June 13, 2016

OSRAP MEMORANDUM 16-22

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:**

<table>
<thead>
<tr>
<th>Source Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1970</td>
<td>Other - Prior Yr Revenue Adj. (Statutory Dedication MOF.)</td>
</tr>
<tr>
<td>1971</td>
<td>Federal Prior Yr Revenue Adjustment</td>
</tr>
<tr>
<td>1972</td>
<td>SG/Anc Prior Yr Revenue Adjustments</td>
</tr>
<tr>
<td>1973</td>
<td>IAT Prior Yr Revenue Adjustments</td>
</tr>
</tbody>
</table>

**All CX Forms should be hand delivered or mailed to the STO, Attn: Ms. Janice Ragusa at City Plaza 1 – 7th Floor, 445 North Blvd, 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

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>DOCID: J1 AAA J1000005300</th>
<th>05/07/16 10:20:52 AM</th>
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<tbody>
<tr>
<td>STATUS</td>
<td>PEND4</td>
<td></td>
</tr>
<tr>
<td>ORG:</td>
<td>H-</td>
<td></td>
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**JOURNAL VOUCHER INPUT FORM**

<table>
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<tr>
<th>JV DATE:</th>
<th>05 07 16</th>
<th>ACCTG PRD:</th>
<th>11 16</th>
<th>BUDGET FY:</th>
<th>16</th>
<th>REVERSAL DATE:</th>
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</thead>
<tbody>
<tr>
<td>ACTION:</td>
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<tr>
<td>BUDGET OVERRIDE IND:</td>
<td></td>
<td>COMMENTS:</td>
<td>XXXXXXXX</td>
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</tbody>
</table>

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

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<tr>
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</tr>
<tr>
<td>ORG:</td>
<td>001-002 OF 002</td>
<td></td>
</tr>
</tbody>
</table>

**AC**  **TP**  **FUN**  **AGCY**  **ORG**  **APPR UNIT**  **ACTV**  **TION**  **REV O/R**  **ACCT**  **NUMBER**  **FUND**

<table>
<thead>
<tr>
<th>INT</th>
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<th>BK</th>
<th>DEBIT</th>
<th>VENDOR / PROVIDER</th>
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<tr>
<th>FUND</th>
<th>AGY</th>
<th>CD</th>
<th>AMOUNT</th>
<th>REPT CAT</th>
<th>CODE</th>
<th>NAME</th>
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<tr>
<th>DESCRIPTION</th>
<th>CASH</th>
<th>AMOUNT</th>
<th>IND</th>
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01- 02  FFF  AAA  6710

Void Check #???????  N

02- 22  FFF  AAA  EEEE  200  2890

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

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<th>03:</th>
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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 05/07/16 10:20:52 AM
STATUS: PEND4
BATID: ORG:
H- JOURNAL VOUCHER INPUT FORM
JV DATE: 05 07 16 ACCTG PRD: 11 16 BUDGET FY: 15
ACTION: REVERSAL DATE:

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 05/07/16 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
-- ----- --- ------ ------------------ -------------- ------------------

DESCRIPTION CREDIT AMOUNT CASH
-----------------------------------------------------------------------
01- 02 B15 AAA 6710
X1

Void Check #?????? N

Second J1

FUNCTION: DOCID: J1 AAA J1000005302 05/07/15 10:20:52 AM
STATUS: PEND4
BATID: ORG:
H- JOURNAL VOUCHER INPUT FORM
JV DATE: 05 07 16 ACCTG PRD: 11 16 BUDGET FY: 16
ACTION: REVERSAL DATE:

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 05/07/16 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
-- ----- --- ------ ------------------ -------------- ------------------

DESCRIPTION CREDIT AMOUNT CASH
-----------------------------------------------------------------------
01- 02 B15 148 6B15
X1

Void Check #?????? N

02- 31 B15 148 NAAA 1925

See J1 AAA # 5302 XXX.XX Y

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 05/07/16 10:40:52 AM
STATUS: PEND4 BATID: ORG:

H- JOURNAL VOUCHER INPUT FORM
JV DATE: 05 07 16 ACCTG PRD: 11 16 BUDGET FY: 15 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 05/07/16 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

DESCRIPTION CREDIT CASH

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50- Check #??????

See J1 AAA # 5304 XXX.XX N

Second J1

FUNCTION: DOCID: J1 AAA J1000005304 05/07/16 10:40:52 AM
STATUS: PEND4 BATID: ORG:

H- JOURNAL VOUCHER INPUT FORM
JV DATE: 05 07 16 ACCTG PRD: 11 16 BUDGET FY: 16 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 05/07/16 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

DESCRIPTION CREDIT CASH

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See J1 AAA # 5304 XXX.XX N

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,