



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

March 19, 2004

**MEMORANDUM OSRAP 04-25**

To: Fiscal Officers  
All ISIS Agencies

From: Afranie Adomako, CPA  
Director

Subject: Zero Dollar Appropriations for FY 05

Before budgets can be loaded for the new fiscal year, zero dollar appropriations must be loaded to establish the appropriation structure (group codes, budget authority option, etc). These zero dollar appropriation documents (APs) for fiscal year 2005 will be loaded based on the structure that currently exists on the EAP2 table for the fiscal year 2004 as of COB April 7, 2004. OSRAP will modify the APs based upon known appropriation changes for next fiscal year. The documents will then run during the nightly processing cycle on April 23, 2004. **Agencies are not to access these documents. No action by the agency is needed.** Once the zero dollar appropriations have been processed, agencies may begin entering the Federal Aid Interface (FAIT) Table entries for fiscal year 2005.

Since the appropriation structure processed will be based upon what is currently known for fiscal year 2004, it will be necessary for OSRAP to manually enter AP documents to reflect changes listed in the fiscal year 2005 Appropriations Bill. **Agencies will not be allowed to enter AP documents that affect fiscal year 2005 appropriations until after the budgets are loaded in early July.** If an agency determines that an AP document is needed that will affect fiscal year 2005 before the budgets are loaded, the agency should contact OSRAP to request that the AP document be prepared.

If you have any questions regarding this memorandum, please contact Mr. Frank Kendrick at (225) 342-6351 or e-mail him at [Frank.Kendrick@la.gov](mailto:Frank.Kendrick@la.gov).

AA/fk

c: Mr. Ray Stockstill, Office of Planning and Budget  
Mr. Gary Hall, State Treasurer's Office