State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

October 30, 2001

MEMORANDUM OSRAP 02-13

TO: Fiscal Officers
              Purchasing Officers
              Contract Officers
              All State Agencies

FROM: F. Howard Karlton, CPA

SUBJECT: Chart of Accounts Regeneration

The Office of Information Services (OIS) will be running the batch program NYTI (New Year Table Index) on the night of January 4, 2002 as part of the December monthly close job stream. This program will regenerate the Chart of Accounts table entries for fiscal year 2002-2003 in AFS using fiscal year 2001-2002 Chart of Accounts table entries as of January 4, 2002. Fiscal year 2002 records on the Organization (ORGN) and Louisiana Organization (LORG) tables that are inactive when NYTI is run will not be regenerated. Agencies are advised to review their FY 2002 structure by December 14, 2001. If it is determined that additions, changes, or inactivations are needed to ensure that the structure will be regenerated as desired, requests must be received at the Office of Statewide Reporting (OSRAP) by COB December 20, 2001. OSRAP no longer deletes organizations. Instead, they will be inactivated. This action will prevent financial activity from posting against the organization and prevent the regeneration of the organization.

Should there be any updates to an agency's structure that effect both FY02 and FY 03 after December 20, **forms will need to be submitted for each effected fiscal year. The system will not automatically update both fiscal years for any structure changes entered after January 4, 2002.** It is the requesting agency's responsibility to ensure that update forms submitted for table entries maintained by OSRAP and the State Treasurer's Office (STO) specify each effected fiscal year after December 20, 2001. The following tables will be updated by NYTI:

1.   AGC2 (Agency), AGCL (Agency Class), AGCT (Agency Category), AGGP (Agency Group), AGTP (Agency Type) – These tables are maintained by OSRAP and list valid agency codes along with their related hierarchical structure. **Agencies will not be allowed to initiate accounting transactions (pre-encumbrance, encumbrance, etc) in ISIS using fiscal year 2003 until the AGC2 table is regenerated.**

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2.   APRD (Accounting Period) – This table is maintained by OIS and lists valid accounting periods and their status for each fiscal year.

3.   BAC2 (Balance Sheet Account), BCLS (Balance Sheet Class), BCAT (Balance Sheet Category), BRGP (Balance Sheet Group) - These tables are maintained by OSRAP and list valid balance sheet account codes and their related hierarchical structure.

4.   BANK (Bank Account) – This table is maintained by STO and lists the valid bank codes for all bank accounts in AFS.

5.   FGY2 (Fund Agency) – This table is maintained by OSRAP and lists the valid fund/agency combinations within an agency/fund.

6.   FUN2 (Fund), FCLS (Fund Class), FDGP (Fund Group), FTYP (Fund Type), CFND (Louisiana Cash Account Fund) – These tables are maintained by STO and list fund codes and their related hierarchical structure.

7.   LORG (Louisiana Organization), RPTG (Reporting Category) – These tables are agency maintained tables.   After January 4, 2002, should an agency add, change, or delete an entry on these tables for FY 02 and want the action to be shown for FY 03, an entry must be made to both fiscal years.

8.   OBJ2 (Object), OCLS (Object Class), OCAT (Object Category), OGRP (Object Group), OTYP (Object Type) – These tables are maintained by OSRAP and list the valid object codes and their related hierarchical structure.   Entries must exist on the OBJT table before the code may be used on an accounting distribution or document.

9.   ORG2 (Organization) – This table is maintained by OSRAP and lists organization codes used to record revenues, expenditures, warrants drawn and to group similar organizations together for reporting purposes. All transactions effecting regular appropriations require the use of an organization code. Many other chart of accounts data elements may be inferred on transactions, ledgers, tables and reports based on the organization code used.

10.   RSR2 (Revenue Source), RCLS (Revenue Class), RCAT (Revenue Category), RGRP (Revenue Group) – These tables are also maintained by OSRAP and list valid revenue source codes and their related hierarchical structure.   Entries must exist on the RSRC table before the code may be used on an accounting distribution or document.

AGPS requisitions and orders for FY 03 cannot be entered until January 5, 2002

Should you have any questions, please contact the OSRAP Help Desk at (225) 342-1097.   Please distribute copies of this memorandum to the appropriate individuals at your agency.   Remember, all OSRAP memorandums and forms may be accessed through our home page at http:\\www.state.la.us\osrap\index.htm

C: Mr. Gary Hall, CPA   STO
     Ms. Alexis Thompson OIS