

BOBBY JINDAL
GOVERNOR



KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

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

January 26, 2015

OSRAP MEMORANDUM 15-11

TO: Fiscal Officers
All State Entities

FROM: John McLean, CPA
Interim Director

SUBJECT: OSRAP Web Portal for Accounts Receivable Report Data Entry Authorized Users

OSRAP is developing a web portal to electronically capture agency data submissions including the quarterly accounts receivable report, the Schedule of Expenditure of Federal Awards, the Annual Fiscal Report, and other information. OSRAP expects to “go live” with the portal to collect the quarterly accounts receivable report for the quarter ending March 31, 2015. In the coming weeks OSRAP will provide additional information and training resources to assist in the completion of the new on-line accounts receivable reports. Right now OSRAP needs the login and contact information for individuals who will enter and submit the quarterly accounts receivable report. We are asking that you limit the individuals that have the capability to enter this information to three individuals.

Please complete the attached form and send it to James.Lodge@la.gov, by **Wednesday, February 11, 2015**. If you are in charge of multiple entities, please list the authorized persons for each entity on a separate page. If you do not have an entity number, please enter “NO NUMBER”. If you do not have a personnel number, please enter “NO NUMBER”. We will contact you later on how to set you up with a personnel number.

If you have questions concerning this memo, please call the OSRAP Help Desk at (225) 342-1097 and ask for James.

JBM:jbl

AUTHORIZED INDIVIDUALS CONTACT INFORMATION FOR ACCOUNTS RECEIVABLE REPORT DATA ENTRY

Contact Name (First and Last Name)	Entity Number	Entity Name	Contact's Job Title	Personnel Number (P or M followed by 8 digits)	Contact's Phone Number	Contact's Email Address