

AOSD Flash # (257): Year End Accounts Payable Accrual Reminder

Please be reminded to input 7/4/17 for Accounting Date and input FAMIS codes in the Description and Packing Slip fields for FY17 payments. If you are doing manual expenditure accrual entries in FAMIS, please do not put 7/4/17 as the Accounting Date when making payments for the expenditures accrued.

Note the following:

1. For some of the converted POs, the Description field is prefilled. Please override the content and replace with Grant Code\Project Code (if applicable).
2. Description and Packing Slip fields will no longer be editable after the voucher goes through matching. Batch matching is run by the system every two hours (10am/12pm/2pm/4pm). Departments should update these two fields at the same time of voucher entry so that FAMIS codes can be input before the batch process is run.

The screenshot displays the 'Accounts Payable' system interface for San Francisco. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'CITY AND COUNTY OF SAN FRANCISCO'. The navigation bar includes 'Worklist', 'Home', and 'Sign Out'. The main content area is divided into several sections:

- Invoice Information:** Business Unit: SFGOV; Invoice No: S04JU17; Accounting Date: 07/04/2017; Voucher ID: 00009898; Voucher Style: Regular Voucher; Invoice Date: 07/14/2017; Invoice Received: 07/19/2017; Supplier ID: 0000022483; ShortName: COMMUNITYYA-001; Location: MAIN; *Address: 1.
- Invoice Total:** Line Total: 205,789.41; *Currency: USD; Miscellaneous: ; Freight: ; Sales Tax: ; Use Tax: 0.00; Total: 205,789.41; Difference: 0.00.
- Supplier:** COMMUNITY AWARENESS & TREATMENT SVCS INC.
- Invoice Lines:** Line 1, Copy Down, Distribute by: Amount, Item: , Quantity: 1.0000, UOM: EA, Unit Price: 205,789.41000, Line Amount: 205,789.41.
- Purchase Order:** SFGOV\0000037971\1\1 Associate Receiver(s); Amount Only checked.

Buttons at the bottom include: Save, Action (dropdown), Run, Calculate, Print, Submit Approval, Copy From Source Document, Invoice Lines (with search and view options), and a Calculate button for the invoice line.