOTAL BENEFITS TOTAL	The sum of all Total Benefits Direct + Total Benefits Indirect for all sub-objects.
TOTAL NON-PERSONAL SERVICES & BENEFITS DIRECT	The sum of all Non-Personal Services & Benefits Direct for all sub-objects.
TOTAL NON-PERSONAL SERVICES & BENEFITS INDIRECT	The sum of all Non-Personal Services & Benefits Indirect for all sub-objects.
TOTAL NON-PERSONAL SERVICES & BENEFITS TOTAL	The sum of all Non-Personal Services & Benefits Direct + Non-Personal Services & Benefits Indirect for all sub-objects.
TOT INDIRECT / TOT DIR	The ratio of Indirect charges to Personal Services and Related Benefits charges, calculated as Total Dept Expenditures Indirect Total * 100 / (Total Per Ser Direct + Total Benefits Direct)
TOTAL DEPT EXPENDITURES DIRECT TOTAL	The sum of Personal Services Direct + Benefits Direct + Non-Personal Services & Benefits Direct for all sub-objects.
TOTAL DEPT EXPENDITURES INDIRECT TOTAL	The sum of Personal Services Indirect + Benefits Indirect + Non-Personal Services & Benefits Indirect for all sub-objects.
TOTAL DEPT EXPENDITURES TOTAL	The sum of Total Dept Expenditures Direct Total+ Total Dept Expenditures Indirect Total, for all sub-objects.

**Report
Distribution:**   The Department of Labor

**Report
Layout:**   Access BUNDL to view the report layout.

5G51   **Schedule of Actual Direct and Indirect Expenditures by Grant (GA-51)**

**Report
Overview:**   This report shows fiscal year totals by grant for (1) personal services and related benefits, (2) non-personal services and benefits, and (3) total department expenditures. This report includes all expenditure transactions as well as FX transactions that were input to load history, for allocated AS&T, and for allocated Cost Center Overhead. Original Fund postings are not included on this report. This report runs in July on the night that June Cost Allocation FX transactions are posted and again in August on the night that the 13th Period Cost Allocation FX transactions are posted.

**Report
Purpose:**   This report is used by the Department of Labor in preparing Federal reports.

**Report
Source:**   Information for this report is obtained from the Department of Labor Year To Date Federal Aid ledgers (YTDFADOL and YTDFDDOL), and from the current Federal Aid ledger (FEDAID). Additional information is obtained from the Agency Federal Aid Inquiry table (AGFA).

**Related
Reports:**   5G50 – Schedule of Actual Direct and Indirect Expenditures by Sub-Object (GA-50)
5G53 – Indirect Cost Proposal

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
MM/DD/YY THRU MM/DD/YY	The calendar dates that the report spans.
GRANT	The Grant number from the transaction record on the ledger.
DESCRIPTION	The description of the grant from the AGFA table.
PERSONAL SERVICES DIRECT	Amount on top line in DIRECT column for the grant. The sum of all accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, that were charged using objects with personal services indicator "Y" on the OBJ2 table, for the grant.

Field Name	Description
PERSONAL SERVICES INDIRECT	Amount on top line in INDIRECT column for the grant. The sum of all charges from FX transactions posted to "F" reporting categories, that were charged using objects with personal services indicator "Y" on the OBJ2 table, for the grant.
PERSONAL SERVICES TOTAL	Amount on top line in TOTAL column for the grant. The sum of Personal Services Direct + Personal Services Indirect, for the grant.
BENEFITS DIRECT	Amount on second line in DIRECT column for the grant. The sum of all accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, that were charged using objects with object type "RB" on the OBJ2 table, for the grant.
BENEFITS INDIRECT	Amount on second line in INDIRECT column for the grant. The sum of all charges from FX transactions posted to "F" reporting categories, that were charged using objects with object type "RB" on the OBJ2 table, for the grant.
BENEFITS TOTAL	Amount on second line in TOTAL column for the grant. The sum of Benefits Direct + Benefits Indirect, for the grant.
NON-PERSONAL SERVICES & BENEFITS DIRECT	The sum of all accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, that were charged using objects with personal services indicator "N" on the OBJ2 table, for the grant.
NON-PERSONAL SERVICES & BENEFITS INDIRECT	The sum of all charges from FX transactions posted to "F" reporting categories, that were charged using objects with personal services indicator "N" on the OBJ2 table, for the grant.
NON-PERSONAL SERVICES & BENEFITS TOTAL	The sum of all Non-Personal Services & Benefits Direct + Non-Personal Services & Benefits Indirect, for the grant.
TOTAL DEPT EXPENDITURES DIRECT	The sum of Personal Services Direct + Benefits Direct + Non-Personal Services & Benefits Direct, for the grant.
TOTAL DEPT EXPENDITURES INDIRECT	The sum of Personal Services Indirect + Benefits Indirect + Non-Personal Services & Benefits Indirect, for the grant.
TOTAL DEPT EXPENDITURES TOTAL	The sum of Total Dept Expenditures Direct + Total Dept Expenditures Indirect, for the grant.
TOTAL PER SER DIRECT	The sum of all Personal Services Direct for all grants.
TOTAL PER SER INDIRECT	The sum of all Personal Services Indirect for all grants.
TOTAL PER SER TOTAL	The sum of all Total Per Ser Direct + Total Per Ser Indirect for all grants.

Field Name	Description
TOTAL BENEFITS DIRECT	The sum of all Benefits Direct for all grants.
TOTAL BENEFITS INDIRECT	The sum of all Benefits Indirect for all grants.
TOTAL BENEFITS TOTAL	The sum of all Total Benefits Direct + Total Benefits Indirect for all grants.
TOTAL NON-PERSONAL SERVICES & BENEFITS DIRECT	The sum of all Non-Personal Services & Benefits Direct for all grants.
TOTAL NON-PERSONAL SERVICES & BENEFITS INDIRECT	The sum of all Non-Personal Services & Benefits Indirect for all grants.
TOTAL NON-PERSONAL SERVICES & BENEFITS TOTAL	The sum of all Non-Personal Services & Benefits Direct + Non-Personal Services & Benefits Indirect for all grants.
TOT INDIRECT / TOT DIR	The ratio of Indirect charges to Personal Services and Related Benefits charges, calculated as Total Dept Expenditures Indirect Total * 100 / (Total Per Ser Direct + Total Benefits Direct).
TOTAL DEPT EXPENDITURES DIRECT TOTAL	The sum of Personal Services Direct + Benefits Direct + Non-Personal Services & Benefits Direct for all grants.
TOTAL DEPT EXPENDITURES INDIRECT TOTAL	The sum of Personal Services Indirect + Benefits Indirect + Non-Personal Services & Benefits Indirect, for all grants.
TOTAL DEPT EXPENDITURES TOTAL	The sum of Total Dept Expenditures Direct Total+ Total Dept Expenditures Indirect Total, for all grants.

**Report
Distribution:**   The Department of Labor

**Report
Layout:**   Access BUNDL to view the report layout.

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5G52   **Schedule of Actual Direct and Indirect Expenditures by Object Category (GA-52A)**

**Report
Overview:**   This report show fiscal year totals by object category for (1) direct expenditures, (2) indirect expenditures, and (3) total agency expenditures. This report includes all expenditure transactions as well as FX transactions input to load history, for allocated AS&T, and for allocated Cost Center Overhead. Original Fund postings are not included on this report. This report runs each July on the night that the June Cost Allocation FX transactions are posted and again in August on the night that the 13th Period Cost Allocation FX transactions are posted.

**Report
Purpose:**   This report is used by the Department of Labor in preparing Federal reports.

**Report
Source:**   Information for this report is obtained from the Department of Labor Year To Date Federal Aid ledgers (YTDFADOL and YTDFDDOL), and from the current Federal Aid ledger (FEDAID). Additional information is obtained from the Object (OBJ2) and Object Category (OCAT) tables.

**Related
Reports:**   5G58 – Schedule of Actual Expenditures by Object Category (GA-52)

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
MM/DD/YY THRU MM/DD/YY	The calendar dates that the report spans.
CATEGORY	Object category code associated with the object included in the transaction record on the ledger, from the OBJ2 table.
DESCRIPTION	Description of the object category from the OCAT table.
DIRECT EXPENDITURES	The sum of all charges from accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, for the object category.
INDIRECT EXPENDITURES	The sum of all charges from FX transactions posted to "F" reporting categories for the object category.
TOTAL EXPENDITURES	The sum of Direct Expenditures + Indirect Expenditures for the object category.

Field Name	Description
TOTALS - DIRECT EXPENDITURES	The sum of all Direct Expenditures for all object categories.
TOTALS - INDIRECT EXPENDITURES	The sum of all Indirect Expenditures for all object categories.
TOTALS - TOTAL EXPENDITURES	The sum of all Direct Expenditures + Indirect Expenditures for all object categories.

**Report
Distribution:**   The Department of Labor

**Report
Layout:**   Access BUNDL to view the report layout.

5G53   Indirect Cost Proposal

**Report
Overview:**

This report show fiscal year totals by grant for (1) direct personal services and related benefits, (2) indirect personal services and related benefits, and (3) indirect non-personal service expenditures. It also shows a ratio of direct to indirect charges for each grant. This report includes all expenditure transactions as well as FX transactions input to load history, for allocated AS&T, and for allocated Cost Center Overhead. Original Fund postings are not included on this report. This report runs each July on the night that the June Cost Allocation FX transactions are posted and again in August on the night that the 13th Period Cost Allocation FX transactions are posted.

**Report
Purpose:**

This report is used by the Department of Labor in preparing Federal reports.

**Report
Source:**

Information for this report is obtained from the Department of Labor Year To Date Federal Aid ledgers (YTDFADOL and YTDFDDOL), and from the current Federal Aid ledger (FEDAID). Additional information is obtained from the Agency Federal Aid Inquiry table (AGFA).

**Related
Reports:**

5G50 – Schedule of Actual Direct and Indirect Expenditures by Sub-Object (GA-50)
5G51 – Schedule of Actual Direct and Indirect Expenditures by Grant (GA-51)

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
MM/DD/YY THRU MM/DD/YY	The calendar dates that the report spans.
GRANT	The Grant number from the transaction record on the ledger.
DESCRIPTION	Description of the grant from the AGFA table.
TOTAL PS/RB	The sum of all Direct PS/RB (Personal Services/Related Benefits)+ Indirect PS/RB, for the grant.
DIRECT PS/RB	The sum of all charges from accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, coded to objects having personal services indicator "Y" on the OBJ2 table, for the grant.

Field Name	Description
INDIRECT PS/RB	The sum of all charges from FX transactions posted to "F" reporting categories, coded to objects having personal services indicator "Y" on the OBJ2 table, for the grant.
INDIRECT NPS	The sum of all charges from FX transactions posted to "F" reporting categories, coded to objects having personal services indicator "N" on the OBJ2 table, for the grant.
TOTAL INDIRECT	The sum of Indirect PS/RB + Indirect NPS, for the grant.
DIRECT VS INDIRECT	The ratio of Direct to Indirect charges, calculated as Total Indirect * 100 / Direct PS/RB, for the grant.
TOTAL ALL GRANTS TOTAL PS/RB	The sum of all Total PS/RB for all grants.
TOTAL ALL GRANTS DIRECT PS/RB	The sum of all Direct PS/RB for all grants.
TOTAL ALL GRANTS INDIRECT PS/RB	The sum of all Indirect PS/RB for all grants.
TOTAL ALL GRANTS INDIRECT NPS	The sum of all Indirect NPS for all grants.
TOTAL ALL GRANTS TOTAL INDIRECT	The sum of all Total Indirect for all grants.
TOTAL ALL GRANTS DIRECT VS INDIRECT	The ratio of Direct to Indirect charges, calculated as Total All Grants Total Indirect * 100 / Total All Grants Direct PS/RB.

Report Distribution: The Department of Labor

Report Layout: Access BUNDL to view the report layout.

5G54   **Organization Error Report**

This report was deleted in 2006. If an Organization error report is required "on request", the 2G53 report should be requested.

**Report
Overview:**   ~~This report lists organizations that have been deleted from the ORG2 table, but which have activity on the closed general ledger, closed budget ledger, daily general ledger or daily budget ledger. This report may be requested at any time during the month, and is produced as part of the 14th Period Close.~~

**Report
Purpose:**   ~~To provide OSRAP with information on missing organizations that have had activity, so that they may be added back to the Organization (ORG2) table.~~

**Report
Source:**   ~~Information for this report is obtained from the Closed General Ledger (CLSLED), Closed Budget Ledger (CLSBUD), Daily General Ledger (GENLED), and Daily Budget Ledger (CURRBD).~~

**Related
Reports:**   ~~1G55 - Daily Organization Error Report by Budget Year~~
~~2G45 - Organization Responsibility Exception Report~~
~~2G53 - Monthly Organization Error Report By Budget Year~~

**Report
Retention:**   ~~This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for 36 months.~~

**Field
Descriptions:**

~~Field Name~~	~~Description~~
~~FOR PERIOD ENDING~~	~~The month-end date for the accounting period for which deleted organizations are listed.~~
~~FY~~	~~The budget fiscal year associated with the deleted organization, from the ledger record(s).~~
~~FUND~~	~~The fund associated with the deleted organization, from the ledger record(s).~~
~~AGENCY~~	~~The agency associated with the deleted organization, from the ledger record(s).~~
~~ORGANIZATION~~	~~The expenditure/revenue organization from the ledger record, which is missing from the ORG2 table.~~

Report
Distribution: Control Agencies

Report
Layout: Access BUNDL to view the report layout.

| 5G55 | **PCard Statement Billing File Validation Report** |

**Report
Overview:**

This report is produced from the process that extracts and validates the information on the Statement Billing File received from Bank of America for PCard purchases. Information is presented in sections labeled REC1, REC2, REC5, REC7, and REC8.

The corporate account number and related information are displayed in the REC1 section. Following that, individual account numbers and related information for each account associated with the corporate account are displayed in each REC2 section. One corporate account may have several individual accounts. When this happens, the REC2 sections are listed by individual account number in ascending number order. An additional REC2 section will display for the corporate account number if transactions have been processed directly against that number. Two other sections may be displayed after each REC2 section: REC5, which lists miscellaneous charges, payments, or credits to the agency corporate account, and REC7, which lists total charges and credits made to the individual account during the billing period. The REC8 section displays at the end of each REC1 section after all of its related REC2, 5, and 7 sections, and lists overall totals for the corporate account listed in REC1.

**Report
Purpose:**

Once the Statement Billing File is received from Bank of America a job is run to extract records needed to create the P3 documents. The job performs validations on account distribution code for the individual account numbers against AFS tables. It also performs balance checks on the P3 created for each agency and the total due from the Statement Billing File for the agency corporate account. If exceptions/errors are found, codes are returned to indicate the problem encountered.

Invalid account distribution codes will not stop the P3 documents from being created or loaded to SUSF. If this condition exists the job will use the default account code from the PCRD table.

An out of balance condition between the P3 being created and the amount due from the Statement Billing File will stop the P3 documents from being loaded to SUSF.

Report 5G55 is used to decode this file and aid in the communication of problems to the bank. For this reason there are a number of fields which may appear to be unnecessary, but are needed to aid in trouble shooting the file with the bank.

**Report
Source:**

Information for this report is obtained from the Statement Billing File received from Bank of America.

**Related
Reports:**

5G56 – Purchase Card Agency Exception Report
5G57 – Purchase Card Reconciliation Error Report

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 35 days and under the Archive Reports menu for 36 months.

**Field
Descriptions:**

Field Name	Description
REC 1	
CORPORATE ACCOUNT NUMBER	Agency corporate account which will be paid via EFT. This account number must be on the AFS PCRD table when the billing file is sent by the bank so that P3 transactions can be created. The distribution code associated with this account number on PCRD is used as the default accounting code.
COMP NUM	A 5-digit company number used by the bank to tie together the corporate account and individual credit cards for billing and report purposes.
PROCESS DATE	Date when bankcard services processed the billing file. This will be around the 5th of each month depending on banking business days.
BILL TYPE	Billing type for the State of Louisiana - ISIS Agencies: "C" for central billing.
DEFAULT DISTRIBUTION CODE	The accounting distribution code associated with the agency corporate account. This code is required on the PCRD table when the agency corporate account number is set up. It includes fund, agency, organization and object. This distribution code is used on the P3 document for any miscellaneous charges to the agency corporate account. If the distribution code associated with an individual credit card is found to be invalid, this default distribution code is used in the creating of the P3 document. The agency is responsible for redistributing the billing later if needed.
REC 2	
INDIVIDUAL ACCOUNT NUMBER	The 16-digit account number with which the succeeding entries are associated. This may be an individual account associated with the corporate account, or it may be the corporate account itself. Entries that follow (in the REC7 section) represent transaction totals (debits, credits, etc.) for transactions processed against individual accounts. Entries that follow (in the REC5 section) represent detailed transactions (miscellaneous charges, debits, credits) to the agency corporate account.
COMP NUM	A 5-digit company number used by the bank to tie together the agency corporate account and individual credit cards for billing and report purposes.
PMT DUE DATE	Date EFT payment is due. This is around the 29th of each month. The scheduled payment date in AFS is the 25th of each month to ensure the payment arrives on time.

Field Name	Description
ACCT TYPE	Either "1" or "3". When "1", the succeeding entries relate to the agency corporate account. When "3". the succeeding entries relate to the individual account.
ACCOUNT DISTRIBUTION CODE	This is the account distribution codes (fund, agency, organization, object) set up at the bank when the credit card is issued. A verification process ensures the distribution code is valid in AFS before the P3 document is created. If found to be invalid, the default distribution code associated with the agency corporate account as found on the PCRD table is used in creating the P3 documents. The agencies can then redistribute the billing as needed, but this ensures that a valid P3 is created and EFT payment will be made on time.
	An area immediately after ACCCOUNT DISTRIBUTION CODE is used for messages. The messages indicate that either (1) agency corporate account miscellaneous charges are assigned the default distribution code, or (2) an invalid distribution code has been replaced with the default distribution code (as found on the PCRD table). If no message applies, the field is blank.
REC 5	
CORPORATE TRANSACTION AMT	Miscellaneous charge, payment or credit made to the agency corporate account.
TRANS CODE	A company number used by the bank to tie together the agency corporate account and individual credit cards for billing and report purposes.
TSYS CODE	An internal processing code used by Bank of America that determines how the transaction posts to the account.
DEBIT-CREDIT	Code identifying the transaction as either "D" (debit) or "C" (credit).
	A field immediately after DEBIT-CREDIT is used to indicate the reason for the entry on the agency corporate account.
REC 7	
ACCT TOTAL – CLOSING DATE	Actual closing date for the billing cycle.
TOTAL DEBITS	Total dollar amount charged to the account during the billing cycle.
TOTAL CREDITS	Total dollar amount credited to the account during the billing cycle.
CHARGE OFF AMT	The dollar amount charged off on the account, if any. This amount should always be 0.00 for the State of Louisiana - ISIS Agencies.

Field Name	Description
DISPUTE AMOUNT	The dollar amount which has been coded as a dispute on the account.
CREDIT LIMIT	Dollar credit limit on the account.
PREVIOUS BALANCE	Balance on account at closing of previous billing cycle. (Only on Corporate Account level, otherwise zero.)
CURRENT BALANCE	Balance on account at closing of this billing cycle. (Only on Corporate Account level, otherwise zero.)
TOTAL PAYMENTS	Total amount of payments applied to the account during the billing cycle. This amount should always equal PREVIOUS BALANCE since AFS pays in full each month. (Only on Corporate Account level, otherwise zero.)
PAST DUE AMOUNT	The amount of the payment due which is past due from a prior billing cycle. Should always be zero. (Only on Corporate Account level, otherwise zero.)
PAYMENT DUE AMT	Amount of payment due on the account by next billing cycle closing date. Should equal TOTAL DEBITS less TOTAL CREDITS.
REC 8	
TOTALS – CORP ACCT NUMBER	Beginning of TOTALS information for the corporate account number.
COMP NUM	A company number used by the bank to tie together the agency corporate account and individual credit cards for billing and report purposes. Same as COMP NUM on REC 1 line.
TOTAL CURR PAYMT DUE	The dollar amount of payments due on all accounts for the agency corporate account.
TOTAL AMT CHARGE OFF	The total amount charged off on any accounts this cycle for the agency corporate account.
TOTAL AMT DISPUTED	The total amount disputed on any accounts this cycle for the agency corporate account.
TOTAL AMT PAST DUE	The dollar amount past due on all accounts for the agency corporate account. Should always be zero.
NET CURR PAYMENT DUE	Current balance due on all accounts for the agency corporate account. Should equal TOTAL CURR PAYMT DUE.

**Report
Distribution:**   Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

5G56   Purchase Card Agency Exception Report

**Report
Overview:**

This report lists, by agency and account number, coding exceptions that exist when data is extracted from the Statement Billing File. The file is received from the Bank of America, and is used to create P3 documents to pay for PCard purchases. The report is produced from the extract process when the coding is validated against AFS tables.

If invalid account codes are found, the default account codes on the Purchasing Card (PCRD) table are used. The job issues a return code and the report is produced. This will not stop the job from completing. If no invalid account codes exist on individual accounts and no miscellaneous transactions exist at the corporate account level from the Statement Billing File, the report will display 0.00 in the amount column on the TOTAL EXCEPTIONS line.

**Report
Purpose:**

To provide agencies and OSRAP with information on invalid coding received for individual accounts, and the default coding that was used to process P3 documents.

**Report
Source:**

Information for this report is obtained from the Statement Billing File received from Bank of America. Additional information is obtained from the Agency (AGC2) and the Purchasing Card Default (PCRD) tables.

**Related
Reports:**

5G55 – PCard Statement Billing File Validation Report
5G57 – Purchase Card Reconciliation Error Report

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for 36 months.

**Field
Descriptions:**

Field Name	Description
FOR	Calendar date on which the Statement Billing File was processed.
AGENCY NO.	Agency for whom P3 coding exceptions are listed.
AGENCY NAME	Agency name from AGC2.
CORPORATE ACCT NO.	Purchase Card Account Number for the agency.
INDIVIDUAL ACCOUNT NUMBER	Individual Purchase Card Account Number that was used for the purchase.

Field Name	Description
INVALID CODE	Account coding from the Individual Purchase Card Account, that was to be used on the P3, but that is invalid.
DEFAULT CODE FROM PCARD TABLE	Default account coding from the PCRD table, used in place of the invalid Individual Purchase Card Account coding when the P3 was created.
AMOUNT	Amount of exception, which will be posted to the default account coding on the P3.
EXCEPTION MESSAGE	Reason the account coding from the Individual Purchase Card Account is invalid. Possible error messages include: - Invalid Fund/Agency, - Not a valid clearing ORGN, - Not a valid clearing OBJT, - Miscellaneous trans.
TOTAL EXCEPTIONS FOR CORPORATE ACCOUNT XXXXXXXXXXXXXXXX	Total of all exceptions for the agency account resulting from invalid coding.

**Report
Distribution:**   Agencies and Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

5G57   Purchase Card Reconciliation Error Report

**Report
Overview:**

This report is produced from the process that uses the Statement Billing File sent from Bank of America to build P3 documents. It is an exception/error report that compares the amounts from the Statement Billing File by corporate account against the amounts on the P3 documents being created for each agency. The last page of the report indicates the number of P3 transactions that were created, the total amount for all of the P3s that were created, and the total amount that is due to the Bank.

**Report
Purpose:**

If exceptions are found during the process of building P3s, a return code is issued. <u>None of the P3 documents are loaded to SUSF</u>. The 5G57 report is created to list the P3 transaction number and amount and the corporate account number and amount for which exceptions were found. After corrections are made to the file, the process can be re-run and all of the P3s will be recreated.

If no exceptions are found during the process, the P3 documents are loaded to SUSF and the 5G57 report is created with the message "NO RECORDS SELECTED".

**Report
Source:**

Information for this report is obtained from the Statement Billing File received from Bank of America.

**Related
Reports:**

5G55 - PCard Statement Billing File Validation Report
5G56 – Purchase Card Agency Exception Report

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 35 days and under the Archive Reports menu for 36 months.

**Field
Descriptions:**

Field Name	Description
FOR	Calendar date on which the Statement Billing File was processed.
Exception Page(s) of Report	
Note:	If no exceptions are found during the creation of the P3 documents, this section of the 5G57 report is created with the message "NO RECORDS SELECTED".
P3 TRANSACTION NUMBER	The transaction id number assigned to the P3 document, consisting of "P3" + the agency number + "P3" + the current calendar date (e.g. P3 100 P3090702).

Field Name	Description
CORPORATE ACCOUNT NUMBER	The Corporate Account Number that was used for the PCard purchases.
P3 AMOUNT	The amount expended for the Corporate Account Number that will be paid by the P3, calculated by the program that created the P3.
BANK BALANCE DUE	The amount due to the Bank per the Statement Billing File, for the expenses incurred against the Corporate Account Number. This amount represents the total amount billed by the Bank, before the P3s are created.
DIFFERENCE	Calculated as P3 Amount less Bank Balance Due.
ERROR MESSAGE	A message indicating the error condition that has occurred.
TOTAL	Totals for all P3s listed on the report, in each column.
Last Page of Report	
NO. P3 TRANSACTIONS	Number of P3 transactions that were created that had no exceptions.
SUM OF P3 DOCUMENTS	Total of all P3 documents that were created that had no exceptions.
SUM OF CORPORATE ACCTS	The total amount due to the Bank per the Statement Billing File, for all expenses incurred against all Corporate Account Numbers. This amount represents the total amount billed by the Bank, and includes both valid P3 amounts (SUM OF P3 DOCUMENTS) and exception P3 amounts (from sum of BANK BALANCE DUE amounts).

Report Distribution: Control Agencies

Report Layout: Access BUNDL to view the report layout.

5G58   **Schedule of Actual Expenditures by Object Category (GA-52)**
                  For Sub-Objects 02, 03, 04, and 05

Report
Overview: This report show fiscal year totals by object category for direct expenditures and
                  indirect expenditures, as well as expenditure totals for the department. This
                  information is presented by sub-object (for sub-objects 02, 03, 04, and 05 only)
                  and object category. This report includes FX transactions input to load history,
                  for allocated AS&T, and for allocated Cost Center Overhead. Original Fund
                  postings are not included on this report. This report runs each July on the night
                  that the June Cost Allocation FX transactions are posted and again in August on
                  the night that the 13th Period Cost Allocation FX transactions are posted.

Report
Purpose: This report is used by the Department of Labor in preparing Federal reports.

Report
Source: Information for this report is obtained from the Department of Labor Year To
                  Date Federal Aid ledgers (YTDFADOL and YTDFDDOL), and from the current
                  Federal Aid ledger (FEDAID).   Additional information is obtained from the
                  Object (OBJ2) and Object Category (OCAT) tables. Descriptions of the sub-
                  objects are provided by the Department of Labor.

Related
Reports: 5G52 – Schedule of Actual Direct and Indirect Expenditures by Object Category
                  (GA-52A)

Report
Retention: This report is available under the BUNDL Current Reports menu for 30 days and
                  under the Archive Reports menu for six (6) years.

Field
Descriptions:

Field Name	Description
FOR PERIOD	The calendar dates that the report spans.
SUB-OBJECT	The sub-object from the transaction record on the ledger, and its description as provided by the Department of Labor. Sub-objects 02, 03, 04, and 05 are the only ones reported. A separate page is presented for each sub-object; a summary page for these four sub-objects is presented at the end of the report.
OBJECT OF EXPENDITURE CATEGORY	Object category code corresponding to the objects coded on the transaction records on the ledger, from the OBJ2 table.
OBJECT OF EXPENDITURE DESCRIPTION	Description of the object category from the OCAT table.

Field Name	Description
DIRECT EXPENDITURES	The sum of all charges from accounting transactions with account type "22" + the sum of all charges from FX transactions posted to "L" reporting categories, for the object category.
INDIRECT EXPENDITURES	The sum of all charges from FX transactions posted to "F" reporting categories for the object category.
TOTAL EXPENDITURES	The sum of Direct Expenditures + Indirect Expenditures for the object category.
SUB-OBJECT TOTALS DIRECT EXPENDITURES	The sum of all Direct Expenditures for the sub-object.
SUB-OBJECT TOTALS INDIRECT EXPENDITURES	The sum of all Indirect Expenditures for the sub-object.
SUB-OBJECT TOTALS TOTAL EXPENDITURES	The sum of all Direct Expenditures + Indirect Expenditures for the sub-object.
DEPARTMENT TOTALS DIRECT EXPENDITURES	Displayed on summary page (last page) of report. The sum of all Direct Expenditures for the Department of Labor for sub-objects 02, 03, 04, and 05.
DEPARTMENT TOTALS INDIRECT EXPENDITURES	Displayed on summary page (last page) of report. The sum of all Indirect Expenditures for the Department of Labor for sub-objects 02, 03, 04, and 05.
DEPARTMENT TOTALS TOTAL EXPENDITURES	Displayed on summary page (last page) of report. The sum of all Direct Expenditures + Indirect Expenditures for the Department of Labor for sub-objects 02, 03, 04, and 05.

**Report
Distribution:**   The Department of Labor

**Report
Layout:**   Access BUNDL to view the report layout.

5G59   **Report Of Differences Between AFS Table ABA2 And Federal File**

**Report
Overview:**   The report provides OSRAP with details on differences between the information on the ABA Transit Routing Number Validation table (ABA2) in AFS and the FedWire Services file from the Federal Reserve. Comparison of this information is necessary to ensure that AFS has correct banking information for these vendors who are paid through the electronic funds transfer (EFT) process.

The FedWire service is accessed from the WorldWideWeb. It is downloaded by OSRAP and sent to the mainframe via FTP. It is then loaded onto the ABA tables in AFS. Just prior to loading, the FedWire Service file information is compared to the ABA2 table to check for discrepancies. Any that exist are listed in this report. OSRAP can download the FedWire Service information as often as necessary. The job to load the table runs every night. If there is information in the FedWire Service file, the table is updated and the report is run.

An entry for an ABA record will appear on this report only if there is a discrepancy in any field. The ABA number will always be listed if there is a problem with any field for that ABA number. If the difference results from actual data in the ABA2 Table vs. spaces on the FedWire file, the report will only display a line with ABA2 information. However, if there is data in a field on the ABA2 table and conflicting data on the FedWire file, the report will display two lines – one for the ABA2 record and one for the FedWire Service file information. Only the fields with differences will be populated.

**Report
Purpose:**   OSRAP uses this report to investigate any differences that are found between the ABA2 table and the FedWire Services, so that problems can be resolved before EFT transmissions are requested.

**Report
Source:**   Information for this report is obtained from the Federal Reserve Financial Services at www.fededirectory.frb.org. Individual ABA number information can be accessed at http://www.fededirectory.frb.org/search_ach.cfm.

**Related
Reports:**   1G56 - Inactivated ABA Numbers / EFTT Table Changes

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 25 days and under the Archive Reports menu for three (3) years.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	This report is run every time the FedWire information is downloaded and updates the ABA tables. This update date is used for the heading.
ABA2 TABLE	This identifier is displayed to the far left on each line for which ABA2 table information is listed. If differences exist between the ABA2 table and the FedWire file, an ABA2 line will always display. If the only difference is data on ABA2 vs. spaces on the FedWire file, there will be no FedWire file line – only an ABA2 line. Otherwise, there will be two lines.
FED WIRE	This identifier is displayed to the far left on each line for which FedWire file information is listed. There will be no FedWire line if the only difference between data on ABA2 and the FedWire file is data vs. spaces.
ABA NUMBER / CHECK DIGIT	If there are differences other than spaces between the ABA2 table and FedWire for this field, the number will be shown on both lines. Otherwise, it will appear only on the ABA2 line. This is the nine-digit number assigned to the financial institution through the American Bankers Association. It consists of an eight-digit ABA number and the one-digit check digit number that is associated with that ABA number.
INSTITUTION NAME	If there are differences other than spaces between the ABA2 table and FedWire, each line will be populated with the financial institution name from the respective data source. This is the name of the financial institution that is associated with the ABA number.
REC TYPE	Record Type Code: "0" - Customer Routing Number belongs to FRB; "1" - Active; "2" - Inactive.
AFS STATUS	Status indicator that displays on ABA2 table line only. AFS status is required when a record is manually added or changed. This field will be blank when first loaded from the FedWire. The values are: "M" modify - this value is required if the record is being added or modified; "I" inactive - this value is used to manually inactivate an ABA number; "Spaces" - new records read from FedWire will have spaces in this field. It remains blank until the field is manually changed.

Field Name	Description
PHONE NUMBER	If there are differences other than spaces between the ABA2 table and FedWire, each line will be populated with the telephone number of the financial institution, from the respective data source.
CHANGE DATE	Change date from ABA2 for the ABA2 table line; change date from FedWire file for FedWire line. The date the entry was last updated.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy

**Report
Layout:**   Access BUNDL to view the report layout.

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