Processing Payments from the TC-40-408 Form

Processing Payments from a TC 40-408 Pay Estimate

Once KYTC Administrative staff receives the forwarded email from the KYTC Project Manager with the required approval language in the body of the email, payment can then be created against the KYTC Contract Number listed on the estimate for the amount requested in the "Earnings This Estimate" column of the TC 40-408 Estimate sheet.

==---- MANDATORY information for payment processing:==
1. TC 40-408 Pay Estimate (Including)
   - Project Funding Strip for Payment to be made
     Ex: 1100 C35 D625 FD04 1050 C098 E143
2. PON2 Number
3. Verify payments are made in sequence 1P, 2P, Etc…..
4. PSC form-attached to email:
   - Verify the Name and Address of the Contractor on the PSC form matches the Consultant name and Address on the TC-40.
   - Verify the KYTC Contract #, invoice date, Combined Total Amount Charged must match the Total This Estimate on the TC 40-408.
   -
   - Verify # 4 on the PSC form matches the total listed on the TC-40.
   - Verify the **Dates of Service** on the PSC form matches the **For Work Done** dates on the TC-40.
   - Verify the **Date of Invoice** on the PSC matches the Invoice Date on the TC-40.
   - Verify the **Effective Period of Contract Starting** date on the PSC matches **the Effective Date of Notice to Begin Work** on the TC-40.
5. TC-40-408 is signed and dated by the consultant

6. Payment Approval Statement from the Project Manager with the verbiage **"I have reviewed the attachments and certify that, based on the information provided, requested costs are allowable,"** unless the TC-40 KYTC Manager signed the estimate sheet at the bottom.

Mon 1/11/2016 12:59 PM

Dick, Evan (KYTC)

FW: Statewide Item No. N/A; PON26251500002488; Pay Estimate 5P

To   Maynard, Megan (KYTC)
Cc   Gormley, David (KYTC)

Follow up. Completed on Monday, January 11, 2016.
You forwarded this message on 1/11/2016 1:15 PM.

Message   PON26251500002488-5P.pdf (397 KB)   Supporting documentation PON26251500002488-5P.pdf (8 KB)
           PSC Invoice Form PON26251500002488-5P.pdf (103 KB)

Megan,

I have reviewed the attachments and certify that, based on the information provided, requested cost are allowable.

Thanks,

Evan K. Dick, P. E.
Ohio River Bridges Program Manager
KYTC Division of Maintenance
Bridge Preservation
200 Mero Street
Frankfort KY 40622
Work: (502)782-5620
Cell: (502)220-3915

7. **Check to see if there is a DBE** – box in bottom left of form

DBE Portion of Estimate

If there is a DBE see instructions for adding an Accounting Line

Processing payment in eMars

1. Print out Pay Estimate TC 40-408 from payment request email (to record PRC # and for payment records).
2. Be sure to verify if the payment is PARTIAL or FINAL. (Final payments will reflect 100% total % to date on the TC 40-408)
3. Log into eMars
   - Click Search
   - Document Catalog- Type in your PON2 number located at the top left of the TC 40-408 as shown below. You can use and asterisk (*) instead of typing all the zeros.

Document Catalog

Create

▼ Document Identifier

Code : PON2   Unit :
Dept. : 625   ID : 13*1306

▶ User Information

▶ Document State

Browse Clear

4. Click Browse
5. Go to last PON2 created which will say **FINAL.**

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
☐	PON2	625	3500	1300001306	No	1	New	Historical (Final)	Submitted	11/27/12	NJH0042	$474,484.00	Yes
☐	PON2	625	3500	1300001306	No	2	Modification	Historical (Final)	Submitted	7/6/13	ENCROLL	$474,484.00	Yes
☐	PON2	625	3500	1300001306	No	3	Modification	Historical (Final)	Submitted	7/4/14	ENCROLL	$474,484.00	Yes
☐	PON2	625	3500	1300001306	Yes	4	Modification	Historical (Final)	Submitted	8/22/14	JJW0042	$522,759.00	Yes
☐	PON2	625	3500	1300001306	Yes	5	Modification	Historical (Final)	Submitted	1/7/15	JXV0023	$1,014,127.00	Yes
☐	PON2	625	3500	1300001306	Yes	6	Modification	Historical (Final)	Submitted	7/3/15	ENCROLL	$1,014,127.00	Yes
☑	PON2	625	3500	1300001306	Yes	7	Modification	Final	Submitted	7/2/16	ENCROLL	$1,014,127.00	Yes

First Prev Next Last

The PON2 (Proof of Necessity Agreement) award document will be used to establish Personal Service Contracts (PSC) and Memorandum of Agreement (MOA) with internal and external vendors. The PRC (Payment Request Commodity) document will be used to pay a standalone invoice for services with an external vendor.

Copy Forward All lines

To pay against all lines on the PON2, users should follow the steps below:

1. Once you have opened the PON2 you will then navigate to the Commodity section and select the line needed for payment. You will check the open amount for the commodity line.

Non-Reserved Funding Open Amount Total:	$261,456.87
Item Sub Total:	$1,014,127.00
Line Amount:	$1,014,127.00
Closed Amount:	$752,670.13
Open Amount:	$261,456.87
Open Accrual Amount:	$0.00
Closed Quantity:	0.00000
Open Quantity:	0.00000
Closed Contract Amt:	$752,670.13
Open Contract Amount:	$261,456.87
Number of Attachments:	0

2. Check the **For Work Done** dates on the TC 40-408 compared to the **Contract Service Dates** within the PON2 on the **Commodity > General Information** section on the correct commodity line.

Service From:	11/29/2012
Service To:	10/01/2017

   NOTE: If the Work Done Dates on the TC 40-408 are not within the Service Dates in eMars, then forward the email chain to the project manager and the consultant explaining that the consultant and the project manager need to agree on an approximate length of time needed to finalize the work. When setting the new Completion Date, allow a few extra months for payment request submittals and processing of payments. For the Time Extension, the consultant will submit a cover letter and a Project Chronology to Professional Services, Adrian Wells Adrian.wells@ky.gov . Once the time extension has been processed, payments will need to be resubmitted and reapproved to be reprocessed.

Checklist for TIME EXTENSIONS
☐ Email or memo for purpose of Time Extension with extended date(s).
☐ Project Chronology Memorandum.

3. If the funds are available and the work done dates on the TC 40-408 falls within the range of the service dates on the contract then you are ready to process the payment.

4. Click copy forward at the bottom of the document.
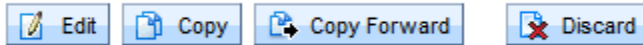
Copy Forward Selected Lines

To pay against selected lines on the PON2, users should follow the steps below.

1. Select appropriate lines. Hold down the Control (CTRL) key on the keyboard. While keeping the CTRL key held, use the mouse to select the desired lines. Once selected the lines will be highlighted in gray.

Commodity	Total Lines: 2	Line: 1	CL Description: H. W. Lochner SW Right of Way Services Region 2 2014107

Line	CL Description
1	H. W. Lochner SW Right of Way Services Region 2 2014107
2	Perry-Wolfe-Wolfe Cos. 10-1102, 10-1062 10-8803 LA #1

From 1 to 2 Total: 2

2. Go to the bottom of the document and select **Copy Forward**
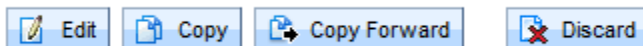
Using the **Copy Forward** function allows for easy document entry because the information on the referenced documents is automatically inferred to the New PRC.

A **PRC (Payment Request Commodity)** is created and populated with data from the referenced award. Users will complete the document with appropriate quantities, dollars amounts and vendor invoice information, then validate and submit the document for level 1 approval.

Creating the payment:

- Dept Code – List the department number associated with your department.
- Unit Code – List the Unit code associated with your district/area.
- Click Auto Numbering Box (this is what will generate your 10 digit PRC #)
- In Table - Click Target Doc Type PRC

Note: If there is only one commodity line on the PON2 and you did not hold CTRL+ left click to select the line then make sure the **Select Entire Document** is checked. You will **uncheck** it if you selected certain lines, then click OK at the bottom.

Generated Document

At the top of the screen you will see the PRC # that was generated for your payment. Write this # down on the printed TC 40-408 form. This PRC # is crucial for future tracking or revisions to this payment.

Header section- General Information

Document Name and Document Description

- Type of project #P (partial Payment)/Item Number (ex: 2P/5-304.15) = 2nd payment for Item # 5-304.15 (#F = Final Pmt.)   Type LA # if there is a Letter Agreement for the pay estimate. (Ex: 2P/5-304.15 LA # 1)
- Copy and paste what is in the document name into the document description.

Vendor Section
- Name and address on this section MUST match the Consultant Name and Address on the TC 40-408 (Payment Request Form) and the Name and Address of the Contractor on the PSC form.
- Scheduled Payment Date – Todays Date
- Invoice Information
  - a. Vendor Invoice Number –Estimate # followed by the item # (ex: 2P/5-304.15) = 2nd payment for Item # 5-304.15 (#F = Final Pmt.) If estimate is a Letter Agreement (LA) Type LA and the # = LA # 2
  - b. Vendor Invoice Date – enter **Invoice Date** from TC 40-408 (Payment Request form)

**THE FORMAT AND ORDER OF THIS INFORMATION IS CRUCIAL **

It is very important to be detailed and consistent, this is how payments are tracked within eMars when researching processed payments and any extra spaces or characters will hamper tracking.

Commodity Section

You only need the Commodity Line for the payment being processed. (Check item #)

- Input the **For Work Done** dates listed on the TC 40-408 form into the **Received Service From Date** and **Received Service To Date.**

Received Service From Date: 09/14/2015

Received Service To Date: 12/26/2015

Tax Profile:

Accounting Profile:

Procurement Folder: 4031514

Procurement Type ID: 3

Procurement Type: Architecture & Eng PSC

- Contract Amount – Enter Amount from the TC 40-408 (Payment Request form)

Invoice Information

    a.   Once you click **save** the Vendor Invoice Number, Invoice line, and Invoice date will infer from the Vendor section. Fill in "Check Description" Copy (ctrl + C) and pasting (ctrl + V) the Vendor Invoice Number. (Example: 2P/5-304.15 LA # 1)

Vendor Invoice Number: 2P/5-304.15 LA # 1

Vendor Invoice Line: 1

Vendor Invoice Date: 02/18/2016

Tracking Date:

Check Description: 2P/5-304.15 LA # 1

Note: These fields should be used to communicate data needed by the vendor to apply payment properly. Do not use the document, line description or extended description as a means to communicate vendor information. These fields DO NOT print on the check stub or remittance to vendor

Validate

Accounting

General Information

1. The **Sub Total Line Amount** will be automatically filled in with the correct total.

Commodity		Total Lines: 1	Commodity Line: 1	CL Description: Letter Agreement No. 2 Jessamine	Commodity: 92500
Accounting		Total Lines: 1	Accounting Line: 1	Total Line Amount: $2,084.06	Line Closed Amount: $0.00

2. Review the funding information on the TC 40-408 in the Funding Section with the information listed in the Fund Accounting Section and the Detail Accounting Section either attached to the TC 40-408 or on the TC 40-408 itself.

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

Funding
1100 C35 D625 FD04 2550 C119 E143

Fund Accounting– 1100 or 12F0 (System will not accept 1200)

Object Code – E143 (Architectural & Engineering Function)

Detail Accounting – FD04

Activity- 2550

Sub Function – County Code (enter all 3 digits)

Program Number – State Number from the TC 40-408

Location – District #

      a. If there is multiple strips for the payment you will need to create them by inserting a new line located at the bottom left of the document, inputting the proper funding like above in the correct places.

💾 Save	🔄 Undo	📄◄ Insert New Line	📄◄ Insert Copied Line	📝 Edit with Grid
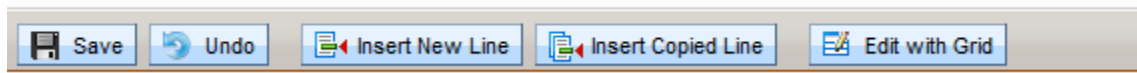
      b. Once this is complete, **VALIDATE** the document and check for any errors and correct if necessary.

PROJECTS WITH DBE PARTICIPATION

- If there is only a **Single Commodity** Line to be paid from, look at the cost breakdown to check the DBE firm name and amount of charges at the bottom left of the TC 40-408
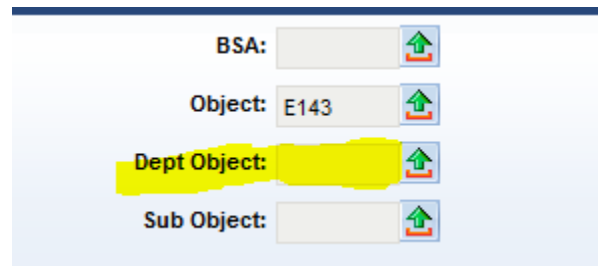
DBE Portion of Estimate

To Create DBE Accounting Line

a. Make sure you are in the accounting section.
b. Copy accounting line 1 by selecting the papers on the right side of the accounting line 1.
c. Next you will **Insert copied line** located at the bottom left of the document.

Save   Undo   Insert New Line   Insert Copied Line   Edit with Grid
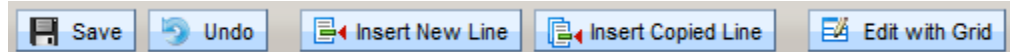
d. Edit copied accounting line for DBE
e. Enter the amount of the DBE portion into the Sub Total Line Amount make sure you subtract this amount from Accounting Line 1 reflecting the change in Accounting Line 1 /Sub Total Line Amount.
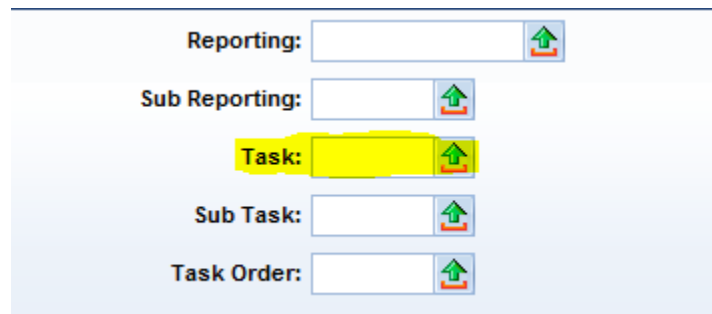f. **Fund Accounting** enter **DBE** in the **Dept Object**.

BSA:

Object: E143

Dept Object:

Sub Object:

g. **Detail Accounting** enter the DBE Task # in Task

Reporting:

Sub Reporting:

Task:

Sub Task:

Task Order:

h. Click the green error to search for you DBE. Type your Department and **T***
(* is a wildcard will search for anything after the letter T).

Note: If you cannot locate the DBE Task # from the drop down menu contact Bob Scott bob.scott@ky.gov to have it added in eMars.

SUBMITTING FOR LEVEL 1 APPROVAL

*** BEFORE SUBMITTING FOR LEVEL 1 APPROVAL ***.

Please review the Example Pay Estimate & Example PSC at the end of this document to insure everything is correct. The highlighted items are verified in Division of Accounts. If all this information is correct, the Payment should be Approved & Paid without delays.

- Submit payment in eMars to next level for Level 1 Approval.
- Forward the email that was sent from Project Manager with **ALL** attachments to the proper Level 1 Approver. (Division of Accounts requires **ALL** attachments to be in **PDF** format)

IMPORTANT

VERIFY PARTIAL/FINAL REFERENCE TYPE ON PAYMENT (PRC) DOCUMENTS

When creating PRC documents referencing award documents, be sure to verify the partial/final reference type located under the Reference area of the Commodity Section. Choosing Final reference type will close the corresponding commodity line, thus preventing and further payments against that line. Also, if you validate your document before changing the payment amount on the accounting line, the document will be marked as final. Therefore, it is very important that you do not choose Final prematurely. Always make sure the commodity line total matches the accounting line total.

As a standard practice it is best to follow these steps when completing your PRC

Step 1. Select appropriate lines if applicable.

Step 2. Copy forward from the award to the PRC

Step 3. Change the Quantity or Contract Amount to the proper amount to be paid.

Step 4. Select appropriate Reference Type (Partial/Final). **Only select Final if you are sure no other payments will be made against the line and make sure TC 40-408 shows 100% paid.**

Step 5. Validate to infer the Accounting Lines from the award. It is best not to validate prior to completing Step 4.

Step 6. Enter all other required fields.

Step 7. Validate again to ensure document is without error.

Step 8. Double check the Partial/Final Reference Type.

Step 9. Submit the **PRC**.

HOW TO RESEARCH PAYMENTS MADE TO CONSULTANTS VIA PON2

Disbursement Process and Disbursement Detail Query (DISBDQ)

Through the Automated Disbursement process checks (**AD**) and Electronic Funds Transfers (**EFT**), documents are generated based on the scheduled payment date on the payment document. The Automated Disbursement process select authorized payments, validates and processes payment

adjustments such as discounts and posts payment transactions. In eMars, a single disbursement (**AD** or **EFT**) will be generated per vendor per payment document.

The Disbursement Detail Query (**DISBDQ**) table is where the user can find information about processed disbursements. Users will be able to locate and view disbursements by document ID, vendor code or check (**AD**) or **EFT** number.

- To search payments made by the vendor # open up the PON2 by searching through the Document Catalog in eMars.

Document Catalog

Create

▼ **Document Identifier**

Code : PON2   Unit :

Dept. : 625   ID : 12*2609

▶ **User Information**

▶ **Document State**

Browse Clear

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
☐	PON2	625	3500	1200002609	Yes	1	New	Historical (Final)	Submitted	5/8/12	PHJ0161	$1,000,000.00	Yes
☐	PON2	625	3500	1200002609	Yes	2	Modification	Historical (Final)	Submitted	2/20/14	JXV0023	$1,000,000.00	Yes
☐	PON2	625	3500	1200002609	Yes	3	Modification	Historical (Final)	Submitted	7/4/14	ENCROLL	$1,000,000.00	Yes
☐	PON2	625	3500	1200002609	Yes	4	Modification	Final	Submitted	7/3/15	ENCROLL	$1,000,000.00	Yes
☑	PON2	625	3500	1200002609	Yes	5	Modification	Pending	Submitted	2/16/16	JJW0042	$1,000,000.00	Yes

First Prev Next Last

- Open the correct version of your PON2, click the vendor section.
- Go to the Vendor Section, Copy (ctrl+C) and Paste (ctrl + V) the Vendor Customer number.

- Close the PON2 document
- Go to page search in the primary navigation panel type **DISBDQ** (Disbursement Detail Query) in the Page Code Section. Select the Disbursement Detail Query.

- Paste (cntl+V) vendor code into the Vendor Code Section and add the Item # with an asterisks (*) before and after. This is a wildcard and will search for anything before or after in the Vendor Invoice Section.

*Vendor Invoice Numbers can be typed in different ways if payments were not made by the same person.

Disbursement Detail Query

Browse Clear

Disbursement Doc Type : AD
Disbursement Doc Code :
Disbursement Doc Dept :
Disbursement Doc ID :
Payment Request Doc Code :
Payment Request Doc Dept :
Payment Request Doc ID :
Vendor Code : VC0000090699
Payee Code :
Vendor Invoice Number : *7-8502*
Check / EFT Number :
Line Amount :

Intercept Amount :
Discount Amount :
Penalty Amount :
Interest Amount :
Backup Withholding Amount :
Contract Withholding Amount :
Default Intercept Fee Amount :
Supplementary Intercept Fee Amount :
Retainage Amount :
Freight Amount :
Tax Amount :
Cancel/Reclass Reason :

	Disbursement Doc ID	Disb. Line	Payment Doc ID	Payee Name	Payee Indicator	Vendor Invoice Number	Vendor Invoice Line	Line Amount
✓	AD,758,AD13000370023,1	1	PRC,625,1300198813,1	GRW ENGINEERS INC	V	1P/7-8502.00 LA #2	1	$36,245.75
	AD,758,AD14000061569,1	1	PRC,625,1400028786,1	GRW ENGINEERS INC	V	1P/7-8502.00 LA #2 LPA	1	$15,014.61
	AD,758,AD14000095931,1	1	PRC,625,1400058231,1	GRW ENGINEERS INC	V	3P/7-8502.00 LA #2	1	$23,638.00
	AD,758,AD14000131904,1	1	PRC,625,1400075416,1	GRW ENGINEERS INC	V	4P/7-8502.00 LA #2	1	$3,009.00
	AD,758,AD14000166625,1	1	PRC,625,1400096476,1	GRW ENGINEERS INC	V	5P/7-8502.00 LA #2	1	$12,104.58
	AD,758,AD14000214818,1	1	PRC,625,1400119593,1	GRW ENGINEERS INC	V	6P/7-8502.00 LA #2	1	$1,711.00
	AD,758,AD14000222484,1	1	PRC,625,1400128734,1	GRW ENGINEERS INC	V	7P/7-8502.00 LA #2	1	$1,662.00
	AD,758,AD14000257253,1	1	PRC,625,1400150664,1	GRW ENGINEERS INC	V	8P/7-8502.00 LA #2	1	$449.00
	AD,758,AD14000304501,1	1	PRC,625,1400178060,1	GRW ENGINEERS INC	V	9P/7-8502.00 LA #2	1	$777.00

Copy   First Prev Next Last

⌨ Disbursement Query   ⌨ Check Reconciliation   ⌨ Accrual Inquiry

Paid Checks

The Paid Checks (PDCHK) tool is to verify a check has been sent to the consultant and to verify if it has cleared by the bank.

- Click on Page Search
- Type PDCHK in the page code area

eMARS Production

⊞ Message Center

⊟ Search

  Page Search

  ⊞ Document Catalog

  eMARS Reporting

⊞ History

⊞ Favorites

⊞ Administration

Page Search

Category :
Page Type :
Description :
Page Code : PDCHK*

Browse Clear

	Description	Page Code
✓	Paid Checks	PDCHK
	Paid Check Restore	PDCHKRES

First Prev Next Last

- Click the Paid Check Description.
- In this section you will add the check/EFT Number which can be found on the Disbursement Detail Query (DISBDQ) that is discussed above in that section.
- Copy and paste the number into the Check/EFT section below.

- Bank Account Code U1 is what you will be looking at it shows the date it was issued and then the date it cleared. If it doesn't appear on this screen the check has not cleared the bank.

Rejected Disbursement Documents

The nightly Automated Disbursement process checks (AD) and Electronic Funds Transfer (EFT) documents are created and submitted to a final status provided no errors are encountered. The Automated Disbursement process selects authorized and scheduled payments, validates and processes payment adjustments such as discounts. In eMars, a single disbursement (**AD** or **EFT**) will be created per vendor per payment document.

When the payment document is created, budgets from all accounting lines are validated to ensure adequate funds are available. Upon creation of the **AD** or **EFT** document, both cash and budgets are validated. If funds are not available in either cash or budget for any accounting line, the disbursement documents will be rejected. All **AD**'s and **EFT**'s in "Reject" status will be deleted during the nightly cycle and an **AD/EFT** Exception Report will be generated listing payment documents where the **AD** or **EFT** was rejected.

NOTE: It is the responsibility of the Department Fiscal Officer or their designee to ensure all errors are corrected so that the payment will disburse. This may require modifying the payment document to reflect a budget where funds are available.

The AD/EFT Exceptions Report will be posted to the eMars website: http://finance.ky.goiv/internal /emars/ every morning. Each Department's Fiscal Officer should ensure this report is reviewed.
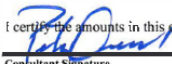
PAY ESTIMATE EXAMPLE:

Kentucky Transportation Cabinet
Division of Professional Services
ENGINEERING AND ENGINEERING-RELATED SERVICES PAY ESTIMATE

TC 40-408
06/2014

KYTC Contract Number	Funding	Federal No.	State No.	Item No.	Estimate No.
PON 2 625 1500002154	12F0 C35 D625 FD52 1550 C073 E143	0HSIP9010178	9023201D	1-9002.00	5P

Consultant Name and Address	Invoice Date		Effective Date of Notice to Begin Work
American Engineers, Inc.	31-Jan-16		Work May Not Begin Before This Date
65 Aberdeen Drive			5-Aug-15
Glasgow, KY 42141	County/Route/Mile Point		For Work Done
	McCracken/KY-1954		20-Dec-15 Through 23-Jan-16

Description of Work	Method of Fee	Total Contract Amount	Total % Prev. Est.	% This Est.	Total % to Date	Previous Earnings	Earnings This Estimate	Total Earnings to Date
Agreement NO 2015-08-10 McCracken County -LA #1	Lump Sum	195,858.00	36.70%	1.26%	37.96%	71,881.88	2,472.38	74,354.26

Percentage may be off by 1%

		Total Contract Amount	Total % Prev. Est.	% This Est.	Total % to Date	Previous Earnings	Earnings This Estimate	Total Earnings to Date
Page 1		195,858.00	36.70%	1.26%	37.96%	71,881.88	2,472.38	74,354.26
Page 2		-				-	-	-
Totals		195,858.00	36.70%	1.26%	37.96%	71,881.88	2,472.38	74,354.26

Miscellaneous Information

DBE Portion of Estimate

I certify the amounts in this estimate are accurate.

Consultant Signature

KYTC Project Manager

Total Earnings to Date	74,354.26
Less Previous Earnings	71,881.88
Total This Estimate	2,472.38

The KYTC Project Manager would need to be signed only if the certification verbiage is not in the email chain.

PSC EXAMPLE

Pursuant to KRS 45A.695, no payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee.

Invoices shall be submitted every ninety (90) days, unless the personal service contract specifies a different submission time period.

Separate invoices shall be submitted for each distinct matter covered by the personal service contract, and shall be signed by the individual responsible for that matter

The issuance of an invoice to the Commonwealth constitutes an affirmation by the individual, firm, partnership, or corporation awarded the personal service contract that the invoice truly and accurately represents work actually performed, and the expenses actually incurred.

The head of the contracting body shall approve the invoice, indicating that the charges in the invoice reflect the value of the work performed, and all recorded costs and disbursements were reasonably and necessarily incurred in connection with the matter invoiced.

NOTE: All questions must be answered fully. If the space provided is insufficient, additional pages should be attached referencing the specifically numbered item. Any questions regarding the invoice requirements should be directed to the contracting agency.

Contract Number: ___PON 2 625 1500002154___   Date of Invoice: _01/31/2016_

___Kentucky Transportation Cabinet___   ___Engineering & Engineering Related Services___
Contracting Body   Division, Branch, etc.

1. Name & Address of Contractor:

American Engineers, Inc.
65 Aberdeen Drive
Glasgow, KY 42141

2. Contractor's Tax I.D. Number: _____61-1033630_____

3. Effective Period of Contract: 4. Combined Total Amount Charged in this
   Starting Date: __08/05/8015__   Invoice for Services and Reimburseable
   Ending Date: __03/10/2016__   Disbursements: ___$2472.38___

5. Dates of Service Covered under   6. Is this the FINAL invoice
   this invoice: for services performed
   Starting Date: _12/20/2015_   under this contract:
   Ending Date: 01/23/2016   _____ Yes __x__ No

7. Date of most recent invoice submitted prior to this invoice: ___01/17/2016_

8. How often is the contractor required to submit invoices under the terms of the personal service contract:

No more than once a month during the progress of work for partial payment for the work completed to date.

9. Provide a description of the matter covered by this invoice:

See attached Consultant Monthly Report and TC 40-408 Engineers's Pay Estimate 5P

10. Provide a full description of each service provided, including the date each service was performed, the name and title of each individual who worked on the matter, and the time the individuals spent on the matter:

See attached Consultant Monthly Report. Lump Sum Contract- See attached TC 40 408 Engineers's Pay Estimate 5P

PSC CONTINUED:

11. Provide the hourly rate for each individual working on the matter and the total charge for that individual for each matter involved:

See attached Consultant Monthly Report. Lump Sum Contract- See attached TC 40-408 Engineers's Pay Estimate 5P

12. Provide the subject matter and recipient of any correspondence:

See attached Consultant Monthly Report

13. Provide a full description of any work product produced, designating the way in which the work product is associated with the matter being invoiced. (Attorneys Billing for Legal Services: If you contend that any information is subject to privilege, please identify the privileged item, and provide sufficient information to evaluate the claim of privilege):

See attached Consultant Monthly Report

14. Provide an itemized list of all disbursements to be reimbursed by the state for each matter invoiced and the total charge for that matter:

This is a lump sum contract.

SIGNATURES:

Contractor: _____   Date. _____02/11/2016_____
Title *Vice-President*

-

Contracting Body

Approved by:_____   Date:_____

Reopening Commodity Lines that were Prematurely Closed

Occasionally, users will prematurely close commodity lines on referenced awards. The most common reason for this is that the user inadvertently selects the Final Reference Type on a partial payment. This can also be caused if the user validates the document prior to changing the accounting line amount. Once you have corrected the amount on the accounting line you will then have to change the reference back to partial.

Steps:

A. Copy Forward from the award to a PRC being careful to select only those lines that were prematurely closed.
B. On the Commodity Line:

- Change the Quantity to zero (0) or the Contract Amount to Zero ($0.00) if the item type is service.
- Select Inverse as the Reference Type
C. On the Accounting Line
    - Select XPRC as the Event Type.
    - Change the Sub-Total Line Amount to zero ($0.00).
    - Select Inverse as the Reference Type.
    - Click Validate and then submit.

The steps above will reopen lines on any award type. However, awards documents requiring matching (i.e DO, DO2, PO, PO2, CT and CT2) may encounter matching related errors even though the award lines have been reopened. Therefore, subsequent payments may needs to be paid bypassing the matching process. Using the Copy Forward option from the award to a PRC should be used in these instances.