

Discussion

Main Topic

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Subject: FAMIS Purchasing Flash #29 (6/11/07)- Reminder of Fiscal Posting Period and Control of the Purchasing Document Number (Anna Yu)

Category: BB ADPICS Flash

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

This FAMIS Purchasing Flash (#29) is to remind users that the FAMIS Purchasing (ADPICS) document effective date determines the fiscal period to which the document will post: Fiscal Year 2007 or Fiscal Year 2008. The document number does not determine the posting fiscal period. To control the purchasing document number, please refer to the attached FYEDocFiscalYearReminder document.

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

For example, if you start a new document in FAMIS Purchasing on 7/2/07, the default effective date for the document will be 7/2/07.

If you post that document without changing the effective date, the document will post to Fiscal Year 2008.

If you change the effective date to 6/30/07 before posting it, the document will post to Fiscal Year 2007.

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