

FAMIS v5 Flash Bulletin #109

FAMIS Month-End Closing Schedule for FY 10-11

The FAMIS closing of the previous fiscal period will occur on the 8th business day after the month-end.

Process

- A. Close Fiscal Period**
- B. Budget High-Level Monthly Reports (intranet)**
- C. Run FAMIS Month-End Reports (from mainframe)**

Day

- 8th Business Day of the Month, 8 a.m.
- 10th Business Day of the Month
- Saturday following fiscal period closing

P r o c e s s

Fiscal Period

	<u>A</u>	<u>B</u>	<u>C</u>
July 2010	8/11/2010	8/13/2010	8/14/2010
August 2010	9/13/2010	9/15/2010	9/18/2010
September 2010	10/13/2010	10/15/2010	10/16/2010
October 2010	11/10/2010	11/15/2010	11/13/2010
November 2010	12/10/2010	12/14/2010	12/11/2010
December 2010	1/12/2011	1/14/2011	1/15/2011
January 2011	2/10/2011	2/14/2011	2/12/2011
February 2011	3/10/2011	3/14/2011	3/12/2011
March 2011	4/12/2011	4/14/2011	4/16/2011
April 2011	5/11/2011	5/13/2011	5/14/2011
May 2011	6/10/2011	6/14/2011	6/11/2011
June 2011*		*	

*The closing for the period of June 2011 is extended to allow for the processing of "year-end" transactions. Refer to Controller's Year-End Closing Procedures for the June closing date posted at: http://famis.sfgov.org/controllerspolicies/AOSD_PP_Directives_index.html#Year-End

Note on B: *Departmental High-Level Monthly Financial Reports* are posted on the SF Intranet SFGOV homepage for the Budget and Performance Measurement System at: <http://budget.sfgov.org/> Depending on the last payroll for the previous month, posting on intranet may be earlier than Column B.

Note on C: The Controller's Office Accounting Operations and Systems Division runs month-end reports and distributes them to departments the following Monday.