

FAMIS v5 Flash # 222: REGULAR CHECK RUN DATES AND YEAR END ACTIVITIES

WHO: All FAMIS Users

WHAT:

- The June 29, 2016 regular check run will include all outstanding vouchers through 6/30/16. As always, please ensure your transactions are posted on or before the check run date (6/29) to ensure that any eligible discounts are applied. Outstanding vouchers due 7/1/16 will be picked up in the following week's check run on 7/6/16. If you have any questions, please contact your fund accountant.
- Fiscal Month 01/2016 (July) will open Thursday night (6/30/2016) at 5:00 PM.
- The interim budget is fully allotted except for capital and equipment expenditures and new positions that were not on the Mayor's Interim Exceptions list - if you need an allotment for capital or equipment appropriation, please contact your Controller's Budget Analyst.
- As in previous years, the ADPICS FYCHECK 700 approval box will be activated June 23, 2016. This is for fiscal year posting review while two fiscal years are open.
- Beginning Friday, 7/1/2016, all cash receipts will go to Controller for approval for approximately 2-3 weeks.
- Last day default month in FAMIS for June will be Friday, July 8.

WHEN: Please note affected dates listed above.

WHY: Adjusted dates and notices are due to Year End activities.

WHAT USERS SHOULD DO: Please forward this message to all affected users in your department.