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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

July 15, 2008

OSRAP MEMORANDUM 09-02

TO: Purchasing Agents
Contract Officers
Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Fiscal Year Rollover of Encumbrances

URGENT – PLEASE ENSURE
ALL AFFECTED AGENCY
PERSONNEL RECEIVE A
COPY OF THIS MEMO.

Beginning with the nightly processes of Saturday, August 9, 2008 and continuing through Tuesday, September 30, 2008, AGPS, CFMS, and AFS will perform the fiscal year rollover process for FY08 regular appropriation encumbrances. The system will be taken off-line at 5:00 p.m. on 8/9/08. If the rollover is successful, ISIS will be brought up at its regular time on 8/10/08. **Prior to 5:00 p.m. on 8/9/08 agencies have the opportunity to determine the encumbrances that should be rolled to FY09 and make the necessary changes to successfully roll those encumbrances over into FY09 or exclude unwanted encumbrances from the rollover process.** Agencies have the ability to change the FY Roll flag in AGPS/CFMS, at any status code, from 'Y' to 'N' and (vice versa) to prevent or cause the rollover of encumbrance balances into FY09.

Enclosed are the procedures relating to the rollover of encumbrances and a listing of the reports that will be generated to aid you with this process. The AGPS/CFMS reports will be in BUNDL. They are not distributed by agency. You may use the 'Find' feature of BUNDL to locate the sections of these reports that apply to your agency. (See ISIS BUNDL Quick Reference Card)

All FY08 invoices liquidating encumbrances must be processed by 5:00 p.m. on 8/9/08. Agencies should complete or cancel all open AGPS change orders, invoices, and receipts on all FY08 encumbrances on or before 5:00 p.m. 8/9/08. You should review SUSF for pending AFS PO Mods, the AGPS BO20A - Aged Invoice, BO21A - Aged Payment, and BO25A - Aged Receipt by Order Number reports. OIS has a report

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called **AFS6 - Outstanding PO's For Fiscal Year** available in Business Objects Corporate Documents, Corporate Category Finance – AFS Reports - Production. The report can be accessed from the Business Objects web site at <http://www.doa.louisiana.gov/ois/Adhoc/Business%20Objects/index.htm>. The User will be prompted to enter the agency number and fiscal year when previewing the report. Agencies can run this report daily to check their open encumbrances. This report can be used to determine which encumbrances should be rolled into the next fiscal year.

It is imperative that all personnel receive and review these instructions. 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:cc

REPORTS

Available During Fiscal Year

2G44 Agency Encumbrance by Appropriation/Organization. This is a monthly report that lists all encumbrances with an open balance in AFS regardless of the system from which the transactions originated. Agencies should access this report to determine if AFS encumbrances will be needed in the new fiscal year. Agencies may review this report for all open encumbrances; or the, AGPS/CFMS generated BK29A Rollover Candidate Report for the encumbrances that were initiated in AGPS/CFMS.

Available June 5 to August 9 - The following pre-rollover reports will be available through BUNDL on a weekly basis beginning June 5, 2008. Agencies should retrieve the most current version of these reports from BUNDL.

BK29A Rollover Candidate Report. This report lists AGPS/CFMS encumbrances that will be rolled over into FY09 if agencies do not liquidate or cancel the encumbered amounts or change the AGPS/CFMS Roll flag to 'N'. Agencies should access this report to determine if action should be taken to liquidate or cancel FY08 encumbrances before the August 9, 2008 rollover.

BK28A Rollover Reconciliation Report. This report lists all AGPS/CFMS encumbrances that may or may not meet all of the rollover criteria.

- Open encumbrance balances in AGPS/CFMS that equal the AFS balance will reflect an 'R' in the status column of this report.
- Encumbrances with differing open balances in AGPS/CFMS and AFS will reflect an 'O' in the status column of this report and **will not** be rolled over into FY09.
- Encumbrances with an open balance in AGPS/CFMS and no balance in AFS will reflect an 'N' in the status column of this report and **will not** be rolled over into FY09.
- Encumbrances that were rolled over from FY07 to FY08 **will not** rollover again into FY09. You may access the ORD4 screen to determine if the encumbrance was previously rolled over. The BFY will reflect 07 and the FY will reflect 08 on the ORD4 screen.
- Orders/contracts tied to vendors that are not active (the vendor's s/c is at 2, 6 – AGPS/CFMS or 7 – AGPS only) **will not** be rolled over.

Agencies should access this report to determine if an encumbrance that is needed in FY09 will be rolled over. If an encumbrance listed on this report does not meet the rollover criterion for the reasons stated above and the encumbrance will be needed in FY09, the agency will have to issue a new order for FY09 in AGPS or create/adjust the KOFY and encumbrance amounts manually in CFMS.

BK33A Rollover Discrepancy Report. This report lists all AGPS/CFMS encumbrances that will not be rolled over into FY09 because the open balances in

AGPS/CFMS do not equal the open balance in AFS. If an encumbrance listed on this report will be needed in FY09, the agency will have to issue a new order in FY09 in AGPS or create/adjust the KOFY and encumbrance amounts manually in CFMS.

BK34A Rollover Accounting Validation Report. This report lists all AGPS/CFMS encumbrances that have coding problems for the prior year liquidation or have a vendor number that is not active. These encumbrances will reject before the rollover process runs. Agencies should access this report to find out if they have any encumbrances that require corrections prior to the August 9, 2008 rollover.

Available August 10 - The following reports will be generated only once during the first run of the rollover process the night of August 9, 2008 and will be available in BUNDL on August 10.

BK28C AGPS New Year Error Report and BK47A CFMS New Year Error Report. These reports will list the encumbrances, by accounting distribution line number, for those accounting lines that have not been sent to AFS for FY09 due to chart of account coding problems. Agencies should access this report to determine if accounting distribution coding corrections need to be entered and processed on OAMR of AGPS or KACG/KCAC of CFMS. AGPS orders which have not been corrected will be cancelled after 9/30/08.

BK28Y AGPS Document Rollover Report and BK47Y CFMS Document Rollover Report. These reports list AGPS/CFMS documents (encumbrances) that rolled over successfully into FY09. The encumbrances listed on these reports and the New Year Error reports should be equal to the encumbrances originally listed on the Rollover Candidate report.

BK47B CFMS Base Contract Amount Exception Report. This report will list CFMS contracts that were not rolled over because the amount to be rolled over plus the FY09 encumbered amount exceeded the base contract amount. The rollover process will cancel the FY09 amount and the agency will have to manually encumber any FY09 balance up to the base contract amount.

4G15 AFS P/Y Encumbrances Status Report. This annual report lists the AFS created encumbrances tied to regular appropriations that were rolled over into FY09. Agencies should access this report to obtain the FY09 PO number assigned to their AFS rolled over encumbrances. Rolled over encumbrances which reject due to chart of account changes may be found in Document Suspense (SUSF) by "scanning" in the SUSF DOCUMENT section on TYPE = 'PO', AGCY = 'your three digit agency number', NUMBER = 'NPO' and STAT = 'REJECT'.

Available August 11 - October 1 - The following post-rollover reports will be generated during this period and can be accessed through BUNDL daily. The final night of the

AGPS rollover run is 9/30. All FY08 orders that have not rolled over successfully into FY09 will be cancelled after 9/30 in the AGPS Annual Close. Agencies should always retrieve the latest version of these reports. Following the initial run of the rollover process on 8/9, AGPS will continue to run the rollover process each night until 9/30 for orders with outstanding OAMR records and orders with an encumbrance flag = 'P' (Pending).

BK28D AGPS New Year Error Report for Failed AGPS Encumbrances. This report will list the accounting distribution lines that still require the agency's correction before they can be sent to AFS. These lines were established on OAMR during the nightly processes on 8/9/08. This report has been modified to include the failure 'no object category.' Expenditure categories coded in the Purchase Orders must have budget available before they will 'accept' in AFS. If the items listed on this report are not corrected on OAMR on or before 9/30, they will be cancelled and the agency will have to reenter the order if it is still needed.

BK28E AGPS Rollover Failed Document Report. This new report will list the accounting distribution lines that still require the agency's correction before they are accepted by AFS. These lines were rejected by AFS due to budget or invalid grant end date during the nightly processes on 8/9/08. If the items listed on this report are not corrected in AFS on or before 9/30, they will be cancelled and the agency will have to reenter the order if it is still needed.

BK28Z AGPS Document Rollover Report for OAMR's Processed. The encumbrances will appear on this report as the encumbrance accounting distribution records are corrected by the agencies on the OAMR screen and rolled over successfully.

The following procedures should be followed to ensure that the encumbrances that agencies want rolled over from FY08 to FY09 are processed. The procedures are divided by the subsystem of ISIS the transaction originated in.

REMEMBER:

- **AGPS and AFS encumbrances are rolled over one year only. If an encumbrance was previously rolled over from FY07 to FY08, it will not rollover again. CFMS encumbrances will continue to rollover for as long as they meet the contract document rollover criteria.**
- **AGPS created encumbrances rolled over into FY08 will have a document number in AFS prefixed with "09" and suffixed with "08". CFMS created encumbrances rolled over into FY09 will be prefixed with "09".**

- **The AGPS or CFMS PO document numbers of the transactions will not change. The new year AFS PO's will begin with NPO and the remaining eight digits will be assigned by automatic document numbering.**
- **Agencies CANNOT process new FY08 encumbrances or increase their FY08 AGPS/CFMS encumbrances during the 45-day close. Although AFS will allow the processing of new FY08 encumbrances and increases to existing FY08 encumbrances during this time, it is illegal and against the Division of Administration policy to do so.**
- **In most cases, the FY09 rollover accounting distribution will be created with the same account coding as the FY08 encumbrance. The only exceptions are CFMS contracts where the agency has already encumbered FY09 funds. The accounting distributions for those contracts will use the coding on the existing FY09 accounting lines if you created the same number of accounting distribution lines in FY09 that existed in FY08. If not, you will have to roll the remaining balance manually.**
- **It is important to verify that no structure changes have occurred in AFS that will cause the liquidation of the FY08 or establishment of the FY09 encumbrance to fail.**
- **Agencies should also ensure that no grant end dates in the Federal Aid System that have encumbrance documents tied to those grants end before 8/9/08. This will cause the liquidation to reject. Agencies should process an AFS FM document to extend any grant end dates, as necessary, by 5:00 p.m. on 8/9/08.**
- **AGPS encumbrances tied to a vendor code whose status is not 1, 3, or 4 (Active, Suspended/Invalid Vendor Number or Debarred) will be cancelled and the encumbrance will not be rolled over into the new fiscal year. CFMS encumbrances tied to a vendor code whose status is not 1, 3, 4, or 7 (CFMS Pending Inactive) will be cancelled and the encumbrance will not be rolled over into the new fiscal year.**

AGPS INSTRUCTIONS

| <u>Date</u> | <u>Action</u> |
|-----------------|--|
| 6/5/08 - 8/9/08 | <ol style="list-style-type: none">1. Agencies will retrieve and review the BK29A Rollover Candidate Report from BUNDL.2. If the rollover of an encumbrance is not desired, the agency will do one of the following:<ol style="list-style-type: none">A. If the agency expects to process at least one payment against the order on or before 8/9/08, the agency should flag that payment as a final payment.B. If there are no payments pending, the agency will change the 'FY Roll' flag from a 'Y' to an 'N' on the OFST or ORD4 screen, as appropriate.3. If an order is not listed but is needed and the FY Roll flag is 'N' and the order meets all other rollover criteria and has not previously rolled, simply change the Roll flag to 'Y'.4. Review the BK33A Rollover Discrepancy Report to determine if the encumbrance balances that the agency wants rolled over to FY09 are listed.5. Review the BK34A Rollover Accounting Validation Report for encumbrances that will fail in rollover. Work with OSRAP to resolve vendor and/or structure issues. |
| 7/1/08 - 8/9/08 | <ol style="list-style-type: none">6. If the agency receives a <u>FY09</u> invoice on a purchase order that will be rolled over and the invoice MUST be paid before 8/9/08, the agencies will use the following procedures.<ol style="list-style-type: none">A. If the invoice is \$10,000 or less, the agency issues payment using an LDO and adjusts the purchase order balance using OCHG types DEC (the amount is less than the balance rolled and there are other items to be received and paid for) or CNX (the invoice completes |

the order and no other invoices have been processed) or OPLQ (the invoice completes the order and prior payments were issued from AGPS against the order) until 8/9/08.

- B. If the invoice is greater than \$10,000, the agency will issue the payment through AFS and adjust or cancel the FY08 encumbrance balance using OCHG (DEC or CNX) or OPLQ.

NOTE: If the invoice may be paid on or after 8/9/08, the agency should hold the invoice until then.

8/10/08 - 9/30/08

7. Agencies will retrieve and review the BK28C (8/10/08) and BK28D (8/11 - 9/30/08) AGPS New Year Error Reports. Agencies are to locate and correct, on OAMR, the accounting distribution coding for the orders listed on these reports. The orders listed on these reports have invalid accounting distribution information for FY09. For example:

Inactive or missing structure components (reporting category, organization or object category);
Inactive appropriation unit;
Changed inferred data (Appropriation unit, reporting category, fund).

The agency will access the OAMR screen to correct the error condition of each affected accounting distribution line listed on the report for the encumbrances needed in FY09. The rollover program will continue to run each night in order to process corrections made on OAMR.

If the agency does not make corrections to an encumbrance, the system will cancel the order after 9/30/08 with a status code of 493 - Order Closed in AFS.

8. Agencies will retrieve and review the BK28E AGPS Rollover Failed Document Report. Agencies are to locate and correct the budget or grant end dates in AFS for the orders listed on this report. The orders

listed on this report have an invalid budget or grant end date for FY09. For example:

Not enough money or zero balance
(Appropriation, object category)
Expired Federal Aid grants

The rollover program will continue to run each night in order to process corrections made on these orders.

If the agency does not make corrections, the system will cancel the order after 9/30/08 with a status code of 493 – Order Closed in AFS.

9. Agencies will retrieve and review the BK28Y (8/12/08) and BK28Z (8/11 - 9/30/08) AGPS Document Rollover Reports for FY08 encumbrances that rolled over to FY09.

Agencies should follow established encumbrance processing procedures for all future transactions against the encumbrance.

10. If the agency receives a FY08 invoice between **8/10/08 and 8/14/08**, the agency will issue payment through AGPS using an LDO (amount less than 10,000) or AFS (amount greater than 10,000) and adjust the amount rolled to FY09. (See steps 6A and 6B).

CFMS INSTRUCTIONS

Date

Action

6/5/08 - 8/9/08

1. Agencies will retrieve and review the BK29A Rollover Candidates Report from BUNDL.
2. If the rollover of the contract balance is not desired, the agency should change the Roll flag on KENT to an 'N'.
3. If a contract is not listed because the Roll flag on KENT is 'N' and the agency desires that the contract roll into FY08 and the contract meets all other rollover criteria, simply change the Roll flag to 'Y'.

4. Review the BK33A Rollover Discrepancy Report to determine if needed encumbrances are listed on this report. Encumbrances listed on this report will not be rolled over to FY09 and their FY08 balance will be cancelled on 8/9/08. The agency will have to manually process the encumbrance for FY09.
5. Review the BK34A Rollover Accounting Validation Report for encumbrances that will fail to rollover. Work with OSRAP to resolve vendor and/or structure issues.

8/10/08

6. Agencies will retrieve and review the BK47A CFMS New Year Error Report. Items listed on this report have invalid accounting distribution information and were not rolled over. These conditions include:

- Inactive or missing structure components (reporting category or organization);
- Inactive appropriation unit;
- Changed inferred data (Appropriation unit, reporting category, fund);
- Expired Federal Aid grant.

Agencies must correct the error condition if these encumbrances will be needed.

7. Agencies will retrieve and review the BK47Y CFMS Document Rollover Report.
 - A. The KOFY fiscal year records for the contracts listed have been updated and the FY08 balance has been liquidated. The status code of KENT will not change and agencies may continue with normal processing.
 - 1) If a FY09 encumbrance existed on 8/9/08, the system will create a KAMD type 'ROL' and the needed KCAC line(s) for FY09.

NOTE: You must create the same number of accounting lines in FY09 that existed in FY08 or you will have to manually rollover any remaining balance to the new year.

2) If a FY09 encumbrance does not exist on 8/9/08, the system will create the necessary FY08 and FY09 KACG records to cancel the balance in the prior year and reestablish it in the current fiscal year.

8. Agencies will retrieve and review the BK47B Base Contract Amount Exception Report for encumbrances which have not been rolled over because the balance to be rolled over from FY08 plus the FY09 balance would have exceeded the base contract amount on KENT.

A. If the agency has an amendment in progress that has been encumbered but not approved, the agency needs to have the amendment approved.

B. If the agency has made an error in calculating the amount encumbered for FY09 and a part of the FY08 balance still needs to be rolled over, the agency will have to roll the balance manually using the accounting change process.

8/10/08 - 8/14/08

9. If an invoice for FY08 is received after 8/9, pay it through AFS and, if necessary, adjust the amount rolled to FY09.

10. If the contract was never encumbered and the agency receives an invoice, the agency will process a payment voucher in AFS referencing the CFMS contract number and adjust the contract on the KOFC screen.

NOTE: Contact the OSRAP Help Desk at (225) 342-1097 if a situation not covered above occurs.

AFS INSTRUCTIONS

AFS will rollover all encumbrances tied to regular appropriations that were not rolled over in a previous fiscal year.

| <u>Date</u> | <u>Action</u> |
|-------------------|---|
| 7/1/08 - 8/9/08 | <ol style="list-style-type: none">1. Agencies will retrieve and review the 2G44 Agency Encumbrance By Appropriation/Organization report from BUNDL for AFS encumbrances that will not be needed in FY09.<ol style="list-style-type: none">A. If an agency does not want the AFS encumbrance to rollover and will have an invoice to process on or before 8/9/08, the agency will mark that payment as a final payment and the PO will be closed.B. If the agency will not have a payment to process by 8/9/08, the agency will process a PO Mod to modify the encumbrance to zero.2. Agencies will retrieve and review the 4G15 AFS P/Y Encumbrances Status Report at 8/11/08 from BUNDL.<p>If the encumbrance documents have processed successfully, agencies may continue with normal processing.</p> |
| 8/10/08 - 8/14/08 | <ol style="list-style-type: none">3. If the agency receives a FY08 invoice after 8/9/08, the agency will process a payment voucher transaction referencing the original purchase order number in the description field.<p>If a balance was rolled successfully to FY09, the agency will process a PO Mod for the amount of the invoice received up to the encumbrance amount.</p> |

Agencies are responsible for deleting from SUSF rejected rollover documents that cannot be processed. Otherwise, the documents will remain on SUSF. Call the OIS Help Desk at (225) 342-2677 if you need assistance with these transactions.