



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

March 24, 2015

MEMORANDUM OSRAP 15-21

To: Fiscal Officers
All ISIS Agencies

From: John McLean, CPA
Interim Director

Subject: Zero Dollar Appropriations for FY 16

Before budgets can be loaded for the new 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 2016 will be loaded based on the structure that currently exists on the EAP2 table for fiscal year 2015 as of COB April 17, 2015. 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 1, 2015. **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 2016.

Since the appropriation structure processed will be based on what is currently known for fiscal year 2015, it will be necessary for OSRAP to manually enter AP documents for changes listed in the fiscal year 2016 Appropriations Bill. **Agencies will not be allowed to enter AP documents that affect fiscal year 2016 appropriations until after the budgets are loaded in early July.** If an agency determines that an AP document that will affect fiscal year 2016 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 Bridget Theriot or e-mail her at Bridget.Theriot@la.gov.

JBM/jbl

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