

FAMIS v5 Flash #230: Paper Check/ACH Payments Schedule for Thanksgiving Holiday week (November 21-25, 2016)

Note: This email is being sent to the FAMIS Flash, ADPICS All-Users, Con-Finance Officers lists. Please forward this message to all FAMIS Accounting and Purchasing users in your department.

The FAMIS Vendor Check Printing/ACH Processing Schedule for the week of November 21 through 25, 2016 is as follows:

Monday, 11/21

Electronic Payments (PayMode ACH) will be processed.
Vendor Checks will be printed for “due dates” on or before Friday, 11/25/2016.
FAMIS will run the CheckWriter program and checks will be printed in the evening.

Tuesday, 11/22

Electronic Payments (PayMode ACH) will be processed.
Checks will be delivered to our Cash Disbursement Unit in room 396 of City Hall in the morning.

Wednesday, 11/23

Electronic Payments (PayMode ACH) will be processed.
Checks will be mailed out today.
*Regular Wednesday schedule will resume in the subsequent week.

Thursday and Friday, 11/24 and 11/25 - City Holidays.

Please contact your fund accountant if you have any questions to the above. Thank you.

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Please do not reply to this message.