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JOURNAL VOUCHERS

8.1 Terminology

The following terms will be used throughout this chapter:

Administrative Fund – A fund created for reporting purposes used to group together Means of Financing appropriations with like cash accounts.

Carryover – The transfer of residual cash from a prior fiscal year to the current fiscal year. Carryovers must be authorized by the legislature through the Appropriations Act, the Revised Statutes and/or the BA-7 process.

Check Cancellation – The process of voiding an outstanding AFS check. Dependant on the type of funds that issued the check, the process may be accomplished through MW or CX transaction types.

Nominal Accounts – Accounts that are closed at the end of the fiscal year during the Annual Close process. These accounts include expenditures/expenses, expenditures, expenses and revenue.

Real Accounts – Accounts that are rolled over to the current fiscal year during the Annual Close process. These accounts include Assets, Liabilities and Fund Balance.

Reclassification – The movement of one account balance to another account balance to correct the original classification.

Seed – An advance granted upon approval of the Division of Administration from the STO to those state agencies that have not collected funds needed to cover cash requirements. Seeds are always granted one fiscal year at a time.

Special Revenue Fund – A statutorily dedicated fund created by Acts of the Legislature for specifically designated purposes. Funds attributable to the special revenue fund in the STO usually pass-through the fund and are later transferred to an agency Means of Financing appropriation.

Transfer – The movement of revenue from one fund to another due to statutory requirements.

8.1.1 Procedure Terminology

The following are the field definitions for journal entries used in:

8.1.1.1 AFS Journal Voucher/Alternate View (J1) 800 – 804

Field	Size	Description
JV DATE	6	Numeric – required. The date of record for the J1 being entered. The date under which the transaction will be listed on OLGL in AFS.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the J1 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.
REVERSAL DATE	6	Numeric – optional. The date the J1 is to be reversed. This field is to be used only if the J1 is to be automatically reversed. When this date is coded, the J1 number must have an E as its last character.
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.
BUDGET OVERRIDE IND	1	Alphabetic – for OSRAP use only.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the J1.
DEBIT DOC TOTAL	14	Numeric – required. The sum of all debit line amounts. The Debit Doc Total must equal the Credit Doc Total.
CREDIT DOC TOTAL	14	Numeric – required. The sum of all credit line amounts. The Credit Doc Total must equal the Debit Doc Total.

Field	Size	Description
CALC DEBIT TOTAL	14	Numeric – protected. The system-computed total of the debit amount lines.
CALC CREDIT TOTAL	14	Numeric – protected. The system-computed total of the credit amount lines.
AC TP	2	Numeric – required. The account type for the entry being coded on the line.
		The valid account types for a J1 are:
	01	Assets – The 4 character code on the line must be listed on BACC with a type of 01.
	02	Liabilities – The 4 character code on the line must be listed on BACC with a type of 02.
	03	Fund Balance – The 4 character code on the line must be listed on BACC with a type of 03.
	22	Expenditures/Expenses – The line must be coded to an object that exists on OBJT.
	31	Revenue – The line must be coded to a revenue source that exists on RSRC.
FUND	4	Alphanumeric – required. The fund that the entry will be recorded against. 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.

Field	Size	Description
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 APPR 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/REV	4	Alphanumeric – required for account types 22 or 31. The revenue source or object code which is applicable to the entry. The code entered must exist on the RSRC or OBJT tables.
SUB O/R	2	Alphanumeric – optional. The sub-revenue source or sub-object that is applicable to entry.
BS ACCT	4	Alphanumeric – required for account types 01, 02 and 03. The balance sheet account that is applicable to the entry. The code entered must exist on the BACC table.
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.

Field	Size	Description
FROM/TO FUND	3	Alphanumeric – required for entries to revenue source codes T100, T110, T120 or T130. The administrative or special revenue fund that is transferring or receiving to/from the fund coded in the FUND field of this line. The code used must exist on the FUND table.
INT FUND	4	Leave blank. This field is not used in the State of Louisiana.
REF AGCY	3	Leave blank. This field is not used in the State of Louisiana.
BK CD	2	Alphanumeric – required, if a cash account is coded on the line. The code entered must exist on the BANK table.
DEBIT AMOUNT	14	Numeric – required. If reducing account types 02, 03 or 31 OR increasing account types 01 or 22, enter the dollar amount here.
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.
CODE	12	Alphanumeric – optional. Enter V and a vendor number if correcting 1099 reportable payments/expenditures to 1099 reportable vendors. The 11-digit vendor code must exist on the VEND table.
VENDOR/ PROVIDER NAME	17	Alphanumeric – inferred. The name of the vendor associated with the vendor code entered on the line.
DESCRIP- TION	27	Alphanumeric – optional. A description of the line being entered.
CREDIT AMOUNT	14	Numeric – required. If reducing account types 01 or 22 OR increasing account types 02, 03 and 31, enter the dollar

amount here.

Field	Size	Description
CASH IND	1	Alphabetic – required. A Y must be coded for all revenue lines. An N must be coded in this field for all expenditure or balance sheet account lines.

8.1.1.2 Fiscal Journal Voucher (J2) 810 – 814

Field	Size	Description
JV DATE	6	Numeric – protected. The date of record for the J2. The date of record will be the transaction date on OLGL.
REVERSAL DATE	6	Numeric – optional. The date the J2 is to be reversed. This field is to be used only if the J2 is to be automatically reversed. When this date is coded, the J2 number must have an E as its last character.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing J2 in the same accounting period.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the J2.
DEBIT DOC TOTAL	14	Numeric – required. The sum of all debit line amounts. The Debit Doc Total must equal the Credit Doc Total.
CREDIT DOC TOTAL	14	Numeric – required. The sum of all credit line amounts. The Credit Doc Total must equal the Debit Doc Total.
CALC DEBIT TOTAL	14	Numeric – protected. The system-computed total of all debit lines.
CALC CREDIT TOTAL	14	Numeric – protected. The system-computed total of all credit lines.

Field	Size	Description
AC TP	2	Numeric – required. The account type for the entry being coded on the line. The valid account types for a J2 are: 22 Expenditures/Expenses – The line must be coded to an expenditure object that exists on the OBJT table. 31 Revenue – The line must be coded to a revenue source that exists on the RSRC table.
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. 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.
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/REV	4	Alphanumeric – required. The revenue source (account type 31) or object code (account type 22) that is applicable to the entry. The code entered must exist on the RSRC or OBJT

tables.

Field	Size	Description
SUB O/R	2	Alphanumeric – optional. The sub-revenue source or sub-object that is applicable to entry.
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 APPR table.
FROM/TO FUND	3	Alphanumeric – required for entries to revenue source codes T100, T110, T120 or T130. The administrative or special revenue fund that is transferring or receiving to/from the fund coded in the FUND field of this line. The code used must exist on the FUND table.
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.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the J2 will be recorded against. If not entered by the user, AFS will default the current accounting period.
BFY	2	Numeric – required. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS.
DEBIT AMOUNT	14	Numeric – required. If reducing account type 31 OR increasing account type 22, enter the dollar amount here.

Field	Size	Description
DESCRIPTION	27	Alphanumeric – optional. A description of the line being entered.
CREDIT AMOUNT	14	Numeric – required. If reducing account type 22 OR increasing account type 31, enter the dollar amount here.

8.1.1.3 Special Revenue Voucher (J3) 820 – 823

Field	Size	Description
JV DATE	6	Numeric – protected. The date of record for the J3. The date of record will be the transaction date on OLGL.
REVERSAL DATE	6	Numeric – optional. The date the J3 is to be reversed. This field is to be used only if the J3 is to be automatically reversed. When this date is coded, the J3 number must have an E as its last character.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing J3 in the same accounting period.
COMMENTS	12	Alphanumeric – optional. A description giving purpose of the J3.
DEBIT DOC TOTAL	14	Numeric – required. The sum of all debit line amounts. The Debit Doc Total must equal the Credit Doc Total.
CREDIT DOC TOTAL	14	Numeric – required. The sum of all credit line amounts. The Credit Doc Total must equal the Debit Doc Total.
CALC DEBIT TOTAL	14	Numeric – protected. The system-computed total of all debit lines.
CALC CREDIT TOTAL	14	Numeric – protected. The system-computed total of all credit

lines.

Field	Size	Description
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. 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 APPR 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.
REV	4	Alphanumeric – required. The transfer revenue source that is applicable to the entry. This field must be a valid revenue source from the TR revenue group on the RSR2 table.
SUB REV	2	Alphanumeric – optional. The sub-revenue source that is applicable to entry.

Field	Size	Description
REPT CATG	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.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the J3 will be recorded against. If not entered by the user, AFS will default the current accounting period.
DEBIT AMOUNT	14	Numeric – required. If transferring cash out of an MOF or Special Revenue fund, enter the dollar amount here.
FROM/TO FUND	3	Alphanumeric – required for entries to revenue source codes T100, T110, T120 or T130. The administrative or special revenue fund that is transferring or receiving to/from the fund coded in the FUND field of this line. The code used must exist on the FUND table.
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.
DESCRIPTION	27	Alphanumeric – optional. A description of the line being entered.
BFY	2	Numeric – required. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS.
CREDIT AMOUNT	14	Numeric – required. If transferring cash into an MOF or Special Revenue fund, enter the dollar amount here.

8.1.1.4 Inter-Agency Journal Voucher (J4) 830

Field	Size	Description
J4 DATE	6	Numeric – protected. The date of record for the J4 being entered. The date recorded will be the transaction date on OLGL.

Field	Size	Description
ACCT PRD	4	Numeric – required. The accounting fiscal month and year to that the J4 will be recorded against.
BUDGET FY	2	Numeric – required. The last two digits of the applicable fiscal year to which the transaction will be recorded in AFS.
DELIVERY DATE	6	Numeric – optional. The date the goods or services were received from the seller agency. This date must be less than or equal to the J4 Date. If the transaction applies to the 13 th accounting period, this date must be on or before June 30 th .
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing J4 in the same accounting period.
COMMENTS	12	Alphanumeric – optional. A description giving purpose of the J4.
DEBIT DOC TOTAL	14	Numeric – required. The sum of all debit line amounts. The Debit Doc Total must equal the Credit Doc Total.
CREDIT DOC TOTAL	14	Numeric – required. The sum of all credit line amounts. The Credit Doc Total must equal the Debit Doc Total.
CALC DEBIT TOTAL	14	Numeric – protected. The system-computed total of all debit lines.
CALC CREDIT TOTAL	14	Numeric – protected. The system-computed total of all credit lines.
AT	2	Numeric – required. The account type for the entry being coded on the line. The valid account types for a J4 are: 22 Expenditures/Expenses – The line must be coded to

Field	Size	Description
		an expenditure object that exists on the OBJT table.
	31	Revenue – The line must be coded to a revenue source that exists on the RSRC table.
FUND	4	Alphanumeric – protected. The system will infer the fund from the organization coded on the lines.
AGY	3	Numeric – required. The agency to which the entry will be recorded. The code entered must exist on the AGCY table.
ORGN	4	Alphanumeric – required. The organization to which the entry is being recorded. The code entered must exist on the ORGN table.
S/O	2	Leave blank. This field is not used in the State of Louisiana.
APPR UNIT	9	Alphanumeric – protected. The system will infer the appropriation unit from the organization coded on the line.
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.
RPTG	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.
DEBIT		

AMOUNT	14	Numeric – required. If reducing account type 31 OR increasing account type 22, enter the dollar amount here.
Field	Size	Description
CREDIT AMOUNT	14	Numeric – required. If reducing account type 22 OR increasing account type 31, enter the dollar amount here.
OBJT/REV	4	Alphanumeric – required. The revenue source (account type 31) or object code (account type 22) that is applicable to the entry. The code entered must exist on the RSRC or OBJT tables.
SUB O/R	2	Alphanumeric – optional. The sub-revenue source or sub-object 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.
APPROVAL	1	Alphabetic – required. Valid entries are Y or N . A Y indicates that the line has been approved. An N indicates that the line has not been approved. The system default is N .
USERID	8	Alphanumeric – protected. The system will default the User ID of the person approving the line.
APRV DATE	6	Numeric – protected. The system will infer the date the line was approved.
DESCRIP-TION	16	Alphanumeric – optional. A description of the line being entered.

8.1.1.5 Interface Journal Voucher (J5) 840

Field	Size	Description
JV DATE	6	Numeric – required. The date of record for the J5 being entered. The date under which the transaction will be listed on OLGL.

Field	Size	Description
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the J5 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 fiscal year to which the transaction will be recorded in AFS.
REVERSAL DATE	6	Numeric – optional. The date the J5 is to be reversed. This field is to be used only if the J5 is to be automatically reversed. When this date is coded, the J5 number must have an E as its last character.
ACTION	1	Alphabetic – optional. This field will default to E (original entry) if left blank. Use M (modification) to modify an existing J5 in the same accounting period.
BUDGET OVERRIDE IND	1	Alphabetic – required. This field will be coded as Y for payroll transactions to allow them to be recorded in AFS even if budget is not available. This field will be coded as N for all other J5s.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the J5.
DEBIT DOC TOTAL	14	Numeric – required. The sum of all debit line amounts. The Debit Doc Total must equal the Credit Doc Total.
CREDIT DOC TOTAL	14	Numeric – required. The sum of all credit line amounts. The Credit Doc Total must equal the Debit Doc Total.
CALC DEBIT TOTAL	14	Numeric – protected. The system-computed total of the debit amount lines.
CALC CREDIT TOTAL	14	Numeric – protected. The system-computed total of the

credit amount lines.

Field	Size	Description
AC TP	2	Numeric – required. The account type for the entry being coded on the line. The valid account types for a J5 are: 01 Assets – The 4 character code on the line must be listed on BACC with a type of 01. 02 Liabilities – The 4 character code on the line must be listed on BACC with a type of 02. 03 Fund Balance – The 4 character code on the line must be listed on BACC with a type of 03. 22 Expenditures/Expenses – The line must be coded to an object that exists on OBJT. 31 Revenue – The line must be coded to a revenue source that exists on RSRC.
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.

Field	Size	Description
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 APPR 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/REV	4	Alphanumeric – required for account types 22 or 31. The revenue source (account type 31) or object code (account type 22) that is applicable to the entry. The code entered must exist on the RSRC or OBJT tables.
SUB O/R	2	Alphanumeric – optional. The sub-revenue source or sub-object that is applicable to entry.
BS ACCT	4	Alphanumeric – required for account types 01, 02 and 03. The balance sheet account that is applicable to the entry. The code entered must exist on the BACC table.
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.
FROM/TO FUND	3	Alphanumeric – required for entries to revenue source codes T100, T110, T120 or T130. The administrative or special revenue fund that is transferring or receiving to/from the fund coded in the FUND field of this line. The code used must exist on the FUND table.

Field	Size	Description
INT FUND	4	Leave blank. This field is not used in the State of Louisiana.
REF AGCY	3	Leave blank. This field is not used in the State of Louisiana.
BK CD	2	Alphanumeric – required, if a cash account is coded on the line. The code entered must exist on the BANK table.
DEBIT AMOUNT	14	Numeric – required. If reducing account types 02, 03 or 31 OR increasing account types 01 or 22, enter the dollar amount here.
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.
CODE	12	Alphanumeric – optional. Enter V and a vendor number if correcting 1099 reportable payments/expenditures to 1099 reportable vendors. The 11-digit vendor code must exist on the VEND table.
VENDOR/ PROVIDER NAME	17	Alphanumeric – inferred. The name of the vendor associated with the vendor code entered on the line.
DESCRIP-TION	27	Alphanumeric – optional. A description of the line being entered.
CREDIT AMOUNT	14	Numeric – required. If reducing account types 01 or 22 OR increasing account types 02, 03 and 31, enter the dollar amount here.
CASH IND	1	Alphabetic – required. A Y must be coded for all revenue lines. An N must be coded in this field for all expenditure or balance sheet account lines.

8.1.1.6 Agency Journal Voucher (J6) 850 - 851

Field	Size	Description
JV DATE	6	Numeric – protected. The date of record for the J6 being entered. The date under which the transaction will be listed on OLGL.
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the J6 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 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 J6 in the same accounting period.
COMMENTS	12	Alphanumeric – optional. A description giving the purpose of the J6.
DEBIT DOC TOTAL	14	Numeric – required. The sum of all debit line amounts. The Debit Doc Total must equal the Credit Doc Total.
CREDIT DOC TOTAL	14	Numeric – required. The sum of all credit line amounts. The Credit Doc Total must equal the Debit Doc Total.
CALC DEBIT TOTAL	14	Numeric – inferred. This is the system-computed total of the Debit Amount lines.
CALC CREDIT TOTAL	14	Numeric – inferred. This is the system-computed total of the Credit Amount lines.
AC TP	2	Numeric – required. The account type for the entry being coded on the line.

The valid account types for a J6 are:

Field	Size	Description
		22 Expenditures/Expenses – The line must be coded to an expenditure object that exists on the OBJT table.
		31 Revenue – The line must be coded to a revenue source that exists on the RSRC table
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 APPR table.
ACTV	4	Alphanumeric – optional. The activity that the entry will be recorded against. 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 that the entry will be recorded against. 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/REV	4	Alphanumeric – required for account types 22 or 31. The revenue source (account type 31) or object code (account type 22) that is applicable to the entry. The code entered must exist on the RSRC or OBJT tables.

Field	Size	Description
SUB O/R	2	Alphanumeric – optional. The sub-revenue source or sub-object that is applicable to entry.
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.
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.
DESCRIP-TION	27	Alphanumeric – optional. A description of the line being entered.
DEBIT AMOUNT	14	Numeric – required. If reducing account type 31 OR increasing account type 22, enter the dollar amount here.
CREDIT AMOUNT	14	Numeric – required. If reducing account type 22 OR increasing account type 31, enter the dollar amount here.
CODE	12	Alphanumeric – optional. Enter V and a vendor number if correcting 1099 reportable payments/expenditures to 1099 reportable vendors. The 11-digit vendor code must exist on the VEND table.
VENDOR/ PROVIDER NAME	17	Alphanumeric – inferred. The name of the vendor associated with the vendor code entered on the line.

8.1.1.7 Recurring Agency Journal Voucher (REJ6) 860 - 862

Field	Size	Description
J6 NUMBER	9	Alphanumeric – required. A unique identifying number used to create J6s. This number will become the first 9 digits of the J6 number. The last two digits will be generated by the system when the J6 is created.

Field	Size	Description
SUBMITTING AGCY	3	Numeric – required. The agency to be used in the DOCID of SUSF for the J6.
FREQUENCY	1	Alphabetic – required. This field describes how often the J6 should be generated. The valid codes for this field are: <ul style="list-style-type: none"> F The J6 will be generated once, on or after the Start Date. M The J6 will be generated once per month, starting on or after the Start Date, and ending on the Expiration Date. B The J6 will be generated once every two months, starting on or after the Start Date, and ending on the Expiration Date. Q The J6 will be generated once per quarter, starting on or after the Start Date, and ending on the Expiration Date.
START DATE	6	Numeric – required. The calendar date on which the J6s should start being generated.
EXPR DATE	6	Numeric – required, unless the Frequency equals F. The calendar date on which the J6s should cease being generated.
LAST DATE	6	Numeric – inferred. The last date in which a J6 was generated. This field will be updated by AFS.
LINE	2	Numeric – required. The line number associated with the J6 being created.
AC TP	2	Numeric – required. The account type for the entry being coded on the J6 line.

Field	Size	Description
FUND	4	Alphanumeric – required. The fund to which the J6 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 J6 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 J6 entry is being recorded. The code entered must exist on the ORGN table.
SUB	2	Leave blank. This field is not used in the State of Louisiana.
APPR UNIT	9	Alphanumeric – required. The appropriation unit to which the J6 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 APPR table.
ACTV	4	Alphanumeric – optional. The activity to which the J6 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.
FUNC	4	Alphanumeric – optional. The function to which the J6 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/REV	4	Alphanumeric – required for account types 22 or 31. The revenue source (account type 31) or object code (account type 22) that is applicable to the J6 entry. The code entered must exist on the RSRC or OBJT tables.
SUB-O/R	2	Alphanumeric – optional. The sub-revenue source or sub-object that is applicable to J6 entry.

Field	Size	Description
REPT CAT	4	Alphanumeric – optional. The reporting category that is applicable to the J6 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.
JOB/ PROJECT	8	Alphanumeric – optional. The capital outlay project number that is applicable to the J6 entry. The code entered must exist on the AGPR table.
DEBIT AMOUNT	14	Numeric – optional. If reducing account type 31 OR increasing account type 22 on the J6, enter the dollar amount here.
CODE	12	Alphanumeric – optional. Enter V and a vendor number if correcting 1099 reportable payments/expenditures to 1099 reportable vendors. The 11-digit vendor code must exist on the VEND table.
VENDOR/ PROVIDER NAME	17	Alphanumeric – inferred. The name of the vendor associated with the vendor code entered on the J6 line.
CREDIT AMOUNT	14	Numeric – optional. If reducing account type 22 OR increasing account type 31 on the J6, enter the dollar amount here.
DESCRIP- TION	27	Alphanumeric – optional. A description of the line being entered.

8.1.1.8 Manual Warrant (MW) 870 - 871

Field	Size	Description
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.

Field	Size	Description
ACCTG PRD	4	Numeric – required. The fiscal month and accounting year that the MW 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 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.
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 NAME30		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.

Field	Size	Description
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.
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.

Field	Size	Description
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 APPR 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.
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.

Field	Size	Description
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 .
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.

8.2 Journal Vouchers Overview

Journal vouchers are used to make corrections, reclassifications, transfers, and interface entries in AFS. For most other transaction types, the system determines the offsetting debit or credit entries. However, the users must provide the debit and credit entries for each AFS Journal Voucher. All general ledger entries created by journal vouchers will have a transaction code of **JV**.

The levels of approval that may be applied to journal vouchers are as follows:

PEND1	Agency
PEND2	Agency – optional
PEND3	OSUP (J5 only)
PEND4	OSRAP
PEND5	STO

Not all of the documents have these approvals. The approvals for each document type are listed in the document descriptions below.

The following journal vouchers are available in AFS. Not all of these documents are available to agency users.

AFS Journal Voucher (JV) - Use of the JV is restricted to the STO. Approval for the JV is applied by the STO, only. The JV will be used for correcting inter-fund transfers that do not affect appropriations, transfers between bank accounts, and recording lines of credit. All lines of coding must be entered on the JV, as no offsetting entries will be generated by the system.

AFS Journal Voucher/Alternate View (J1) - The J1 will be used by agencies, the OSRAP and STO. Approvals for the J1 must be applied by the agency, OSRAP and STO before it will be processed in the system. The J1 will be used for check cancellations, correcting interface suspense, and entries affecting balance sheet accounts and bank accounts. All lines of coding must be entered on the J1, as no offsetting entries will be automatically generated by the system.

Fiscal Journal Voucher (J2) - The J2 will be used by agencies, the OSRAP and STO. Approvals for the J2 must be applied by the agency, OSRAP and STO. It will be used for correcting revenues, expenditures, and payroll entries between fiscal years, funds and agencies. The J2 will automatically create cash offsets for each line of entry.

Special Revenue Journal Voucher (J3) - The J3 will be used by agencies, the OSRAP and STO. Approvals for the J3 must be applied by the agency, OSRAP and STO. The J3 will be used for transfers of revenue between funds and between fiscal years, establishment and repayment of seeds, and year-end carryovers. The J3 will **only** accept lines of coding with account type **31** (Revenue) and revenue sources in the **TR** (Transfer of Funds) revenue group. The J3 will automatically create cash offsets for each line of entry.

Inter-Agency Journal Voucher (J4) – The J4 will be used by the agencies to affect interagency revenue collections and payment. Access to approve lines for an agency (either buyer or seller) is checked on each individual line of the J4. The user will not be able to approve a line unless they have security access for the agency/organization coded on the transaction line. The J4

automatically creates the appropriate cash offsets for each line of entry.

Interface Journal Voucher (J5) - The J5 is used to record interface transactions between AFS and other systems, such as payroll or agency side-systems. J5s cannot be manually created. However, it may be necessary to edit the payroll interface J5s that reject during processing. Payroll J5s that are edited must be approved by OSUP. All account types – revenues, expenditures and balance sheet accounts – may be processed on the J5. All lines of coding must be entered on this J5, as no offsetting entries will be automatically generated by the system.

Agency Journal Voucher (J6) – The J6 is used by the agencies, the OSRAP and STO. It is used to correct both revenues and expenditures within a single accounting period. The J6 must be approved at the agency. For those J6s entered by the control agencies, both OSRAP and STO have the ability to apply agency approval. It may be used to reclassify revenues between appropriations, revenue organizations, funds and revenue sources, within the same fiscal year. It may also be used to move expenditures between appropriations, appropriated programs, and expenditure objects. Any changes to expenditure coding must be within the same fund, and all entries must balance. Budget must be available before the transaction is accepted. The J6 transaction may also be used to correct payroll entries within the same fiscal year. The J6 cannot be used for reclassifications involving Income Not Available (INA) or transfer revenue sources and objects. The J6 will not generate cash offsets for expenditure lines. However, it will generate cash offset entries for revenue lines.

Recurring Agency Journal Voucher (REJ6) – The REJ6 Table is initiated by agencies to apply recurring corrections to both revenues and expenditures within a single agency. This table provides information used to automatically create J6 transactions on a regular basis. These transactions can be generated on a future date or on a monthly, bi-monthly, or quarterly basis. The data entered on this table will be used to generate a J6 on the Document Suspense (SUSF) File at a specified date or interval. Once the J6 is established on SUSF, both the header and line information may be modified before the J6 is processed.

Manual Warrant (MW) Side System Interfaces/Corrections – The MW is used by the agencies, the OSRAP and STO. Many MWs are submitted on paper documents for later entry by the STO. MWs, both paper and electronic, must be approved by the agency, OSRAP and the STO. It is used to record both revenues and expenditures from agency side systems as an interface and to correct interfaces that are not recorded properly. The MW will generate cash offsets for each revenue and expenditure line. However, if the line coded is a decrease line, the Cash Account field in the MW header must be coded with the cash account associated with the organization on the line. If left blank, the Cash Account field will default to 6000.

8.2.1 Control Agency Approval Policies

The following policies will apply to all journal vouchers requiring OSRAP and STO approval in AFS:

1. All journal vouchers requiring control agency approval (PEND4 and PEND5) will remain on SUSF until reviewed and approved by OSRAP and STO;
2. All required backup documentation must be received by OSRAP and STO before approval will be applied. Once the approval is applied by OSRAP, the documentation will be forwarded to STO as needed, and
3. If OSRAP or STO approval cannot be applied, the agency that prepared the journal voucher will be notified. OSRAP and/or STO may require additional documentation or changes to the journal voucher. The requested action must be completed by the agency before control agency approvals will be applied.

8.2.1.1 JV Policies

The following policies will apply to the JV in AFS:

1. The JV will be used by STO **only**,
2. The JV will be used to record interfund transfers that do not affect appropriations, transfer between bank accounts, and recording lines of credit, and
3. The JV will not be used to correct revenue entries if the revenue organization is tied to an original fund.

8.2.1.2 J1 Policies

The following policies will apply to the J1 in AFS:

1. The J1 will be used for check cancellations, to correct interface suspense entries, and to make corrections or adjustments to balance sheet account entries,
2. The J1 will be used to record the transfer of General Fund cash to agency general fund appropriations at the end of each fiscal year, and
3. J1s to correct the auto transfer entries to an original fund will be prepared by OSRAP.

8.2.1.3 J2 Policies

The following policy will apply to the J2 in AFS:

1. The J2 will be used for the reclassification of revenues and expenditures between funds, agencies, and fiscal years,
2. The J2 will be used for reclassifications affecting income not available (INA), and
3. The J2 will only have transfer revenue sources coded when corrections are needed to special revenue transfers.

8.2.1.4 J3 Policies

The following policies will apply to the J3 in AFS:

1. Revenue source T180 must be used for the transfer of cash between two or more funds with like cash accounts,
2. Revenue sources T120 and T130 will be used for the transfer of cash between two or more funds with differing cash accounts in accounting periods 1 through 12, and
3. Revenue sources T100 and T110 will be used for the transfer of cash between two or more funds with differing cash accounts in the 13th accounting period
4. If revenue sources T100, T110, T120, and T130 are coded on a J3, the From/To Fund field must also be coded with the administrative or special fund that the transaction is being transferred from or to, and
5. J3s for the establishment and repayment of seeds will **only** be completed by OSRAP and STO.

8.2.1.5 J4 Policies

The following policies will apply to the J4 in AFS:

1. The seller agency will initiate the J4 for later approval and processing by the buyer agency. The transaction number for the J4 must begin with the buyer agency's three-character agency code. The seller agency is responsible for assigning the correct document number at the time the J4 is created,

2. The J4 will be used by agencies to process payments between ISIS agencies when the buyer and seller agencies **do not** have a prior approved contract or agreement. The seller agency will initiate the J4 and approve the transaction lines that it has security access to. The buyer agency must approve its coding lines before the J4 can be processed., and
3. The J4 must not be used for the reclassification of revenues and expenditures between agencies and/or funds.

8.2.1.6 J5 Policies

The following policies will apply to the J5 in AFS:

1. Agency side-systems interfaces will process regardless of the validity of the accounting distribution. If the accounting distribution is incorrect on an interface transaction, a suspense entry will be created. The suspense entry must be manually corrected using a J1,
2. Before an agency can begin creating interfaces to AFS, the agency must get approval from OSRAP, the associated bank account from STO, and notify OIS,
3. The J5 will be used to record interface transactions between AFS and other agency side-systems or the statewide payroll system,
4. J5s affecting revenues should be restricted to revenue organizations tied to final funds only. If the revenue organization is tied to an original fund, those lines will suspend and a J1 must be created to make the correcting entries,
5. Payroll transactions entered on the J5 will never suspend. Instead, the J5 will reject and must be corrected and approved online, and
6. Payroll transactions on the J5 will not check for cash or available budget. Agencies are responsible for ensuring sufficient cash and budget are available.

8.2.1.7 J6 Policies

The following policy will apply to the J6 in AFS:

1. The J6 will be used to correct revenues and expenditure within a single accounting period and

2. The agency will be responsible for initiating and processing J6s as needed.

8.2.1.8 REJ6 Table Policies

The following policies will apply when establishing recurring journal vouchers in AFS:

1. Agencies will maintain the REJ6 Table and
2. The agency is responsible for reviewing, correcting, editing, and approving the J6 documents created on SUSF by REJ6.

8.2.1.9 MW Policies

The following policy will apply to the MW in AFS:

1. The MW will be used for recording side system entries and corrections to those entries and
2. The MW is used to void AFS checks that were issued from MOF appropriations.

8.2.2 Supporting Documentation

Supporting documentation may be required by the control agencies to determine the authority of an agency to transfer or move funds. The documentation required varies based on the type of entries and documents used. The following supporting backup documentation will be submitted by the agency to the control agencies for the document types specified in each section.

8.2.2.1 J1 Documentation

J1 Check Cancellation - A copy of a Check Cancellation Input Form must be submitted to STO.

J1 Suspense Corrections - A copy of the J5 Input Validation (1G11) report showing the suspended entry must be submitted to OSRAP.

J1 Balance Sheet Corrections - A copy of any supporting schedules and a copy of the Balance Sheet Account Balance table (BBAL) screen print associated with the correction being made must be submitted to OSRAP.

8.2.2.2 J2 Documentation

J2 Revenue/Expenditure Reclassification - A copy of any supporting schedules and a copy of the document of original coding must be submitted to OSRAP.

J2 Reclassification of Income Not Available - A copy of any supporting schedules and a copy of the document of original coding must be submitted to OSRAP.

8.2.2.3 J3 Documentation

J3 Self-Generated/IAT Carryover - A copy of the Appropriations Act where the language states "...from Prior and Current Year Collections" or a copy of an approved BA-7 must be submitted to OSRAP.

J3 Auxiliary Carryover - A copy of the Revenue Budget Summary Inquiry table (RSUM) screen print and the Expense Budget Summary Inquiry table (EESM) screen print for all revenue and expenditure organizations associated with the appropriation must be submitted to OSRAP and STO. The difference between revenue collections and expenditures will be the amount of the carryover allowed by OSRAP and STO.

J3 Seeds - A copy of the agency's letter of request to the Commissioner of Administration denoting the affected fund, agency, organization, function and reporting category as well as the Commissioner's authorization letter must be submitted to OSRAP and STO.

J3 Seed Repayment - A written request to the Director of OSRAP denoting the affected fund, agency, organization, function and reporting category.

8.2.2.4 MW Documentation

MW Side System Correction - OSRAP and STO do not require supporting documentation for side system corrections.

MW Revenue Void - A copy of a Check Cancellation Input Form denoting that the check being voided was issued from revenue must be submitted to the STO.

8.3 Control Agency Document Validation

OSRAP will review all supporting documentation submitted by the agency and forward it to the STO, as required.

OSRAP and STO will review AFS tables to ensure that there is enough budget, cash or other account balances available to process the transaction.

8.4 Documents Rejected Due to Security Violations

When a J1, J2 or J3 issues the error **Action Not Auth For Agcy/Sec1**, the agency must call OSRAP to edit the document. The agency will then apply the appropriate approval.

8.5 Year End Processing

By the end of the 13th accounting period, remaining revenues in all funds are either carried forward or remitted to the State General Fund. The legislation that established the fund and/or Appropriations Act determines the disposition of the remaining revenues. If the agency has not done so, the STO will prepare a J3 to affect the necessary transfer.

General Fund appropriations in each agency are allowed to carry a negative cash balance. At the end of the 14th accounting period, OSRAP prepares J1s to transfer cash to each agency General Fund appropriation to cover the amount warranted.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 800
Procedure Name: J1 Current Year Check Cancellations	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J1 as needed to void a current year check. When a current fiscal year check is issued from expenditures is voided on a CX document, cash is returned to the current fiscal year is and offset by 6710 Cancel Vouchers Payable. Since the Check Cancellations (CX) does not reduce expenditures, a J1 must be processed to reduce the expenditures and zero out Cancel Vouchers Payable. The J1 must be completed in the same accounting period as the CX. The budget fiscal year in the header of the J1 must be the current budget fiscal year. The entries on the J1 will be a debit to balance sheet account 6710 and a credit to the expenditure coding on the payment voucher that created that check. **Field definitions for the J1 can be found in Section 8.1.1.1 of this chapter. An example of a J1 for current year check cancellations can be found as Exhibit 2.1 of this chapter.**

Responsibility		Action
Agency Personnel	1.	Complete the Check Cancellation Input Form - Cancel Type 3 section.
	2.	Submit the check to be voided and the original copy of the Check Cancellation Input Form to the STO.
	3.	Input and edit a J1 using the required fields and proper coding for a current year check cancellation (See Exhibit 2.1).
Agency Approver	4.	Review and approve the J1, bringing it to PEND4 status.
STO Personnel	5.	Input and process a CX in AFS.
	6.	Forward a copy of the agency submitted Check Cancellation Input Form to OSRAP.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 800
Procedure Name: J1 Current Year Check Cancellations	Date Issued: 05/01
	Revision: 2 Date: 11/02

Responsibility

Action

- | | | |
|------------------|----|---|
| OSRAP Personnel | 7. | Review and approve the J1 associated with the check being voided on the CX, bringing the J1 to PEND5 status. If the J1 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to the document. |
| STO Personnel | 8. | Review, approve and run the J1 in AFS. |
| Agency Personnel | 9. | Review various AFS tables and ledgers to assure correct entry of the transaction. |

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 801
Procedure Name: J1 Prior Year Check Cancellations	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input the two J1s needed to void a prior year check. When a prior fiscal year check issued from expenditures is voided on a Check Cancellation (CX), cash is returned to the prior fiscal year and offset by 6710 Cancel Vouchers Payable. In order to remove cash from the prior fiscal year and classify it to the current fiscal year, two J1s must be processed. The first J1 will remove cash and 6710 from the prior fiscal year and the second J1 will place cash in the current fiscal year. **Field definitions for the J1 can be found in Section 8.1.1.1 of this chapter. An example of the two J1s necessary for the completion of prior year check cancellations can be found as Exhibit 2.2 through 2.5 of this chapter.**

Responsibility		Action
Agency Personnel	1	Complete the Check Cancellation Input Form - Cancel Type 3 section.
	2.	Submit the check to be voided and the original copy of the Check Cancellation Input Form to the STO.
	3.	Input and edit the J1 removing the cash and cancel vouchers payable from the prior fiscal year (See Exhibit 2.2).
	4.	Input and edit the J1 moving the cash into the current fiscal year.
		NOTE: If the cash is being classified to Income Not Available (INA), see Exhibit 2.3. If the cash is being classified to a Means of Financing (MOF) that is not associated with an original fund, see Exhibit 2.4. If the cash is being classified to an MOF that is associated with an original fund, see Exhibit 2.5.
Agency Approver	5.	Review and approve the two J1s, bringing them to PEND4 status.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 801
Procedure Name: J1 Prior Year Check Cancellations	Date Issued: 05/01
	Revision: 2 Date: 11/02

Responsibility		Action
STO Personnel	6.	Input and process a CX in AFS.
	7.	Forward a copy of the agency submitted Check Cancellation Input Form to OSRAP.
OSRAP Personnel	8.	Review and approve the J1s associated with the check being voided on the CX, bringing the J1s to PEND5 status. If the J1s cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to the document.
STO Personnel	9.	Review, approve and run the J1s in AFS.
Agency Personnel	10.	Review various AFS tables and ledgers to assure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 802
Procedure Name: J1 Permanent Appropriation Check Cancellations	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J1 as needed to void a check issued from a permanent appropriation. When a check is issued from a permanent appropriation as expenditure is voided on a CX document, cash is returned to the fiscal year of the appropriation and is offset by 6710 Cancel Vouchers Payable in the same fiscal year. Since the Check Cancellations (CX) does not reduce expenditures, a J1 must be processed to reduce the expenditures and zero out Cancel Vouchers Payable. The J1 must be completed in the same accounting period as the CX. The budget fiscal year in the header of the J1 must be the same as budget fiscal year of the permanent appropriation from which the check was issued from. The entries on the J1 will be a debit to balance sheet account 6710 and a credit to the expenditure coding on the payment voucher that created that check.

Field definitions for the J1 can be found in Section 8.1.1.1 of this chapter. An example of a J1 for check cancellation from permanent appropriations can be found as Exhibit 2.6 of this chapter.

Responsibility	Action
Agency Personnel	<ol style="list-style-type: none"> 1. Complete the Check Cancellation Input Form - Cancel Type 3 section. 2. Submit the check to be voided and the original copy of the Check Cancellation Input Form to the STO. 3. Input and edit a J1 using the budget fiscal year of the permanent appropriation that the check was issued from (See Exhibit 2.6).
Agency Approver	<ol style="list-style-type: none"> 4. Review and approve the J1, bringing it to PEND4 status.
STO Personnel	<ol style="list-style-type: none"> 5. Input and process a CX in AFS. 6. Forward a copy of the agency submitted Check Cancellation Input Form to OSRAP.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 802
Procedure Name: J1 Permanent Appropriation Check Cancellations	Date Issued: 05/01
	Revision: 2 Date: 11/02

Responsibility

Action

- | | | |
|------------------|----|---|
| OSRAP Personnel | 7. | Review and approve the J1 associated with the check being voided on the CX, bringing the J1 to PEND5 status. If the J1 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to the document. |
| STO Personnel | 8. | Review, approve and run the J1 in AFS. |
| Agency Personnel | 9. | Review various AFS tables and ledgers to assure correct entry of the transaction. |

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 803
Procedure Name: J1 Correction of Suspense Entries	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

The procedure is used to input the J1 necessary for the correction of suspense entries caused by J5 transactions. Some agencies process transactions in side systems that are later interfaced to AFS on J5 documents. Occasionally, the coding of an entry is not consistent with the structure set up in AFS. Since AFS cannot validate the entry against the structure tables, it creates an entry to 6685 Susp Act-Coding Error Suspense for the portion of the entry it could not record. As a result, a J1 has to be processed to reverse the 6685 entry and record the transaction properly. **Field definitions for the J1 can be found in Section 8.1.1.1 of this chapter. An example of the J1 necessary for the correction of suspense can be found as Exhibit 2.7 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review the J5 Input Validation (1G11) report for any entries that may have suspended.
	2.	Input and edit a J1 to reduce the 6685 entry and record the revenue/expenditure line that suspended on the original interface document (See Exhibit 2.7).
Agency Approver	3.	Review and approve the J1, bringing it to PEND4 status.
	4.	Submit a copy of the J1 along with a copy of the 1G11 report to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J1, bringing it to PEND5 status. If the J1 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J1 in AFS.
Agency Personnel	7.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 804
Procedure Name: J1 Correction of Balance Sheet Accounts	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

The procedure is used to input the J1 necessary for the correction of balance sheet accounts. During the year, many transactions are processed that affect asset and liability accounts, such as 6260 Advances and 6485 Contracts Payable Retainage. These accounts are often adjusted according to services provided by vendors. At times, the adjustment is done incorrectly and has to be corrected. The J1 is used to make adjustments to these balance sheet accounts. **Field definitions for the J1 can be found in Section 8.1.1.1 of this chapter. An example of the J1 necessary for the correction of suspense can be found as Exhibit 2.8 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for any balance sheet accounts that are out of balance.
	2.	Input and edit a J1 to record the proper entry (See Exhibit 2.8).
Agency Approver	3.	Review and approve the J1, bringing it to PEND4 status.
	4.	Submit a copy of the J1 along with a copy of the report or table to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J1, bringing it to PEND5 status. If the J1 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J1 in AFS.
Agency Personnel	7.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 810
Procedure Name: J2 Reclassification of Revenue to Expenditure	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J2 for the reclassification to expenditure and vice versa. During the course of a fiscal year, it is often determined that some revenue or expenditures were classified incorrectly. It may also be determined that classifications of revenue should have been a reduction of expenditure or vice versa. When this occurs, it is necessary to reclassify the item on a J2. **Field definitions for the J2 can be found in Section 8.1.1.2 of this chapter. An example of the J2 necessary for the reclassification of revenue and expenditure can be found as Exhibit 2.9 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for any misclassified revenues or expenditures.
	2.	Input and edit a J2 to correct any misclassified amount (See Exhibit 2.9).
Agency Approver	3.	Review and approve the J2, bringing it to PEND4 status.
	4.	Submit a copy of the J2 along with a copy of the document of original coding, i.e., CR, C1, PV, PVQ, P1, etc., to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J2, bringing it to PEND5 status. If the J2 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J2 in AFS.
Agency Personnel	7.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 811
Procedure Name: J2 Reclassification to Income Not Available (INA)	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J2 for the reclassification of revenue or expenditure to Income Not Available (INA). During the course of a fiscal year, funds are received that cannot be used by the agency during its course of operations. Examples of this are funds received as a result of a prior year transaction or when the proper classification is not known. Occasionally, funds of this nature are classified into an agency appropriation in error. Once discovered, it is necessary to reclassify the money to INA. A reclassification to INA can only be completed on a J2. **Field definitions for the J2 can be found in Section 8.1.1.2 of this chapter. An example of the J2 necessary for the reclassification of revenue and expenditure can be found as Exhibit 2.10 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for any misclassified revenues or expenditures.
	2.	Input and edit a J2 to correct any misclassified amount (See Exhibit 2.10).
Agency Approver	3.	Review and approve the J2, bringing it to PEND4 status.
	4.	Submit a copy of the J2 along with a copy of the document of original coding, i.e., CR, C1, PV, PVQ, P1, etc., to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J2, bringing it to PEND5 status. If the J2 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J2 in AFS.
Agency Personnel	7.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 812
Procedure Name: J2 Reclassification Between Funds and Agencies	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J2 for the reclassification of revenue or expenditures between funds and/or agencies. Because many State Departments are comprised of more than one agency, transactions are occasionally classified to the incorrect agency by accounting personnel. To reclassify the transaction to the correct agency, a J2 must be processed. **Field definitions for the J2 can be found in Section 8.1.1.2 of this chapter. An example of the J2 necessary for the reclassification of revenue and expenditure can be found as Exhibit 2.11 in this chapter.**

Responsibility	Action
Agency Personnel	<ol style="list-style-type: none"> 1. Review AFS reports and tables for any misclassified revenues or expenditures. 2. Input and edit a J2 to correct any misclassified amount (See Exhibit 2.11).
Agency Approver	<ol style="list-style-type: none"> 3. Review and approve the J2, bringing it to PEND4 status. 4. Submit a copy of the J2 along with a copy of the document of original coding, i.e., CR, C1, PV, PVQ, P1, etc., to OSRAP for review.
OSRAP Personnel	<ol style="list-style-type: none"> 5. Review and approve the J2, bringing it to PEND5 status. If the J2 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	<ol style="list-style-type: none"> 6. Review, approve and run the J2 in AFS.
Agency Personnel	<ol style="list-style-type: none"> 7. Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 813
Procedure Name: J2 Reclassification Between Fiscal Years	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J2 for the reclassification of revenue or expenditures between fiscal years. During the 45-day period when the prior and current fiscal years are both open, some transactions get classified to the incorrect fiscal year. When this occurs, it is necessary to reclassify the transaction to the proper fiscal year while both periods are still open. To do this, a J2 must be processed. **Field definitions for the J2 can be found in Section 8.1.1.2 of this chapter. An example of the J2 necessary for the reclassification of revenue and expenditure can be found as Exhibit 2.12 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for any misclassified revenues or expenditures.
	2.	Input and edit a J2 to move the misclassified amounts to the correct budget fiscal year (See Exhibit 2.12).
Agency Approver	3.	Review and approve the J2, bringing it to PEND4 status.
	4.	Submit a copy of the J2 along with a copy of the document of original coding, i.e., CR, C1, PV, PVQ, P1, etc., to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J2, bringing it to PEND5 status. If the J2 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J2 in AFS.
Agency Personnel	7.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 814
Procedure Name: J2 PY Carryover Correction	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J2 for the reclassification of carryover when the prior fiscal year is closed. Occasionally, funds are classified incorrectly in the prior fiscal year and carried forward. Sometimes this error is not discovered until the prior fiscal year is closed. Once discovered, the carryover must be reclassified properly in the current fiscal year. To do this, a J2 using prior year revenue sources must be processed. **Field definitions for the J2 can be found in Section 8.1.1.2 of this chapter. An example of the J2 necessary for the reclassification of revenue and expenditure can be found as Exhibit 2.13 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for any misclassified prior year carryover.
	2.	Input and edit a J2 to move the misclassified amounts to the correct fund or appropriation (See Exhibit 2.13).
Agency Approver	3.	Review and approve the J2, bringing it to PEND4 status.
	4.	Submit a copy of the J2 along with a copy of the document of original coding, i.e., CR, C1, etc., and a copy of the J3 that carried forward the funds to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J2, bringing it to PEND5 status. If the J2 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J2 in AFS.
Agency Personnel	7.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 820
Procedure Name: J3 Intrafund Transfers	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J3 for the transfer of revenue from a Special Fund to a statutorily dedicated appropriation. During the year, cash is deposited in Special Revenue Funds for distribution to other agencies. By statute the agencies are allowed to use these funds in their operations. A transfer from the Special Revenue Fund completes the distribution of these funds to the various agencies that use them. For reporting purposes, since these distributions are within the same administrative fund (the cash accounts are the same), the T180 Intrafund Transfers revenue source is used to record the transfer. As a result of this, the increases and decreases to T180 must balance at all times within an administrative fund. **Field definitions for the J3 can be found in Section 8.1.1.3 of this chapter. An example of the J3 necessary for the intrafund transfer of revenue can be found as Exhibit 2.14 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for a needed transfer to a statutorily dedicated appropriation.
	2.	Input and edit a J3 to transfer the amount needed to the agency appropriation (See Exhibit 2.14).
Agency Approver	3.	Review and approve the J3, bringing it to PEND4 status.
	4.	Submit a copy of the J3 along with any requested documentation to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J3, bringing it to PEND5 status. If the J3 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J3 in AFS.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 820
Procedure Name: J3 Intrafund Transfers	Date Issued: 05/01
	Revision: 2 Date: 11/02

Responsibility

Action

Agency Personnel 7. Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 821
Procedure Name: J3 Interfund Current Year Transfers	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J3 for the transfer of revenue from a Special Fund to a regular or capital outlay appropriation in the current fiscal year. There are times when cash is deposited into one fund and is distributed into other funds that do not share the same cash account. These types of transfers are called Interfund Transfers. To complete a transfer of this nature, T130 Inter Fund CY Transfer Out and T120 Inter Fund CY Transfers In revenue sources are used. **Field definitions for the J3 can be found in Section 8.1.1.3 of this chapter. An example of the J3 necessary for the current year interfund transfer of revenue can be found as Exhibit 2.15 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for a needed transfer from a Special Fund.
	2.	Input and edit a J3 to transfer the current fiscal year amount needed to fund the appropriation (See Exhibit 2.15).
Agency Approver	3.	Review and approve the J3, bringing it to PEND4 status.
	4.	Submit a copy of the J3 along with any requested documentation to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J3, bringing it to PEND5 status. If the J3 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J3 in AFS.
Agency Personnel	7.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 822
Procedure Name: J3 Interfund Prior Year Transfers	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J3 for the transfer of revenue from a Special Fund to a regular or capital outlay appropriation in the 13th and 14th accounting periods of the prior fiscal year. To complete a transfer of this nature, T110 Inter Fund PY Transfer Out and T100 Inter Fund PY Transfers In revenue sources are used. **Field definitions for the J3 can be found in Section 8.1.1.3 of this chapter. An example of the J3 necessary for the current year interfund transfer of revenue can be found as Exhibit 2.16 in this chapter.**

Responsibility	Action
Agency Personnel	<ol style="list-style-type: none"> 1. Review AFS reports and tables for a needed transfer from a Special Fund. 2. Input and edit a J3 to transfer the prior fiscal year amount needed to fund the appropriation (See Exhibit 2.16).
Agency Approver	<ol style="list-style-type: none"> 3. Review and approve the J3, bringing it to PEND4 status. 4. Submit a copy of the J3 along with any requested documentation to OSRAP for review.
OSRAP Personnel	<ol style="list-style-type: none"> 5. Review and approve the J3, bringing it to PEND5 status. If the J3 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	<ol style="list-style-type: none"> 6. Review, approve and run the J3 in AFS.
Agency Personnel	<ol style="list-style-type: none"> 7. Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 823
Procedure Name: J3 Revenue Carryover	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J3 to carryover funds from the prior fiscal year to the current fiscal year. Throughout the fiscal year, revenues are collected and warranted down to pay for an agency's obligations. Many times, after all of the obligations have been paid, there is cash left over in the agency's MOF. A J3 is processed to transfer unexpended cash to the current budget fiscal year, as appropriate. Legislative authority or an approved BA-7 must exist for this transfer to take place. The T200 Prior Year Cash-Out and T190 Prior Year Cash Carryover revenue sources are to be used on this document. **Field definitions for the J3 can be found in Section 8.1.1.3 of this chapter. An example of the J3 necessary for the carryover of revenue can be found as Exhibit 2.17 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for a necessary carry forward.
	2.	Input and edit a J3 to transfer the residual cash balance (See Exhibit 2.17).
Agency Approver	3.	Review and approve the J3, bringing it to PEND4 status.
	4.	Submit a copy of the J3 along with any requested documentation to OSRAP for review.
OSRAP Personnel	5.	Review and approve the J3, bringing it to PEND5 status. If the J3 cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it.
STO Personnel	6.	Review, approve and run the J3 in AFS.
Agency Personnel	7.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 830
Procedure Name: J4 Interagency Transfers	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used to input a J4 for interagency transfers between ISIS seller and buyer agencies when there is no pre-approved agreement. When the exchange of goods or services occurs between two agencies, the buyer agency is required to make payment to the seller agency. To reduce the cost associated with processing a paper check, the transfer of funds can be completed by means of the J4. **Field definitions for the J4 can be found in Section 8.1.1.4 of this chapter. An example of the J4 necessary for an interagency transfer can be found as Exhibit 2.18 in this chapter.**

Responsibility	Action
Seller Agency Personnel	<ol style="list-style-type: none"> 1. Notify the buyer agency that a J4 is being initiated to transfer funds for goods or services provided. 2. Input and edit the J4 to affect the transfer (See Exhibit 2.18). <p style="margin-left: 40px;">NOTE: The first three characters of the document number should always be the buyer agency code. The seller agency should enter, at a minimum, account type 22 and the three-character buyer agency code on at least one line of the J4.</p>
Seller Agency Approver	<ol style="list-style-type: none"> 3. Review and approve the seller agency lines on the J4. 4. Places the J4 in the HELD status waiting for the buyer agency's input.
Buyer Agency Personnel	<ol style="list-style-type: none"> 5. Review SUSF to locate any J4s with the buyer agency number as the first three characters of the document number. 6. Enter the actual delivery date and complete the buyer lines of the J4 as needed.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 830
Procedure Name: J4 Interagency Transfers	Date Issued: 05/01
	Revision: 2 Date: 11/02

Responsibility

Action

Buyer Agency Approver

7. Apply approval to the buyer lines of the J4 and run it.

Buyer/Seller Agency Personnel

8. Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 840
Procedure Name: J5 Rejected Document Correction	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used for the purpose of correcting a J5 payroll interface that rejects during processing in AFS. ISIS-HR generates a J5 to record payroll expenditures in AFS. Occasionally some of the interface J5s reject due to correct coding errors. The rejected J5s are then placed on SUSF at REJCT status. In order for this information to be recorded in AFS, the agency must correct the J5. **Field definitions for the J5 can be found in Section 8.1.1.5 of this chapter. An example of the J5 necessary for the correction of payroll interface can be found as Exhibit 2.19 in this chapter.**

Responsibility	Action
Agency Personnel	<ol style="list-style-type: none"> 1. Review SUSF for any rejected J5s associated with the agency. 2. Review the J5 for errors. 3. Input and edit corrections to the J5 using the proper coding and bringing it to PEND3 status (See Exhibit 2.19).
OSUP Personnel	<ol style="list-style-type: none"> 4. Review, approve and run the J5. If the J5 cannot be approved, OSUP will contact agency personnel to make the necessary corrections to it.
Agency Personnel	<ol style="list-style-type: none"> 5. Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 850
Procedure Name: J6 Reclassification Agency Revenues or Expenditures	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used for the purpose of inputting a J6 for the reclassification of revenues or expenditures within the same fund, agency, and fiscal year. During the course of a fiscal year, it is often determined that some revenue or expenditures were classified incorrectly. If the corrections of these errors are determined to be in the same fund, agency, fiscal year and account type, a J6 may be completed. **Field definitions for the J6 can be found in Section 8.1.1.6 of this chapter. An example of the J6 necessary for the reclassification of revenues or expenditures can be found as Exhibit 2.20 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for any misclassified revenue or expenditure amounts.
	2.	Input and edit a J6 using the required fields and proper revenue or expenditure coding to move the misclassified amounts to the correct accounts (See Exhibit 2.20).
Agency Approver	3.	Review, approve and run the J6, bringing it up to ACCPT status.
Agency Personnel	4.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 851
Procedure Name: J6 for 1099 Corrections	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used for the purpose of inputting a J6 to correct coding for 1099 reportable vendors. During the course of business, many 1099 reportable vendors will be paid for goods or services provided. Occasionally the payments to these vendors are made using an incorrect expenditure object. When an error of this type occurs, it is necessary to make a correction to ensure that the reported 1099 amount for this vendor is correct. This correction can be completed on a J6. **Field definitions for the J6 can be found in Section 8.1.1.6 of this chapter. An example of the J6 necessary for 1099 corrections can be found as Exhibit 2.21 in this chapter.**

Responsibility		Action
Agency Personnel	1.	Review AFS reports and tables for any misclassified payments to 1099 reportable vendors.
	2.	Input and edit a J6 using the required fields to correct the classification to the 1099 reportable vendor.
Agency Approver	3.	Review, approve and run the J6, bringing it to ACCPT status.
Agency Personnel	4.	Review various AFS tables and ledgers to ensure correct entry of the transaction.

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 860
Procedure Name: REJ6 Record Creation	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used for the purpose of completing an entry on the REJ6 table to automatically create J6s on a regular basis. Agencies often have transactions that require the same corrections/distributions on a regular basis. To make these entries, a J6 is created on a recurring basis. The completion of the REJ6 table will automatically create these J6s and put them on SUSF for the agency. Once the J6 has been created, the agency may review it and make any necessary corrections to it before approval. **Field definitions for the REJ6 table can be found in Section 8.1.1.7 of this chapter. An example of a completed REJ6 table can be found as Exhibit 2.22 in this chapter.**

Responsibility

Action

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| Agency Personnel | <ol style="list-style-type: none">1. Determines if the agency has any J6s that occur on a regular basis.2. Signs on to AFS.3. Type an N in ACTION and REJ6 in SCREEN.4. Press <Enter>.5. Type A (Add) in ACTION.6. Enter data in the required fields and press <Enter> (See Exhibit 2.22).7. Review the REJ6 record for completeness and accuracy.8. Retrieve each J6 generated from SUSF and complete J6 processing. |
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ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 861
Procedure Name: Changing an REJ6 Record	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used for the purpose of changing an existing REJ6 record in AFS. During the course of business, some coding elements of automatically created J6s may change. In order to have these changes updated automatically, it is necessary to make changes to the REJ6 record in AFS. **Field definitions for the REJ6 table can be found in Section 8.1.1.7 of this chapter.**

Responsibility

Action

- | | | |
|------------------|-----|---|
| Agency Personnel | 1. | Determines the need to make a change to an existing REJ6 record in AFS. |
| | 2. | Signs on to AFS. |
| | 3. | Type an N in ACTION and REJ6 in SCREEN. |
| | 4. | Press <Enter>. |
| | 5. | Type an S in ACTION and the record to be changed in the J6 NUMBER field. |
| | 6. | Press <Enter>. |
| | 7. | Type C (Change) in ACTION. |
| | 8. | Make necessary changes to the REJ6 record. |
| | 9. | Press <Enter>. |
| | 10. | Review the REJ6 record for completeness and accuracy. |

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 862
Procedure Name: Deleting an REJ6 Record	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used for the purpose of deleting an REJ6 record in AFS. Occasionally an agency will no longer have use for an automatically recurring J6. When this occurs, it is necessary to delete the REJ6 record from AFS. **Field definitions for the REJ6 table can be found in Section 8.1.1.7 of this chapter.**

Responsibility

Action

- | | | |
|------------------|-----|--|
| Agency Personnel | 1. | Determines the need to delete an existing REJ6 record in AFS. |
| | 2. | Signs on to AFS. |
| | 3. | Type an N in ACTION and REJ6 in SCREEN. |
| | 4. | Press <Enter>. |
| | 5. | Type an S in ACTION and the record to be changed in the J6 NUMBER field. |
| | 6. | Press <Enter>. |
| | 7. | Type D (Delete) in ACTION. |
| | 8. | Press <Enter>. |
| | 9. | Type an S in ACTION and the deleted record in the J6 NUMBER field to ensure that it has been deleted. |
| | 10. | Press <Enter>. |

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 870
Procedure Name: MW Side System Correction	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used for the purpose of inputting an MW to record side system transactions that do not interface to AFS. Some agencies have side systems that do not interface to AFS. However, the financial data from these systems must be recorded in AFS. To ensure that this data is properly recorded, an MW must be processed. **Field definitions for the MW can be found in Section 8.1.1.8 of this chapter. An example of an MW for side system corrections can be found as Exhibit 2.23 in this chapter.**

Responsibility

Action

- | | | |
|------------------|----|--|
| Agency Personnel | 1. | Review reports from agency side system to determine the coding and amounts of transactions to be recorded in AFS. |
| | 2. | Input and edit an MW to record the revenue or expenditure amounts in AFS (See Exhibit 2.23). |
| Agency Approver | 3. | Review and approve the MW, bringing it to PEND4 status. |
| OSRAP Personnel | 4. | Review and approve the MW, bringing it to PEND5 status. If the MW cannot be approved, OSRAP will contact agency personnel to make the necessary corrections to it. |
| STO Personnel | 5. | Review, approve and run the MW in AFS. |

ISIS

Manual Name: Control Agencies Policies and Procedures Manual	Section: Agency Procedures Number: 871
Procedure Name: MW Revenue Void	Date Issued: 05/01
	Revision: 2 Date: 11/02

PURPOSE AND DESCRIPTION:

This procedure is used for the purpose of inputting an MW to void checks issued from revenue. Occasionally an agency finds it necessary to void a check that was issued from revenue. Because this cannot be done in the same manner as voiding an expenditure check, an MW must be completed.

Responsibility		Action
Agency Personnel	1.	Complete the Check Cancellation Input Form - Cancel Type 3 section, clearly designating it as a revenue void.
	2.	Submit the check to be voided and the original copy of the completed Check Cancellation Input Form to the STO.
STO Personnel	3.	Review the check information to ensure that it was issued from revenue.
	4.	Input and edit an MW to reverse the revenue coding of the check being voided (See Exhibit 2.24).
STO Approver	5.	Review, approve and run the MW in AFS.
STO Personnel	6.	Manually update the WREC table by typing V (Void) in the status field of the check being voided.

EXHIBITS

Exhibit 8.1

FUNCTION:	DOCID: J1	900	J1000000001	04/08/01
09:35:41 AM				
STATUS: PEND4	BATID:		ORG:	
H-	JOURNAL VOUCHER INPUT FORM			
JV DATE: 04 08 01	ACCTG PRD: 10 01	BUDGET FY: 01	REVERSAL DATE:	
ACTION:	BUDGET OVERRIDE IND:		COMMENTS: CK #1234567	
DEBIT DOC TOTAL:	100.00	CREDIT DOC TOTAL:	100.00	
CALC DEBIT TOTAL:	100.00	CALC CREDIT TOTAL:	100.00	

FUNCTION:	DOCID: J1	900	J1000000001	04/08/01
09:41:51 AM				
STATUS: PEND4	BATID:		ORG:	001-
002 OF 002				
AC		SUB	FUNC OBJ SUB	BS JOB
FROM/TO				
TP FUND AGCY	ORG ORG	APPR UNIT	ACTV TION	REV O/R ACCT NUMBER
FUND				

INT REF BK	DEBIT			VENDOR / PROVIDER
FUND AGCY CD	AMOUNT	REPT CAT	CODE	NAME

DESCRIPTION		CREDIT	CASH	
		AMOUNT	IND	

02 900 900				6710
	100.00			
VOID CHECK #1234567			N	
22 900 900 E900	100			3650
		4321		
VOID CHECK #1234567		100.00	N	

Exhibit 8.2

FUNCTION:	DOCID: J1	900	J1000000001	04/08/01
09:35:41 AM				
STATUS: PEND4	BATID:		ORG:	
H-	JOURNAL VOUCHER INPUT FORM			
JV DATE: 04 08 01	ACCTG PRD: 10 01	BUDGET FY: 00	REVERSAL DATE:	
ACTION:	BUDGET OVERRIDE IND:		COMMENTS: CK #1234567	
100.00	DEBIT DOC TOTAL:	100.00	CREDIT DOC TOTAL:	
100.00	CALC DEBIT TOTAL:	100.00	CALC CREDIT TOTAL:	

FUNCTION:	DOCID: J1	900	J1000000001	04/08/01
09:41:51 AM				
STATUS: PEND4	BATID:		ORG:	001-
002 OF 002				
AC		SUB	FUNC OBJ SUB	BS JOB
FROM/TO				
TP FUND AGCY	ORG ORG	APPR UNIT	ACTV TION	REV O/R ACCT NUMBER

FUND						
INT FUND	REF AGCY	BK CD	DEBIT AMOUNT	REPT CAT	CODE	VENDOR / PROVIDER NAME
DESCRIPTION			CREDIT AMOUNT	CASH IND		
02	900	900	100.00			6710
VOID CHECK #1234567						
01	900	900			N	6000
X1						
SEE J1	900	#2		100.00	N	

Exhibit 8.3

FUNCTION:	DOCID: J1	900	J1000000002	04/08/01
09:35:41 AM				
STATUS: PEND4	BATID:	ORG:		
H-	JOURNAL VOUCHER INPUT FORM			
JV DATE: 04 08 01	ACCTG PRD: 10 01	BUDGET FY: 01	REVERSAL DATE:	
ACTION: BUDGET OVERRIDE	IND:	COMMENTS: CK #1234567		
DEBIT DOC TOTAL:	100.00	CREDIT DOC TOTAL:		
100.00				
CALC DEBIT TOTAL:	100.00	CALC CREDIT TOTAL:		
100.00				

FUNCTION:	DOCID: J1	900	J1000000002	04/08/01		
09:41:51 AM						
STATUS: PEND4	BATID:	ORG: 001-				
002 OF 002						
AC	SUB		FUNC	OBJ SUB BS JOB		
FROM/TO						
TP FUND	AGCY	ORG	OR	ACCT NUMBER		
FUND						

INT FUND	REF AGCY	BK CD	DEBIT AMOUNT	REPT CAT	CODE	VENDOR / PROVIDER NAME
DESCRIPTION			CREDIT AMOUNT	CASH IND		
01	B15	148	100.00			6B15
X1						
VOID CHECK #1234567						
31	B15	148	N900	XB3		1925
SEE J1	900	#1		100.00	Y	

Exhibit 8.4

FUNCTION:	DOCID: J1	900	J1000000002	04/08/01
09:35:41 AM				
STATUS: PEND4	BATID:	ORG:		
H-	JOURNAL VOUCHER INPUT FORM			
JV DATE: 04 08 01	ACCTG PRD: 10 01	BUDGET FY: 01	REVERSAL DATE:	

ACTION:	BUDGET OVERRIDE IND:	COMMENTS: CK #1234567
100.00	DEBIT DOC TOTAL: 100.00	CREDIT DOC TOTAL:
100.00	CALC DEBIT TOTAL: 100.00	CALC CREDIT TOTAL:

FUNCTION:	DOCID: J1 900	J1000000002	04/08/01
09:41:51 AM	BATID:	ORG:	001-
STATUS: PEND4	002 OF 002		
AC	SUB	FUNC	OBJ SUB BS JOB
FROM/TO			
TP FUND AGCY ORG ORG	APPR UNIT	ACTV TION	REV O/R ACCT NUMBER
FUND			
----	----	----	----
INT REF BK	DEBIT		VENDOR / PROVIDER
FUND AGCY CD	AMOUNT	REPT CAT CODE	NAME
----	----	----	----

DESCRIPTION	CREDIT	CASH	
	AMOUNT	IND	
----	----	----	----
01 900 900			6020
X1	100.00		
VOID CHECK #1234567		N	
31 900 900 F900	006		1971
		1234	
SEE J1 900 #1		100.00	Y

Exhibit 8.5

FUNCTION:	DOCID: J1 900	J1000000002	04/08/01
09:35:41 AM	BATID:	ORG:	
STATUS: PEND4	JOURNAL VOUCHER INPUT FORM		
H-	JV DATE: 04 08 01 ACCTG PRD: 10 01 BUDGET FY: 01 REVERSAL DATE:		
ACTION:	BUDGET OVERRIDE IND:	COMMENTS: CK #1234567	
300.00	DEBIT DOC TOTAL: 300.00	CREDIT DOC TOTAL:	
300.00	CALC DEBIT TOTAL: 300.00	CALC CREDIT TOTAL:	

FUNCTION:	DOCID: J1 900	J1000000002	04/08/01
09:41:51 AM	BATID:	ORG:	001-
STATUS: PEND4	003 OF 006		
AC	SUB	FUNC	OBJ SUB BS JOB
FROM/TO			
TP FUND AGCY ORG ORG	APPR UNIT	ACTV TION	REV O/R ACCT NUMBER
FUND			
----	----	----	----
INT REF BK	DEBIT		VENDOR / PROVIDER
FUND AGCY CD	AMOUNT	REPT CAT CODE	NAME
----	----	----	----

DESCRIPTION	CREDIT	CASH	
	AMOUNT	IND	
----	----	----	----

01	B10	148									6Q03
		X1		100.00							
VOID CHECK #1234567											
31	B10	148	9205	XQ1							1970
SEE J1 900 #1											
22	B10	148	9205	XQ1		100.00	Y				T140
				100.00							
AUTO TRF JV/J1											
											N

FUNCTION:		DOCID: J1		900	J1000000002		04/08/01								
09:41:51 AM		STATUS: PEND4		BATID:		ORG:		004-							
006 OF 006		AC		SUB		FUNC		OBJ	SUB	BS	JOB				
FROM/TO		TP		FUND	AGCY	ORG	ORG	APPR	UNIT	ACTV	TION	REV	O/R	ACCT	NUMBER
FUND		---		---		---		---		---		---		---	
INT		REF	BK	DEBIT		REPT		CAT		CODE		VENDOR / PROVIDER		NAME	
FUND		AGCY	CD	AMOUNT		---		---		---		---		---	
----		----		----		----		----		----		----		----	
DESCRIPTION				CREDIT		CASH									
				AMOUNT		IND									
-----		-----		-----		-----		-----							
01	B10	148													6Q03
		X1													
AUTO TRF JV/J1															
01	Q03	148				100.00	N								6Q03
		X1		100.00											
AUTO TRF JV/J1															
31	Q03	148	9205	XQ1								1970			
AUTO TRF JV/J1															
						100.00	Y								

Exhibit 8.6

FUNCTION:		DOCID: J1		900	J1000000001		04/08/01				
09:35:41 AM		STATUS: PEND4		BATID:		ORG:		H-			
JOURNAL VOUCHER INPUT FORM											
JV DATE: 04 08 01 ACCTG PRD: 10 01 BUDGET FY: 98 REVERSAL DATE:											
ACTION: BUDGET OVERRIDE IND: COMMENTS: CK #1234567											
DEBIT DOC TOTAL:		100.00		CREDIT DOC TOTAL:		100.00					
CALC DEBIT TOTAL:		100.00		CALC CREDIT TOTAL:		100.00					

FUNCTION:		DOCID: J1		900	J1000000001		04/08/01				
09:41:51 AM		STATUS: PEND4		BATID:		ORG:		001-			

002 OF 002												
AC	FROM/TO		SUB				FUNC	OBJ	SUB	BS	JOB	
TP	FUND	AGCY	ORG	ORG	APPR	UNIT	ACTV	TION	REV	O/R	ACCT	NUMBER
FUND												
INT	REF	BK	DEBIT			REPT		CODE	VENDOR / PROVIDER			
FUND	AGCY	CD	AMOUNT			CAT			NAME			

DESCRIPTION							CREDIT	CASH				
-----							AMOUNT	IND	-----			
02	075	900									6710	
VOID CHECK #1234567							100.00					
22	075	900								N	4510	
CH123456							123					
VOID CHECK #1234567							100.00	N				

Exhibit 8.7

FUNCTION:	DOCID: J1	900	J1000000001	04/08/01
09:35:41 AM				
STATUS: PEND4	BATID:	ORG:		
H-	JOURNAL VOUCHER INPUT FORM			
JV DATE: 04 08 01	ACCTG PRD: 10 01	BUDGET FY: 01	REVERSAL DATE:	
ACTION:	BUDGET OVERRIDE IND:	COMMENTS: SUSPENSE COR		
DEBIT DOC TOTAL:	100.00	CREDIT DOC TOTAL:		
100.00				
CALC DEBIT TOTAL:	100.00	CALC CREDIT TOTAL:		
100.00				

FUNCTION:	DOCID: J1	900	J1000000001	04/08/01								
09:41:51 AM												
STATUS: PEND4	BATID:	ORG:		001-								
002 OF 002												
AC	FROM/TO		SUB				FUNC	OBJ	SUB	BS	JOB	
TP	FUND	AGCY	ORG	ORG	APPR	UNIT	ACTV	TION	REV	O/R	ACCT	NUMBER
FUND												
INT	REF	BK	DEBIT			REPT		CODE	VENDOR / PROVIDER			
FUND	AGCY	CD	AMOUNT			CAT			NAME			

DESCRIPTION							CREDIT	CASH				
-----							AMOUNT	IND	-----			
22	900	900	E900		100						3650	
							100.00	4321				
TO CORRECT SUSPENSE FROM									N			
03	900	900									6685	
DOC #9003901234							100.00	N				

Exhibit 8.8

```

FUNCTION:                DOCID: J1   900   J1000000001   04/08/01
09:35:41 AM
STATUS: PEND4           BATID:                ORG:
H-                       JOURNAL VOUCHER INPUT FORM
    JV DATE: 04 08 01 ACCTG PRD: 10 01 BUDGET FY: 01 REVERSAL DATE:
    ACTION:             BUDGET OVERRIDE IND:           COMMENTS: ADVANCE COR
    DEBIT DOC TOTAL:           100.00   CREDIT DOC TOTAL:
100.00
    CALC DEBIT TOTAL:           100.00   CALC CREDIT TOTAL:
100.00
    
```

```

FUNCTION:                DOCID: J1   900   J1000000001   04/08/01
09:41:51 AM
STATUS: PEND4           BATID:                ORG:                001-
002 OF 002
AC                       SUB                       FUNC OBJ SUB   BS   JOB
FROM/TO
TP FUND AGCY  ORG ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
FUND
-----
INT  REF  BK      DEBIT      REPT CAT  CODE      VENDOR / PROVIDER
FUND AGCY  CD      AMOUNT
-----
-----
DESCRIPTION                                CREDIT      CASH
                                AMOUNT      IND
-----
22  900  900  E900      100
                                100.00  4321      3650
TO RECOUP ADVANCES FROM
01  900  900
                                N
                                6260
VENDOR/SDA                                100.00  N
    
```

Exhibit 8.9

```

FUNCTION:                DOCID: J2   900   J2000000001   04/08/01
02:49:02 PM
STATUS: PEND4           BATID:                ORG:
H-                       FISCAL JOURNAL VOUCHER INPUT FORM
    JV DATE: 04 08 01 REVERSAL DATE:
    ACTION: E           COMMENTS: RECLASS
    DEBIT DOC TOTAL:           100.00   CREDIT DOC TOTAL:
100.00
    CALC DEBIT TOTAL:           100.00   CALC CREDIT TOTAL:
100.00
    
```

```

FUNCTION:                DOCID: J2   900   J2000000001   04/08/01
02:53:13 PM
STATUS: PEND4           BATID:                ORG:                001-
002 OF 002
AC                       SUB   FUNC OBJ SUB   FROM/TO
TP FUND AGCY  ORG ORG  ACTV  TION  REV O/R  APPR UNIT  FUND
-----
JOB
NUMBER  REPT CATG  ACCTG  DEBIT
          PRD    BFY    AMOUNT
-----
    
```

DESCRIPTION						CREDIT AMOUNT		
01-	31	900	900	S900		1835	002	
			1234	10 01	01	100.00		
			TO RECLASS SGR TO ROA PER					
02-	22	900	900	E900		3650	100	
			4321	10 01	01			
			CR 900 900001111				100.00	

Exhibit 8.10

FUNCTION:	DOCID: J2	900	J2000000001	04/08/01
02:49:02 PM				
STATUS: PEND4	BATID:		ORG:	
H-	FISCAL JOURNAL VOUCHER INPUT FORM			
JV DATE: 04 08 01			REVERSAL DATE:	
ACTION: E			COMMENTS: RECLASS	
DEBIT DOC TOTAL:	100.00		CREDIT DOC TOTAL:	
100.00				
CALC DEBIT TOTAL:	100.00		CALC CREDIT TOTAL:	
100.00				

FUNCTION:	DOCID: J2	900	J2000000001	04/08/01
02:53:13 PM				
STATUS: PEND4	BATID:		ORG:	001-
002 OF 002				
AC			SUB	FUNC OBJ SUB
TP FUND AGCY ORG	ORG ACTV	TION	REV O/R	APPR UNIT FROM/TO
---	---	---	---	---
JOB	ACCTG		DEBIT	
NUMBER REPT CATG	PRD BFY		AMOUNT	
---	---	---	---	---
DESCRIPTION				

01-	22	900	900	E900
			4321	10 01
				01
			3650 100	
			100.00	
			TO RECLASS ROA FROM PY EXP	
02-	31	B15	148	N900
				10 00
				01
			1835 XB3	
			100.00	
			PER CR 900 900001111	

Exhibit 8.11

FUNCTION:	DOCID: J2	900	J2000000001	04/08/01
02:49:02 PM				
STATUS: PEND4	BATID:		ORG:	
H-	FISCAL JOURNAL VOUCHER INPUT FORM			
JV DATE: 04 08 01			REVERSAL DATE:	
ACTION: E			COMMENTS: RECLASS	
DEBIT DOC TOTAL:	100.00		CREDIT DOC TOTAL:	
100.00				
CALC DEBIT TOTAL:	100.00		CALC CREDIT TOTAL:	
100.00				

FUNCTION:		DOCID: J2		900	J2000000001		04/08/01	
02:53:13 PM		STATUS: PEND4		BATID:		ORG:		001-
002 OF 002		AC		SUB		FUNC		OBJ SUB
TP	FUND	AGCY	ORG	ORG	ACTV	TION	REV O/R	APPR UNIT
JOB		ACCTG		DEBIT				
NUMBER	REPT	CATG	PRD	BFY	AMOUNT			
DESCRIPTION					CREDIT AMOUNT			
01-	22	900	900	E900			3650	100
			4321	10 01	01		100.00	
TO RECLASS TO OSRAP PER								
02-	22	902	902	E902			3650	200
			9876	10 01	01			
PV 902 P1000000001							100.00	

Exhibit 8.12

FUNCTION:		DOCID: J2		900	J2000000001		08/08/00	
02:49:02 PM		STATUS: PEND4		BATID:		ORG:		
H-		FISCAL JOURNAL VOUCHER INPUT FORM		REVERSAL DATE:		COMMENTS: RECLASS		
JV DATE: 08 08 00		DEBIT DOC TOTAL:		100.00		CREDIT DOC TOTAL:		
ACTION: E		CALC DEBIT TOTAL:		100.00		CALC CREDIT TOTAL:		
100.00		100.00		100.00		100.00		

FUNCTION:		DOCID: J2		900	J2000000001		08/08/00	
02:53:13 PM		STATUS: PEND4		BATID:		ORG:		001-
002 OF 002		AC		SUB		FUNC		OBJ SUB
TP	FUND	AGCY	ORG	ORG	ACTV	TION	REV O/R	APPR UNIT
JOB		ACCTG		DEBIT				
NUMBER	REPT	CATG	PRD	BFY	AMOUNT			
DESCRIPTION					CREDIT AMOUNT			
01-	22	900	900	E900			3650	100
			4321	13 99	00		100.00	
TO RECLASS TO BACK TO FY99								
02-	22	900	900	E900			3650	100
			4321	02 01	01			
PER PV 900 P1000000001							100.00	

Exhibit 8.13

FUNCTION:		DOCID: J2		900	J2000000001		10/08/00	
02:49:02 PM		STATUS: PEND4		BATID:		ORG:		
H-		FISCAL JOURNAL VOUCHER INPUT FORM		REVERSAL DATE:		COMMENTS: RECLASS		

JV DATE: 10 08 00	REVERSAL DATE:
ACTION: E	COMMENTS: C/O RECLASS
DEBIT DOC TOTAL: 100.00	CREDIT DOC TOTAL:
100.00	
CALC DEBIT TOTAL: 100.00	CALC CREDIT TOTAL:
100.00	

FUNCTION:	DOCID: J2	900	J2000000001	10/08/00
02:53:13 PM				
STATUS: PEND4	BATID:		ORG:	001-
002 OF 002				
AC	SUB	FUNC	OBJ SUB	FROM/TO
TP FUND AGCY ORG ORG ACTV TION REV O/R APPR UNIT FUND				
-----	-----	-----	-----	-----
JOB	ACCTG	DEBIT		
NUMBER REPT CATG PRD BFY AMOUNT				
-----	-----	-----		
DESCRIPTION		CREDIT AMOUNT		
-----		-----		
01- 31 900 900 S900		1972	100	
1234 04 01 01		100.00		
TO RECLASS SGR C/O TO IAT				
02- 31 900 900 I900		1973	100	
1234 04 01 01		100.00		

Exhibit 8.14

FUNCTION:	DOCID: J3	900	J3000000001	04/08/01
03:56:22 PM				
STATUS: PEND4	BATID:		ORG:	
H-	SPECIAL REVENUE VOUCHER INPUT FORM			
JV DATE: 04 08 01	REVERSAL DATE:			
ACTION: E	COMMENTS: TRANSFER			
DEBIT DOC TOTAL: 100.00	CREDIT DOC TOTAL:			
100.00				
CALC DEBIT TOTAL: 100.00	CALC CREDIT TOTAL:			
100.00				

FUNCTION:	DOCID: J3	900	J3000000001	04/08/01
04:00:39 PM				
STATUS: PEND4	BATID:		ORG:	001-
002 OF 002				
FUND AGCY ORG ORG APPR UNIT ACTV TION REV REV CATG PRD DEBIT				
AMOUNT				
-----	-----	-----	-----	-----
FROM/TO				
FUND JOB NO DESCRIPTION BFY CREDIT				
AMOUNT				
-----	-----	-----	-----	-----
-				
01- E08 148 X900 E08		T180	10 01	
100.00				
TO TRF STAT DED TO AGY FD		00		

02- 900 900 SD00 E08	T180	IS00 10 01
100.00		00

Exhibit 8.15

FUNCTION:	DOCID: J3 900 J3000000001	04/08/01
03:56:22 PM		
STATUS: PEND4	BATID:	ORG:
H-	SPECIAL REVENUE VOUCHER INPUT FORM	
JV DATE: 04 08 01	REVERSAL DATE:	
ACTION: E	COMMENTS: TRANSFER	
DEBIT DOC TOTAL:	100.00	CREDIT DOC TOTAL:
100.00		
CALC DEBIT TOTAL:	100.00	CALC CREDIT TOTAL:
100.00		

FUNCTION:	DOCID: J3 900 J3000000001	04/08/01
04:00:39 PM		
STATUS: PEND4	BATID:	ORG: 001-
002 OF 002		
	SUB	FUNC
FUND AGCY ORG ORG APPR UNIT ACTV TION REV REV CATG PRD	DEBIT	
AMOUNT		

FROM/TO		
FUND JOB NO DESCRIPTION	BFY	CREDIT
AMOUNT		

-		
01- CT3 148 7142 CT3	T130	10 01
100.00		
002	TO TRF CT3 FUNDS TO AGY SGR	01
02- 900 900 S900 002	T120	4567 10 01
CT3		01
100.00		

Exhibit 8.16

FUNCTION:	DOCID: J3 900 J3000000001	08/08/00
03:56:22 PM		
STATUS: PEND4	BATID:	ORG:
H-	SPECIAL REVENUE VOUCHER INPUT FORM	
JV DATE: 08 08 00	REVERSAL DATE:	
ACTION: E	COMMENTS: TRANSFER	
DEBIT DOC TOTAL:	100.00	CREDIT DOC TOTAL:
100.00		

Exhibit 8.18

```

FUNCTION:                                DOCID: J4 900
14800000001 04/08/01 04:06:24 PM
STATUS: ACCPT                            BATID:
ORG: 001-002 OF 002
H- INTER-AGENCY JOURNAL VOUCHER
INPUT FORM
J4 DATE: 04 08 01 ACCT PRD: 10 01 BUDGET
FY: 01 DELIVERY DATE: 03 31 01
ACTION:                                COMMENTS:
WIDGETS
DEBIT DOC TOTAL: 100.00
CREDIT DOC TOTAL: 100.00
CALC DEBIT TOTAL: 100.00 CALC
CREDIT TOTAL: 100.00
AT FUND AGY ORGN S/O APPR UNIT ACTV FUNC RPTG
DEBIT AMOUNT CREDIT AMOUNT
-----
OBJT/REV SUB-O/R JOB NO APPROVAL
USERID APRV DATE
-----
DESCRIPTION
-----
01- 31 900 900 I900 003
100.00
1940 Y
Z107B09 04 08 01
INVOICE #033101
02- 22 148 148 E148 100
100.00
4900 Y
Z147A13 04 08 01
INVOICE #033101

```

Exhibit 8.19

FUNCTION: DOCID: J5 900
 0931100004A 04/08/01 05:13:41 PM
 STATUS: PEND1 BATID:
 ORG: 001-001 OF 001
 H- INTERFACE JOURNAL VOUCHER
 INPUT FORM
 J5 DATE: 04 08 01 ACCTG PRD: BUDGET FY:
 REVERSAL DATE:
 ACTION: E BUDGET OVERRIDE IND: Y
 COMMENTS: PAYROLL
 DEBIT DOC TOTAL: 100.00
 CREDIT DOC TOTAL: 100.00
 CALC DEBIT TOTAL: 100.00 CALC
 CREDIT TOTAL: 100.00
 AC SUB
 FUNC OBJ SUB BS JOB
 TP FUND AGCY ORG ORG APPR UNIT ACTV
 TION REV O/R ACCT NUMBER

 INT REF BK DEBIT
 VENDOR / PROVIDER
 FUND AGCY CD AMOUNT REPT CAT
 CODE NAME

 CASH CREDIT
 IND DESCRIPTION AMOUNT

 01- 22 900 900 E900 100
 2100
 100.00
 EMPLOYEE PAYROLL
 N

Exhibit 8.20

FUNCTION:	DOCID: J6	900
J600000001	04/18/01 04:15:55 PM	
STATUS: ACCPT	BATID:	
ORG: 001-002 OF 002		
H-	AGENCY JOURNAL VOUCHER	
INPUT FORM		
J6 DATE: 04 08 01	ACCT PRD: 10 01	BUDGET
FY: 01		
ACTION: E		COMMENTS:
POSTAGE		
DEBIT DOC TOTAL:	100.00	
CREDIT DOC TOTAL:	100.00	
CALC DEBIT TOTAL:	100.00	CALC
CREDIT TOTAL:	100.00	
AC	SUB	FUNC OBJ
SUB		
TP FUND AGCY ORG	ORG APPR UNIT	ACTV TION REV
O/R REPT CATG JOB NO		

DESCRIPTION		DEBIT AMOUNT
CREDIT AMOUNT		

	VENDOR/PROVIDER	
CODE	NAME	

01- 22 900 900 E900	100	
2900		
REPORTING SECTION STAMPS		100.00
02- 22 900 900 E910	100	
2900		
FROM SYSTEMS SECTION		
100.00		

Exhibit 8.21

FUNCTION:	DOCID: J6	900
J600000001	04/18/01 04:15:55 PM	

```

STATUS: ACCPT          BATID:
ORG:                   001-002 OF 002
H-                     AGENCY JOURNAL VOUCHER
INPUT FORM
  J6 DATE: 04 08 01  ACCT PRD: 10 01  BUDGET
FY: 01
  ACTION: E           COMMENTS:
1099 CORR
      DEBIT DOC TOTAL:          100.00
CREDIT DOC TOTAL:          100.00
      CALC DEBIT TOTAL:          100.00      CALC
CREDIT TOTAL:          100.00
  AC                   SUB                   FUNC OBJ
SUB
  TP FUND AGCY ORG   ORG APPR UNIT ACTV TION REV
O/R REPT CATG JOB NO
-----
      DESCRIPTION          DEBIT AMOUNT
CREDIT AMOUNT
-----
      VENDOR/PROVIDER
      CODE          NAME
-----
01- 22 900  900  E900    100
3410
CORRECT EXP OBJ FOR 1099          100.00
V 98765432100 K & R CONSULTING
02- 22 900  900  E910    100
3650
REPORTABLE VENDOR
      100.00
V 98765432100 K & R CONSULTING

```

Exhibit 8.22

VENDOR CODE: 999000132 00 VENDOR NAME: DUMMY
 FOR MACHINE PROCESSING
 COMMENTS: 4/7/01 EX
 DOCUMENT TOTAL: 100.00
 DOC TOTAL: 100.00
 CALCULATED

FUNCTION: DOCID: MW 900
 NC000000001 04/08/01 11:26:32 AM
 STATUS: ACCPT BATID:
 ORG: 001-003 OF 003
 ----- 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 E900 100
 3650 0900
 03 29 01 4/7/01 EX
 30.00
 02-
 900 900 E910 200
 3500 0910
 03 29 01 4/7/01 EX
 23.00
 03-
 900 900 E920 300
 3410 0920
 03 29 01 4/7/01 EX
 47.00

Exhibit 8.24

FUNCTION: DOCID: MW 148
 NC000000001 04/08/01 11:26:03 AM
 STATUS: ACCPT BATID:
 ORG:
 H- MANUAL WARRANT INPUT
 FORM

 MW DATE: 04 08 01 ACCTG PRD: 10 01
 BUDGET FY: 01
 ACTION: E RECEIVING FUND: BANK ACCT
 CODE: RJ CASH ACCT: 6010
 VENDOR CODE: 987654321 00 VENDOR NAME: DUMMY
 FOR MACHINE PROCESSING
 COMMENTS: CK #1649375
 DOCUMENT TOTAL: 0.00

 DOC TOTAL: 0.00 CALCULATED

FUNCTION: DOCID: MW 900
 NC000000001 04/08/01 11:26:32 AM
 STATUS: ACCPT BATID:
 ORG: 001-002 OF 002
 ----- 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
 6020 04 06 01 VOID CK #1649375
 100.00 I
 02-
 900 900 S900 002
 1835 0900
 04 06 01 VOID CK #1649375
 100.00 D

03-