

<b>Discussion</b> Main Topic  Pearl Chan/CON/SFGOV Today 08:37 AM	<b>Subject:</b> FAMIS Purchasing Flash #32 - PCHL8500 ADPICS Document Cancellation Screen unavailable 8/30/07-9/4/07  <b>Category:</b> BB ADPICS Flash
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8/29/07

[Note: This flash message is being sent to all ADPICS users and FAMIS Flash List.]

Hi Everyone,

The Controller's staff needs to restrict the use of the FAMIS Purchasing PCHL8500 Document Cancellation screen from Thursday 8/30/07 through Monday 9/3/07 (the Labor Day Holiday).

This is due to the usual fiscal year-end process to close annual fund encumbrances for which the appropriation won't carry-forward.

Therefore, the FAMIS Purchasing PCHL8500 Document Cancellation screen will be unavailable to departments from Thursday 8/30/07 through Monday 9/3/07.

That means that you will be unable to initiate cancellations of FAMIS Purchasing (ADPICS) documents beginning tomorrow, Thursday 8/30, and continuing through Monday 9/3/07.

Cancellations which are already in an approval path by start of business on Thursday 8/30/07 will not be prevented from being approved through to post status while the PCHL8500 screen is down.

By beginning of business on Tuesday 9/4/07, the PCHL8500 screen will be available to departments again.

We believe the impact will be minimal, but if you have a document which needs an emergency cancellation on Thursday 8/30 or Friday 8/31 or have concerns or questions, please contact Annette Reardon at 554-7880.

*For future reference, this flash will be posted at the Controller's FAMIS intranet site:  
<http://www.sfgov.org/site/intranet/?id=34719#pflash>*

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