Office of Statewide Reporting and Accounting Policy

State of Louisiana

Division of Administration

JOHN BEL EDWARDS GOVERNOR



JAY DARDENNE Commissioner of Administration

June 12, 2020

OSRAP MEMORANDUM 20-21

- TO: Fiscal Officers All ISIS Agencies
- FROM: Afranie Adomako, CPA Director of Management and Finance

SUBJECT: FY 20 Transactions Pending in AFS Suspense File (SUSF)

The Office of Statewide Reporting and Accounting Policy (OSRAP) monitors the ISIS 2G23 (Pending Transactions in Suspense File in Excess of 90 Days) report to ensure that agencies do not leave unnecessary transactions in the suspense file (SUSF) indefinitely. The 2G23 report for the period ending 05/31/20 is available in BUNDL. The transactions listed in this report have been in SUSF **for over 90 days without action**. Transactions related to an agency's FY 20 regular appropriation will not be automatically deleted from SUSF by AFS. These transactions must be manually deleted. Even if your agency does not have any transactions in SUSF outstanding in excess of 90 days as of 05/31/20, 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 FY20 regular appropriation transactions after August 14, 2020. Agencies should review all of their FY20 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, delete it. If the transaction was overlooked, take the necessary actions to process it. The size of SUSF affects all agencies in that it creates delays in the retrieval and creation of transactions in AFS. 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 that are of a complex nature. Do not forget to change the budget fiscal year reference from '20' to '21' 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.

OSRAP Memo 20-21 June 12, 2020 Page 2 of 2

You are to remove all transactions that are no longer needed and not in the "HELD" status from SUSF by Thursday, 7/23/20. <u>After 7/24/20</u>, OSRAP will remove all FY20 documents that are not in HELD status and are greater than 90 days old.

Occasionally, there are one or two documents on SUSF that have "." in the Batch and Document type, agency, and number fields of SUSF. For Example***:

ACTION: S FUNCTION:		SCREEN: SUSF		USERID: Z107F21 ORG:			05/28/20 01:38:02 PM			
DOCUMENT SUSPENSE										
S E	BATCH	DOCUMENT						LAST	LAST	PROCESS DATE
LTY	PE AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
			P1 9	900	P1000002384	DELET A	A0000 1	80120	Z107F21	
•	•	•				REJCT (180120	Z107F21***	
•	•	•	P1	900	P1000002387	DELET (00000 1	80120	Z107F21	

These documents are usually in a REJCT status. The agency cannot delete these documents. These documents do not have a header or any lines. The agency must contact the ISIS Help Desk at (225) 342-2677 or OSRAP-HelpDesk@la.gov for assistance in having these transactions removed.

The 2G23 report is available to agencies on a monthly basis through BUNDL and will only display the transactions you have security permission to view. Make it part of your agency procedures to check this report each month.

If you have any questions on this memorandum, please contact the OSRAP Help Desk at (225) 342-1097 or OSRAP-HelpDesk@la.gov.

AA: cwc