



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

April 24, 2001

MEMORANDUM SA 01- 30

TO: Fiscal Officers
All State Agencies

FROM: F. Howard Karlton, CPA
Director

SUBJECT: Stale Dated ISIS Checks

Attached you will find a listing of stale dated checks issued through ISIS which are outstanding against appropriations within your agency. A check is stale dated if it has been outstanding for more than 180 days. This listing will contain current outstanding checks as of 4/16/01 which were issued on or before 10/18/00. Each agency should use this report to resolve these outstanding checks. Your agency will only have a copy of the attached report if you have one or more stale dated checks. If the obligation for which the check was issued is still open and you can reissue the check to the vendor, do so at once. If the obligation is still outstanding and you cannot locate the vendor, notify the State Treasurer's Office (STO) so that the funds may be turned over to the Unclaimed Property Section.

Agencies are responsible for requesting that the STO void and/or reissue single checks issued from their appropriations. Agencies are also responsible for requesting that the STO void and/or reissue consolidated checks which were issued for their agency only, related agencies (i.e., agencies with the same agency type on the AGC2 table of AFS), or agency payments made by one central accounting office (i.e., 148 makes payments for agencies 901, 904, 924, etc.). The agency will also prepare the required J1s. Contact OSRAP to request the void and/or reissuance of consolidated checks, which do not meet the previous criteria. OSRAP will prepare the necessary J1s for consolidated checks, which were issued for unrelated agencies.

If a vendor did not receive a payment because the address on the vendor file is incorrect, please contact the OSRAP Vendor Section at (225)342-6356 to have the vendor's address corrected before requesting that the check be reissued.

If a payment was sent to a good address for the vendor but the wrong vendor location code, the check will have to be voided and a new payment voucher will have to be entered. The STO cannot change the location code to which the check will be reissued on the CX.

If you determine that you are responsible for voiding and reissuing a check, complete a CX form Type 1 and hand deliver or mail it to the STO, Attn: Ms. Trudy Jackson. You will do this regardless of the fiscal year from which the check was originally issued.

If you need to void and not reissue a check issued from current year funds with an expenditure object, complete a CX form Type 3 and a J1 (see Exhibit A - CY VOID DO NOT REISSUE). If you need to void and not reissue a check issued from a revenue source code, complete a CX form Type 3 and include the revenue source code that was used (**do not prepare a J1 - the STO will process a Manual Warrant to void this payment**). Hand deliver or mail the CX form to the STO, Attn: Ms. Trudy Jackson.

If you need to void and not reissue a check issued from prior year funds, you will complete a CX Type 3 and two J1's (see Exhibit B - PY VOID - CASH CANNOT BE CARRIED FORWARD or Exhibit C - PY VOID - CASH CAN BE CARRIED FORWARD). After 8/10/01 a CX Type 3 for a BFY 01 payment will be treated as a prior year void and will require 2 J1's. **On the second J1 use the appropriate agency revenue organization and the appropriate revenue source code as follows:**

1970	Other - Prior Yr RevenueAdj.(Statutory Dedication MOF.)
1971	Federal Py Revenue Adjustment
1972	SG/Anc Py Rev Adjustments
1973	IAT Py Rev. Adjustments

Hand deliver or mail the CX form to the STO, Attn: Ms. Trudy Jackson.

NOTE: If you void and DO NOT reissue a check which was issued from AGPS/CFMS and you want the amount of the encumbrance to reflect that the check has been voided, you must do an OCHG type INC (AGPS) or a KAMD type ADJ and change the KINV status to CCK (CFMS, see CFMS User Guide Agency Procedures 402-403) for the amount of the check in addition to the procedures outlined in this memorandum.

If you have any questions regarding this memorandum, contact the OSRAP Help Desk at (225)342-1097.

FHK:am

Attachments

c: Mr. Gary Hall, CPA

EXHIBIT A

CY VOID DO NOT REISSUE

FUNCTION: DOCID: J1 AAA J1000000444 12/04/00 09:47:03
 STATUS: PEND4 BATID: ORG:
 H- JOURNAL VOUCHER INPUT FORM
 JV DATE: 12 04 00 ACCTG PRD: 06 01 BUDGET FY: 01 REVERSAL DATE:
 ACTION: BUDGET OVERRIDE IND: COMMENTS: WRONG VENDOR
 DEBIT DOC TOTAL: 239.25 CREDIT DOC TOTAL: 239.25
 CALC DEBIT TOTAL: 239.25 CALC CREDIT TOTAL: 239.25

FUNCTION: DOCID: J1 AAA J1000000444 12/04/00 09:47:31
 STATUS: PEND4 BATID: ORG: 001-002 OF 002
 AC SUB FUNC OBJ SUB BS JOB FROM/TO
 TP FND ACY ORG ORG APPR UNIT ACTV TION REV O/R ACCT NUMBER FUND

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

 DESCRIPTION CREDIT CASH
 AMOUNT IND

 01- 02 FFF AAA 239.25 6710
 Void check #???????? N
 02- 22 FFF AAA EEEE 200 2890
 Void Check #???????? 239.25 N
 03-

Where FFF = your fund, AAA = your agency, ???? = check number being voided, EEEE = your expenditure organization, and accounting period = current accounting period. You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.)

EXHIBIT B

PY VOID - CASH CANNOT BE CARRIED FORWARD

First J1

FUNCTION: DOCID: J1 AAA J100000020 12/05/00 09:04:48
 STATUS: BATID: ORG:
 H- JOURNAL VOUCHER INPUT FORM
 JV DATE: 12 05 00 ACCTG PRD: 06 01 BUDGET FY: 00 REVERSAL DATE:
 ACTION: BUDGET OVERRIDE IND: COMMENTS:
 DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX
 CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX

FUNCTION: DOCID: J1 AAA J100000020 12/05/00 09:04:58
 STATUS: BATID: ORG: 001-002 OF 002
 AC SUB FUNC OBJ SUB BS JOB FROM/TO
 TP FND ACY ORG ORG APPR UNIT ACTV TION REV O/R ACCT NUMBER FUND

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

 DESCRIPTION CREDIT CASH
 AMOUNT IND

 01- 02 FFF AAA XXX.XX 6710
 Void check # ????? N
 02- 01 FFF AAA 6000
 X1
 See J1 AAA #21 XXX.XX N
 03-

Second J1

FUNCTION: DOCID: J1 AAA J100000021 12/05/00 09:07:48
 STATUS: BATID: ORG:
 H- JOURNAL VOUCHER INPUT FORM
 JV DATE: 12 05 00 ACCTG PRD: 06 01 BUDGET FY: 01 REVERSAL DATE:
 ACTION: BUDGET OVERRIDE IND: COMMENTS:
 DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX
 CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX

FUNCTION: DOCID: J1 AAA J100000021 12/05/00 09:08:58
 STATUS: BATID: ORG: 001-002 OF 002
 AC SUB FUNC OBJ SUB BS JOB FROM/TO
 TP FND ACY ORG ORG APPR UNIT ACTV TION REV O/R ACCT NUMBER FUND

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

 DESCRIPTION CREDIT CASH
 AMOUNT IND

 01- 01 B15 148 XXX.XX 6B15
 X1
 Void check # ????? N
 02- 31 B15 148 NAAA 1925
 See J1 AAA #20 XXX.XX Y
 03-

Where FFF = your fund, AAA = your agency, ???? = check number being voided, and accounting period = current accounting period.
 You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.)

EXHIBIT C

PY VOID - CASH CAN BE CARRIED FORWARD

First J1

FUNCTION: DOCID: J1 AAA J100000022 12/05/00 11:04:48
 STATUS: BATID: ORG:
 H- JOURNAL VOUCHER INPUT FORM
 JV DATE: 12 05 00 ACCTG PRD: 06 01 BUDGET FY: 00 REVERSAL DATE:
 ACTION: BUDGET OVERRIDE IND: COMMENTS:
 DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX
 CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX

FUNCTION: DOCID: J1 AAA J100000022 12/05/00 11:06:58
 STATUS: BATID: ORG: 001-002 OF 002
 AC SUB FUNC OBJ SUB BS JOB FROM/TO
 TP FND ACY ORG ORG APPR UNIT ACTV TION REV O/R ACCT NUMBER FUND

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

 DESCRIPTION CREDIT CASH
 AMOUNT IND

 01- 02 FFF AAA 6710
 XXX.XX
 Void check # ????? N
 02- 01 FFF AAA 6000
 X1
 See J1 AAA #23 XXX.XX N
 03-

Second J1

FUNCTION: DOCID: J1 AAA J100000023 12/05/00 11:18:48
 STATUS: BATID: ORG:
 H- JOURNAL VOUCHER INPUT FORM
 JV DATE: 12 05 00 ACCTG PRD: 06 01 BUDGET FY: 01 REVERSAL DATE:
 ACTION: BUDGET OVERRIDE IND: COMMENTS:
 DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX
 CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX

FUNCTION: DOCID: J1 AAA J100000023 12/05/00 11:20:58
 STATUS: BATID: ORG: 001-002 OF 002
 AC SUB FUNC OBJ SUB BS JOB FROM/TO
 TP FND ACY ORG ORG APPR UNIT ACTV TION REV O/R ACCT NUMBER FUND

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

 DESCRIPTION CREDIT CASH
 AMOUNT IND

 01- 01 FFF AAA 6MOF
 X1 XXX.XX
 Void check # ????? N
 02- 31 FFF AAA RRRR RSRC
 See J1 AAA #22 XXX.XX Y
 03-

Where FFF = your fund, AAA = your agency, ??? = check number being voided, 6MOF = cash account of your means of financing, RRRR = your revenue organization, RSRC = 1970, 1971, 1972 or 1973, and accounting period = current accounting period. You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.).