CASH RECEIPTS

4.1   Terminology

The following terms will be used throughout this chapter:

Deposit – The placement of cash collections into the State Treasurer's Office (STO) central depository or designated regional depository account.

Non-ISIS Agency – A State agency which does not record the expenditure of funds in AFS.

Refund of Expenditure – A collection of cash received as a result of a return from a vendor or other State agency for funds previously expended.

Warrant – The transfer of cash from an ISIS agency's Means of Financing to its operating account or from a Non-ISIS agency's Means of Financing to it's bank account.

4.1.1   Procedure Terminology

The following are the field definitions for cash receipts used in:

4.1.1.1 AFS Deposit Suspense Input Form (DS) 400

Field	Size	Description
DS DATE	6	Numeric – protected. The date of record for the DS being entered. The date the transaction is recorded in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the DS will be recorded. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
ACTION	1	Alphabetic – optional. This field will default to **E** (original entry) if left blank. Use **M** (modification) to modify an existing DS.

Field	Size	Description
DOC TOTAL	14	Numeric – required. The sum of all line amounts.
CALC DOC TOTAL	14	Numeric – protected. The system-computed total of the DS lines.
DEPOSIT AGY	3	Numeric – required. The agency to which the deposit will be recorded. The code entered must exist on the AGCY table.
DEPOSIT NUM	6	Alpha-numeric – required. The agency deposit ticket number associated with the deposit.
BK CD	2	Alpha-numeric – required. The bank account code represents a two-digit code that corresponds with the bank in which the deposit was made. The code entered must exist on the BANK table.
DEPOSIT DATE	6	Numeric – required. The date the cash was deposited into the central depository or designated regional depository account.
I/D	1	Alphabetic – required. An **I** must be coded if the line is an increase and a **D** must be coded if the line is a decrease. If the user does not code this field, the default coding to this field will be **I**.
NUM ITEMS	5	Numeric – required. The number of cash and check items included in the deposit.
FED DRW	1	Alphabetic – required. A **Y** must be coded if the deposit represents a Federal drawdown, otherwise an **N** is to be coded. If the user does not code this field, the default coding to this field will be **N**.
COMMENTS	12	Alpha-numeric – optional. A description giving the purpose of the DS.

4.1.1.2 AFS Cash Receipt Input Form (CR) 401-403

Field	Size	Description
TRANS DATE	6	Numeric – protected. The date of record for the CR being entered. The date the transaction is recorded in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the CR will be recorded. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
CMIA SCHEDULE DATE	6	Leave blank. This field is not used in the State of Louisiana.
ACTION	1	Alphabetic – optional. This field will default to **E** (original entry) if left blank. Use **M** (modification) to modify an existing CR.
BANK ACCOUNT CODE	2	Alpha-numeric – required. This code is inferred from the STO DS document. It represents the bank account to which the deposit was made. The code entered must exist on the BANK table.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the CR.
DOCUMENT TOTAL	14	Numeric – required. The sum of all line amounts.
CALCULATED DOCUMENT TOTAL	14	Numeric – protected. The system-computed total of the CR lines.
LINE NUMBER	2	Numeric – required. The line number of the CR document.

Field	**Size**	**Description**
REFERENCE DOC ID	16	Leave blank. This field is not used in the State of Louisiana.
REF LINE NO	2	Leave blank. This field is not used in the State of Louisiana.
VEND/PROV/ CUST	11	Numeric – required for refunds of expenditure. The vendor number is of the entity returning cash that was previously expended. The code entered must exist on the VEN2 table. If the line is being classified to revenue, this field will be left blank.
NAME	28	Alpha-numeric – protected. This field will be inferred from the VEND/PROV/CUST field, if applicable.
BILLING CODE	4	Leave blank. This field is not used in the State of Louisiana.
FUND	4	Alphanumeric – required. The fund to which the deposit will be recorded. This field may be entered by the user or will be inferred if an agency and organization combination is coded on the line. The code entered must exist on the FUND table.
AGENCY	3	Numeric – required. The agency to which the deposit will be recorded. The code entered must exist on the AGCY table.
ORG	4	Alphanumeric – required for nominal account entries. The organization to which the entry is being recorded. The code entered must exist on the ORGN table related to the corresponding agency.
SUB ORG	2	Leave blank. This field is not used in the State of Louisiana.
ACTIVITY	4	Alphanumeric – optional. The activity to which the deposit will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
REV	4	Alphanumeric – required if the collection is to be classified as revenue. The revenue source which is applicable to the deposit. The code entered must exist on the RSRC table.

Field	**Size**	**Description**
SUB-REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to classification.
APPR UNIT	3	Alphanumeric – required. The appropriation unit to which the deposit will be recorded. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.
FUNCTION	4	Alphanumeric – optional. The function to which the deposit will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
OBJ	4	Alphanumeric – required if the collection is to be deposited as refund of expenditure. The expenditure object which is applicable to the deposit. The code entered must exist on the OBJT table.
SUB-OBJ	2	Alphanumeric – optional. The sub-object that is applicable to deposit.
JOB NUMBER	8	Alphanumeric – optional. The capital outlay project number that is applicable to the deposit. The code entered must exist on the AGPR table.
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the deposit. This field may be entered by the user or inferred if a reporting category is hard coded to the organization entered on the line. This code entered must exist on the RPTG table.
BS ACCOUNT	4	Alphanumeric – required if the collection is to be deposited as an adjustment to a real account. The balance sheet account that is applicable to the deposit. The code entered must exist on the BACC table.
DESCRIP-TION	16	Alphanumeric – optional. A description of the line being entered.
AMOUNT	14	Numeric – required. The amount of the line being entered.

Field	Size	Description
I/D	1	Alphabetic – required. An **I** must be coded if the line is an increase (credit) and a **D** must be coded if the line is a decrease (debit). If the user does not code this line, the default coding to this field will be **I**.
P/F	1	Leave blank. This field is not used in the State of Louisiana.

4.1.1.3 AFS Quick Cash Receipt Input Form (CRQ) 401-403

Field	Size	Description
TRANS DATE	6	Numeric – protected. The date of record for the CRQ being entered. The date the transaction is recorded in AFS.
ACCT PRD	4	Numeric – required. The fiscal month and accounting year that the CRQ will be recorded. If not entered by the user, AFS will default the current accounting period.
BFY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
ACTION	1	Alphabetic – optional. This field will default to **E** (original entry) if left blank. Use **M** (modification) to modify an existing CRQ in the same accounting period.
BANK CODE	2	Alpha-numeric – required. This code is inferred from the STO DS document. It represents the bank account to which the deposit was made. The code entered must exist on the BANK table.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the CRQ.
DOCUMENT TOTAL	14	Numeric – required. The sum of all line amounts.
CALCULATED DOCUMENT TOTAL	14	Numeric – protected. The system-computed total of the CRQ lines.

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Field	**Size**	**Description**
REFERENCE CD	2	Leave blank. This field is not used in the State of Louisiana.
REFERENCE NUMBER	14	Leave blank. This field is not used in the State of Louisiana.
REFERENCE LN	2	Leave blank. This field is not used in the State of Louisiana.
FUND	4	Alphanumeric – required. The fund to which the deposit will be recorded. This field may be entered by the user or will be inferred if an agency and organization combination is coded on the line. The code entered must exist on the FUND table.
AGCY	3	Numeric – required. The agency to which the deposit will be recorded. The code entered must exist on the AGCY table.
ORG	4	Alphanumeric – required for nominal account entries. The organization to which the entry is being recorded. The code entered must exist on the ORGN table related to the corresponding agency.
SUB	2	Leave blank. This field is not used in the State of Louisiana.
ACTV	4	Alphanumeric – optional. The activity to which the deposit will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
REV SRC	4	Alphanumeric – required if the collection is to be classified as revenue. The revenue source which is applicable to the deposit. The code entered must exist on the RSRC table.
SUB REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to classification.
APPR UNIT	3	Alphanumeric – required. The appropriation unit to which the deposit will be recorded. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.

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Field	Size	Description
FUNC	4	Alphanumeric – optional. The function to which the deposit will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
OBJ	4	Alphanumeric – required if the collection is to be deposited as refund of expenditure. The expenditure object which is applicable to the deposit. The code entered must exist on the OBJT table.
SUB-OBJ	2	Alphanumeric – optional. The sub-object that is applicable to deposit.
JOB NUMBER	8	Alphanumeric – optional. The capital outlay project number that is applicable to the deposit. The code entered must exist on the AGPR table.
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the deposit. This field may be entered by the user or inferred if a reporting category is hard coded to the organization entered on the line. This code entered must exist on the RPTG table.
BS ACCT	4	Alphanumeric – required if the collection is to be deposited as an adjustment to a real account. The balance sheet account that is applicable to the deposit. The code entered must exist on the BACC table.
VEND/ PROVIDER	11	Numeric – required for refunds of expenditure. The vendor number of the entity returning cash previously expended. The code entered must exist on the VEN2 table. If the line is being classified to revenue, this field will be left blank.
AMOUNT	14	Numeric – required. The amount of the line being entered.
I/D	1	Alphabetic – required. An **I** must be coded if the line is an increase (credit) and a **D** must be coded if the line is a decrease (debit). If the user does not code this line, the default coding to this field will be **I**.

Field	Size	Description
P/F	1	Leave blank. This field is not used in the State of Louisiana.
DESCRIP-TION	16	Alphanumeric – optional. A description of the line being entered.

4.1.1.4 AFS Cash Receipt Input Form (C1) 401-404

Field	Size	Description
TRANS DATE	6	Numeric – protected. The date of record for the C1 being entered. The date the transaction is recorded in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the C1 will be recorded. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
ACTION	1	Alphabetic – optional. This field will default to **E** (original entry) if left blank. Use **M** (modification) to modify an existing C1 in the same accounting period.
BANK ACCOUNT CODE	2	Alpha-numeric – required. This code is inferred from the STO DS document. It represents the bank account to which the deposit was made. The code entered must exist on the BANK table.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the C1.
DOCUMENT TOTAL	14	Numeric – required. The sum of all line amounts.
CALCULATED DOCUMENT TOTAL	14	Numeric – protected. The system-computed total of the C1 lines.
REF CD	2	Leave blank. This field is not used in the State of Louisiana.

Field	Size	Description
REF NUMBER	14	Leave blank. This field is not used in the State of Louisiana.
REF LINE	2	Leave blank. This field is not used in the State of Louisiana.
FUND	4	Alphanumeric – required. Represents the fund that the deposit will be recorded. This field may be entered by the user or will be inferred if an agency and organization combination is coded on the line. The code entered must exist on the FUND table.
AGCY	3	Numeric – required. The agency to which the deposit will be recorded. The code entered must exist on the AGCY table.
ORG	4	Alphanumeric – required for nominal account entries. The organization to which the entry is being recorded. The code entered must exist on the ORGN table related to the corresponding agency.
SUB ORG	2	Leave blank. This field is not used in the State of Louisiana.
ACTV	4	Alphanumeric – optional. The activity to which the deposit will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
REV SRC	4	Alphanumeric – required if the collection is to be classified as revenue. The revenue source which is applicable to the deposit. The code entered must exist on the RSRC table.
SUB REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to classification.
APPR UNIT	3	Alphanumeric – required. The appropriation unit to which the deposit will be recorded. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.
FUNC	4	Alphanumeric – optional. The function to which the deposit will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.

Field	Size	Description
OBJ	4	Alphanumeric – required if the collection is to be deposited as refund of expenditure. The expenditure object which is applicable to the deposit. The code entered must exist on the OBJT table.
SUB-OBJ	2	Alphanumeric – optional. The sub-object that is applicable to deposit.
JOB NUMBER	8	Alphanumeric – optional. The capital outlay project number that is applicable to the deposit. The code entered must exist on the AGPR table.
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the deposit. This field may be entered by the user or inferred if a reporting category is hard coded to the organization entered on the line. This code entered must exist on the RPTG table.
BS ACCT	4	Alphanumeric – required if the collection is to be deposited as an adjustment to a real account. The balance sheet account that is applicable to the deposit. The code entered must exist on the BACC table.
VEND/ PROVIDER	11	Numeric – required for refunds of expenditure. The vendor number of the entity returning cash previously expended. The code entered must exist on the VEN2 table. If the line is being classified to revenue, this field will be left blank.
AMOUNT	14	Numeric – required. The amount of the line being entered.
I/D	1	Alphabetic – required. An **I** must be coded if the line is an increase (credit) and a **D** must be coded if the line is a decrease (debit). If the user does not code this line, the default coding to this field will be **I**.
P/F	1	Leave blank. This field is not used in the State of Louisiana.
DESCRIP- TION	16	Alphanumeric – optional. A description of the line being entered.

4.1.1.5 Open Deposit Items Table (ODIT) 400-404

Field	Size	Description
DEPOSIT AGY	3	Numeric – required. The agency to which the deposit was recorded. This is a Key Field on ODIT. The code entered must exist on the AGCY table.
DEPOSIT NUMBER	6	Alpha-numeric – required. The agency deposit ticket number associated with the deposit. This is a Key Field on ODIT.
VF	1	Alphabetic – protected. The indicator that verifies that the deposit has been accepted and processed. The field will be populated with a **Y** if processed and an **N** if not.
BK CD	2	Alpha-numeric – protected. The bank account code represents a two-digit code that corresponds with the bank in which the deposit was made. This field is inferred from the associated DS document.
FF	1	Alphabetic – protected. A **Y** indicates that the receipt of funds were a result of a Federal drawdown. An **N** indicates the deposit was other than Federal funds. This field is inferred from the associated DS document.
NUM ITEMS	5	Numeric – protected. The number of cash and check items included in the deposit. This field is inferred from the associated DS document.
DEPOSIT DATE	6	Numeric – protected. The date the deposit was made into the central depository or regional depository account. This field is inferred from the associated DS document.
DEPOSITED AMT	14	Numeric – protected. The total amount of the deposit. This field is inferred from the associated DS document.
CLASSIFIED AMT	14	Numeric – protected. The amount of the deposit classified on cash receipt documents.

Field	Size	Description
REMAINING AMT	14	Numeric – protected. The amount of the deposit remaining to be classified.
LAST ACT DATE	6	Numeric – protected. The last date that any activity was recorded relating to the deposit.
POSTING DATE	6	Numeric – protected. The date that the associated DS document was accepted into AFS.
DS DOCUMENT NUMBER	14	Alpha-numeric – protected. The document ID of the DS which recorded the deposit into AFS.
BFY	2	Numeric – protected. The budget fiscal year from the header of the DS document.

4.1.1.6 AFS Warrant Voucher Input Form (WV) 405-406

Field	Size	Description
WV DATE	6	Numeric – protected. The date of record for the WV being entered. The date the transaction is recorded in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year in which the WV will be recorded against. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
ACTION	1	Alphabetic – optional. This field will default to **E** (original entry) if left blank. Use **M** (modification) to modify an existing WV in the same accounting period.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the WV.
DEBIT DOC TOTAL	14	Numeric – required. The sum of all debit line amounts.

Field	**Size**	**Description**
CREDIT DOC TOTAL	14	Numeric – required. The sum of all credit line amounts.
CALC DEBIT TOTAL	14	Numeric – protected. The system-computed total of the WV debit lines.
TO FUND	3	Alpha-numeric – required. The fund that the warrant will be recorded against. This field must be entered by the. The code entered must exist on the FUND table.
AGCY	3	Numeric – required. The agency to which the warrant will be recorded. The code entered must exist on the AGCY table.
ORGN	4	Alphanumeric – required. The warrants drawn organization to which the warrant is being recorded. The code entered must exist on the ORGN table for the corresponding agency.
DEBIT AMOUNT	14	Numeric – required when cash is being drawn from the Means of Financing (MOF). The amount being warranted out of an agency's MOF to Operating Cash.
CREDIT AMOUNT	14	Numeric – required when cash is being reversed back to the MOF. The amount being returned to an agency's MOF from Operating Cash.

4.1.1.7 AFS Vendor Payment Voucher (P1) 407

Field	**Size**	**Description**
PV DATE	6	Numeric – inferred. The date of record for the P1 being entered.
ACCT PD	4	Numeric – optional. The fiscal month and accounting year that the P1 is being processed. If left blank, AFS will default to the current accounting period.
BFY	2	Numeric – optional. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS. If left blank, AFS will default to the current budget fiscal year.

Field	**Size**	**Description**
ACT	1	Alpha – optional. If left blank, defaults to "E". Valid entries are: **"E"** (Original Entry) if this document is new. **"M"** (Modification) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines, or cancel a line.
SINGLE CHECK	1	Alpha – optional. This field indicates whether or not a single or consolidated check or EFT will be produced. A "Y" indicates that the agency requested a check or EFT which is not combined with another payment. An "N" indicates a consolidated check or EFT. If a "Y" is not entered, the system will default to "N" for no.
TC	1	Leave blank. This field is not used by the State of Louisiana.
FA	1	Leave blank. This field is not used by the State of Louisiana.
EFT IND/ TYPE	1	Alphanumeric – inferred. This field indicates whether or not the payment will be made using EFT ("Y" for Yes and "N" for No) and whether or not the EFT will be a single check (AA) or a consolidated check (99). This field is inferred from the AFS VEN2 table.
CHECK CAT	2	Alphanumeric – inferred. This field indicates whether or not a single check (AA) or a consolidated check (99) will be produced.
OFF LIAB ACCT	4	Leave blank. This field is not used by the State of Louisiana.
SCHED PAY DATE	6	Numeric – optional. The date on which you would like this payment to be issued. If left blank, the system will default this date to 30 days from the document date.

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Field	Size	Description
VENDOR	11	Numeric – required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid on the VEN2 table.
ACT DEL DT	6	Numeric – required. Enter the date that the goods or services were received, or "PREPAY" for those items allowed to be paid in advance.
DOC TOTAL	14	Numeric – required. Enter the net amount of all lines on the document.
NAME	30	Alpha – inferred. This field will be populated based on the vendor code.
USE TAX	14	Leave blank. This field is not used by the State of Louisiana.
ADDRESS	30	Alphanumeric – inferred. This field will be populated based on the vendor code.
CALC DOC TOTAL	14	Numeric – inferred. The system will compute the total of all lines.
FREIGHT IND		Leave blank. This field is not used by the State of Louisiana.
FREIGHT TOT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
TOT AMT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
CAL AMT		This field is the system computed total of all lines. Do not code this field.

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Field	**Size**	**Description**
TOT QTY		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
CAL QTY		Leave blank. This field is not used by the State of Louisiana.
LN NO	2	Numeric – required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid.
REFERENCE CD	2	Alpha – optional. This line is only used to reference lines previously recorded on a PO. Enter the applicable document code of PO.
REFER-ENCE NUMBER	14	Alphanumeric – optional. This line is required only to reference lines previously recorded on a PO. Enter the document number of the Document ID being referenced.
REFER-ENCE LN	2	Numeric – optional. This line is required only to reference lines previously recorded on a PO. Enter the line number of the Document ID being referenced.
COM LN	3	Leave blank. This field is not used by the State of Louisiana.
VENDOR INVOICE	12	Alphanumeric – optional. Enter the vendor invoice number associated with this payment voucher line.
INV LN	3	Leave blank. This field is not used by the State of Louisiana.
FUND	3	Numeric - required. Represents the fund from which the warrant draw is being recorded. This field is inferred from the agency/organization combination. The code entered must exist on the FUND table.

Field	**Size**	**Description**
AGCY	3	Numeric - required. Represents the fund from which the warrant draw is being recorded. Enter the applicable agency code for this line. The code entered must exist on the AGCY table.
ORG	4	Numeric - required. Represents the warrants drawn organization for the MOF appropriation the warrant is being drawn. The code entered must exist on the ORGN table for the corresponding agency.
SUB	2	Leave blank. This field is not used in the State of Louisiana.
APPR UNIT	3	Alphanumeric – required. The appropriation unit from which the warrant will be drawn. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.
ACTV	4	Alphanumeric – optional. The activity to which the deposit will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
FUNC	4	Alphanumeric – optional. The function to which the deposit will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
OBJ	4	Numeric – required. Enter the applicable object code. For drawing Non-ISIS warrants, the object code will always be T370.
SUB	2	Alphanumeric – optional. Enter the sub-object if applicable, otherwise, leave blank.
RSRC	4	Numeric – required. For refund of revenue transactions, enter the proper revenue source code. The code entered must exist on the RSRC table.
SUB	2	Alphanumeric – optional. Enter the sub-rev, if applicable, otherwise, leave blank.

Field	Size	Description
JOB/PROJ	8	Numeric – required. This field is used for capital outlay appropriations that use project numbers. The code entered must exist on the AGPR table.
RCAT	4	Alphanumeric – optional. Enter the reporting category code applicable to this line. The code entered must exist on the RPTG table.
BACC	4	Numeric – required. This field is used only for balance sheet account transactions. The code entered, if applicable, must exist on the BACC table.
DT	1	Alphanumeric – optional. Enter the appropriate discount policy type in this field. This field does not apply to balance sheet transactions and governmental refunds. The code entered must exist on the DISC table.
DESCRIP-TION	17	Alphanumeric – optional. This field is used to enter any comments or an account number. This information is printed on the check stub to assist the vendor in correctly applying the warrant.
QUANTITY		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
TAX CD		Leave blank. This field is not used by the State of Louisiana.
FREIGHT AMOUNT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
AMOUNT	14	Numeric – required. Enter the dollar amount of this line. If this is a modification for a previous document, enter the amount of change over or under the previous amount.

Field	Size	Description
I/D	1	Alpha – required. Valid entries are "D" (Decrease) and "I" (Increase). This field will default to "I" if left blank.
TAX AMOUNT		Leave blank. This field is not used by the State of Louisiana.
TOTAL AMOUNT	14	Numeric – inferred. This field is computed by system and includes any adjustments for this line.
P/F	1	Alpha – optional. This field indicates whether the line is closing out a PO or authorizing a partial payment. A partial payment is a "P" and a final payment is an "F".

4.1.1.8 Manual Warrant (MW) 408

Field	Size	Description
MW DATE	6	Numeric – required. The date of record for the MW being entered. The date under which the transaction will be listed on OLGL.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year in which the MW will be recorded. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS.
ACTION	1	Alphabetic – optional. This field will default to **E** (original entry) if left blank. Use **M** (modification) to modify an existing J1 in the same accounting period.
RECEIVING FUND	4	Leave blank. This field is not used in the State of Louisiana.
BANK ACCT CODE	2	Alphanumeric – required. The bank code to which the entry is being recorded. The code entered must exist on the BANK table.

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Field	**Size**	**Description**
CASH ACCT	4	Alphanumeric – required for decrease lines to revenue and escrow. The cash account associated with the organization coded on the MW decrease line. The code entered must exist on the BACC table.
VENDOR CODE	11	Alphanumeric – required. The vendor number of the agency entering the MW. The 11-digit vendor code must exist on the VEND table.
VENDOR NAME	30	Alphanumeric – inferred. The name of the vendor associated with the vendor code entered on the line.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the MW.
DOCUMENT TOTAL	14	Numeric – required. The sum of all debit and credit lines on the MW. Debit lines are positive and credit lines are negative.
CALCULATED DOC TOTAL	14	Numeric – protected. The system-computed total of the document lines.
REFERENCED DOCUMENT CODE	2	Alphanumeric – optional. The AFS document type being referenced. The only valid codes are **PO** and **PV**.
REFERENCED DOCUMENT NUMBER	14	Alphanumeric – optional. The agency code and document ID number of the PO or PV being referenced.
REFERENCED DOCUMENT LN	3	Numeric – optional. The line number of the PO or PV being referenced.
REFERENCED DOCUMENT INVOICE	12	Alphanumeric – optional. The invoice number on the PV line being referenced.

Field	**Size**	**Description**
REFERENCED DOCUMENT INVOICE LN	3	Numeric – optional. The line number of the invoice being referenced.
FUND	4	Alphanumeric – required. The fund to which the entry will be recorded. This field may be entered by the user or will be inferred if an agency and organization combination is coded on the line. The code entered must exist on the FUND table.
AGCY	3	Numeric – required. The agency to which the entry will be recorded. The code entered must exist on the AGCY table.
ORG	4	Alphanumeric – required for nominal account entries. The organization to which the entry is being recorded. The code entered must exist on the ORGN table.
SUB ORG	2	Leave blank. This field is not used in the State of Louisiana.
APPR UNIT	9	Alphanumeric – required. The appropriation unit to which the entry will be recorded. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.
ACTV	4	Alphanumeric – optional. The activity to which the entry will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
FUNCTION	4	Alphanumeric – optional. The function to which the entry will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
OBJ	4	Alphanumeric – required for expenditure coding (account type 22). The object code that is applicable to the entry. The code entered must exist on the OBJT table.
SUB OBJ	2	Alphanumeric – optional. The sub-object that is applicable to entry.
REV SRC	4	Alphanumeric – required for revenue coding. The revenue source code that is applicable to the entry. The code entered must exist on the RSRC (account type 31) table.

Field	Size	Description
SUB REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to entry.
JOB NUMBER	8	Alphanumeric – optional. The capital outlay project number that is applicable to the entry. The code entered must exist on the AGPR table.
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the entry. This field may be entered by the user or inferred if a reporting category is hard coded to the organization entered on the line. This code entered must exist on the RPTG table.
BS ACCT	4	Alphanumeric – required for coding of real accounts. The balance sheet account that is applicable to the entry. The code entered must exist on the BACC table.
ACTUAL DEL DATE	6	Numeric – required. The date the goods or services were received.
DESCRIP-TION	16	Alphanumeric – optional. A description of the line being entered.
QUANTITY	12	Numeric – optional. The number of items paid for.
QUANTITY I D	1	Alphabetic – required, if the Quantity field is used. An **I** must be coded if the line is an increase (debit) and a **D** must be coded if the line is a decrease (credit). If the user does not code this line, the default coding to this field will be **I**.
AMOUNT	14	Numeric – required. Enter the dollar amount of the line here.
AMOUNT I D	1	Alphabetic – required. An **I** must be coded if the line is an increase (debit) and a **D** must be coded if the line is a decrease (credit). If the user does not code this line, the default coding to this field will be **I**.

Field	Size	Description
P F	1	Alphabetic – required, if a PO is referenced. A **P** must be coded if this line represents a partial payment of a referenced PO. An **F** must be coded if this line represents a final payment of a referenced PO.

4.2   Cash Receipts Overview

Cash receipt documents are used for the classification of funds. When cash is received and deposited, the State Treasurer's Office (STO) will record the deposit into AFS on a Deposit Suspense (DS) document. The agency will then complete a cash receipt document to classify the deposited cash. The system will determine the offsetting debit or credit entries based on the coding entered on the document. Once the document has been approved and accepted into AFS, general ledger entries will be created. These ledger entries will have a transaction code of CR or JV, dependent upon whether the line coded passes through the Bond Security and Redemption Fund (BS&R). If the line coding **does not** pass through BS&R, the transaction type will be CR; if it **does** pass through BS&R, it will be JV.

The Deposit Suspense document is input and approved only at the STO level. Cash receipt documents have only one level of approval. They are only approved at the agency level when the document is at PEND1 status.

The following cash receipt documents are available in AFS:

AFS Deposit Suspense Input Form (DS) – Use of the DS is restricted to the STO. Approval for the DS is applied by the STO only. The DS will be used to record deposits of cash into the STO's central and regional depositories. The deposit records will be stored on the ODIT table once the DS is approved and accepted in AFS.

AFS Cash Receipt Input Form (CR) – The CR document will be used by agencies which will have the only approval on the document. The header and lines portion of this document are **not** on the same page. The CR can be used for the classification of all monies collected by the agency and deposited into the STO's central and regional depositories.

AFS Quick Cash Receipt Input Form (CRQ) – The CRQ document will be used by agencies which will have the only approval on the document. The header and lines portion of this document are on the same page. The CRQ can be used for the classification of all monies collected by the agency and deposited into the STO's central and regional depositories.

AFS Cash Receipt Input Form (C1) – The C1 document will be used by agencies which will have the only approval on the document. The agency inputting the document will have the only approval on the document. The header and lines portion of this document are **not** on the same page. The CR1 can be used for the classification of all monies collected by the agency and deposited into the STO's central or regional depository.

CONTROL AGENCIES POLICIES AND PROCEDURES MANUAL   CASH RECEIPTS
_____

CHAPTER 4

4.2.1   Cash Receipts Policies

The following policies will apply to all cash receipts to be classified in AFS:

1. Article VII, Section 9 (A) of the Louisiana Constitution requires that all monies received by the State or by any state board, agency or commission shall be deposited in the State Treasury immediately upon receipt. "Immediately" is generally defined as within 24 hours of receipt, but the Cash Management Review Board may define "immediately" on a case by case basis considering materiality, cost benefit, and safety of funds received for deposit.

2. Each agency is responsible for establishing procedures to ensure that all cash received are properly safeguarded, deposited in a timely fashion and recorded in AFS.

3. Agencies depositing funds to the STO's central depository should prepare and deliver the deposit to STO by 1:30 pm on the day of deposit to enable the State to get same day credit on all deposited items.

4. Once a deposit is made into either the State's central depository account or designated regional depository account, the State Treasurer's Office will record the receipt into AFS on a Deposit Suspense (DS) document.

5. In classifying the deposit, at least one level of agency approval is required on the AFS Cash Receipts (CR, CRQ, C1) documents. Up to three level of approvals can be required at the agency's discretion.

6. The document number assigned to the AFS Cash Receipts document will consist of the three-character agency number followed by the six-digit deposit number from the deposit ticket.

7. Cash received after the August 14th close for returns of appropriation (refund of expenditures) issued in the prior fiscal year are to be classified as Income Not Available (INA) in the current fiscal year. Exceptions to this are refunds of expenditures funded by Federal revenues or other revenues that can be carried forward.

8. Returns of appropriation are the receipt of funds by a State entity for a disbursement which was originally incurred as an agency operating expenditure and received within the same fiscal period in which the original expenditure was incurred. Items that do not qualify as returns of appropriation are as follows:

   A. Any reimbursement recovery received in a different fiscal period.
   B. Sales to employees (including meals) and other state agencies.
   C. Excess reimbursement recovery.

9. All supporting documentation for cash receipt transactions will be maintained by the agency. These documents must be maintained for a minimum of three years either at the agency location or in the State Records Center at State Archives.

4.3   Warranting of Funds Overview

Warrants are used to transfer cash from an agency's Means of Financing (MOF) to its operating cash account and vice versa. There are three different ways a warrant can be drawn from an agency MOF. For ISIS agencies, the warrants are drawn using a Warrant Voucher (WV). Non-ISIS agencies will either use a Manual Warrant (MW) or Payment Voucher (PV, PVQ, P1) to draw the funds.

When warrants are drawn, an expenditure is recorded in the agency's MOF, therefore reducing cash and budget authority in the MOF. For ISIS agencies, the reduction of MOF cash will be offset by and increase in operating (6000) cash. For Non-ISIS agencies, there will be no operating cash offset because a check is issued to the agency for deposit into their bank account. Any funds reverse-warranted back to the agency's MOF will reduce the original entries by the amount being transferred back into the MOF.

The following are descriptions for the use of the documents used to draw warrants:

AFS Warrant Voucher (WV) – The WV will be used by ISIS agencies, and at infrequent times, by OSRAP and the STO. Approvals for the WV will be applied only at the agency level. The WV will be used to transfer funds from the agency's MOF to the operating cash (6000) account and vice versa. When warrants are drawn, the WV automatically creates the cash offsets for the entry.

AFS Manual Warrant (MW) – The MW will be submitted only when an agency is in need of payment that cannot be processed through automated disbursement in AFS either because of a time critical issue or absence of a vendor number for a one-time payment. It will be entered into AFS and approved by the STO. The Non-ISIS agencies who use this method for drawing a warrant will submit a Manual Check Request form to the STO. The STO will issue the agency a manual check for the amount of the request, provided there is adequate budget authority and cash in the agency's MOF, and input the MW into AFS.

AFS Payment Voucher (PV, PVQ, P1) - The PV will be used by some Non-ISIS agencies for warrant draws. It will be entered into AFS and approved by OSRAP, and in some instances, by the requesting Non-ISIS agency. The Non-ISIS agencies which rely on OSRAP for drawing a warrant will submit a Non-ISIS Warrant form to OSRAP.   OSRAP will input a PV document into AFS, provided there is adequate budget authority and cash in the agency's MOF, and an AFS system-generated check or EFT payment will be issued to the agency. Non-ISIS agencies that draw their own warrants will input and approve their own PV documents.

4.3.1   Warranting of Funds Policies

The following policies will apply to the warranting of funds in AFS:

1. The WV will be used by all ISIS agencies to transfer funds from the agency's MOF to their operating (6000) cash account. The WV will also be used to reverse-warrant funds back to the appropriate MOFs when necessary.

2. Non-ISIS agencies will submit a check request to either OSRAP or the STO. If the request is submitted to OSRAP for input an approval, the agency must complete and forward a Non-ISIS Warrant form to OSRAP. If it is to be submitted to the STO, a Manual Check Request form must be completed and forwarded to the STO by the agency.

3. All supporting documentation for the warranting of funds will be maintained by the agency. These documents must be maintained for a minimum of three years either at the agency location or in the State Records Center at State Archives.

4. Each agency is responsible for establishing procedures for the timing of the warrant draw and the amount of funds to be warranted.

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 400
Procedure Name: DS for Recording the Deposit of Funds	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

This procedure is used to record a deposit of cash into AFS. When deposits are made in the State Treasurer's Office central depository or designated regional depository account, the transaction must be recorded in AFS. To do this, the STO must input and approve a DS document. The DS will place the cash in suspense until the agency classifies the deposit. **Field definitions for the DS can be found in Section 4.1.1.1 of this chapter. An example of a DS to record the receipt of cash can be found as Exhibit 4.1 of this chapter.**

Responsibility		Action
Agency Personnel	1.	Completes a three-part deposit ticket and takes the original and one copy of the deposit ticket, along with the money, to the STO or regional depository bank for deposit.
		NOTE: If the money is deposited in a regional depository account, the bank must stamp the copy of the deposit ticket and the agency must forward the copy to the STO within 24 hours.
STO Personnel	2.	Inputs and processes a DS document into AFS to record the receipt and deposit of the money (See Exhibit 4.1).
Agency Personnel	3.	Reviews the AFS ODIT table to assure correct entry of the deposit (See Exhibit 4.2).

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 401
Procedure Name: Classification of Revenue Cash Receipts for ISIS Agencies	**Date Issued:** 08/03
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used to classify monies deposited and recorded into AFS as revenue. When the STO completes the DS to record the deposit in AFS, the deposit record is recorded on the ODIT table. Once the deposit is on ODIT, it is ready for classification by the depositing agency. To classify the money, the agency will use one of the Cash Receipts (CR, CRQ, C1) documents. For the classification of revenue, the agency must use the proper fund, agency, revenue organization and revenue source code to ensure that the money is classified to the proper MOF. **Field definitions for the Cash Receipt (CR, CRQ, C1) can be found in Section 4.1.1.2 through 4.1.1.4. Examples of Cash Receipt documents used to classify revenue can be found as Exhibits 4.3 through 4.5.**

Responsibility		**Action**
Agency Personnel	1.	Reviews the AFS ODIT table to determine that the deposit has been recorded in AFS (See Exhibit 4.2).
	2.	Inputs and edits a Cash Receipt (CR, CRQ, C1) document using the required fields and proper coding for revenue classification (See Exhibits 4.3, 4.4 and 4.5).
Agency Approver	3.	Reviews, approves and runs the Cash Receipt document.
Agency Personnel	4.	Reviews the AFS ODIT table to assure the correct amount of the deposit was classified (See Exhibit 4.12).
	5.	Reviews the AFS ODIT table and the OLGL screen to assure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 402
Procedure Name: Classification of Refund of Expenditure Cash Receipts for ISIS Agencies	**Date Issued:** 08/03
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used to classify deposits recorded into AFS as refund of expenditure. When the STO completes the DS to record the deposit in AFS, the deposit record is recorded on the ODIT table. Once the deposit is on ODIT, it is ready for classification by the depositing agency. To classify the monies, the agency will use one of the Cash Receipts (CR, CRQ, C1) documents. For the classification of refund of expenditure, the agency must use the proper fund, agency, expenditure organization and expenditure object code to ensure proper classification to the MOF. The Vendor/Provider field also must be coded with the proper vendor number of the vendor refunding the money. **Field definitions for the Cash Receipt (CR, CRQ, C1) can be found in Section 4.1.1.2 through 4.1.1.4. Examples of Cash Receipt documents used to classify refunds of expenditure can be found as Exhibits 4.6 through 4.8.**

Responsibility		Action
Agency Personnel	1.	Reviews the AFS ODIT table to determine that the deposit has been recorded in AFS (See Exhibit 4.2).
	2.	Inputs and edits a Cash Receipt (CR, CRQ, C1) document using the required fields and proper coding for refund of expenditure classification (See Exhibits 4.6, 4.7 and 4.8). **NOTE: The Vendor/Provider field must be coded to ensure that refund of expenditure is credited to the proper vendor.**
Agency Approver	3.	Reviews, approves and runs the Cash Receipt document.
Agency Personnel	4.	Reviews the AFS ODIT table to assure the correct amount of the deposit was classified (See Exhibit 4.12).
	5.	Reviews the AFS ODIT table and OLGL screen to assure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 403
Procedure Name: Classification of Income Not Available Cash Receipts for ISIS Agencies	**Date Issued:** 08/03
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used to classify deposits recorded into AFS as Income Not Available (INA). When the STO completes the DS to record the deposit in AFS, the deposit record is recorded on the ODIT table. Once the deposit is on ODIT, it is ready for classification by the depositing agency. To classify the monies, the agency will use one of the Cash Receipts (CR, CRQ, C1) documents. If the money collected was revenue due or a refund of expenditure from a prior fiscal year **and are related to funds than <u>cannot</u> be carried forward**, the money must be classified as INA. **Field definitions for the Cash Receipt (CR, CRQ, C1) can be found in Section 4.1.1.2 through 4.1.1.4. Examples of Cash Receipt documents used to classify refunds of expenditure can be found as Exhibits 4.9 through 4.11.**

Responsibility   **Action**

Agency Personnel   1.   Reviews the AFS ODIT table to determine that the deposit has been recorded in AFS (See Exhibit 4.2).

2.   Inputs and edits a Cash Receipt (CR, CRQ, C1) document using the required fields and proper coding for INA classification (See Exhibits 4.9, 4.10 and 4.11).

Agency Approver   3.   Reviews, approves and runs the Cash Receipt document.

Agency Personnel   4.   Reviews the AFS ODIT table to assure the correct amount of the deposit was classified (See Exhibit 4.12).

5.   Reviews the AFS ODIT table and OLGL screen to assure correct entry of the transaction.

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 404
Procedure Name: Classification of Revenue Cash Receipts for Non-ISIS Agencies	**Date Issued:** 08/03
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

This procedure is used to classify deposits by Non-ISIS agencies and recorded into AFS as revenue. When a Non-ISIS agency makes a deposit into the STO central depository or regional depository account, the agency must classify the deposit. If the agency does not have access to the ISIS, Non-ISIS, the Non-ISIS agency must submit a Cash Receipt Input Form (AFS C1) to the STO. This form must reference the depositing agency and the deposit number in order for the STO to process it. The proper fund, agency, revenue organization and revenue source code must be coded to ensure that the money is classified to the proper MOF. Once received by the STO, they will input and process the C1 to classify the money. **Field definitions for the C1 can be found in Section 4.1.1.4. An example of a AFS C1 form submitted to the STO to classify revenue for Non-ISIS agencies can be found as Exhibit 4.13.**

Responsibility		**Action**
Non-ISIS Agency Personnel	1.	If the deposit is made in to a regional depository, submits a completed copy of the AFS C1 form to the STO along with a validation copy of the deposit ticket (See Exhibit 4.13). If the deposit is made into the central depository, a copy of the deposit ticket is not required unless the deposit is made when a C1 is required.
STO Personnel	2.	Inputs and processes a DS document into AFS to record the receipt and deposit of the money (See Exhibit 4.1).
	3.	Reviews the AFS ODIT table to determine that the deposit has been recorded in AFS (See Exhibit 4.2).
	4.	Inputs and edits a Cash Receipt (C1) document using the required fields and proper coding for the Non-ISIS agency's classification (See Exhibit 4.8).
	5.	Reviews the AFS ODIT table to assure the correct amount of the deposit was classified (See Exhibit 4.12).
Non-ISIS Agency Personnel	6.	Reviews the AFS 2G07 report to assure correct entry of the transaction.

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 405
Procedure Name: Warranting of Funds for ISIS Agencies	**Date Issued:** 08/03
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

The procedure is used for the warranting of funds from the MOF to the operating account for ISIS agencies. In order to have the cash available for payment of expenditures incurred throughout the course of the year, cash must be transferred from the agency's MOF to its operating cash account. To do this, a WV must be completed. In the agency MOF, expenditures will be increased and the cash account decreased.   Cash is increased in the agency's operating cash account. **Field definitions for the WV can be found in Section 4.1.1.6 of this chapter. An example of a WV to warrant cash from the MOF to operating cash account can be found on Exhibit 4.14.**

Responsibility   **Action**

Agency Personnel   1.   Determines the need for cash in the agency operating account.

2.   Reviews AFS CASH and EAP2 tables to determine if enough MOF cash exists for a warrant draw.

3.   Inputs and edits a WV to draw cash from the agency's MOF(s) (See Exhibit 4.14).

Agency Approver   4.   Reviews, approves and runs the WV.

Agency Personnel   5.   Reviews the CASH and EAP2 tables to assure the correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 406
Procedure Name: Reverse-Warranting of Funds for ISIS Agencies	**Date Issued:** 08/03
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

The procedure is used for the reverse-warranting of funds back to the agency's MOF from the operating account for ISIS agencies. Common reasons to reverse-warrant include incidences where it has been determined that too much cash had been warranted to the agency operating account, that the incorrect MOF was used to transfer the funds or that money was left in the operating account which must be returned to the MOF during the August 14th close. When this occurs, cash must be transferred back to the MOF from which it was originally drawn. To do this, a WV must be completed. In the agency MOF, expenditures will be reduced and the cash account increased. Cash is decreased in the agency's operating cash account. **Field definitions for the WV can be found in Section 4.1.1.6 of this chapter. An example of a WV to reverse-warrant cash from the MOF to operating cash account can be found on Exhibit 4.15.**

Responsibility		Action
Agency Personnel	1.	Determines the need to transfer cash back to the MOF.
	2.	Reviews the AFS CASH table determine if enough operating cash exists for a reverse-warrant.
	3.	Inputs and edits a WV to transfer cash back to the agency's MOF(s) (See Exhibit 4.15).
Agency Approver	4.	Reviews, approves and runs the WV.
Agency Personnel	5.	Reviews the AFS CASH and EAP2 tables to assure the correct entry of the transaction.

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 407
Procedure Name: Warranting of Funds for Non-ISIS Agencies - OSRAP	**Date Issued:** 08/03
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

The procedure is used for the warranting of funds for Non-ISIS agencies. In order for Non-ISIS agencies to draw cash, a check or EFT payment must be made to the agency. One way a Non-ISIS agency obtains funds is to request OSRAP to draw the funds. When OSRAP receives the request, they complete a P1 to issue a check or EFT payment to the agency for the amount of the request. **Field definitions for the P1 can be found in Section 4.1.1.7 of this chapter. Examples of a Non-ISIS Warrant form and a P1 to warrant cash from the MOF of a Non-ISIS agency can be found on Exhibit 4.16 and 4.17.**

Responsibility		Action
Non-ISIS Agency Personnel	1.	Determines the need for cash in the agency bank account.
	2.	Submits a Non-ISIS Warrant Request form to OSRAP for the amount needed to cover expenditures (See Exhibit 4.16).
OSRAP Personnel	3.	Reviews the AFS CASH and EAP2 tables to assure that enough cash exists in the MOF to draw the warrant.
	4.	Inputs and edits a P1 in AFS to draw the warrant (See Exhibit 4.17).
OSRAP Approver	5.	Reviews, approves and runs the P1.
OSRAP Personnel	6.	Reviews the AFS CASH and EAP2 tables and OLGL screen to assure correct entry of the transaction and to assure that the payment was issued.
Non-ISIS Agency Personnel	7.	Receives and deposits check into the agency's bank account.
		NOTE: If the payment is issued by an EFT transaction, the Non-ISIS agency personnel will check with the bank to determine that the payment was received.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	**Section:** Agency Procedures **Number:** 408
Procedure Name: Warranting of Funds for Non-ISIS Agencies - STO	**Date Issued:** 08/03
	Revision: **Date:**

PURPOSE AND DESCRIPTION:

The procedure is used for the warranting of funds for Non-ISIS agencies. In order for Non-ISIS agencies to draw cash from STO, a check or EFT payment must be made to the agency. One way a Non-ISIS agency obtains funds is to submit an MW to the STO. STO will issue a manual check to the agency for the amount of the request. **Field definitions for the MW can be found in Section 4.1.1.8 of this chapter. Examples of a Non-ISIS Warrant form and a MW to warrant cash from the MOF of a Non-ISIS agency can be found on Exhibit 4.16 and 4.18.**

Responsibility		**Action**
Non-ISIS Agency Personnel	1.	Determines the need for cash in the agency bank account.
	2.	Submits a Non-ISIS Warrant Request form to the STO for the amount needed to cover expenditures (See Exhibit 4.16).
STO Personnel	3.	Reviews the AFS CASH and EAP2 tables to assure that enough cash exists in the MOF to draw the warrant.
	4.	Approves the request and issues a manual check to the Non-ISIS agency.
	5.	Inputs and edits a MW in AFS to record the issuance of the manual check (See Exhibit 4.18).
STO Approver	6.	Reviews, approves and runs the MW.
STO Personnel	7.	Reviews the AFS CASH and EAP2 tables and OLGL screen to assure correct entry of the transaction and to assure that the payment was issued.
Non-ISIS Agency Personnel	8.	Receives and deposits check into the agency's bank account.

EXHIBITS

Exhibit 4.1

```
FUNCTION:                  DOCID: DS  900  DS000000009    04/10/03 03:39:21 PM
   STATUS: ACCPT           BATID:              ORG:        001-006 OF 006
H-                         DEPOSIT SUSPENSE INPUT FORM

     DS DATE: 04 10 03  ACCTG PRD: 10 03  BUDGET FY: 03  ACTION:
       DOC TOTAL:        2,100.00      CALC DOC TOTAL:      2,100.00

       DEPOSIT  BK   DEPOSIT     DEPOSIT   I  NUM FED
       AGY  NUM CD    DATE       AMOUNT    D ITEMS DRW    COMMENTS
       --- ------ --  --------  ------------- - ----- --- ----------------
01- 900 005000 03  04 01 03        100.00 I    1   N
02- 900 005001 03  04 01 03        200.00 I    1   N
03- 900 005002 03  04 01 03        300.00 I    1   N
04- 900 005003 03  04 01 03        400.00 I    1   N
05- 900 005004 03  04 01 03        500.00 I    1   N
06- 900 005005 03  04 01 03        600.00 I    1   N
```

Exhibit 4.2

```
 ACTION: R SCREEN: ODIT USERID: Z107B09          04/10/03  03:43:49 PM

                  O P E N   D E P O S I T   I T E M S

  DEPOSIT  V BK F  DEPOSIT  NUM
AGY NUMBER F CD F   DATE   ITEMS DEPOSITED AMT  CLASSIFIED AMT REMAINING AMT
========== - -- - -------- ----- -------------- -------------- --------------
          LAST ACT  POSTING      DS
            DATE     DATE   DOCUMENT NUMBER  BFY
          --------  ------- ---------------  ---
900 005000 Y 03 N  030401  00001       100.00          0.00        100.00
           030410   030410  900 DS000000009  03
900 005001 Y 03 N  030401  00001       200.00          0.00        200.00
           030410   030410  900 DS000000009  03
900 005002 Y 03 N  030401  00001       300.00          0.00        300.00
           030410   030410  900 DS000000009  03
900 005003 Y 03 N  030401  00001       400.00          0.00        400.00
           030410   030410  900 DS000000009  03
900 005004 Y 03 N  030401  00001       500.00          0.00        500.00
           030410   030410  900 DS000000009  03
```

```
ACTION: R SCREEN: ODIT USERID: Z107B09          04/10/03  03:44:37 PM

                  O P E N   D E P O S I T   I T E M S

  DEPOSIT  V BK F  DEPOSIT  NUM
AGY NUMBER F CD F   DATE   ITEMS DEPOSITED AMT  CLASSIFIED AMT REMAINING AMT
========== - -- - -------- ----- -------------- -------------- --------------
          LAST ACT  POSTING      DS
            DATE     DATE   DOCUMENT NUMBER  BFY
          --------  ------- ---------------  ---
900 005005 Y 03 N  030401  00001       600.00          0.00        600.00
           030410   030410  900 DS000000009  03
```

Exhibit 4.3

```
FUNCTION:               DOCID: CR   900  900005001      04/10/03 03:40:48 PM
  STATUS: ACCPT        BATID:                 ORG:
H-                          CASH RECEIPT INPUT FORM

        TRANS DATE: 04 10 03      ACCTG PRD: 10 03      BUDGET FY: 03
                       CMIA SCHEDULE DATE:
          ACTION: E      BANK ACCOUNT CODE: 03

          COMMENTS: REV CR

                                            DOCUMENT TOTAL:       200.00
                                 CALCULATED DOCUMENT TOTAL:       200.00
```

```
FUNCTION:               DOCID: CR   900  900005001      04/10/03 03:41:08 PM
  STATUS: ACCPT        BATID:                 ORG:          001-001 OF 001
01-
       LINE NUMBER: 01    REFERENCE DOC ID:                REF LINE NO:
     VEND/PROV/CUST:                     NAME:
     BILLING CODE:
             FUND: 900           AGENCY: 900    ORG/SUB-ORG: 2002
         ACTIVITY:         REV/SUB-REV: 1835      APPR UNIT: 002
         FUNCTION:           OBJ/SUB-OBJ:         JOB NUMBER:
         REPT CAT:           BS ACCOUNT:
      DESCRIPTION: REV CR
           AMOUNT:        200.00    I/D: I        P/F:
```

Exhibit 4.4

```
FUNCTION:               DOCID: CRQ  900  900005003      04/10/03 03:42:04 PM
  STATUS: ACCPT        BATID:                 ORG:          001-001 OF 001
H-                       QUICK CASH RECEIPT INPUT FORM
     TRANS DATE: 04 10 03   ACCT PRD: 10 03  BFY: 03   ACTION: E
     BANK CODE: 03                          COMMENTS: REV CRQ
                                      DOCUMENT TOTAL:       400.00
                           CALCULATED DOCUMENT TOTAL:       400.00

     -----REFERENCE-----                    REV SUB
     CD     NUMBER    LN FUND AGCY ORG/SUB ACTV SRC/REV APPR UNIT FUNC
     -- --------------- -- ---- ---- ------- ---- ------- --------- ----
     OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
     ----------- ---------- -------- ------- -------------
     AMOUNT          I/D P/F DESCRIPTION
     -------------- --- --- ---------------
01-                    900  900  2002         1835    002

         400.00  I     REV CRQ
02-
```

Exhibit 4.5

```
FUNCTION:                   DOCID: C1   900  900005005      04/10/03 03:42:58 PM
   STATUS: ACCPT            BATID:                  ORG:
 H-                              CASH RECEIPT INPUT FORM

        TRANS DATE: 04 10 03      ACCTG PRD: 10 03        BUDGET FY: 03

          ACTION: E     BANK ACCOUNT CODE: 03

          COMMENTS: REV C1

                                           DOCUMENT TOTAL:        600.00
                               CALCULATED DOCUMENT TOTAL:        600.00
```

```
FUNCTION:                   DOCID: C1   900  900005005      04/10/03 03:43:11 PM
   STATUS: ACCPT            BATID:                  ORG:        001-001 OF 001

    REF    REF           REF                SUB       REV SUB
    CD     NUMBER       LINE FUND AGCY  ORG/ORG  ACTV  SRC/REV  APPR UNIT FUNC
    -------------------- ---- ---- ------- ---- ------- --------- ----
    OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
    ----------- ---------- -------- ------- -------------
    AMOUNT        I/D  P/F   DESCRIPTION
    -------------- --- --- ----------------
 01-                        900  900  2002          1835     002

         600.00   I       REV C1
 02-


 03-
```

Exhibit 4.6

```
FUNCTION:                   DOCID: CR   900  900005000      04/10/03 03:40:05 PM
   STATUS: ACCPT            BATID:                  ORG:
 H-                              CASH RECEIPT INPUT FORM

        TRANS DATE: 04 10 03      ACCTG PRD: 10 03        BUDGET FY: 03
                     CMIA SCHEDULE DATE:
          ACTION: E     BANK ACCOUNT CODE: 03

          COMMENTS: ROA CR

                                           DOCUMENT TOTAL:        100.00
                               CALCULATED DOCUMENT TOTAL:        100.00
```

```
FUNCTION:                   DOCID: CR   900  900005000      04/10/03 03:40:28 PM
   STATUS: ACCPT            BATID:                  ORG:        001-001 OF 001
 01-
         LINE NUMBER: 01   REFERENCE DOC ID:                 REF LINE NO:
     VEND/PROV/CUST: 43954618300       NAME: IMA GOODE
       BILLING CODE:
              FUND: 900          AGENCY: 900     ORG/SUB-ORG: 1001
           ACTIVITY:          REV/SUB-REV:        APPR UNIT: 100
           FUNCTION:          OBJ/SUB-OBJ: 3650    JOB NUMBER:
          REPT CAT: 3124     BS ACCOUNT:
       DESCRIPTION: OVERPAYMENT
            AMOUNT:          100.00    I/D: I       P/F:
```

Exhibit 4.7

```
FUNCTION:                      DOCID: CRQ  900  900005002        04/10/03 03:41:34 PM
  STATUS: ACCPT            BATID:                  ORG:          001-001 OF 001
H-                         QUICK CASH RECEIPT INPUT FORM
      TRANS DATE: 04 10 03   ACCT PRD: 10 03 BFY: 03   ACTION: E
      BANK CODE: 03                                 COMMENTS: ROA CRQ
                                            DOCUMENT TOTAL:         300.00
                                 CALCULATED DOCUMENT TOTAL:         300.00


     -----REFERENCE-----                         REV SUB
     CD      NUMBER    LN FUND AGCY  ORG/SUB  ACTV  SRC/REV  APPR UNIT FUNC
     -- --------------- -- ---- ----  -------  ----  -------  --------- ----
     OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
     ----------  ---------- --------  -------  -------------
     AMOUNT        I/D P/F DESCRIPTION
     -------------- --- --- ---------------
01-                         900  900  1001                   100
   3650                       3124           43954618300
         300.00  I     ROA CRQ
02-
```

Exhibit 4.8

```
FUNCTION:                      DOCID: C1   900  900005004        04/10/03 03:42:30 PM
  STATUS: ACCPT            BATID:                  ORG:
H-                         CASH RECEIPT INPUT FORM

      TRANS DATE: 04 10 03      ACCTG PRD: 10 03        BUDGET FY: 03

         ACTION: E     BANK ACCOUNT CODE: 03

        COMMENTS: ROA C1


                                            DOCUMENT TOTAL:         500.00
                                 CALCULATED DOCUMENT TOTAL:         500.00
```

```
FUNCTION:                      DOCID: C1   900  900005004        04/10/03 03:42:40 PM
  STATUS: ACCPT            BATID:                  ORG:          001-001 OF 001

     REF   REF       REF               SUB      REV SUB
     CD    NUMBER    LINE FUND AGCY  ORG/ORG  ACTV  SRC/REV  APPR UNIT FUNC
     --------------------- ---- ----  -------  ----  -------  --------- ----
     OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
     ----------  ---------- --------  -------  -------------
     AMOUNT        I/D  P/F   DESCRIPTION
     -------------- --- --- ---------------
01-                         900  900  1001                   100
   3650                       3124           43954618300
         500.00  I     ROA C1
02-


03-
```

Exhibit 4.9

```
FUNCTION:                   DOCID: CR   900  900005000      04/10/03 03:40:05 PM
   STATUS: ACCPT           BATID:                ORG:
H-                          CASH RECEIPT INPUT FORM

        TRANS DATE: 04 10 03     ACCTG PRD: 10 03        BUDGET FY: 03
                         CMIA SCHEDULE DATE:
          ACTION: E     BANK ACCOUNT CODE: 03


          COMMENTS: INA CR


                                      DOCUMENT TOTAL:        100.00
                           CALCULATED DOCUMENT TOTAL:        100.00
```

```
FUNCTION:                   DOCID: CR   900  900005000      04/10/03 03:40:28 PM
   STATUS: ACCPT           BATID:                ORG:         001-001 OF 001
01-
         LINE NUMBER: 01   REFERENCE DOC ID:               REF LINE NO:
     VEND/PROV/CUST:                NAME:
     BILLING CODE:
              FUND: B15         AGENCY: 148      ORG/SUB-ORG: N900
         ACTIVITY:         REV/SUB-REV:          APPR UNIT: XB3
         FUNCTION:         OBJ/SUB-OBJ: 3650    JOB NUMBER:
         REPT CAT:         BS ACCOUNT:
     DESCRIPTION: OVERPAYMENT
           AMOUNT:        100.00    I/D: I       P/F:
```

Exhibit 4.10

```
FUNCTION:                   DOCID: CRQ  900  900005002      04/10/03 03:41:34 PM
   STATUS: ACCPT           BATID:                ORG:         001-001 OF 001
H-                         QUICK CASH RECEIPT INPUT FORM
        TRANS DATE: 04 10 03   ACCT PRD: 10 03 BFY: 03   ACTION: E
        BANK CODE: 03                          COMMENTS: INA CRQ
                                      DOCUMENT TOTAL:        300.00
                           CALCULATED DOCUMENT TOTAL:        300.00


     -----REFERENCE-----                    REV SUB
     CD      NUMBER     LN FUND AGCY  ORG/SUB  ACTV  SRC/REV  APPR UNIT FUNC
     -- --------------- -- ---- ---- ------- ---- ------- --------- ----
     OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
     -----------  ----------  --------  -------  -------------
     AMOUNT       I/D P/F DESCRIPTION
     -------------- --- --- ----------------
01-                    B15  148  N900                XB3
     3650
          300.00  I     INA CRQ
02-
```

Exhibit 4.11

```
FUNCTION:                   DOCID: C1   900  900005004      04/10/03 03:42:30 PM
  STATUS: ACCPT            BATID:                    ORG:
H-                              CASH RECEIPT INPUT FORM

        TRANS DATE: 04 10 03      ACCTG PRD: 10 03       BUDGET FY: 03

          ACTION: E     BANK ACCOUNT CODE: 03

          COMMENTS: INA C1

                                            DOCUMENT TOTAL:        500.00
                                 CALCULATED DOCUMENT TOTAL:        500.00
```

```
FUNCTION:                   DOCID: C1   900  900005004      04/10/03 03:42:40 PM
  STATUS: ACCPT            BATID:                    ORG:      001-001 OF 001

    REF   REF         REF              SUB       REV SUB
    CD    NUMBER      LINE FUND AGCY  ORG/ORG  ACTV  SRC/REV  APPR UNIT FUNC
    ---------------------- ---- ---- ------- ---- ------- --------- ----
    OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
    ----------- ---------- -------- ------- -------------
    AMOUNT           I/D  P/F   DESCRIPTION
    -------------- --- --- ----------------
01-                         B15  148  N900                   XB3
    3650
         500.00   I      INA C1
02-


03-
```

Exhibit 4.12

```
 ACTION: R SCREEN: ODIT USERID: Z107B09         04/10/03  03:43:49 PM

               O P E N  D E P O S I T  I T E M S

  DEPOSIT  V BK F  DEPOSIT  NUM
AGY NUMBER F CD F   DATE   ITEMS DEPOSITED AMT  CLASSIFIED AMT REMAINING AMT
========== - -- - -------- ----- -------------- -------------- --------------
            LAST ACT  POSTING        DS
             DATE      DATE   DOCUMENT NUMBER  BFY
            -------- ------- --------------- ---
900 005000 Y 03 N 030401  00001         100.00         100.00          0.00
           030410   030410  900 DS000000009  03
900 005001 Y 03 N 030401  00001         200.00         200.00          0.00
           030410   030410  900 DS000000009  03
900 005002 Y 03 N 030401  00001         300.00         300.00          0.00
           030410   030410  900 DS000000009  03
900 005003 Y 03 N 030401  00001         400.00         400.00          0.00
           030410   030410  900 DS000000009  03
900 005004 Y 03 N 030401  00001         500.00         500.00          0.00
           030410   030410  900 DS000000009  03
```

Exhibit 4.12 (cont'd)

```
ACTION: R SCREEN: ODIT USERID: Z107B09        04/10/03  03:44:37 PM
```

```
                    O P E N   D E P O S I T   I T E M S

   DEPOSIT   V BK F  DEPOSIT   NUM
AGY NUMBER F CD F    DATE    ITEMS DEPOSITED AMT  CLASSIFIED AMT REMAINING AMT
========== - -- - -------- ----- -------------- -------------- --------------
             LAST ACT  POSTING       DS
               DATE     DATE   DOCUMENT NUMBER  BFY
             -------- ------- --------------- ---
900 005005 Y 03 N  030401  00001         600.00         600.00           0.00
             030410   030410  900 DS000000009  03
```

Exhibit 4.13

STATE OF LOUISIANA	**CASH RECEIPT INPUT FORM**	
AFS C1	**STATE TREASURER**	C1 # **900005005**
AGENCY: **OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY #900**		

| TRANS DATE: 04/17/03 | ACCTG PD: 10/03 | BUDGET FY: 03 | ACTION: E | BANK CODE: 03 |
| COMMENTS: SELF-GENERATED | | | DOCUMENT TOTAL: $600.00 | |

FUND	AGY	ORG	SUB ORG	APPR UNIT	ACT	REV SRC	SUB REV	JOB NO.	BS ACCT	OBJ	SUB OBJ	VEND/ PROVIDER	DESCRIPTION	AMOUNT	I/D	P/F
900	900	2002		002		1835							SELF-GENERATED	$600.00		
													TOTAL CASH RECEIPT	$600.00		

PREPARED BY: ___*Ida Preparer*___ DATE: __04/17/03_____

APPROVED BY: ___*I. M. Approver*___ DATE: __04/17/03_____ TITLE: __Fiscal Director_____

Exhibit 4.14

```
FUNCTION:                  DOCID: WV   900   WV000000015      04/16/03 01:59:12 PM
   STATUS: ACCPT           BATID:               ORG:          001-001 OF 001
H-                             WARRANT VOUCHER INPUT FORM
     WV DATE: 04 16 03  ACCTG PRD: 10 03  BUDGET FY: 03
      ACTION:            COMMENTS: DRAW FOR PMT
          DEBIT DOC TOTAL:        900.00    CREDIT DOC TOTAL:
          CALC DEBIT TOTAL:       900.00    CALC CREDIT TOTAL:


      TO
      FUND  AGCY  ORGN    DEBIT AMOUNT    CREDIT AMOUNT
      ----  ----  ----    --------------  ---------------
01-  900   900   002W          900.00
02-
03-
```

Exhibit 4.15

```
FUNCTION:                  DOCID: WV   900   WV000000016      04/16/03 02:01:01 PM
   STATUS: ACCPT           BATID:               ORG:          001-001 OF 001
H-                             WARRANT VOUCHER INPUT FORM
     WV DATE: 04 16 03  ACCTG PRD: 10 03  BUDGET FY: 03
      ACTION:            COMMENTS: REV TO MOF
          DEBIT DOC TOTAL:                  CREDIT DOC TOTAL:       600.00
          CALC DEBIT TOTAL:                 CALC CREDIT TOTAL:      600.00


      TO
      FUND  AGCY  ORGN    DEBIT AMOUNT    CREDIT AMOUNT
      ----  ----  ----    --------------  ---------------
01-  900   900   002W                          600.00
02-
03-
```

Exhibit 4.16

NON-ISIS WARRANT FORM

AGENCY NAME: Statewide Reporting				#900		DOCUMENT TOTAL: $2,000.00		
ACTUAL DEL DATE: 04/24/03			ACCOUNTING PERIOD: 10/03			BUDGET FY: 03		
ACTION:	SCHED PAY DATE: 04/24/03		CHECK CATEGORY:		SINGLE CK FLAG: Y		VENDOR CODE: 726062589-17	
						FOR ENTRY PERSON ONLY: NAME: DATE:		
						P1 DOCUMENT #:		
INVOICE #:	FUND:	AGCY:	WARRANT ORGN:	OBJ:	MOF:	AMOUNT:	REMARKS:	
042403	900	900	000W	T370	000	$2,000.00	Apr 03 Gen Fund	
				T370				
				T370				
				T370				
					TOTAL WARRANT DRAWN	$2,000.00		

PREPARED BY: *Ida Preparer*   APPROVED BY: *I. M. Approver*
   DATE: **April 24, 2003**   DATE: **April 24, 2003**

Exhibit 4.17

```
FUNCTION:                      DOCID: P1   900  P1000000126    04/25/03 02:31:27 PM
   STATUS: ACCPT           BATID:                  ORG:            001-001 OF 001
                      VENDOR PAYMENT VOUCHER INPUT FORM
 PV DATE: 04 25 03 ACCT PD: 10 03 BFY: 03 ACT: E SINGLE CHECK: Y TC:     FA:
 EFT IND/TYPE: Y / AA CHECK CAT: AA OFF LIAB ACCT:     SCHED PAY DATE: 04 23 03
 VENDOR: 726062589 17    ACT DEL DATE: 04 15 03  DOC TOTAL:      10,900.00
   NAME: OFFICE OF STATEWIDE REPORTING              USE TAX:        0.00
   ADDR: 1201 N THIRD STREET              CALC DOC TOTAL:      10,900.00
       :                                FREIGHT IND:
       : BATON ROUGE        LA 70802     FREIGHT TOT:              I/D:
 TOT AMT:              I/D:    CAL AMT:
 TOT QTY:              I/D:    CAL QTY:
 LN    REFERENCE          COM VENDOR       INV
 NO CD NUMBER        LN LN   INVOICE      LN  FUND AGCY ORG/SUB APPR UNIT ACTV
 -- -- -------------- -- --- ------------ --- ---- ---- ------- --------- ----
 FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT   DESCRIPTION     QUANTITY   I/D
 ---- ------- -------- -------- ---- ---- --  ---------------- ------------ ---
 TAX CD FREIGHT AMOUNT I/D    AMOUNT     I/D  TAX AMOUNT    TOTAL AMOUNT  P/F
 ------ -------------- - -------------- - -------------- -------------- -
 01                       00000000016      900  900  000W    000
     T370                              LSU FIRE TRAIN
                         10,000.00                          10,900.00
```

Exhibit 4.18

```
FUNCTION:                      DOCID: MW   900  00000027553    04/25/03 02:31:59 PM
   STATUS: ACCPT           BATID:                  ORG:
 H-                       MANUAL WARRANT INPUT FORM

    MW DATE: 04 25 03   ACCTG PRD: 10 03   BUDGET FY: 03
    ACTION: E   RECEIVING FUND:      BANK ACCT CODE: 03   CASH ACCT:
    VENDOR CODE: 721062589 17  VENDOR NAME: OFFICE OF STATEWIDE RPTG
    COMMENTS:                           DOCUMENT TOTAL:      10,900.00
                                   CALCULATED DOC TOTAL:      10,900.00
```

```
FUNCTION:                      DOCID: MW   900  00000027553    04/25/03 02:32:15 PM
   STATUS: ACCPT           BATID:                  ORG:            001-001 OF 001
    ----- REFERENCED DOCUMENT(S) -----
    CD NUMBER          LN LN   INVOICE    LN
    -- -------------- -- --- ------------ ---
              SUB             FUNC    SUB REV SUB  JOB
    FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV NUMBER   REPT CAT
    ---- ---- ------- --------- ---- ---- ------ ------- -------- --------
     BS    ACTUAL                           I            I P
    ACCT  DEL DATE    DESCRIPTION       QUANTITY  D     AMOUNT    D F
    ---- ---------- ---------------- ------------ - -------------- - -
 01-
    900  900  000W    000                 T370
         04 25 03                                        10,900.00
 02-


 03-
```