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Report Distribution

Distribution of AFS Annual reports is accomplished via the BUNDL report software. Please refer to the BUNDL Users Guide for instructions on viewing and printing reports.

These annual reports are available for access by Agency personnel:

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4G02 - 1099 Adjusting Transactions by Vendor Report
4G03 - Payments For Delivery Dates On Or Before 6/30 Paid With Current-Year Appropriation
4G13 - Liquidation of Accounts Payable and Credit Memos
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These annual reports are available for access by Control Agencies:

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4C00 - Count of Transactions by Agency Report

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4G01   **Form 1099 Turnaround Report - 1099 Reportable**

Report
Overview: This report lists all payment transactions made to 1099 vendors and recorded on the 1099 Ledger. Adjusting transactions that affect the 1099 report are also listed. Records are sorted by Agency Type and Master Vendor.

Report
Purpose: The report can be used by agencies to review payments made to 1099 vendors, and may also be used to obtain information to make the following changes to 1099 vendors: (1) the master taxpayer identification number (TIN); or (2) address information for vendors (both the master vendor and individual vendors reporting to the master vendor). It may also be used to note payment amounts for manual adjustments on the Vendor 1099 Table (1099).

Report
Source: Information for this report is obtained from the 1099 Ledger. Additional information is obtained from the Agency (AGC2) and Agency Type (AGTP) tables.

Related
Reports: 4G02 - Adjusting Transactions by Vendor

Report
Retention: This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

Field
Descriptions:

Field Name	Description
AGENCY TYPE	Agency Type code and name from AGTP.
MASTER VENDOR NAME	Name of the vendor to whom the 1099 will be sent, and Master Vendor Address lines 1, 2, and 3.
TYPE OF RETURN	Type of Return code: A=1099 Miscellaneous, 6 = Interest, and G = Governmental Payments.
TAXPAYER ID	Federal Taxpayer Identification Number (Master Vendor Code).
VENDOR	Vendor code of the vendor who received payment; Vendor name who received the payment; Vendor address lines 1, 2, and 3 of the vendor who received the payment.
CTL	The first 4 characters of the vendor name on the reference transaction.

Field Name	Description
IN TP	Income Type: 1=Rents 2=Royalties 3=Prizes and Awards 4=Federal income tax withheld 5=Fishing boat proceeds 6=Medical and health payments 7=Nonemployee compensation 8=Substitute payments 9=Direct sales C=Contract Attorney – Gross Fees
RECORD DATE	Date of the payment transaction.
TP	Transaction Type for payment or adjustment transaction.
AGY	Agency that entered the transaction that created 1099 data, or "000" if the transaction listed is an AD or an EF.
DOCUMENT NUMBER	Document number for the payment or adjustment transaction.
AC TP	Account Type with which the transaction was processed.
OBJT	Object code to which payment or adjustment was charged.
BS ACCT	Balance sheet account to which payment or adjustment was charged.
AMOUNT	Amount of payment or adjustment transaction.
REFERENCE TP	Reference transaction type (normally PV).
REFERENCE AGY	Reference transaction agency.
REFERENCE NUMBER	Reference transaction document number.
REFERENCE LN	Reference line number.
VENDOR INVOICE	Vendor invoice number from the reference transaction.
TOTAL FOR TIN INCOME TYPE	Total amount of payments for this income type.
TOTAL FOR VENDOR	Total amount of payments for this vendor.
TOTAL FOR MASTER VENDOR	Total amount of payments for this master vendor.

**Report
Distribution:**   All Agencies, via the ISFGFS mailcode

**Report
Layout:**   Access BUNDL to view the report layout.

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4G02   Adjusting Transactions by Vendor

**Report
Overview:**   This report lists adjusting transactions, by agency type and vendor, for 1099 payments. This report resembles the Form 1099 Turnaround Report (4G01) in format, but lists only adjusting transactions from the 1099 Ledger and provides detail on each transaction which might cause an adjustment to Form 1099 reportable amounts. Records are sorted by Agency Type, Master Vendor, Type of Return and Income Type, with totals at the Vendor and Master Vendor level.

**Report
Purpose:**   To list adjusting transactions, by agency type and vendor, for 1099 payments.

**Report
Source:**   Information for this report is obtained from the 1099 Ledger. Additional information is obtained from the Agency (AGC2) and Agency Type (AGTP) tables.

**Related
Reports:**   4G01 – Form 1099 Turnaround Report – 1099 Reportable

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
AGENCY TYPE	Agency Type code and name from AGTP.
MASTER VENDOR NAME	Name of the vendor to whom the 1099 will be sent, and Master Vendor Address lines 1, 2, and 3.
TYPE OF RETURN	Type of Return code: A=1099 Miscellaneous, 6 = Interest, G = Governmental Payments.
TAXPAYER ID	Federal Taxpayer Identification Number (Master Vendor Code).
VENDOR	Vendor code of the vendor who received payment; Vendor name who received the payment; Vendor address lines 1, 2, and 3 of the vendor who received the payment.

Field Name	Description
IN TP	Income Type: 1=Rents 2=Royalties 3=Prizes and Awards 4=Federal income tax withheld 5=Fishing boat proceeds 6=Medical and health payments 7=Non-employee compensation 8=Substitute payments 9=Direct sales C=Contract Attorney – Gross Fees
RECORD DATE	Date of the adjustment transaction.
TP	Transaction Type for adjustment transaction.
AGY	Agency that entered the transaction that created 1099 data.
DOCUMENT NUMBER	Document number for adjustment transaction.
AC TP	Account Type with which the transaction was processed.
OBJT	Object code to which adjustment was charged.
BS ACCT	Balance sheet account to which adjustment was charged.
AMOUNT	Amount of adjustment transaction.
DOCUMENT DESCRIPTION	Description of the transaction, from the document header.
LINE DESCRIPTION	Description of the transaction, from the document line.
TOTAL FOR TIN INCOME TYPE	Total amount of adjustments for this income type.
TOTAL FOR VENDOR	Total amount of adjustments for this vendor.
TOTAL FOR MASTER VENDOR	Total amount of adjustments for this master vendor.

Report Distribution: All Agencies, via the ISFGFS mailcode

Report Layout: Access BUNDL to view the report layout.

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4G03   Payments For Delivery Dates On Or Before 6/30 Paid With Current-Year Appropriation

**Report
Overview:**   This report lists all payment documents with an actual delivery date on or before June 30 of the prior fiscal year, paid in the current budget fiscal year. The report displays document line detail and totals by Object Category. The report is normally run for the period 07/01 through 08/31.

Data for permanent appropriations for agency 115 are included within the body of the report in numerical order by agency number.

Because this report pulls information from CLSLEDG, it is run during or after the monthly close.

This information will agree with Report 4G31, Column II, Section B, that is run at the end of the current budget fiscal year. This adjustment information is necessary because current-year expenditures include payments for prior-year goods that were accounted for in the prior-year CAFR. An exception to this standard will occur only if the report is run again at any other time during the year.

**Report
Purpose:**   This report is run each year and provides information to be included in the Comprehensive Annual Financial Report (CAFR). The State Legislative Auditor also uses it**.**

**Report
Source:**   Information for this report is obtained from the Closed General Ledger (CLSLEDG). Additional information is obtained from the Object (OBJ2) and Agency (AGC2) tables.

**Related
Reports:**   Report 4G31, Column II, Section B that is run at the end of the current fiscal year will agree with Report 4G03 that was run at the end of August for that same fiscal year.

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
AGCY	Agency number from the payment transaction.
APPR UNIT	Appropriation Unit from the payment transaction.
OBJECT CATEGORY	Object Category that is associated with the expenditure object coded on the payment transaction, from the OBJ2 table.
ORGN	Organization from the payment transaction.
FY	Budget Fiscal Year from the payment transaction.
OBJT	Object code from the payment transaction.
DOC NUMBER	Document number from the payment transaction.
ACTUAL DEL DATE	The actual delivery date from the payment transaction.
VENDOR NUMB	Vendor number of the vendor to whom the payment was issued.
AMOUNT	Dollar amount of the payment.
AGENCY NAME	Name of agency for which payment was processed (from AGC2).
OBJECT CATEGORY TOTAL	Total of all payment amounts for the object category, identified by object category code.
APPROPRIATION UNIT TOTAL	Total of all payment amounts for the appropriation.
AGENCY TOTAL	Total of all payment amounts for the agency.
GRAND TOTAL	Total of all payment amounts for all agencies listed on the report.

**Report
Distribution:**   Agencies and Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

4G04	**ISIS PO's Not Liquidated Report**

**Report
Overview:** This report runs after the AGPS Rollover Cycle has liquidated prior year encumbrances. It lists all records on the OPOH table with an AGPS created flag and an outstanding amount greater than zero. If a PO is listed on the report, this means AGPS did not liquidate its balance in the Rollover Cycle. The report lists the transaction type, vendor number, vendor name, PO number, AGPS created flag, original PO amount and the outstanding balance which was not liquidated, with page breaks on agency.

**Report
Purpose:** To list any PO's with an AGPS created flag that have an outstanding balance after the Rollover process is complete.

**Report
Source:** Information for this report is obtained from the Open Purchase Order Header Inquiry (OPOH) table. Additional information is obtained from the Agency table (AGC2).

**Related
Reports:** None

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for three (3) years.

**Field
Descriptions:**

Field Name	Description
AS OF	The calendar date on which the report was run.
BFY	The budget fiscal year for which the report was run.
AGENCY	Number of agency for which non-liquidated POs are listed. This number is on the POs and comes form the OPOH table.
NAME	Name of agency for which non-liquidated POs are listed, from AGC2.
TRANS TYPE	Value = PO; from OPOH.
VENDOR NO	The vendor number on the transaction, from OPOH.
VENDOR NAME	The vendor name, from OPOH.
PO/PC NUMBER	The purchase order number, from OPOH.
AGPS CREATED	Valid values are 'P' (AGPS) or 'K' (CFMS), from the OPOH or OPPH table.

Field Name	Description
ORIGINAL PO/PC AMOUNT	The amount of the purchase order, from the OPOH or OPPH table.
OUTSTANDING PO/PC AMOUNT	The calculated outstanding amount of the purchase order (Original PO/PC amount less the closed amount).

**Report
Distribution:**   Control Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

4G05   Encumbrances Status Report – AFS, CFMS, or AGPS Initiated PO

**Report
Overview:**   This report lists all encumbrances (AFS, CFMS, and AGPS initiated) that were not zero-liquidated in the Encumbrance Rollover cycle. Records are sorted and grouped first by outstanding prior-year AFS purchase orders, then by outstanding prior-year CFMS purchase orders, and finally by outstanding prior-year AGPS purchase orders. The report header changes when the source of the purchase orders changes, with AFS listed first, followed by CFMS, and then AGPS. Within each page, records are sorted by Agency, Vendor, Purchase Order number, and Purchase Order Line number, with totals calculated at the Agency level.

The first AFS Encumbrance Rollover Contingency (AFS Contingency) process is run during the first regular nightly cycle after a successful Encumbrance Rollover. Report 4G05 is created as part of that process. It reads OPOH and OPOL and lists each prior-year purchase order that is outstanding, regardless of the system from which it was created. The Contingency process will then attempt to close the orders included in the report.

**Report
Purpose:**   This report provides OSRAP and OIS with a list of all encumbrances that were not zero-liquidated by Encumbrance Rollover and subsequent AFS Contingency cycles. The AFS Contingency process runs night after night until all of the errors are corrected and all of the outstanding encumbrances from the prior budget fiscal year are liquidated. Report 4G05 is created at the beginning of the Contingency cycle. It lists orders that are still outstanding and which the AFS Contingency cycle will attempt to liquidate during that same cycle.

**Report
Source:**   This report obtains its information from the Open Purchase Order Header (OPOH) and Open Purchase Order Line (OPOL) tables. Additional information comes from the Agency (AGC2), Organization (ORG2), Fund Agency (FGY2), Appropriation (EAP2), Reporting Category (RPTG), Activity (ACTV), and System Options (SOPT) tables.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for three (3) years.

**Field
Descriptions:**

Field Name	Description
AGENCY NUMBER	Number and name of agency whose POs were not zero-liquidated are listed. Number comes from OPOH; name comes from AGC2.
VENDOR CODE/NAME	Number and name of vendor associated with PO that was not zero-liquidated. Name is listed below number.
PO AGY	Agency that initiated the purchase order.
PURCHASE ORDER #	Number of Purchase Order that was not zero-liquidated.
BFY	Budget Fiscal Year from the purchase order header.
P.O. DATE	Date the Purchase Order was originally processed.
P.O LINE	Line number from the purchase order line.
FUND	Fund number from the purchase order line.
AGCY	Agency number from the purchase order line.
ORGN	Organization number from the purchase order line.
APPR	Appropriation Unit from the purchase order line.
OBJT	Object from the purchase order line.
RPTG	Reporting Category from the purchase order line.
P.O. LINE AMOUNT	Line Amount from the purchase order line.
AMOUNT LIQUIDATED PRIOR TO 8/14	Closed Amount from the purchase order line, prior to running AFS Contingency.
AMOUNT LIQUIDATED AT 8/14*	Amount that was not zero-liquidated either by Encumbrance Rollover or by AFS Contingency.
TOTAL ENCUMBRANCES LIQUIDATED AT 08/14	Totals for the Agency, in each column.

* Prior-year encumbrances must be fully liquidated before August 14.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy, OIS

**Report
Layout:**   Access BUNDL to view the report layout.

4G06   **Revenue by Agency with Capital Outlay Fund Type C - Current Year Accounting Periods 1-12**

**Report
Overview:**   This report provides revenue totals by agency for the current budget fiscal year, for accounting periods 1 through 12 only. The report is sorted by agency, fund class, fund, appropriation unit number, revenue organization, and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") are included as revenues in this report. Transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:**   To provide OSRAP with a recap of 12-month revenue totals by agency for the fiscal year ending June 30.

**Report
Source:**   Information for this report is obtained from the extract file created for report 4G07. Additional information is obtained from the Fund Class (FCLS), Fund (FUN2), Agency (AGC2), Fund/Agency (FGY2), and Appropriation (EAP2) tables.

**Related
Reports:**   4G07 – Revenue by Fund With Capital Outlay Fund Type C - Current Year Accounting Periods 1-12
4G24 – Revenue by Agency - Current Year Accounting Periods 1-12
4G25 – Revenue by Fund - Current Year Accounting Periods 1-12

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The June 30 period ending date for the fiscal year for which revenue is reported.
AGENCY NUMBER	Number of agency whose summary revenue transactions are listed.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Fund number associated with the revenue transactions.
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.

Field Name	Description
REV ORGN	Revenue organization coded on the revenue transactions.
REVENUE SOURCE	Revenue source coded on the revenue transactions.
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, fund, fund class, and agency for accounting periods 01 through 12 of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Fund, Fund Class or Agency, from ORG2, EAP2, FUN2, FCLS, or AGC2.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the fiscal year.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the fiscal year.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the fiscal year.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the fiscal year.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the fiscal year.
TOTAL CURRENT YEAR REVENUE	Total revenue amount for all agencies on the report for the fiscal year.

Report Distribution: Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

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4G07   Revenue by Fund with Capital Outlay Fund Type C - Current Year Accounting Periods 1-12

**Report
Overview:**   This report provides revenue totals by fund for the current budget fiscal year, for accounting periods 1 through 12 only. The report is sorted by fund class, fund, agency, appropriation unit number, revenue organization, and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") are included as revenues in this report. Transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:**   To provide OSRAP with a recap of 12-month revenue totals by fund for the fiscal year ending June 30.

**Report
Source:**   Information for this report is obtained from the Closed General Ledger (CLSLEDG) and from the General Ledger (GENLED). Additional information is obtained from the Fund (FUN2), Fund Class (FCLS), Administrative Fund Master (ADMF), Agency (AGC2), Fund/Agency (FGY2), Appropriation (EAP2), Revenue Source (RSR2), Balance Sheet Account (BAC2), Organization (ORG2), Bank Account (BANK), Louisiana Cash Account Fund (CFND), and System Special Accounts (SPEC) tables. The extract file that is created is also used to produce the 4G06 report.

**Related
Reports:**   4G06 – Revenue by Agency With Capital Outlay Fund Type C - Current Year Accounting Periods 1-12
                       4G24 – Revenue by Agency - Current Year Accounting Periods 1-12
                       4G25 – Revenue by Fund - Current Year Accounting Periods 1-12

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The June 30 period ending date for the fiscal year for which revenue is reported.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Number of fund whose summary revenue transactions are listed.

Field Name	Description
AGENCY NUMBER	Agency number coded on the revenue transactions.
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.
REV ORGN	Revenue Organization coded on the revenue transactions.
REVENUE SOURCE	Revenue Source coded on the revenue transactions.
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, agency, fund, and fund class for accounting periods 01 through 12 of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Agency, Fund, or Fund Class, from ORG2, EAP2, AGC2, FUN2, or FCLS.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the fiscal year.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the fiscal year.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the fiscal year.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the fiscal year.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the fiscal year.
TOTAL CURRENT YEAR REVENUE	Total revenue amount for all funds on the report for the fiscal year.

Report Distribution: Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

4G08	**Revenue by Fund with Capital Outlay Fund Type C - Prior Year Accounting Period 13**

**Report
Overview:**

This report provides revenue totals by fund for the prior budget fiscal year, for accounting period 13 only. The report is sorted by fund class, fund, agency, appropriation unit number, revenue organization, and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") are included as revenues in this report. Transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the 13th Period close.

**Report
Purpose:**

To provide OSRAP with a recap of revenue totals by fund for the 13th accounting period.

**Report
Source:**

Information for this report is obtained from the Closed General Ledger (CLSLEDG) and from the General Ledger (GENLED). Additional information is obtained from the Fund (FUN2), Fund Class (FCLS), Administrative Fund Master (ADMF), Agency (AGC2), Fund/Agency (FGY2), Appropriation (EAP2), Revenue Source (RSR2), Balance Sheet Account (BAC2), Organization (ORG2), Bank Account (BANK), Louisiana Cash Account Fund (CFND), and System Special Accounts (SPEC) tables. The extract file that is created is also used to produce the 4G09 report.

**Related
Reports:**

4G09 – Revenue by Agency With Capital Outlay Fund Type C - Prior Year Accounting Period 13
4G17 – Revenue by Fund Prior Year Accounting Period 13
4G18 – Revenue by Agency Prior Year Accounting Period 13

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The 13th period ending date for the fiscal year for which revenue is reported: 08/14/YY.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Number of fund whose summary revenue transactions are listed.

Field Name	Description
AGENCY NUMBER	Agency number coded on the revenue transactions.
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.
REV ORGN	Revenue Organization coded on the revenue transactions.
REVENUE SOURCE	Revenue Source coded on the revenue transactions.
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, agency, fund, and fund class for the 13th accounting period of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Fund, Fund Class or Agency, from ORG2, EAP2, FUN2, FCLS, or AGC2.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the 13th period.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the 13th period.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the 13th period.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the 13th period.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the 13th period.
TOTAL CURRENT YEAR REVENUE	Total revenue amount for all funds on the report for the 13th period.

Report Distribution: Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

4G09   **Revenue by Agency with Capital Outlay Fund Type C - Prior Year Accounting Period 13**

**Report
Overview:**   This report provides revenue totals by agency for the prior budget fiscal year, for accounting period 13 only. The report is sorted by agency, fund class, fund, appropriation unit number, revenue organization, and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") are included as revenues in this report. Transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the 13th Period close.

**Report
Purpose:**   To provide OSRAP with a recap of revenue totals by agency for the 13th accounting period.

**Report
Source:**   Information for this report is obtained from the extract file created for report 4G08.

**Related
Reports:**   4G08 – Revenue by Fund With Capital Outlay Fund Type C - Prior Year Accounting Period 13
4G17 – Revenue by Fund - Prior Year Accounting Period 13
4G18 – Revenue by Agency - Prior Year Accounting Period 13

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The 13th period ending date for the fiscal year for which revenue is reported: 08/14/YY.
AGENCY NUMBER	Number of agency whose summary revenue transactions are listed.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Fund number associated with the revenue transactions.
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.
REV ORGN	Revenue Organization coded on the revenue transactions.

Field Name	Description
REVENUE SOURCE	Revenue Source coded on the revenue transactions.
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, fund, fund class, and agency for the 13th accounting period of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Fund, Fund Class or Agency, from ORG2, EAP2, FUN2, FCLS, or AGC2.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the 13th period.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the 13th period.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the 13th period.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the 13th period.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the 13th period.
TOTAL CURRENT YEAR REVENUE	Total Revenue amount for all agencies on the report for the 13th period.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy

**Report
Layout:**   Access BUNDL to view the report layout.

4G10   Specific Revenue Source Codes by Agency Report

**Report
Overview:**

This report lists collections by revenue source and agency, for up to 15 revenue sources. It selects records based on revenue sources entered in the miscellaneous parameters field and the fiscal year entered in the budget fiscal year field on the LDAT table. The revenue sources to be reported are requested by the Office of Statewide Reporting and Accounting Policy. The report is sorted by revenue source, agency, appropriation and revenue organization, with totals at the revenue source level.

**Report
Purpose:**

This report allows OSRAP to report on specific revenue sources. It is intended to provide agency totals for seeds and prior year (PY) carryovers of cash.

**Report
Source:**

Information for this report is obtained from the Closed General Ledger (CLSLEDG). Additional information is obtained from the Agency (AGC2) and Organization (ORG2) tables.

**Related
Reports:**

4G06 – Revenue by Agency with Capital Outlay – Current Year Accounting Periods 1-12
4G07 – Revenue by Fund with Capital Outlay – Current Year Accounting Periods 1-12
4G08 – Revenue by Fund with Capital Outlay – Prior Year Accounting Period 13
4G09 – Revenue by Agency with Capital Outlay - Prior Year Accounting Period 13

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The month-end date for the fiscal year for which revenue is reported.
REV SRCE	Revenue source code(s) entered in the MISC PARAMETERS field on LDAT entry for this report. Every four digits represents a revenue source code. Example: a miscellaneous parameter of T190T195T210T220 represents four revenue source codes, beginning with T190. The revenue sources to be reported are determined by OSRAP.
BFY	Budget Fiscal Year from LDAT.

Field Name	Description
AGY	Number of agency whose summary revenue transactions are listed.
AGENCY DESCRIPTION	Agency name from AGC2 table.
APPN	Appropriation Unit from the revenue transaction on the ledger.
ORGN	Revenue Organization from the revenue transaction on the ledger.
AMOUNT	Revenue amount for the fiscal year for the particular revenue source.
ORIGINAL FUND	Original Fund from ORG2 table.
FINAL FUND	Final Fund from the revenue transaction on the ledger.
TOTAL REVENUE FOR REVENUE SOURCE XXXX BFY XX	Total of all revenues reported for this revenue source and this budget fiscal year.
TOTAL REVENUE FOR REVENUE SOURCE ALL	Grand total of all revenue sources reported on this report.

Report Distribution: Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

4G13 **Liquidation of Accounts Payable and Credit Memos**

**Report
Overview:** This report lists all payment vouchers that were reversed at the annual closing as part of the Liquidation of Accounts Payable and Credit Memos process that occurs at the end of the fiscal year. Payment vouchers may be outstanding at the end of the fiscal year for various reasons, including: 1) the vendor is on HOLD or inactive, 2) outstanding payments amounts and outstanding credit memos net to zero or less than zero. Records on this report are sorted by agency, vendor code, check category, voucher number and voucher line number. Totals are provided at the voucher number, vendor, and agency levels.

**Report
Purpose:** To provide agencies with a list of payment vouchers that were reversed at 8/14. Agency personnel will utilize this report to notify vendors process and to establish any credit memo balance as a billed receivable in the current year.

**Report
Source:** Information for this report is obtained from the Open Payment Voucher Header (OPVH) and Open Payment Voucher Line (OPVL) tables. Additional information is obtained from the Agency (AGC2) and Vendor (VEND) tables.

**Related
Reports:** None

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The 13th Period ending date for the fiscal year for which payment voucher reversals are listed.
AGENCY	Number and name of agency (from OPVH and AGC2) whose payment voucher reversals are listed.
VENDOR CODE	Vendor code (from OPVH) associated with payment voucher that was reversed.
VENDOR NAME	Vendor name (from VEN2) associated with vendor code on payment voucher that was reversed.
CHCK CATG	Check Category code (from OPVH) associated with payment voucher that was reversed.
VOUCHER NUMBER	Number of payment voucher document (from OPVH) that was reversed.

Field Name	Description
NO	Line number of payment voucher that was reversed (from OPVL).
FUND	Fund number (from OPVL) associated with payment voucher/line number that was reversed.
AGCY	Agency number (from OPVL) coded on payment voucher that was reversed.
ORGN	Organization (from OPVL) coded on payment voucher that was reversed.
APPR UNIT	Appropriation Unit (from OPVL) associated with payment voucher that was reversed.
OBJT	Object (from OPVL) coded on payment voucher that was reversed.
RSRC	Revenue Source (from OPVL) coded on payment voucher that was reversed.
ACCT	Balance Sheet Account number (from OPVL) coded on payment voucher that was reversed.
LINE AMOUNT	Payment voucher line amount (from OPVL) from payment voucher that was reversed. This is the amount that was reversed.
VOUCHER TOTAL	Total of all line amounts for the Payment Voucher.
VENDOR TOTAL	Total of all voucher amounts for the Vendor.
AGENCY TOTAL	Total of all voucher amounts for the Agency.

**Report
Distribution:** Agencies

**Report
Layout:** Access BUNDL to view the report layout.

4G14	**Liquidation of Accounts Payable and Credit Memo Errors**

**Report
Overview:** This report provides a detailed list of all payment vouchers that were bypassed by the Liquidation of Accounts Payable and Credit Memos process due to a system fatal error. Fatal errors may occur due to missing chart of accounts data such as fund, fund/agency, organization, or appropriation. Records are sorted by agency, vendor code, check category, voucher number and voucher line number. Totals are provided at the voucher number, vendor, and agency levels.

**Report
Purpose:** To provide OSRAP with a list of payment vouchers that could not be liquidated at 8/14 due to errors. OSRAP will utilize this report to manually correct the errors and reverse the payment vouchers.

**Report
Source:** Information for this report is obtained from the Open Payment Voucher Header (OPVH) and Open Payment Voucher Line (OPVL) tables. Additional information is obtained from the Agency (AGC2) table.

**Related
Reports:** None

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The 13th Period ending date for the fiscal year for which payment voucher reversals that couldn't be made are listed.
If no payment vouchers were rejected in the reversal process, not data will be listed on the report. Instead, the message: ***NO RECORDS SELECTED – INPUT FILE EMPTY!*** will be displayed.	
AGENCY	Number and name of agency (from OPVH and AGC2) whose payment vouchers that could not be reversed are listed.
VENDOR CODE	Vendor code (from OPVH) associated with payment voucher that could not be reversed.
CHCK CATG	Check Category code (from OPVH) associated with payment voucher that could not be reversed.
VOUCHER NUMBER	Number of payment voucher document (from OPHV) that could not be reversed.

Field Name	Description
LINE NO	Line number of payment voucher that could not be reversed (from OPVL).
FUND	Fund number (from OPVL) associated with payment voucher that could not be reversed.
AGCY	Agency number (from OPVL) coded on payment voucher that could not be reversed.
ORGN	Organization from OPVL.
APPR UNIT	Appropriation Unit (from OPVL) associated with payment voucher that could not be reversed.
OBJT	Object (from OPVL) coded on payment voucher that could not be reversed.
RSRC	Revenue Source (from OPVL) coded on payment voucher that could not be reversed.
ACCT	Balance Sheet Account (from OPVL) coded on payment voucher that could not be reversed from OPVL.
BS AMOUNT	Payment voucher line amount (from OPVL) from payment voucher that could not be reversed. This amount was not reversed.
ERROR MESSAGE	Descriptive message about why the voucher could not be liquidated. Possible error messages include: - APPR TABLE: RECORD NOT FOUND - FUND TABLE: RECORD NOT FOUND - FGY2 TABLE: RECORD NOT FOUND - ORGN TABLE: RECORD NOT FOUND.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy

**Report
Layout:**   Access BUNDL to view the report layout.

4G15   AFS P/Y Encumbrances Status Report

**Report
Overview:**   This report is created as part of the Encumbrance Rollover Process in August each year. It lists all the AFS encumbrances that have been previously rolled and are zero liquidated on 8/14. It also lists purchase orders zero liquidated and rolled to the new fiscal year, with new purchase order numbers. Records are sorted by agency, vendor, purchase order number and PO line number, with totals calculated at the agency level. Purchase orders that are rolled are listed and totaled first, followed by purchase orders that were previously rolled and have now been zero liquidated.

**Report
Purpose:**   To provide agencies with a list of all purchase orders that were rolled and/or zero liquidated (and not rolled) at the end of the fiscal year.

**Report
Source:**   Information for this report is obtained from the Open Purchase Order Header (OPOH) and Open Purchase Order Line (OPOL) tables. Additional information is obtained from the Agency (AGC2) and Vendor (VEN2) tables.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
AT	The 13th Period ending date for the fiscal year for which rolled and/or zero liquidated purchase orders are listed
AGENCY NUMBER	Number and name of agency (from OPVH and AGC2) whose rolled and/or zero liquidated purchase orders are listed.
VENDOR CODE/NAME	Number and name of vendor (from OPVH and VEN2) associated with purchase order that was rolled or zero liquidated.
PO AGY	Agency number portion of purchase order number for purchase order that was rolled or zero liquidated.
ORIGINAL PURCHASE ORDER #	Purchase order document number (from OPOH) for purchase order that was rolled or zero-liquidated.
ORIG P.O. LINE	Line number of purchase order (from OPOL, for original purchase order) that was rolled or zero liquidated.

Field Name	Description
ORIG P.O. DATE	Purchase order date (from OPOH, for original purchase order) for purchase order that was rolled or zero liquidated.
ORIG BFY	Budget fiscal year (from OPOH, for original purchase order) to which rolled or zero liquidated purchase order was charged.
NEW PURCHASE ORDER #	Purchase order number for new purchase order (created from roll), or the message "NOT ROLLED" if the original purchase order was not rolled into new year because it was rolled in a previous year.
NEW P.O. LINE	Purchase order line number for new purchase order (created from roll), or purchase order line number from original purchase order, if that order has been zero liquidated because it was rolled in a previous year.
ORGN	Organization code on new purchase order (created from roll), or organization code from original purchase order, if that order has been zero liquidated because it was rolled in a previous year.
ACCT CODE	Object code on new purchase order (created from roll), or object code from original purchase order, if that order has been zero liquidated because it was rolled in a previous year.
FUND	Fund on new purchase order (created from roll), or fund from original purchase order, if that order has been zero liquidated because it was rolled in a previous year.
APPR	Appropriation unit associated with coding on new purchase order (created from roll), or appropriation associated with original purchase order, if that order has been zero liquidated because it was rolled in a previous year.
ORIGINAL P.O. LINE AMOUNT	PO line amount of the original purchase order (from OPOL).
AMOUNT LIQUIDATED PRIOR TO 8/14	PO line closed amount of the original purchase order (from OPOL).
AMOUNT LIQUIDATED OR ROLLED AT 8/14	Line amount on new purchase order created from roll, or outstanding line amount from original purchase order, if that order has been zero liquidated because it was rolled in a previous year.
TOTAL ENCUMBRANCES ROLLED AT 08/14	Totals for all encumbrances rolled for the agency, in each amount column.
TOTAL ENCUMBRANCES LIQUIDATED AT 08/14	Totals for all encumbrances liquidated (and not rolled) for the agency, in each amount column.

**Report
Distribution:**   Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

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4G16   Prior Year Revenue and Expenditure Adjustments

**Report
Overview:**

This reports lists the Closed Ledger entries for all revenue adjustments (revenue source code = "1970") and expenditure adjustments (object code = "4320") from the prior budget fiscal year. Revenue adjustments and expenditure adjustments are reported separately, with totals calculated for each. This report includes accounting periods 1 - 13.

**Report
Purpose:**

To provide a list of prior year revenue and expenditure adjustments.

**Report
Source:**

Information for this report is obtained from the Closed General Ledger (CLSLEDG). Additional information is obtained from the Fund (FUN2), Revenue Source (RSR2), and Object (OBJ2) tables.

**Related
Reports:**

None

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR THE PERIOD ENDED	The month-end date for the fiscal year for which revenue and expenditure adjustment information is reported (06/30/YY or 08/14YY).
ACCOUNT	Number and name of adjustment account (revenue or expenditure) for which adjustment information is listed. From RSR2 or OBJ2. NOTE: If there are no revenue or expenditure adjustments to report, the message NO RECORDS SELECTED will display below the account number and name.
FUND CLASS	Fund Class code associated with adjustment, from FUN2.
FUND NUMBER	Fund number associated with adjustment transaction.
FISCAL YR/MO	Fiscal year and month associated with the transaction.
TRANS CODE	Transaction code recorded on the ledger (e.g. JV).
DOCUMENT NUMBER	Document number for the adjustment transaction.
TRAN TYPE	Description of the transaction (e.g. J1, J2, J6).

Field Name	Description
POSTING DATE	Date adjustment was processed.
DETAIL AMOUNT	Dollar amount of the adjustment.
TOTAL	The total amount for the adjustment account is shown. Revenue adjustment total is listed as a credit; expenditure adjustment total is listed as a debit.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy

**Report
Layout:**   Access BUNDL to view the report layout.

4G17   Revenue by Fund - Prior Year Accounting Period 13

**Report
Overview:** This report provides revenue totals by fund for the prior budget fiscal year, for accounting period 13 only. The report is sorted by fund class, fund, agency, appropriation unit number, revenue organization, and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") and transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the 13th Period close.

**Report
Purpose:** To provide OSRAP with a recap of revenue totals by fund for the 13th accounting period.

**Report
Source:** Information for this report is obtained from the Closed General Ledger (CLSLEDG) and from the General Ledger (GENLED). Additional information is obtained from the Fund (FUN2), Fund Class (FCLS), Administrative Fund Master (ADMF), Agency (AGC2), Fund/Agency (FGY2), Appropriation (EAP2), Revenue Source (RSR2), Balance Sheet Account (BAC2), Organization (ORG2), Bank Account (BANK), Louisiana Cash Account Fund (CFND), and System Special Accounts (SPEC) tables. The extract file that is created is also used to produce the 4G18 report.

**Related
Reports:** 4G08 – Revenue by Fund With Capital Outlay Fund Type C - Prior Year Accounting Period 13
4G09 – Revenue by Agency With Capital Outlay Fund Type C - Prior Year Accounting Period 13
4G18 – Revenue by Agency - Prior Year Accounting Period 13

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The 13th period ending date for the fiscal year for which revenue is reported: 08/14/YY.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Number of fund whose summary revenue transactions are listed.
AGENCY NUMBER	Agency number coded on the revenue transactions.

Field Name	Description
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.
REV ORGN	Revenue Organization coded on the revenue transactions.
REVENUE SOURCE	Revenue Source coded on the revenue transactions.
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, agency, fund, and fund class for the 13th accounting period of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Fund, Fund Class or Agency, from ORG2, EAP2, FUN2, FCLS, or AGC2.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the 13th period.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the 13th period.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the 13th period.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the 13th period.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the 13th period.
TOTAL CURRENT YEAR REVENUE	Total revenue amount for all funds on the report for the 13th period.

Report Distribution: Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

4G18   Revenue by Agency - Prior Year Accounting Period 13

**Report
Overview:**

This report provides revenue totals by agency for the prior budget fiscal year, for accounting period 13 only. The report is sorted by agency, fund class, fund, appropriation unit number, revenue organization, and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") and transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the 13th Period close.

**Report
Purpose:**

To provide OSRAP with a recap of revenue totals by agency for the 13th accounting period.

**Report
Source:**

Information for this report is obtained from the extract file created for report 4G17. Additional information is obtained from the Fund Class (FCLS), Fund (FUN2), Agency (AGC2), Fund/Agency (FGY2), and Appropriation (EAP2) tables.

**Related
Reports:**

4G08 – Revenue by Fund With Capital Outlay Fund Type C - Prior Year Accounting Period 13
    4G09 – Revenue by Agency With Capital Outlay Fund Type C - Prior Year Accounting Period 13
4G17 – Revenue by Fund - Prior Year Accounting Period 13

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The 13th period ending date for the fiscal year for which revenue is reported: 08/14/YY.
AGENCY NUMBER	Number of agency whose summary revenue transactions are listed.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Fund number associated with the revenue transactions.
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.
REV ORGN	Revenue Organization coded on the revenue transactions.

Field Name	Description
REVENUE SOURCE	Revenue Source coded on the revenue transactions.
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, fund, fund class, and agency for the 13th accounting period of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Fund, Fund Class or Agency, from ORG2, EAP2, FUN2, FCLS, or AGC2.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the 13th period.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the 13th period.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the 13th period.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the 13th period.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the 13th period.
TOTAL CURRENT YEAR REVENUE	Total revenue amount for all agencies on the report for the 13th period.

Report Distribution: Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

4G19	**Warrant Activity by Fund**

**Report
Overview:**

This report provides warrant totals by fund (from which funds were drawn) for warrants issued by ISIS and Non-ISIS agencies in the prior budget fiscal year. The report is sorted by fund, fund class, account number, agency, transaction code, and appropriation number, and totals are provided for each fund. The report selects all MW, PV, JV (WV), and CR transactions with account type 22, where object category is "WD" (warrants drawn) or "WN" (warrants drawn Non-ISIS). This report runs as part of the June 30 fiscal year close and as part of the 13th Period close.

**Report
Purpose:**

To provide OSRAP with totals of warrant activity in the funds during the prior fiscal year.

**Report
Source:**

Information for this report is obtained from the Closed General Ledger (CLSLEDG). Additional information is obtained from the Agency (AGC2), Fund (FUN2), Fund/Agency (FGY2), Appropriation (EAP2), Object (OBJ2), Organization (ORG2), Balance Sheet Account (BAC2), Administrative Fund (ADMF), and Louisiana Cash Account Fund (CFND) tables. The extract file that is created is also used to produce the 4G20 report.

**Related
Reports:**

4G20 – Warrant Activity by Agency

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The period ending date for the fiscal year for which warrant activity is reported (06/30/YY or 08/14/YY).
FUND NUMBER	Fund number (from which funds were drawn), coded on the warrant, from the ledger.
FUND CLASS	Fund class associated with the fund, from FUN2.
ACCOUNT NUMBER	The cash account associated with the warrant, from the ledger.
AGENCY NUMBER	Agency number coded on the warrant, from the ledger.
TRANSACTION CODE	Transaction code (WV – for JV, MW, PV, or CR), from the ledger.

Field Name	Description
APPROPRIATION NUMBER	Appropriation unit number associated with the organization coded on the warrant, from the ledger.
AMOUNT	Warrant total for the fund, fund class, cash account, agency, transaction code, and appropriation.
DESCRIPTION	Appropriation unit name, from EAP2.
TOTAL FOR FUND NO	Total of all warrant amounts for the fund across all fund classes, cash accounts, agencies, transaction codes, and appropriations.
GRAND TOTAL FOR ALL WARRANTS FOR ALL FUNDS	Total of all warrant amounts for all funds across all fund classes, cash accounts, agencies, transaction codes, and appropriations.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy

**Report
Layout:**   Access BUNDL to view the report layout.

4G20   Warrant Activity by Agency

**Report
Overview:**   This report provides warrant totals by agency for warrants issued by ISIS and Non-ISIS agencies in the prior budget fiscal year. The report is sorted by agency, fund, fund class, account number, transaction code and appropriation number, with totals provided for each agency. The report selects all MW, PV, JV (WV), and CR transactions with Account Type 22, where the object category is "WD" (warrants drawn) or "WN" (warrants drawn Non-ISIS). This report runs as part of the June 30 fiscal year close and as part of the 13th Period close.

**Report
Purpose:**   To provide OSRAP with totals of warrant activity in the agencies during the prior fiscal year.

**Report
Source:**   Information for this report is obtained from the extract file that is created for the 4G19 report. Additional information is obtained from the Agency (AGC2) table.

**Related
Reports:**   4G19 – Warrant Activity by Fund

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR PERIOD ENDING	The period ending date for the fiscal year for which warrant activity is reported (06/30/YY or 08/14/YY).
AGENCY	Number and name of agency whose warrant activity is listed. Number is coded on the warrant and pulled from the ledger; name is pulled from AGC2.
FUND NUMBER	Fund number coded on the warrant, from the ledger.
FUND CLASS	Fund class associated with the fund, from FUN2.
ACCOUNT NUMBER	The cash account associated with the warrant, from the ledger.
TRANSACTION CODE	Transaction code (WV – for JV, MW, PV, or CR), from the ledger.
APPROPRIATION NUMBER	Appropriation unit number associated with the organization coded on the warrant, from the ledger.
AMOUNT	Warrant total for the fund, fund class, cash account, transaction code, and appropriation.

Field Name	Description
DESCRIPTION	Appropriation unit name from the EAP2 table.
TOTAL FOR AGENCY NO	Total of all warrant amounts for the agency across all funds, fund classes, cash accounts, transaction codes, and appropriations.
GRAND TOTAL FOR ALL WARRANTS FOR ALL AGENCIES	Total of all warrant amounts for all agencies across all funds, fund classes, cash accounts, transaction codes, and appropriations.

Report Distribution: Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

4G24 Revenue by Agency - Current Year Accounting Periods 1-12

**Report
Overview:**

This report provides revenue totals by agency for the current budget fiscal year, for accounting periods 1 through 12 only. The report is sorted by agency, fund class, fund, appropriation unit number, revenue organization and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") and transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:**

To provide OSRAP with a recap of 12-month revenue totals by agency for the fiscal year ending June 30.

**Report
Source:**

Information for this report is obtained from the extract file created for report 4G25. Additional information is obtained from the Fund Class (FCLS), Fund (FUN2), Agency (AGC2), Fund/Agency (FGY2), and Appropriation (EAP2) tables.

**Related
Reports:**

4G06 – Revenue by Agency With Capital Outlay Fund Type C - Current Year Accounting Periods 1-12
4G07 – Revenue by Fund With Capital Outlay Fund Type C - Current Year Accounting Periods 1-12
4G25 – Revenue by Fund - Current Year Accounting Periods 1-12

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The June 30 period ending date for the fiscal year for which revenue is reported.
AGENCY NUMBER	Number of agency whose summary revenue transactions are listed.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Fund number associated with the revenue transactions.
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.

Field Name	Description
REV ORGN	Revenue organization coded on the revenue transactions.
REVENUE SOURCE	Revenue source coded on the revenue transactions.
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, fund, fund class, and agency for accounting periods 01 through 12 of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Fund, Fund Class, or Agency, from ORG2, EAP2, FUN2, FCLS, or AGC2.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the fiscal year.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the fiscal year.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the fiscal year.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the fiscal year.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the fiscal year.
TOTAL CURRENT YEAR REVENUE	Total revenue amount for all agencies for the fiscal year.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy

**Report
Layout:**   Access BUNDL to view the report layout.

4G25   Revenue by Fund - Current Year Accounting Periods 1-12

**Report
Overview:**

This report provides revenue totals by fund for the current budget fiscal year, for accounting periods 1 through 12 only. The report is sorted by fund class, fund, agency, appropriation unit number, revenue organization and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") and transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the June 30 fiscal year close.

**Report
Purpose:**

To provide OSRAP with a recap of 12-month revenue totals by fund for the fiscal year ending June 30.

**Report
Source:**

Information for this report is obtained from the Closed General Ledger (CLSLEDG) and from the General Ledger (GENLED). Additional information is obtained from the Fund (FUN2), Fund Class (FCLS), Administrative Fund Master (ADMF), Agency (AGC2), Fund/Agency (FGY2), Appropriation (EAP2), Revenue Source (RSR2), Balance Sheet Account (BAC2), Organization (ORG2), Bank Account (BANK), Louisiana Cash Account Fund (CFND), and System Special Accounts (SPEC) tables. The extract file that is created is also used to produce the 4G24 report.

**Related
Reports:**

4G06 – Revenue by Agency With Capital Outlay Fund Type C - Current Year Accounting Periods 1-12
4G07 – Revenue by Fund With Capital Outlay Fund Type C - Current Year Accounting Periods 1-12
4G24 – Revenue by Agency - Current Year Accounting Periods 1-12

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The June 30 period ending date for the fiscal year for which revenue is reported.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Number of fund whose summary revenue transactions are listed.

Field Name	Description
AGENCY NUMBER	Agency number coded on the revenue transactions.
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.
REV ORGN	Revenue Organization coded on the revenue transactions.
REVENUE SOURCE	Revenue source coded on the revenue transactions.
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, agency, fund, and fund class for accounting periods 01 through 12 of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Fund, Fund Class or Agency, from ORG2, EAP2, FUN2, FCLS, or AGC2.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the fiscal year.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the fiscal year.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the fiscal year.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the fiscal year.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the fiscal year.
TOTAL CURRENT YEAR REVENUE	Total revenue amount for all funds for the fiscal year.

Report Distribution: Office of Statewide Reporting and Accounting Policy

Report Layout: Access BUNDL to view the report layout.

4G27   **Revenue by Fund - Prior Year Accounting Period 14**

**Report
Overview:**   This report provides revenue totals by fund for the prior budget fiscal year, for accounting period 14 only. The report is sorted by fund class, fund, agency, appropriation unit number, revenue organization, and revenue source, with totals provided at each sorting level. Revenues associated with capital outlay funds (fund type = "C") and transfer revenues (revenue group = "TR") are not included on this report. This report is produced as part of the 14th Period close.

**Report
Purpose:**   To provide OSRAP with a recap of revenue totals by fund for the 14th accounting period.

**Report
Source:**   Information for this report is obtained from the Closed General Ledger (CLSLEDG) and from the General Ledger (GENLED). Additional information is obtained from the Fund (FUN2), Fund Class (FCLS), Administrative Fund Master (ADMF), Agency (AGC2), Fund/Agency (FGY2), Appropriation (EAP2), Revenue Source (RSR2), Balance Sheet Account (BAC2), Organization (ORG2), Bank Account (BANK), Louisiana Cash Account Fund (CFND), and System Special Accounts (SPEC) tables.

**Related
Reports:**   4G28 – Revenue by Agency - Prior Year Accounting Period 14

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	The 14th period ending date for the fiscal year for which revenue is reported: 08/14/YY.
FUND CLASS	Fund Class code for the fund associated with the revenue transactions, from FUN2.
FUND NUMBER	Number of fund whose summary revenue transactions are listed.
AGENCY NUMBER	Agency number coded on the revenue transactions.
APPROPRIATION NUMBER	Appropriation unit number associated with the revenue transactions.
REV ORGN	Revenue Organization coded on the revenue transactions.
REVENUE SOURCE	Revenue Source coded on the revenue transactions.

Field Name	Description
AMOUNT	Net revenue amount for the revenue source, organization, appropriation, agency, fund, and fund class for the 13th accounting period of the fiscal year ended June 30.
DESCRIPTION	Description of Revenue Organization, Appropriation, Fund, Fund Class or Agency, from ORG2, EAP2, FUN2, FCLS, or AGC2.
TOTAL REVENUE FOR REVENUE ORGANIZATION XXXX	Total revenue amount for the organization for the 14th period.
TOTAL REVENUE FOR APPROPRIATION NUMBER XXX	Total revenue amount for the appropriation unit number for the 14th period.
TOTAL REVENUE FOR AGENCY NUMBER XXX	Total revenue amount for the agency for the 14th period.
TOTAL REVENUE FOR FUND NUMBER XXX	Total revenue amount for the fund number for the 14th period.
TOTAL REVENUE FOR FUND CLASS XXX	Total revenue amount for the fund class for the 14th period.
TOTAL CURRENT YEAR REVENUE	Total revenue amount for all funds on the report for the 14th period.

**Report
Distribution:**   Office of Statewide Reporting and Accounting Policy

**Report
Layout:**   Access BUNDL to view the report layout.

4G31   **Schedule of Revenue and Expenditures – Budgetary Comparison Current Year Appropriation (Budget – Legal Basis) [Schedule 1]**

Report Overview:

This report lists appropriated revenues and appropriated expenditures for the budget fiscal year by agency. Actual activity and budgeted amounts are displayed. Revenues are listed by means of financing (MOF) type; expenditures are listed by appropriated program. Totals are listed in all report columns for revenues (TOTAL APPROPRIATED REVENUE line) and expenditures (TOTAL APPROPRIATED EXPENDITURES line). In addition, excess or deficiency amounts (revenues vs. expenditures) are listed at the end of each report on the EXCESS (DEFICIENCY) OF APPROPRIATED REVENUES OVER APPROPRIATED EXPENDITURES line.

Revenues and Expenditures are reported in the following six categories: Cash Basis (column I), Adjustments (column II), Accrual (column III), Total (column V), Revised Budget (column VI) and Variance Favorable/Unfavorable (column VII). Agency Adjustments (column IV) is not populated by AFS. It is to be used by agencies to account for adjustments that were not included on the report, but were considered material.

Report Purpose:

Report 4G31 (Schedule 1) is a legal-based schedule of revenue and expenditures. It includes cash basis totals, accruals, and budgetary comparisons for both. Column II, Adjustments, applies only to expenditures. These amounts represent payments against current-year appropriations for goods and services received on or before June 30 of the prior fiscal year. These amounts are subtracted from current-year expenditures because they were accounted for in the prior fiscal year. Variances in Column VII are calculated as total revenues/expenditures from Column V compared to the budget for each. A favorable difference represents more revenue collected than budgeted and/or fewer expenditures made than budgeted. An unfavorable variance represents fewer revenue dollars collected than budgeted and/or more expenditures made than budgeted. Revenues are reported by means of financing and expenditures by program.

Report Source:

This information is pulled from the closed general ledger for each of the thirteen accounting periods via MARE Extracts. The extract process is run for periods 1 through 12 right before the thirteenth period close, usually the preceding Sunday. The information for the thirteenth period is added during the close process. All thirteen periods are used for this report.

Related Reports:

4G32 – Schedule of Appropriated Revenue by Type General Operating Appropriation Funds [Schedule 3]

4G35 – Combined Statement of Revenues, Expenditures & Changes in Fund
Balances – Appropriated and Non-Appropriated Other Funds
2G06 – CAFR Fund General Ledger Trial Balance

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 months
and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR YEAR ENDED	June 30 of the year that was closed.
(AGENCY NAME)	Agency name for which the report is created.
ISIS AGENCY NO.	Agency number corresponding to the agency name.
A REVENUES	Revenue section of report that lists revenue information by means of financing for the agency. A separate line exists for each MOF appropriated to the agency.
11 TOTAL APPROPRIATED REVENUE	Totals for all means of financing, in each column.
B EXPENDITURES	Expenditure section of report that lists expenditure information by appropriated program. A separate line exists for each appropriated program.
27 TOTAL APPROPRIATED EXPENDITURES	Totals for all appropriated programs, in each column.
CASH BASIS I	Appropriated revenues: revenue amounts for "regular" appropriation types for accounting periods 1-12 with deposit date less than or equal to 6/30, revenues indicated as state general revenue, and revenues received by June 30 but not classified until the 13th Period. Appropriated expenditures: expenditure amounts for periods 1-12 excluding vouchers payable at 6/30.
ADJUSTMENTS II	For section B (expenditures) only. Expenditure amounts for accounting period 1-12 with actual delivery date on or before 6/30 of previous budget fiscal year.
ACCRUAL III	A section: revenues collected and classified during the 13th accounting period; B section: expenditures incurred during the 13th accounting period plus vouchers payable recorded as of 6/30 and liquidated during the 13th accounting period.
AGENCY ADJUSTMENTS IV	Off System, will be completed by agency.
TOTAL V	Sum of columns I, II, and III.

Field Name	Description
REVISED BUDGET VI	Current budget amount (appropriated or estimated receipts) for regular appropriations in current BFY.
VAR FAVORABLE (UNFAVORABLE) VII	Difference between actual amounts and budgeted amounts. For revenues, this difference is calculated as V – VI; for expenditures, this difference is calculated as VI - V.
EXCESS (DEFICIENCY) OF APPROPRIATED REVENUES OVER APPROPRIATED EXPENDITURES	For I through VI, the excess/deficiency is calculated as 11 (total appropriated revenue) – 27 (total appropriated expenditures). For VII, the excess/deficiency is calculated as 11 (total appropriated revenue) + 27 (total appropriated expenditures).

**Report
Distribution:**   Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

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4G32   Schedule of Appropriated Revenue by Type General Operating Appropriation Funds [Schedule 3]

**Report
Overview:**

This report lists appropriated revenue actuals for the budget fiscal year ended June 30, by agency. Appropriated revenues are listed by means of financing (MOF) type. Records are sorted by agency and MOF type, with totals calculated at each level across the following categories: Classified Cash Receipts (III), Unclassified Cash Receipts (IV), Total Cash (V), Accounts Receivable (VI) and Total Revenue (VIII).

**Report
Purpose:**

Report 4G32 (Schedule 3) is a presentation of revenue for general and auxiliary agency appropriations for a fiscal year. Revenues resulting from transfer activities are not included on this report. Cash on hand at June 30 is separated in Columns III and IV between classified and unclassified totals. Column VI includes amounts collected during the thirteenth accounting period. Revenues are reported separately by revenue source within each means of financing.

**Report
Source:**

This information is pulled from the closed general ledger for each of the thirteen accounting periods, via MARE Extracts. The extract process is run for periods 1 through 12 right before the thirteenth period close, usually the preceding Sunday. The information for the thirteenth period is added during the close process.

**Related
Reports:**

4G31 – Schedule of Revenue and Expenditures – Budgetary Comparison Current Year Appropriation (Budget – Legal Basis) [Schedule 1]
4G35 – Combined Statement of Revenues, Expenditures & Changes in Fund Balances – Appropriated and Non-Appropriated Other Funds

**Report
Retention:**

This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR YEAR ENDED	June 30 of the year that was closed.
(AGENCY NAME)	Agency name for which the report is created.
ISIS AGENCY NO.	Agency number corresponding to the agency name.
APPROPRIATED REVENUE FUND	Each Means of Financing that is appropriated to the agency is listed, by type of MOF.
ISIS APPR NUMBER I	Means of Financing Appropriation Unit code.

Field Name	Description
REVENUE SOURCE CODE II	Revenue Source code to which the revenue was classified.
CLASSIFIED CASH RECEIPTS THROUGH JUNE 30, CCYY III	Cash receipts that were classified for the budget fiscal year during periods 1 – 12.
UNCLASSIFIED CASH RECEIPTS THROUGH JUNE 30, CCYY IV	Cash receipts on hand at June 30, but not classified until the 13th Period.
TOTAL CASH DEPOSIT WITH TREASURY III+IV V	Sum of columns III and IV.
ACCOUNTS RECEIVABLE VI	Cash receipts made during the 13th Period for the year ended June 30.
AGENCY ADJUSTMENT VII	Off System, will be completed by agency.
TOTAL REVENUE VIII	Sum of columns V and VI.
SUBTOTAL – (FUND NAME)	Totals for the appropriated revenue fund (i.e., Federal Aid, General Fund – SGR, etc.), in each column. The specific revenue fund is named on this line.
TOTAL APPROPRIATED REVENUE	Totals for all appropriated revenue funds for the agency, in each column.

**Report
Distribution:**　　　　　　Agencies

**Report
Layout:**　　　　　　Access BUNDL to view the report layout.

4G33   Schedule of Non-appropriated (Major State Revenue and Income Not Available) [Schedule 4]

**Report
Overview:**   This report provides revenue appropriation information for Income Not Available (appropriation unit group code = "18"), Major State Revenues (appropriation unit group code = "08"), and other funds and appropriations as determined by OSRAP for CAFR reporting. The report is produced as of June 30 of the prior BFY by agency. Revenues are sorted by agency, group code, appropriation, revenue organization, and revenue source, with totals calculated at each level across the following categories: Classified Cash Receipts (IV), Unclassified Cash Receipts (V), Total Cash (VI), Accounts Receivable (VII) and Total Revenue (IX).

**Report
Purpose:**   Report 4G33 (Schedule 4) is a presentation of non-appropriated revenue collected by an agency. These funds are not available to finance operations. Cash on hand at June 30 is separated between Columns IV and V depending on when the money was classified. Column VII includes money received and classified during the thirteenth accounting period. Column VIII is available for agencies to make material adjustments to the information pulled from AFS. Income not available is listed first, followed by major state revenue, and then by other non-appropriated revenue.

**Report
Source:**   MARE Extracts. This information is pulled from the closed general ledger for each of the thirteen accounting periods. The extract process is run for periods 1 through 12 right before the thirteenth period close, usually the preceding Sunday. The information for the thirteenth period is added during the close process.

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR YEAR ENDED	June 30 of the year that was closed.
(AGENCY NAME)	Agency name for which the report is created.
ISIS AGENCY NO.	Agency number corresponding to the agency name.
APPROPRIATION GROUP	Appropriation group name, "Income Not Available" or "Major State Revenue", or "Other Non-appropriated Revenue".

Field Name	Description
LINE ID	Identifier assigned to each non-appropriated revenue line within an appropriation group. Lines that relate to the Income Not Available group are identified with A1, A2, etc. Lines that relate to the Major State Revenue group are identified with B1, B2, etc.
ISIS APPR. NUMBER I	Means of Financing Appropriation Unit code.
REVENUE COLLECTION CENTER II	Revenue Organization into which the revenue was classified.
REVENUE SOURCE CODE III	Revenue Source code to which the revenue was classified.
CLASSIFIED CASH RECEIPTS THROUGH JUNE 30, CCYY IV	Cash receipts classified during BFY periods 1-12.
UNCLASSIFIED CASH RECEIPTS AT JUNE 30, CCYY V	Cash receipts made on or before June 30, but not classified at June 30.
TOTAL CASH DEPOSIT WITH TREASURY IV+V VI	Sum of columns IV and V.
ACCOUNTS RECEIVABLE AT JUNE 30, CCYY VII	Cash receipts for the year ended June 30 that were collected and classified in the 13th Period.
AGENCY ADJUSTMENT VIII	Off System, will be completed by agency.
TOTAL REVENUE IX	Sum of columns VI and VII.
SUBTOTAL	Totals for the appropriation group, in each column. Each subtotal line displays the first digit of the line id that is used for all lines listed for the group. Example: B Subtotal – General – Major State Rev.
TOTAL – NON APPROPRIATED FUND SOURCES	Totals for all non-appropriated appropriation groups, in each column.

**Report
Distribution:**   Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

4G34	**Combined Balance Sheet [Statement A]**

Report Overview:

Statement A is the Combined Balance Sheet for Agency Funds (Fund Class 085). This report provides Agency Fund agencies with a recapitulation of all real account activities on a GAAP basis. Assets, Liabilities and Fund Balances are reported in the following categories: General and Auxiliary Appropriation Funds (I), and Major State Revenues and Income Not Available Funds (IV).

Assets are reported at the Balance Sheet Class or Balance Sheet Category level. Liabilities are reported at the Object Class or Object category level. Fund Equities are reported at the Balance Sheet Class or Appropriation Group level.

The report program will read the MISC PARAMETERS field on the LDAT table to determine if the report is a Validation or Final run.

This report is run very soon after the opening of the fourteenth accounting period, usually during the first nightly cycle of the period.

Report Purpose:

Report 4G34 (Statement A) is a GAAP-based balance sheet (in accordance with generally accepted accounting principles). As such it is a summary of all real accounts for an agency's appropriation. The report includes both system transactions and off-system transactions. The latter are entered into AFS by J1 journal vouchers based on information provided by agencies. Column I is the only column populated with information by AFS. It is the agency's responsibility to complete columns II through VII.

Report Source:

MARE Extracts. This information is pulled from the closed general ledger for each of the thirteen accounting periods. The extract process is run for periods 1 through 12 right before the thirteenth period close, usually the preceding Sunday. The information for the thirteenth period is added during the close process. Another extract is run for the fourteenth period after OSRAP enters journal vouchers to record off-system information. Extracts for all fourteen periods are used for this report.

Related Reports:

2G04 - Balance Sheet
4G31 - Schedule of Revenue and Expenditures – Budgetary Comparison Current Year Appropriation (Budget – Legal Basis) (Schedule 1)
4G32 - Schedule of Appropriated Revenue by Type General Operating Appropriation Funds [Schedule 3]
4G33 - Schedule of Non Appropriated (Major State Revenue & Income Not Available (Schedule 4)

**Report
Retention:** This report is available under the BUNDL Current Reports menu for 6 months and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
(DATE)	June 30 of the year that was closed.
STATUS	Report status: Validation or Final
AGENCY NAME	Name of agency whose balance sheet information is listed.
AGENCY NUMBER	Agency number corresponding to the agency name.
A –ASSETS-	Assets are summed and listed by type.
1 CASH - MEANS OF FINANCING	Cash in Fund for all Means of Financing appropriations for the agency.
2 CASH - OPERATING ACCOUNT	Cash in Agency Operating Cash account.
3 CASH - PAYROLL CLEARING FUND	Cash in Agency Payroll Clearing account.
4 CASH - BANK ACCOUNTS (NOTE O)	Cash in Agency Bank Accounts.
5 PETTY CASH	Agency Petty Cash.
5A INVESTMENTS	Cash value of Agency Investments.
6 RECEIVABLES	Receivables are summed and listed by type.
7 DUE FROM STATE GEN FUND	13th period warrants drawn with an appropriation group code = 01.
8 DUE FROM I.E.B.	13th period warrants drawn with an appropriation group code = 07.
9 DUE FROM FEDERAL GOVT	Revenue with accounting period = 13 and appropriation type = 01 and appropriation group code = 03 or 04. Revenue is for revenue source group not = TR with deposit date > 06/30 of the year being reported.
10 DUE FROM FEES AND SELF GEN	Revenue with accounting period = 13 and appropriation type = 01 and appropriation group code = 05. Revenue is for revenue source group not = TR with deposit date > 06/30 of the year being reported
11 DUE FROM OTH AGENCIES (IAT)	Revenue with accounting period = 13 and appropriation type = 01 and appropriation group code = 02. Revenue is for revenue source group not = TR with deposit date > 06/30 of the year being reported.

Field Name	Description
12 DUE FROM AUXILIARY-SGR	Revenue with accounting period = 13 and appropriation = 01 and appropriation group code = 06. Revenue is for revenue source group not = TR with deposit date > 06/30 of the year being reported.
13 DUE FROM INTER/INTRA FD TR	Revenue with a revenue group = TR and the revenue class = T00, T06, T24 and Group Code not = 08 or 18.
14 OTHER (ATTACH SCHEDULE)	Balance sheet accounts with a BS Class on the BACC table = C60.
15 DUE FROM OTHER FUNDS	Revenue with accounting period = 13 and fund is a statutory dedicated appropriation. Revenue is for revenue source group not = TR with deposit date > 06/30 of the year being reported.
16 ----------------- Fund	Space is left for the agency to add information on additional funds not otherwise listed.
17 ----------------- Fund	Space is left for the agency to add information on additional funds not otherwise listed.
18 PREPAID EXPENSE	Balance sheet accounts with a BS Category on the BACC table = PR.
19 ADVANCES	Balance sheet accounts with a BS Category on the BACC table = AV.
20 INVENTORY MATERIAL & SUPPLS.	Balance sheet accounts with a BS Category on the BACC table = IS.
21 OTHER ASSETS	Balance sheet accounts with a BS Class on the BACC table = D30, D33, D42, D45, D48, D51 and D54.
22 TOTAL ASSETS	Totals for all assets, in each column.
B –LIABILITIES-	Liabilities are summed and listed by type.
23 ACCOUNTS PAYABLE	For the 13th period only, account type 22 and 23 excluding object categories 21, 35, and 40 plus the balance of vouchers payable (6335) at 06/30.
24 PAYROLL PAYABLE	Accrued gross payroll payable amount. It is calculated as the percentage of the first payroll of the next fiscal year that applies to the fiscal year being reported less the equivalent accrual of the prior fiscal year. These amounts are uploaded to AFS through a journal voucher during the 14th accounting period.
25 PAYROLL DEDUCTIONS PAYABLE	Accrued payroll deductions payable amount. Totals in balance sheet accounts 6315 (Payroll Deductions Expense) and 6316 (Payroll Deductions Transfer) that were posted in accounting periods 1-12 or 14.

Field Name	Description
26 ACCRUED EMPLOYEE BEN PAY	Accrued employee benefits payable amount. Totals in balance sheet accounts 6325 (Accrued Employee Benefits Payable – Expense) and 6326 (Accrued Employee Benefits Payable – Transfer) that were posted in accounting periods 1-12 or 14.
27 ADVANCE FROM STO IMPREST (M)	Balance sheet accounts with a BS Class on the BACC table = E97 as of June 30.
28 ADVANCE PAYBLE TO GEN FD (P)	Balance of revenue group = TR and the revenue class = T36 (from the Revenue Source table).
29 INCOME NOT AVAILABLE DUE STO	Applies only to Column IV. This amount represents collections of income not available during the 13th accounting period which are due to be remitted to the State Treasurer.
30 MAJOR STATE REVENUE DUE STO	Applies only to Column IV. This amount represents collections of major state revenue not available during the 13th accounting period which are due to be remitted to the State Treasurer.
DUE TO	Due To accounts are summed and listed by type.
31 OTHER FUNDS	Balance sheet accounts with a BS Class on the BACC table = F06.
32 FEDERAL GOVT.	Balance sheet accounts with a BS Class on the BACC table = E88.
33 INTER/INTRA FD TRANSFERS	Balance of revenue group = TR and revenue classes = T03, T09, and T24 (from the Revenue Source table).
34 DEFERRED REVENUE	Balance sheet accounts with a BS Class on the BACC table = F27.
35 OTHER LIABILITIES	Balance sheet accounts with a BS Class on the BACC table = F39, F42, F45, F48, and E55.
36 TOTAL LIABILITIES	Totals for all liabilities, in each column.
C –FUND EQUITY-	Equity Accounts are summed and listed.
37 FUND BALANCE	
38 RESERVED FOR INVENTORY OF MATERIALS & SUPPLIES (NOTE H)	Balance sheet accounts with a BS Class on the BACC table = R13.
39 RESERVED FOR AUXILIARY FUNDS	Amounts in auxiliary appropriations that can be carried forward to the next fiscal year. This amount is calculated as the total transactions using revenue source T190 in auxiliary appropriations.

Field Name	Description
40 RESERVED FOR CONTINUATION OF OPERATIONS	Amounts that are carried forward in non-auxiliary appropriations. This amount is calculated as the total transactions using revenue source T190 in non-auxiliary appropriations.
41 UNRESERVED-UNDESIGNATED	Total portion of working capital that is neither reserved nor designated. This amount is calculated as total assets less the sum of total liabilities and reservations of fund balance.
42 TOTAL FUND EQUITY	Sum of all equity accounts in each column.
43 TOTAL LIABS. & FUND EQUITY	Sum of all liabilities and equity accounts in each column.
APPROPRIATED	Columns I, II, and III of report. Amounts in these columns are appropriated amounts.
GENERAL & AUXILIARY APPROPRIATION FUND I	Net balances for all asset, liability, and fund equity types for the year ending June 30.
ADJUSTMENTS II	Material adjustments from the Fund General Ledger Trial Balance or any off system accounts for all asset, liability, and fund equity types.
RESTATED COLUMN I WITH ADJUSTMENTS III	Amounts in column I plus/minus adjustments in column II.
NON-APPROPRIATED FIDUCIARY RELATIONSHIPS	Columns IV, V, and VI of report. Amounts in these columns are non-appropriated. Columns V and VI are also fiduciary.
MAJOR STATE REVENUE & INA IV	Amounts are listed in this column for assets and liabilities as follows: Assets: Revenues that fall within these parameters: charged to accounting period 13, appropriation type = 01, appropriation group code = 08 or 18, revenue source group not = TR, and deposit date greater than June 30 of the year being reported. Liabilities: Liabilities that fall within these parameters: accounting period 13, appropriation type = 01, appropriation group code = 08 or 18, revenue source group not = TR, and deposit date greater than June 30 of the year being reported.
AGENCY SCHEDULE 6-1 V	Off System, will be completed by agency.
OTHER SCHEDULE 6 VI	Off System, will be completed by agency.
TOTALS	Column VII of report.
MEMORANDUM ONLY VII	Off System, will be completed by agency.

**Report
Distribution:**   Agencies

**Report
Layout:**   Access BUNDL to view the report layout.

4G35	**Combined Statement of Revenues, Expenditures (Expenses), & Fund Balances (Retained Earnings) [Statement B]**

**Report
Overview:**

Statement B is the Combined Statement of Revenues, Expenditures, & Changes in Fund Balance for Agency Funds. This report provides Agency Fund agencies with a recapitulation of all operational activities. Revenues and Expenditures are reported in the following categories: General & Auxiliary Appropriation Fund (I), Adjustments (II) and Restated Column I with Adjustments (III).

Revenues are reported at the Appropriation Unit Group level. Expenditures are totaled as a sum of all expenditures. Other Appropriation Financing Sources are reported as "Transfers In" or "Transfers Out."

The program will read the MISC PARAMETERS field on LDAT to determine whether the report is a Validation or a Final run.

This report is run very soon after the opening of the fourteenth accounting period, usually during the first nightly cycle of the period.

**Report
Purpose:**

Report 4G35 (Statement B) is a GAAP-based statement of revenues, expenditures, and changes in fund balance for appropriated and non appropriated funds. The report includes system transactions, off-system transactions, and transfer activity. Off-system transactions are entered into AFS by J1 journal vouchers based on information provided by agencies. Column I is the only column populated with information by AFS. It is the agency's responsibility to complete columns II through V.

**Report
Source:**

MARE Extracts. This information is pulled from the closed general ledger for each of the thirteen accounting periods. The extract process is run for periods 1 through 12 right before the thirteenth period close, usually the preceding Sunday. The information for the thirteenth period is added during the close process. Another extract is run for the fourteenth period after OSRAP enters journal vouchers to record off-system information. Extracts for all fourteen periods are used for this report.

**Related
Reports:**

4G31 – Schedule of Revenues and Expenditures – Budgetary Comparison Current Year Appropriation (Budget – Legal Basis) [Schedule 1]
4G32 – Schedule of Appropriated Revenue by Type General Operating Appropriation Funds [Schedule 3]
2G05 – Statement of Revenues and Expenditures/Expenses

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 6 months
                       and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FOR FISCAL YEAR ENDING	June 30 of the year that was closed.
STATUS	Report status: Validation or Final.
AGENCY NAME	Name of the agency whose revenue, expenditure, and fund balance information is listed.
AGENCY NO.	Agency number corresponding to the agency name.
A –REVENUES-	Appropriated revenues are summed and listed by Means of Financing.
1 APPROPRIATED REVENUES	Each Means of Financing that is appropriated to the agency is listed, by type of MOF.
2 STATE GENERAL FUND	State General Fund revenues as warrants drawn for accounting periods 01 - 13 for appropriation group code = 01.
3 INTERIM EMERGENCY BOARD	State General Fund revenues as warrants drawn for accounting periods 01 - 13 for appropriation group code = 07.
4 FEDERAL FUNDS	Revenues for accounting periods 01 - 13 of the year being reported for appropriation type = 01 and appropriation group code = 03 or 04 and revenue source group not = TR.
5 STATE GEN FUND BY FEES & SG	Revenues for accounting periods 01 - 13 of the year being reported for appropriation type = 01 and appropriation group code = 05 and revenue source group not = TR.
6 STATE GEN FUND BY IAT	Revenues for accounting periods 01 - 13 of the year being reported for appropriation type = 01 and appropriation group code = 02 and revenue source group not = TR.
7 AUXILIARY FUNDS	Revenues for accounting periods 01 - 13 of the year being reported for appropriation type = 01 and appropriation group code = 06 and revenue source group not = TR.
8 OTHER FUND SOURCES	Revenues for accounting periods 01 - 13 of the year being reported for appropriation type = 01 and appropriation group code = 10 and revenue source group not = TR. Individual Statutory Dedicated appropriation and name is displayed, if any. Otherwise, the message NO OTHER FUND SOURCES will be listed.
9 TOTAL APPROPRIATED REVENUES	Sum of all appropriated revenues from Column I, Section A.
B –EXPENDITURES-	Expenditures are summed and listed by Program.

Field Name	Description
10 APPROPRIATED EXPENDITURES	All appropriated programs for the agency are listed. Amounts include expenditures (account type = 22 or 23) for periods 1 - 13 of the year being reported, less expenditures charged to the year being reported with a delivery date less than or equal to June 30th of the previous year.
11 TOTAL APPROPRIATED EXPENDITURES	Sum of all appropriated expenditures from Column I, section B.
12 EXCESS (DEFICIENCY) APPROPRIATED REV OVER APPR EXPENDITURES	Net of 9, Total Appropriated Revenues less 11, Total Appropriated Expenditures.
C –OTHER APPROPRIATED FINANCING SOURCES (USES)-	Transfers in and out are summed and listed.
13 A)TRANSFERS IN	Revenue with a revenue group = TR and revenue source = T100, T120, or T190 (T190 with negative sign) for period 1 - 13 of the year being reported with appropriation type = 01.
13 B)TRANSFERS OUT	Revenue with a revenue group = TR and revenue source = T110, T130, or T190 (T190 with positive sign) for period 1 - 13 of the year being reported with appropriation type = 01.
D –OTHER NON-APPR REVENUE (SCH 6)-	Off System, will be completed by agency.
14 NON-APPR REVENUES (SCH 6)	Off System, will be completed by agency.
NON-APPR EXPENDITURES/ TRANSFERS (SCH 6)	Off System, will be completed by agency.
15 EXCESS (DEFICIENCY) OF NON-APPR SOURCES OVER NON-APPR EXP/TRAN	Off System, will be completed by agency.
16 EXCESS (DEFICIENCY) OF REVENUES OVER EXP & OTHER SOURCES (USES)	Total Appropriated Revenue less (Total Appropriated Expenditures plus Other Sources(net)).
17 FUND BAL BEGINNING OF YEAR	Fund balance at the beginning of the fiscal year being reported. It equals the fund balance at the end of the prior fiscal year. This amount is uploaded to AFS through a journal voucher during the 14th accounting period.
18 INCREASE/DECREASE RESERVE FOR INVENTORY	The change in the total inventory from the beginning of the fiscal year. This is calculated as the difference between the ending inventory from the prior fiscal year and the ending inventory for the fiscal year being reported. This amount is uploaded to AFS through a journal voucher during the 14th accounting period.

Field Name	Description
19 ADJUSTMENTS	Balance of balance sheet class A01 (Adjustments).
20 FUND BALANCE AT END OF YEAR	Computed as sum of 16 Excess (Deficiency) of Revenues Over Exp & Other Sources (Uses) + 17 Fund Bal Beginning of Year + 18 Increase/Decrease Reserve for Inventory + 19 Adjustments.
APPROPRIATED GENERAL & AUXILIARY APPROPRIATION FUND I	Net balances for the year ending June 30.
ADJUSTMENTS II	Material adjustments for receivables. Off system, will be completed by agency.
RESTATED COLUMN 1 WITH ADJUSTMENTS III	Column I plus Column II. Off system, will be completed by agency.
NON-APPROPRIATED OTHER REVENUES SCHEDULE 6 IV	Off System, will be completed by agency.
TOTAL (MEMORANDUM ONLY) V	Off System, will be completed by agency.

Report Distribution: Agencies

Report Layout: Access BUNDL to view the report layout.

4C00   Count of Transactions by Agency

**Report
Overview:**   This report provides a count of user-entered transactions by agency, which are recorded on various AFS ledgers. Data for the report is selected by fiscal year, and the report is sorted by Budget Fiscal Year, Agency and Transaction Code, with totals generated at the Agency level. The report is used during preparation of the statewide cost allocation plan.

**Report
Purpose:**   To provide a count of user-entered transactions by agency for the statewide cost allocation plan.

**Report
Source:**   Information for this report is obtained from the Closed General Ledger (CLSLEDG), Closed Budget Ledger (CLSBUDG), Project Ledger (PRJBIL), and Closed Federal Aid Ledger (CLSFDADG). Additional information is obtained from the Agency table (AGC2).

**Related
Reports:**   None

**Report
Retention:**   This report is available under the BUNDL Current Reports menu for 30 days and under the Archive Reports menu for six (6) years.

**Field
Descriptions:**

Field Name	Description
FISCAL YEAR	The fiscal year for which transaction counts by agency are listed: CCYY.
AGENCY	Number of agency whose transaction counts are listed.
AGENCY NAME	Agency name from the AGC2 table.
TRANSACTION CODE	Two byte transaction code whose count is listed.
TRANSACTION NAME	Transaction name (Journal Voucher, Appropriation, Payment Voucher, etc.).
TRANSACTION COUNT	The number of entries for each transaction code.
TOTAL AGENCY	Total number of transactions for the agency.

**Report
Distribution:**   Control Agencies

Report

Layout: Access BUNDL to view the report layout.

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