State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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COMMISSIONER OF ADMINISTRATION

April 21, 2005

OSRAP MEMORANDUM 05-12

TO: Fiscal Officers
            ISIS Agencies

FROM: Afranie Adomako, CPA
            Director

SUBJECT: Aged Outstanding Checks

The purpose of this memorandum is to encourage all agencies to monitor the Aged Outstanding Checks Report. **The Business Objects Aged Outstanding Checks Report is updated bi-weekly by OSRAP. The link to the report is located at http://www.state.la.us/OSRAP/INDEX.HTM directly beneath the ISIS Calendar link.** For your convenience, attached to this memo is the current Business Objects Aged Outstanding Checks Report that lists checks issued through ISIS which have been outstanding from 30 days to over 180 days. This report was updated on 4/12/05 and should be used to resolve these outstanding checks. Your agency will only have a copy of the attached report if you have one or more checks that have been outstanding for more than 30 days.

In OSRAP Memorandum 04-06, you were informed that OSRAP personnel will void all ISIS checks within 5 days of the checks becoming stale dated. Remember, checks become stale dated if they are outstanding after 180 days of the issue date. We will process a Check Cancellation Type 3 that voids the checks without reissuing as well as the J1 Document(s). After the checks have been voided, it will be the decision and responsibility of the agency to issue a replacement check to the vendor, if needed. This is why we encourage you to notify the vendor to see why checks were not cashed in a timely manner. In most instances, contacting the vendor will result in your agency preparing a void and reissue and it will also reduce the number of voids during the annual close process.

Please review the attached report as well as the bi-weekly report available on our website and resolve as many outstanding checks as possible. If you have any further questions, please contact the OSRAP Help Desk at (225) 342-1097.

Attachments
AA:am

C: Mr. Gary Hall