

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

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

September 21, 2009

MEMORANDUM OSRAP 10-05

TO: Fiscal Officers
All ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: AFS Processing of Budget Documents for Executive Order BJ 09-11 BA-7s

The guidance in this memo is applicable to agencies affected by Governor Jindal's Executive Orders BJ 09-11 which decreases expenditure budget in an agency's program(s) and moves them into an 'Unallotted Program.'

Agencies should use an Appropriation Unit titled **PRA** to facilitate the tracking of the expenditure decrease moved into the 'Unallotted Program.' See attached Organization forms – examples 1 and 2.

Example 3 attached illustrates a screen print of the Appropriation Document (AP) necessary to move these funds in AFS.

Example 4 attached illustrates a screen print of the Expense Budget document (EB) necessary to move these funds in AFS. You will use organization code "BJ01" and object code "4899" (Unallotted). If the appropriation unit PRA is not set up yet, this EB document will REJECT. If this happens, please wait until your AP document is ACCEPTED in AFS before approving the EB document.

If you have questions concerning this memorandum, please contact James Lodge, James.Lodge@la.gov. Remember all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/index.htm>

AA:jbl

ORGANIZATION REQUEST FORM

CHECK ONE:

- New
- Change
- Inactivate / Delete

FISCAL YEAR (2) : 10 AGENCY (3) : ORGANIZATION (4) : 1PRA

ORGANIZATION NAME: (31)

ORGANIZATION MANAGER: (12)

UNALLOTTED

FUND (3):	LEVEL INDICATOR (2): 01	STATUS: A(A) ACTIVE (1) INACTIVE	ACTIVITY (4):	FUNCTION (4):
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REPORTING ORGANIZATIONS (4)

ORG 1: 1PRA	ORG 2:	ORG 3:	ORG 4:
ORG 5:	ORG 6:	ORG 7:	ORG 8:
ORG 9:	ORG 10:	ORG 11:	ORG 12:

APPROPRIATION (3): REPORTING CATEGORY (4):

CASH ACCOUNT (4): ORIGINAL FUND (3):

**RESPONSIBLE AGENCY (3): ORGANIZATION TYPE (1): 3

LOUISIANA ORGANIZATION (4): REMARKS: BJ 2009-11

DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY

BUDGETING ORGANIZATION LEVELS	
APPR ORG LEVEL 1 : 01	ALLOT ORG LEVEL 1 : 01
EXP BUDGET ORG LEVEL : __	REV BUDGET ORG LEVEL : __

MISCELLANEOUS INFORMATION	
BUYER : __	INVENTORY IND : __
JOB NO SPEND : __	JOB NO REVENUE : __
SUB ORG REV : __	EXC BUDG PREP : __
APPROVAL : __	
SUB ORG SPEND : __	

**** You must complete OSIS form ISF027 if the Responsible Agency # and the header Agency # differ to ensure receipt of BUNDL reports by the Responsible Agency. Failure to do so will result in BUNDL reports being distributed to the header Agency only.**

Prepared By : Date :
 Approved By : Date :
 Office of Statewide Reporting:
 Approved By : Date :

ORGANIZATION REQUEST FORM

CHECK ONE:

- New
- Change
- Inactivate / Delete

FISCAL YEAR (2) : 10 AGENCY (3) : ORGANIZATION (4) : BJ01

ORGANIZATION NAME: (31)

ORGANIZATION MANAGER: (12)

EXEC ORDER BJ 09-11 FREEZE

UNALLOTTED

FUND (3):	LEVEL INDICATOR (2): 02	STATUS: AA ACTIVE (1) INACTIVE	ACTIVITY (4):	FUNCTION (4):
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REPORTING ORGANIZATIONS (4)

ORG 1: 1PRA	ORG 2: BJ01	ORG 3:	ORG 4:
ORG 5:	ORG 6:	ORG 7:	ORG 8:
ORG 9:	ORG 10:	ORG 11:	ORG 12:

APPROPRIATION (3): PRA REPORTING CATEGORY (4):

CASH ACCOUNT (4): 6000 ORIGINAL FUND (3):

**RESPONSIBLE AGENCY (3): ORGANIZATION TYPE (1): 2

LOUISIANA ORGANIZATION (4): REMARKS: BJ 2009-11

DO NOT WRITE BELOW THIS LINE OSRAP USE ONLY

BUDGETING ORGANIZATION LEVELS	
APPR ORG LEVEL 1 : 01	ALLOT ORG LEVEL 1 : 01
EXP BUDGET ORG LEVEL : __	REV BUDGET ORG LEVEL : __

MISCELLANEOUS INFORMATION	
BUYER : __	INVENTORY IND : __
JOB NO SPEND : __	JOB NO REVENUE : __
SUB ORG REV : __	EXC BUDG PREP : __
APPROVAL : __	SUB ORG SPEND : __

**** You must complete OSIS form ISF027 if the Responsible Agency # and the header Agency # differ to ensure receipt of BUNDL reports by the Responsible Agency. Failure to do so will result in BUNDL reports being distributed to the header Agency only.**

Prepared By : _____ Date : _____

Approved By : _____ Title : _____

Office of Statewide Reporting: _____

Approved By : _____ Date : _____

EXAMPLE 3
AP DOCUMENT FOR UNALLOTTED PROGRAM

Reflection for the Web - DDA

File Edit Connection Setup Views Help

Print Copy Paste FTP Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

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FUNCTION:          DOCID: AP 900 AP000000150 09/17/09 10:02:10 AM
STATUS: PEND3     BATID:          ORG:          001-002 OF 002
H-
APPR DATE: 09 17 09 ACCTG PRD: 03 10 BUDGET FY: 10
FUND: 900 AGENCY: 900 ORGN:          NET APPR AMOUNT:
NET EST RECEIPT AMT:

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ACT	APPR	UNIT	TYPE	DATE	APPROPRIATION NAME	SHORT NAME
01	A	PRA		12 31 10	UNALLOTTED PROGRAM	UNALLOTTED
		00		588,665 I	C	N C
02	C	100		12 31 10		
				588,665 D		
03						
04						

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H - *S403-READY FOR APPROVAL 3 H - *S405-READY FOR APPROVAL 5

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MA + >> 04/017

4,17 >> ibm3270 3E Connected Bound 3.0 RSA with 128-bit AES tn3270e://mvs.doa.louisiana.gov:723

EXAMPLE 4
 EB DOCUMENT FOR UNALLOTTED PROGRAM

FUNCTION: DOCID: EB 900 EB000000015 09/17/09 10:08:03 AM
 STATUS: PEND1 BATID: ORG: 001-002 OF 002
 H- EXPENSE BUDGET INPUT FORM

TRANS DATE: 09 17 09 ACCTG PRD: 03 10 BUDGET FY: 10
 FUND: 900 AGENCY: 900 TOTAL REVISED EXP AMT: 588,665
 CALCULATED REVISED EXP AMT: 588,665

LIN SUB SPD BUDGET
 ACT ORG APPR UNIT ACTV FUNC OBJ OPT IND POSTNS REVISED AMT INC/DEC AMT

SERIES NUMBER	REVENUE SOURCE	DESCRIPTION	REVISED AMT	INC/DEC AMT
01 - A BJ01 PRA	4899	BJ 2009-11	588,665	588,665
02 - C 1001 100	3650		0	588,665
03 -				
04 -				

H - *S401-READY FOR APPROVAL 1 H - *S404-READY FOR APPROVAL 4

MA + >> 05/018

NOTE: Your decreasing Lines 02 through 999 will be different from the coding on this example. Please follow your BA-7 expenditure program coding.