**JOHN BEL EDWARDS**
GOVERNOR

**JAY DARDENNE**
COMMISSIONER OF ADMINISTRATION

June 11, 2019

**OSRAP MEMORANDUM 19-21**

TO: Fiscal Officers
All ISIS Agencies

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

SUBJECT: Voiding ISIS Vendor Checks

This is to inform your agency about the procedures to void outstanding ISIS checks and to remind you about OSRAP's involvement in voiding checks that have become stale dated (outstanding over 180 days) regardless of the amount.

Agencies are responsible for requesting that the State Treasurer's Office (STO) void and/or reissue single checks issued from their appropriations. Agencies are also responsible for requesting that the STO void and/or reissue consolidated checks which were issued for their agency only, related agencies (i.e., agencies with the same agency type on the AGC2 table in AFS), or agency payments made by one central accounting office (e.g., 148 makes payments for agencies 901, 903, 904, etc.). The agency will also prepare the required J1 document(s) (journal voucher input form) regardless of the fiscal year from which the check was originally issued.

If it is necessary to void and/or reissue a consolidated check which does not meet the criteria above, the agency should contact the OSRAP Help Desk at (225)342-1097. OSRAP personnel will prepare the necessary Check Cancellation Input Form(s) (CX Form) and J1 document(s) for consolidated checks, which were issued for unrelated agencies. OSRAP will contact all agencies with payments on the voided consolidated check.

If a vendor did not receive a payment because the address in the ISIS vendor file is incorrect, **prior to** preparing the CX Type 1 to void and reissue the check, please send a fax to the attention of the OSRAP Vendor Section at (225) 342-0960. Include the vendor's name, old address, and new address and a note that the vendor's address has changed so that OSRAP can make the address correction before the check is reissued.

If a payment was sent to the vendor's correct address but the wrong vendor location code was used, the check must be voided and a new payment voucher has to be entered. The STO cannot change the location code to which the check will be reissued on the CX form.

If a check issued from current year funds was coded to an expenditure object and needs to be voided but not reissued, complete a CX Type 3 Form (see Exhibit A – CY VOID DO NOT REISSUE) and a J1 document. If a check issued from current year funds and coded to a revenue source code needs to be voided but not reissued, complete a CX Type 3 Form and include the revenue source code that was used. **Do not prepare a J1. The STO will process a Manual Warrant to void this payment**.

If a check issued from prior year funds needs to be voided and not reissued, complete a CX Type 3 Form and two J1's (see Exhibit B - PY VOID - CASH CANNOT BE CARRIED FORWARD or Exhibit C - PY VOID - CASH CAN BE CARRIED FORWARD).
**On the second J1, use the appropriate agency revenue organization and the appropriate revenue source code as follows:**

| Source Code | Description |
|---|---|
| 1970 | **Other - Prior Yr Revenue Adj. ( Statutory Dedication MOF.)** |
| 1971 | **Federal Prior Yr Revenue Adjustment** |
| 1972 | **SG/Anc Prior Yr Revenue Adjustments** |
| 1973 | **IAT Prior Yr Revenue Adjustments** |

**All CX Forms should be hand delivered or mailed to the STO, Attn: Ms. Janice Ragusa at : Fiscal Control Division, 1051 N. 3rd Street, 1st Floor, State Capitol Building Annex, Baton Rouge, LA 70802 .**

**OSRAP Voids Stale Dated Checks**
OSRAP reviews and contacts agencies to ensure agencies are monitoring high dollar outstanding checks that are greater than 90 days old and greater than $1,000. However, many other checks become stale dated. A check is stale dated if it has been outstanding for more than 180 days.

For stale dated checks, the agency should notify the vendor that the check is no longer negotiable and that steps are being taken to void the check. OSRAP personnel void all ISIS checks (regardless of the amount) within 5 days of the checks becoming stale dated. We process a Check Cancellation Type 3 that voids the checks without reissuing as well as the J1 document(s). After the checks have been voided, a memorandum is sent to the agency Fiscal Officer with the check details and J1 document(s) attached. It is the decision and responsibility of the agency to issue a replacement check to the vendor, if needed.

If an agency discovers a check voided and not reissued in a prior fiscal year should be reissued, the money will come out of the agency appropriation for the fiscal year the check is reissued. As stated earlier, it is to your agency's advantage to ensure that the outstanding checks are kept current.

If you have any questions or comments concerning this memorandum, please contact the OSRAP Help Desk at 225-342-1097.


AA: cwc

## EXHIBIT A

## CY VOID DO NOT REISSUE

```
   FUNCTION:              DOCID: J1  AAA  J1000005300     06/07/19 10:20:52 AM
      STATUS: PEND4       BATID:                   ORG:

H-                   JOURNAL VOUCHER INPUT FORM

   JV DATE: 06 07 19  ACCTG PRD: 12 19     BUDGET FY: 19  REVERSAL DATE:
   ACTION:        BUDGET OVERRIDE IND:               COMMENTS:  XXXXXXX

       DEBIT DOC TOTAL:    XXX.XX   CREDIT DOC TOTAL:     XXX.XX
       CALC DEBIT TOTAL:   XXX.XX   CALC CREDIT TOTAL:   XXX.XX

   FUNCTION:              DOCID: J1  AAA  J1000005300        06/07/19 10:20:52 AM
      STATUS: PEND4       BATID:          ORG:              001-002 OF 002

   AC                SUB                   FUNC  OBJ SUB  BS   JOB      FROM/TO
   TP  FUND  AGCY  ORG ORG  APPR UNIT  ACTV  TION   REV O/R  ACCT  NUMBER   FUND
   --  -----  -------  -------  -------------  -----  -------  -----------  ----------  --------------  -----------------
   INT   REF   BK   DEBIT                                    VENDOR / PROVIDER
   FUND  AGY   CD   AMOUNT    REPT CAT     CODE                    NAME
   -------  ------  ----  --------------  -----------    --------------------------------------------------------
                         CREDIT            CASH
   DESCRIPTION         AMOUNT        IND
   ------------------------  --------------    ------------
01- 02  FFF    AAA                                      6710
           XXX.XX
Void Check #??????                            N

 02- 22  FFF    AAA    EEEE    200                        2890

Void Check #??????         XXX.XX                N

03-
```

**Where FFF = your fund, AAA = your agency, ???? = check number being voided, EEEE = your expenditure organization, and accounting period = current accounting period.  You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.)**

## EXHIBIT B

## PY VOID - CASH **CANNOT** BE CARRIED FORWARD

### First J1

```
FUNCTION:              DOCID: J1  AAA  J1000005301    06/07/19 10:20:52 AM
   STATUS: PEND4        BATID:               ORG:
H-                      JOURNAL VOUCHER INPUT FORM
  JV DATE: 06 07 19  ACCTG PRD: 12 19     BUDGET FY: 18    REVERSAL DATE:
  ACTION:        BUDGET OVERRIDE IND:              COMMENTS: XXXXXXXX

        DEBIT DOC TOTAL:    XXX.XX   CREDIT DOC TOTAL:     XXX.XX
        CALC DEBIT TOTAL:    XXX.XX   CALC CREDIT TOTAL:    XXX.XX
FUNCTION:              DOCID: J1  AAA  J1000005301           06/07/19 10:30:52 AM
   STATUS: PEND4      BATID:              ORG:               001-002 OF 002

   AC                   SUB                  FUNC  OBJ SUB  BS   JOB       FROM/TO
   TP   FUND  AGCY  ORG ORG  APPR UNIT  ACTV  TION   REV O/R  ACCT  NUMBER  FUND
   --  -----  ------- ---------- ------------ ----- ------- ----------- --------------- -----------------
   INT   REF   BK   DEBIT                                VENDOR / PROVIDER
   FUND  AGY   CD   AMOUNT    REPT CAT    CODE                  NAME
   ------- ------ ---- ----------- ---------  -----------------------------------------------------------
                       CREDIT            CASH
   DESCRIPTION         AMOUNT            IND
   ------------------------  --------------   ------------
01- 02  FFF     AAA                                          6710
              XXX.XX
Void Check #??????                                    N

 02- 01  FFF     AAA                                                6000
              X1
See J1 AAA # 5302            XXX.XX             N
```

### Second J1

```
FUNCTION:              DOCID: J1  AAA  J1000005302    06/07/19 10:20:52 AM
   STATUS: PEND4        BATID:               ORG:
H-                      JOURNAL VOUCHER INPUT FORM
  JV DATE: 06 07 19  ACCTG PRD: 12 19     BUDGET FY: 19    REVERSAL DATE:
  ACTION:        BUDGET OVERRIDE IND:              COMMENTS: XXXXXXXX

        DEBIT DOC TOTAL:    XXX.XX   CREDIT DOC TOTAL:     XXX.XX
        CALC DEBIT TOTAL:    XXX.XX   CALC CREDIT TOTAL:    XXX.XX
FUNCTION:              DOCID: J1  AAA  J1000005302           06/07/19 10:30:52 AM
   STATUS: PEND4      BATID:             ORG:                001-002 OF 002
   AC                   SUB                  FUNC  OBJ SUB  BS   JOB       FROM/TO
   TP   FUND  AGCY  ORG ORG  APPR UNIT  ACTV  TION   REV O/R  ACCT  NUMBER  FUND
   --  -----  ------- ---------- ------------ ----- ------- ----------- --------------- -----------------
   INT   REF   BK   DEBIT                                VENDOR / PROVIDER
   FUND  AGY   CD   AMOUNT    REPT CAT    CODE                  NAME
   ------- ------ ---- ----------- ---------  -----------------------------------------------------------
                       CREDIT            CASH
   DESCRIPTION         AMOUNT            IND
   ------------------------  --------------   ------------
01- 02  B15    148                                          6B15
              X1  XXX.XX
Void Check #??????                                    N

 02- 31  B15    148     NAAA                                        1925

See J1 AAA # 5301            XXX.XX             Y

03-
```

**Where FFF = your fund, AAA = your agency, ???? = check number being voided,  and accounting period = current accounting period.  You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.)**

## EXHIBIT C

## PY VOID - CASH **CAN** BE CARRIED FORWARD

### First J1

```
   FUNCTION:              DOCID: J1  AAA  J1000005303    06/07/19 10:40:52 AM
      STATUS: PEND4       BATID:                ORG:
H-                        JOURNAL VOUCHER INPUT FORM
   JV DATE: 06 07 19  ACCTG PRD: 12 19     BUDGET FY: 18    REVERSAL DATE:
   ACTION:        BUDGET OVERRIDE IND:              COMMENTS: XXXXXXXX

         DEBIT DOC TOTAL:    XXX.XX   CREDIT DOC TOTAL:      XXX.XX
         CALC DEBIT TOTAL:   XXX.XX   CALC CREDIT TOTAL:     XXX.XX
FUNCTION:              DOCID: J1  AAA  J1000005303          06/07/19 10:40:52 AM
   STATUS: PEND4      BATID:          ORG:                  001-002 OF 002

   AC                 SUB                     FUNC  OBJ SUB  BS   JOB      FROM/TO
   TP   FUND  AGCY  ORG ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT NUMBER  FUND
   --   -----  -------  ----------  -------------  -----  -------  -----------  ----------  --------------  ------------------
   INT   REF   BK   DEBIT                                      VENDOR / PROVIDER
   FUND  AGY   CD   AMOUNT   REPT CAT    CODE                          NAME
   -------  ------  ----   -----------   ---------   -----------------------------------------------------
                         CREDIT             CASH
   DESCRIPTION           AMOUNT              IND
   ------------------------   --------------   ------------
01- 02  FFF    AAA                                            6710
               XXX.XX
Void Check #??????                            N

 02- 01  FFF    AAA                                                 6000
                X1
See J1 AAA # 5304               XXX.XX              N
```

### Second J1

```
   FUNCTION:              DOCID: J1  AAA  J1000005304    06/07/19 10:40:52 AM
      STATUS: PEND4          BATID:              ORG:
H-                        JOURNAL VOUCHER INPUT FORM
   JV DATE: 06 07 19  ACCTG PRD: 12 19     BUDGET FY: 19    REVERSAL DATE:
   ACTION:        BUDGET OVERRIDE IND:              COMMENTS: XXXXXXXX

         DEBIT DOC TOTAL:    XXX.XX   CREDIT DOC TOTAL:      XXX.XX
         CALC DEBIT TOTAL:   XXX.XX   CALC CREDIT TOTAL:     XXX.XX
   FUNCTION:              DOCID: J1  AAA  J1000005279          06/07/19 10:40:52 AM
   STATUS: PEND4      BATID:          ORG:                  001-002 OF 002
   AC                 SUB                     FUNC  OBJ SUB  BS   JOB      FROM/TO
   TP   FUND  AGCY  ORG ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT NUMBER  FUND
   --   -----  -------  ----------  -------------  -----  -------  -----------  ----------  --------------  ------------------
   INT   REF   BK   DEBIT                                      VENDOR / PROVIDER
   FUND  AGY   CD   AMOUNT   REPT CAT    CODE                          NAME
   -------  ------  ----   -----------   ---------   -----------------------------------------------------
                         CREDIT             CASH
   DESCRIPTION           AMOUNT              IND
   ------------------------   --------------   ------------
01- 02  FFF    AAA                                            6MOF
               X1   XXX.XX
Void Check #??????                            N

 02- 31  FFF    AAA    RRRR                               RSRC

See J1 AAA # 5303               XXX.XX              Y

03-
```

**Where FFF = your fund, AAA = your agency, ???? = check number being voided, 6MOF = cash account of your means of financing, RRRR = your revenue organization, RSRC = 1970, 1971, 1972 or 1973, and accounting period = current accounting period. You may enter optional coding as needed (i.e., sub-objects, reporting categories,**