



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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June 9, 2003

OSRAP MEMORANDUM 03- 33

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: FY 03 Documents Pending on AFS Suspense File

The Office of Statewide Reporting and Accounting Policy (OSRAP) has the responsibility of monitoring ISIS report 2G23 Pending Transactions in Suspense File in Excess of 90 Days to ensure that agencies do not leave unwanted transactions on the suspense file indefinitely. Attached to this memorandum is the 2G23 report for the period ending 5/31/03 for your agency. The transactions listed on this report have been on SUSF in **excess of 90 days** with no action. Agencies may also have other abandoned transactions on SUSF, which are not listed on the report. FY03 regular appropriation related documents will not be automatically removed from SUSF. If there is no report attached to this memo, then your agency has no transactions older than 90 days remaining on SUSF.

After August 14, it will not be possible for agencies to process FY03 regular appropriation documents. Agencies should review all of their FY03 transactions on SUSF, which are in a status of pending, rejected, held, or scheduled. The agency should determine if these transactions should be processed before year-end. If a transaction is no longer necessary, the agency should delete it. If the transaction was overlooked, please take the necessary actions to process the document at this time. The delays in the retrieval and creation of documents caused by the size of SUSF affect all agencies. As SUSF grows larger, these effects will become more pronounced.

OSRAP is aware that some complex documents are left on the suspense file to copy as master documents. We ask that you put all such documents in a "HELD" status as a means of identification and use this feature only for those documents of a complex nature. Do not forget to change the budget fiscal year referenced in the document for regular appropriations that you want to retain in the new fiscal year from '03' to '04'. Also ensure that the document has been modified for any subsequent changes to the agency's structure. You are to remove all transactions that are no longer needed and not in the "HELD" status from the suspense file by Thursday, 7/31/03. After 7/31, OSRAP will remove all prior year documents that are not in a HELD status.

Occasionally, there are one or two documents on SUSF that have "." in the Batch and Document type, agency, and number fields of SUSF. For Example***:

ACTION: S SCREEN: SUSF USERID: Z107E26 05/29/03 03:39:35 PM
FUNCTION: ORG:

DOCUMENT SUSPENSE

S		BATCH		DOCUMENT			PROCESS				
E		-----		-----			-----				
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	LAST DATE	LAST USER	DATE (YYMMDD)
.	.	.	.	P1	900	P1000000765	DELET	A0000	011222	Z900C56	
.	REJCT	00000	011117	Z900B96***	
.	.	.	.	P1	900	P1000000764	DELET	00000	011222	Z900C56	

These documents are usually in a REJCT status. The agency cannot delete these documents. These documents do not have a header or any lines. The agency must contact the ISIS Help Desk at (225) 342-2677 for assistance in having these transactions removed.

The 2G23 report is available on a monthly basis through BUNDL for agencies to access and will only display the transactions for which you have permissions to view. Please make it part of your agency procedures to check for this report each month.

If you have any questions regarding this memorandum, you may contact the OSRAP Help Desk at (225) 342-1097. Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.state.la.us/OSRAP/INDEX.HTM>.

Attachments

FHK:cwc