

Discussion

Main Topic

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Today 02:29 PM

Subject: FAMIS Purchasing Flash #26 - Fiscal Posting Period Reminder
Category: BB ADPICS Flash

06/29/06

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

This FAMIS Purchasing Flash (#26) is to remind users that the FAMIS Purchasing (ADPICS) document **effective date determines the fiscal period to which the document will post:** Fiscal Year 2006 or Fiscal Year 2007. The document number does not determine the posting fiscal period.

The default effective date for any document is the current date.

For example, if you start a new document in FAMIS Purchasing on 7/3/06, the default effective date for the document will be 7/3/06.

If you post that document without changing the effective date, the document will post to Fiscal Year 2007.

If you change the effective date to 6/30/06 *before posting it*, the document will post to Fiscal Year 2006.

Please read the attached documents (Fiscal Year End Reminder and Instructions on Copying Blanket Purchase Order) and feel free to contact the ADPICS Help Line at 554-7878 if you have questions or concerns.



FYEDocFiscalYearReminder.doc Copy BPO.doc

PCHL2342 V5.1	CITY AND COUNTY OF SAN FRANCISCO--NFAMIS	05/24/2006
LINK TO:	BLANKET PURCHASE ORDER WRITING	3:13 PM
BPO/CONTRACT ID :	ACTION IND : N	COPY TYPE: (B/R)
PURCHASING TYPE :	INTERFACE TYPE : BP	PRINT : N (Y/N)
CONTRACT AMOUNT :	TERMS IND :	NOTE PAD : N (Y/N)
REMAINING VALUE :	CONTRACT ID :	
<u>EFFECTIVE DATE</u> :	ITB ID :	AWARD:
EXPIRATION DATE :	F.O.B. POINT : DEST	STATUS:
INSURANCE CERT : N	DISCOUNT TERMS : N30	AUTO TL: N
CHANGE NO :	MULTIPLE SCHED : N *	:
BPO TITLE :		CREATE :
DEPARTMENT : CON03		UPDATE :
BUYER :		POST :
VENDOR/SUFFIX :		
ATTN-1:		
ATTN-2:		
ATTN-3:		
STREET:		
CITY:	ST:	ZIP:
PHONE :	PURCH AUTHRTY :	CTRY:
F1-HELP F2-SELECT F3-DELETE	F4-PRIOR F5-NEXT F6-VIEW DOC	
F7-DEPT SEC F8-SEL TERMS F9-LINK	F10-SAVE F11-OTH KEY F12-PRINT	

Copy Blanket Purchase Orders

- 1) Link to PCHL2342 – Blanket Purchase Order Header Entry
- 2) Retrieve the BPO you need to copy
- 3) Copy the BPO to a new BPO
 - a. Tab to the Copy Type field
 - i. Set the Copy Type to B
 - b. Tab to the Effective Date field
 - i. Change the Effective Date to 7/1/2006
 - c. Tab to the Expiration Date field
 - i. Change the Expiration Date to 6/30/2007
 - d. Press F11-Other Keys
 - e. Press F8-Copy
- 4) The system will generate a new BPO
 - a. Notice that the system assigned a 2007 document number (because the Effective Date is FY2007)
- 5) The new BPO is now displayed on the screen
 - a. All fields on the old BPO are copied forward to the new BPO
 - i. EXCEPT for the Effective and Expiration Dates that you set during the copy process
- 6) You can update all fields on the new BPO
 - a. If you make any changes, make sure to press F10-Save TWICE to update the BPO

FAMIS POSTING PERIOD FOR PURCHASING DOCUMENTS

The Purchasing document number does NOT determine the FAMIS posting period.

The Purchasing document's EFFECTIVE DATE, along with the fiscal periods open in FAMIS, determines the FAMIS posting period for your department's Purchasing encumbering documents.

PURCHASING INFORMATION FOR FISCAL YEAR TRANSITION

1. TO FORCE A PURCHASING DOCUMENT TO POST TO A SPECIFIC FISCAL YEAR IN FAMIS:

- To post to fiscal year 2006, change the effective date to 6/30/2006 *BEFORE* saving your Purchasing document.
- To post to fiscal year 2007, verify that the effective date defaulted by the system is 7/1/2006 or after.

2. TO CONTROL THE PURCHASING DOCUMENT NUMBER for Departmental Blankets, Requisitions, Direct Purchase Orders, Direct Vouchers and Change Orders:

- This must be done BEFORE a number is generated by the system.
- Change the document effective date to the fiscal year you want on the document BEFORE saving the document and generating a document number.
- Note, however, that the fiscal posting period is determined by the document's effective date and the fiscal period open in FAMIS, not the document number.

3. You cannot control document numbers for invoices, vouchers, bids. On 7/1/2006, all invoices, vouchers and bids began to be numbered as "07" documents. However, you can force a voucher to post to last fiscal year by changes the effective date to 6/30/2006 *if the old fiscal year is still open in FAMIS.*

You will want to monitor and change, as needed, the voucher effective dates until near the end of July to ensure that vouchers that need to post to fiscal year 05-06 are posted with an effective date 6/30/2006.