

**Adpics Help
Desk/CON/SFGOV**
Sent by: Annette Reardon

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To Annette Reardon/CON/SFGOV@SFGOV
cc
bcc CON - ADPICS- A All-Users/CON/SFGOV
Subject FAMIS Purchasing FLASH #33 - Calendar Year-End
Reminder - Verify and Update the Year Portion of Purchasing
Voucher Due Dates If You Change the System-Generated
Voucher Due Dates

[Please note: This email was sent to everyone on the FAMIS Purchasing (ADPICS) FLASH distribution list.]

Calendar year-end REMINDER to Purchasing System initiators and approvers .

Before posting Purchasing vouchers , verify the YEAR portion of the voucher due date if you manually change the due date .

If the payment is supposed to be sent in December 2007, make sure that the YEAR portion of the voucher due date is *2007*.

If the payment is supposed to be sent in 2008, make sure that *2008* appears as the year portion of the due date.

If you change a system-generated voucher due date , it is absolutely essential that you make sure that the entire voucher due date is correct .

Here is an example of the problem that can easily occur at this time of year:

- Suppose the system automatically generates a voucher due date of 1/3/2008.
- If a user then changes the due month to December (month 12) and the due year is left as *2008*, the check will be scheduled for 12/3/2008. *The payment will not be generated by the system until a year from now.*
- If the voucher due date month is manually changed from January to December, the due year should be manually changed also.

If you have any questions or concerns, please feel free to contact the ADPICS Help Desk at 554-7878.

Annette Reardon
Office of the Controller
ADPICS Help Desk 415.554.7878