

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

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

February 26, 2021

**MEMORANDUM OSRAP 21-18**

To: Fiscal Officers  
All ISIS Agencies

From: Lindsay Schexnayder, CPA  
State Accounting Systems Director

Subject: Zero Dollar Appropriations for BFY 22

Before budgets can be loaded for the new budget fiscal year, zero dollar appropriations must be loaded to establish the appropriation structure (group codes, budget authority option, etc). These zero dollar appropriation documents (APs) for fiscal year 2022 will be loaded based on the structure that currently exists on the EAP2 table for fiscal year 2021 as of COB April 26, 2021. OSRAP will modify the APs based on known appropriation changes for next fiscal year. The documents will then run during the nightly processing cycle on May 14, 2021. **Agencies should not access these zero dollar appropriation documents. No action by the agency is needed.** Once the zero dollar appropriations have been processed, agencies may begin entering the Federal Aid Inference (FAIT) Table entries for fiscal year 2022.

Since the appropriation structure processed will be based on what is currently known for fiscal year 2021, it will be necessary for OSRAP to manually enter AP documents for changes listed in the fiscal year 2022 Appropriations Bill. **Agencies will not be allowed to enter AP documents that affect fiscal year 2022 appropriations until after the budgets are loaded in early July.** If an agency determines that an AP document that will affect fiscal year 2022 is needed before the budgets are loaded, the agency should contact OSRAP to request that the AP document be prepared.

If you have any questions regarding this memorandum, please contact the OSRAP Help Desk at (225) 342-1097 and ask for Carrie Chen or e-mail the OSRAP ORGN group at [DOA-OSRAP-ORGN@la.gov](mailto:DOA-OSRAP-ORGN@la.gov).

LS/xcc

c: Mr. Travis McIlwain, Office of Planning and Budget  
Ms. Laura Lapeze, State Treasurer's Office