



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

June 6, 2005

OSRAP MEMORANDUM 05-18

TO: Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: FY 05 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 5/31/05 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 FY05 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 5/31/05, 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 FY05 regular appropriation transactions after August 14, 2005. Agencies should review all of their FY05 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 '05' to '06' 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.

