




STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

TO: Finance Officers, State Agencies

FROM: Diane Langham, Office of Fiscal Management Director 

DATE: August 18, 2015

SUBJECT: FY2015 Lapse Processing

We are approaching the end of the first full budget year within MAGIC and we wanted to provide your agency with information and instructions for closing out the FY2015 Lapse Period.

SYSTEM AVAILABILITY

MAGIC is available 24 hours a day unless notified via MASH and/or the Information Area within MAGIC. To allow for jobs that must be run to facilitate the Lapse close process, MAGIC and SPAHRS will come down at 5:00 pm on Monday, August 31, 2015. There is a possibility that MAGIC and SPAHRS may not be available until the afternoon of September 1, 2015. Agencies will be notified when the systems are available.

LAPSE WAIVERS

MAAPP Manual Section 11.20.15 has been revised and includes MAGIC specific instructions for processing lapse period waivers. Use **MIR7** and an **XL** document type for the invoice transaction. The due date for waiver requests is August 19, 2015. Even though, the document will start as '51' logistics document, it will be a '19' accounting document.

CASH CHECK

Monitor the BP2015 cash balance as you process final lapse period payments to avoid processing issues. Remember to email both Barbara Elliott and Princess Bender if you need cash moved between budget periods.

GOODS RECEIPTS

BP 2015 Goods Receipts that will not be invoiced before August 31, 2015 should be reversed. Invoices received after August 31, 2015 will be paid from BP 2016 as a prior year expense.

BUDGET PERIOD 2015 DOCUMENTS

The June memo included an August 21st date for agency approval of payment documents. To ensure processing of all BP 2015 invoices, the date has been extended to Wednesday, August 26, 2015. All BP 2015 invoices entered should be monitored for payment. If you have questions or need special handling of an invoice, email Greg Ramsey and Princess Bender.

Cash receipt documents to be recorded in BP 2015, should be submitted to OFM prior to August 31, 2015. Monitor the posting of these documents. If you have questions or need special handling of a cash receipt document, email Lynn Lawson and Princess Bender.

On September 1, 2015, DFA will delete any parked BP 2015 documents.