

BOBBY JINDAL
GOVERNOR



PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

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

October 1, 2010

MEMORANDUM OSRAP 11-11

TO: Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: AFS Processing of Budget Documents for Executive Order BJ 10-12 BA-7s

The guidance in this memo is applicable to agencies affected by Governor Jindal's Executive Orders BJ 10-12 which decreases expenditure budget in an agency's program(s) and moves them into an 'Unallotted Program.'

Agencies should use an Appropriation Unit titled **PRA** to facilitate the tracking of the expenditure decrease moved into the 'Unallotted Program.' See attached Organization forms – examples 1 and 2.

Example 3 attached illustrates a screen print of the Appropriation Document (AP) necessary to move these funds in AFS.

Example 4 attached illustrates a screen print of the Expense Budget document (EB) necessary to move these funds in AFS. You will use organization code "BJ01" and object code "4899" (Unallotted). If the appropriation unit PRA is not set up yet, this EB document will REJECT. If this happens, please wait until your AP document is ACCEPTED in AFS before approving the EB document.

If you have questions concerning this memorandum, please contact James Lodge, James.Lodge@la.gov. Remember all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/index.htm>

AA:jbl

ORGANIZATION REQUEST FORM

CHECK ONE: <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Inactivate / Delete	FISCAL YEAR (2) : 11 AGENCY (3) : ORGANIZATION (4) : 1PRA
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ORGANIZATION NAME: (31) UNALLOTTED	ORGANIZATION MANAGER: (12) UNALLOTTED
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FUND (3):	LEVEL INDICATOR (2): 01	STATUS: A(A) ACTIVE (1) INACTIVE	ACTIVITY (4):	FUNCTION (4):
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REPORTING ORGANIZATIONS (4)				
ORG 1: 1PRA	ORG 2:	ORG 3:	ORG 4:	
ORG 5:	ORG 6:	ORG 7:	ORG 8:	
ORG 9:	ORG 10:	ORG 11:	ORG 12:	

APPROPRIATION (3):	REPORTING CATEGORY (4):
CASH ACCOUNT (4):	ORIGINAL FUND (3):
**RESPONSIBLE AGENCY (3):	ORGANIZATION TYPE (1): 3
LOUISIANA ORGANIZATION (5):	REMARKS: BJ 2010-12

DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY

BUDGETING ORGANIZATION LEVELS		
APPR ORG LEVEL 1 : 01	ALLOT ORG LEVEL 1 : 01	EXP BUDGET ORG LEVEL : __
		REV BUDGET ORG LEVEL : __

MISCELLANEOUS INFORMATION	
BUYER : __	INVENTORY IND : __
JOB NO SPEND : __	JOB NO REVENUE : __
SUB ORG REV : __	EXC BUDG PREP : __
	APPROVAL : __
	SUB ORG SPEND : __

**** You must complete OSIS form ISF027 if the Responsible Agency # and the header Agency # differ to ensure receipt of BUNDL reports by the Responsible Agency. Failure to do so will result in BUNDL reports being distributed to the header Agency only.**

Prepared By : _____ Date : _____

Approved By : _____ Date : _____

Office of Statewide Reporting:

Approved By : _____ Date : _____

ORGANIZATION REQUEST FORM

CHECK ONE:

- New
 Change
 Inactivate / Delete

FISCAL YEAR (2) : 11 AGENCY (3) : ORGANIZATION (4) : BJ01

ORGANIZATION NAME: (31)

ORGANIZATION MANAGER: (12)

EXEC ORDER BJ 10-12 FREEZE

UNALLOTTED

FUND (3):	LEVEL INDICATOR (2): 02	STATUS: A(A) ACTIVE (1) INACTIVE	ACTIVITY (4):	FUNCTION (4):
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REPORTING ORGANIZATIONS (4)

ORG 1: 1PRA	ORG 2: BJ01	ORG 3:	ORG 4:
ORG 5:	ORG 6:	ORG 7:	ORG 8:
ORG 9:	ORG 10:	ORG 11:	ORG 12:

APPROPRIATION (3): PRA REPORTING CATEGORY (4):

CASH ACCOUNT (4): 6000 ORIGINAL FUND (3):

**RESPONSIBLE AGENCY (3): ORGANIZATION TYPE (1): 2

LOUISIANA ORGANIZATION (5): REMARKS: BJ 2010-12

DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY

BUDGETING ORGANIZATION LEVELS

APPR ORG LEVEL 1 : 01	ALLOT ORG LEVEL 1 : 01	EXP BUDGET ORG LEVEL : __	REV BUDGET ORG LEVEL : __
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MISCELLANEOUS INFORMATION

BUYER : __ INVENTORY IND : __ APPROVAL : __

JOB NO SPEND : __ JOB NO REVENUE : __ SUB ORG SPEND : __

SUB ORG REV : __ EXC BUDG PREP : __

**** You must complete OSIS form ISF027 if the Responsible Agency # and the header Agency # differ to ensure receipt of BUNDL reports by the Responsible Agency. Failure to do so will result in BUNDL reports being distributed to the header Agency only.**

Prepared By : Date :

Approved By : Date :

Office of Statewide Reporting:

Approved By : Date :

Title:

Title:

EXAMPLE 3
 AP DOCUMENT FOR UNALLOTTED PROGRAM

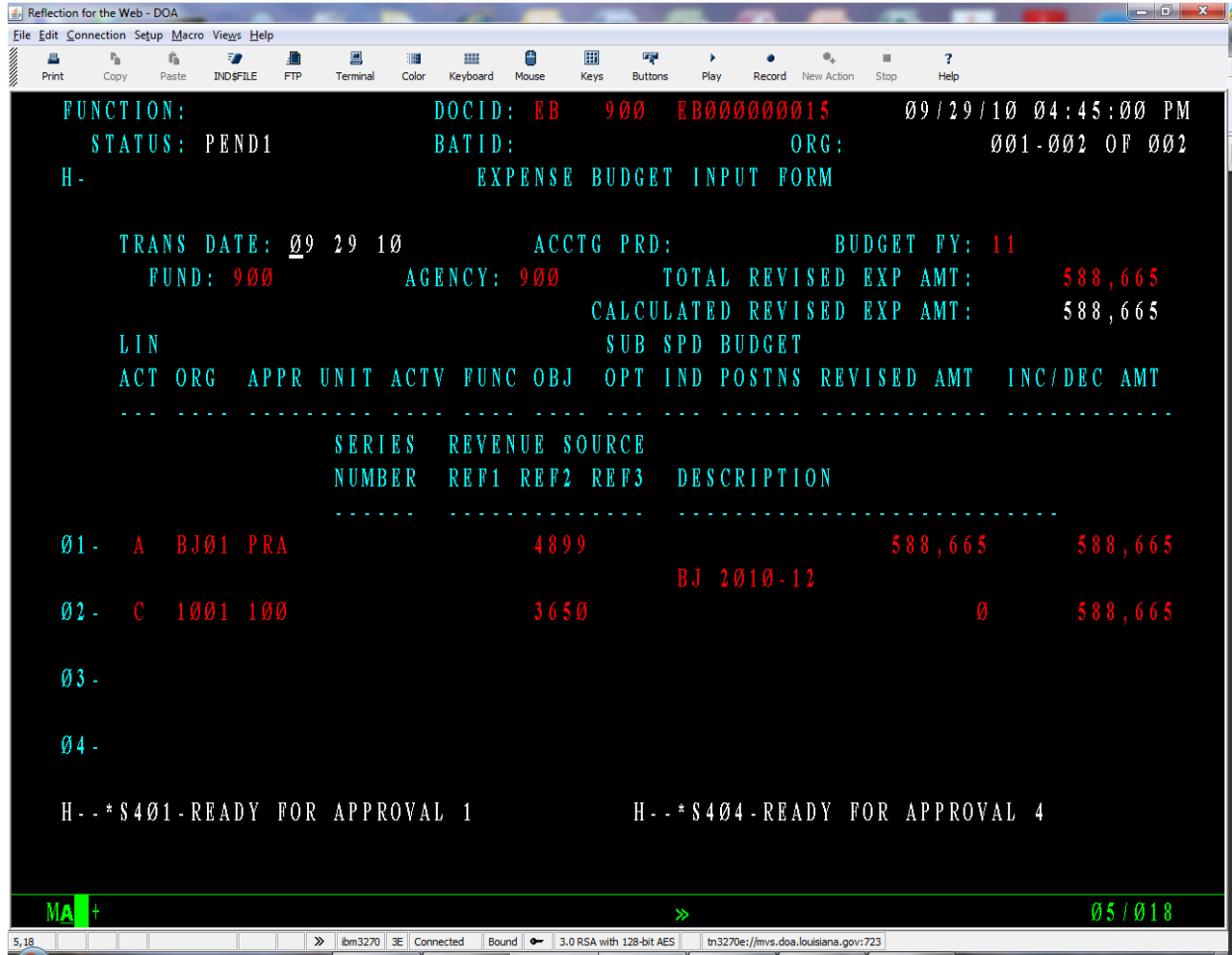
```

FUNCTION: _ DOCID: AP 900 AP000000150 09/29/10 04:37:18 PM
STATUS: PEND3 BATID: ORG: 001-002 OF 002
H- APPROPRIATION INPUT SCREEN
  APPR DATE: 09 29 10 ACCTG PRD: BUDGET FY: 11
  FUND: 900 AGENCY: 900 ORGN: NET APPR AMOUNT:
  NET EST RECEIPT AMT:

  ACT APPR UNIT TYPE DATE APPROPRIATION NAME SHORT NAME
  -----
  GRP REV/ CAT BOND B/A CHECK
  CDE APPR AMOUNT I/D BCB CNTL EST RECEIPT AMT I/D SERIES OPT CASH
  -----
01- A PRA 12 31 11 UNALLOTTED PROGRAM UNALLOTTED
    00 588,665 I C N C
02- C 100 12 31 11
    588,665 D
03-
04-

H- - * $403 - READY FOR APPROVAL 3 H- - * $405 - READY FOR APPROVAL 5
    
```

EXAMPLE 4
EB DOCUMENT FOR UNALLOTTED PROGRAM



NOTE: Your decreasing Lines 02 through 999 will be different from the coding on this example. Please follow your Ba-7 expenditure program coding.