



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY**

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COMMISSIONER OF ADMINISTRATION

October 12, 2001

**MEMORANDUM OSRAP 02-07**

TO: Fiscal Officers  
Contract Officers  
Purchasing Agents  
All State Agencies

FROM: F. Howard Karlton, CPA  
Director

SUBJECT: Vendor Web Application

The Division of Administration has developed a Web based application through which vendors can gather detailed payment information associated with ISIS payments. The website is available to all persons and/or entities that receive payments from the State of Louisiana's central accounting system at <http://www.state.la.us/OSRAP/INDEX.HTM> by clicking on the Vendor Search button. Initially, vendors and agencies will have the ability to search for and view payment information for the most recent 18 months. Eventually, the site will contain 36 months worth of data. **This site is useful for payments received by check as well as payments received by electronic funds transfer (EFT).**

Access to the application is via a Login page where the user must provide a valid TIN (FEIN or SSN). The site is organized with the Vendor in mind and navigation is logical and simple. Help text is available at all points throughout the site. Popup help text is also available on selected fields. Availability of popup help text is signified by a question mark when you mouse over an item.

The information available on the site is everything normally printed on a check stub or in an 820 transaction set transmitted with an EFT record. A distinct advantage to using this application is that a user can choose to see information for a single, multiple or all locations associated with their particular TIN. Agency contact information is available by clicking on the three-digit agency number located on the Payee Detail page.

Other advantages of using the Vendor Search Application are reduced phone charges for the vendors and the agencies. Information can be obtained via the World Wide Web instead of incurring long distance charges. Information is available during non business hours. This will be especially useful to users who are located in different time zones. Also, vendors who are receiving EFT payments will no longer have to rely on banking institutions to provide remittance information or incur the costs these institutions may assess for providing such information. Information is available to individuals without an ISIS user ID who may need to know payment related information.

With the addition of this application and the reduction in check printing, we are strongly encouraging all vendors to sign up to receive payments by EFT. In the coming months OSRAP will send information to vendors about the Web application and EFT enrollment. If you know of vendors that would be interested in EFT payment, have them contact the OSRAP Help Desk.

If you have any questions, please call the OSRAP Help Desk at (225) 342-1097. All OSRAP memos may be found at <http://www.state.la.us/OSRAP/>

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