

<p><b>Discussion</b> Main Topic</p> <p>Annette Reardon/CON/SFGOV Yesterday 03:57 PM</p>	<p><b>Subject:</b> FAMIS Purchasing FLASH #27 (7/24/06) The Purchasing Document Effective Date is the Fiscal Posting Period for Accounting.</p> <p><b>Category:</b> BB ADPICS Flash</p>
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[Please note: This email was sent to everyone on the FAMIS Purchasing (ADPICS) FLASH distribution list.]

The "effective date" on all FAMIS Purchasing (ADPICS) documents always determines the fiscal posting period for Accounting. While the system default for the "effective date" is the document create date, you can change the "effective date" before posting.

At this time of year when two fiscal periods are open, it is essential that you correct the "effective date", if needed, before posting so that your document is recorded in the correct fiscal period in FAMIS Accounting.

For Example:

<b>Effective Date</b>	<b>Fiscal Posting Period</b>
6/30/06	FM 12 – FY'06
7/15/06	FM 01 – FY'07

Here is a list of the FAMIS Purchasing screens that have an "effective date" that must be reviewed for the correct posting period for Accounting:

	<b>Screen/Document Description</b>	<b>Screen Number</b>
1.	Document Cancellations	PCHL 8500
2.	Document Changes	PCHL 8010
3.	Purchase Orders	PCHL 2360
4.	CINP PO's resulting from 8010 change	PCHL 2360
5.	Standard Purchase Orders	PCHL 2340 (purchaser's only)
6.	Vouchers	PCHL 1410
7.	CINP Vouchers resulting from 8010 change	PCHL 1410
8.	Requisitions	PCHL 2100
9.	CINP Requisitions resulting from 8010 change	PCHL 2100

Again, for documents that post to Accounting, the effective date FAMIS Purchasing documents always determines the fiscal period to which it posts in FAMIS Accounting.

One final reminder: The document number is for tracking and identification. The document number does NOT determine the fiscal period of the document. The effective date determines the fiscal period of the document for Accounting.

For FAMIS Purchasing (ADPICS) questions or concerns, please contact the ADPICS Help Line (554-7878).

-Annette  
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