M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRAT

April 15, 2002

MEMORANDUM OSRAP 02-24

TO: Fiscal Officers
           All State Agencies

FROM: F. Howard Karlton, CPA, CGFM
           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 4/11/02 which were issued on or before 10/12/01. 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.

POST OFFICE BOX 94095   •   STATE CAPITOL ANNEX   •   BATON ROUGE, LA 70804-9095
(225) 342-0708   •   Fax (225) 342-1053
AN EQUAL OPPORTUNITY EMPLOYER

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. 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 all CX forms 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 8/06/02, a CX Type 3 for a BFY 02 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 Prior Yr Revenue Adjustment
1972	SG/Anc Prior Yr Revenue Adjustments
1973	IAT Prior Yr Revenue Adjustments

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   12/04/01 09:47:03
  STATUS: PEND4   BATID: ORG:
H-   JOURNAL VOUCHER INPUT FORM
   JV DATE: 12 04 01 ACCTG PRD: 06 02 BUDGET FY: 02 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   12/04/01 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
  --- ---- -- --------- ---------- ------------------------- ---------

                  CREDIT   CASH
  DESCRIPTION   AMOUNT   IND
  --------------------- -------------   ----
01- 02 FFF AAA   6710
          239.25
   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.)

<u>EXHIBIT B</u>

<u>PY VOID - CASH **CANNOT** BE CARRIED FORWARD</u>

First J1

```
FUNCTION:          DOCID: J1  AAA  J1000000020     12/05/01 09:04:48
  STATUS:          BATID:          ORG:
H-                 JOURNAL VOUCHER INPUT FORM
    JV DATE: 12 05 01 ACCTG PRD: 06 02 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  J1000000020     12/05/01 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
  ----     ---    --   ----------     ----------     --------------------  -----------

                       CREDIT              CASH
  DESCRIPTION          AMOUNT              IND
  ---------------------   ------------              ----
01- 02 FFF AAA                                        6710
              XXX.XX
  Void check # ?????                        N
02- 01 FFF AAA                                        6000
              X1
  See J1 AAA #21       XXX.XX               N
```

Second J1

```
FUNCTION:          DOCID: J1  AAA  J1000000021     12/05/01 09:07:48
  STATUS:          BATID:          ORG:
H-                 JOURNAL VOUCHER INPUT FORM
    JV DATE: 12 05 01  ACCTG PRD: 06 02  BUDGET FY: 02 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  J1000000021     12/05/01 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
  ---- ---- -- ---------- ----------     --------------------  -----------
                       CREDIT              CASH
  DESCRIPTION          AMOUNT              IND
  ----------------------   ------------              ----
01- 01 B15 148                                       6B15
              X1    XXX.XX
  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.)

<div align="center">EXHIBIT C</div>

PY VOID - CASH CAN BE CARRIED FORWARD

First J1

```
FUNCTION:          DOCID: J1  AAA  J1000000022    12/05/01 11:04:48
  STATUS:          BATID:         ORG:
H-                 JOURNAL VOUCHER INPUT FORM
  JV DATE: 12 05 01  ACCTG PRD: 06 02   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  J1000000022    12/05/01 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
  ---- ---- --- ---------- ---------- -------------------   ----------------
                    CREDIT            CASH
  DESCRIPTION       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  J1000000023    12/05/01 11:18:48
  STATUS:          BATID:          ORG:
H-                 JOURNAL VOUCHER INPUT FORM
  JV DATE: 12 05 01  ACCTG PRD: 06 02   BUDGET FY: 02  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  J1000000023    12/05/01 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
  ---- ---- --- ---------- ---------- -------------------   --------------
                    CREDIT            CASH
  DESCRIPTION       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.).