

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

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

July 10, 2025

**OSRAP MEMORANDUM 26-01**

TO: Fiscal Officers  
All State Agencies

FROM: Brian Fleming, CPA  
State Accounting Systems Director

SUBJECT: August 14, 2025 Year End Close

The enclosed procedures are for your use during the August 14, 2025 year-end close. Instructions and information pertaining to the following procedures are attached:

- Carryover of Prior Year Cash to Current Year Means of Financing
- Revenue Transfers During the 45-Day Period
- Reclassification Between Fiscal Years
- Unclassified Deposits at Fiscal Year End
- Return of Seed
- New State Treasurer's Seed
- Reestablishment of State Treasurer's Seeds
- Non-LaGov Return of Surplus
- 8/14/25 LaGov Year End Close Time Frame

**It is extremely important to adhere to all time frames for all transactions. It is best, if possible, to process your documents at least a day before the deadline to ensure their acceptance in LaGov by the appropriate deadline. Both the transaction and the receipt of the supporting documentation by the control agencies are due by the dates and times listed. All supporting documentation should be attached to the LaGov transaction. **IT IS YOUR AGENCY'S RESPONSIBILITY TO ENSURE THE DOCUMENTS ARE APPROVED AND PROCESSED BEFORE THE CLOSE IS RUN.****

Please remember that the provisions of LA Revised Statute 39:82 remain in effect during the 45-day close. Agencies are only allowed to use fiscal year 2025 funds to liquidate valid liabilities (goods received or services rendered on or before June 30, 2025). Valid encumbrance items established by close of business June 30, 2025 but not received on or before that date may be liquidated against 2026 appropriations at the agency's discretion. However, the Roll Forward of Encumbered Appropriations procedure must be followed in order to obtain funding authorization for that period.

All BFY25 deposits relating to operating funds must be classified by the agencies no later than **Thursday, 8/14/25 at 12PM**. **If your agency DOES NOT classify BFY25 deposits by the deadline, OSRAP will classify the money to Income Not Available.**

***Please ensure that all required documentation is sent to the Control Agencies for document approval.*** The authorization for cross year transfers **MUST be attached** to each ZFi2236 transaction in LaGov-ECC. Supporting documentation for reclassifications **MUST be attached** to the email request sent to the Control Agencies for approval. There is a 2MB limit on attachments. However, you can attach the backup in multiple files.

**Once all FY 2025 fiscal year entries have posted for your agency**, please email the Control Agencies noting your completion so final entries may be processed ([STO-LaGov@treasury.la.gov](mailto:STO-LaGov@treasury.la.gov) and [OSRAP-HelpDesk@la.gov](mailto:OSRAP-HelpDesk@la.gov)).

A detailed time frame with explanations of allowable transactions is enclosed. Delivery time required by courier, mail or messenger, must be taken into consideration to meet all deadlines. The deadlines provided in this memorandum are the latest dates and times transactions will be accepted for processing. Agencies can and should submit transactions as soon as possible before the deadlines to ensure a smooth closing.

**Please distribute copies of this memorandum to all fiscal, purchasing and contract office employees. Many of the deadlines affect these individuals.** Please contact the [OSRAP Help Desk](#) at 225.342.1097 if you have questions on this memo or the attached instructions.

BF:jbl

Attachment

### **Carryover of Prior Year Cash to Current Year Means of Financing**

Agencies will use ZFI2236, Special Revenue Processing Dashboard – Cross Year, to carryover cash from a prior year Means of Financing to a current year Means of Financing **as provided by law within the 45 day period ending August 14, 2025.**

To carryover related FED, SGR, IAT or Statutory Dedication Appropriation money prior to the August 14 close: Carryover of SGR or IAT funds will not be approved unless specific statute, approved BA-7 or verbiage in the Appropriation Bill exists supporting such carryover. Federal dollars will not be carried over unless an approved BA-7 exists or the agency provides proof that the federal dollars were received as an advance rather than a reimbursement.

To carryover escrow (ESC) cash, agencies must enter the appropriate transfer GL account (4830016/4830017) in the GL account field AND enter the applicable escrow GL account number (222xxxx) in the **line item text field** of the ZFI2236 transaction. If an agency needs to carryover cash for multiple escrow GL accounts, the amount for each account should be entered on a separate line of the ZFI2236 so that each line references only one escrow GL account number (222xxxx) in the line item text field.

**The authorization for these carryovers should be attached** to each ZFI2236 transaction in LaGov-ECC. There is a 2MB limit on attachments. However, you can attach the backup in multiple files.

### **[ZFI2236 – Special Revenue Processing Dashboard – Cross Year PPM](#)**

### **Revenue Transfers during the 45-Day Period**

Agencies will use ZFI2236, Special Revenue Processing Dashboard – Single Year, to transfer prior year revenue between funds during the 12 extended accounting period. This should be used when the agency is required or allowed by legislation to transfer revenue between funds. The correct G/L codes for these transactions are 4830011, inter-fund transfer in, and 4830010, inter-fund transfer out. The posting date for these documents should be 06/30/2025.

**The authorization for the transfers should be attached** to each ZFI2236 transaction in LaGov-ECC. There is a 2MB limit on attachments. However, you can attach the backup in multiple files.

### **[ZFI2236 – Special Revenue Processing Dashboard – Single Year PPM](#)**

## **Reclassification between Fiscal Years**

During the 45-day period when the prior and current fiscal years are both open, some transactions get classified to the incorrect fiscal year. When this occurs, it is necessary to reclassify the transaction to the proper fiscal year while both periods are still open.

For expenditure reclassifications, you will use the ZFI1065 GL Document Upload Template to reclassify expenditures between fiscal years. The ZFI1065 document should contain **THE CORRECTING ENTRIES FOR BOTH FISCAL YEARS**. These upload files **MUST** be sent to the Control Agencies, OSRAP and STO, for approval and submission. The email addresses to use are [DOA-OSRAP-JV@la.gov](mailto:DOA-OSRAP-JV@la.gov) and [STO-LaGov@treasury.la.gov](mailto:STO-LaGov@treasury.la.gov)

Example coding for ZFI1065 template:

Prior Year entry (expenditure incurred in FY25 and needs to be moved to FY26)

Debit Fund 9990000000 GL account 1110095 Journal Voucher Clearing Account  
Credit Agency account assignment

Current Year entry (expenditure incurred in FY25 and needs to be moved to FY26)

Debit Agency account assignment

Credit Fund 9990000000 GL account 1110095 Journal Voucher Clearing Account

[ZFI1065 GL Document Upload Template](#)

[ZFI1065 TEST GL Document Upload Utility Test](#)

For revenue reclassifications, you will use ZFI2206 Deposit Classification Document. You will need to enter one correcting document for FY25 posting date 06/30/2025 and one correcting document for FY26 posting date greater than 07/01/2025.

[ZFI2206 – Deposit Classification Document Dashboard](#)

**The supporting documentation for these reclassifications should be attached** to the email request sent to the Control Agencies.

## **Unclassified Deposits at Fiscal Year End**

All unclassified deposits for FY25 with a deposit date less than 06/30/2025 need to be classified using a ZFI2206. Please remember, for FY25, a posting date of 06/30/2025 needs to be entered.

[ZFI2206 – Deposit Classification Document Dashboard](#)

### **Return of Seed**

The agency prepares and sends an email to the [OSRAP JV group](#) stating the agency has funds available to return the seed borrowed from the State Treasurer's Office. The agency will provide OSRAP with the appropriate LaGov account assignment coding. OSRAP will enter the FY25 ZFI2236 document. OSRAP will notify the agency once the document has been entered and approved.

**\*\*REMINDER\*\* By statute, all seeds are required to be returned by 08/14/2025. The agency must obtain written authorization from the Commissioner of Administration if a seed needs to be reestablished in the current year.**

### **New State Treasurer's Seed**

The agency requests in writing to the Commissioner of Administration for authorization to set up a seed for FY26. If the Commissioner approves the seed request, the agency emails the approved letter with the LaGov account assignment codes to the [OSRAP JV group](#). OSRAP will enter the FY26 ZFI2236 document. OSRAP will notify the agency once the document has been entered and approved.

### **Reestablishment of State Treasurer's Seeds**

The agency requests in writing to the Commissioner of Administration for authorization to reestablish the seed for FY26. If the Commissioner approves the seed request, the agency emails the approved letter with the LaGov account assignment codes to the [OSRAP JV group](#). OSRAP will enter the ZFI2236 documents to reverse the FY25 seed and reestablish the seed in FY26. OSRAP will notify the agency once the documents have been entered and approved.

### **Non-LaGov Return of Surplus**

The following procedure is used to return prior year surplus funds to the State Treasurer in accordance with Louisiana Revised Statutes Title 39.

The non-LaGov agency in a written letter to the State Treasurer will explain why the funds are being returned, the appropriate Act of the original drawn funds, the agency's schedule number, the fiscal year, the total amount of the check, and the enclosed check's check number. The letter and the check should be sent to the State Treasurer's office. Once received by Treasury, Treasury will process the necessary documents to return the surplus funds.

An example Return of Surplus letter is below.

(AGENCY LETTERHEAD)

July 30, 2025

Honorable John Fleming, M.D., State Treasurer  
Louisiana Department of the Treasury  
Post Office Box 44154  
Baton Rouge, Louisiana 70804

Dear Dr. Fleming:

In accordance with Louisiana Revised Statutes Title 39, we are remitting as surplus the unencumbered cash on hand which was drawn under Act 4 of 2024 Regular Session, Schedule Number (Put in Agency Schedule Number) for Fiscal Year 2025.

Our check number XXXXX attached represents return of the following means of financing:

MOF	Appropriation	General Fund	\$ 30,000.00
MOF	Appropriation	Self-Generated	<u>1,500.25</u>
		TOTAL	<u>\$ 31,500.25</u>

Sincerely,

U.R. Approved  
Fiscal Officer

## AUGUST 14, 2025 YEAR END CLOSE – LAGOV INFORMATION

RELEASE 1.0

ISSUE DATE: 7/10/2025

Below are some important notes regarding system availability during the August 14<sup>th</sup> Close process, followed by a schedule of dates and deadlines. These dates and deadlines pertain to FY 2025 related transactions, for both Capital and Operating. Please pay special attention to items which are specifically noted as either Capital or Operating, as there may be different deadlines, depending on the item. The cutoff dates in this memo do not pertain to transactions for FY 2026. Information concerning dates for payment runs, RASPS and COBI billings, final cutoff for FY 2025 postings, and carry forward of Purchase Orders (POs) is listed after the schedule of dates and deadlines.

### Special Instructions:

**System Availability** – *certain Financial and Logistics transactions will be unavailable beginning at 4:30 PM Tuesday, August 5, 2025 thru 6:00 AM Thursday, August 7, 2025* for the FY 2025 PO carry forward process. See below for additional PO carry forward information.

It is not anticipated that LaGov will be completely unavailable at any time during the August 14<sup>th</sup> Year End Close process. However, users will be unable to process any transaction against FY 2025 after 12:00 PM Thursday, August 14, 2025.

**Upload Processing** – Requests for **AP** upload processing for Fiscal Year 2025 **MUST BE RECEIVED by LaGov no later than 4:00 PM** on Monday, August 11, 2025. **ALL** requests for **GL** upload processing for Fiscal Year 2025 **MUST BE RECEIVED by LaGov no later than 12:00 PM** on Thursday, August 14, 2025. **Uploads requiring Control Agency approval must be received by the Control Agency no later than 10:00 AM on Thursday, August 14, 2025.**

**Z8 and ZW Interfaces** – The last day to submit Z8 and ZW interface files for Fiscal Year 2025 is Monday, August 11, 2025. The interface files **MUST BE RECEIVED by 5:00 PM** on Monday, August 11, 2025.

**PO Carry Forward** – If an agency does not want a PO carried forward into FY 2026, the agency must either cancel the PO and/or decrease to liquidate the encumbrance, or change the FY Rollover indicator to 'No' before 4:30 PM on Tuesday, August 5, 2025. Any PO eligible for carry forward that is not cancelled, or the FY Rollover indicator is not set to 'No', will be carried forward into FY 2026 in the carry forward process. Please refer to the ZLO2050 report to see if the PO is eligible to rollover.

If a goods receipt entry exists and the PO is to be carried forward, the agency must process an MR11 to reverse the FY 2025 expenditure prior to the PO carry forward process. When processing the invoice in FY 2026, use MR11SHOW to reverse the MR11 which will be required in order to post the expenditures to FY 2026.

The dates in this schedule, including the times listed under “LaGov Processing Deadline,” represent the latest dates for final system processing in LaGov and/or receipt by control agencies. LaGov agencies must set and communicate internal deadlines that allow for required business processes to be completed, such as provision of back-up documentation, approvals, etc. Agencies may utilize the “Agency Deadline” column in this schedule for this purpose. **It is imperative that agency users follow the internal agency deadlines established by your agency Management and Finance staff** to ensure a smooth closing.

Date	Item	Action	Agency Deadline	LaGov Processing Deadline
Tuesday 08/05/2025	Last day to create invoices against FY2025 POs. Includes t-codes MIRO, MIR4 & MIR7	Agency complete processing all PO related payment transactions which require a 06/30/2025 posting date		4:30 PM
Wednesday 08/06/2025	FY 2025 PO carry forward process  Last day for interfacing Invoices from DOTD Transport system for FY 2025	<i>Certain Financial and Logistics transactions will be <b>unavailable</b> beginning at 4:30 PM Tuesday, August 5, 2025 thru 6:00 AM Thursday, August 7, 2025</i>  Agency transmit interface to OTS/LaGov		Normal daily deadline
Thursday 08/07/2025	Last day to code non-PO related expenses to FY 2025 for capital expenses, and for operating items which are coded to a grant funded project related WBS Element (RASPS & COBI)  Last day to reverse or adjust Credit Memos <i>with Expense GLs</i> for FY 2025 for non-PO related capital expenses, and for operating items which are coded to a grant funded project related WBS Element (RASPS & COBI)	Agency complete processing all project related expense transactions which require a 06/30/2025 posting date to be used  Agency enter and approve documents which require Control Agency approval in workflow, <b><u>and notify the Control Agency via email</u></b>  Agency enter and post documents <b><u>not</u></b> requiring Control Agency approval in workflow  Agency refer to the “Fiscal Year Special Processing” link <a href="http://lagovhelp.la.gov/gm/folder-1.11.38919">http://lagovhelp.la.gov/gm/folder-1.11.38919</a> for help with: “Unprocessed Credit Memos”		3:00 PM  7:00 PM  7:00 PM



Date	Item	Action	Agency Deadline	LaGov Processing Deadline
Thursday 08/07/2025 (Continued)	**Any FY 2025 capital expenses or FY 2025 operating expenses which are coded to a project related WBS Element or a grant funded project related WBS Element on or after 08/08/2025 will not be picked up for an FY 2025 billing			
Sunday 08/10/2025	Last day to enter Cost Allocation Statistics for FY2025			7:00 PM
Monday 08/11/2025	Last day for check cancellations and EFT reversals that <b>will</b> be reissued (i.e., Replacements)	Agency deliver required documentation to State Treasurer's Office		12:00 PM
	Last day for check cancellations and EFT reversals that <b>will not</b> be reissued (i.e., Voids)	Agency deliver required documentation to State Treasurer's Office		12:00 PM
		Agency process Reversal of invoice document (FB08 or MR8M)		6:30 PM
	Last day for <b>AP</b> Upload Processing (ZFI1537)	Agency submits Upload request to OTS/LaGov Upload Processing email		4:00 PM
	Last day for Z8 and ZW Interfaces	Files submitted to OTS/LaGov		5:00 PM
	Last day to enter grant expenditures <b>NOT</b> coded to a project related WBS Element OR grant funded project WBS Element	Agency complete processing all grant related expense transactions which require a 06/30/2025 posting date to be used		7:00 PM
Tuesday 08/12/2025	<b>Waste Tire/MATF/MERS/ARPCS</b> – DEQ/LDH only – last day to create sales orders for FY2025 Receivables which generate billing (Debit Memos) and accounting documents (RV, DA, AB)			5:00 PM

Date	Item	Action	Agency Deadline	LaGov Processing Deadline
Tuesday 08/12/2025 (Continued)	Waste Tire/MATF/MERS/ARPCS – DEQ/LDH only - last day to clear an open receivable with a customer's invoice payment through transaction F-30.			5:00 PM
Thursday 08/14/2025	<p>Last day for <b>GL</b> Upload Processing (ZFI1065)</p> <p>Last day for corrections to Assets in the AA module that must be reflected in the FY 2025 financial statements, including correcting AuCs created in error and the creation of AuCs for PS projects that should have AuCs</p> <p>Last day for final/full settlement rules to be entered on projects which have AuCs that are complete, and which must settle to AMRs for FY 2025 financial statements</p> <p>Last day to process any non-project and non-grant transactions which create financial transactions</p> <p>Last day to reverse or adjust non-project related (i.e., operating) Credit Memos with Expense GLs for FY 2025</p>	<p>Agency submits Upload requests <b><u>which require Control Agency approval</u></b> to Control Agency.</p> <p>Agency/Control agency submits Upload requests to OTS/LaGov Upload Processing email</p> <p>Agency enter and approve documents which require Control Agency approval in workflow, <b><u>and notify the Control Agency via email</u></b></p> <p>Agency enter and post documents <b><u>not</u></b> requiring Control Agency approval in workflow</p> <p>Agency create final AMR shells and update project settlement rules</p> <p>Agency enter and approve documents which require Control Agency approval in workflow, <b><u>and notify the Control Agency via email</u></b></p> <p>Agency enter and post documents <b><u>not</u></b> requiring Control Agency approval in workflow</p> <p>Agency refer to the "Fiscal Year Special Processing" link <a href="http://lagovhelp.la.gov/gm/folder-1.11.38919">http://lagovhelp.la.gov/gm/folder-1.11.38919</a> for help with: "Unprocessed Credit Memos FYE 25"</p>		<p>10:00 AM</p> <p>12:00 PM</p> <p>10:00 AM</p> <p>12:00 PM</p> <p>12:00 PM</p> <p>10:00 AM</p> <p>12:00 PM</p> <p>12:00 PM</p>

Date	Item	Action	Agency Deadline	LaGov Processing Deadline
Thursday 08/14/2025 (Continued)	Last day for all GM billings in order to establish FY 2025 receivables.			12:00 PM
	Last day to enter budget adjustments for period 12/2025 via FMBB, GM_CREATE_BUDGET, or GM_MODIFY_BUDGET	Agency enter and approve documents which require Control Agency approval in workflow, <b>and notify the Control Agency via email</b>		10:00 AM
		Agency enter and post documents <b>not</b> requiring Control Agency approval in workflow		12:00 PM

#### **Capital Outlay and Grant Funded Projects - Dates for LaGov Scheduled Processes:**

- The last RASPS billing for FY 2025 will be transmitted to FHWA on the morning of Friday, August 8, 2025, and the posting to create the receivable will also occur on August 8, 2025, as soon as the billing approval is received from FHWA. Any FY 2025 operating expense coded to a project related WBS after the Thursday, August 7, 2025 expense deadline will be included in the FY2026 RASPS billing to FHWA.
- All other capital outlay and grant funded project billings should be established by the morning of Friday, August 8, 2025.
- EFTs and checks will be processed for FY 2025 during the *Thursday, August 7, 2025*, nightly cycle, and printed/released Friday, *August 8, 2025*. This will be the last check and EFT run for both FY 2025 **capital** expenses and FY 2025 operating expenses which are coded to **grant funded** project related WBS Elements.

#### **All Agencies - Dates for LaGov Scheduled Processes**

- Cash Journal Replenishment – GL 1159010 – all requests for FY 2025 cash journal replenishments must be entered by 7:00 PM Monday, August 11, 2025. Recording of the replenishments in the cash journal must be made by 12:00 PM Thursday, August 14, 2025 to ensure the balance of GL 1159010 is zero by business area for FY 2025. The only exceptions will be for increases or decreases to your agency authorized amount.
- The last date to enter grant expenditures **not** coded to a project related WBS Element OR grant funded project related WBS Element is by 7:00 PM on Monday, August 11, 2025.
- The last Cost Allocation program run for FY 2025 will be Monday, August 11, 2025. ALL statistics must be entered by 7:00 PM on Sunday, August 10, 2025 for fiscal period 12 Extended 2025.

- Beginning at 12:00 PM on Thursday, August 14, 2025, LaGov will prohibit the processing of all FY 2025 transactions.
- The EFT and check runs during the Monday, August 11, 2025, nightly cycle will be the final runs for all FY 2025 expenses. These checks and EFTs will be printed/released Tuesday, August 12, 2025.
- LaGov Travel: last day to approve FY 2025 trips is 2:00 PM on Monday, August 11, 2025. The Final FY 2025 Travel Cycle is Tuesday, August 12, 2025.