

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

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

June 12, 2017

**OSRAP MEMORANDUM 17-20**

TO: Fiscal Officers  
All ISIS Agencies

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

SUBJECT: Unclassified Deposits

This is a reminder that you should review the ISIS *2G26 (Unclassified Deposit Summary – By Agency)* report monthly to ensure timely classification of deposits. The May 2017 report is now available in BUNDL.

Deposits that cannot be identified should be classified as Income Not Available (INA) and a request for more information should be submitted to the payer. Based on the response from the payer, you can either correct the classification or process a refund to the payer in the form of a Payment Voucher or Manual Warrant. Please classify Debit and Credit memos immediately using the coding for the funds they are related to. Contact Brent Manuel at the State Treasurer's Office at (225) 342-0049 or [bmanuel@treasury.state.la.us](mailto:bmanuel@treasury.state.la.us) if you are unsure of which deposit they relate to. All outstanding deposits listed on this May 2017 report, as well as all June deposits, should be classified **by 6/30/17**. Remember, you must classify all FY 17 deposits by Wednesday, 8/9/17.

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

AA:ik