

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

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 30, 2021

OSRAP MEMORANDUM 21-26

TO: Fiscal Officers
All ISIS and LaGov Agencies

FROM: Lindsay Schexnayder, CPA
State Accounting Systems Director

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 2021 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.la.gov if you are unsure of which deposit they relate to. All outstanding deposits listed on this May 2021 report, as well as all June deposits, should be classified by **Monday, 8/9/21**.

If you have any questions regarding this memorandum, please contact the OSRAP Help Desk at 225. 342.1097 or by e-mail at [OSRAP Help Desk](#).

LS:cwc