



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY**

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June 7, 2004

**OSRAP MEMORANDUM 04 - 33**

TO: Fiscal Officers  
All ISIS Agencies

FROM: Afranie Adomako, CPA  
Director

SUBJECT: FY 04 Transactions Pending in AFS Suspense File (SUSF)

The Office of Statewide Reporting and Accounting Policy (OSRAP) monitors ISIS report 2G23 Pending Transactions in Suspense File in Excess of 90 Days to ensure that agencies do not leave unnecessary transactions in the suspense file (SUSF) indefinitely. The 2G23 report for the period ending 5/31/04 is available in BUNDL. The transactions listed in this report have been in SUSF in **excess of 90 days** with no action. Transactions related to an agency's FY04 regular appropriation will not be automatically removed from SUSF. Even if your agency does not have any transactions in SUSF outstanding in excess of 90 days as of 5/31/04, you should continue to review SUSF for transactions that become outstanding in excess of 90 days during the months of June and July.

Agencies cannot process FY04 regular appropriation transactions after August 14, 2004. Agencies should review all of their FY04 transactions in SUSF that are in a status of pending, rejected, held, or scheduled and 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 it. The delays in the retrieval and creation of transactions caused by the size of SUSF affect all agencies. As SUSF grows larger, these delays will become more noticeable.

We ask that you put all master documents in a "HELD" status as a means of identification. Please use this feature only for those documents of a complex nature. Do not forget to change the budget fiscal year referenced from '04' to '05' in regular appropriation documents that you want to retain in the new fiscal year. Also, ensure that the document has been modified for any changes to the agency's structure.

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You are to remove all transactions that are no longer needed and not in the "HELD" status from SUSF by Friday, 7/30/04. After 7/30, OSRAP will remove all FY04 documents that are not in 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: Z107G08      06/02/04 01:39:35 PM  
FUNCTION:                           ORG:

DOCUMENT SUSPENSE

| S | BATCH |      |        | DOCUMENT |      |             | PROCESS |       |        |               |
|---|-------|------|--------|----------|------|-------------|---------|-------|--------|---------------|
| E | ----- |      |        | -----    |      |             | LAST    | LAST  | DATE   |               |
| L | TYPE  | AGCY | NUMBER | TYPE     | AGCY | NUMBER      | STAT    | APPRV | DATE   | USER (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 to agencies on a monthly basis through BUNDL and will only display the transactions you have security permissions to view. Make it part of your agency procedures to check this report each month.

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

AA : cwc