



**Annette
Reardon/CON/SFGOV**
02/09/2011 04:28 PM

To CON-Finance Officers/CON/SFGOV, CON-FAMIS Flash List/CON/SFGOV
cc DT Customer Service Desk/DTIS/SFGOV@SFGOV, Adrienne.Harris@sfgov.microsoftonline.com
bcc CON - ADPICS- A All-Users/CON/SFGOV; bob_brinza@triserv.com; Tom Sims
Subject Fw: FAMIS FLASH: FAMIS will be down from 3 p.m. Friday 2/11/11 to Monday 2/14/11. Back up on Monday morning 2/14/11. --- NOTE PHONE NUMBER CORRECTION BELOW

Please note phone number correction.

The DT Customer Service Desk phone number is 415-581-7100.

-Annette
Annette Reardon
Office of the Controller
AOSD Systems Division
Desk: 415.554.7880
email: annette.reardon@sfgov.org
Controller's Intranet Page: <http://conpolicy>
Controller's Public Page: <http://www.sfcontroller.org>

----- Forwarded by Annette Reardon/CON/SFGOV on 02/09/2011 04:19 PM -----



**Annette
Reardon/CON/SFGOV**
02/09/2011 04:06 PM

To CON-Finance Officers/CON/SFGOV, CON-FAMIS Flash List/CON/SFGOV
cc DT Customer Service Desk/DTIS/SFGOV@SFGOV, Adrienne.Harris@sfgov.microsoftonline.com
Subject FAMIS FLASH: FAMIS will be down from 3 p.m. Friday 2/11/11 to Monday 2/14/11. Back up on Monday morning 2/14/11.

[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.]
This is FAMIS Flash #112 dated Tuesday 2/8/11

What: FAMIS will be down for the mainframe data move.

When: Starting Friday 2/11/11 at 3 p.m.
Ending: Monday morning 2/14/11.

Why:

- This is the first step in the Department of Technology's move to a new mainframe.
- The FAMIS files will be moved.
- FAMIS Support Staff will be testing during this time.

What Departments Should Do:

1. Finish all FAMIS Accounting, Purchasing and Fixed Asset activity by 3 p.m. sharp on Friday 2/11/11.
2. Remember that FAMIS is unavailable to you from 3 p.m. Friday 2/11/11 to Monday 2/14/11.

3. **Do not use FAMIS at all during that time .**
4. After start of business Monday 2/14/11, log in normally to FAMIS.
5. Please confirm that the system in general and departmental purchase order printouts from FAMIS Purchasing (ADPICS) work as expected.

What to do if you have problems beginning Monday 2/14/11: Contact DT Customer Service Desk at 581-7100 (corrected from previous FLASH)

-Annette
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