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STRUCTURE

2.1 Terminology

The following terms are used throughout this chapter:

CAFR - The Comprehensive Annual Financial Report issued by the Division of Administration for the State of Louisiana. The financial statements included in the report are for those various departments, agencies, and other organizational units governed by the Legislature and/or constitutional officers of the State of Louisiana. The report is prepared in conformity with Generally Accepted Accounting Principles (GAAP) and the pronouncements of the Governmental Accounting Standards Board (GASB).

Chart of Accounts - A standardized set of defined codes used to verify, classify, categorize, organize, and store the financial data along several different dimensions.

Coding Block - The lowest level of data entered by users on system documents. The coding block includes all the data elements on documents used to validate, update, and post to system tables and ledgers. The coding block identifies and classifies all financial documents in AFS.

Hierarchy - A relationship used to represent more detailed levels of financial information. For example, the objects **ASalaries@** and **ARelated Benefits@** belong to different object categories but to the object group called **APersonal Services@**. This is an example of a hierarchical association.

Hard code - A term used to describe the means by which chart of accounts data elements may appear on system transactions and reports. For example, the chart of account data element reporting category may be inferred from the use of a specific fiscal year, agency and organization combination when entered or "hard coded" to the ORG2 screen. This is done when the reporting category field is always to be used for that combination of fiscal year, agency and organization. Hierarchical fields must be hard coded on all structure screens.

Final Fund - The fund that classifications of revenue ultimately are transferred.

Inferences - When one or more data elements are coded, other related data elements are entered by the system on the transaction. Inferences are a coding reduction technique used

to reduce the amount of keystrokes required to complete transactions.

Original Fund - The designated Bond Security and Redemption fund that classifications of revenue must through pass before being transferred to the final fund.

Responsible Agency - This is the agency to which reports are directed. This agency can be the same as the agency that appears in the key or it can be different.

Soft code - A term used to describe the means by which chart of accounts data elements may appear on system transactions and reports. For example, the chart of accounts data element reporting category may be manually entered on system transactions. This is done when the use of the reporting category field is optional on system transactions.

2.1.1 Procedure Terminology

The following are the field definitions for the organization form used in the 200 – 250 procedures in this chapter:

2.1.1.1 Organization Request Form (OGR2) 200 – 250

The form must be sent to OSRAP at:

OSRAP
 1201 North 3rd Street, Room 6-130
 Baton Rouge, LA 70804
 FAX (225) 342-1053

<u>Field</u>	<u>Size</u>	<u>Description</u>
CHECK ONE	1	Alpha – required. Enter an X on the appropriate line. Place an X on only one line per form as follows:
		ADD used when establishing a new organization.
		CHANGES used when changing data on an established organization.

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		INACTIVE	used to inactive an established organization.
FISCAL YEAR	2		Numeric – required. This is a key field on the ORG2 screen. The last two digits of the applicable fiscal year for the organization code entered.
AGENCY	3		Alphanumeric - required. This is a key field on the ORG2 screen. The agency code to which the organization entered is associated. The code entered must be an existing entry on the AGC2 screen.
ORG	4		Alphanumeric – required. This is a key field on the ORG2 screen. A code that is unique within the agency. See Section 2.4.15 for policies.
ORG NAME	30		Alphanumeric – optional. It is required for the initial setup of the organization and when changing the organization name. It is not required for other changes to the organization or its inactivation. The descriptive name for this organization. See Section 2.4.15 for policies.
ORG MANAGER	12		Alphanumeric – optional. This is for informational purposes only. This will show on organization reports.
FUND	3		Alphanumeric – optional. Its required when adding an organization or changing an established organization’s fund. It is not required when only changing other information or inactivating the organization. The code for the fund associated with this organization and agency. The code must be valid on the FUN2 screen. If an original fund is coded on the ORG2, it must be different from the fund coded.
LEVEL IND	2		Numeric - optional. It is required when adding an organization or changing the total number of reporting organizations. It is not required when only changing other fields or inactivation. The number value for the level that this organization appears on your hierarchy (rollup) tree. For example:

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- 01** if the organization being defined in this line does not report up to any other organization.
- 02** if the organization being defined in this line reports to only one organization above itself.
- 03** if the organization being defined in this line reports to two organizations above itself.

If the organization being defined in this line reports to more than three organizations above itself, enter the appropriate level indicator (**04** through **12**). OPB subprograms and budget development expenditure organizations will only roll to appropriated programs.

- STATUS** 1 Alphabetic – optional. It is required when establishing or inactivating the organization. It is not required when only changing other fields. There are two status codes:
- A** used when adding or reactivating this agency/organization combination. An organization must be active for transactions to post against it.
 - I** used to inactivate this agency/organization combination. This status prevents transactions from being posted against it.
- ACTIVITY** 4 Alphanumeric – optional. A code used to capture financial information on a statewide and agency wide basis. It is required if originally hard coding an activity to the organization or changing from one activity to another. It is not required when only changing other fields. If entered, the activity must exist on the ACT2 screen.
- FUNCTION** 4 Alphanumeric - optional. It is required when establishing a type 1, 2 or 4 organization associated with a function or when changing the function. It is not required on inactivations or when only changing other fields. Must be a valid entry on FUNC table. Used to capture financial data on a state and/or agency basis.

REPORTING**ORG****(ORG1-12)**

4

Alphanumeric - optional. It is required when adding an organization or changing the organization's reporting organization. It is not required when only changing other fields. Enter the appropriate organization(s) to which this organization reports, as defined by the agency roll up structure. Higher-level organizations must exist on the ORG2 screen. For example, if this is a level 4 organization, enter the organization codes for levels 1, 2, and 3 in the ORG1, ORG2, and ORG3 fields.

The last organization listed must equal the organization entered in the ORGANIZATION field.

APPROP

3

Alphanumeric - optional. It is required when adding a type 1, 2, or 4 organization or changing the appropriation associated with this organization. It is not required when establishing a type 3 organization or if only changing other fields. The appropriation does not have to exist on the EAP2 screen when the organization is established. However, it must exist before financial activity is recorded against the organization.

REPORTING**CATEGORY**

4

Alphanumeric - optional. It is required when changing the reporting category field on an existing organization or when establishing the organization with a reporting category hard coded to it. It is not required when only changing other fields or if removing an existing entry in this field. If entered, it must already be established on the RPTG screen.

CASH**ACCOUNT**

4

Alphanumeric - optional. It is required when adding an organization whose organization type is 1, 2, or 4 or when changing the organization's cash account. It is not required when only changing other fields or for type 3 organizations. Enter the cash account that will be inferred by the organization code. The cash account being entered must already exist on the BAC2 screen.

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ORIG FUND 3 Alphanumeric - optional. It is required when adding a type 1 organization whose receipts must pass through an original fund or when changing the organization's original fund. It is not required when only changing other fields or when establishing type 2, 3 or 4 organizations. Enter the original fund which will recognize the revenue before the cash is automatically transferred to the final fund. The original fund cannot be the same as the final fund entered in the FUND field on the ORG2 screen. The fund entered must exist on the FUN2 screen. ACTS of the Legislature, Statutes, and the La. Constitution determine whether a fund's revenue must go through the Bond Security and Redemption Fund.

RESPONS AGENCY 3 Alphanumeric - optional. It is required when adding an organization or changing the organization's responsible agency. It is not required when only changing other fields. Enter the responsible agency that will receive reports for the organization. If left blank, it will default to the key agency.

ORG TYPE 1 Numeric - required. Enter the number that describes the use of the organization.

1 Revenue Organization

2 Expenditure or Non-ISIS warrant organization

3 Reporting Organization

4 Warrant Organization

LOUISIANA ORG 5 Alphanumeric - optional. It is required when changing the Louisiana Organization field on a type 1, 2 or 4 organization or when establishing a type 1, 2 or 4 organization and associating a Louisiana Organization with it. It is not required when only changing other fields, removing the Louisiana Organization from the organization, or type 3 organizations. Enter the Louisiana Organization code that is linked to the organization code for reporting and inquiry purposes. If entered, it must exist on the LORG table.

REMARKS

Alphanumeric - required. Enter an explanation of what you are trying to do and cite the authorization, if applicable. It will not be entered on the ORG2 screen.

2.2 Structure Overview

The AFS master tables, which include the chart of accounts and control tables, provide AFS with a central source of data to ensure the integrity of system reporting and processing. These tables control, validate and infer information on transactions processed and recorded within ISIS. The chart of accounts and AFS control tables perform these functions for all transactions processed regardless of the subsystem of ISIS in which the document was created. This chapter discusses the policies controlling entries to these tables, data formatting requirements and the functions of each table. With the exception of the agency maintained tables, OSRAP and the STO have the responsibility of determining the proper entries to these tables, setting the policies regarding their use, and ensuring that these tables are properly maintained.

For tables that are fiscal year specific, the New Year Table Initialization (NYTI) process creates the initial new year table entries for the tables discussed in this chapter. This process will run during the December monthly close of each year. Transactions will not process for the coming fiscal year until this process is run.

2.2.1 System Validations

To ensure that data posted to the AFS ledgers is valid, error messages will be issued if documents do not meet system validations when compared to the Chart of Accounts tables. Therefore, all data elements entered on transaction accounting distributions must exist on these tables before the transaction will edit successfully. Data elements must also exist on these tables when system generated reports are created that include activity to those elements. For these reasons, deletions of Chart of Accounts data elements will be restricted. With the exception of the ORG2 screen, data elements relating to regular appropriations will only be deleted if there has been **no activity** recorded against it within the fiscal year. Entries to the ORG2 screen will not be deleted, the entry will be inactivated and it will not be regenerated in following fiscal years. Data elements related to continuing appropriations will not be deleted until the appropriation has been closed through the Annual Close Process.

2.2.2 System Inferences

To limit the amount of data entry required by users, the system will infer certain data elements from the chart of account tables on transactions or create entries from the control tables. For example, when a PV is processed by an agency the system will create an offsetting entry to account 6335 - Vouchers Payable.

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This entry is created from data entered on the SPEC table. The originating user cannot change or see what is inferred from this table. For this reason, changes to the system control tables, SOPT and SPEC, are not allowed after the fiscal year has begun.

The system will also infer data elements on transactions entered by the users using the chart of accounts tables when transactions are edited. Some entries inferred from the chart of accounts tables may be changed to other valid table entries (i.e., reporting categories) while others cannot be changed (i.e., fund, cash account, appropriation). For example, since the appropriation unit is recorded on the ORG2 screen, it is not necessary that it be entered on regular appropriation AGPS encumbrance transactions. However, the appropriation unit must match what was originally inferred on the encumbrance when the liquidation transaction is sent to AFS. If a change is made to the appropriation unit on ORG2 after an encumbrance has been established to it, subsequent PV transactions to liquidate the encumbrance will fail as the system will again infer the appropriation from the ORG2 screen as it exists at that point. The appropriation recorded on ORG2 will not match the appropriation recorded on OPOL. Therefore, changes cannot be made to the appropriation unit when encumbrance and pre-encumbrance transactions are pending liquidation.

2.3 Establishing the Control Tables

Based on state policy mandated by the Legislature and by Generally Accepted Accounting Principles (GAAP), OSRAP will control and authorize changes to AFS control tables in order to maintain the statewide accounting system. These basic control tables are:

Accounting Period Table	(APRD)
Appropriation Group Code Table	(GRPC)
Calendar Date Table	(CLDT)
Check Category Table	(CCAT)
Discount Type Table	(DISC)
EFT Type Table	(EFTA)
Federal Aid Status Table	(FAST)
Federal Agency Table	(FEAG)
Fiscal Year Table	(FSYR)
Holiday Table	(HDAY)
System Control Options Table	(SOPT)
System Special Accounts Table	(SPEC)
1099Balance Sheet Acct Table	(BS99)

After establishing the control tables for the current fiscal year, these codes will not be changed or deleted. This will ensure consistency and financial integrity of the data within ISIS.

Control Tables are the foundation for User-maintained Tables and are controlled by OSRAP. Before new year processing begins, these tables establish the basic accounting parameters and system options that are necessary prior to establishing the other User-maintained Tables. These tables also provide reference data for system validations and edits.

2.3.1 Accounting Period Table (APRD) Overview/Policies

The APRD table defines the valid accounting period codes within a fiscal year as well as providing the status of each accounting period. Each fiscal year is composed of 12 fiscal months beginning with July and ending with June and two year-end adjustment periods.

The following policies will apply to accounting period codes in AFS:

1. OIS will maintain this table at OSRAP's direction;
2. Each fiscal month will be assigned a two digit numeric code (01-14);
3. Transactions may only be processed against open accounting periods;
4. Accounting periods will be closed by the third working day of the following month except for the 12th accounting period. The 12th accounting period will close by June 30th of each year. APRD will be updated each month by the monthly close process that will close the accounting period representing the month being summarized;
5. The 13th accounting period will begin July 1 and end by August 14 to allow agencies sufficient time to process prior year transactions, and
6. The duration of the 14th accounting period is determined by OSRAP and the STO. Agencies cannot process transactions against the 14th accounting period.

2.3.2 Appropriation Group Code Table (GRPC) Overview/Policies

The Group Code Table (GRPC) defines valid statewide codes used to associate similar appropriations. When an AP transaction is entered to establish an appropriation, the user is required to enter a group code, which must be valid on this table. This table also determines if warrant or revenue transactions are allowed against an appropriation. A validation occurs when transactions are processed to determine if an appropriation group code indicator fields allow specific actions to occur.

The Warrant Indicator field determines whether warrants are allowed against appropriations base on the assigned group code. A value of **N** indicates warrants will not be allowed against an appropriation. A value of **Y** indicates warrants may be drawn against an appropriation. The ST GEN REV Indicator determines whether revenues can be collected for the appropriations. A **Y** in this field indicates that revenue cannot be deposited against the appropriation group (e.g., GF and IEB). A **N** in this field indicates that revenues can be deposited against the appropriation group.

The following policies will apply to group codes in AFS:

1. OSRAP is responsible for maintaining the GRPC table in AFS;
2. Each group code will be assigned a two digit alphanumeric code;
3. OSRAP will assign a group code to each appropriation generated in AFS, and
4. The GRPC table is available to the agencies for inquiry.

2.3.3 Calendar Date Table (CLDT) Overview/Policies

The Calendar Date Table (CLDT) defines every calendar date in terms of the fiscal year. It allows AFS to convert dates for reporting purposes. AFS also uses this table to infer the accounting period on transactions when it is left blank. The CLWE process updates the CLDT table denoting holidays and weekends. It obtains the holidays from the HDAY table. The entries on this table are used to schedule payment vouchers created by the Lien/Levy process. A lien/levy payment will not be scheduled on a holiday or weekend.

The CLDT table and the APRD table are used in document editing to prevent transactions from posting against a future accounting period.

The following policies will apply to the calendar date codes in AFS:

1. OIS will maintain the CLDT table at OSRAP's direction;
2. The CLDT table will be updated annually on the last working day of the calendar year;
3. The calendar date will be entered in the format of YYYYMMDD, and
4. The CLDT table is available to the agencies for inquiry.

2.3.4 Check Category Table (CCAT) Overview/Policies

The CCAT table defines the valid check types issued by ISIS payment vouchers. To ensure more efficient use of State resources, checks will be consolidated where possible. However, OSRAP realizes that there are times when a check must be issued for a single payment voucher to ensure proper posting to agency accounts. Therefore, agencies may select to have a single check issued. Consolidated checks group all payments to a single vendor code payable on the same date into one check. Remittance data runs over onto additional remittance advices mailed to the vendor. Single checks are issued for a single payment voucher to the vendor.

The following policies will apply to check category codes in AFS:

1. OSRAP is responsible for maintaining this table in AFS;
2. Payment vouchers will default to consolidated checks;
3. Check categories will be assigned a two-character alphanumeric code, and
4. The CCAT table is available to the agencies for inquiry.

2.3.5 Discount Table (DISC) Overview/Policies

The Discount Table (DISC) defines valid discount codes in ISIS for payment transactions. Discount types must exist on this table when payment transactions are edited and during the automated process. This edit is applicable to all payment transactions, regardless of the subsystem in which it originated (AGPS or AFS).

The following policies will apply to discount codes in AFS:

1. OSRAP will maintain this table;
2. OSRAP will add new discounts to process pending payment transactions only;
3. Discount types will be a one-character code;
4. This table will be archived on an annual basis and the copy will be available to the agencies for reporting purposes, and
5. OSRAP will remove duplicate and/or low usage discounts annually after the table has been copied.

2.3.6 EFT Type Table (EFTA) Overview/Policies

The EFT Type Table (EFTA) defines the valid check types issued by ISIS payment voucher. To ensure more efficient use of State resources, EFT payments will be consolidated where possible. However, OSRAP realizes that there are times when a payment must be issued for a single payment voucher to ensure proper posting to agency accounts. Consolidated EFT payments group all payments to a single vendor code payable on the same date into one EF transaction. Single EFT payments are issued for a single payment voucher to the vendor.

The following policies will apply to EFT type codes in AFS:

1. OSRAP is responsible for maintaining this table in AFS;
2. Payment vouchers will default to consolidated EFs;
3. Electronic fund transfers types will be assigned a two character alphanumeric code, and
4. The EFTA table is available to the agencies for inquiry.

2.3.7 Federal Aid Status Table (FAST) Overview/Policies

The FAST table defines the statuses that may be used on FM and FM2 transactions in the Federal Aid System of AFS. Agencies assign each grant line a status on the FM or FM2 document. The status entered determines whether expenditure/revenue transactions can post against a grant line.

The following policies will apply to federal aid status codes in AFS:

1. OSRAP is responsible for maintaining this table in AFS;
2. Agencies must submit a written request to the OSRAP Director to have statuses added to this table, and
3. Federal aid statuses will be assigned a single character alphabetic code.
The FAST table is available to the agencies for inquiry.

2.3.8 Federal Agency Table (FEAG) Overview/Policies

The Federal Agency Table (FEAG) provides a listing of all valid granting agencies used within the Federal Aid System of ISIS on FM and FM2 transactions. Users may enter this code to identify the source of a grant on FM and FM2 transactions.

The following policies will apply to federal agency codes in AFS:

1. OSRAP will maintain the FEAG table;
2. Federal agencies will be listed under their CFDA prefix number as identified in the most recent Single Audit;
3. Agencies must submit a written request to the OSRAP Director to have additional codes added to this table;
4. OSRAP will assign a two-character alphanumeric code to other entities as needed, and
5. The FEAG table is available to the agencies for inquiry.

2.3.9 Fiscal Year Table (FSYR) Overview/Policies

The Fiscal Year Table (FSYR) defines valid fiscal years in ISIS for accounting and budgetary activity. This table must be updated before budget transactions are entered for the new year. Budget transactions will reject if the new budget fiscal year is not defined on this table. This table also provides the maximum amount to be issued by the Automated Disbursement process in a single check write. Any payment voucher line that causes the Maximum Disbursement amount to be exceeded, will be skipped and appear on the 1G07B Unscheduled Payment Turnaround Report.

The following policies will apply to fiscal year codes in AFS:

1. OIS will maintain the FSYR table at OSRAP's direction;
2. Once the State's appropriation budget has been approved by the Legislature and signed by the Governor, OSRAP will notify OIS to set the #BUDGET INDICATOR@to @Y@to indicate that the budget has been officially approved for the current fiscal year;
3. The fiscal year end will initially be set to December 31 for each fiscal year. All regular appropriations will end by this date. This date is set for OSRAP and STO administrative

processing purposes and is the last possible date for transaction processing in the 14th period;

4. The State of Louisiana has elected to have a 14 period fiscal year. Periods 01-12 represent the fiscal months of the fiscal year with July being fiscal month 01 and June being fiscal month 12. The 13th and 14th periods are year-end adjustment periods;
5. The maximum disbursement amount will be set at the beginning of each fiscal year. OSRAP will monitor and evaluate this amount and request that OIS make any adjustments that are necessary;
6. If the agencies are aware of any large payments that will cause the maximum disbursement amount to be exceeded, they should contact the OSRAP Director and request an increase in the maximum disbursement amount before approving the payment voucher, and
7. The FSYR table is available to the agencies for inquiry.

2.3.10 Holiday Table (HDAY) Overview/Policies

The Holiday Table (HDAY) is used to add all of the holidays observed by the State of Louisiana for the purpose of maintaining a business day calendar. The CLWE process to update the CLDT table uses this table.

The following policies will apply to holiday codes in AFS:

1. OSRAP will maintain the HDAY table by entering holidays in the YYMMDD;
2. The HDAY table will be updated at the beginning of each calendar year and during the fiscal year as additional holidays are proclaimed by the Governor, and
3. The HDAY table is available to the agencies for inquiry.

2.3.11 System Control Options Table (SOPT) Overview/Policies

The System Control Options Table (SOPT) establishes statewide payment and accounting system controls. The options chosen affect the operation of AFS and how AFS handles the transactions entered for processing. Options are set at the beginning of each fiscal year on the SOPT table and SOP2 screen. For example, the State of Louisiana has elected to use project accounting for capital outlay projects. To

accommodate this election, the project accounting indicator has been set to **Y** on the SOP2 screen.

The following policies will apply to the system control option codes in AFS:

1. At OSRAP's direction, OIS will maintain the SOPT table within AFS;
2. Prior to each new fiscal year, OSRAP will determine the settings for the SOPT table based on the State's established budgeting and accounting policies and procedures;
3. Once this table is established, it should not be changed at any time during the fiscal year to ensure the integrity of the data within ISIS, and
4. The SOPT table is available to the agencies for inquiry.

2.3.12 System Special Accounts Table (SPEC) Overview/Policies

The System Special Accounts Table (SPEC) defines default accounts and some special purpose accounts in AFS. It establishes the offsetting accounts for user-entered transactions AFS uses to create system-generated entries in its ledgers and tables. This is done to reduce the data entry required by the user.

The following policies will apply to system special account codes in AFS:

1. As directed by OSRAP, OIS will enter all of the information necessary to set up the SPEC table within AFS;
2. Prior to each new fiscal year, OSRAP will determine SPEC table coding. This is based upon state accounting and budgeting policies and procedures;
3. After the SPEC table has been completed and transactions are processed, no changes should be made to this table during the fiscal year. This will ensure that the integrity of ISIS will be maintained, and
4. The SPEC table is available to the agencies for inquiry.

2.3.13 1099 Balance Sheet Account Table (BS99) Overview/Policies

The 1099 Balance Sheet Accounts Table (BS99) identifies balance sheet account codes that will post to the 1099 ledgers. It lists valid 1099 reportable BAC2 screen codes by calendar year. It also provides

the type or return and income type payments for each balance sheet account listed.

The following policies will apply to 1099 reportable balance sheet account codes in AFS:

1. OSRAP will maintain this table;
2. The income and return types will determine which income is reported on the appropriate 1099 form, and
3. The BS99 table is available to the agencies for inquiry.

2.4 Coding Elements of the AFS Account Code Structure Overview

The Account Code Structure in AFS defines the coding elements required to process transactions within ISIS. The data elements in the AFS coding block and their abbreviations are listed below:

<u>Field</u>	<u>Entry</u>	<u>Size</u>	<u>Description</u>
Fund	Required	4 Char	Identifies the fund; may be inferred if an organization is coded. Must be a valid entry on the FUND table. Fund is coded on all transactions.
Agency (AGCY)	Required	3 Char	Identifies the agency. Must be a valid entry on the AGCY table.
Organization (ORG)		4 Char	Identifies the lowest level revenue (type 1), expenditure (type 2), or warrant (type 4) organization. Required on type 20, 21, 22, and 31 transactions for regular appropriations. Otherwise, may be left blank. Must be valid on the ORGN table.
Sub Organization (SUB ORG)	Optional	4 Char	Not used by the State of Louisiana.
Appropriation Unit (UNIT)	Required	4 Char	Identifies the appropriation; will be (APPR inferred if a fiscal year, agency and organization are coded. Must be valid

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			on the APPR table.
Activity (ACTV)	Optional	4 Char	Identifies the activity; will be inferred if hard coded to the coded organization. Must be valid on the ACTV table.
Function (FUNC)	Optional	4 Char	Identifies the function; will be inferred if hard coded to the coded organization. Must be valid entry on the FUNC table.
Expenditure Object (OBJ)		4 Char	Required when coding an expenditure transactions. Must be valid on the OBJT table.
Sub-Object (SUB, SUB-OBJ, SUB O/R)	Optional	2 Char	Agency specific coding element.
Revenue Source (RSRC, REV, REV SRC)	Required	4 Char	Required when coding revenue transactions. Must be valid on the RSRC table.
Sub-Revenue Source (SUB, SUB REV, SUB O/R)	Optional	2 Char	Agency specific coding element.
Job/Project NO, JOB NUMBER)	Optional	5 Char	Identifies the Capital Outlay project (JOB involved in the transaction. Required if the transaction is to update the Project Sub-System. Must be valid on the AGPR table.
Reporting Category (RPTG, REPT CATG, RCAT, REPT CAT)	Optional	4 Char	Identifies the reporting category involved in the transaction; will be inferred if coded on the ORGN table. May be associated with a higher level reporting entity used in the Federal Aid Sub-System. Must be a valid entry on the RPTG table.
Balance Sheet Account (BACC, BS ACCT)		4 Char	Identifies the real account involved in the transaction. Required when posting a

transaction to a real account. Must be a valid entry on the BACC table.

The major codes of the AFS accounting structure are described in the sections that follow.

2.4.1 Fund Screen (FUN2) Overview/Policies

The Fund (FUN2) screen establishes and maintains all funds used within AFS. The FUN2 screen also specifies how AFS is to handle various accounting options for each fund. The fund code used on payment transactions determines which bank account disbursements will be issued from. The Fund code is the starting point for a classification hierarchy that puts similar funds together in progressively larger groups. The Fund Index Table (FUND) is populated as records are added, changed, or deleted from the FUN2 screen.

A Fund is created by legislative authorization in the form of a statute or constitutional amendment, or is administratively created. The legislation identifies the source of the revenue to the fund and the uses of monies in the fund, including the disposition of year-end balances and the allocation of interest income to the fund. Based on the legislation, the fund type is determined (i.e., trust, agency, special revenue, etc). Monies are withdrawn from a fund pursuant to an appropriation in accordance with Article III, Section 16 of the 1974 Constitution. The legislation states whether collections in the fund must pass through the Bond Security and Redemption Fund.

Funds established for accounting and/or administrative purposes are established pursuant to the needs of the central agencies and/or user agency. These stakeholders determine the uses and naming convention of these funds.

The fund hierarchy consists of five levels. They are, from the lowest to the highest:

<u>Level</u>	<u>Purpose</u>
Fund	Source
Fund Class	Groups similar funds
Fund Category	Groups similar fund classes
Fund Type	Major GAAP fund types
Fund Group	Groups similar fund types

The following policies will apply to fund codes in AFS:

1. The FUND table will define all the funds to be used by the State within AFS and will be

maintained by the STO;

2. The set-up of the individual funds must be coordinated by OSRAP and approved and entered by the STO, using the information submitted by the requesting agency or from the statutory requirements;
3. The State of Louisiana will use a three-character code for each fund;
4. Each fund must have a fund class as assigned by OSRAP;
5. Appropriate fund hierarchy will be determined and controlled by STO and OSRAP;
6. Funds will be deleted when the fund is no longer active, has no financial activity for the fiscal year and has no OLTB record, and
7. Agencies may review the FUND table and FUN2 screen on an inquiry basis only.

A Fund is created when it is:

1. Constitutionally created;
2. Mandated by the Legislature;
3. Required by GAAP;
4. Required for accounting for Fiduciary or Trust Funds;
5. Required administratively to isolate (track) specific assets and liabilities, separate from all other government funds (usually Restricted Funds, or Trust and Agency Funds).

2.4.2 Original Fund Overview/Policies

Article 7 Section 9 (B) of the Louisiana Constitution establishes the Bond Security and Redemption Fund. All monies received by the state with the exception of grants, donations or other forms of assistance requiring otherwise, must be credited to the Bond Security and Redemption Fund. Therefore, the STO established **original funds** for this purpose.

Listed below are the common original funds used for the various MOF:

1. B02 Self generated revenue;

2. B03 Interagency transfer revenue;
3. B04 Internal Service revenue;
4. B05 Internal Service (IAT), and
5. B10 Special Funds revenue (Except for escrow, donations, etc).

Federal revenue (006) and general fund revenue (000) do not have an original fund.

This original fund field on the ORG2 screen is hard-coded for each applicable revenue organization. AFS creates transfer entries to move receivables through the original fund to the final or agency fund.

The following policies will apply to original fund codes in AFS:

1. Funds beginning with a **B** are reserved for the Bond Security and Redemption Fund.
2. Only the original funds will have a fund category **OF** coded on the FUND table, and
3. When revenues are classified to organizations referencing an original fund, the collections will be recognized to revenue source AUTO in the final and expensed from transfer object T140 in the original fund by AFS.

2.4.3 Fund Level Controls/Options

The FUN2 screen contains control options that determine the treatment of accounting transactions in AFS. The majority of the control options set on the FUN2 screen are budgetary in nature. Once these options are set, they should not be changed during the fiscal year.

The Expense Budget, Revenue Budget and Appropriation Indicators control the level at which budgeted amounts control obligations. Control Options are:

- | | |
|--------------------------------|--|
| >C- Full Control | Total obligations cannot exceed budgeted amounts. |
| >P- Presence Control | If set at the appropriation level, all expenditure transactions within a fund must be associated with an appropriation, but the appropriation amount may be exceeded. If set at the expenditure budget level, all expenditure transactions within an appropriation unit must be associated with a pre-defined expenditure budget line, but the budgeted amount may be exceeded. If set at the revenue budget level, all revenue transactions within an appropriation must be associated with a pre-defined budget line, but the budgeted |

amount may be exceeded.

>N= - No Control

Budgeted amounts are not checked.

The State of Louisiana has elected to control budgets at the appropriation level. Therefore, the Expense and Revenue Budget indicators will be set to >N=. With few exceptions, funds will not be allowed to expend in excess of the budgeted appropriation amount (Appropriation indicator = >C=).

The Account Balance Option determines if entries will be created and updated on the BBAL and BBAB AFS tables for all balance sheet accounts associated with a fund. The State of Louisiana has chosen to use this option.

2.4.4 Fund Class Table (FCLS) Overview/Policies

Fund Class is used to define a management grouping of funds. The Fund Class Table (FCLS) defines valid fund class codes. The actual assignment of funds into classes takes place in the FUN2 screen. The fund class determines how funds are grouped for reporting purposes in ISIS and for the CAFR.

The following policies will apply to fund class codes in AFS:

1. Fund Class codes will be defined and set up in AFS by the STO in conjunction with OSRAP;
2. The FCLS table will be maintained by the STO;
3. The STO will establish and enter a three-character alphanumeric code for each fund class within AFS, and
4. The FCLS table will be available to the agencies for inquiry.

2.4.5 Fund Category Table (FCAT) Overview/Policies

The Fund Category Table (FCAT) defines valid fund category codes. The actual assignment of fund classes into fund categories occurs in the FUN2 table.

The following policies will apply to fund category codes in AFS:

1. STO will establish individual Fund categories and will group similar Funds within AFS;

2. STO will maintain and enter information to the FCAT table;
3. STO will establish a two-character alphanumeric code for each fund category within AFS, and
4. The FCAT table will be available to the agencies for inquiry.

2.4.6 Fund Type Table (FTYP) Overview/Policies

The Fund Type Table (FTYP) is used for classification purposes on the financial statement. It is not fiscal year specific. The major GAAP fund types as presented in the State's CAFR use fund Type to define a group of funds. The actual assignment of funds into types occurs in the FUN2 table.

The following policies will apply fund type codes in AFS:

1. OSRAP will maintain and enter information to the FTYP table;
2. OSRAP will maintain the predefined single character alphanumeric code for each fund type within AFS. If changes are required, OSRAP will modify the fund type as needed, and

The FTYP table will be available for inquiry.

2.4.7 Fund Group Table (FDGP) Overview/Policies

The Fund Group Table (FDGP) defines valid fund group codes. Individual Fund Groups will define (for hierarchy reporting purposes) similar Funds by types. The actual assignment of fund groups occurs in the FUN2 table.

Fund Group is used to define the major fund categories required by GAAP. These categories are:

1. Governmental Fund types;
2. Proprietary Fund types;
3. Fiduciary Fund types;
4. Account groups;
- 5; Discrete Component Units;
6. Colleges and Universities, and
7. Suspense classification.

The following policies will apply fund group codes in AFS:

1. OSRAP will maintain and enter information to the FDGP table;
2. OSRAP will maintain the predefined single character alphanumeric code for each fund group within AFS. If changes are required, OSRAP will modify the Fund Group as required, and
3. The FDGP table is available to the agencies for inquiry.

2.4.8 Administrative Fund Master Table (ADMF) Overview/Policies

The Administrative Fund Table (ADMF) stores administrative funds and their respective descriptions. Administrative Funds combine certain Means of Financing across all applicable state agencies for inquiry and reporting purposes.

The following policies will apply to administrative fund codes in AFS:

OSRAP will maintain and enter information to the ADMF table.

OSRAP will maintain predefined 3 character numeric codes for each Administrative Fund within AFS. If changes are required, OSRAP will modify the Administrative Fund.

The ADMF table is available to the agencies for inquiry.

2.4.9 Agency Screen (AGC2) Overview/Policies

The Agency Code defines each agency and the related structure within ISIS. It is the highest level of government organization structure used within AFS. Agency code is the starting point for the classification hierarchy that divides agency into smaller entities called organizations. The Agency Screen (AGC2) defines valid agency codes and provides the accounts payable contact phone number. This table also defines if reporting category codes are required on spending transactions. The Agency Index Table (AGCY) is populated as records are added, changed, or deleted from the AGC2 screen.

The agency hierarchy consists of five levels. They are, from the lowest to the highest:

<u>Level</u>	<u>Purpose</u>
--------------	----------------

1.	Agency	Source
2.	Agency Class	Department
3.	Agency Category	ISIS/NON-ISIS Indicator
4.	Agency Type	1099 Reporting
5.	Agency Group	Sub-Classification of Departments

An agency is created when it is mandated in the Appropriations Act or for administrative purposes.

The following policies will apply to agency codes in AFS:

1. OSRAP will maintain and enter information necessary to set up an agency on the agency tables within AFS;
2. Each agency must have an agency class, category and type;
3. Each ISIS agency must list an agency phone number. This phone number will print on ISIS checks;
4. The Agency code will be required as part of the account code structure on all transactions submitted for processing in AFS;
5. OSRAP must notify OIS of new agencies so proper report distribution can be determined, and
6. The AGCY and AGC2 screens are available to agencies for inquiry.

2.4.10 Agency Class Table (AGCL) Overview/Policies

The Agency Class Table (AGCL) maintains the codes used to classify agencies within departments in the agency code hierarchy, by fiscal year. The Appropriation Bill determines the codes established. Agency classes collect one or more agency codes into a single reporting entity. Agency classes are linked to agency codes on the AGC2 screen.

The following policies will apply to agency class codes in AFS:

1. OSRAP will maintain and enter information necessary to set up an Agency Class on the AGCL table;
2. Agency Class will be used to define the department to which an agency belongs;

3. Additional classes were established for non-State entities identified on the capital outlay budgetary process, and
4. OSRAP will review the agency class codes on an annual basis and establish new codes each subsequent year as appropriate.

2.4.11 Agency Category Table (AGCT) Overview/Policies

The Agency Category Table (AGCT) maintains the codes used for the third level of the agency code hierarchy. Agency categories are linked to agency codes on the AGC2 screen.

The following policies will apply to agency category codes in AFS:

1. OSRAP will maintain and enter information necessary to set up the Agency category on the AGCT table;
2. Agency Category codes indicate which agencies are considered full participants in ISIS and which agencies recorded limited financial activity in ISIS, and
3. AGCT is available to agencies for inquiry purposes.

2.4.12 Agency Type Table (AGTP) Overview/Policies

The Agency Type Table (AGTP) maintains the codes used for the fourth level of the agency code hierarchy. Agency types are linked to agency codes on the AGC2 screen. Agencies may be combined by the use of a single agency type on the AGTP table. Agencies that file form 1099 must be set up as a vendor in AFS. All agency types must have one and only one master vendor code established on the vendor file for its FEIN.

The following policies will apply to agency type codes in AFS:

1. OSRAP will maintain and enter information necessary to set up the AGTP table;
2. Agency Type codes will be used to establish the payer for 1099 reporting purposes;
3. Each agency type FEIN must have a master vendor code established on the vendor file for 1099 reporting purposes;

4. Agencies, upon request, may be grouped together for 1099 reporting purposes;
5. Agencies should notify OSRAP immediately of any change in agency name or FEIN number;
6. OSRAP will review this table at calendar year-end to ensure that each FEIN has a master vendor code on the Master Vendor Table (MVEN), and
7. AGTP is available to the agencies for inquiry.

2.4.13 Agency Group Table (AGGP) Overview/Policies

The Agency Group Table (AGGP) maintains the codes used for agency groups. Agency groups identify sub classifications within departments. Agency groups are linked to agency codes on the AGC2 screen.

The following policies will apply to agency group codes in AFS:

1. OSRAP will maintain and enter information necessary to set up the AGGP table;
2. Use of Agency Group codes is optional and for the purpose of defining a sub-classification of departments;
3. OPB will define and submit to OSRAP for entry the agency group codes for definition in the agency code hierarchy, and
4. The AGGP is available to the agencies for inquiry.

2.4.14 Fund/Agency Screen (FGY2) Overview/Policies

The Fund Agency Screen (FGY2) establishes valid fund/agency combinations. It defines the valid budget options for each fund/agency combination. The **Control Options** affect how budget and accounting transactions are handled within AFS. Once established, control options for existing fund/agency lines should not be changed at any time during a fiscal year. The Fund/Agency Index Table (FAGY) is populated as records are added, changed, or deleted from the FGY2 screen.

Both fund and agency are required as part of the account code structure and as a control feature. Fund will be inferred whenever the Agency and Organization are entered on a transaction.

The following policies will apply to fund/agency codes in AFS:

1. Fund/Agency codes will be established by OSRAP;
2. OSRAP will determine the appropriate control option settings on the FGY2 screen;
3. OSRAP will add a new record to the FGY2 screen for all new funds for each agency that is valid within the new fund;
4. A Fund/Agency combination must exist on this screen before it is coded to an organization on the ORG2 screen;
5. A valid fund/agency combination must be established prior to submitting transactions that will utilize that combination of fund/agency for processing in AFS, and
6. The FGY2 screen and the FAGY table will be available to the agencies for inquiry.

2.4.15 Organization Screen (ORG2) Overview/Policies

Organization codes are used to classify revenues and expenditures within each regular appropriation by agency. The lowest level organization code represents the code used to record the actual financial activity of the agency. Only the lowest level organization code may be coded on transactions. Organizations are listed on the Organization Index Table (ORGN). ORGN is populated as records are added, changed, or deleted from the ORG2 screen.

An Organization is created when an agency determines that their current organization structure is not sufficient to meet the needs of the agency for reporting purposes. Prior to the beginning of each fiscal year, each agency is responsible for reviewing its current fiscal year organization structure. Each agency will verify (before the structure regeneration program NYTI is run during the December monthly close process) whether or not the organization structure will meet the needs of the new fiscal year. Upon reviewing their organization structure, each agency will request any changes or modifications required to meet the needs of the new fiscal year. Organizations are also created by OSRAP.

The program organization hierarchy falls directly below the Agency level in the AFS accounting structure. The program organization coding element is used for accounting on an appropriation basis. Organization codes are used to record revenues, expenditures, warrants drawn and to group similar organizations together for reporting purposes. All transactions effecting regular appropriations require the use of an organization code. The ORG2 also allow the definition of a 12 level hierarchy among organizations.

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Many other chart of accounts data elements may be inferred on transactions, ledgers, tables and reports based on the organization code used. These elements include: fund, reporting organizations, appropriations, cash account, reporting category, original fund, activity, function and Louisiana organization.

The type of organization coded influences how transactions are handled or whether they are allowed. For example, you cannot code type 2 organizations on J3 documents and you can only code type 4 organizations on WV documents. These types of processing rules are established to insure the integrity of the accounting system.

The following tables are related to the ORG2 screen:

Fund Screen	(FUN2)
Agency Screen	(AGC2)
Fund/Agency Screen	(FGY2)
Appropriation Inquiry	Screen (EAP2)
Cash Table	(CASH)
Reporting Category Table	(RPTG)
Louisiana Organization Table	(LORG)

The following policies will apply to organization codes in AFS:

1. OSRAP will approve and enter all Organization code additions, inactivations, and changes on the ORG2 screen in AFS;
2. Each agency will be responsible for submitting to OSRAP any needed additions, changes, or deletions to the organization structure on the Organization Request form.;
3. Organization codes will be a 4 digit alphanumeric code. Except as noted, the agency will determine the code used;
4. Organization codes are required on transactions for all agencies, except for capital outlay. They must be included on all accounting transactions processed within ISIS, except transactions that post directly to balance sheet accounts;
5. Organization codes will not be used on appropriations. Each Appropriated Program defined in the Appropriations Bill must be established as a level one organization;
6. Organization numbering is unique within each agency. The same number cannot be used within an agency for revenue organizations, expenditure organizations, and program organizations. Generally, levels 2 through 12 will be defined by the individual agencies with

OSRAP approving the final structure

For expenditure organizations, the ORG1 must have the appropriated program: 1000, 2000, etc.; the ORG2 must have the OPB required subprogram SP01, SP02, etc.; ORG3 through ORG11 may contain any agency required subprograms.

Revenue organizations do not have to report to an appropriated program. The agency may do so at its discretion.

Agencies' requests for changes to inferred fields (appropriation, cash account, original fund, responsible agency, organization type, reporting category, and reporting organizations) will not be allowed if encumbrances exist.

OSRAP will not delete an organization from the ORG2 screen once it has been established.

OSRAP will not change structure in a closed fiscal year.

OSRAP has also reserved the following organization numbers:

Payroll Organization	9999
Budget Development (exp)	0001-0009
Budget Development (rev)	R000, R002, R003, R006, etc.
Payroll Default	<i>ZZZZ</i>
Sub Program Activity	SP01, SP02, SP03, etc.
Interim Emergency Board	IEB1-9
Purchasing Card	P + Appropriation number and PPPP
Payroll J5 Interface	SAP1

The numbering scheme for appropriated programs will be assigned as follows:

The first program will be numbered 1000, the second will be numbered 2000, the third will be numbered 3000, and so on. Any Auxiliary programs will be numbered A000.

Should an agency have more than 9 Appropriated Programs, the numbering scheme will be to use an alpha character in the third digit of the appropriation number assigned starting with 10A0.

The first character of the Internal Service/Enterprise Funds will be **E** and the numbering scheme for these funds will be as follows: The first Internal Service/Enterprise Fund will be E000, the second will be E100, and so on.

For the budget development revenue organization, begin with an **R** and add the MOF number (e.g.

– General Fund would have R000; SGR would have R002; etc.). These organizations are only to be used for loading the agencies’ budget and on RB transactions.

For the budget development expenditure organization, the number must be the opposite of the appropriated program (e.g. – appropriated program 1000 would have 0001 budget development expenditure organization.) They will roll to appropriated program organizations. These organizations are only to be used to load the budget and on EB transactions.

Warrant Drawn organizations numbering scheme will be the same as the MOF number with a **W** as the last character.

For the OPB subprograms, begin the number with **SP**. The last two digits are numbered (i.e. 01, 02, 03, etc.) and must be sequential.

System reports on organization activity will be distributed to the owner agency unless the responsible agency completes and submits OIS form ISF027 to OIS.

The ORGN table and ORG2 screen are available to the agencies for inquiry.

2.4.16 Louisiana Organization Table (LORG) Overview/Policies

The Louisiana Organization code provides a separate means of collecting and reporting financial information independent of standard organization structure with the ability to cross agency lines. Agencies establish and maintain valid Louisiana Organizations on the LORG Table (LORG) based on their reporting needs. The LORG table defines valid codes, reporting hierarchies, and other information about Louisiana Organizations. An organization is linked to a Louisiana organization on the ORG2 screen. OSRAP will link this information on the ORG2 screen.

Louisiana Organizations cannot be coded directly on transactions. The Louisiana organization is inferred from the ORG2 screen. Financial information is grouped and reported when ad hoc or the 2G16 Louisiana Organization reports are run.

The following policies will apply to Louisiana organization codes in AFS:

1. Agencies will establish and maintain the code on the LORG table;
2. Up to 12 reporting levels can be established;
3. The level of coding and use is optional;

4. The agency will submit Organization Set-up Request Forms to OSRAP to tie organization and Louisiana organization structure together, and
5. Agencies that collect major state revenues, where the owner agency and the responsible agency are different, may use LORG structure to report the operations from these activities.

2.4.17 Activity Screen (ACT2) Overview/Policies

The Activity code collects financial information across all agencies. The Division of Administration defines the definition and use of each activity at the statewide level. Activity codes provide a separate means of collecting and reporting on organization information that is independent from standard organization structure.

An activity is linked to an organization on the ORG2 screen. The agency is responsible for providing OSRAP with the activity information on the Organization Request Form so it can be added to the ORG2 screen.

The Activity (ACT2) screen defines valid codes, reporting hierarchies, and other information about Activities. Activities collect financial information across all agencies. Activity can be coded directly on transactions. The Activity Index Table (ACTV) is populated as records are added, changed, or deleted from the ACT2 screen.

The following policies will apply to activity codes in AFS:

1. OIS will maintain the ACT2 screen;
2. OSRAP will notify the agencies of all activity and their specific uses;
3. Agencies will use the Activity code to account for specific state expenditures such as Information Technology;
4. Proper use of this coding is mandatory, and
5. ACTV table and ACT2 screen are available to the agencies for inquiry.

2.4.18 Balance Sheet Account Screen (BAC2) Overview/Policies

A Balance Sheet Account code is the basic classification used to define assets, liabilities, and fund equity

within ISIS. The Balance Sheet Index Table (BACC) is populated as records are added, changed, or deleted from the BAC2 screen. Every balance sheet account listed on the Balance Sheet Account Screen (BAC2) must be identified with one of the following account types:

1. **01** Asset;
2. **02** Liability, and
3. **03** Fund Balance

Generally, users only need to code one side of most accounting transactions. AFS automatically generates the offsetting balance sheet account entry. However, J1 and some MW transactions require the user to code both sides (debit and credit) of the transaction. Additionally, payments must be made directly from balance sheet accounts, such as: 6540 Deferred Compensation Payable, 6260 Advances , 6485 Contract Payable Retainage, and 6375 Backup Withholding Payable.

The table may also establish higher-level classifications of the account codes (class, category, and group) and associate a balance sheet account with an account type. Financial data recorded in balance sheet accounts identified as cash accounts is used to create several report and table entries. This information is used by the STO to determine the State's cash position. The rest of the hierarchy is used for reporting purposes only and is optional with AFS.

The Balance Sheet hierarchy has five levels. They are, from the lowest to the highest, as follows:

<u>Level</u>	<u>Purpose</u>
1. Balance Sheet Account Source	
2. Balance Sheet Class	Groups similar balance sheet accounts
3. Balance Sheet Category	Groups similar balance sheet classes
4. Balance Sheet Type	Groups similar balance sheet categories
5. Balance Sheet Group	Groups similar balance sheet types

The following policies will apply to balance sheet account code in AFS:

1. OSRAP will establish and enter all balance sheet accounts. See Chapter 21 for a listing of valid balance sheet accounts and their definitions;
2. All balance sheet accounts must have a class, category, type and group;
3. Balance Sheet accounts are available for use by all funds;

4. Should agency personnel not be able to locate a Balance Sheet account they require, they should contact OSRAP. See procedure # 260, and
5. The BACC table and BAC2 screen are available to the agencies for inquiry purposes.

2.4.19 Balance Sheet Class Table (BCLS) Overview/Policies

The Balance Sheet Class code establishes a relationship with balance sheet accounts within the State's accounting system. The Balance Sheet Class Table (BCLS) defines valid balance sheet class codes. It is used for reporting purposes only. The actual assignment of balance sheet accounts into classes occurs in the BAC2 screen.

The following policies will apply when to balance sheet class codes in AFS:

1. BCLS table will be entered and maintained by OSRAP;
2. The three character Balance Sheet Class codes will group similar Balance Sheet Accounts within the State's accounting system, and
3. The BCLS table is available to the agencies for inquiry purposes.

2.4.20 Balance Sheet Category Table (BCAT) Overview/Policies

The Balance Sheet Category code establishes a relationship with balance sheet classes within the State's accounting system. The Balance Sheet Category Table (BCAT) defines valid balance sheet category codes. It is used for reporting purposes only. The actual assignment of balance sheet classes into categories occurs in the BAC2 screen.

The following policies will apply to balance sheet category codes in AFS:

1. The BCAT table will be entered and maintained by OSRAP;
2. The three-character Balance Sheet Category codes will be used for grouping balance sheet classes as needed for reporting in the CAFR and other special reporting requirements, and
3. The BCAT table is available to the agencies for inquiry purposes.

2.4.21 Balance Sheet Group Table (BGRP) Overview/Policies

The Balance Sheet Group code establishes a relationship with balance sheet category, class and accounts within the State's accounting system. The Balance Sheet Category Table (BGRP) defines valid balance sheet class group codes. It is used for reporting purposes only. The actual assignment of balance sheet groups into types occurs in the BAC2 screen.

The following policies will apply to balance sheet group codes in AFS:

1. The BGRP table will be entered and maintained by OSRAP;
2. Balance Sheet Group codes will group similar Balance Sheet Accounts within the State's accounting system;
3. The two-character Balance Sheet Group codes will be used to identify current and long-term accounts, as needed, for classified balance sheets in the CAFR, and

The BGRP table is available to the agencies for inquiry purposes.

2.4.22 Object Screen (OBJ2) Overview/Policies

Object codes define expenditures within the account code structure and are used for budgeting, accounting, and reporting to identify, classify and record expenditures. Object is the lowest codes classification of expenditure within AFS. Object codes are listed on the Object Index Table (OBJT). Detailed object data is displayed on the OBJ2 screen. OBJT is populated as records are added, changed, or deleted from the OBJ2 screen. This table indicates if a vendor is 1099 reportable and the box on FORM 1099 in which the income is to be reported. This table also indicates if an object is personal services related and whether it is operating or non-operating. The object code is the starting point for a classification hierarchy that puts similar financial activity together in progressively larger groups.

The object code is always required on expenditure transactions in AFS. The remainder of the object code hierarchy is used for reporting purposes only within AFS. The AFS chart of accounts for expenditure classification has 5 reporting levels. These levels are established either as hierarchical or relational for reporting summary totals. The levels, from the lowest to the highest, are as follows:

	<u>Level</u>	<u>Purpose</u>
1.	Object	Used on spending transactions
2.	Object Class	Groups similar objects

- | | | |
|----|-----------------|-------------------------------------|
| 3. | Object Category | Groups similar object classes |
| 4. | Object Type | Groups selected expenditure objects |
| 5. | Object Group | Groups similar object categories |

The following policies will apply to object codes in AFS:

1. OSRAP will establish and maintain the 4 character code for each object code within AFS on the OBJ2 screen as needed or required by Legislative mandate, Generally Accepted Accounting Principles (GAAP) and agency identification used for controlling expenditures;
2. Each object code must have an object class, category, type, and group defined by OSRAP;
3. Agencies may request that object codes be added/changed on the OBJ2 screen. (See procedure 260), and
4. Agencies may inquire on the OBJT table for a listing of valid object codes. The OBJT table and OBJ2 screen are available to the agencies for inquiry.

2.4.22.1 Sub Object Codes

Sub-object codes are agency defined on each individual expenditure transaction. These codes are not established via system tables. However, the financial data is recorded by sub object on system ledgers, tables and some reports. Sub objects may be used to divide a single object into lower classifications or combine multiple objects into one classification.

2.4.23 Object Class Table (OCLS) Overview/Policies

The Object Class establishes the relationship to an Object within AFS. The Object Class Table (OCLS) defines valid object class codes. Object class is used for reporting purposes only. The actual assignment of objects into object classes occurs in the OBJ2 screen.

The following policies will apply to object class codes in AFS:

1. Object Class codes will be established and maintained by OSRAP on the OCLS table and will group similar Object Codes within AFS, and
2. The OCLS table is available to the agencies for inquiry.

2.4.24 Object Category Table (OCAT) Overview/Policies

The Object Category Code establishes a relationship between Object Codes within AFS. The Object Category Table (OCAT) defines valid object category codes. The actual assignment of object classes into object categories occurs in the OBJ2 screen.

The following policies will apply to object category codes in AFS:

1. Object Category codes will be established and maintained by OSRAP on the OCAT table, and will group similar Object codes across object classes within AFS;
2. Object Category Codes will be used to group objects into the major expenditure groupings for budget and spending control as defined by the OPB, and
3. The OCAT table is available to agencies for inquiry.

2.4.25 Object Type Table (OTYP) Overview/Policies

Object types group similar categories. The Object Type Table (OTYP) defines valid object type codes. It is used for reporting purposes only. The actual assignment of object categories into types occurs in the OBJ2 screen.

The following policies will apply to object type codes in AFS:

1. Object Type codes will be established and maintained by OSRAP on the OTYP table;
2. The Object Type will group similar Object Codes across categories within AFS, and
3. OTYP table is available to the agencies for inquiry.

2.4.26 Object Group Table (OGRP) Overview/Policies

The Object Group Code establishes a relationship to Object Category, Object Class, and Object within AFS. The Object Group Table (OGRP) defines valid object group codes. The actual assignment of object groups into types occurs in the OBJ2 screen.

The following policies will apply to object group codes in AFS:

1. Object Group Codes will be established by OSRAP on the OGRP table.;
2. The Object Group will be used within AFS to identify object characters, and
3. The OGRP Table is available to the agencies for inquiry.

2.4.27 Revenue Source Screen (RSR2) Overview/Policies

Revenue Sources define revenues within the accounts code structure and are used in budgeting, accounting, and reporting. A Revenue Source Code is required for all revenue transactions. Revenue Source is the lowest coding classification of revenue within AFS. The Revenue Source (RSRC) table lists detailed revenue source data and is displayed on the RSR2 screen. This screen defines whether the revenue source is operating or non-operating. RSRC is populated as records are added, changed, or deleted from the RSR2 screen.

The revenue source is the starting point for the classification hierarchy that puts similar financial activity in progressively larger groups. AFS has 5 reporting levels of Revenue Source Codes. They are, from the lowest to the highest:

	<u>Level</u>	<u>Purpose</u>
1.	Revenue Source	Used on revenue transactions
2.	Revenue Class	Groups similar revenue sources
3.	Revenue Category	Groups similar revenue classes
4.	Revenue Type	Defines valid revenue type codes
5.	Revenue Group	Groups similar revenue types

The following policies will apply to revenue source codes in AFS:

1. OSRAP will establish and maintain 4 character Revenue Source Codes in AFS on the RSR2 screen as needed or required by Legislative mandate, Generally Accepted Accounting Principles (GAAP) and agency identification using for controlling revenues;
2. Each Revenue Source Code must have a revenue class, category, type, and group defined.
3. Agencies may request that revenue source codes be added/changed the RSR2 screen. (See procedure 260), and

4. The RSRC table and the RSR2 screen are available to the agencies for inquiry.

2.4.27.1 Sub Revenue Source Codes

Sub revenue sources are defined and are not established via system tables. However, financial data is recorded on system ledgers, tables and some reports. Sub revenue sources may be used to divide revenue source into lower classifications or combine multiple revenue sources into one classification.

2.4.28 Revenue Class Table (RCLS) Overview/Policies

The Revenue Class establishes a relationship to a Revenue Source within AFS. The Revenue Class Table (RCLS) defines valid revenue class codes. The actual assignment of revenues occurs in the RSR2 screen.

The following policies will apply to the RCLS table in AFS:

1. OSRAP defines, establishes and maintains revenue class codes on the RCLS table, and
2. The RCLS table is available to the agencies for inquiry.

2.4.29 Revenue Category Table (RCAT) Overview/Policies

Revenue category is used for financial reporting purposes. The categories are broken down according to the requirements for preparing the CAFR. Revenue Categories group similar revenue classes. The Revenue Category Table (RCAT) defines valid revenue category codes. The actual assignment of revenue classes into revenue categories occurs in the RSR2 screen.

The following policies will apply to revenue category codes in AFS:

1. OSRAP defines, establishes and maintains revenue category codes on the RCAT table of AFS ,and
2. The RCAT table is available to the agencies for inquiry.

2.4.30 Revenue Type Table (RTYP) Overview/Policies

The Revenue Type Table (RTYP) defines valid revenue type codes. It is used for reporting purposes only.

The actual assignment of revenue categories into revenue types occurs in the RSR2 screen.

The following policies will apply to revenue type codes in AFS:

1. OSRAP defines, establishes and maintains the revenue type codes on the RTYP table of AFS, and
2. The RTYP table is available to the agencies for inquiry.

2.4.31 Revenue Group Table (RGRP) Overview/Policies

Revenue Group is used to separate revenues legal classifications as reported in the CAFR. The Revenue Group Table (RGRP) is used to define valid revenue group codes. The RGRP Table is used for reporting purposes only. The actual assignment of revenue groups into types occurs in the RSR2 screen.

The following policy will apply to revenue group codes in AFS:

1. OSRAP defines, establishes and maintains revenue group codes on the RGRP table of AFS, and
2. The RGRP table is available to the agencies for inquiry.

2.4.32 Account Type Table (ACCT) Overview/Policies

The ACCT table of AFS defines various codes that are used during AFS processing. The values of these codes are fixed in AFS and should not be changed. Every transaction in AFS is identified by account type. Account Type codes must be coded on both sides of J1, J2 and J6 transactions. Other transactions will post automatically.

The following policies will apply to account type codes in AFS:

1. The ACCT table is maintained by OIS at OSRAP's direction;
2. Account Type codes are defined on the ACCT table;
3. Every balance sheet account established on the BAC2 screen must be identified with an account type, and

4. The ACCT table is available to the agencies for inquiry.

2.4.33 Reporting Category Table (RPTG) Overview/Policies

The Reporting Category Table (RPTG) defines general purpose reporting categories for individual agencies within AFS. Each agency may choose whether or not it wants to use the codes and how they will be used. Each reporting category may be divided among its federal, state, and other funding portions.

If the FA Indicator is **Y** on FGY2 for the fund/agency combination, the agency may use the Federal Aid Management subsystem of ISIS to record grant revenues and expenditures or the agency may elect to use reporting categories outside of the Federal Aid Management subsystem by not associating the reporting category with a grant on the FAIT table.

If the FA Indicator is **N** on the FGY2 screen, the Federal Aid Management subsystem cannot be used.

The following policies will apply to reporting category codes in AFS:

1. Agencies will define, establish and maintain the RPTG table of AFS;
2. Reporting Category codes are required if agencies use the Federal Aid Management subsystem;
3. Agencies may use reporting categories as an additional accounting element to meet specific needs, requirements, or accumulation of costs for administrative purposes;
4. The 4 character Reporting Category codes will be agency specific, and
5. Agencies should not delete a RPTG entry for a fiscal year if any financial activity was recorded against it in that year.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 200
Procedure Name: Adding a reporting or subprogram organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

PROCEDURES

This procedure is used to add a reporting or subprogram organization to the ORG2 screen in AFS for a given fiscal year and agency. The reporting/subprogram organization is used for reporting purposes. Additional reporting organizations may or may not roll to these higher level-reporting organizations depending on the department/agency’s reporting needs. When establishing the reporting organization, any reporting structure that will be associated with it must already exist on the ORG2 screen. This procedure requires the use of an ORGANIZATION REQUEST FORM. To view your agency’s current structure by program please review the 5G17 – PROGRAM RESPONSIBILITY STRUCTURE report. **Field definitions for the ORGANIZATION REQUEST FORM can be found in section 2.1.1.1. of this chapter. Policies regarding organizations can be found in section 2.4.15 of this chapter.**

Responsibility

Action

Authorized

Agency Personnel

1. Complete and approve an ORGANIZATION REQUEST FORM to establish a new reporting or subprogram organization by completing the following fields: See Exhibits 2-1 and 2-2.
 - A. CHECK ONE - Enter **X** on the line before the word **NEW**.
 - B. FISCAL YEAR
 - C. AGENCY
 - D. ORGANIZATION
 - E. ORGANIZATION NAME

Authorized

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 200
Procedure Name: Adding a reporting or subprogram organization in AFS	Date Issued: 05/01
	Revision: 2 Date:11/02

- Agency Personnel F. ORGANIZATION MANAGER
- G. FUND
- H. LEVEL INDICATOR
- I. STATUS
- J. REPORTING ORGANIZATIONS (ORG1-ORG12)
- K. ORGANIZATION TYPE
- L. REMARKS

- 2. Send the form to OSRAP.

- OSRAP 3. Review submitted document for accuracy. Contact submitter, if necessary, to resolve any questions/problems.
- 4. Enter organization structure on the ORG2 screen.
 - A. Type **A** in ACTION.
 - B. Enter data from form into appropriate fields.

- OSRAP C. Press <ENTER>. A message is displayed stating that all lines have been added.

- Agency Personnel 5. Review ORG2 screen to ensure correct entry of requested structure. If it is not established after two days, contact OSRAP at (225) 342-6351.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 210
Procedure Name: Adding a revenue organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to add a revenue organization to the ORG2 screen in AFS for a given fiscal year and agency. You must have revenue organizations established in AFS for the type of monies you are to collect (e.g. SGR, IAT, FED, etc.). Revenue organizations may or may not roll to higher level reporting organizations depending on the department/agency’s reporting needs. When establishing the revenue organization, any reporting structure that will be associated with it must already exist on the ORG2 screen. This procedure requires the use of an ORGANIZATION REQUEST FORM. To view your agency’s current structure by program please review the 5G17 – PROGRAM RESPONSIBILITY STRUCTURE report. **Field definitions for the ORGANIZATION REQUEST FORM can be found in section 2.1.1.1. of this chapter. Policies regarding organizations can be found in section 2.4.15 of this chapter.**

Responsibility

Action

Authorized

Agency Personnel

1. Complete and approve an ORGANIZATION REQUEST FORM to establish a new revenue organization by completing the following fields: See Exhibits 2-3 and 2-4.

A. CHECK ONE - Enter **X** on the line before the word **NEW**.

B. FISCAL YEAR

C. AGENCY

D. ORGANIZATION

E. ORGANIZATION NAME

Authorized

Agency Personnel

F. ORGANIZATION MANAGER

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 210
Procedure Name: Adding a revenue organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

- G. FUND
- H. LEVEL INDICATOR
- I. STATUS
- J. REPORTING ORGANIZATIONS (ORG1-ORG12)
- K. APPROPRIATION
- L. REPORTING CATEGORY
- M. CASH ACCOUNT
- N. ORIGINAL FUND
- O. RESPONSIBLE AGENCY
- P. ORGANIZATION TYPE
- Q. LOUISIANA ORGANIZATION
- R. REMARKS

- 2. Send the form to OSRAP.
- OSRAP 3. Review submitted document for accuracy. Contact submitter, if necessary, to resolve any questions/problems.
- 4. Enter organization structure on the ORG2 screen.
 - A. Type **A** in ACTION.
 - B. Enter data from form into appropriate fields.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 210
Procedure Name: Adding a revenue organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

C. Press <ENTER>. A message is displayed stating that all lines have been added.

Agency Personnel 5. Review ORG2 screen to ensure correct entry of requested structure. If it is not established after two days, contact OSRAP at (225) 342-6352.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 220
Procedure Name: Adding an expenditure organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

220

This procedure is used to add an expenditure organization to the ORG2 screen in AFS for a given fiscal year and agency. An expenditure organization must be established in AFS to capture the encumbrances and expenditures. Expenditure organizations, the lowest level organization, must roll to higher level reporting organizations. The exact level of reporting rollup is dependant on the department/agency’s reporting needs.

At a minimum, the expenditure organization must roll to the appropriated program and then the OPB subprogram. When establishing this expenditure organization, any reporting structure that will be associated with it must already exist on the ORG2 screen. This procedure requires the use of an ORGANIZATION REQUEST FORM. To view your agency’s current structure by program please review the 5G17 – PROGRAM RESPONSIBILITY STRUCTURE report. **Field definitions for the ORGANIZATION REQUEST FORM can be found in section 2.1.1.1. of this chapter. Policies regarding organizations can be found in section 2.4.15 of this chapter.**

Responsibility

Action

Authorized

Agency Personnel

1. Completes and approves an ORGANIZATION REQUEST FORM to establish a new expenditure organization by completing the following fields:
See Exhibits 2-5 and 2-6.

A. CHECK ONE - Enter **X** on the line before the word **NEW**.

B. FISCAL YEAR

C. AGENCY

D. ORGANIZATION

Authorized

Agency Personnel

E. ORGANIZATION NAME

F. ORGANIZATION MANAGER

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 220
Procedure Name: Adding an expenditure organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

- G. FUND
- H. LEVEL INDICATOR
- I. STATUS
- J. ACTIVITY
- K. REPORTING ORGANIZATIONS (ORG1-ORG12)
- L. APPROPRIATION
- M. REPORTING CATEGORY
- N. CASH ACCOUNT
- O. RESPONSIBLE AGENCY
- P. ORGANIZATION TYPE
- Q. LOUISIANA ORGANIZATION
- R. REMARKS

- 2. Send the form to OSRAP.
- OSRAP 3. Review submitted document for accuracy. Contact submitter, if necessary, to resolve any questions/problems.
- 4. Enter organization structure on the ORG2 screen.
 - A. Type **A** in ACTION.
 - B. Enter data from form into appropriate fields.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 220
Procedure Name: Adding an expenditure organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

C. Press <ENTER>. A message is displayed stating that all lines have been added.

Agency Personnel 5. Review ORG2 screen to ensure correct entry of requested structure. If it is not established after two days, contact OSRAP at (225) 342-6352.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 230
Procedure Name: Adding a warrant organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to add a MOF warrant organization to the ORG2 screen in AFS for a given fiscal year and agency for ISIS and NON-ISIS agencies. The warrant organization allows you to transfer monies from the MOF cash account to the disbursement cash account within the agency’s fund. Warrant organizations do not roll to higher level reporting organizations. A warrant organization must exist for each agency MOF. This procedure requires the use of an ORGANIZATION REQUEST FORM. **Field definitions for the ORGANIZATION REQUEST FORM can be found in section 2.1.1.1. of this chapter. Policies regarding organizations can be found in section 2.4.15 of this chapter.**

Responsibility

Action

Authorized

Agency Personnel

1. Complete and approve an ORGANIZATION REQUEST FORM to establish a new warrant organization by completing the following required fields: See Exhibit 2-7.

- A. CHECK ONE - Enter **X** on the line before the word **NEW**.

- B. FISCAL YEAR

- C. AGENCY

- D. ORGANIZATION

- E. ORGANIZATION NAME

Authorized

Agency Personnel

- F. ORGANIZATION MANAGER

- G. FUND

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 230
Procedure Name: Adding a warrant organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

- H. LEVEL INDICATOR
 - I. STATUS
 - J. REPORTING ORGANIZATION
 - K. APPROPRIATION
 - L. CASH ACCOUNT
 - M. RESPONSIBLE AGENCY
 - N. ORGANIZATION TYPE
 - O. REMARKS
2. Send the form to OSRAP.
- OSRAP
3. Review submitted document for accuracy. Contact submitter, if necessary, to resolve any questions/problems.
 4. Enter organization structure on the ORG2 screen.
 - A. Type **A** in ACTION.
 - B. Enter data from form into appropriate fields.
 - C. Press <ENTER>. A message is displayed stating that all lines have been added.
- Agency Personnel
5. Review ORG2 screen to ensure correct entry of requested structure. If it is not established after two days, contact OSRAP at (225) 342-6352.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 240
Procedure Name: Changing a field's data on an established organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to change a field on an established organization on the ORG2 screen in AFS for a given fiscal year and agency. The header section of the form (Fiscal Year, Agency, and Organization) cannot be changed. If changing an inferred field, such as: appropriation, reporting category, cash account, original fund, and Louisiana organization, you must back out all financial activity before making the change. When changing a reporting organization, you do not have to move the financial activity. When changing the reporting organizations, the new reporting structure must already exist on the ORG2 screen. You cannot change the organization type of financial activity has been recorded against it. This procedure requires the use of an ORGANIZATION REQUEST FORM. To view your agency's current structure by program please review the 5G17 – PROGRAM RESPONSIBILITY STRUCTURE. **Field definitions for the ORGANIZATION REQUEST FORM can be found in section 2.1.1.1. of this chapter.**

Responsibility

Action

Authorized

Agency Personnel

1. Complete and approve an ORGANIZATION REQUEST FORM to change a field(s) on an established organization by completing the following fields: See Exhibit 2-8.

A. CHECK ONE - Enter **X** on the line before the word **CHANGE**.

B. FISCAL YEAR - Required

C. AGENCY - Required

D. ORGANIZATION - Required

Authorized

Agency Personnel

- E. ANY FIELD(S) - Enter data only in the fields being changed.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 240
Procedure Name: Changing a field's data on an established organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

- F. ORGANIZATION TYPE - Required
- G. REMARKS - Required

- 2. Send the form to OSRAP.

- OSRAP 3. Review submitted document for accuracy. Contact submitter, if necessary, to resolve any questions/problems.

- 4. Enter organization structure on the ORG2 screen.
 - A. Type **C** in ACTION.
 - B. Enter data from form into appropriate fields.
 - C. Press <ENTER>. A message is displayed stating that all lines have been changed.

- Agency Personnel 5. Review ORG2 screen to ensure correct entry of requested structure. If it is not established after two days, contact OSRAP at (225) 342-6352.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 250
Procedure Name: Inactivating an organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to inactivate an organization on the ORG2 screen in AFS for a given fiscal year and agency. When an organization is inactivated, no future transactions can be post to it. The agency must check to ensure no encumbrances or payables are associated with the structure being inactivated before inactivating the structure. It is the OSRAP policy that organization structure cannot be deleted. This prevents the possible failure of certain system processes. The NYTI process will not roll inactivated organizations into the new year. When inactivating a reporting organization you should check your agency structure to determine what other structure is effected. This procedure requires the use of an ORGANIZATION REQUEST FORM. **Field definitions for the ORGANIZATION REQUEST FORM can be found in section 2.1.1.1. of this chapter.**

Responsibility

Action

Authorized

Agency Personnel

1. Completes and approves an ORGANIZATION REQUEST FORM to inactivate an established organization by completing the following required fields: See Exhibit 2-9.

A. CHECK ONE - Enter **X** on the line before the words **INACTIVATE/DELETE.**

B. FISCAL YEAR

C. AGENCY

D. ORGANIZATION

E. STATUS

Authorized

Agency Personnel

F. ORGANIZATION TYPE

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 250
Procedure Name: Inactivating an organization in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

G. REMARKS

- | | | | |
|------------------|----|--|--|
| | 2. | Send the form to OSRAP. | |
| OSRAP | 3. | Review submitted document for accuracy. Contact submitter, if necessary, to resolve any questions/problems. | |
| | 4. | Enter organization structure on the ORG2 screen. | |
| | | A. Type C in ACTION. | |
| | | B. Enter I in the STATUS field. | |
| | | C. Press <ENTER>. A message is displayed stating that all lines have been changed. | |
| Agency Personnel | 5. | Review ORG2 screen to ensure correct entry of requested structure. If it is not established after two days, contact OSRAP at (225) 342-6352. | |

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 260
Procedure Name: Additions or changes to the BACC, RSRC, or OBJT structure in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

The following procedure is to be used by state agencies to request additions or changes of BACC, RSRC, or OBJT structure in AFS.

Responsibility

Action

Agency Fiscal Officer

1. Send memorandum to OSRAP Director requesting addition(s) or change(s) to BACC, RSRC, or OBJT. Included in the memorandum should be a detailed explanation of what is being requested and why it is needed.

The memorandum can be faxed to (225) 342-1053 or mailed to:

OSRAP
Attn: OSRAP Director
1201 North 3rd Street
Suite 6-130, Claiborne Building
Baton Rouge, La. 70804

OSRAP Director

2. The OSRAP Director will review all agency requests for new balance sheet accounts and either approve or disapprove the request.
3. All disapproved requests will be returned to the agency noting the reason for the disapproval.

OSRAP Analyst

4. All approved requests will be reviewed and established on the BAC2, RSR2 or OBJ2 screens.

OSRAP

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 260
Procedure Name: Additions or changes to the BACC, RSRC, or OBJT structure in AFS	Date Issued: 05/01
	Revision: 2 Date: 11/02

- Analyst
5. OSRAP will notify the agencies in writing of the new chart of account number(s).
 6. As chart of accounts data elements are added, OSRAP will update Chapter 21 of this manual with the code, name, and definition of the new account.

EXHIBITS

Exhibit 2-1

ISIS (ORGN) 3/98 ORGANIZATION REQUEST FORM			
CHECK ONE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate / Delete	FISCAL YEAR : <u>0 1</u> AGENCY : <u>1 0 7</u> ORGANIZATION : <u>1 0 0 0</u>		
ORGANIZATION NAME: E X E C U T I V E A D M I N I S T R A T I O N			ORGANIZATION MANAGER: _____
FUND: <u>1 0 7</u>	LEVEL INDICATOR : <u>0 1</u>	STATUS: <u>A</u> (A) ACTIVE (I) INACTIVE	ACTIVITY _____ FUNCTION _____
REPORTING ORGANIZATIONS			
ORG 1: <u>1 0 0 0</u>	ORG 2: _____	ORG 3: _____	ORG 4: _____
ORG 5: _____	ORG 6: _____	ORG 7: _____	ORG 8: _____
ORG 9: _____	ORG 10: _____	ORG 11: _____	ORG 12: _____
APPROPRIATION _____		REPORTING CATEGORY : _____	
CASH ACCOUNT _____		ORIGINAL FUND : _____	
RESPONSIBLE AGENCY _____		ORGANIZATION TYPE : <u>3</u>	
LOUISIANA ORGANIZATION _____		REMARKS: TO ESTABLISH APPROPRIATED PROGRAM	
DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY			
BUDGETING ORGANIZATION LEVELS			
APPR ORG LEVEL 1 : __	ALLOT ORG LEVEL 1 : __	EXP BUDGET ORG LEVEL : __	REV BUDGET ORG LEVEL : __
MISCELLANEOUS INFORMATION			
BUYER : __	INVENTORY IND : __	APPROVAL : __	
JOB NO SPEND : __	JOB NO REVENUE : __	SUB ORG SPEND : __	
SUB ORG REV : __	EXC BUDG PREP : __	FUNCTION : __	

Prepared By : I. M. PREPARER

Date : 12/15/XX

Approved By : U. R. APPROVER

Date : 12/15/XX Title: _____

Office of Statewide Reporting:

Approved By : _____

Date : _____ Title: _____

Exhibit 2-2

<small>ISIS (ORGN) 3/98</small> ORGANIZATION REQUEST FORM			
CHECK ONE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate / Delete		FISCAL YEAR : <u>0 1</u> AGENCY : <u>1 0 7</u> ORGANIZATION : <u>S P 0 1</u>	
ORGANIZATION NAME: <u>A D M I N I S T R A T I V E</u>			ORGANIZATION MANAGER: _____
FUND: <u>1 0 7</u>	LEVEL INDICATOR : <u>02</u>	STATUS: <u>A</u> (A) ACTIVE (I) INACTIVE	ACTIVITY _____ FUNCTION _____
REPORTING ORGANIZATIONS			
ORG 1: <u>1 0 0 0</u>	ORG 2: <u>S P 0 1</u>	ORG 3: _____	ORG 4: _____
ORG 5: _____	ORG 6: _____	ORG 7: _____	ORG 8: _____
ORG 9: _____	ORG 10: _____	ORG 11: _____	ORG 12: _____
APPROPRIATION _____		REPORTING CATEGORY : _____	
CASH ACCOUNT _____		ORIGINAL FUND : _____	
RESPONSIBLE AGENCY _____		ORGANIZATION TYPE : <u>3</u>	
LOUISIANA ORGANIZATION _____		REMARKS: TO ESTABLISH SUBPROGRAM	
DO NOT WRITE BELOW THIS LINE OSDAP USE ONLY			
BUDGETING ORGANIZATON LEVELS			
APPR ORC LEVEL 1 : __	ALLOT ORC LEVEL 1 : __	EXP BUDGET ORC LEVEL : __	REV BUDGET ORC LEVEL : __
MISCELLANEOUS INFORMATION			
BUYER : __	INVENTORY IND : __	APPROVAL : __	
JOB NO SPEND : __	JOB NO REVENUE : __	SUB ORC SPEND : __	
SUB ORC REV : __	EXC BUDC PREP : __	FUNCTION : __	

Prepared By : I. M. PREPARER

Date : 12/15/XX

Approved By : U. R. APPROVER

Date : 12/15/XX Title: _____

Office of Statewide Reporting:

Approved By : _____

Date : _____ Title: _____

Exhibit 2-3

ISIS (ORGN) 3/98 ORGANIZATION REQUEST FORM			
CHECK ONE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate / Delete		FISCAL YEAR : <u>0 1</u> AGENCY : <u>1 0 7</u> ORGANIZATION : <u>R 0 0 2</u>	
ORGANIZATION NAME: <u>B U D - D E V - D I V - O F - A D M N - S G R</u>			ORGANIZATION MANAGER: _____
FUND: <u>1 0 7</u>	LEVEL INDICATOR <u>0 1</u>	STATUS: <u>A</u> (A) ACTIVE (I) INACTIVE	ACTIVITY _____ FUNCTION _____
REPORTING ORGANIZATIONS			
ORG 1: <u>R 0 0 2</u>	ORG 2: _____	ORG 3: _____	ORG 4: _____
ORG 5: _____	ORG 6: _____	ORG 7: _____	ORG 8: _____
ORG 9: _____	ORG 10: _____	ORG 11: _____	ORG 12: _____
APPROPRIATION <u>0 0 2</u>		REPORTING CATEGORY : _____	
CASH ACCOUNT <u>6 0 1 0</u>		ORIGINAL FUND : <u>B 0 2</u>	
RESPONSIBLE AGENCY <u>1 0 7</u>		ORGANIZATION TYPE : <u>1</u>	
LOUISIANA ORGANIZATION _____		REMARKS: TO ESTABLISH BUDGET DEVELOPMENT ORG FORSGR PER ACT 20 OF 1999	
DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY			
BUDGETING ORGANIZATON LEVELS			
APPR ORG LEVEL 1 : _____	ALLOT ORG LEVEL 1 : _____	EXP BUDGET ORG LEVEL : _____	REV BUDGET ORG LEVEL : _____
MISCELLANEOUS INFORMATION			
BUYER : _____	INVENTORY IND : _____	APPROVAL : _____	
JOB NO SPEND : _____	JOB NO REVENUE : _____	SUB ORG SPEND : _____	
SUB ORG REV : _____	EXC BUDG PREP : _____	FUNCTION : _____	

Prepared By : I. M. PREPARER Date : 12/15/XX
 Approved By : U. R. APPROVER Date : 12/15/XX Title: _____
 Office of Statewide Reporting:
 Approved By : _____ Date : _____ Title: _____

Exhibit 2-4

ISIS (ORGN) 3/98 ORGANIZATION REQUEST FORM			
CHECK ONE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate / Delete		FISCAL YEAR : <u>0_1_</u> AGENCY : <u>1_0_7_</u> ORGANIZATION : <u>S_1_0_1_</u>	
ORGANIZATION NAME: <u>D O A - S E L F G E N E R A T E D M I S C</u>			ORGANIZATION MANAGER: _____
FUND: <u>1_0_7_</u>	LEVEL INDICATOR <u>0_1_</u>	STATUS: <u>A_</u> (A) ACTIVE (I) INACTIVE	ACTIVITY _____ FUNCTION _____
REPORTING ORGANIZATIONS			
ORG 1: <u>S_1_0_1_</u>	ORG 2: _____	ORG 3: _____	ORG 4: _____
ORG 5: _____	ORG 6: _____	ORG 7: _____	ORG 8: _____
ORG 9: _____	ORG 10: _____	ORG 11: _____	ORG 12: _____
APPROPRIATION <u>0_0_2_</u>		REPORTING CATEGORY : _____	
CASH ACCOUNT <u>6_0_1_0_</u>		ORIGINAL FUND : <u>B_0_2_</u>	
RESPONSIBLE AGENCY <u>1_0_7_</u>		ORGANIZATION TYPE : <u>1_</u>	
LOUISIANA ORGANIZATION _____		REMARKS: TO ESTABLISH REVENUE ORG FOR SGR	
DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY			
BUDGETING ORGANIZATION LEVELS			
APPR ORG LEVEL 1 : ____	ALLOT ORG LEVEL 1 : ____	EXP BUDGET ORG LEVEL : ____	REV BUDGET ORG LEVEL : ____
MISCELLANEOUS INFORMATION			
BUYER : ____	INVENTORY IND : ____	APPROVAL : ____	
JOB NO SPEND : ____	JOB NO REVENUE : ____	SUB ORG SPEND : ____	
SUB ORG REV : ____	EXC BUDG PREP : ____	FUNCTION : ____	

Prepared By : I. M. PREPARER Date : 12/15/XX
 Approved By : U. R. APPROVER Date : 12/15/XX Title: _____
 Office of Statewide Reporting:
 Approved By : _____ Date : _____ Title: _____

Exhibit 2-5

ISIS (ORGN) 3/98 ORGANIZATION REQUEST FORM			
CHECK ONE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate / Delete		FISCAL YEAR : <u>0 1</u> AGENCY : <u>1 0 7</u> ORGANIZATION : <u>0 0 0 1</u>	
ORGANIZATION NAME: <u>B U D G E T D E V E L O P M E N T P R O G 1 0 0 0</u>			ORGANIZATION MANAGER: _____
FUND: <u>1 0 7</u>	LEVEL INDICATOR <u>0 2</u>	STATUS: <u>A</u> (A) ACTIVE (I) INACTIVE	ACTIVITY _____ FUNCTION _____
REPORTING ORGANIZATIONS			
ORG 1: <u>1 0 0 0</u>	ORG 2: <u>0 0 0 1</u>	ORG 3: _____	ORG 4: _____
ORG 5: _____	ORG 6: _____	ORG 7: _____	ORG 8: _____
ORG 9: _____	ORG 10: _____	ORG 11: _____	ORG 12: _____
APPROPRIATION <u>1 0 0</u>		REPORTING CATEGORY : _____	
CASH ACCOUNT <u>6 0 0 0</u>		ORIGINAL FUND : _____	
RESPONSIBLE AGENCY <u>1 0 7</u>		ORGANIZATION TYPE : <u>2</u>	
LOUISIANA ORGANIZATION _____		REMARKS:	
DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY			
BUDGETING ORGANIZATON LEVELS			
APPR ORG LEVEL 1 : ____	ALLOT ORG LEVEL 1 : ____	EXP BUDGET ORG LEVEL : ____	REV BUDGET ORG LEVEL : ____
MISCELLANEOUS INFORMATION			
BUYER : ____	INVENTORY IND : ____	APPROVAL : ____	
JOB NO SPEND : ____	JOB NO REVENUE : ____	SUB ORG SPEND : ____	
SUB ORG REV : ____	EXC BUDG PREP : ____	FUNCTION : ____	

Prepared By : I. M. PREPARER Date : 12/15/XX
 Approved By : U. R. APPROVER Date : 12/15/XX Title: _____
 Office of Statewide Reporting:
 Approved By : _____ Date : _____ Title: _____

Exhibit 2-6

ISIS (ORGN) 3/98 ORGANIZATION REQUEST FORM			
CHECK ONE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate / Delete		FISCAL YEAR : <u>0 1</u> AGENCY : <u>1 0 7</u> ORGANIZATION : <u>1 0 0 1</u>	
ORGANIZATION NAME: <u>O F F I C E _ O F _ C O M M I S S I O N E R _ O F _ A D M N</u>			ORGANIZATION MANAGER: _____
FUND: <u>1 0 7</u>	LEVEL INDICATOR : <u>0 3</u>	STATUS: <u>A</u> (A) ACTIVE (I) INACTIVE	ACTIVITY _____ FUNCTION _____
REPORTING ORGANIZATIONS			
ORG 1: <u>1 0 0 0</u>	ORG 2: <u>S P 0 1</u>	ORG 3: <u>1 0 0 1</u>	ORG 4: _____
ORG 5: _____	ORG 6: _____	ORG 7: _____	ORG 8: _____
ORG 9: _____	ORG 10: _____	ORG 11: _____	ORG 12: _____
APPROPRIATION <u>1 0 0</u>		REPORTING CATEGORY : _____	
CASH ACCOUNT <u>6 0 0 0</u>		ORIGINAL FUND : _____	
RESPONSIBLE AGENCY <u>1 0 7</u>		ORGANIZATION TYPE : <u>2</u>	
LOUISIANA ORGANIZATION _____		REMARKS: TO ESTABLISH EXPENDITURE ORG	
DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY			
BUDGETING ORGANIZATION LEVELS			
APPR ORG LEVEL 1 : _____	ALLOT ORG LEVEL 1 : _____	EXP BUDGET ORG LEVEL : _____	REV BUDGET ORG LEVEL : _____
MISCELLANEOUS INFORMATION			
RTIVER : _____	INVENTORY IND : _____	APPROVAL : _____	
IOR NO SPEND : _____	IOR NO REVENUE : _____	SIB ORG SPEND : _____	
SIB ORG REV : _____	EXC BUDG PREP : _____	FUNCTION : _____	

Prepared By : I. M. PREPARER Date : 12/15/XX
 Approved By : U. R. APPROVER Date : 12/15/XX Title: _____
 Office of Statewide Reporting:
 Approved By : _____ Date : _____ Title: _____

Exhibit 2-7

ISIS (ORGN) 3/98 ORGANIZATION REQUEST FORM				
CHECK ONE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate / Delete		FISCAL YEAR : <u>0 1</u> AGENCY : <u>1 0 7</u> ORGANIZATION : <u>0 0 2 W</u>		
ORGANIZATION NAME: <u>W A R R A N T S D R A W N</u>			ORGANIZATION MANAGER: _____	
FUND: <u>1 0 7</u>	LEVEL INDICATOR : <u>0 1</u>	STATUS: <u>A</u> (A) ACTIVE (I) INACTIVE	ACTIVITY _____	FUNCTION _____
REPORTING ORGANIZATIONS				
ORG 1: <u>0 0 2 W</u>	ORG 2: _____	ORG 3: _____	ORG 4: _____	
ORG 5: _____	ORG 6: _____	ORG 7: _____	ORG 8: _____	
ORG 9: _____	ORG 10: _____	ORG 11: _____	ORG 12: _____	
APPROPRIATION <u>0 0 2</u>		REPORTING CATEGORY : _____		
CASH ACCOUNT <u>6 0 1 0</u>		ORIGINAL FUND : _____		
RESPONSIBLE AGENCY <u>1 0 7</u>		ORGANIZATION TYPE : <u>4</u>		
LOUISIANA ORGANIZATION _____		REMARKS: TO ESTABLISH WARRANT DRAWN ORG FOR SGR		
DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY				
BUDGETING ORGANIZATION LEVELS				
APPR ORG LEVEL 1 : _____	ALLOT ORG LEVEL 1 : _____	EXP BUDGET ORG LEVEL : _____	REV BUDGET ORG LEVEL : _____	
MISCELLANEOUS INFORMATION				
BUYER : _____	INVENTORY IND : _____	APPROVAL : _____		
JOB NO SPEND : _____	JOB NO REVENUE : _____	SUB ORG SPEND : _____		
SUB ORG REV : _____	EXC BUDG PREP : _____	FUNCTION : _____		

Prepared By : L. M. PREPARER Date : 12/15/XX
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 Office of Statewide Reporting:
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Exhibit 2-9

<small>ISIS (ORGN) 3/98</small> ORGANIZATION REQUEST FORM				
CHECK ONE: <input type="checkbox"/> New <input type="checkbox"/> Change <input checked="" type="checkbox"/> Inactivate / Delete		FISCAL YEAR : <u>0 1</u> AGENCY : <u>1 0 7</u> ORGANIZATION : <u>1 0 0 1</u>		
ORGANIZATION NAME: _____			ORGANIZATION MANAGER: _____	
FUND: _____	LEVEL INDICATOR : _____	STATUS: <u>I</u> (A) ACTIVE (I) INACTIVE	ACTIVITY _____	FUNCTION _____
REPORTING ORGANIZATIONS				
ORG 1: _____	ORG 2: _____	ORG 3: _____	ORG 4: _____	
ORG 5: _____	ORG 6: _____	ORG 7: _____	ORG 8: _____	
ORG 9: _____	ORG 10: _____	ORG 11: _____	ORG 12: _____	
APPROPRIATION _____		REPORTING CATEGORY : _____		
CASH ACCOUNT _____		ORIGINAL FUND : _____		
RESPONSIBLE AGENCY _____		ORGANIZATION TYPE : <u>2</u>		
LOUISIANA ORGANIZATION _____		REMARKS: TO INACTIVATE EXP ORG 1001		
DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY				
BUDGETING ORGANIZATION LEVELS				
APPR ORG LEVEL 1 : _____	ALLOT ORG LEVEL 1 : _____	EXP BUDGET ORG LEVEL : _____	REV BUDGET ORG LEVEL : _____	
MISCELLANEOUS INFORMATION				
BUYER : _____	INVENTORY IND : _____	APPROVAL : _____		
IOR NO SPEND : _____	IOR NO REVENUE : _____	SUB ORG SPEND : _____		
SUB ORG REV : _____	EXC BUDG PREP : _____	FUNCTION : _____		

Prepared By : I. M. PREPARER Date : 01/04/XX
 Approved By : U. R. APPROVER Date : 01/04/XX Title: _____
 Office of Statewide Reporting:
 Approved By : _____ Date : _____ Title: _____

REPORTS

5G18 Fund Structure Report

RUN DATE : 08/16/99
 RUN TIME : 12:14:16
 REPORT ID : 5G18

STATE OF LOUISIANA
 ISIS FINANCIAL SYSTEM
 FUND STRUCTURE REPORT
 FOR 08/15/99

PAGE: 436

FUND - 107 OFFICE OF THE GOVERNOR DISB FD

APPR	FY	APPROPRIATION NAME	GRP APPR	COE STAT	AGY-ORGN	ORG TYP	ORG ORGANIZATION NAME	ORIG FUND	ADMN FUND	FINL FUND	ORG STAT	RESP AGCY
----	--	-----	---	----	-----	---	-----	----	----	----	----	---
100	97	EXECUTIVE ADMINISTRATION	00	A	107-1507	2	OIS-CONSULTING & TRAINING					107
					107-1509	2	I S-DATA CENTER					107
					107-1516	2	OIS-APPLICATION SUPPORT					107
					107-1601	2	STATE LAND OFFICE					107
					107-1900	2	COMMISSIONER'S OFF. UNALLOTTED					107
100	98	EXECUTIVE ADMINISTRATION	00	A	107-777	2	PAYROLL DEFAULT ORGANIZATION					107
					107-0001	2	BUDGET DEVELOPMENT PROG 1000					107
					107-1001	2	OFFICE OF COMMISSIONER OF ADM					107
					107-1003	2	OFFICE OF PLANNING & BUDGET					107
					107-1005	2	DIV OF ADM-LEGAL SECTION					107
					107-1006	2	DIV ADM I AT CONTRACTUAL REV.					107
					107-1008	2	FINANCE & SUPPORT SERVICES					107
					107-1009	2	UNIFORM PAYROLL SYSTEM					107
					107-1010	2	STATEWIDE REPT & ACCT POLICY					107
					107-1012	2	FINANCIAL SYSTEM PROJECTS					107
					107-1014	2	D.OF ADM. PERSONNEL					107
					107-1016	2	DATA BASE COMMISSION					107
					107-1024	2	C. P. T. P.					107
					107-1118	2	STATE PURCHASING OFFICE					107
					107-1200	2	FACILITY PLANNING & CONTROL					107
					107-1310	2	BUILDING AND GROUNDS ADMIN					107
					107-1312	2	ST BLDG & GROUNDS SECURITY					107
					107-1313	2	ST BLDG & GROUNDS MAINTENANCE					107
					107-1314	2	ST BLDGS OPERATIONS MAIN					107
					107-1315	2	ST BLDGS ELEVATOR OPERATORS					107
					107-1316	2	ST BLDGS CUSTODIAL					107
					107-1317	2	ST BLDGS CRAFTS MAINTENANCE					107
					107-1318	2	ST BUILDINGS CENTRAL STORES					107
					107-1506	2	IS-DIRECTOR					107
					107-1507	2	OIS-CONSULTING & TRAINING					107
					107-1509	2	IS-DATA CENTER					107
					107-1516	2	OIS-APPLICATION SUPPORT					107
					107-1601	2	STATE LAND OFFICE					107
					107-1701	2	LA TECHNOLOGY INNOVATIONS					107
					107-1720	2	LOUISIANA FREE-NET					107
					107-1725	2	LA ASBESTOS DET & ABATEMENT FD					107
					107-1900	2	COMMISSIONER'S OFF. UNALLOTTED					107
100		99 EXECUTIVE ADMINISTRATION	00	A	107-ZZZZ	2	PAYROLL DEFAULT ORGANIZATION					107