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COMMISSIONER OF ADMINISTRATION

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

June 8, 2015

OSRAP MEMORANDUM 15-28

TO: Fiscal Officers
All ISIS Agencies

FROM: John McLean, CPA
Interim Director

SUBJECT: FY 15 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 05/31/15 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 15 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 05/31/15, 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 FY15 regular appropriation transactions after August 14, 2015. Agencies should review all of their FY15 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. 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 '15' to '16' 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.

You are to remove all transactions that are no longer needed and not in the "HELD" status from SUSF by Thursday, 7/31/15. After 7/31/15, OSRAP will remove all FY15 documents that are not in HELD status and are greater than 90 days old.

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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 SCREEN: SUSF USERID: Z107F21 05/28/15 01:38:02 PM
 FUNCTION: ORG:

DOCUMENT SUSPENSE

S E L	BATCH			DOCUMENT			STAT	APPRV	LAST DATE	LAST USER	PROCESS DATE (YYMMDD)
	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER					
.	.	.	.	P1	900	P1000002384	DELET	A0000	140120	Z107F21	
.	REJCT	00000	140120	Z107F21***	
.	.	.	.	P1	900	P1000002387	DELET	00000	140120	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 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.

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.louisiana.gov/osrap>.

JM:am