



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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MEMORANDUM SA 01-23

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA
Director

SUBJECT: New AFS REJ6 Table

The Agency Journal Voucher (J6) transaction is used by agencies to correct both revenues and expenditures within a single accounting period. Other common uses of this document are to reclassify revenues between appropriations, revenue organizations, revenue sources, and/or reporting categories and to move expenditures between appropriations, expenditure organizations, expenditure objects, and/or reporting categories. Any changes to account coding must be within the same fund, and all entries must balance. Budget must be available before the J6 transaction is accepted by the system. The system creates automatic cash offsets for both revenue and expenditure transactions on the J6 transaction and does not allow for the coding of balance sheet accounts. OSRAP has requested the creation of a new AFS table to reduce data entry time for the agencies that need to enter recurring J6 transactions. This new table is the REJ6 table. It should be available in production shortly. (See attachment for screen layout and definitions).

Agencies that have purchasing cards and/or monthly reclassifications of revenues and expenditures that result in J6s on a regular basis, can use this screen to set up these transactions to generate automatically if the coding does not materially change. The agency can then access SUSF and make any changes necessary before processing the document.

We hope that this document is helpful to you in improving the efficiency of your operations. If you have any questions, please call the OSRAP Help Desk at (225) 342-1097. OSRAP SA Memos can be found at <http://www.doa.state.la.us/osrap/osrap.htm>.

FHK: rtj

EXHIBIT 1

ACTION: S SCREEN: REJ6 USERID: Z107B96		02/19/01 08:42:38 AM
RECURRING AGENCY JOURNAL VOUCHER		
J6 NUMBER= START DATE:	SUBMITTING AGCY: EXPR DATE:	FREQUENCY: LAST DATE:
LI AC		OBJ/REV REPT JOB/
NE TP FUND AGCY ORG/SUB APPR UNIT ACTV FUNC SUB-O/R CAT		PROJECT
=====		
	VENDOR/PROVIDER	
DEBIT AMOUNT CODE	NAME	

CREDIT AMOUNT	DESCRIPTION	

The screen is set up to look like a J6 document with "header" and "line" information. (Physically, each "line" exists in the table as a separate entry and the "header information" is repeated on each line.) The "header" information cannot be changed after it has been added to the table. You cannot create a new record by typing over information on existing records with an entry in the "Last Action" field. You will have to clear your screen and then type in the necessary information. The system generates J6 documents that correspond to this header/line format. Line information can be changed by accessing the generated document through the Document Suspense File (SUSF) before the document is accepted. The field definitions for this table are as follows:

J6 Number - Required. Enter an alphanumeric identifier for this J6 document. This is a key to REJ6 and must, therefore, be unique. It will become the first 9 digits of the document number on the generated documents. The last two digits will be added when the J6 is generated. They will be the month from the "to-date" parameter used to create the J6s.

Submitting AGCY - Required. Enter the code that you want to have as the agency in the document ID of the generated document. This agency must be valid for the entry start date's year.

Frequency - Required. This field describes how often the document should be generated and added to Document Suspense (SUSF). Valid codes are:

- F - One-time future document. The document will be generated once, on or after the entry start date.
- M- Monthly. The document will be generated once a month, starting on or after the entry start date, and ending on the entry end date.
- B - Bimonthly. The document will be generated once every two months, between the starting and ending dates.
- Q - Quarterly. The document will be generated once a quarter, between the starting and ending dates.
- E - End of Quarter. The document is generated in the third month of the quarter only, between starting and ending dates.

Start Date - Required. Enter in MMDDYY format the calendar date on which documents should start being generated.

EXPR Date - Required when frequency type is M, B, E or Q. Must be blank when frequency type is F. Enter, in MMDDYY format, the calendar date on which documents should cease being generated.

Last Date - Must be blank. The system will update this field with the last date on which a document was generated.

Line - Required. Enter a unique number to identify each line in the document. Two digits must be entered, (i.e., enter "01," not "1").

AC TP - Required. Enter the applicable account type for this Agency Journal Voucher line. The code used must be valid on Account Type (ACCT). Valid entries are "22" for Expenditures/Expenses and "31" for Revenue.

Fund - Required. If the Agency Journal Voucher lines are without expenditure or revenue organization this field is required. Enter the applicable fund code for this Agency Journal Voucher line. The code used must be valid on Fund (FUN2). Leave blank for Agency Journal Voucher lines with an expenditure or revenue organization. This field will be inferred from Organization (ORG2) using the coded agency and organization.

AGCY - Required. Enter the applicable agency code for this Agency Journal Voucher line. The code used must be valid on Agency (AGC2).

ORG - Required. If the Agency Journal Voucher lines are associated with regular appropriations, this field is required. Enter the applicable organization code for this Agency Journal Voucher line. This code must be valid on Organization (ORG2). Leave blank for Agency Journal Voucher lines associated with all capital outlay appropriations.

SUB ORG - Leave blank. This field is not used by the State of Louisiana.

APPR Unit - Required for Agency Journal Voucher lines without a revenue or expenditure organization. Enter the applicable appropriation unit code for the Agency Journal Voucher line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2). Leave blank for Agency Journal Voucher lines with a revenue or expenditure organization. When an organization is coded, this field will be inferred from Organization (ORG2) using the coded agency and organization. **Note: Although the REJ6 table will accept the entry, Agency Journal Voucher lines cannot change amounts associated with "Income Not Available" appropriations (i.e., Group Code of 18).**

ACTV - This field is required when coding expenditure lines used to recognize or reduce Information Technology costs, otherwise, leave blank.

FUNC - Optional. This field is coded by those agencies that are adjusting amounts previously recognized or that should have been recognized using this data element.

OBJ REV - Required. Enter the applicable object account code or revenue source account code for this Agency Journal Voucher line. Object account codes must be valid on Object (OBJ2). Revenue Source account codes must be valid on Revenue Source (RSR2).

Note: Although the REJ6 table will accept the entry, Agency Journal Voucher lines cannot change amounts associated with transfer revenue source account codes (revenue group = "TR") on Revenue Source (RSR2).

SUB O/R - Required on expenditure/expense (Account Type 22) transactions if the sub-object option in Expense Budget Inquiry (Extended) (EEX2) is "Y". Otherwise, this field is optional on expenditure/expense transactions. This field is optional on revenue (Account type 31) transactions.

REPT CATG - Optional. This field is inferred from Organization (ORG2) using the organization code if available. Otherwise, you must enter the applicable reporting category code if required. The code displayed must be valid in Reporting Category (RPTG) for the agency coded on the line.

JOB NO - Leave blank for Agency Journal Voucher lines associated with regular appropriations and non-capital outlay permanent appropriations. Must be entered for Agency Journal Voucher lines associated with all capital outlay appropriations. This is applicable only to account types 22 and 31. Enter the applicable project number for this agency journal voucher line. The code must be valid on Agency Project Inquiry (AGPR).

Debit Amount - Required. Enter the exact dollar amount for this Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A debit amount is an increase to an Expenditure/Expense (Account Type 22) and a decrease to a Revenue (Account Type 31). Each J6 line can only have a debit or a credit amount.

Code - Optional. Enter "V" and the eleven-character vendor code when adjusting 1099 reportable payments to 1099 reportable vendors. The vendor code used must be on Vendor (VEN2). Vendor Codes must be entered on expenditure/expense lines when correcting 1099 reportable payments to ensure adjustments affect the 1099 ledger.

Vendor/Provider Name - Inferred. The system will infer the name of the vendor associated with the vendor code.

Credit Amount - Required. Enter the exact dollar amount for this Agency Journal Voucher line. The decimal point is optional, but two digits must be coded for cents. A credit amount is an increase to a Revenue (Account Type 31) and a decrease to an Expenditure/Expense (Account Type 22). Each Agency Journal Voucher line can only have a debit or a credit amount.

Description - Optional, for reporting purposes only. Enter notes about this line.