

CASH RECEIPTS 3

4.1 Terminology..... 3

4.1.1 Procedure Terminology..... 3

4.1.1.1 AFS Deposit Suspense Input Form (DS) 400..... 3

4.1.1.2 AFS Cash Receipt Input Form (CR) 401-403..... 5

4.1.1.3 AFS Quick Cash Receipt Input Form (CRQ) 401-403 8

4.1.1.4 AFS Cash Receipt Input Form (C1) 401-404 11

4.1.1.5 Open Deposit Items Table (ODIT) 400-404..... 14

4.1.1.6 AFS Warrant Voucher Input Form (WV) 405-406 15

4.1.1.7 AFS Vendor Payment Voucher (P1) 407 16

4.1.1.8 Manual Warrant (MW) 408..... 22

4.2 Cash Receipts Overview 26

4.2.1 Cash Receipts Policies..... 27

4.3 Warranting of Funds Overview..... 28

4.3.1 Warranting of Funds Policies 28

PROCEDURES 30

400 DS for Recording Deposit of Funds..... 30

401 Classification of Revenue Cash Receipts for ISIS Agencies..... 31

402 Classification of Refunds of Expenditure Cash Receipts for ISIS Agencies 32

403 Classification of INA Cash Receipts for ISIS Agencies..... 33

404 Classification of Revenue Cash Receipts for Non-ISIS Agencies 34

405 Warranting of Funds for ISIS Agencies 35

406 Reverse-Warranting of Funds for ISIS Agencies 36

407 Warranting of Funds for Non-ISIS Agencies - OSRAP 37

408 Warranting of Funds for Non-ISIS Agencies - STO..... 38

EXHIBITS 39

Exhibit 4.1 39

Exhibit 4.2..... 39

Exhibit 4.3..... 40

Exhibit 4.4..... 40

Exhibit 4.5..... 41

Exhibit 4.6..... 41

Exhibit 4.7..... 42

Exhibit 4.8..... 42

Exhibit 4.9..... 43

Exhibit 4.10..... 43

Exhibit 4.11..... 44

Exhibit 4.12..... 44

Exhibit 4.13..... 46

Exhibit 4.14..... 47

Exhibit 4.15..... 47

Exhibit 4.16..... 48

CHAPTER 4

Exhibit 4.17 49
Exhibit 4.18 49

CASH RECEIPTS

4.1 Terminology

The following terms will be used throughout this chapter:

Deposit – The placement of cash collections into the State Treasurer’s Office (STO) central depository or designated regional depository account.

Non-ISIS Agency – A State agency which does not record the expenditure of funds in AFS.

Refund of Expenditure – A collection of cash received as a result of a return from a vendor or other State agency for funds previously expended.

Warrant – The transfer of cash from an ISIS agency’s Means of Financing to its operating account or from a Non-ISIS agency’s Means of Financing to its bank account.

4.1.1 Procedure Terminology

The following are the field definitions for cash receipts used in:

4.1.1.1 AFS Deposit Suspense Input Form (DS) 400

<u>Field</u>	<u>Size</u>	<u>Description</u>
DS DATE	6	Numeric – protected. The date of record for the DS being entered. The date the transaction is recorded in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the DS will be recorded. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing DS.

<u>Field</u>	<u>Size</u>	<u>Description</u>
DOC TOTAL	14	Numeric – required. The sum of all line amounts.
CALC DOC TOTAL	14	Numeric – protected. The system-computed total of the DS lines.
DEPOSIT AGY	3	Numeric – required. The agency to which the deposit will be recorded. The code entered must exist on the AGCY table.
DEPOSIT NUM	6	Alpha-numeric – required. The agency deposit ticket number associated with the deposit.
BK CD	2	Alpha-numeric – required. The bank account code represents a two-digit code that corresponds with the bank in which the deposit was made. The code entered must exist on the BANK table.
DEPOSIT DATE	6	Numeric – required. The date the cash was deposited into the central depository or designated regional depository account.
I/D	1	Alphabetic – required. An I must be coded if the line is an increase and a D must be coded if the line is a decrease. If the user does not code this field, the default coding to this field will be I .
NUM ITEMS	5	Numeric – required. The number of cash and check items included in the deposit.
FED DRW	1	Alphabetic – required. A Y must be coded if the deposit represents a Federal drawdown, otherwise an N is to be coded. If the user does not code this field, the default coding to this field will be N .
COMMENTS	12	Alpha-numeric – optional. A description giving the purpose of the DS.

4.1.1.2 AFS Cash Receipt Input Form (CR) 401-403

<u>Field</u>	<u>Size</u>	<u>Description</u>
TRANS DATE	6	Numeric – protected. The date of record for the CR being entered. The date the transaction is recorded in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the CR will be recorded. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
CMIA SCHEDULE DATE	6	Leave blank. This field is not used in the State of Louisiana.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing CR.
BANK ACCOUNT CODE	2	Alpha-numeric – required. This code is inferred from the STO DS document. It represents the bank account to which the deposit was made. The code entered must exist on the BANK table.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the CR.
DOCUMENT TOTAL	14	Numeric – required. The sum of all line amounts.
CALCULATED DOCUMENT TOTAL	14	Numeric – protected. The system-computed total of the CR lines.
LINE NUMBER	2	Numeric – required. The line number of the CR document.

<u>Field</u>	<u>Size</u>	<u>Description</u>
REFERENCE		
DOC ID	16	Leave blank. This field is not used in the State of Louisiana.
REF LINE		
NO	2	Leave blank. This field is not used in the State of Louisiana.
VEND/PROV/ CUST		
	11	Numeric – required for refunds of expenditure. The vendor number is of the entity returning cash that was previously expended. The code entered must exist on the VEN2 table. If the line is being classified to revenue, this field will be left blank.
NAME	28	Alpha-numeric – protected. This field will be inferred from the VEND/PROV/CUST field, if applicable.
BILLING		
CODE	4	Leave blank. This field is not used in the State of Louisiana.
FUND	4	Alphanumeric – required. The fund to which the deposit will be recorded. This field may be entered by the user or will be inferred if an agency and organization combination is coded on the line. The code entered must exist on the FUND table.
AGENCY	3	Numeric – required. The agency to which the deposit will be recorded. The code entered must exist on the AGCY table.
ORG	4	Alphanumeric – required for nominal account entries. The organization to which the entry is being recorded. The code entered must exist on the ORGN table related to the corresponding agency.
SUB ORG	2	Leave blank. This field is not used in the State of Louisiana.
ACTIVITY	4	Alphanumeric – optional. The activity to which the deposit will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
REV	4	Alphanumeric – required if the collection is to be classified as revenue. The revenue source which is applicable to the deposit. The code entered must exist on the RSRC table.

<u>Field</u>	<u>Size</u>	<u>Description</u>
SUB-REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to classification.
APPR UNIT	3	Alphanumeric – required. The appropriation unit to which the deposit will be recorded. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.
FUNCTION	4	Alphanumeric – optional. The function to which the deposit will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
OBJ	4	Alphanumeric – required if the collection is to be deposited as refund of expenditure. The expenditure object which is applicable to the deposit. The code entered must exist on the OBJT table.
SUB-OBJ	2	Alphanumeric – optional. The sub-object that is applicable to deposit.
JOB NUMBER	8	Alphanumeric – optional. The capital outlay project number that is applicable to the deposit. The code entered must exist on the AGPR table.
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the deposit. This field may be entered by the user or inferred if a reporting category is hard coded to the organization entered on the line. This code entered must exist on the RPTG table.
BS ACCOUNT	4	Alphanumeric – required if the collection is to be deposited as an adjustment to a real account. The balance sheet account that is applicable to the deposit. The code entered must exist on the BACC table.
DESCRIPTION	16	Alphanumeric – optional. A description of the line being entered.
AMOUNT	14	Numeric – required. The amount of the line being entered.

<u>Field</u>	<u>Size</u>	<u>Description</u>
I/D	1	Alphabetic – required. An I must be coded if the line is an increase (credit) and a D must be coded if the line is a decrease (debit). If the user does not code this line, the default coding to this field will be I .
P/F	1	Leave blank. This field is not used in the State of Louisiana.

4.1.1.3 AFS Quick Cash Receipt Input Form (CRQ) 401-403

<u>Field</u>	<u>Size</u>	<u>Description</u>
TRANS DATE	6	Numeric – protected. The date of record for the CRQ being entered. The date the transaction is recorded in AFS.
ACCT PRD	4	Numeric – required. The fiscal month and accounting year that the CRQ will be recorded. If not entered by the user, AFS will default the current accounting period.
BFY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing CRQ in the same accounting period.
BANK CODE	2	Alpha-numeric – required. This code is inferred from the STO DS document. It represents the bank account to which the deposit was made. The code entered must exist on the BANK table.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the CRQ.
DOCUMENT TOTAL	14	Numeric – required. The sum of all line amounts.
CALCULATED DOCUMENT TOTAL	14	Numeric – protected. The system-computed total of the CRQ lines.

<u>Field</u>	<u>Size</u>	<u>Description</u>
REFERENCE		
CD	2	Leave blank. This field is not used in the State of Louisiana.
REFERENCE		
NUMBER	14	Leave blank. This field is not used in the State of Louisiana.
REFERENCE		
LN	2	Leave blank. This field is not used in the State of Louisiana.
FUND	4	Alphanumeric – required. The fund to which the deposit will be recorded. This field may be entered by the user or will be inferred if an agency and organization combination is coded on the line. The code entered must exist on the FUND table.
AGCY	3	Numeric – required. The agency to which the deposit will be recorded. The code entered must exist on the AGCY table.
ORG	4	Alphanumeric – required for nominal account entries. The organization to which the entry is being recorded. The code entered must exist on the ORGN table related to the corresponding agency.
SUB	2	Leave blank. This field is not used in the State of Louisiana.
ACTV	4	Alphanumeric – optional. The activity to which the deposit will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
REV SRC	4	Alphanumeric – required if the collection is to be classified as revenue. The revenue source which is applicable to the deposit. The code entered must exist on the RSRC table.
SUB REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to classification.
APPR UNIT	3	Alphanumeric – required. The appropriation unit to which the deposit will be recorded. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.

<u>Field</u>	<u>Size</u>	<u>Description</u>
FUNC	4	Alphanumeric – optional. The function to which the deposit will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
OBJ	4	Alphanumeric – required if the collection is to be deposited as refund of expenditure. The expenditure object which is applicable to the deposit. The code entered must exist on the OBJT table.
SUB-OBJ	2	Alphanumeric – optional. The sub-object that is applicable to deposit.
JOB NUMBER	8	Alphanumeric – optional. The capital outlay project number that is applicable to the deposit. The code entered must exist on the AGPR table.
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the deposit. This field may be entered by the user or inferred if a reporting category is hard coded to the organization entered on the line. This code entered must exist on the RPTG table.
BS ACCT	4	Alphanumeric – required if the collection is to be deposited as an adjustment to a real account. The balance sheet account that is applicable to the deposit. The code entered must exist on the BACC table.
VEND/ PROVIDER	11	Numeric – required for refunds of expenditure. The vendor number of the entity returning cash previously expended. The code entered must exist on the VEN2 table. If the line is being classified to revenue, this field will be left blank.
AMOUNT	14	Numeric – required. The amount of the line being entered.
I/D	1	Alphabetic – required. An I must be coded if the line is an increase (credit) and a D must be coded if the line is a decrease (debit). If the user does not code this line, the default coding to this field will be I .

<u>Field</u>	<u>Size</u>	<u>Description</u>
P/F	1	Leave blank. This field is not used in the State of Louisiana.
DESCRIP- TION	16	Alphanumeric – optional. A description of the line being entered.

4.1.1.4 AFS Cash Receipt Input Form (C1) 401-404

<u>Field</u>	<u>Size</u>	<u>Description</u>
TRANS DATE	6	Numeric – protected. The date of record for the C1 being entered. The date the transaction is recorded in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the C1 will be recorded. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing C1 in the same accounting period.
BANK ACCOUNT CODE	2	Alpha-numeric – required. This code is inferred from the STO DS document. It represents the bank account to which the deposit was made. The code entered must exist on the BANK table.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the C1.
DOCUMENT TOTAL	14	Numeric – required. The sum of all line amounts.
CALCULATED DOCUMENT TOTAL	14	Numeric – protected. The system-computed total of the C1 lines.
REF CD	2	Leave blank. This field is not used in the State of Louisiana.

<u>Field</u>	<u>Size</u>	<u>Description</u>
REF NUMBER	14	Leave blank. This field is not used in the State of Louisiana.
REF LINE	2	Leave blank. This field is not used in the State of Louisiana.
FUND	4	Alphanumeric – required. Represents the fund that the deposit will be recorded. This field may be entered by the user or will be inferred if an agency and organization combination is coded on the line. The code entered must exist on the FUND table.
AGCY	3	Numeric – required. The agency to which the deposit will be recorded. The code entered must exist on the AGCY table.
ORG	4	Alphanumeric – required for nominal account entries. The organization to which the entry is being recorded. The code entered must exist on the ORGN table related to the corresponding agency.
SUB ORG	2	Leave blank. This field is not used in the State of Louisiana.
ACTV	4	Alphanumeric – optional. The activity to which the deposit will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
REV SRC	4	Alphanumeric – required if the collection is to be classified as revenue. The revenue source which is applicable to the deposit. The code entered must exist on the RSRC table.
SUB REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to classification.
APPR UNIT	3	Alphanumeric – required. The appropriation unit to which the deposit will be recorded. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.
FUNC	4	Alphanumeric – optional. The function to which the deposit will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.

<u>Field</u>	<u>Size</u>	<u>Description</u>
OBJ	4	Alphanumeric – required if the collection is to be deposited as refund of expenditure. The expenditure object which is applicable to the deposit. The code entered must exist on the OBJT table.
SUB-OBJ	2	Alphanumeric – optional. The sub-object that is applicable to deposit.
JOB NUMBER	8	Alphanumeric – optional. The capital outlay project number that is applicable to the deposit. The code entered must exist on the AGPR table.
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the deposit. This field may be entered by the user or inferred if a reporting category is hard coded to the organization entered on the line. This code entered must exist on the RPTG table.
BS ACCT	4	Alphanumeric – required if the collection is to be deposited as an adjustment to a real account. The balance sheet account that is applicable to the deposit. The code entered must exist on the BACC table.
VEND/ PROVIDER	11	Numeric – required for refunds of expenditure. The vendor number of the entity returning cash previously expended. The code entered must exist on the VEN2 table. If the line is being classified to revenue, this field will be left blank.
AMOUNT	14	Numeric – required. The amount of the line being entered.
I/D	1	Alphabetic – required. An I must be coded if the line is an increase (credit) and a D must be coded if the line is a decrease (debit). If the user does not code this line, the default coding to this field will be I .
P/F	1	Leave blank. This field is not used in the State of Louisiana.
DESCRIP- TION	16	Alphanumeric – optional. A description of the line being entered.

4.1.1.5 Open Deposit Items Table (ODIT) 400-404

<u>Field</u>	<u>Size</u>	<u>Description</u>
DEPOSIT AGY	3	Numeric – required. The agency to which the deposit was recorded. This is a Key Field on ODIT. The code entered must exist on the AGCY table.
DEPOSIT NUMBER	6	Alpha-numeric – required. The agency deposit ticket number associated with the deposit. This is a Key Field on ODIT.
VF	1	Alphabetic – protected. The indicator that verifies that the deposit has been accepted and processed. The field will be populated with a Y if processed and an N if not.
BK CD	2	Alpha-numeric – protected. The bank account code represents a two-digit code that corresponds with the bank in which the deposit was made. This field is inferred from the associated DS document.
FF	1	Alphabetic – protected. A Y indicates that the receipt of funds were a result of a Federal drawdown. An N indicates the deposit was other than Federal funds. This field is inferred from the associated DS document.
NUM ITEMS	5	Numeric – protected. The number of cash and check items included in the deposit. This field is inferred from the associated DS document.
DEPOSIT DATE	6	Numeric – protected. The date the deposit was made into the central depository or regional depository account. This field is inferred from the associated DS document.
DEPOSITED AMT	14	Numeric – protected. The total amount of the deposit. This field is inferred from the associated DS document.
CLASSIFIED AMT	14	Numeric – protected. The amount of the deposit classified on cash receipt documents.

<u>Field</u>	<u>Size</u>	<u>Description</u>
REMAINING AMT	14	Numeric – protected. The amount of the deposit remaining to be classified.
LAST ACT DATE	6	Numeric – protected. The last date that any activity was recorded relating to the deposit.
POSTING DATE	6	Numeric – protected. The date that the associated DS document was accepted into AFS.
DS DOCUMENT NUMBER	14	Alpha-numeric – protected. The document ID of the DS which recorded the deposit into AFS.
BFY	2	Numeric – protected. The budget fiscal year from the header of the DS document.

4.1.1.6 AFS Warrant Voucher Input Form (WV) 405-406

<u>Field</u>	<u>Size</u>	<u>Description</u>
WV DATE	6	Numeric – protected. The date of record for the WV being entered. The date the transaction is recorded in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year in which the WV will be recorded against. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable budget fiscal year to which the transaction will be recorded.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing WV in the same accounting period.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the WV.
DEBIT DOC TOTAL	14	Numeric – required. The sum of all debit line amounts.

<u>Field</u>	<u>Size</u>	<u>Description</u>
CREDIT DOC		
TOTAL	14	Numeric – required. The sum of all credit line amounts.
CALC DEBIT		
TOTAL	14	Numeric – protected. The system-computed total of the WV debit lines.
TO FUND	3	Alpha-numeric – required. The fund that the warrant will be recorded against. This field must be entered by the. The code entered must exist on the FUND table.
AGCY	3	Numeric – required. The agency to which the warrant will be recorded. The code entered must exist on the AGCY table.
ORGN	4	Alphanumeric – required. The warrants drawn organization to which the warrant is being recorded. The code entered must exist on the ORGN table for the corresponding agency.
DEBIT		
AMOUNT	14	Numeric – required when cash is being drawn from the Means of Financing (MOF). The amount being warranted out of an agency’s MOF to Operating Cash.
CREDIT		
AMOUNT	14	Numeric – required when cash is being reversed back to the MOF. The amount being returned to an agency’s MOF from Operating Cash.

4.1.1.7 AFS Vendor Payment Voucher (P1) 407

<u>Field</u>	<u>Size</u>	<u>Description</u>
PV DATE	6	Numeric – inferred. The date of record for the P1 being entered.
ACCT PD	4	Numeric – optional. The fiscal month and accounting year that the P1 is being processed. If left blank, AFS will default to the current accounting period.
BFY	2	Numeric – optional. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS. If left blank, AFS will default to the current budget fiscal year.

<u>Field</u>	<u>Size</u>	<u>Description</u>
ACT	1	Alpha – optional. If left blank, defaults to “E”. Valid entries are: <p>“E” (Original Entry) if this document is new. “M” (Modification) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines, or cancel a line.</p>
SINGLE CHECK	1	Alpha – optional. This field indicates whether or not a single or consolidated check or EFT will be produced. A “Y” indicates that the agency requested a check or EFT which is not combined with another payment. An “N” indicates a consolidated check or EFT. If a “Y” is not entered, the system will default to “N” for no.
TC	1	Leave blank. This field is not used by the State of Louisiana.
FA	1	Leave blank. This field is not used by the State of Louisiana.
EFT IND/TYPE	1	Alphanumeric – inferred. This field indicates whether or not the payment will be made using EFT (“Y” for Yes and “N” for No) and whether or not the EFT will be a single check (AA) or a consolidated check (99). This field is inferred from the AFS VEN2 table.
CHECK CAT	2	Alphanumeric – inferred. This field indicates whether or not a single check (AA) or a consolidated check (99) will be produced.
OFF LIAB ACCT	4	Leave blank. This field is not used by the State of Louisiana.
SCHED PAY DATE	6	Numeric – optional. The date on which you would like this payment to be issued. If left blank, the system will default this date to 30 days from the document date.

<u>Field</u>	<u>Size</u>	<u>Description</u>
VENDOR	11	Numeric – required. Enter the code for the vendor to be paid as a result of this document. The code used must be valid on the VEN2 table.
ACT DEL DT	6	Numeric – required. Enter the date that the goods or services were received, or “PREPAY” for those items allowed to be paid in advance.
DOC TOTAL	14	Numeric – required. Enter the net amount of all lines on the document.
NAME	30	Alpha – inferred. This field will be populated based on the vendor code.
USE TAX	14	Leave blank. This field is not used by the State of Louisiana.
ADDRESS	30	Alphanumeric – inferred. This field will be populated based on the vendor code.
CALC DOC TOTAL	14	Numeric – inferred. The system will compute the total of all lines.
FREIGHT IND		Leave blank. This field is not used by the State of Louisiana.
FREIGHT TOT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
TOT AMT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
CAL AMT		This field is the system computed total of all lines. Do not code this field.

<u>Field</u>	<u>Size</u>	<u>Description</u>
TOT QTY		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
CAL QTY		Leave blank. This field is not used by the State of Louisiana.
LN NO	2	Numeric – required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid.
REFERENCE CD	2	Alpha – optional. This line is only used to reference lines previously recorded on a PO. Enter the applicable document code of PO.
REFER- ENCE NUMBER	14	Alphanumeric – optional. This line is required only to reference lines previously recorded on a PO. Enter the document number of the Document ID being referenced.
REFER- ENCE LN	2	Numeric – optional. This line is required only to reference lines previously recorded on a PO. Enter the line number of the Document ID being referenced.
COM LN	3	Leave blank. This field is not used by the State of Louisiana.
VENDOR INVOICE	12	Alphanumeric – optional. Enter the vendor invoice number associated with this payment voucher line.
INV LN	3	Leave blank. This field is not used by the State of Louisiana.
FUND	3	Numeric - required. Represents the fund from which the warrant draw is being recorded. This field is inferred from the agency/organization combination. The code entered must exist on the FUND table.

<u>Field</u>	<u>Size</u>	<u>Description</u>
AGCY	3	Numeric - required. Represents the fund from which the warrant draw is being recorded. Enter the applicable agency code for this line. The code entered must exist on the AGCY table.
ORG	4	Numeric - required. Represents the warrants drawn organization for the MOF appropriation the warrant is being drawn. The code entered must exist on the ORGN table for the corresponding agency.
SUB	2	Leave blank. This field is not used in the State of Louisiana.
APPR UNIT	3	Alphanumeric – required. The appropriation unit from which the warrant will be drawn. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.
ACTV	4	Alphanumeric – optional. The activity to which the deposit will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
FUNC	4	Alphanumeric – optional. The function to which the deposit will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
OBJ	4	Numeric – required. Enter the applicable object code. For drawing Non-ISIS warrants, the object code will always be T370.
SUB	2	Alphanumeric – optional. Enter the sub-object if applicable, otherwise, leave blank.
RSRC	4	Numeric – required. For refund of revenue transactions, enter the proper revenue source code. The code entered must exist on the RSRC table.
SUB	2	Alphanumeric – optional. Enter the sub-rev, if applicable, otherwise, leave blank.

<u>Field</u>	<u>Size</u>	<u>Description</u>
JOB/PROJ	8	Numeric – required. This field is used for capital outlay appropriations that use project numbers. The code entered must exist on the AGPR table.
RCAT	4	Alphanumeric – optional. Enter the reporting category code applicable to this line. The code entered must exist on the RPTG table.
BACC	4	Numeric – required. This field is used only for balance sheet account transactions. The code entered, if applicable, must exist on the BACC table.
DT	1	Alphanumeric – optional. Enter the appropriate discount policy type in this field. This field does not apply to balance sheet transactions and governmental refunds. The code entered must exist on the DISC table.
DESCRIP- TION	17	Alphanumeric – optional. This field is used to enter any comments or an account number. This information is printed on the check stub to assist the vendor in correctly applying the warrant.
QUANTITY		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
TAX CD		Leave blank. This field is not used by the State of Louisiana.
FREIGHT AMOUNT		Leave blank. This field is not used by the State of Louisiana.
I/D		Leave blank. This field is not used by the State of Louisiana.
AMOUNT	14	Numeric – required. Enter the dollar amount of this line. If this is a modification for a previous document, enter the amount of change over or under the previous amount.

<u>Field</u>	<u>Size</u>	<u>Description</u>
I/D	1	Alpha – required. Valid entries are “D” (Decrease) and “I” (Increase). This field will default to “I” if left blank.
TAX AMOUNT		Leave blank. This field is not used by the State of Louisiana.
TOTAL AMOUNT	14	Numeric – inferred. This field is computed by system and includes any adjustments for this line.
P/F	1	Alpha – optional. This field indicates whether the line is closing out a PO or authorizing a partial payment. A partial payment is a “P” and a final payment is an “F”.

4.1.1.8 Manual Warrant (MW) 408

<u>Field</u>	<u>Size</u>	<u>Description</u>
MW DATE	6	Numeric – required. The date of record for the MW being entered. The date under which the transaction will be listed on OLGL.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year in which the MW will be recorded. If not entered by the user, AFS will default the current accounting period.
BUDGET FY	2	Numeric – required. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing J1 in the same accounting period.
RECEIVING FUND	4	Leave blank. This field is not used in the State of Louisiana.
BANK ACCT CODE	2	Alphanumeric – required. The bank code to which the entry is being recorded. The code entered must exist on the BANK table.

<u>Field</u>	<u>Size</u>	<u>Description</u>
CASH ACCT	4	Alphanumeric – required for decrease lines to revenue and escrow. The cash account associated with the organization coded on the MW decrease line. The code entered must exist on the BACC table.
VENDOR CODE	11	Alphanumeric – required. The vendor number of the agency entering the MW. The 11-digit vendor code must exist on the VEND table.
VENDOR NAME	30	Alphanumeric – inferred. The name of the vendor associated with the vendor code entered on the line.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the MW.
DOCUMENT TOTAL	14	Numeric – required. The sum of all debit and credit lines on the MW. Debit lines are positive and credit lines are negative.
CALCULATED DOC TOTAL	14	Numeric – protected. The system-computed total of the document lines.
REFERENCED DOCUMENT CODE	2	Alphanumeric – optional. The AFS document type being referenced. The only valid codes are PO and PV .
REFERENCED DOCUMENT NUMBER	14	Alphanumeric – optional. The agency code and document ID number of the PO or PV being referenced.
REFERENCED DOCUMENT LN	3	Numeric – optional. The line number of the PO or PV being referenced.
REFERENCED DOCUMENT INVOICE	12	Alphanumeric – optional. The invoice number on the PV line being referenced.

<u>Field</u>	<u>Size</u>	<u>Description</u>
REFERENCED DOCUMENT INVOICE LN	3	Numeric – optional. The line number of the invoice being referenced.
FUND	4	Alphanumeric – required. The fund to which the entry will be recorded. This field may be entered by the user or will be inferred if an agency and organization combination is coded on the line. The code entered must exist on the FUND table.
AGCY	3	Numeric – required. The agency to which the entry will be recorded. The code entered must exist on the AGCY table.
ORG	4	Alphanumeric – required for nominal account entries. The organization to which the entry is being recorded. The code entered must exist on the ORGN table.
SUB ORG	2	Leave blank. This field is not used in the State of Louisiana.
APPR UNIT	9	Alphanumeric – required. The appropriation unit to which the entry will be recorded. The user may enter this field or it will be inferred if an agency and organization are coded on the line. The code entered must exist on the EAP2 table.
ACTV	4	Alphanumeric – optional. The activity to which the entry will be recorded. The code entered must exist on the ACTV table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
FUNCTION	4	Alphanumeric – optional. The function to which the entry will be coded. The code entered must exist on the FUNC table. The user may enter this field or if it is hard coded to the organization, it will be inferred.
OBJ	4	Alphanumeric – required for expenditure coding (account type 22). The object code that is applicable to the entry. The code entered must exist on the OBJT table.
SUB OBJ	2	Alphanumeric – optional. The sub-object that is applicable to entry.
REV SRC	4	Alphanumeric – required for revenue coding. The revenue source code that is applicable to the entry. The code entered must exist on the RSRC (account type 31) table.

<u>Field</u>	<u>Size</u>	<u>Description</u>
SUB REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to entry.
JOB NUMBER	8	Alphanumeric – optional. The capital outlay project number that is applicable to the entry. The code entered must exist on the AGPR table.
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the entry. This field may be entered by the user or inferred if a reporting category is hard coded to the organization entered on the line. This code entered must exist on the RPTG table.
BS ACCT	4	Alphanumeric – required for coding of real accounts. The balance sheet account that is applicable to the entry. The code entered must exist on the BACC table.
ACTUAL DEL DATE	6	Numeric – required. The date the goods or services were received.
DESCRIP-TION	16	Alphanumeric – optional. A description of the line being entered.
QUANTITY	12	Numeric – optional. The number of items paid for.
QUANTITY ID	1	Alphabetic – required, if the Quantity field is used. An I must be coded if the line is an increase (debit) and a D must be coded if the line is a decrease (credit). If the user does not code this line, the default coding to this field will be I .
AMOUNT	14	Numeric – required. Enter the dollar amount of the line here.
AMOUNT ID	1	Alphabetic – required. An I must be coded if the line is an increase (debit) and a D must be coded if the line is a decrease (credit). If the user does not code this line, the default coding to this field will be I .

<u>Field</u>	<u>Size</u>	<u>Description</u>
P F	1	Alphabetic – required, if a PO is referenced. A P must be coded if this line represents a partial payment of a referenced PO. An F must be coded if this line represents a final payment of a referenced PO.

4.2 Cash Receipts Overview

Cash receipt documents are used for the classification of funds. When cash is received and deposited, the State Treasurer’s Office (STO) will record the deposit into AFS on a Deposit Suspense (DS) document. The agency will then complete a cash receipt document to classify the deposited cash. The system will determine the offsetting debit or credit entries based on the coding entered on the document. Once the document has been approved and accepted into AFS, general ledger entries will be created. These ledger entries will have a transaction code of CR or JV, dependent upon whether the line coded passes through the Bond Security and Redemption Fund (BS&R). If the line coding **does not** pass through BS&R, the transaction type will be CR; if it **does** pass through BS&R, it will be JV.

The Deposit Suspense document is input and approved only at the STO level. Cash receipt documents have only one level of approval. They are only approved at the agency level when the document is at PEND1 status.

The following cash receipt documents are available in AFS:

AFS Deposit Suspense Input Form (DS) – Use of the DS is restricted to the STO. Approval for the DS is applied by the STO only. The DS will be used to record deposits of cash into the STO’s central and regional depositories. The deposit records will be stored on the ODIT table once the DS is approved and accepted in AFS.

AFS Cash Receipt Input Form (CR) – The CR document will be used by agencies which will have the only approval on the document. The header and lines portion of this document are **not** on the same page. The CR can be used for the classification of all monies collected by the agency and deposited into the STO’s central and regional depositories.

AFS Quick Cash Receipt Input Form (CRQ) – The CRQ document will be used by agencies which will have the only approval on the document. The header and lines portion of this document are on the same page. The CRQ can be used for the classification of all monies collected by the agency and deposited into the STO’s central and regional depositories.

AFS Cash Receipt Input Form (C1) – The C1 document will be used by agencies which will have the only approval on the document. The agency inputting the document will have the only approval on the document. The header and lines portion of this document are **not** on the same page. The CR1 can be used for the classification of all monies collected by the agency and deposited into the STO’s central or regional depository.

4.2.1 Cash Receipts Policies

The following policies will apply to all cash receipts to be classified in AFS:

1. Article VII, Section 9 (A) of the Louisiana Constitution requires that all monies received by the State or by any state board, agency or commission shall be deposited in the State Treasury immediately upon receipt. “Immediately” is generally defined as within 24 hours of receipt, but the Cash Management Review Board may define “immediately” on a case by case basis considering materiality, cost benefit, and safety of funds received for deposit.
2. Each agency is responsible for establishing procedures to ensure that all cash received are properly safeguarded, deposited in a timely fashion and recorded in AFS.
3. Agencies depositing funds to the STO’s central depository should prepare and deliver the deposit to STO by 1:30 pm on the day of deposit to enable the State to get same day credit on all deposited items.
4. Once a deposit is made into either the State’s central depository account or designated regional depository account, the State Treasurer’s Office will record the receipt into AFS on a Deposit Suspense (DS) document.
5. In classifying the deposit, at least one level of agency approval is required on the AFS Cash Receipts (CR, CRQ, C1) documents. Up to three level of approvals can be required at the agency’s discretion.
6. The document number assigned to the AFS Cash Receipts document will consist of the three-character agency number followed by the six-digit deposit number from the deposit ticket.
7. Cash received after the August 14th close for returns of appropriation (refund of expenditures) issued in the prior fiscal year are to be classified as Income Not Available (INA) in the current fiscal year. Exceptions to this are refunds of expenditures funded by Federal revenues or other revenues that can be carried forward.
8. Returns of appropriation are the receipt of funds by a State entity for a disbursement which was originally incurred as an agency operating expenditure and received within the same fiscal period in which the original expenditure was incurred. Items that do not qualify as returns of appropriation are as follows:
 - A. Any reimbursement recovery received in a different fiscal period.
 - B. Sales to employees (including meals) and other state agencies.
 - C. Excess reimbursement recovery.
9. All supporting documentation for cash receipt transactions will be maintained by the agency. These documents must be maintained for a minimum of three years either at the agency location or in the State Records Center at State Archives.

4.3 Warranting of Funds Overview

Warrants are used to transfer cash from an agency's Means of Financing (MOF) to its operating cash account and vice versa. There are three different ways a warrant can be drawn from an agency MOF. For ISIS agencies, the warrants are drawn using a Warrant Voucher (WV). Non-ISIS agencies will either use a Manual Warrant (MW) or Payment Voucher (PV, PVQ, P1) to draw the funds.

When warrants are drawn, an expenditure is recorded in the agency's MOF, therefore reducing cash and budget authority in the MOF. For ISIS agencies, the reduction of MOF cash will be offset by an increase in operating (6000) cash. For Non-ISIS agencies, there will be no operating cash offset because a check is issued to the agency for deposit into their bank account. Any funds reverse-warranted back to the agency's MOF will reduce the original entries by the amount being transferred back into the MOF.

The following are descriptions for the use of the documents used to draw warrants:

AFS Warrant Voucher (WV) – The WV will be used by ISIS agencies, and at infrequent times, by OSRAP and the STO. Approvals for the WV will be applied only at the agency level. The WV will be used to transfer funds from the agency's MOF to the operating cash (6000) account and vice versa. When warrants are drawn, the WV automatically creates the cash offsets for the entry.

AFS Manual Warrant (MW) – The MW will be submitted only when an agency is in need of payment that cannot be processed through automated disbursement in AFS either because of a time critical issue or absence of a vendor number for a one-time payment. It will be entered into AFS and approved by the STO. The Non-ISIS agencies who use this method for drawing a warrant will submit a Manual Check Request form to the STO. The STO will issue the agency a manual check for the amount of the request, provided there is adequate budget authority and cash in the agency's MOF, and input the MW into AFS.

AFS Payment Voucher (PV, PVQ, P1) - The PV will be used by some Non-ISIS agencies for warrant draws. It will be entered into AFS and approved by OSRAP, and in some instances, by the requesting Non-ISIS agency. The Non-ISIS agencies which rely on OSRAP for drawing a warrant will submit a Non-ISIS Warrant form to OSRAP. OSRAP will input a PV document into AFS, provided there is adequate budget authority and cash in the agency's MOF, and an AFS system-generated check or EFT payment will be issued to the agency. Non-ISIS agencies that draw their own warrants will input and approve their own PV documents.

4.3.1 Warranting of Funds Policies

The following policies will apply to the warranting of funds in AFS:

1. The WV will be used by all ISIS agencies to transfer funds from the agency's MOF to their operating (6000) cash account. The WV will also be used to reverse-warrant funds back to the appropriate MOFs when necessary.
2. Non-ISIS agencies will submit a check request to either OSRAP or the STO. If the request is submitted to OSRAP for input an approval, the agency must complete and forward a Non-ISIS Warrant form to OSRAP. If it is to be submitted to the STO, a Manual Check Request form must be completed and forwarded to the STO by the agency.
3. All supporting documentation for the warranting of funds will be maintained by the agency. These documents must be maintained for a minimum of three years either at the agency location or in the State Records Center at State Archives.
4. Each agency is responsible for establishing procedures for the timing of the warrant draw and the amount of funds to be warranted.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 400
Procedure Name: DS for Recording the Deposit of Funds	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

This procedure is used to record a deposit of cash into AFS. When deposits are made in the State Treasurer’s Office central depository or designated regional depository account, the transaction must be recorded in AFS. To do this, the STO must input and approve a DS document. The DS will place the cash in suspense until the agency classifies the deposit. **Field definitions for the DS can be found in Section 4.1.1.1 of this chapter. An example of a DS to record the receipt of cash can be found as Exhibit 4.1 of this chapter.**

Responsibility	Action
Agency Personnel	1. Completes a three-part deposit ticket and takes the original and one copy of the deposit ticket, along with the money, to the STO or regional depository bank for deposit. NOTE: If the money is deposited in a regional depository account, the bank must stamp the copy of the deposit ticket and the agency must forward the copy to the STO within 24 hours.
STO Personnel	2. Inputs and processes a DS document into AFS to record the receipt and deposit of the money (See Exhibit 4.1).
Agency Personnel	3. Reviews the AFS ODIT table to assure correct entry of the deposit (See Exhibit 4.2).

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 401
Procedure Name: Classification of Revenue Cash Receipts for ISIS Agencies	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

This procedure is used to classify monies deposited and recorded into AFS as revenue. When the STO completes the DS to record the deposit in AFS, the deposit record is recorded on the ODIT table. Once the deposit is on ODIT, it is ready for classification by the depositing agency. To classify the money, the agency will use one of the Cash Receipts (CR, CRQ, C1) documents. For the classification of revenue, the agency must use the proper fund, agency, revenue organization and revenue source code to ensure that the money is classified to the proper MOF. **Field definitions for the Cash Receipt (CR, CRQ, C1) can be found in Section 4.1.1.2 through 4.1.1.4. Examples of Cash Receipt documents used to classify revenue can be found as Exhibits 4.3 through 4.5.**

Responsibility	Action
Agency Personnel	<ol style="list-style-type: none"> 1. Reviews the AFS ODIT table to determine that the deposit has been recorded in AFS (See Exhibit 4.2). 2. Inputs and edits a Cash Receipt (CR, CRQ, C1) document using the required fields and proper coding for revenue classification (See Exhibits 4.3, 4.4 and 4.5).
Agency Approver	<ol style="list-style-type: none"> 3. Reviews, approves and runs the Cash Receipt document.
Agency Personnel	<ol style="list-style-type: none"> 4. Reviews the AFS ODIT table to assure the correct amount of the deposit was classified (See Exhibit 4.12). 5. Reviews the AFS ODIT table and the OLGL screen to assure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 402
Procedure Name: Classification of Refund of Expenditure Cash Receipts for ISIS Agencies	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

This procedure is used to classify deposits recorded into AFS as refund of expenditure. When the STO completes the DS to record the deposit in AFS, the deposit record is recorded on the ODIT table. Once the deposit is on ODIT, it is ready for classification by the depositing agency. To classify the monies, the agency will use one of the Cash Receipts (CR, CRQ, C1) documents. For the classification of refund of expenditure, the agency must use the proper fund, agency, expenditure organization and expenditure object code to ensure proper classification to the MOF. The Vendor/Provider field also must be coded with the proper vendor number of the vendor refunding the money. **Field definitions for the Cash Receipt (CR, CRQ, C1) can be found in Section 4.1.1.2 through 4.1.1.4. Examples of Cash Receipt documents used to classify refunds of expenditure can be found as Exhibits 4.6 through 4.8.**

Responsibility	Action
Agency Personnel	<ol style="list-style-type: none"> 1. Reviews the AFS ODIT table to determine that the deposit has been recorded in AFS (See Exhibit 4.2). 2. Inputs and edits a Cash Receipt (CR, CRQ, C1) document using the required fields and proper coding for refund of expenditure classification (See Exhibits 4.6, 4.7 and 4.8). <p style="margin-left: 40px;">NOTE: The Vendor/Provider field must be coded to ensure that refund of expenditure is credited to the proper vendor.</p>
Agency Approver	<ol style="list-style-type: none"> 3. Reviews, approves and runs the Cash Receipt document.
Agency Personnel	<ol style="list-style-type: none"> 4. Reviews the AFS ODIT table to assure the correct amount of the deposit was classified (See Exhibit 4.12). 5. Reviews the AFS ODIT table and OLGL screen to assure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 403
Procedure Name: Classification of Income Not Available Cash Receipts for ISIS Agencies	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

This procedure is used to classify deposits recorded into AFS as Income Not Available (INA). When the STO completes the DS to record the deposit in AFS, the deposit record is recorded on the ODIT table. Once the deposit is on ODIT, it is ready for classification by the depositing agency. To classify the monies, the agency will use one of the Cash Receipts (CR, CRQ, C1) documents. If the money collected was revenue due or a refund of expenditure from a prior fiscal year **and are related to funds than cannot be carried forward**, the money must be classified as INA. **Field definitions for the Cash Receipt (CR, CRQ, C1) can be found in Section 4.1.1.2 through 4.1.1.4. Examples of Cash Receipt documents used to classify refunds of expenditure can be found as Exhibits 4.9 through 4.11.**

Responsibility	Action
Agency Personnel	<ol style="list-style-type: none"> 1. Reviews the AFS ODIT table to determine that the deposit has been recorded in AFS (See Exhibit 4.2). 2. Inputs and edits a Cash Receipt (CR, CRQ, C1) document using the required fields and proper coding for INA classification (See Exhibits 4.9, 4.10 and 4.11).
Agency Approver	<ol style="list-style-type: none"> 3. Reviews, approves and runs the Cash Receipt document.
Agency Personnel	<ol style="list-style-type: none"> 4. Reviews the AFS ODIT table to assure the correct amount of the deposit was classified (See Exhibit 4.12). 5. Reviews the AFS ODIT table and OLGL screen to assure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 404
Procedure Name: Classification of Revenue Cash Receipts for Non-ISIS Agencies	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

This procedure is used to classify deposits by Non-ISIS agencies and recorded into AFS as revenue. When a Non-ISIS agency makes a deposit into the STO central depository or regional depository account, the agency must classify the deposit. If the agency does not have access to the ISIS, Non-ISIS, the Non-ISIS agency must submit a Cash Receipt Input Form (AFS C1) to the STO. This form must reference the depositing agency and the deposit number in order for the STO to process it. The proper fund, agency, revenue organization and revenue source code must be coded to ensure that the money is classified to the proper MOF. Once received by the STO, they will input and process the C1 to classify the money. **Field definitions for the C1 can be found in Section 4.1.1.4. An example of a AFS C1 form submitted to the STO to classify revenue for Non-ISIS agencies can be found as Exhibit 4.13.**

Responsibility	Action
Non-ISIS Agency Personnel	1. If the deposit is made in to a regional depository, submits a completed copy of the AFS C1 form to the STO along with a validation copy of the deposit ticket (See Exhibit 4.13). If the deposit is made into the central depository, a copy of the deposit ticket is not required unless the deposit is made when a C1 is required.
STO Personnel	2. Inputs and processes a DS document into AFS to record the receipt and deposit of the money (See Exhibit 4.1). 3. Reviews the AFS ODIT table to determine that the deposit has been recorded in AFS (See Exhibit 4.2). 4. Inputs and edits a Cash Receipt (C1) document using the required fields and proper coding for the Non-ISIS agency's classification (See Exhibit 4.8). 5. Reviews the AFS ODIT table to assure the correct amount of the deposit was classified (See Exhibit 4.12).
Non-ISIS Agency Personnel	6. Reviews the AFS 2G07 report to assure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 405
Procedure Name: Warranting of Funds for ISIS Agencies	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

The procedure is used for the warranting of funds from the MOF to the operating account for ISIS agencies. In order to have the cash available for payment of expenditures incurred throughout the course of the year, cash must be transferred from the agency's MOF to its operating cash account. To do this, a WV must be completed. In the agency MOF, expenditures will be increased and the cash account decreased. Cash is increased in the agency's operating cash account. **Field definitions for the WV can be found in Section 4.1.1.6 of this chapter. An example of a WV to warrant cash from the MOF to operating cash account can be found on Exhibit 4.14.**

Responsibility		Action
Agency Personnel	1.	Determines the need for cash in the agency operating account.
	2.	Reviews AFS CASH and EAP2 tables to determine if enough MOF cash exists for a warrant draw.
	3.	Inputs and edits a WV to draw cash from the agency's MOF(s) (See Exhibit 4.14).
Agency Approver	4.	Reviews, approves and runs the WV.
Agency Personnel	5.	Reviews the CASH and EAP2 tables to assure the correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 406
Procedure Name: Reverse-Warranting of Funds for ISIS Agencies	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

The procedure is used for the reverse-warranting of funds back to the agency's MOF from the operating account for ISIS agencies. Common reasons to reverse-warrant include incidences where it has been determined that too much cash had been warranted to the agency operating account, that the incorrect MOF was used to transfer the funds or that money was left in the operating account which must be returned to the MOF during the August 14th close. When this occurs, cash must be transferred back to the MOF from which it was originally drawn. To do this, a WV must be completed. In the agency MOF, expenditures will be reduced and the cash account increased. Cash is decreased in the agency's operating cash account. **Field definitions for the WV can be found in Section 4.1.1.6 of this chapter. An example of a WV to reverse-warrant cash from the MOF to operating cash account can be found on Exhibit 4.15.**

Responsibility	Action
Agency Personnel	<ol style="list-style-type: none"> 1. Determines the need to transfer cash back to the MOF. 2. Reviews the AFS CASH table determine if enough operating cash exists for a reverse-warrant. 3. Inputs and edits a WV to transfer cash back to the agency's MOF(s) (See Exhibit 4.15).
Agency Approver	<ol style="list-style-type: none"> 4. Reviews, approves and runs the WV.
Agency Personnel	<ol style="list-style-type: none"> 5. Reviews the AFS CASH and EAP2 tables to assure the correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 407
Procedure Name: Warranting of Funds for Non-ISIS Agencies - OSRAP	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

The procedure is used for the warranting of funds for Non-ISIS agencies. In order for Non-ISIS agencies to draw cash, a check or EFT payment must be made to the agency. One way a Non-ISIS agency obtains funds is to request OSRAP to draw the funds. When OSRAP receives the request, they complete a P1 to issue a check or EFT payment to the agency for the amount of the request. **Field definitions for the P1 can be found in Section 4.1.1.7 of this chapter. Examples of a Non-ISIS Warrant form and a P1 to warrant cash from the MOF of a Non-ISIS agency can be found on Exhibit 4.16 and 4.17.**

Responsibility		Action
Non-ISIS Agency Personnel	1.	Determines the need for cash in the agency bank account.
	2.	Submits a Non-ISIS Warrant Request form to OSRAP for the amount needed to cover expenditures (See Exhibit 4.16).
OSRAP Personnel	3.	Reviews the AFS CASH and EAP2 tables to assure that enough cash exists in the MOF to draw the warrant.
	4.	Inputs and edits a P1 in AFS to draw the warrant (See Exhibit 4.17).
OSRAP Approver	5.	Reviews, approves and runs the P1.
OSRAP Personnel	6.	Reviews the AFS CASH and EAP2 tables and OLGL screen to assure correct entry of the transaction and to assure that the payment was issued.
Non-ISIS Agency Personnel	7.	Receives and deposits check into the agency's bank account.

NOTE: If the payment is issued by an EFT transaction, the Non-ISIS agency personnel will check with the bank to determine that the payment was received.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 408
Procedure Name: Warranting of Funds for Non-ISIS Agencies - STO	Date Issued: 08/03
	Revision: Date:

PURPOSE AND DESCRIPTION:

The procedure is used for the warranting of funds for Non-ISIS agencies. In order for Non-ISIS agencies to draw cash from STO, a check or EFT payment must be made to the agency. One way a Non-ISIS agency obtains funds is to submit an MW to the STO. STO will issue a manual check to the agency for the amount of the request. **Field definitions for the MW can be found in Section 4.1.1.8 of this chapter. Examples of a Non-ISIS Warrant form and a MW to warrant cash from the MOF of a Non-ISIS agency can be found on Exhibit 4.16 and 4.18.**

Responsibility		Action
Non-ISIS Agency Personnel	1.	Determines the need for cash in the agency bank account.
	2.	Submits a Non-ISIS Warrant Request form to the STO for the amount needed to cover expenditures (See Exhibit 4.16).
STO Personnel	3.	Reviews the AFS CASH and EAP2 tables to assure that enough cash exists in the MOF to draw the warrant.
	4.	Approves the request and issues a manual check to the Non-ISIS agency.
	5.	Inputs and edits a MW in AFS to record the issuance of the manual check (See Exhibit 4.18).
STO Approver	6.	Reviews, approves and runs the MW.
STO Personnel	7.	Reviews the AFS CASH and EAP2 tables and OLGL screen to assure correct entry of the transaction and to assure that the payment was issued.
Non-ISIS Agency Personnel	8.	Receives and deposits check into the agency's bank account.

EXHIBITS

Exhibit 4.1

FUNCTION:	DOCID: DS 900 DS000000009	04/10/03 03:39:21 PM																																																									
STATUS: ACCTPT	BATID:	ORG:	001-006 OF 006																																																								
H-	DEPOSIT SUSPENSE INPUT FORM																																																										
DS DATE: 04 10 03	ACCTG PRD: 10 03	BUDGET FY: 03	ACTION:																																																								
DOC TOTAL: 2,100.00	CALC DOC TOTAL: 2,100.00																																																										
<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">DEPOSIT AGY NUM CD</th> <th style="text-align: left;">BK CD</th> <th style="text-align: left;">DEPOSIT DATE</th> <th style="text-align: left;">DEPOSIT AMOUNT</th> <th style="text-align: left;">I D</th> <th style="text-align: left;">NUM ITEMS</th> <th style="text-align: left;">FED DRW</th> <th style="text-align: left;">COMMENTS</th> </tr> </thead> <tbody> <tr><td>01- 900 005000 03</td><td></td><td>04 01 03</td><td>100.00</td><td>I</td><td>1</td><td>N</td><td></td></tr> <tr><td>02- 900 005001 03</td><td></td><td>04 01 03</td><td>200.00</td><td>I</td><td>1</td><td>N</td><td></td></tr> <tr><td>03- 900 005002 03</td><td></td><td>04 01 03</td><td>300.00</td><td>I</td><td>1</td><td>N</td><td></td></tr> <tr><td>04- 900 005003 03</td><td></td><td>04 01 03</td><td>400.00</td><td>I</td><td>1</td><td>N</td><td></td></tr> <tr><td>05- 900 005004 03</td><td></td><td>04 01 03</td><td>500.00</td><td>I</td><td>1</td><td>N</td><td></td></tr> <tr><td>06- 900 005005 03</td><td></td><td>04 01 03</td><td>600.00</td><td>I</td><td>1</td><td>N</td><td></td></tr> </tbody> </table>				DEPOSIT AGY NUM CD	BK CD	DEPOSIT DATE	DEPOSIT AMOUNT	I D	NUM ITEMS	FED DRW	COMMENTS	01- 900 005000 03		04 01 03	100.00	I	1	N		02- 900 005001 03		04 01 03	200.00	I	1	N		03- 900 005002 03		04 01 03	300.00	I	1	N		04- 900 005003 03		04 01 03	400.00	I	1	N		05- 900 005004 03		04 01 03	500.00	I	1	N		06- 900 005005 03		04 01 03	600.00	I	1	N	
DEPOSIT AGY NUM CD	BK CD	DEPOSIT DATE	DEPOSIT AMOUNT	I D	NUM ITEMS	FED DRW	COMMENTS																																																				
01- 900 005000 03		04 01 03	100.00	I	1	N																																																					
02- 900 005001 03		04 01 03	200.00	I	1	N																																																					
03- 900 005002 03		04 01 03	300.00	I	1	N																																																					
04- 900 005003 03		04 01 03	400.00	I	1	N																																																					
05- 900 005004 03		04 01 03	500.00	I	1	N																																																					
06- 900 005005 03		04 01 03	600.00	I	1	N																																																					

Exhibit 4.2

ACTION: R SCREEN: ODIT USERID: Z107B09	04/10/03 03:43:49 PM	
O P E N D E P O S I T I T E M S		
DEPOSIT V BK F DEPOSIT NUM	AGY NUMBER F CD F DATE ITEMS DEPOSITED AMT	CLASSIFIED AMT REMAINING AMT
=====	-----	-----
LAST ACT POSTING DS	DATE DATE DOCUMENT NUMBER BFY	
-----	-----	-----
900 005000 Y 03 N 030401 00001	100.00	0.00 100.00
030410 030410 900 DS000000009	03	
900 005001 Y 03 N 030401 00001	200.00	0.00 200.00
030410 030410 900 DS000000009	03	
900 005002 Y 03 N 030401 00001	300.00	0.00 300.00
030410 030410 900 DS000000009	03	
900 005003 Y 03 N 030401 00001	400.00	0.00 400.00
030410 030410 900 DS000000009	03	
900 005004 Y 03 N 030401 00001	500.00	0.00 500.00
030410 030410 900 DS000000009	03	

ACTION: R SCREEN: ODIT USERID: Z107B09	04/10/03 03:44:37 PM	
O P E N D E P O S I T I T E M S		
DEPOSIT V BK F DEPOSIT NUM	AGY NUMBER F CD F DATE ITEMS DEPOSITED AMT	CLASSIFIED AMT REMAINING AMT
=====	-----	-----
LAST ACT POSTING DS	DATE DATE DOCUMENT NUMBER BFY	
-----	-----	-----
900 005005 Y 03 N 030401 00001	600.00	0.00 600.00
030410 030410 900 DS000000009	03	

Exhibit 4.3

```

FUNCTION:          DOCID: CR   900  900005001      04/10/03 03:40:48 PM
STATUS: ACCPT      BATID:          ORG:
H-                CASH RECEIPT INPUT FORM

      TRANS DATE: 04 10 03      ACCTG PRD: 10 03      BUDGET FY: 03
      CMIA SCHEDULE DATE:
      ACTION: E      BANK ACCOUNT CODE: 03

      COMMENTS: REV CR

                                  DOCUMENT TOTAL:          200.00
                                CALCULATED DOCUMENT TOTAL:  200.00
  
```

```

FUNCTION:          DOCID: CR   900  900005001      04/10/03 03:41:08 PM
STATUS: ACCPT      BATID:          ORG:          001-001 OF 001
01-
      LINE NUMBER: 01      REFERENCE DOC ID:          REF LINE NO:
      VEND/PROV/CUST:          NAME:
      BILLING CODE:
      FUND: 900          AGENCY: 900          ORG/SUB-ORG: 2002
      ACTIVITY:          REV/SUB-REV: 1835      APPR UNIT: 002
      FUNCTION:          OBJ/SUB-OBJ:          JOB NUMBER:
      REPT CAT:          BS ACCOUNT:
      DESCRIPTION: REV CR
      AMOUNT:          200.00      I/D: I      P/F:
  
```

Exhibit 4.4

```

FUNCTION:          DOCID: CRQ  900  900005003      04/10/03 03:42:04 PM
STATUS: ACCPT      BATID:          ORG:          001-001 OF 001
H-                QUICK CASH RECEIPT INPUT FORM
      TRANS DATE: 04 10 03      ACCT PRD: 10 03      BFY: 03      ACTION: E
      BANK CODE: 03          COMMENTS: REV CRQ

                                  DOCUMENT TOTAL:          400.00
                                CALCULATED DOCUMENT TOTAL:  400.00

-----REFERENCE-----
CD      NUMBER      LN FUND AGCY  ORG/SUB  ACTV  SRC/REV  APPR UNIT  FUNC
-----
OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
-----
AMOUNT      I/D P/F DESCRIPTION
-----
01-                900  900  2002          1835  002
      400.00  I      REV CRQ
02-
  
```


Exhibit 4.5

```

FUNCTION:          DOCID: C1  900  900005005      04/10/03 03:42:58 PM
STATUS: ACCPT     BATID:          ORG:
H-                CASH RECEIPT INPUT FORM

TRANS DATE: 04 10 03      ACCTG PRD: 10 03      BUDGET FY: 03

ACTION: E          BANK ACCOUNT CODE: 03

COMMENTS: REV C1

DOCUMENT TOTAL:          600.00
CALCULATED DOCUMENT TOTAL: 600.00
    
```

```

FUNCTION:          DOCID: C1  900  900005005      04/10/03 03:43:11 PM
STATUS: ACCPT     BATID:          ORG:          001-001 OF 001

REF  REF          REF          SUB          REV SUB
CD  NUMBER        LINE FUND AGCY  ORG/ORG  ACTV  SRC/REV  APPR UNIT FUNC
-----
OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
-----
AMOUNT          I/D  P/F      DESCRIPTION
-----
01-                900  900  2002                1835  002
                600.00  I      REV C1
02-
03-
    
```

Exhibit 4.6

```

FUNCTION:          DOCID: CR  900  900005000      04/10/03 03:40:05 PM
STATUS: ACCPT     BATID:          ORG:
H-                CASH RECEIPT INPUT FORM

TRANS DATE: 04 10 03      ACCTG PRD: 10 03      BUDGET FY: 03

CMIA SCHEDULE DATE:
ACTION: E          BANK ACCOUNT CODE: 03

COMMENTS: ROA CR

DOCUMENT TOTAL:          100.00
CALCULATED DOCUMENT TOTAL: 100.00
    
```

```

FUNCTION:          DOCID: CR  900  900005000      04/10/03 03:40:28 PM
STATUS: ACCPT     BATID:          ORG:          001-001 OF 001
01-
LINE NUMBER: 01      REFERENCE DOC ID:          REF LINE NO:
VEND/PROV/CUST: 43954618300      NAME: IMA GOODE
BILLING CODE:
FUND: 900          AGENCY: 900          ORG/SUB-ORG: 1001
ACTIVITY:          REV/SUB-REV:          APPR UNIT: 100
FUNCTION:          OBJ/SUB-OBJ: 3650          JOB NUMBER:
REPT CAT: 3124      BS ACCOUNT:
DESCRIPTION: OVERPAYMENT
AMOUNT:          100.00      I/D: I      P/F:
    
```

Exhibit 4.7

FUNCTION:	DOCID: CRQ 900 900005002	04/10/03 03:41:34 PM
STATUS: ACPT	BATID:	ORG: 001-001 OF 001
H-	QUICK CASH RECEIPT INPUT FORM	
TRANS DATE: 04 10 03	ACCT PRD: 10 03	BFY: 03 ACTION: E
BANK CODE: 03	COMMENTS: ROA CRQ	
	DOCUMENT TOTAL:	300.00
	CALCULATED DOCUMENT TOTAL:	300.00
-----REFERENCE-----		
CD	NUMBER	LN FUND AGCY ORG/SUB ACTV SRC/REV APPR UNIT FUNC

OBJ/SUB-OBJ	JOB NUMBER	REPT CAT BS ACCT VEND/PROVIDER

AMOUNT	I/D P/F	DESCRIPTION

01-		900 900 1001 100
3650		3124 43954618300
	300.00 I	ROA CRQ
02-		

Exhibit 4.8

FUNCTION:	DOCID: C1 900 900005004	04/10/03 03:42:30 PM
STATUS: ACPT	BATID:	ORG:
H-	CASH RECEIPT INPUT FORM	
TRANS DATE: 04 10 03	ACCTG PRD: 10 03	BUDGET FY: 03
ACTION: E	BANK ACCOUNT CODE: 03	
COMMENTS: ROA C1		
	DOCUMENT TOTAL:	500.00
	CALCULATED DOCUMENT TOTAL:	500.00

FUNCTION:	DOCID: C1 900 900005004	04/10/03 03:42:40 PM		
STATUS: ACPT	BATID:	ORG: 001-001 OF 001		
REF	REF	REF	SUB	REV SUB
CD	NUMBER	LINE FUND AGCY	ORG/ORG	ACTV SRC/REV APPR UNIT FUNC

OBJ/SUB-OBJ	JOB NUMBER	REPT CAT	BS ACCT	VEND/PROVIDER

AMOUNT	I/D	P/F	DESCRIPTION	

01-			900 900 1001	100
3650			3124 43954618300	
	500.00 I		ROA C1	
02-				
03-				

Exhibit 4.9

```

FUNCTION:          DOCID: CR  900  900005000      04/10/03 03:40:05 PM
STATUS: ACCPT     BATID:          ORG:
H-                CASH RECEIPT INPUT FORM

TRANS DATE: 04 10 03  ACCTG PRD: 10 03      BUDGET FY: 03
CMIA SCHEDULE DATE:
ACTION: E         BANK ACCOUNT CODE: 03

COMMENTS: INA CR

DOCUMENT TOTAL:          100.00
CALCULATED DOCUMENT TOTAL: 100.00
    
```

```

FUNCTION:          DOCID: CR  900  900005000      04/10/03 03:40:28 PM
STATUS: ACCPT     BATID:          ORG:          001-001 OF 001
01-
  LINE NUMBER: 01  REFERENCE DOC ID:          REF LINE NO:
  VEND/PROV/CUST:          NAME:
  BILLING CODE:
  FUND: B15          AGENCY: 148          ORG/SUB-ORG: N900
  ACTIVITY:          REV/SUB-REV:          APPR UNIT: XB3
  FUNCTION:          OBJ/SUB-OBJ: 3650      JOB NUMBER:
  REPT CAT:          BS ACCOUNT:
  DESCRIPTION: OVERPAYMENT
  AMOUNT:          100.00  I/D: I          P/F:
    
```

Exhibit 4.10

```

FUNCTION:          DOCID: CRQ 900  900005002      04/10/03 03:41:34 PM
STATUS: ACCPT     BATID:          ORG:          001-001 OF 001
H-                QUICK CASH RECEIPT INPUT FORM

TRANS DATE: 04 10 03  ACCT PRD: 10 03  BFY: 03  ACTION: E
BANK CODE: 03          COMMENTS: INA CRQ

DOCUMENT TOTAL:          300.00
CALCULATED DOCUMENT TOTAL: 300.00

-----REFERENCE-----
CD   NUMBER   LN  FUND  AGCY  ORG/SUB  ACTV  SRC/REV  APPR UNIT  FUNC
-----
OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
-----
AMOUNT       I/D P/F  DESCRIPTION
-----
01-          B15  148  N900          XB3
3650
300.00  I      INA CRQ
02-
    
```

Exhibit 4.11

```

FUNCTION:          DOCID: C1  900  900005004      04/10/03 03:42:30 PM
STATUS: ACCPT     BATID:          ORG:
H-                CASH RECEIPT INPUT FORM

TRANS DATE: 04 10 03      ACCTG PRD: 10 03      BUDGET FY: 03

ACTION: E          BANK ACCOUNT CODE: 03

COMMENTS: INA C1

DOCUMENT TOTAL:          500.00
CALCULATED DOCUMENT TOTAL: 500.00
    
```

```

FUNCTION:          DOCID: C1  900  900005004      04/10/03 03:42:40 PM
STATUS: ACCPT     BATID:          ORG:          001-001 OF 001

REF  REF          REF          SUB          REV SUB
CD  NUMBER        LINE FUND AGCY  ORG/ORG  ACTV  SRC/REV  APPR UNIT FUNC
-----
OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
-----
AMOUNT          I/D  P/F      DESCRIPTION
-----
01-                B15 148  N900                XB3
3650
          500.00  I          INA C1
02-
03-
    
```

Exhibit 4.12

```

ACTION: R SCREEN: ODIR USERID: Z107B09      04/10/03 03:43:49 PM

O P E N D E P O S I T I T E M S

DEPOSIT V BK F DEPOSIT NUM
AGY NUMBER F CD F DATE ITEMS DEPOSITED AMT CLASSIFIED AMT REMAINING AMT
=====
LAST ACT POSTING DS
DATE DATE DOCUMENT NUMBER BFY
-----
900 005000 Y 03 N 030401 00001 100.00 100.00 0.00
          030410 030410 900 DS000000009 03
900 005001 Y 03 N 030401 00001 200.00 200.00 0.00
          030410 030410 900 DS000000009 03
900 005002 Y 03 N 030401 00001 300.00 300.00 0.00
          030410 030410 900 DS000000009 03
900 005003 Y 03 N 030401 00001 400.00 400.00 0.00
          030410 030410 900 DS000000009 03
900 005004 Y 03 N 030401 00001 500.00 500.00 0.00
          030410 030410 900 DS000000009 03
    
```

Exhibit 4.12 (cont'd)

```

ACTION: R SCREEN: ODIR USERID: Z107B09      04/10/03 03:44:37 PM
    
```

O P E N D E P O S I T I T E M S

DEPOSIT V BK F		DEPOSIT NUM							
AGY NUMBER	F CD F	DATE	ITEMS	DEPOSITED AMT	CLASSIFIED AMT	REMAINING AMT			

		LAST ACT	POSTING	DS					
		DATE	DATE	DOCUMENT	NUMBER	BFY			

900	005005	Y 03 N	030401	00001	600.00	600.00	0.00		
		030410	030410	900 DS000000009	03				

Exhibit 4.14

FUNCTION:	DOCID: WV 900 WV000000015	04/16/03 01:59:12 PM		
STATUS: ACCPT	BATID:	ORG: 001-001 OF 001		
H-	WARRANT VOUCHER INPUT FORM			
WV DATE: 04 16 03	ACCTG PRD: 10 03	BUDGET FY: 03		
ACTION:	COMMENTS: DRAW FOR PMT			
DEBIT DOC TOTAL:	900.00	CREDIT DOC TOTAL:		
CALC DEBIT TOTAL:	900.00	CALC CREDIT TOTAL:		
TO				
FUND	AGCY	ORGN	DEBIT AMOUNT	CREDIT AMOUNT
-----	-----	-----	-----	-----
01- 900	900	002W	900.00	
02-				
03-				

Exhibit 4.15

FUNCTION:	DOCID: WV 900 WV000000016	04/16/03 02:01:01 PM		
STATUS: ACCPT	BATID:	ORG: 001-001 OF 001		
H-	WARRANT VOUCHER INPUT FORM			
WV DATE: 04 16 03	ACCTG PRD: 10 03	BUDGET FY: 03		
ACTION:	COMMENTS: REV TO MOF			
DEBIT DOC TOTAL:		CREDIT DOC TOTAL: 600.00		
CALC DEBIT TOTAL:		CALC CREDIT TOTAL: 600.00		
TO				
FUND	AGCY	ORGN	DEBIT AMOUNT	CREDIT AMOUNT
-----	-----	-----	-----	-----
01- 900	900	002W		600.00
02-				
03-				

Exhibit 4.16

NON-ISIS WARRANT FORM							
AGENCY NAME: Statewide Reporting				#900	DOCUMENT TOTAL: \$2,000.00		
ACTUAL DEL DATE: 04/24/03		ACCOUNTING PERIOD: 10/03			BUDGET FY: 03		
ACTION:	SCHED PAY DATE: 04/24/03	CHECK CATEGORY:	SINGLE CK FLAG: Y		VENDOR CODE: 726062589-17		
					FOR ENTRY PERSON ONLY: NAME: _____ DATE: _____		
					P1 DOCUMENT #:		
INVOICE #:	FUND:	AGCY:	WARRANT ORGN:	OBJ:	MOF:	AMOUNT:	REMARKS:
042403	900	900	000W	T370	000	\$2,000.00	Apr 03 Gen Fund
				T370			
				T370			
				T370			
					TOTAL WARRANT DRAWN	\$2,000.00	

PREPARED BY: Ida Preparer
 DATE: April 24, 2003

APPROVED BY: J. M. Approver
 DATE: April 24, 2003

Exhibit 4.17

```

FUNCTION:          DOCID: P1  900  P1000000126  04/25/03 02:31:27 PM
STATUS:  ACCPT          BATID:          ORG:          001-001 OF 001
                VENDOR PAYMENT VOUCHER INPUT FORM
PV DATE: 04 25 03 ACCT PD: 10 03 BFY: 03 ACT: E SINGLE CHECK: Y TC: FA:
EFT IND/TYPE: Y / AA CHECK CAT: AA OFF LIAB ACCT: SCHED PAY DATE: 04 23 03
VENDOR: 726062589 17 ACT DEL DATE: 04 15 03 DOC TOTAL: 10,900.00
NAME: OFFICE OF STATEWIDE REPORTING USE TAX: 0.00
ADDR: 1201 N THIRD STREET CALC DOC TOTAL: 10,900.00
:
: BATON ROUGE LA 70802 FREIGHT IND:
FREIGHT TOT: I/D:
TOT AMT: I/D: CAL AMT:
TOT QTY: I/D: CAL QTY:
LN REFERENCE COM VENDOR INV
NO CD NUMBER LN LN INVOICE LN FUND AGCY ORG/SUB APPR UNIT ACTV
-----
FUNC OBJ/SUB RSRC/SUB JOB/PROJ RCAT BACC DT DESCRIPTION QUANTITY I/D
-----
TAX CD FREIGHT AMOUNT I/D AMOUNT I/D TAX AMOUNT TOTAL AMOUNT P/F
-----
01 00000000016 900 900 000W 000
T370 LSU FIRE TRAIN
10,000.00 10,900.00
    
```

Exhibit 4.18

```

FUNCTION:          DOCID: MW  900  00000027553  04/25/03 02:31:59 PM
STATUS:  ACCPT          BATID:          ORG:
H-          MANUAL WARRANT INPUT FORM
MW DATE: 04 25 03 ACCTG PRD: 10 03 BUDGET FY: 03
ACTION: E RECEIVING FUND: BANK ACCT CODE: 03 CASH ACCT:
VENDOR CODE: 721062589 17 VENDOR NAME: OFFICE OF STATEWIDE RPTG
COMMENTS:          DOCUMENT TOTAL: 10,900.00
CALCULATED DOC TOTAL: 10,900.00
    
```

```

FUNCTION:          DOCID: MW  900  00000027553  04/25/03 02:32:15 PM
STATUS:  ACCPT          BATID:          ORG:          001-001 OF 001
----- REFERENCED DOCUMENT(S) -----
CD NUMBER LN LN INVOICE LN
-----
SUB          FUNC          SUB REV SUB JOB
FUND AGCY ORG ORG APPR UNIT ACTV TION OBJ OBJ SRC REV NUMBER REPT CAT
-----
BS ACTUAL          I          I P
ACCT DEL DATE DESCRIPTION QUANTITY D AMOUNT D F
-----
01- 900 900 000W 000 T370
    04 25 03 10,900.00
02-
03-
    
```