

**Adpics Help
Desk/CON/SFGOV**
Sent by: Annette
Reardon/CON/SFGOV

To

cc

bcc CON - ADPICS- A All-Users/CON/SFGOV

06/29/2011 07:26 AM

Subject FAMIS Purchasing Flash # 51 - 6/29/2011 -Annual FYE
Additional Approval Level (FYCHECK 700) for Document
Cancellation, Change Orders and Standard POs

6/29/2011

*[Please note: This email was sent to everyone on the FAMIS Purchasing (ADPICS) FLASH distribution list.
Flash recipients need to forward this to all the FAMIS Purchasing users in their department.]*

The Controller's Office is beginning the annual FYCHECK level 700 approval box for all FAMIS Purchasing (ADPICS) document cancellations and changes initiated by departments.

Controller's Systems staff will process all documents arriving in this temporary approval box. We make every effort to monitor the box throughout the day.

The temporary FYCHECK 700 approval box will be in place from 6/29/11 until fiscal year 10-11 is permanently closed in the system.

We add this additional approval stop to ensure that Purchasing cancellations and change documents are posted to the same fiscal year as that of the original document.

In addition, we also add the FYCHECK level 700 box to approval paths for standard purchase orders which are issued or initiated by Purchasing to ensure that standard purchase orders are posted in the same fiscal year as the requisition.

If you have any questions, please call the ADPICS Help Desk at 554-7878.

Annette Reardon
FAMIS/Purchasing Help Desk
554-7878