



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

April 28, 2003

MEMORANDUM OSRAP 03-28

TO: Fiscal Officers
ISIS Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Outstanding Pre-encumbrances FY03

All pre-encumbrances for FY 03 regular appropriations must be liquidated or canceled on or before June 30, 2003. After June 30, 2003, agencies will not have the ability to liquidate these amounts and they will remain pre-encumbered on EAP2. There is no automatic system process that liquidates pre-encumbrances. These amounts have committed portions of your FY03 budget. Pre-encumbered amounts are used to calculate the amount of money an agency has left to pre-encumber in an appropriated program.

Attached, for agencies with open requisition transactions, is a Business Objects Report that shows requisitions in AFS with an amount outstanding. This report will list only the transactions associated with your agency number. Use these reports and any other agency specific reports which you may have developed to determine if your agency has any pre-encumbrances that need to be liquidated.

Agencies cannot issue pre-encumbrances or encumbrances during the 45-day period for FY03 through AGPS/CFMS. Although AFS will allow the entry of PO transactions for FY03 during the 45-day period, it is illegal for agencies to do so.

Contact the appropriate section of the ISIS Help Desk at (225) 342-2677 if assistance is required in liquidating any pre-encumbrances that are no longer needed. If you have any further questions, please contact the OSRAP Help Desk at (225) 342-1097.

FHK: am

[Attachments](#)

C: Mr. Marty Milner
Ms. Denise Lea