

Discussion Main Topic Annette Reardon/CON/SFGOV 12/06 04:33 PM	Subject: FAMIS Purchasing FLASH #28 (12/6/06) - Reminder If You Change the System-Generated Voucher Due Date - Verify the Year Portion of the Due Date . Category: BB ADPICS Flash
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[Please note: This email was sent to everyone on the FAMIS Purchasing (ADPICS) FLASH distribution list.]

REMINDER to Purchasing System users.

Make sure that the YEAR in the voucher due date fields is correct before you post the voucher .

If the payment is supposed to be in December 2006, be sure that the YEAR in the voucher due date is *2006*.

If the payment is supposed to be in January 2007 or later, be sure that *2007* appears as the year in the due date.

If you change the 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:

- Suppose the purchase order has terms of **N30** and the invoice received date is **12/4/06**. Then the system will automatically and correctly generate a voucher due date of **1/3/2007**.
- If a user then changes the due month to December (month 12) and the due year is left as *2007*, the check will be scheduled for printing on 12/3/2007.
- You must also change the voucher date *year* to *2006* if you want the check to be scheduled for printing in 2006.

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

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