

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

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

June 24, 2022

**OSRAP MEMORANDUM 22-15**

TO: Fiscal Officers  
All State Agencies

FROM: Brian Fleming, CPA  
State Accounting Systems Director

SUBJECT: June 30, 2022 Year End Close Transition Procedures

The enclosed procedures are for your use during the June 30, 2022 year-end close and the 45-day close period. Instructions and information pertaining to the following procedures are attached:

**NOTE: NO AFS FISCAL YEAR 2023 ENTRIES SHOULD BE PROCESSED**

- Error Corrections to Prior Year – Expenditures and Revenue
- Return of Seed
- New State Treasurer's Seed
- Reestablishment of State Treasurer's Seeds
- Increase in Agency's State Treasurer Seed for Next Fiscal Year
- Carryover of Prior Year Cash to Current Year Means of Financing Appropriation
- Revenue Transfers During the 45-day Period
- Reclassification Between Fiscal Years
- DS Unclassified Deposits at Fiscal Year End
- NON-LAGOV Return of Surplus

**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

**PROCEDURE: Error Correction to Prior Year – Expenditure and Revenue**

Expenditure

The following procedure is to be used to correct expenditure coding errors to the prior year within an agency fund within the same fiscal year during the 45-day period.

Responsibility

Action

- |                       |                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------|
| Agency Fiscal Officer | 1. Processes a journal entry (FV50) to correct expenditure coding for fiscal year 22. |
|-----------------------|---------------------------------------------------------------------------------------|

Revenue

The following procedure is used to correct revenue coding errors to the prior year within or between funds which the agency is responsible for and revenue organizations within the same fiscal year.

Responsibility

Action

- |                       |                                                                                                                  |
|-----------------------|------------------------------------------------------------------------------------------------------------------|
| Agency Fiscal Officer | 1. Processes a Journal Voucher (J6) in AFS for correction of revenues within or between funds in fiscal year 22. |
|-----------------------|------------------------------------------------------------------------------------------------------------------|

**PROCEDURE: Return of Seed**

The following procedure is used to return a seed to the State Treasurer's Office before or after the June 30, 2022 final close and before the August 14, 2022 final close.

Responsibility

Action

- |                       |                                                                                                                                                                         |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Fiscal Officer | 1. Prepares and sends memo to OSRAP stating the agency has funds available to return the seed borrowed from the State Treasurer's Office and the amount to be returned. |
| OSRAP                 | 2. Prepares, enters, and approves AFS J3 transaction to return the borrowed seed money to the State Treasurer.                                                          |

**NOTE: Cash must be available in the Means of Financing Appropriation in order to return it to the State Treasurer.**

- |                       |                                                                                                                                                                             |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STO                   | 3. Reviews, approves and runs the J3 in AFS.                                                                                                                                |
| Agency Fiscal Officer | 4. Reviews the Detail Appropriation Report by Agency (2G15) or AFS table (APRS) Appropriation by Revenue Source Summary to ensure that the seed is returned for prior year. |

**NOTE: By statute, all seeds are required to be returned by 08/14/22. The agency must obtain written authorization from the Commissioner of Administration if a seed needs to be reestablished in the current year.**

**PROCEDURE: New State Treasurer's Seeds**

The following procedure is used to set up new (first time) seeds from the State Treasurer's Office:

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	1. Requests in writing to Commissioner of Administration for authorization to set up seed in the current year.
Commissioner's Office	2. Approves/Disapproves request. If approved, sends copies of approval to agency, the State Treasurer's Office, the Office of Statewide Reporting (OSRAP), and the Office of Planning & Budget (OPB). If disapproved, sends copy of disapproval to agency.
Agency Fiscal Officer	3. Emails OSRAP a copy of the approved letter noting the LaGov account assignment which the seed is to be placed.
OSRAP	4. Prepares, enters, and approves Special Revenue Processing document (ZFI2236) based on agency information contained on approval letter.
STO	5. Reviews and approves ZFI2236.
Agency Fiscal Officer	6. Reviews Agency Fund to verify the input of the seed to the system. Contacts OSRAP if there are questions concerning the seed.

**PROCEDURE: Reestablishment of State Treasurer's Seeds**

The following procedure is used to account for reestablished seeds after the June 30, 2022 final close and before the August 14, 2022 final close:

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	1. Requests written authorization from Commissioner of Administration to reestablish the seed in current year.
Commissioner's Office	2. Approves/Disapproves request. If approved or disapproved, sends a copy of approval/disapproval to the agency, State Treasurer's Office, OSRAP, and OPB. If the seed is disapproved, then follow the process for the return of seed.

- |                       |    |                                                                                                                                                                                                  |
|-----------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Fiscal Officer | 3. | Emails copy of the letter of authorization to OSRAP noting the LaGov account assignment which the seed is to be placed                                                                           |
| OSRAP                 | 4. | Prepares, enters, and approves AFS J3 transaction to reverse the prior year seed and enters the LaGov Special Revenue Processing document (ZFI2236) to reestablish the seed in the current year. |
| STO                   | 5. | Reviews and approves the AFS J3 and the LaGov Special Revenue Processing document (ZFI2236).                                                                                                     |
| Agency Fiscal Officer | 6. | Reviews Means of Financing appropriation to verify the input of the seed in AFS and the Agency Fund in LaGov. Contacts OSRAP if there are questions concerning the seed.                         |

**PROCEDURE: Increase in Agency's State Treasurer Seed for Next Fiscal Year**

The following procedure is used to increase the agency's amount of seeds from the State Treasurer's Office for the next fiscal year after the June 30, 2022 final close and before the August 14, 2022 final close.

- | <u>Responsibility</u> |    | <u>Action</u>                                                                                                                                                                |
|-----------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Agency Fiscal Officer | 1. | Requests written authorization from the Commissioner of Administration to reestablish the prior year seed and to increase the seed for the current year.                     |
| Commissioner's Office | 2. | Approves/Disapproves requests. If approved, sends copies of approval to agency, the State Treasurer's Office and OSRAP. If disapproved, sends copy of disapproval to agency. |
| Agency Fiscal Officer | 3. | Emails copy of the letter of authorization to OSRAP noting the LaGov account assignment which the seed is to be placed.                                                      |
| OSRAP                 | 4. | Prepares, enters, and approves Special Revenue Processing document (ZFI2236).                                                                                                |
| STO                   | 5. | Reviews and approves ZFI2236 transfer document.                                                                                                                              |
| Agency Fiscal Officer | 6. | Reviews Agency Fund to verify the input of the seed in AFS. Contacts OSRAP if there are questions concerning the seed.                                                       |

**PROCEDURE: Carryover of Prior Year Cash to Current Year Means of Financing Appropriation**

The following procedure is used to carryover cash from a prior year Means of Financing Appropriation to a current year Means of Financing Appropriation as provided by law within the 45 day period 07/01/2022 - 08/14/2022.

To carry forward related FEDA, 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). See attachment *OSRAP2215A.xlsx* for examples. **NOTE: Agency will need to email the OSRAP JV group with the AFS J1 document number and the associated LaGov FV50 document number.**

1. FEDA, SGR, IAT

- A. AFS document in FY 2022 – J1 document. This revenue is recognized in AFS as FY 2022 reduction of revenue and interfaces to LaGov as FY 2022 reduction of revenue. See *FEDA, SGR, IAT CF* example tab.

**Debit** Agency Fund/PY Cash Out - T200

**Credit** Agency Cash

- B. LaGov document in FY 2023 – Journal Entry (FV50). This revenue is NOT recognized in AFS as FY 2023 revenue. FY 2023 conversion (carryforward). See *FEDA, SGR, IAT CF* example tab.

**Debit** AFS-In Revenue Clearing

**Credit** Agency Fund/ Legacy Cash Carryover 4830022

*Note: This entry will create Pooled cash entries in LaGov.*

2. Statutory Dedicated Appropriations

- A. AFS document in FY 2022 – J1 document. This revenue is recognized in AFS as FY 2022 transfer, then reduction of revenue and interfaces to LaGov as FY 2022 reduction of revenue. See *STAT DED CF* example tab.

**Debit** Agency Fund/Interfund Transfer – T180

**Credit** Agency Cash

**Debit** Treasury Fund Cash

**Credit** Treasury Fund/Interfund Transfer – T180

**Debit** Treasury Fund/PY Cash Out - T200

**Credit** Treasury Fund Cash

- B. LaGov document in FY 2023 – Journal Entry (FV50). This revenue is NOT recognized in AFS as FY 2023 revenue. FY 2023 conversion (carryforward). See *STAT DED CF* example tab.

**Debit** AFS-In Revenue Clearing

**Credit** Treasury Fund/ Legacy Cash Carryover 4830022

*Note: This entry will create Pooled cash entries in LaGov.*

C. LaGov document in FY 2023 – LaGov Special Revenue Processing document (ZFI2236). To transfer the revenue from the Treasury Fund to the Agency Fund. See *STAT DED CF* example tab.

**Debit** Treasury Fund/Interfund Transfer 4830014 (T180)  
**Credit** Agency Fund/Interfund Transfer 4830014 (T180)

3. Escrow

A. AFS document in FY 2022 – J1 document. This is recognized in AFS as FY 2022 transfer and interfaces to LaGov. See *Escrow* example tab.

**Debit** Escrow Fund/PY Cash Out - T200  
**Credit** Escrow Cash

B. LaGov document in FY 2023 – Journal Entry (FV50). This is NOT recognized in AFS in FY 2023. FY 2023 conversion (carryforward). See *Escrow* example tab.

**Debit** AFS-In Revenue Clearing  
**Credit** Escrow Fund/ Escrow GL account

**PROCEDURE: Revenue Transfers During the 45-day Period**

The following procedure is to be used to transfer prior year revenue between funds and cash accounts during the 13<sup>th</sup> accounting period. These procedures are used when the agency is required or allowed by legislation to transfer monies between funds. These procedures are not to be used for reclassifications of revenue and/or error corrections.

<u>Responsibility</u>	<u>Action</u>						<u>DR</u>	<u>CR</u>		
Agency Fiscal Officer	1.	Determines that a transfer between funds and cash accounts is needed.								
	2.	Prepares an AFS J3 transaction as follows:								
		CT1	148	1331	T110	13	22	22	\$	
		900	900	SG01	T100	13	22	22		\$
OSRAP	3.	Reviews and approves the J3 in AFS.								
STO	4.	Reviews, approves and runs the J3 in AFS.								

**PROCEDURE: Reclassification between Fiscal Years**

This procedure is used to input a journal entry for the reclassification of revenue or expenditures 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 the transition period of Fiscal Year 2022 and Fiscal Year 2023 the following process will be used. See attachment *OSRAP2215B.xlsx* for examples. **NOTE: Agency will need to email the OSRAP JV group with the AFS J1 document number and the associated LaGov FV50 document number.**

1. Fiscal Year 2022 AFS Reclassification

A. Fiscal Year 2022 in AFS (**Revenue reclassification**) -Revenue was classified on a CR (or equivalent) document in FY 2022. This revenue is recognized in AFS as FY 2022 revenue and interfaces to LaGov as FY 2022 revenue. To move to FY 2023:

i. AFS – Enter J1 document FY 2022.

Debit Revenue

Credit Cash

ii. LaGov – Enter FV50 document FY 2023.

Debit 4xxxxxx Clearing Account

Credit Revenue

B. Fiscal Year 2022 in LaGov (**Expenditure reclassification**) – Expenditure incurred in FY 2022. This expenditure is entered in LaGov as a FY 2022 expenditure and interfaces to AFS as FY 2022 expenditure. To move to FY 2023:

i. LaGov – Enter FV50 document FY 2022

Debit 9990000000 GL account – 1110095 JOURNAL VOUCHER CLEARING ACCOUNT

Credit Expenditure

ii. LaGov – Enter FV50 document FY 2023

Debit Expenditure

Credit 9990000000 GL account – 1110095 JOURNAL VOUCHER CLEARING ACCOUNT

2. Fiscal Year 2023 AFS Reclassification

A. Fiscal Year 2023 in AFS (**Revenue reclassification**) -Revenue was classified in LaGov on a classification document in FY 2023. This revenue is recognized in LaGov as FY 2023 revenue and does not interface to AFS as FY 2023 revenue. To move to FY 2022:

i. LaGov – Enter FV50 document FY 2023

Debit Revenue

Credit 4xxxxxx Clearing Account

ii. AFS – Enter J1 document FY 2022.

Debit Cash

Credit Revenue



- B. Fiscal Year 2023 in LaGov (**Expenditure reclassification**) – Expenditure incurred in FY 2023. This expenditure is entered in LaGov as a FY 2023 expenditure and does not interface to AFS as FY 2023 expenditure. To move to FY 2022:
- i. LaGov – Enter FV50 document FY 2023  
Debit 9990000000 GL account – 1110095 JOURNAL VOUCHER CLEARING ACCOUNT  
Credit Expenditure
  - ii. LaGov – Enter FV50 document FY 2022  
Debit Expenditure  
Credit 9990000000 GL account – 1110095 JOURNAL VOUCHER CLEARING ACCOUNT

**NOTE:** For AFS documents, additional line entries may be necessary for means of financing that require Bond Security & Redemption Fund entries.

**PROCEDURE: DS Unclassified Deposits at Fiscal Year End – FY 2023 – LaGov new process**

1. Fiscal Year **known** on deposit slip – Process in Fiscal Year Indicated
  - A. FY 2022 – AFS – Control Agencies Policies and Procedures Manual/Agency Procedures/401/Classification of Revenue Cash Receipts. <https://www.doa.la.gov/media/btgh12aa/chap04.pdf>
  - B. FY 2023 – Deposit Classification (ZFI2206) – Deposit and Classification Processing Dashboard.
2. Fiscal Year **unknown** on deposit slip – STO to contact Agency to determine Fiscal Year
  - A. FY 2022 – AFS – Control Agencies Policies and Procedures Manual/Agency Procedures/401/Classification of Revenue Cash Receipts. <https://www.doa.la.gov/media/btgh12aa/chap04.pdf>
  - B. FY 2023 – Deposit Classification (ZFI2206) – Deposit and Classification Processing Dashboard.
3. Fiscal Year **unknown** on wires with no deposit slip - STO to contact Agency to determine Fiscal Year
  - A. FY 2022 – AFS – Control Agencies Policies and Procedures Manual/Agency Procedures/401/Classification of Revenue Cash Receipts. <https://www.doa.la.gov/media/btgh12aa/chap04.pdf>
  - B. FY 2023 – Deposit Classification (ZFI2206) – Deposit and Classification Processing Dashboard.

**PROCEDURE: 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.

<u>Responsibility</u>	<u>Action</u>
Agency Fiscal Officer	<ol style="list-style-type: none"><li>1. Writes a letter to State Treasurer containing the following information: See attached example.<ol style="list-style-type: none"><li>A. A brief explanation of letter,</li><li>B. Act - originally drawn under,</li><li>C. Schedule Number - originally drawn under,</li><li>D. Fiscal Year - originally drawn under including:<ol style="list-style-type: none"><li>i. Means of Financing Appropriation Number</li><li>ii. Amount per Means of Financing,</li></ol></li><li>E. Total amount of check, and</li><li>F. Check Number - of enclosed check.</li></ol></li><li>2. Sends the letter and the check for the Return of Surplus to the State Treasurer.</li></ol>
STO	<ol style="list-style-type: none"><li>3. Deposits the check, and processes a DS document in AFS to record the deposit.</li><li>4. Processes a cash receipt (C1) document to classify the deposit as a return of surplus to the agency's Means of Financing.</li></ol>

**Return of Surplus (Example)**

(AGENCY LETTERHEAD)

July 30, 2022

Honorable John M Schroder, Sr, State Treasurer  
Louisiana Department of the Treasury  
Post Office Box 44154  
Baton Rouge, Louisiana 70804

Dear Mr. Schroder:

In accordance with Louisiana Revised Statutes Title 39 we are remitting as surplus the unencumbered cash on hand which was drawn under Act 119 of 2021 Regular Session, Schedule Number (Put in Agency Schedule Number) for Fiscal Year 2022.

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

MOF	Appropriation	000	General Fund	\$ 30,000.00
MOF	Appropriation	002	Self-Generated	<u>1,500.25</u>
			TOTAL	\$ <u>31,500.25</u>

Sincerely,

U.R. Approved  
Fiscal Officer