



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY**

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GOVERNOR

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January 5, 2004

**MEMORANDUM OSRAP 04-22**

TO: Fiscal Officers  
All ISIS Agencies

FROM: Afranie Adomako, CPA  
Acting Director

SUBJECT: Calendar Year 2003 - 1099 Processing – **Revised Cutoff Date**

**The cutoff date for making manual adjustments to the 1099 table has changed from January 16, 2004 to 2 p.m. on January 15, 2004.** All guidance and instructions in OSRAP MEMO 04-20 are still applicable.

Agencies should begin reviewing the December reports and processing manual additions, changes, and deletions to their 1099 data on the morning of January 8, 2004, *continuing through 2 p.m. on January 15, 2004.* All manual adjustments must be entered in AFS by *2 p.m. on January 15, 2004.*

Each agency is responsible for retrieving and printing their portion of each report and ensuring that the information listed on the table and reports is correct. After reviewing the 1099 table and BUNDL reports, the agency is responsible for making the necessary manual adjustments directly to the 1099 table.

Please provide copies of this memorandum to the individuals at your agency who actually perform the tasks detailed above. If you have questions concerning this memorandum, please call 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>.

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