



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. AMIKE® FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

June 10, 2003

OSRAP MEMORANDUM 03-34

TO: Purchasing Agents
Contract Officers
Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA, CGFM
Director

SUBJECT: Fiscal Year Rollover of Encumbrances

**URGENT – PLEASE ENSURE
ALL AFFECTED AGENCY
PERSONNEL RECEIVE A
COPY OF THIS MEMO.**

Beginning with the nightly processes of August 9, 2003 and continuing through September 30, 2003, AGPS, CFMS, and AFS will perform the fiscal year rollover process for FY03 regular appropriation encumbrances. The system will be taken off-line at 5:00 p.m. on 8/9/03. If the rollover is successful, ISIS will be brought up at its regular time on 8/10/03. **Prior to 5:00 p.m. on 8/9/03 agencies have the opportunity to determine the encumbrances that should be rolled to FY04, and affect the necessary changes to successfully roll those encumbrances over into FY04 or exclude unwanted encumbrances from the rollover process.** Agencies have the ability to change the FY Roll flag in AGPS/CFMS at any status code, from 'Y' to 'N' and vice versa, to prevent or cause the rollover of encumbrance balances into FY04.

Enclosed are the procedures relating to the rollover of encumbrances and a listing of the reports that will be generated to aid you with this process. The AGPS/CFMS reports will be in BUNDL and are not distributed by agency. You may use the 'Find' feature of BUNDL to locate the sections of these reports that apply to your agency. (See ISIS BUNDL Quick Reference Card).

All FY03 invoices liquidating encumbrances must be processed by 5:00 p.m. on 8/9/03.

Agencies should complete or cancel all open AGPS change orders, invoices and receipts on all FY03 encumbrances on or before 5:00 p.m. 8/9/03, as appropriate. You should review SUSF for pending AFS PO Mods, the AGPS BO20A - Aged Invoice, BO21A - Aged Payment, BO25A - Aged Receipt by Order Number reports and/or InfoMaker reports. OIS has a report available in InfoMaker and Business Objects Corporate Documents on their website. Agencies can run this report daily to check their open encumbrances. The report is called **AFS6 - Outstanding PO's For Fiscal Year** and can be downloaded from the OIS web site at <http://www.state.la.us/OSIS/Adhoc/AFS/AFS.htm>. The User will be prompted to enter the agency number and fiscal year when previewing the report. This report can be used to determine which encumbrances should be rolled into the next fiscal year.

It is imperative that all personnel receive and review these instructions. If you have any questions pertaining to these instructions, contact the OSRAP Help Desk at (225) 342-1097 for assistance.

FHK: am

REPORTS

Available During Fiscal Year

2G44 Agency Encumbrance by Appropriation/Organization. This is an AFS monthly report that lists all encumbrances with an open balance in the financial system (AFS) regardless of the system from which the transactions originated. Agencies should access this report to determine if AFS encumbrances will be needed in the new fiscal year. Agencies may review this report for all open encumbrances; however, AGPS/CFMS will generate the BK29A Rollover Candidate Report for the encumbrances that were initiated in AGPS/CFMS.

Available June 3 to August 9 - The following pre-rollover reports will be available through BUNDL on a weekly basis beginning June 3, 2003. Agencies should retrieve the most current version of these reports from BUNDL.

BK29A Rollover Candidate Report. This report lists AGPS/CFMS encumbrances that will be rolled over into FY04, if agencies do not liquidate the encumbered amounts or change the AGPS/CFMS Roll flag to 'N'. Agencies should access this report to determine if action should be taken to liquidate FY03 encumbrances before the August 9, 2003 rollover.

BK28A Rollover Reconciliation Report. This report lists all AGPS/CFMS encumbrances that may or may not meet all of the rollover criteria. Encumbrances listed may not meet the rollover criterion requiring balances in AGPS/CFMS equal the balance in AFS. Open encumbrance balances in AGPS/CFMS that equal the AFS balance will reflect an 'R' in the status column of this report. Encumbrances with differing open balances in AGPS/CFMS and AFS will reflect an 'O' in the status column of this report and **will not** be rolled over into FY04. Encumbrances with an open balance in AGPS/CFMS and no balance in AFS will reflect an 'N' in the status column of this report and **will not** be rolled over into FY04. This report will show order encumbrances that were rolled over from FY02 to FY03. These order encumbrances **will not** rollover again into FY04. You may access the ORD4 screen to determine if the encumbrance was previously rolled over. The BFY will reflect 02 and the FY will reflect 03 on the ORD4 screen. This report will also show orders/contracts tied to vendors that are not active (the vendor's s/c is at 2, 6 – AGPS/CFMS or 7 – AGPS only), these orders/contracts **will not** be rolled over. Agencies should access this report to determine if an encumbrance that is needed in FY04 will be rolled over. If an encumbrance listed on this report does not meet the rollover criterion for the reasons stated above and the encumbrance will be needed in FY04, the agency will have to issue a new order for FY04 in AGPS or create/adjust the KOFY and encumbrance amounts manually in CFMS.

BK33A Rollover Discrepancy Report. This report lists all AGPS/CFMS encumbrances that will not be rolled over into FY04 because the open balances in AGPS/CFMS do not equal the open balance in AFS. If an encumbrance listed on this report will be needed in

June 10, 2003

FY04, the agency will have to issue a new order in FY04 in AGPS or create/adjust the KOFY and encumbrance amounts manually in CFMS.

BK34A Rollover Accounting Validation Report. This report lists all AGPS/CFMS encumbrances that will reject before the rollover process runs. Agencies should access this report to find out if they have any encumbrances that require corrections prior to the August 9, 2003 rollover.

Available August 10 - The following reports will be generated only once during the first run of the rollover process the night of August 9, 2003 and will be available in BUNDL on August 10.

BK28C AGPS New Year Error Report and BK47A CFMS New Year Error Report. These reports will list the encumbrances, by accounting distribution line number, for those accounting lines that have not been sent to AFS for FY04 due to chart of account coding problems. Agencies should access this report to determine if accounting distribution coding corrections need to be entered and processed on OAMR of AGPS or KACG/KCAC of CFMS. After 9/30/03 AGPS orders, which have not been corrected, will be closed.

BK28Y AGPS Document Rollover Report and BK47Y CFMS Document Rollover Report. These reports list AGPS/CFMS documents (encumbrances) that rolled successfully into FY04. The encumbrances listed on these reports and the New Year Error reports, should be all of the encumbrances originally listed on the Rollover Candidate report.

BK47B Base Contract Amount Exception Report. This report will list CFMS contracts that have FY04 encumbrance balances that were not rolled over because the amount to be rolled over plus the FY04 encumbered amount exceeds the base contract amount. The rollover process will liquidate the FY04 amount and the agency will have to encumber manually any FY04 balance up to the base contract amount.

4G15 AFS P/Y Encumbrances Status Report. This annual report lists the AFS created encumbrances tied to regular appropriations that were rolled over to FY04. Agencies should access this report to obtain the FY04 PO number assigned to their AFS rolled encumbrances. Rolled encumbrances, which reject due to chart of accounts changes, may be found on the Suspense File (SUSF). The agency will scan in the DOCUMENT section on TYPE 'PO', AGCY 'your three digit agency number', NUMBER 'NPO' and STAT 'REJCT'.

Available August 11 - October 1 - The following post-rollover reports will be generated during this period and can be accessed through BUNDL daily. The final night of the AGPS roll over run is 9/30 after which all FY03 orders that have not rolled over successfully into FY04 will be closed. Agencies should always retrieve the latest version of these reports. After the initial run of the rollover process on 8/9 AGPS will continue to run the rollover process for orders with outstanding OAMR records each night until 9/30.

BK28D AGPS New Year Error Report for Failed AGPS Encumbrances. This report will list the accounting distribution lines that still require the agency's correction before they can be sent to AFS. These lines were established on OAMR during the nightly processes on 8/9/03. If the items listed on this report are not corrected on OAMR on or before 9/30, they will be closed and the agency will have to reenter the order if it is still needed.

BK28Z AGPS Document Rollover Report for OAMR's Processed. As the order accounting distribution records are corrected by the agencies on the OAMR screen and rolled over successfully, the orders will appear on this report.

The following procedures should be followed to ensure that the orders agencies wish to have rolled over from FY03 to FY04 are processed. The procedures are divided by the subsystem of ISIS from which the transaction originated.

REMEMBER: AGPS and AFS encumbrances are rolled over one year only. If an encumbrance was previously rolled over from FY02 to FY03, it will not roll again. CFMS encumbrances will continue to roll for as long as they meet the contract document rollover criteria.

AGPS created encumbrances rolled over into FY04 will have a document number in AFS prefixed with "04" and suffixed by "03". CFMS created encumbrances rolled over into the new year will be prefixed with "04". The document number of the transactions will not change in AGPS or CFMS. The new year AFS PO's will begin with NPO and the remaining eight digits will be assigned by automatic document numbering.

Agencies CANNOT process new FY03 encumbrances or increase their FY03 AGPS/CFMS encumbrances during the 45-day close. Although AFS will allow the processing of FY03 new encumbrances and increases to existing FY03 encumbrances during this time, it is illegal and against the Division of Administration policy to do so.

In most cases, the FY04 rollover accounting distribution will be created with the same account coding as the FY03 encumbrance. The only exceptions are CFMS contracts for which the agency has already encumbered FY04 funds. The accounting distributions for those contracts will use the coding on the existing FY04 accounting lines if you created the same number of accounting distribution lines in FY04 that existed in FY03. If not, you will have to roll the remaining balance manually. It is important to verify that no structure changes have occurred in AFS that will cause the liquidation of the FY03 or establishment of the FY04 encumbrance to fail.

Agencies should also ensure that no grant end dates in the Federal Aid System, that have encumbrance documents tied to those grants, end before 8/9/03. This will cause the liquidation to reject. Agencies should process an AFS FM document to extend any grant end dates as necessary, by 5:00 p.m. on 8/9/03.

AGPS encumbrances tied to a vendor code whose status is not 1, 3, or 4, will be closed and the encumbrance will not be rolled over into the new fiscal year. CFMS encumbrances tied to a vendor code whose status is not 1, 3, 4, or 7 will be closed and the encumbrance will not be rolled over into the new fiscal year.

AGPS INSTRUCTIONS

<u>Date</u>	<u>Action</u>
6/3/03 - 8/9/03	<ol style="list-style-type: none">1. Agencies will retrieve and review the BK29A Rollover Candidate Report from BUNDL.2. If the rollover of an encumbrance is not desired, the agency will do one of the following:<ol style="list-style-type: none">A. If the agency expects to process at least one payment against the order on or before 8/9/03, the agency should flag that payment as a final payment.B. If there are no payments pending, the agency will change the 'FY Roll' flag from a 'Y' to an 'N' on the OFST or ORD4 screen, as appropriate.3. If an order is not listed that is needed and the FY Roll flag is 'N' and the order meets all other roll over criteria and has not previously rolled, simply change the rollover flag to 'Y'.4. Reviews the BK33A Rollover Discrepancy Report to determine if the encumbrance balances that the agency wants rolled over to FY04 are listed.5. Reviews the BK34A Rollover Accounting Validation Report for encumbrances that will fail in rollover. Works with OSRAP to resolve vendor and/or structure issues.

7/1/03 - 8/9/03

6. If the agency receives a FY04 invoice on a purchase order that will be rolled over and the invoice **MUST** be paid before 8/10/03, the agencies will use the following procedures.
 - A. If the invoice is \$10,000 or less, the agency issues payment using an LDO and adjust the purchase order balance using OCHG types DEC (the amount is less than the balance rolled and there are other items to be received and paid for) or CNX (the invoice completes the order and no other invoices have been processed) or OPLQ (the invoice completes the order and prior payments were issued from AGPS against the order) up to 8/9/03.
 - B. If the invoice is greater than \$10,000, then the agency will issue the payment through AFS and adjust or cancel the FY04 encumbrance balance using OCHG (DEC or CNX) or OPLQ.

NOTE: If the invoice may be paid on or after 8/10/03, the agency should hold the invoice until then.

8/10/03 - 9/30/03

7. Agencies will retrieve and review the BK28C (8/10/03) and BK28D (8/11 - 9/30/03) AGPS New Year Error Reports. Agencies are to locate and correct, on OAMR, the accounting distribution coding for the orders listed on these reports. The orders listed on these reports have invalid accounting distribution information for FY04. For example:

- Inactive or missing structure components (reporting category or organization)
- Inactive appropriation unit
- Changed inferred data (Appropriation unit, reporting category, fund)
- Expired Federal Aid grants

The agency will access the OAMR screen to correct the error condition of each affected accounting distribution line listed on the report for the encumbrances needed in FY04. The rollover program will continue to run each night in order to process corrections made on OAMR.

If the agency does not make corrections to an order, the system will close the order after 9/30/03 with a status code of 493 - Order Closed in AFS.

8. Agencies will retrieve and review the BK28Y (8/10/03) and BK28Z (8/11 - 9/30/03) AGPS Document Rollover Reports for FY03 encumbrances that rolled over to FY04.

Agencies should follow established order processing procedures for all future transactions against the order.

9. If the agency receives a FY03 invoice **8/10/02 – 8/14/02**, the agency will issue payment through AGPS using an LDO (amount less than 10,000) or AFS (amount greater than 10,000) and adjust the amount rolled to FY04. (See steps 5A and 5B).

CFMS INSTRUCTIONS

Date

Action

6/3/03 - 8/9/03

1. Agencies will retrieve and review the BK29A Rollover Candidates Report from BUNDL.
2. If the rollover of the contract balance is not desired, the agency should change the Roll flag on KENT to an 'N'.
3. If a contract is not listed because the roll flag on KENT is 'N', the agency desires that the contract roll into FY04 and the contract meets all other rollover criteria, simply change the Roll flag to 'Y'.
4. Reviews the BK33A Rollover Discrepancy Report to determine if needed encumbrances are listed on this report. Encumbrances listed on this report will not be rolled over to FY04 and their FY03 balance will be zero liquidated on 8/9/03. The agency will manually have to process the encumbrance for FY04.
5. Reviews the BK34A Rollover Accounting Validation Report for encumbrances that will fail in rollover. Works with OSRAP to resolve vendor and/or structure issues.

8/10/03

6. Agencies will retrieve and review the BK47A CFMS New Year Error Report. Items are listed on this report due to

invalid accounting distribution information and were not rolled. These conditions include:

- Inactive or missing structure components (reporting category or organization)
- Inactive appropriation unit
- Changed inferred data (Appropriation unit, reporting category, fund)
- Expired Federal Aid grant

The agencies must correct the error condition, if these transactions will be needed.

7. Agencies will retrieve and review the BK47Y CFMS Document Rollover Report.
 - A. The KOFY fiscal year records for the contracts listed have been updated and the FY03 balance has been liquidated. The status code of KENT will not change and agencies may continue with normal processing.
 - 1) If a FY04 encumbrance existed on 8/9/03, the system will create a KAMD type 'ROL' and the needed KCAC line(s) for FY04.

NOTE: You must have created the same number of accounting lines in FY04 that existed in FY03 or you will have to manual roll over any remaining balance to the new year.

- 2) If a FY04 encumbrance does not exist on 8/9/03, the system will create the necessary FY03 and FY04 KACG records to close the balance in the prior year and reestablish it in the current fiscal year.
8. Agencies will retrieve and review the BK47B Base Contract Amount Exception Report for encumbrances which have not been rolled over because the balance to be rolled from FY03 plus the FY04 balance would have exceeded the base contract amount on KENT.
 - A. If the agency has an amendment in progress that has been encumbered but not approved, the agency needs to have the amendment approved.

- B. If the agency has made an error in calculating the amount encumbered for FY04 and a part of the FY03 balance still needs to be rolled, the agency will have to roll the balance manually using accounting change process.

8/10/03 - 8/14/03

- 9. If an invoice for FY03 is received after 8/9, pay through AFS and adjust the amount rolled to FY04, if necessary.
- 10. The contract was never encumbered and the agency receives an invoice, the agency will process a payment voucher in AFS referencing the CFMS contract number and adjust the contract on the KOFC screen.

NOTE: If a situation arises differing from the above, contact the OSRAP Help Desk at (225) 342-1097.

AFS INSTRUCTIONS

AFS will roll all encumbrances tied to regular appropriations that were not rolled over in a previous fiscal year.

Date

Action

7/1/03 - 8/9/03

- 1. Agencies will retrieve and review the 2G44 Agency Encumbrance By Appropriation/Organization report from BUNDL for AFS encumbrances that will not be needed in FY03.
 - A. If an agency does not want the AFS encumbrance to roll over and will have an invoice to process on or before 8/9/03, the agency will mark that payment as a final payment and the PO will be closed.
 - B. If the agency will not have a payment to process by 8/9/03, the agency will process a PO Mod modifying the encumbrance to zero.
- 2. Agencies will retrieve and review the 4G15 AFS P/Y Encumbrances Status Report at 8/10/03 from BUNDL.

If the encumbrance documents have processed successfully, agencies may continue with normal processing.

8/10/03 - 8/14/03

3. If the agency receives a FY03 invoice after 8/9/03, the agency will process a payment voucher transaction referencing the original purchase order number in the description field.

If a balance was rolled successfully to FY04, the agency will process a mod for the amount of the invoice received up to the encumbrance amount.

Agencies are responsible for deleting rejected rollover documents from SUSF that cannot be processed. Otherwise, the documents will remain on SUSF. If you need assistance with these transactions, you may call the SIS Help Desk at (225) 342-2677.