

eMARS Newsletter

June 20, 2016

Issue 47



The eMARS Newsletter disseminates information to agency users on key topics associated with the system.



eMARS Outage

eMARS will be unavailable Saturday, July 2, 2016 through Monday, July 4, 2016 in order to complete necessary year-end activities.



Year-End Closing Memo

The Fiscal Year 2016 Year-End closing memo is posted at:

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>. All dates referenced in this newsletter are discussed in the memo in detail.

If you have any questions, please contact the Customer Resource Center (CRC) at Finance.CRCGroup@ky.gov or via phone at 502.564.9641 (Toll-Free 877.973.4357).



New Year Table Initialization (NYTI) Process

On May 5, 2016, the Office of the Controller ran the *New Year Table Initialization (NYTI)* process in eMARS. This process copied all active records on all tables keyed by *Fiscal Year* from the current *Fiscal Year* (2016) to the new *Fiscal Year* (2017). *Fiscal Officers* should review all agency maintained tables (primarily departmental *Chart of Accounts* tables) to ensure the active 2017 records are valid.

As part of this process, the *Effective To* and *From* dates were cleared on the 2017 records. Therefore, if your agency uses these dates **for a functional purpose**, you will need to update the 2017 record on the appropriate table with the dates. Please be aware, if you intend for these records to be effective from July 1, 2016 to June 30, 2017, you do **NOT** need to update.

In addition, any new 2016 records entered after May 5, 2016, will also need to be entered as a 2017 record, if applicable.

If you have any questions concerning this process, please contact the Customer Resource Center at Finance.CRCGroup@ky.gov or via phone at 502.564.9641 (Toll-Free 877.973.4357).

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Completing Payment Documents During Period 13

Payments made **between July 1 and July 8** have the option to be paid from either 2016 *Old Year* funds or 2017 *New Year* funds. Users who intend for the payment document to post to *Fiscal Year 2016, Period 13* **must** enter the entire fiscal period on the payment document: *Budget FY (2016); Fiscal Year (2016); and Period (13)*. These fields may be entered on the *Header* of the payment document or on each *Accounting Line*. If entered on the *Header*, the *Fiscal Period* will apply to all accounting lines on the document.

If the fiscal period is not entered on the payment document, then the current fiscal period (Period 1, 2017) will infer upon final approval. In addition, payments created during June (*Period 12, 2016*) **must** be submitted and all approvals applied before **COB, June 30**. Otherwise, *Period 1, 2017* will be inferred.

For example, a *PRC* is created and submitted on June 25 with the *Budget FY, Fiscal Year* and *Period* left blank; if the final approval **is** applied before **COB, June 30**, then *Period 12, 2016* will be inferred. If the final approval **is not** applied until July 1, then *Period 1, 2017* will be inferred.

Header

General Information
Payee
Extended Description
Contact
Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Accounting Total Lines: 1 Accounting Line: 1 Total Line Amount: \$100.00 Line Closed Amount: \$0.00

| Accounting Line | Total Line Amount | Line Closed Amount | Outstanding Amount | Interest Ineligible |
|-----------------|-------------------|--------------------|--------------------|---------------------|
| 1 | \$100.00 | \$0.00 | \$100.00 | No |

From 1 to 1 Total: 1 First Previous Next Last

General Information
Reference
Fixed Asset Intent Reference
Fund Accounting
Detail Accounting
Additional Amounts
Extended Description

Event Type:

Accounting Template:

Bank Account:

Line Description:

Sub Total Line Amount:

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In summary, please pay attention to the following points when completing payment documents during *Period 13*:

Note: These rules **do not** apply to *Capital Funds (BFY=9999)*.

- The entire *Fiscal Period 13 (BFY=2016, FY=2016, Period=13)* **must** be entered on the document. If the *BFY* is left blank, a *staging* error is returned.
- *Fiscal Period 13 (BFY=2016, FY=2016, Period=13)* may be entered on the *Header* section or on the *Accounting* line of the document.
 - *Fiscal Period* entered on the *Header* **will** infer on all blank *Accounting* lines.
 - *Fiscal Period* entered on an *Accounting* line **will** always override *Fiscal Period* on *Header*.
 - *Fiscal Period 13 (BFY=2016, FY=2016, Period=13)* **must** be entered on the *Header* section of a **PRCI** document.
 - *Fiscal Period 13 (BFY=2016, FY=2016, Period=13)* **must** be entered on the *Header* section of a **PRC2** document.
- *Fiscal Period 13* payment documents **must** be submitted to final by **COB, Friday, July 8**.
- *Fiscal Period 13* payments against encumbering awards must be submitted to final by **COB, Thursday, July 1**.



Pending

Budget Fiscal Year (BFY) 2016 Pending Transactions

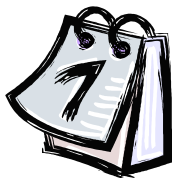
Documents submitted with a *Phase of Pending* affect cash and budget balances. Therefore, expenditure and encumbrance transactions **must** be cleared by the following dates:

- All *Budget Fiscal Year (BFY) 2016* encumbering documents, modifications and cancellations (other than *Capital Projects*) **MUST** be submitted to *Final* phase or rejected back to *Draft* phase by **COB (7:00 p.m.), Friday, July 1**.
- All *BFY 2016* pending expenditure documents, modifications and cancellations (other than *Capital Projects*) **MUST** be submitted to *Final* phase or rejected back to *Draft* phase prior to **COB (7:00 p.m.), Friday, July 8**.

Any *BFY 2016* documents in *Pending* phase after the dates specified above **will** be rejected back to *Draft* phase by the Office of the Controller.

Note: Departments may utilize the *Document Phase Universe-KY* in eMARS Reporting to assist with locating pending documents or reference the *FY 2016 eMARS Pending Transactions.xls* file posted under the *Year-End Information* on the eMARS Web site at:

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>



Fiscal Year (FY) 2016/2017 Encumbrance Roll/Lapse

The encumbrance roll process to move encumbrances from *FY16* to *FY17* is scheduled to begin the evening of **Friday, July 1, 2016**. **Only encumbrances greater than \$1,000 will roll** to *FY17*. Encumbrances less than or equal to **\$1,000** will lapse, thus closing the award. This process applies to **ALL** non-capital fund encumbrances on **all** award documents including *PON2s*.

Users should make every effort to clean up or pay *FY16* encumbrances prior to **COB, July 1, 2016**. The *2302 Outstanding Encumbrance* report within infoAdvantage may be used to aid in cleanup efforts.



Payments Against Lapsed Awards

Remember **all** non-capital encumbrances **less than or equal to \$1,000 will lapse** after **COB, Friday, July 2, 2016**. A new *Cited Authority*, **YEAR-END LAPSE**, has been established to accommodate payments against lapsed awards. Please adhere to the following when making payments against these awards after July 5:

- Payments against lapsed *PON2s*
 - Copy Forward to PRC
 - Select "Memo" Reference Type
 - Enter **YEAR-END LAPSE** Cited Authority on the PRC
- Payments against all other awards (non-*PON2*)
 - Copy Forward to PRC
 - Select "Memo" Reference Type
 - Enter **YEAR-END LAPSE** Cited Authority on the PRC



Fixed Assets News

Real Property Closing Packages will be distributed around mid-August. The cover letter will include the date the packet is due back to the Office of the Controller. Once you receive your Real Property Closing Package, should you have any questions, please contact Anthony Murray at 502-564-8769 or Anthony.Murray@ky.gov

Please begin cleaning up your *Fixed Assets* shells. If possible, submit the shells. If the shells cannot be used, be sure to appropriately enter documents *from scratch* to record those fixed assets in eMARS. The target date for having all fixed assets shells, \$5,000 and above, processed is **August 22, 2016**. A *Shell Generation Report* is published weekly at: <http://finance.ky.gov/services/statewideacct/Pages/reportingandarchives.aspx> to assist agencies in identifying shells.

Please submit all information requested by the Office of the Controller in a timely manner so that work can begin on the FY 2016 CAFR.



New Year Contracts

When creating contracts for the new fiscal year, FY17 prior to July 1, agencies should NOT encumber funds in FY16. If the agency allotments have not been loaded, the non-accounting event type (PR07) must be used. Once the agency allotments have been loaded, the existing FY17 contracts may be modified to change the event type to an encumbering event type (PR05 or PR06), if desired. Newly created FY17 contracts may use the encumbering event types (PR05 or PR06). All FY17 contracts created before July 1 must have the entire fiscal period (FY=2017, BFY=2017, **Period=1**) entered on the header or accounting line of the document. Lastly, biennial (two-year) contracts should have a Commodity line per fiscal year and only encumber one fiscal year at a time.



Deferred Payroll

On the May 16 – May 30 payroll (PP11), posted on June 9, 2016, the accounting lines for health insurance (E123) were removed from the documents. These charges appear on a separate document that will process on July 1, 2016 as FY17 expenditures. The document ID will be identical to the June 9 document ID except a "P" will be at the end of the ID. June 1 – June 15 payroll (PP12) will post on July 1 as FY17 expenditures. Users will NOT be able to JV any of these payroll expenditures from FY17 to FY16. They must remain in FY17.



KHRIS Personal Service Contracts (PON2s)

Prior to the beginning of each fiscal year, personal service contract information must be updated in KHRIS to prevent improper posting of PRC documents submitted via the KHRIS to eMARS interface.

Fiscal Year 2017 is the beginning of the biennium. There are many new contracts in place requiring new contract numbers to be entered in KHRIS. eMARS accounting/procurement staff should work with their human resource staff and utilize the *FICO/PSC Request Vendor Form* located at: <https://hr.personnel.ky.gov/Pages/Forms-F-H.aspx>

| Proof of Necessity Agreement(PON2) | | | | Dept: 758 | ID: 1600003767 | Ver.: 1 |
|------------------------------------|-----------------|--------------------------|--------------------------|-------------------------|----------------|---------|
| Vendor | | Vendor Line: 1 | Vendor Customer: PZV0008 | Legal Name: BARBARA J A | | |
| Vendor Line | Vendor Customer | Legal Name | | | | |
| 1 | PZV0008 | BARBARA J ALDRIDGE | | | | |
| From 1 to 1 Total | | First Previous Next Last | | | | |

eMARS Vendor Line Number

eMARS Vendor Number

KHRIS FICO - PERSONAL SERVICE CONTRACTOR REQUEST

| | |
|---------------------------------|--------------------------|
| Requesting Agency Name: | Office of the Controller |
| Agency Org #: | 10102874 |
| Requestor: | Donald Sweasy |
| <hr/> | |
| Contractor Name: | Barbara Aldridge |
| PERNR: | 00123456 |
| eMARS Document Department Code: | 758 |
| eMARS Document ID: | 16000037467 |
| eMARS Vendor Number: | PZV0008 |
| eMARS Vendor Line Number: | 1 |
| eMARS Commodity Line Number: | |
| eMARS Accounting Line Number: | |
| KHRIS Effective Date: | |

-Continued-

| Commodity | | Total Lines : 2 | Line: 1 | CL Description: FY 2017- Cons |
|----------------------|---------------------|-----------------|---------|-------------------------------|
| Line | CL Description | | | |
| 1 | FY 2017- Consulting | | | |
| 2 | FY 2018--Consulting | | | |
| From 1 to 2 Total: 2 | | | | |

| Accounting | | | Line: 1 | Line Amount: \$100 |
|----------------------|--------------|------------------|---------|--------------------|
| Line | Line Amount | Line Open Amount | | |
| 1 | \$100,000.00 | \$100,000.00 | | |
| From 1 to 1 Total: 1 | | | | |

| | | |
|----------------------------|---------------------|-------------------------|
| General Information | Reference | Fixed Asset Intent Refe |
| CL Description: | FY 2017- Consulting | |
| Warehouse: | | |
| Commodity: | 91800 | |
| CONSULTING SERVICES | | |
| Extended Description: | | |

| | | | |
|----------------------------|--------------|------------------------------|--------|
| General Information | Reference | Fixed Asset Intent Reference | Fund A |
| Event Type: | FR05 | | |
| Accounting Template: | FINCRC | | |
| Line Description: | | | |
| Line Amount: | \$100,000.00 | | |

| | | |
|---------------------------------|------------------|---------------------------------------|
| Contractor Name: | Barbara Aldridge | |
| PERNR: | 00123456 | |
| eMARS Document Department Code: | 758 | PA20 - 0105 Communication Screen |
| eMARS Document ID: | 16000037467 | PA20 - 0105 Communication Screen |
| eMARS Vendor Number: | PZV0008 | P013D - 1018 Cost Distribution Screen |
| eMARS Vendor Line Number: | 1 | PA20 - 0105 Communication Screen |
| eMARS Commodity Line Number: | 1 | P013D - 1018 Cost Distribution Screen |
| eMARS Accounting Line Number: | 1 | P013D - 1018 Cost Distribution Screen |
| KHRIS Effective Date: | 7/1/2016 | |

KHRIS Screens

| | | | | |
|---------------------------|------------|----------------------|-----------------|--|
| Cost Distribution-IT 1018 | | | | |
| Master cost center | 5372100000 | Office of the Secret | | |
| Cost distribution | | | | |
| Name | Pct. | Name of aux. account | Functional Area | |
| Office of the Secret | 100.00 | ADMIN SUPPORT POOL C | VSN00690101 | |

| | | | | |
|------------|------------|------|------------------------|------------|
| 03/14/2016 | 12/31/9999 | Z003 | Document Code | PON2 |
| 03/14/2016 | 12/31/9999 | Z004 | Department Code | 721 |
| 04/01/2016 | 12/31/9999 | Z005 | Document ID | 1600001446 |
| 03/14/2016 | 03/31/2016 | Z005 | Document ID | VSN0069 |
| 03/14/2016 | 12/31/9999 | Z006 | Document Vendor Line # | 01 |

KHRIS on the Display Position (PO13D), 1018 Cost Distribution screen

KHRIS HR Master Record (PA20), 0105 Communication screen

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If at any point during the life of the contract the Commodity or Accounting line number changes, it is important to supply that information to the human resource staff so that updates can be completed in KHRIS. It is important that accounting/procurement staff and human resource staff communicate with one another to ensure personal service contract data in KHRIS is accurate. Changes for the first FY17 payroll are due as soon as possible. If changes are due and not submitted, please submit to your human resource team immediately.



Moving Expenditures Between Fiscal Years

A *JV2E* document may be used to move non-personnel expenditures between *Budget Fiscal Years*. **Please be aware agencies are not permitted to JV personnel expenditures from FY17 to FY16.**

Example: \$100 expenditure (non-personnel) was paid from *BFY* 2017 (new-year) and should have been paid from *BFY* 2016 (old-year).

Accounting Line 1 shows a negative (\$100.00) and the 2017 *Fiscal Period* (*BFY*=2017; *FY*=2017; *Period*=1).

| Accounting Line | Line Amount | Line Closed Amount | Line Open Amount | Referenced Line Amount | Event Type |
|-----------------|-------------|--------------------|------------------|------------------------|------------|
| 1 | (\$100.00) | \$0.00 | (\$100.00) | \$0.00 | GA01 |
| 2 | \$100.00 | \$0.00 | \$100.00 | \$0.00 | GA01 |

From 1 to 2 Total: 2

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: GA01
 Accounting Template: FINCRC
 Line Description: Move from FY17
 Line Amount: (\$100.00)
 Line Closed Amount: \$0.00

Budget FY: 2017
 Fiscal Year: 2017
 Period: 1
 Bank: GA

Vendor Invoice Number:
 Vendor Invoice Line:
 Vendor Invoice Date:

Accounting Line 2 shows a positive \$100.00 and the 2016 *Fiscal Period* (*BFY*=2016; *FY*=2016; *Period*=13).

| Accounting Line | Line Amount | Line Closed Amount | Line Open Amount | Referenced Line Amount | Event Type |
|-----------------|-------------|--------------------|------------------|------------------------|------------|
| 1 | (\$100.00) | \$0.00 | (\$100.00) | \$0.00 | GA01 |
| 2 | \$100.00 | \$0.00 | \$100.00 | \$0.00 | GA01 |

From 1 to 2 Total: 2

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: GA01
 Accounting Template: FINCRC
 Line Description: Move to FY16
 Line Amount: \$100.00
 Line Closed Amount: \$0.00

Budget FY: 2016
 Fiscal Year: 2016
 Period: 13
 Bank: GA

Vendor Invoice Number:
 Vendor Invoice Line:
 Vendor Invoice Date:

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When processing JV2E documents during fiscal year-end, remember the following:

- JV2Es to move expenditures between BFYs require the entire Fiscal Period (BFY, FY, and Period) to be entered on each Accounting Line.
- JV2Es with BFY 2016 reference may be processed within the agency up to **COB, July 8.**
- JV2Es with BFY 2016 reference processed between **July 9** and **July 14** will require override/approval by the Office of the Controller, Statewide Accounting Services.
- Agencies are **NOT** permitted to JV personnel expenditures from FY17 to FY16.

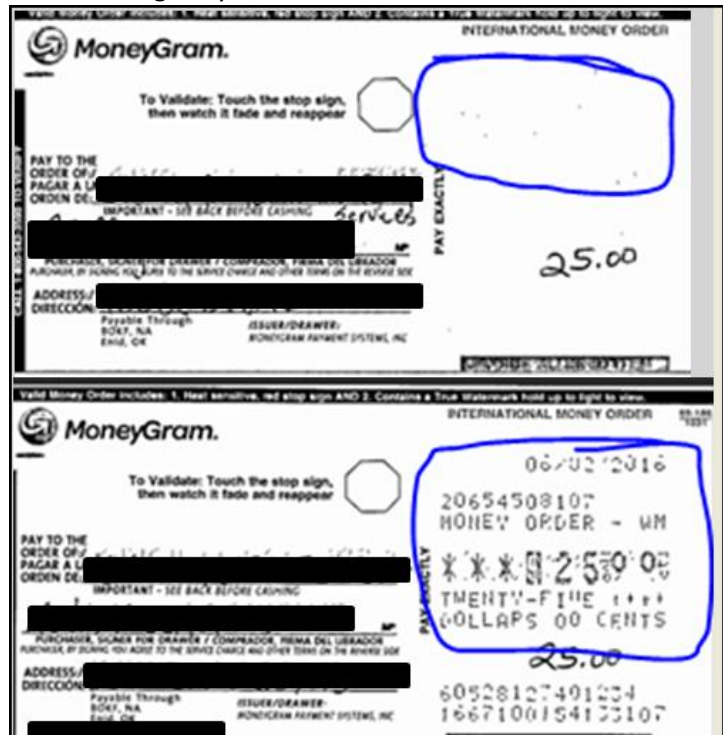


A Message from the State Treasurer’s Office

The State Treasurer’s Office asks that agencies with year-end deposits, which must be posted by June 30 (primarily Fund 0100 and Fund 1100), to not wait until the last minute to send those to the Treasurer’s Office. Sending agency deposits to the Treasurer’s Office prior to the June 30 deadline will help ensure that they are processed in a timely manner. Deposits to Funds other than 0100 and 1100 may continue using Accounting Period 13 until Friday, July 8, 2016.

Next, it is also very important that agencies with incoming electronic deposits (EFTs) prepare their CR documents as early as possible and notify the Treasury Department Accounting Branch. The CR must be completed and posted in order for the agency to have access to the funds.

Lastly, scanned images of money orders and cashier’s checks are not legible. Therefore, please hand-write the amount on the order or check for reference. An example is shown below:



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Friendly Reminders

Approvals

- Review documents before submitting
- Rejections slow down process
- Assemble or re-assemble procurement documents prior to submitting
 - Please review assembled document carefully and correct any errors before submitting
- Attach all required documentation including signed and notarized Required Affidavit for Bidders, Offerors and Contractors
- OPS processing documents First In First Out, please be patient and do not email asking for documents to be approved
- Include the Delivery Date for goods and services on requisitions

Delivery Orders

- Creating DOs against MAs is a good practice
 - Establishes pricing on order
 - Minimized problems with payment process
- Once MA has expired neither DO or PRC can be properly referenced
 - Many MAs expire June 30

Follow Payments Through

- Daily review AD/EFT Exception report to ensure payments have been disbursed
- FY16 payments on the AD/EFT Exception report after PER 13 soft close (July 8) will be closed by the Office of the Controller
 - **Vendor will NOT receive payment**

JV2T's

- When ready for approval, submit JV2T into *Pending* status
 - Do Not leave in *Draft* status

Allotments

- FY16 General Fund allotments will collapse by object type, effective July 1, 2016
- All allotments must be in the "black" by the end of the Fiscal Year
- During closeout, agencies should utilize the budget screens in eMARS as reports within eMARS Reporting are a day behind and do not include pending amounts
 - BQ3LV1 (Appropriation)
 - BQ3LV2 (Allotment)
 - BQ3LV3 (Object Allotments)

Personnel Expenditures

- Personnel expenditures for the last payroll period **cannot** be JVED from FY17 to FY16

Cash Overrides

- All agency cash overrides MUST be reviewed annually
- Submit request on a SAS14 to the Office of the State Budget Director



Year-End and New Year Frequently Asked Questions (FAQs)

Accounting/Financial FAQs

Q: How are new accounting structures established?

A: New accounting structures (*Fund, Function*) are established on an [SAS-14](#) form and processed through the Office of the State Budget Director (OSBD).

Q: When will encumbrances roll over to the New Year?

A: Beginning at COB, **Friday, July 1, 2016**, all 2016 Budget Fiscal Year encumbrances **greater than \$1,000**, excluding *Capital Funds*, will roll over to *Fiscal Year 2017*. In addition, encumbrances **less than or equal to \$1,000 will lapse**, thus closing the respective award. *Capital Project* encumbrances require no action since their *Budget Fiscal Year* remains the same throughout the life of the project.

Q: When is the last day to make payments from FY16?

A: The last day to make any type of payment for *FY16* is **Friday, July 8, 2016**. Payments made after July 8 will pay from *FY17* funds. The last day to make payments against *FY16* encumbering awards will be **Friday, July 1**. The last day to make internal payments via *IET; ITI/ITA* is **Thursday, June 30**.

Q: When is the Hard Close for June (Period 12)?

A: The *June Hard Close* will be **Wednesday, July 6, 2016**.

Q: When are the closing dates for Period 13?

A: The *Period 13 Soft Close* will be **Friday, July 8, 2016**. The *Hard Close* will be **COB, Thursday, July 14, 2016**.

Q: Can FY16 payments post after June 30?

A: *FY16* payments (non-encumbrance) may be made via eMARS until **COB, Friday, July 8**. The *Budget Fiscal Year (BFY = 2016)*, *Fiscal Year (FY = 2016)* and *Period (Period = 13)* **must** be entered on the payment document.

Q: Can FY16 receipts post after June 30?

A: *FY16* revenue for the *General Fund (0100)* and *Road Fund (1100)* **cannot** post to *FY16* after June 30. Receipts for all other funds (done on *CR* documents) **must** be in the Treasury no later than **COB, Friday, July 8**.

Q: Where can I find a listing of the last dates that documents may be processed?

A: Refer to the *Closing Memo - Fiscal Year 2016* document posted on the eMARS Web site at <http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx> for *Last Day to Process Old Year* documents.

Procurement FAQs

Note: In each *FAQ* scenario in this section the amount of the payment **must not** exceed the balance amount of the contract. In addition, all required *SPR1*'s **must** be approved prior to procurement activity.

Q: How do I liquidate encumbrances that should not roll over to the new Fiscal Year?

A: For all encumbering awards (*PON2/PO/CT/DO*), *Copy Forward* and create a zero dollar *Payment Request (PRC)* document. Mark it *Final* in the *Reference* field on both *Commodity* and *Accounting* lines. This *PRC* **must** be processed by **COB, Friday, July 1, 2016**. A second option is to modify the award to the amount paid/closed on each commodity line.

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Q: How do I pay the balance of an award (PON2/PO/CT/DO) in the new Fiscal Year that expired on June 30, 2016 for services/commodities received prior to June 30, 2016?

A: The service dates on the payment document should reflect the actual dates of service, and will occur within the service dates of the award. Payments against expired awards are permitted provided the goods or services were incurred prior to the award expiration date. Follow instructions provided in this newsletter for payments in Period 13 and/or against rolled or lapsed awards.

Q: How do I pay against a Master Agreement in the New FY that expired on June 30, 2016 for services/commodities received prior to June 30, 2016?

A: If you generally make payments directly referencing a *Master Agreement (MA)* document, the *MA* will not be found in SHOP after the expiration date. It is recommended that a *Delivery Order (DO)* be created and the *DO* approved to *Final Status* **prior** to the *MA* expiration. Should an agency fail to create a *DO* prior to the *MA* expiration date and a payment is due, create a stand-alone *PRC* and include documentation, such as the expired *MA number* and date of service in the *Document Description* field of the *PRC*. Use *Cited Authority FAP111-09-00-12*. This will send the *PRC* to the Office of Procurement Services for approval. NOTE: Approvals will only be applied with proper documentation. **To avoid this additional step, agencies should create a DO for any payment on MAs.**

Q: How do I make a FY16 payment against an encumbering award once the encumbrance rolls on July 1?

A: Once the encumbrances roll to *FY17*, the payment must reference the award and be paid from *FY17*. However, you still have an opportunity to *JV* non-personnel expenditures back to *FY16* on a *JV2E* document until **7:00 pm EDT, Thursday, July 14, 2016**.

Q: How do I make a payment against an award that lapsed?

A: All encumbrances **less than or equal** to \$1,000 **will** lapse beginning **COB, Friday, July 1, 2016**. If a payment for goods received or services rendered is required after the lapse, *Copy Forward* to a *PRC* document; select *Memo* as the *Reference Type*; and use the **YEAR-END LAPSE** as the *Cited Authority*.

