



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

June 28, 2001

MEMORANDUM OSRAP 01-43

TO: Fiscal Officers
All ISIS agencies

FROM: F. Howard Karlton, CPA
Director

SUBJECT: Payroll Interface 6/28/01

Due to technical difficulties the payroll that would have posted during the nightly process of 6/27/01 will instead post in the nightly process of 6/28/01. Payroll information will be reflected in AFS on 6/29/01.

June 28th is also the last day to process ISIS payment vouchers (AGPS/CFMS/AFS/TMS) in accounting period 12 01 to generate a check or EFT. As you are aware, payroll will override cash and budget, ISIS vendor payments will not. Payroll also post before automated disbursements runs. Therefore, agencies need to ensure that sufficient cash will be available to cover all payment vouchers processed through June 28, 2001 and the payroll that will post on 6/28/01. The automated disbursement process will liquidate all ISIS payment vouchers that meet all disbursement criteria with scheduled payment dates through **June 30, 2002**. Failure to provide sufficient cash will result in vendor payment being delayed until 7/3/01. This affects both payment by check and payment by EFT.

In addition, CMIA agencies should be aware that payment from the State's bank account for the 6/24 pay period will happen on or after 6/29/01. ISIS-HR was able to send the ACH file to Bank One in time for it to be sent to the Federal Reserve today. The funds have a settlement date of 6/29/01. Therefore, the agencies should draw Federal funds on Friday for settlement on Friday 6/29/01. If the agency draws for settlement on Monday, the state will have to cover the payroll with state funds, thereby losing interest.

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

FHK: rtj