



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 29, 2001

MEMORANDUM OSRAP 01-44

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA
Director

SUBJECT: 6/30/01 Close

Due to technical difficulties ISIS has been unavailable during the regular business hours of 6/29/01. It may be available late in the evening on 6/29/01, depending on when the cycles finish. As this was the last day for agencies to process transactions, OSRAP and the STO have extended the 6/29/01 deadline to 6/30/01. ISIS will be available to the agencies on Saturday, 6/30/01 to process the following transactions by the times specified:

PO (AGPS/CFMS/AFS Mods for APRD 12 01)			5:00 pm
PV, PVQ, P1 (for APRD 12 01 CK issued 01 02)			5:00 pm
PV, PVQ, P1 Mods (for APRD 12 01 CK issued 01 02)			5:00 pm
II, J4, PV Type 2 & 3			5:00 pm
WV			5:00 pm
J1 (Not CK Can), J2, J3			5:00 pm
	Office of Statewide Reporting State Treasurer's Office	9:00 am 11:30 am	5:00 pm
J6 (Payroll Correction)			5:00 pm
J6 (NON-ISIS)	State Treasurer's Office		5:00 pm
J6 (Stores Increase)		11:30 am	5:00 pm
J6			5:00 pm

OSUP, OSRAP and STO staff will be approving documents on 6/30/01. The off-cycle payroll checks for the pay period ending 6/24/01 will post to the 12th accounting period. Ensure that your agency has sufficient cash to cover off-cycle payroll checks.

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ISIS will be unavailable to the agencies on Sunday 7/1 and Monday 7/2/01. OSRAP and the STO will process closing entries on Monday. The reports from the 6/30 close will be available to the agencies on Tuesday 7/3/01.

Automated disbursements will not run on Monday night. The next automated disbursements will run be on Thursday 7/5/01. Those checks will be printed and mailed on Friday 7/6/01.

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

FHK: rtj