Receipt of Invoice

1. Is the invoice for goods/services delivered prior to June 30th?
   - Yes
     - 3A. Pay the invoice using a voucher dated in Current FY
   - No
     - 2. Determine in which fiscal year the related encumbrance is recorded
       - Current FY
       - Prior FY
         - 3B. Evaluate the status of the encumbrance.
           - The related appropriation lapses on June 30-Prior FY but the amount encumbered reverts
           - The related appropriation lapses on June 30-PY but the amount encumbered reverts

2. Determine if an encumbrance exists
   - Yes
     - Unencumbered
       - 1. Is the invoice for: A) Travel less than $5,000; B) To Replenish petty cash; or C) for employee/non-employee travel?
         - No
           - 11. Pay the Invoice following the instructions for Encumbrance Year-End process 1
           - Yes
             - 13. After obtaining approval from FCD to pay prior year bills, pay the invoice in the Current FY
   - No
     - Encumbered
       - 14. Will the related voucher by delivered to FCD on or before July1st?
         - No
           - 15. Pay the invoice following the instructions for Encumbrance Year-End Process 1.
         - Yes
           - 5. Follow the Instructions for Encumbrance Year-End Processes 2 & 3

3. Pay the invoice using a voucher dated in Current FY

4. Follow the Instructions for Encumbrance Year-End Processes 2 & 3

5. Pay the invoice using a voucher dated in the Current Fiscal Year

6. Pay the invoice using a voucher dated in the Current Fiscal Year

7. Prepare an Opbud 5 and sub to SBD for approval

8. After OPBUD 5 is approved by SBD, follow instructions for Encumbrance Year-End Processes 2 & 3

9. Pay the invoice using a voucher date current FY

10. Pay the invoice using a voucher dated Current FY

11. Pay the Invoice following the instructions for Encumbrance Year-End process 1

12. Vouchers Paid

13. Vouchers Paid

14. Vouchers Paid

15. Vouchers Paid