

**BOBBY JINDAL**  
GOVERNOR



**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

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

May 23, 2013

**OSRAP MEMORANDUM 13-29**

**TO:** Fiscal Officers  
All ISIS Agencies

**FROM:** Afranie Adomako, CPA  
Director

**SUBJECT:** Voiding ISIS Vendor Checks

This is to inform your agency about the procedures to void outstanding ISIS checks and to remind you about OSRAP's involvement in voiding checks that have become stale dated (outstanding over 180 days) regardless of the amount.

Agencies are responsible for requesting that the State Treasurer's Office (STO) void and/or reissue single checks issued from their appropriations. Agencies are also responsible for requesting that the STO void and/or reissue consolidated checks which were issued for their agency only, related agencies (i.e., agencies with the same agency type on the AGC2 table in AFS), or agency payments made by one central accounting office (e.g., 148 makes payments for agencies 901, 903, 904, etc.). The agency will also prepare the required J1 document(s), regardless of the fiscal year from which the check was originally issued.

If it is necessary to void and/or reissue a consolidated check which does not meet the criteria above, the agency should contact the OSRAP Help Desk at (225)342-1097. OSRAP personnel will prepare the necessary Check Cancellation Input Form(s) (CX Form) and J1 document(s) for consolidated checks, which were issued for unrelated agencies. OSRAP will contact all agencies with payments on the voided consolidated check.

If a vendor did not receive a payment because the address in the ISIS vendor file is incorrect, **prior to** preparing the CX Type 1 to void and reissue the check, please send a fax to the attention of the OSRAP Vendor Section at (225) 342-0960. Include the vendor's name, old address, and new address and a note that the vendor's address has changed so that OSRAP can make the address correction before the check is reissued.

If a payment was sent to the vendor's correct address but the wrong vendor location code was used, the check must be voided and a new payment voucher has to be entered. The STO cannot change the location code to which the check will be reissued on the CX form.

If a check issued from current year funds was coded to an expenditure object and needs to be voided but not reissued, complete a CX Type 3 Form (see Exhibit A – CY VOID DO NOT REISSUE) and a J1 document. If a check issued from current year funds and coded to a revenue source code needs to be voided but not reissued, complete a CX Type 3 Form and include the revenue source code that was used. **Do not prepare a J1. The STO will process a Manual Warrant to void this payment.**

If a check issued from prior year funds needs to be voided and not reissued, complete a CX Type 3 Form and two J1's (see Exhibit B - PY VOID - CASH CANNOT BE CARRIED FORWARD or Exhibit C - PY VOID - CASH CAN BE CARRIED FORWARD).

**On the second J1, use the appropriate agency revenue organization and the appropriate revenue source code as follows:**

Source Code	Description
1970	Other - Prior Yr Revenue Adj. ( Statutory Dedication MOF.)
1971	Federal Prior Yr Revenue Adjustment
1972	SG/Anc Prior Yr Revenue Adjustments
1973	IAT Prior Yr Revenue Adjustments

**NOTE: If you void and DO NOT reissue a check which was issued from AGPS/CFMS and you want the amount of the encumbrance to reflect that the check has been voided, you must do an OCHG type INC (AGPS) or a KAMD type ADJ and change the KINV status to CCK (CFMS, see CFMS Application Guide, Appendix F, CFMS Agency Procedures 402-403) for the amount of the check in addition to the procedures outlined in this memorandum.**

**All CX Forms should be hand delivered or mailed to the STO, Attn: Ms. Marella Houghton at City Plaza 1 – 7<sup>th</sup> Floor, 445 North Blvd, Baton Rouge, LA 70802 .**

#### **OSRAP Voids Stale Dated Checks**

OSRAP reviews and contacts agencies to ensure agencies are monitoring high dollar outstanding checks that are greater than 90 days old and greater than \$1,000. However, many other checks become stale dated. A check is stale dated if it has been outstanding for more than 180 days.

For stale dated checks, the agency should notify the vendor that the check is no longer negotiable and that steps are being taken to void the check. OSRAP personnel void all ISIS checks (regardless of the amount) within 5 days of the checks becoming stale dated. We 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, a memorandum is sent to the agency Fiscal Officer with the check details and J1 document(s) attached. It is the decision and responsibility of the agency to issue a replacement check to the vendor, if needed.

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If an agency discovers a check voided and not reissued in a prior fiscal year should be reissued, the money will come out of the agency appropriation for the fiscal year the check is reissued. As stated earlier, it is to your agency's advantage to ensure that the outstanding checks are kept current.

Remember, all OSRAP memorandums, forms and reports may be accessed through our home page at <http://www.doa.louisiana.gov/OSRAP/INDEX.HTM>. If you have any questions or comments concerning this memorandum, please contact the OSRAP Help Desk at 225-342-1097.

AA: ik

EXHIBIT A

CY VOID DO NOT REISSUE

FUNCTION: DOCID: J1 AAA J1000005300 05/07/13 10:20:52 AM  
STATUS: PEND4 BATID: ORG:

H- JOURNAL VOUCHER INPUT FORM

JV DATE: 05 07 13 ACCTG PRD: 11 13 BUDGET FY: 13 REVERSAL DATE:  
ACTION: BUDGET OVERRIDE IND: COMMENTS: XXXXXXXX

DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX  
CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX

FUNCTION: DOCID: J1 AAA J1000005300 05/07/13 10:20:52 AM  
STATUS: PEND4 BATID: ORG: 001-002 OF 002

AC	FUND	AGCY	SUB	ORG	APPR	UNIT	ACTV	FUNC	OBJ	SUB	BS	JOB	FROM/TO
TP			ORG				TION		REV	O/R	ACCT	NUMBER	FUND
INT	REF	BK	DEBIT										VENDOR / PROVIDER
FUND	AGY	CD	AMOUNT	REPT	CAT		CODE						NAME
01-02	FFF	AAA											6710
			XXX.XX										
													N
02-22	FFF	AAA	EEEE	200									2890
													N

03-

Where FFF = your fund, AAA = your agency, ???? = check number being voided, EEEE = your expenditure organization, and accounting period = current accounting period. You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.)

EXHIBIT B

PY VOID - CASH CANNOT BE CARRIED FORWARD

**First J1**

FUNCTION: DOCID: J1 AAA J1000005301 05/07/13 10:20:52 AM  
 STATUS: PEND4 BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: 05 07 13 ACCTG PRD: 11 13 BUDGET FY: 12 REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS: XXXXXXXX

DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX  
 CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX  
 FUNCTION: DOCID: J1 AAA J1000005301 05/07/13 10:30:52 AM  
 STATUS: PEND4 BATID: ORG: 001-002 OF 002

AC	SUB	FUNC	OBJ	SUB	BS	JOB	FROM/TO
TP	FUND	AGCY	ORG	OR	ACCT	NUMBER	FUND

INT	REF	BK	DEBIT	REPT	CODE	VENDOR / PROVIDER
FUND	AGY	CD	AMOUNT	CAT		NAME

DESCRIPTION	CREDIT	CASH
	AMOUNT	IND
01- 02 FFF AAA XXX.XX Void Check #???????		6710 N
02- 01 FFF AAA X1 See J1 AAA # 5302	XXX.XX	N

**Second J1**

FUNCTION: DOCID: J1 AAA J1000005302 05/07/13 10:20:52 AM  
 STATUS: PEND4 BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: 05 07 13 ACCTG PRD: 11 13 BUDGET FY: 13 REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS: XXXXXXXX

DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX  
 CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX  
 FUNCTION: DOCID: J1 AAA J1000005302 05/07/13 10:30:52 AM  
 STATUS: PEND4 BATID: ORG: 001-002 OF 002

AC	SUB	FUNC	OBJ	SUB	BS	JOB	FROM/TO
TP	FUND	AGCY	ORG	OR	ACCT	NUMBER	FUND

INT	REF	BK	DEBIT	REPT	CODE	VENDOR / PROVIDER
FUND	AGY	CD	AMOUNT	CAT		NAME

DESCRIPTION	CREDIT	CASH
	AMOUNT	IND
01- 02 B15 148 X1 XXX.XX Void Check #???????		6B15 N
02- 31 B15 148 See J1 AAA # 5301	NAAA XXX.XX	1925 Y

03-

Where FFF = your fund, AAA = your agency, ???? = check number being voided, and accounting period = current accounting period. You may enter optional coding as needed (i.e., sub-objects, reporting categories, etc.)

EXHIBIT C

PY VOID - CASH CAN BE CARRIED FORWARD

**First J1**

FUNCTION: DOCID: J1 AAA J1000005303 05/07/13 10:40:52 AM  
 STATUS: PEND4 BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: 05 07 13 ACCTG PRD: 11 13 BUDGET FY: 12 REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS: XXXXXXXX

DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX  
 CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX  
 FUNCTION: DOCID: J1 AAA J1000005303 05/07/13 10:40:52 AM  
 STATUS: PEND4 BATID: ORG: 001-002 OF 002

AC	SUB	FUNC	OBJ	SUB	BS	JOB	FROM/TO
TP	FUND	AGCY	ORG	OR	ACCT	NUMBER	FUND

INT	REF	BK	DEBIT	REPT	CAT	CODE	VENDOR / PROVIDER
FUND	AGY	CD	AMOUNT				NAME

DESCRIPTION	CREDIT	CASH
	AMOUNT	IND
01- 02 FFF AAA XXX.XX Void Check #???????		6710 N
02- 01 FFF AAA X1 See J1 AAA # 5304	XXX.XX	6000 N

**Second J1**

FUNCTION: DOCID: J1 AAA J1000005304 05/07/13 10:40:52 AM  
 STATUS: PEND4 BATID: ORG:  
 H- JOURNAL VOUCHER INPUT FORM  
 JV DATE: 05 07 13 ACCTG PRD: 11 13 BUDGET FY: 13 REVERSAL DATE:  
 ACTION: BUDGET OVERRIDE IND: COMMENTS: XXXXXXXX

DEBIT DOC TOTAL: XXX.XX CREDIT DOC TOTAL: XXX.XX  
 CALC DEBIT TOTAL: XXX.XX CALC CREDIT TOTAL: XXX.XX  
 FUNCTION: DOCID: J1 AAA J1000005279 05/07/13 10:40:52 AM  
 STATUS: PEND4 BATID: ORG: 001-002 OF 002

AC	SUB	FUNC	OBJ	SUB	BS	JOB	FROM/TO
TP	FUND	AGCY	ORG	OR	ACCT	NUMBER	FUND

INT	REF	BK	DEBIT	REPT	CAT	CODE	VENDOR / PROVIDER
FUND	AGY	CD	AMOUNT				NAME

DESCRIPTION	CREDIT	CASH
	AMOUNT	IND
01- 02 FFF AAA X1 XXX.XX Void Check #???????		6MOF N
02- 31 FFF AAA RRRR See J1 AAA # 5303	XXX.XX	RSRC Y

03-

Where FFF = your fund, AAA = your agency, ???? = check number being voided, 6MOF = cash account of your means of financing, RRRR = your revenue organization, RSRC = 1970, 1971, 1972 or 1973, and accounting period = current accounting period. You may enter optional coding as needed (i.e., sub-objects, reporting categories,