

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

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

June 2, 2022

OSRAP MEMORANDUM 22-13

TO: Fiscal Officers
All State Agencies

FROM: Angelina Thibodeaux, CPA
State Accounting Systems Assistant Director

SUBJECT: June 30, 2022 Year End Close

The enclosed procedures are for your use during the June 30, 2022 year-end close. Instructions and information pertaining to the following procedures are attached:

- 6/30/22 Year End Close Time Frame
- 6/30/22 Special Instructions

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 2022 funds to liquidate valid liabilities (goods received or services rendered on or before June 30, 2022). Valid encumbrance items established by close of business June 30, 2022 but not received on or before that date may be liquidated against 2023 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. The following is a summary of important dates included in the attached procedures:

- Payroll off-cycle interfaces and other (non-payroll) interfaces to ISIS with a June effective date must be at the Data Center no later than 2:00 p.m. on Wednesday, June 22, 2022.
- The last date checks will be printed in June is Wednesday, June 29, 2022.
- The next LaGov check print will run on the night of Thursday, July 7, 2022, with checks being printed on Friday, July 8, 2022.
- EFT will run on the night of Wednesday, June 29, 2022. EFT will not run again until the night of Wednesday, July 6, 2022.

UNIT TYPE: All State Agencies

- **LaGov financial agencies** should refer to specific LaGov deadlines which will be issued separately.

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.

CMIA agencies should pay close attention to the CMIA notes of these instructions for information affecting their draws.

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.

AT:jbl

Attachments

c:	Ms. Angelina Thibodeaux, CPA	Ms. Lindsay Schexnayder, CPA
	Mr. Tom Ketterer	Ms. Pamela Rice
	Ms. Ternisa Hutchinson	Ms. Andrea Hubbard
	Mr. Richard Howze	Ms. Mary Olexy

June 30, 2022 Year End Close Time Frame

Date	Transaction Code	Destination	Arrival Deadline	AFS Deadline
Wednesday 06/22/22	Payroll Off-cycle Interface And Other (non-Payroll) FTP's	OTS Data Center	2:00 PM	8:00 PM
Friday 06/24/22	AP	Office of Statewide Reporting Office of Planning and Budget State Treasurer's Office	10:30 AM 10:30 AM 10:30 AM	8:00 PM
	EB/RB	Office of Planning and Budget	2:00 PM	8:00 PM
	J5 (SUSF REJCT Corrections)	Office of State Uniform Payroll	9:00 AM	8:00 PM
	J1 (Not Check Cancellation), J2 & J3	Office of Statewide Reporting State Treasurer's Office	11:00 AM 11:30 AM	8:00 PM
	DS	State Treasurer's Office	11:30 AM	8:00 PM
	C1 (Non-ISIS/Non-ISIS ROA), CR, CRQ, C1 (ISIS)	State Treasurer's Office	11:30 AM	8:00 PM
Monday 06/27/22	MW (Non-ISIS & Side System Interface)	Office of Statewide Reporting State Treasurer's Office	9:00 AM 11:30 AM	8:00PM
Tuesday 06/28/22	MW (Non-ISIS & Side System Corrections)	Office of Statewide Reporting State Treasurer's Office	9:00 AM 11:30 AM	8:00 PM
	J6 (Agency Reclassification)			8:00 PM
Wednesday 06/29/22	LaGov Agencies Interface (FINAL)	Refer to Special Instructions Section starting on pg. 4	2:00 PM	8:00 PM
Thursday 06/30/22	WV	State Treasurer's Office	11:00 AM	8:00 PM

SPECIAL INSTRUCTIONS:

All regular appropriated budgets must be in balance within each appropriation by the Close of Business on Friday, June 24, 2022 (i.e., MOF APs=RBs, Operating APs=EBs, and EBs=RBs). To accomplish this, AP, EB, and RB documents for FY 22 with a June effective date must be at a PEND3 status on SUSF by 2:00 p.m. on Thursday, June 23, 2022. AP, EB, and RB documents must be accepted in AFS by 8:00 p.m. on June 24, 2022.

The last day for interfaces is Friday 6/24/22. The interfacing agency must ensure that transmissions have been received and posted in AFS. Interfaces done on Monday 6/27/22 must only be for

resubmission of corrections. Routine interfaces will **NOT** be accepted on Wednesday 6/29/22.

A special front-end security to only allow OSRAP, STO, OPB, and OTS access to ISIS will be in place on 7/1/22. If necessary, the special front-end security will be extended to 7/2/22. Also, agencies should be allowed into ISIS and may resume sending interface files only for FY 22 accounting period 13 22 by 7/6/22. Fiscal year 2023 accounting period 01 23 will be opened after the FY 23 budget is loaded. **Fiscal year 2023 will only be available in LaGov.** **Fiscal year 2023 will not be available in ISIS.**

It is illegal and against the policy of the Division of Administration to establish a prior year encumbrance during the 45-day close period.

Agencies with any transactions related to continuing appropriations that are attributable to activity on or before 6/30/22 should code those transactions to accounting period 13 22 during the 45-day period.

CMIA AGENCIES:

All CMIA agencies should be aware that, depending on the General Fund cash position, checks will be printed on 6/29/22 for invoices accepted on or before 6/30/22 with scheduled disbursement dates through 6/30/23. EFTs will be sent on 6/29/22 for invoices accepted on or before 6/28/22 with scheduled payment dates through 6/30/23. Invoices must meet all other automated disbursement criteria. **Adjust your draws from Federal Granting Agencies accordingly.**

PAYROLL:

The final pay period for FY 22 ends June 12, 2022 for payday June 17, 2022. Payroll issued June 17, 2022 for the pay period ending June 12, 2022 will post in AFS on Wednesday, June 15, 2022 during the nightly cycle. In order to affect proper fiscal year charges, each agency must make certain all off-cycle payments are processed in a timely manner. The deadline for off-cycle processing for FY 22 is Wednesday, June 22, 2022 at 2:00 p.m. Those entries will post in AFS on June 22, 2022 with a LaGov HCM posting date of June 22 2022.

All J5 rejects in AFS for the June 17, 2022 payday and for off-cycles processed through Wednesday, June 22, 2022 must be corrected (in PEND3 status) by **9:00 a.m., Friday, June 24, 2022** in order to be charged to fiscal year 2022 in AFS.

LaGov Agencies

All POs must be in an **ordered status** by 6:30 p.m. on Tuesday, June 28, 2022 for the PO to be interfaced to AFS. Agencies **will not** have access to POs and shopping carts beginning at 6:30 p.m. on Tuesday, June 28, 2022 until FY 23 is open and budget is loaded.

On Wednesday, June 29, 2022, all **shopping carts** not cancelled or **POs** not in an **ordered status** or which **remain rejected** will be cancelled.