



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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COMMISSIONER OF ADMINISTRATION

October 15, 2003

OSRAP MEMORANDUM 04-11

TO: Fiscal Officers
All ISIS Agencies

FROM: F. Howard Karlton, CPA
Director

SUBJECT: ISIS Vendor Checks

To ensure the integrity of the population of checks scheduled to print and the subsequent printing of the checks during the available narrow window of time requires minimal deviation from establish process procedure. This is imperative since any disruption in the process could cause a delay in distributing and/or mailing checks to all vendors. Therefore, effective immediately, OSRAP will not accept any request to pull an AFS check that has been printed. All checks will be mailed to the vendor.

Agencies should monitor their scheduled payments to vendors by analyzing the 1G06 (AD Scheduled Payment Turnaround Report) daily and should create a Business Objects report of scheduled payments to search for problems with PV's processed on the day scheduled payments are processed (Monday and Thursday). Although a Business Objects report may not provide the level of detail in the 1G06 report, the Business Objects report will afford the agency an opportunity to identify potential problems with PV's. If a potential problem is found, agencies should "hold or cancel" the PV using the procedures outlined in Chapter 7 of the OSRAP Policies and Procedures Manual available in the OSRAP web site.

If a check is printed in error, the agency should notify the State Treasurer's Office immediately and instruct them to stop payment on the check. The agency should prepare a CX form and J1 to void the check. Guidance for canceling a check is found in Chapter 7, Section 7.3 Payment Cancellation Overview, of the OSRAP Policies and Procedures Manual available in the OSRAP web site.

The agency should also notify the vendor of their action to stop payment on the check. Furthermore, many vendors use the "Find Payments" feature in the OSRAP web site to monitor payments they have received or are scheduled to receive. This

Page 2
OSRAP Memo 04-11
October 15, 2003

information is available to the vendors before checks are printed. Notifying the vendor of the stop payment action will eliminate any confusion or misunderstanding. Ask the vendor to return the check so it can be properly voided.

Your efforts to monitor scheduled payments and perform due diligence when problems are found will ensure the timely and accurate payment to vendors. If you have any questions concerning this memorandum, contact the OSRAP Help Desk at (225) 342-1097.

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C: Mr. Whitman J. Kling, Deputy Undersecretary
Mr. Gary Hall, CPA