

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

JEFF LANDRY
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

May 24, 2024

OSRAP MEMORANDUM 24-12

TO: Fiscal Officers
All State Agencies

FROM: Brian Fleming, CPA
State Accounting Systems Director

SUBJECT: June 30, 2024 Year End Close

The enclosed procedures are for your use during the June 30, 2024 year-end close. Instructions and information pertaining to the following procedures are attached:

- 6/30/24 Special Instructions
- 6/30/24 LaGov Year End Close Time Frame

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 2024 funds to liquidate valid liabilities (goods received or services rendered on or before June 30, 2024). Valid encumbrance items established by close of business June 30, 2024 but not received on or before that date may be liquidated against 2025 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:

- The last date checks will be printed in June is Friday, June 28, 2024.
- The next LaGov check print will run on the night of Monday, July 1, 2024, with checks being printed on Tuesday, July 2, 2024.
- EFT will run on the night of Friday, June 28, 2024.

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.

SPECIAL INSTRUCTIONS:

All regular appropriated budgets must be in balance within each appropriation by the Close of Business on Friday, June 28, 2024. All FMBB documents requiring Control Agency approval should be processed by 12:00 P.M. (noon) on Friday, June 28, 2024.

A special front-end security to only allow OSRAP, STO, OPB, and OTS access to LaGov will be in place from 2:00 PM Friday, June 28, 2024 through Monday, July 1, 2024. If necessary, the special front-end security will be extended to Tuesday, July 2, 2024. Fiscal year 2025 accounting period 01 25 will be opened after the FY 25 budget is loaded.

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

CMIA AGENCIES:

All CMIA agencies should be aware that, depending on the General Fund cash position, checks would be printed on June 28, 2024 for invoices accepted on or before 2:00 PM June 28, 2024 with scheduled disbursement dates through June 30, 2025. EFTs will be sent on June 28, 2024 for invoices accepted on or before 2:00 PM June 28, 2024 with scheduled payment dates through June 30, 2025. Invoices must meet all other automated disbursement criteria. **Adjust your draws from Federal Granting Agencies accordingly.**

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

LAGOV INFORMATION

JUNE 30, 2024 YEAR END CLOSE

RELEASE 1.0

ISSUE DATE: 05/24/2024

Below are some important notes regarding dates for payment runs, new-year purchase orders (POs), and RASPS billing. There are also special instructions related to processing, followed by a schedule of dates and deadlines.

Dates for LaGov Scheduled Processes:

EFTs and checks processed during the Thursday, June 27, 2024, nightly cycle will be released/printed the morning of Friday, June 28, 2024. An attempt will be made to process all payables with a posting date through June 30, 2025, regardless of Invoice/Baseline Date or Payment Terms in the nightly cycle on Thursday, June 27, 2024 with checks being printed/mailed on Friday, June 28, 2024. As such, all eligible payables will be liquidated by June 30, 2024, depending on cash availability.

Capital and Operating purchase orders for Budget Fiscal Year 2025 will not be encumbered until approved budgets from HB1 and HB2 are loaded into the system.

The last RASPS billing in FY 2024 will be transmitted to FHWA on the morning of Wednesday, June 26, 2024, and the posting to create the receivable will also occur on June 27, 2024, as soon as the billing approval is received from FHWA. The next RASPS billing will be transmitted to FHWA on the morning of Tuesday, July 2, 2024.

Special Instructions:

System Availability – Users should not access transactions which result in FY 2024 expenditure postings for fiscal period 12 beginning at 2:00 PM Friday, June 28, 2024, through 7:00 AM Tuesday, July 2, 2024. Users will also be unable to process and save transactions which result in FY 2025 postings until the new fiscal year budget is loaded.

NOTE: HCM - The Posting Date for the last Regular Payroll run in Fiscal Year 2024 will be Wednesday, June 26, 2024. HCM will be available Wednesday, June 26, 2024 through 2:00 PM Friday, June 28, 2024 for Off-cycle processing. The Posting Date for Off-cycle Payroll closing at 2:00 PM Friday will be June 28, 2024.

06/30/2024 Posting Date – Once period 12/2024 becomes available in July, all transactions that pertain to, or need to charge to, the prior year **must have a 06/30/2024 posting date**. All users, including approvers, need to pay special attention to the posting date on transactions for this reason. Period 01/2025 transactions can be processed once budget is loaded; excluding Payroll, which will process as normal.

Agile Work Orders – Friday, June 28, 2024, is the last day that equipment and material day cards from work orders will interface and update LaGov. Agile users should continue to enter data in Agile according to the standard process after Friday, June 28, 2024. The interfaces from Agile to LaGov for equipment and material will be held and not processed until Monday, July 1, 2024 or when the FY 2025 budget is loaded.

Upload Processing – ALL requests for upload processing **MUST BE RECEIVED by 10:00 AM** on Friday, June 28, 2024. Upload requests received after 10:00 AM will be held and not processed until the first business day of Period 12 extended 2024.

Z8 and ZW Interfaces – The last day to submit Z8 and ZW interface files for Period 12 in Fiscal Year 2024 is Thursday, June 27, 2024. The interface files **MUST BE RECEIVED by 5:00 PM** on Thursday, June 27, 2024. Z8 and ZW interface files submitted after Thursday, June 27, 2024 for Fiscal Year 2024 will be held and not processed until Tuesday, July 2, 2024.

Cost Allocation – Requests for processing Period 11 2024 (May) in June **MUST BE RECEIVED by 12:00 PM** on Thursday, June 27, 2024. Requests received after 12:00 PM will be processed once Period 12 extended 2024 is available.

COBI Billing – Requests for MANUAL billings **MUST BE RECEIVED by 10:00 AM** on Friday, June 28, 2024. Requests received after 10:00 AM will be processed once Period 12 extended 2024 is available.

SRM Shopping Carts / POs - All pre-encumbrances must be liquidated by 2:00 PM Friday, June 28, 2024, including pre-encumbered Shopping Carts that may be in the RFX process. It is critical that any follow-on documents or POs, are created **and at Ordered Status** prior to 2:00 PM Friday, June 28, 2024. It should also be noted that POs in Saved status preceded by a Shopping Cart must be canceled and Shopping Cart items rejected from Perform Sourcing. The preceding **does not** apply to Lead Time (LT) Shopping Carts and POs.

FY 2024 Encumbrances – As stated in this memo, it is in violation of state policy to process an encumbrance against the prior year after June 30th. Therefore, LaGov will not allow for the creation of a new encumbrance or for an increase to an existing encumbrance. However, if an existing encumbrance needs to be liquidated, including POs which have a remaining balance, agency users must access each PO and cancel it.

The LDO limit will be raised to \$15,000.00 for the period 7/1/2024- 8/14/2024. This is done to allow entry in LaGov/SRM for commodity-based purchases for Budget FY 2024 that were not encumbered by 6/30/2024. Please ensure that all BFY 2024 commodity based purchases are recorded in LaGov/SRM on or before the 8/14 close using LDOs. If using split accounting for an LDO, you must split by value for successful processing. **You may NOT process FY 2025 LDOs above \$10,000.00** or agency's Delegated Purchasing Authority (DPA) if less than \$10,000. Instructions on use of the LDO functionality can be found at this link: [How to Create a Low Dollar Order \(LDO\)](#)

FY 2024 Credit Memos – For Credit Memos that should be charged to FY 2024, both the posting date **and** the baseline date must be less than or equal to **06/30/2024**.

FY 2024 Travel Expenses – Travel expenses for FY 2024 must be approved by 6:30 PM Thursday, June 27, 2024. The last June Travel payment cycle will process on Friday, June 28, 2024.

Goods Received After 06/30/2024 – If goods or services ordered in FY 2024 are not received by June 30, 2024, they must be paid using FY 2025 funds.

Critical Inventory Dates and Deadlines – Goods Receipts, Goods Issues and Counts for inventory items **MUST** be entered into the LaGov system by 2:00 PM on Friday, June 28, 2024 to ensure proper reporting of Inventory Values in the system, as well as, on the ZLO2128 Agency Inventory AFR report **required** for 6/30 reporting.

Inventory Management Online Requests (entire documents or specific line items on the document) must be processed to a Goods Issue or deleted in LaGov by 2:00 PM Friday, June 28, 2024. These Online Requests include Outbound Deliveries, Stock Transport Orders and Stock Transport Requisitions. Please refer to the links below to delete these document(s) or specific line item(s) on these documents.

[Unprocessed Outbound Deliveries](#)

[Unprocessed Stock Transport Orders](#)

[Unprocessed Stock Transport Requisitions](#)

For Agencies that use Materials Replenishment Planning (MRP), the deadline to process FY 2024 MRP Requisitions to SRM Purchase Orders in Ordered status is 2:00 PM Friday, June 28, 2024. All MRP transactions will be locked in ECC at 2:00 PM Friday, June 28, 2024 through Tuesday, July 2, 2024.

For agencies utilizing the Warehouse Management Module, all FY 2024 warehouse movement transactions must also be completed by 2:00 PM Friday, June 28, 2024. Please refer to this link [Unprocessed Warehouse Management Movements](#) for help with “Unprocessed Warehouse Management Movements.”

NOTE: All IM and WM Physical Inventory counts should be completed/reconciled prior to the June 30th reporting deadline. Therefore, it is recommended that this process be completed prior to transactions being locked at 2:00 PM Friday, June 28, 2024.

Grants – All grants currently in lifecycle phase “Closing – Residual Processing” must be cleared. The Departmental Grants Administrator (DGA) should run the Grant Actuals Report (ZFI1680) to determine if any retroactive payroll postings have been posted against the grant. These postings must be reallocated to either the grants’ Cost Sharing Fund(s) or non-grant coding, according to the agency’s business process, no later than 6:30 PM Wednesday, June 26, 2024. All adjusting Journal Vouchers should use Document Type “SU.”

Grant Validity Dates – All grant validity periods should be reviewed and updated as necessary to accommodate the first payroll of the new fiscal year based on the agency business process. Updates should be completed by Friday, July 5, 2024. The Departmental Grants Administrator (DGA) should run the Master Data Index for Grant (S_ALN_01000079) using the layout /LIFECYCLE. The DGA should also review the Budget Validity Periods on the Budget tab of the grant master to determine if changes are needed to the Valid from Date, Valid to Date, or Block fields. Additionally, Cost Share and Indirect Costs validity dates should be reviewed to determine if edits are needed there as well.

FY 2025 POs – POs that have been created for FY 2025 using either the Lead Time (LT) PO process or the Options functionality will be automatically activated as soon as the budget is loaded in LaGov for FY 2025.

Fiscal Year End Goods Receipts – All goods receipts **MUST** be entered in LaGov no later than July 31, 2024. Goods receipts pertaining to inventory **MUST be entered AND INVOICED** in LaGov no later than July 31, 2024.

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. **It is imperative that agency users follow the internal agency deadlines established by Management and Finance staff** to ensure a smooth closing.

Date	Item	Action	Agency Deadline	LaGov Processing Deadline
06/01/2024 thru Friday 06/28/2024	Liquidation of pre-encumbrances for Stock Transport and PM Work Order Requisitions that will not be converted into purchase orders for FY 2024, which will release budget for consumption Liquidation of pre-encumbrances for SRM Shopping Cart Line Items that will not be converted into purchase orders for FY 2024, which will release budget for consumption	Agency refer to the “Fiscal Year Special Processing” link https://lagovhelp.doa.louisiana.gov/gm/folder-1.11.38919 for help with: 1) Unprocessed Outbound Deliveries 2)Unprocessed Stock Transport Requisitions 3) Unprocessed PM Work Order Requisitions Agency refer to the “Fiscal Year Special Processing” link https://lagovhelp.doa.louisiana.gov/gm/folder-1.11.38919 for help with: 1) Unprocessed SRM Shopping Cart Line Items		2:00 PM (Friday, 06/28/2024) 2:00 PM (Friday, 06/28/2024)
Wednesday 06/26/2024	Last day for interfacing Invoices from DOTD Transport system	Agency transmit interface to OTS/LaGov		Normal daily deadline
Thursday 06/27/2024	Last day for interfacing Purchase Orders from DOTD Transport System Cost Allocation processing for Period 11 2024 in June Z8 and ZW interfaces	Agency transmit interface to OTS/LaGov Agency submits request to OTS/LaGov Files submitted to OTS/LaGov		Normal daily deadline 12:00 PM 5:00 PM

Date	Item	Action	Agency Deadline	LaGov Processing Deadline
Thursday (con't) 06/27/2024	Last day for check cancellations and EFT reversals that will not be reissued (i.e., Voids)	Agency deliver required documentation to State Treasurer's Office Agency process Reversal of invoice document (FB08 or MR8M)		2:00 PM
	Last day for check cancellations and EFT reversals that will be reissued (i.e., Replacements)	Agency deliver required documentation to State Treasurer's Office		6:30 PM
Friday 06/28/2024	Upload Processing	Agency submits Upload requests to OTS/LaGov Upload Processing email		10:00 AM
	COBI Billing MANUAL billing requests	Agency submits request to OTS/LaGov		10:00 AM
	Last day to enter budget adjustments for period 12/2024 via FMBB, GM_CREATE_BUDGET, or GM_MODIFY_BUDGET	Agency enter and process documents which require Control Agency approval in workflow, and notify the Control Agency via email		12:00 PM
	Last day to enter budget adjustments for period 12/2024 via FMBB, GM_CREATE_BUDGET, or GM_MODIFY_BUDGET	Agency enter and post documents not requiring Control Agency approval in workflow		2:00 PM
	Last day to encumber funds via SRM POs and Change Orders	Agency must ensure that all SRM POs and Change Orders are at an ordered status by the LaGov Processing Deadline , as no new encumbrances for FY 2024 are allowed after 06/30/2024		2:00 PM

Date	Item	Action	Agency Deadline	LaGov Processing Deadline
Friday (con't) 06/28/2024	Last day to liquidate pre-encumbrances that will not be converted into purchase orders for FY 2024	Agency refer to the "Fiscal Year Special Processing" link https://lagovhelp.doa.louisiana.gov/gm/folder-1.11.38919 for help with: 1) Unprocessed SRM Shopping Cart Line Items		2:00 PM
	Last day to process Goods Issues against Stock Transport Orders	Agency refer to the "Fiscal Year Special Processing" link https://lagovhelp.doa.louisiana.gov/gm/folder-1.11.38919 for help with: 1) Unprocessed Outbound Deliveries 2) Unprocessed Stock Transport Orders 3) Unprocessed Stock Transport Requisitions		2:00 PM
	Last day to process Warehouse Management Movements	Unprocessed Warehouse Management Movements http://wwwprd.doa.louisiana.gov/LaGov/Misc/WM_Unprocessed_Warehouse_Management_Movements.pdf		2:00 PM
	Last day to process transactions which create financial postings. (Including Deposit documents, Special Revenue processing documents, and Journal Entries)	Agency enter and process documents which require Control Agency approval in workflow, <u>and notify the Control Agency via email</u>		12:00 PM
	Last day to process transactions which create financial postings. (Including Classification documents, HCM Off-cycle, Invoices and Journal Entries)	Agency enter and post documents <u>not</u> requiring Control Agency approval in workflow		2:00 PM

List of Transactions locked after 2:00 PM Friday, June 28th thru 7:00 AM Tuesday, July 2nd.

Transaction	Transaction Name	Transaction	Transaction Name
MD01	Total Planning online	MD21	Display planning file entry
MD05	MRP List	MD25	Create planning calendar
MD06	MRP List	MD26	Change planning calendar
MD07	Stock Requirements List	MD27	Display planning calendar
MD08	Reorg MRP List	MDAB	Set up planning file entry in background
MD09	Pegged requirements	MDBT	Total planning in background
MD11	Create planned order	MDLD	Print MRP list
MD12	Change Planned Order	MDRE	Check planning in background
MD13	Display Planned Order	MDSA	Display BOM explosion number
MD14	Convert Plan Order to Purchase Req	MDSP	Edit BOM explosion number
MD20	Create planning file entry		

List of Transactions users should not access for period 12 after 2:00 PM Friday, June 28th thru 7:00 AM Tuesday, July 2nd.

NOTE: Transaction may be accessible, however, postings will not be allowed.

Transaction	Transaction Name	Transaction	Transaction Name
AB02	Change asset document	GM_RRB_IND	GM Billing (Single Processing)
AB08	Reverse Line Items	GM_RRB_MASS	GM Billing (Mass Processing)
ABAA	Unplanned depreciation	GMGRANT	Grant Master - Single Screen
ABAON	Asset Sale Without Customer	GMIDCPOST	Calculate GM Indirect Cost
ABAVN	Asset Retirement by Scrapping	KB21N	Enter Direct Activity Allocation
ABNAN	Post-Capitalization	KB24N	Reverse Direct Activity Allocation
ABUMN	Transfer within Company Code	MBST	Cancel Material Document
ABZON	Acquis. w/Autom. Offsetting Entry	ME21N	Create Purchase Order
ABZU	Write-up	ME22N	Change Purchase Order
AFAB	Post depreciation	MIGO	Goods Movement
AFAR	Recalculate Depreciation	MIR6	Invoice Overview
AJAB	Year-End Closing	MIR7	Park Invoice
AJRW	Fiscal Year Change	MIRO	Enter Incoming Invoice
AR01	Call Asset List	ML81N	Service Entry Sheet
AR31	Edit Worklist	MR11	GR/IR account maintenance
AS01	Create Asset Master Record	MR11SHOW	Account Maint.Docu.Display-Reversal
AS02	Change Asset Master Record	MR8M	Cancel Invoice Document
AS11	Create Asset Subnumber	MRBR	Release Blocked Invoices
CJ88	Settle Projects and Networks	OAAQ	Take back FI-AA year-end closing
CJ8G	Actual Settlement: Projects/Networks	RE80	RE80: RE Navigator
F-26	Incoming Payments Fast Entry	RECN	Process Contract
F-28	Post Incoming Payments	VF01	Create Billing Document
F-32	Clear Customer	VF02	Change Billing Document
F-44	Clear Vendor	VF11	Cancel Billing Document
FB08	Reverse Document	ZFI1657_IMMD	Cost Billing (COBI) Posting IMMD
FB60	Enter Incoming Invoices	ZFI1739	LaGov Asset Management Menu
FB65	Enter Incoming Credit Memos	ZFI1766	Cost Redist (CORE) Archive Utility
FB70	Enter Outgoing Invoices	ZFI1789	Leg. Act Info by Fund / Funds Center
FB75	Enter Outgoing Credit Memos	ZFI2062	Inter-Agency Journal Vouchers Dashboard
FBCJ	Cash Journal	ZFI_AB08	AB08 w/ asset number locked
FBV0	Post Parked Document	ZFI_ABAON	ABAON w/ asset number locked
FBV2	Change Parked Document	ZFI_ABAVN	ABAVN w/ asset number locked
FV50	Park G/L Account Items	ZFI_ABNAN_EXISTING	ABNAN change w/ asset number locked
FV60	Park Incoming Invoices	ZFI_ABNAN_NEW	ABNAN create w/ asset number locked
FV65	Park Incoming Credit Memos	ZFI_ABUMN_EXISTING	ABUMN existing asset - asset locked
FV70	Preliminary Entry Outbound Invoices	ZFI_ABUMN_NEW	ABUMN new asset - asset field locked
FV75	Park Outgoing Credit Notes	ZFI_ABZON_EXISTING	ABZON change w/ asset number locked
GM_CREATE_BUDGET	Create GM Budget Entry Document	ZFI_ABZON_NEW	ABZON create w/ asset number locked

Transaction	Transaction Name	Transaction	Transaction Name
GM_MODIFY_BUDGET	Modify GM Budget Entry Document	ZCTLFB08	Control Agency - Reverse Document
ZCTLFBV0	Control Agency - Post Parked Document	ZCTLFV60	Control Agency - Park Incoming Invoices
ZCTLFV50	Control Agency - Park G/L Account Items	ZCTLFV65	Control Agency - Park Incoming Credit Memos
ZFI2206	Deposit and Classification Dashboard	ZFI2236	Special Revenue Processing Dashboard