

FAMIS Flash #120: FY11-12 Reminders about Fiscal Posting Periods, Document Numbering, Temporary New Year Approval Paths, General Cautions for Posting.

7/1/2011

[Note: This flash has been sent to the FAMIS Flash List, Finance Officers, and Purchasing (ADPICS) Users.

Please forward this flash to others in your department.]

When you begin posting documents on or after 7/1 for the new fiscal year 11-12, please verify fiscal effective dates and document numbers and note the listed items. (**FY11-12 is now available for posting.**)

**1. Do not post between 6:00 and 6:30 PM. You will lock your document.**

We are processing the daily electronic payments and on Wednesdays printing checks as this time.

**2. Does the document number match the fiscal period to which you will post?**

For example, an Accounting JE with a year "12" in its document number must have a fiscal period in FY2012 (i.e. July, August).

An Accounting JE with a year "11" in its document number must have a fiscal period in FY2011 (i.e. June).

A Purchasing PO with a year "12" in its document number must have an EFF DATE in FY2012 (07/01/2011 or greater).

A Purchasing PO with a year "11" in its document number must have an EFF DATE in FY2011 (06/30/2011 or earlier).

Likewise for all other document types *except* Citywide Blankets, Purchasing (ADPICS) invoices, vouchers and bids. (Please see item number 8 for information about Citywide Blankets, Purchasing invoices, vouchers and bids.)

If the doc number and posting fiscal period do not match, delete the document and create a correct document.

The document number does not control the fiscal period to which the document posts but it can cause confusion and occasional system issues if the two do not match.

**3. Before creating any document number using the SAVE function, double-check the document fiscal effective date.**

You need to be extremely careful that your document posts with the correct fiscal year during this time when two fiscal years are open.

The fiscal period populated by the system automatically may not be the fiscal period you need.

**4. If your FY11-12 posting generates a fiscal period error, the 01/12 period may have been disabled temporarily to adjust something in the system. Please try again later.**

**5. OCA-Purchasing would like us to remind everyone that departments can not cancel a Purchase Order that went through OCA unless OCA cancels the contract first.**

**6. The FYCHECK 700 approval box: Please do not routinely send reminder emails or phone calls.** Controller's staff works on the box all day every day. The 700 box is cleared out several times daily. Its function is solely to monitor and correct the fiscal effective dates for continuity. That means for example, changes to 10-11 Purchase Orders must have an 10-11 fiscal effective date.

**7. Cash receipts documents (CR) will be routed to the Controller's Office Cash Reconciliation Unit for approval for about 10 days beginning 7/1/11.**

**8. The Purchasing document number does NOT determine the FAMIS posting period.**

The Purchasing document's *effective date*, along with the fiscal periods open in FAMIS, determines the FAMIS posting period for your department's Purchasing encumbering documents.

**8A. To post a Purchasing document to the correct fiscal year in FAMIS:**

- To post to fiscal year 2011 (FY10-11), change the effective date to 6/30/2011 *BEFORE* saving your Purchasing document.
- To post to fiscal year 2012 (FY11-12), verify that the effective date defaulted by the system is 7/1/2011 or after.

You will also want to monitor and change, as needed, voucher effective dates until near the end of July to ensure that vouchers that need to post to fiscal year 10-11 are posted with an effective date 6/30/2011.

**8B. To control the Purchasing document number for Departmental Blankets, Requisitions, Direct Purchase Orders, Direct Vouchers and Change Orders:**

- This must be done *BEFORE* a number is generated by the system.
- Change the document effective date to the fiscal year you want on the document *BEFORE* saving the document and generating a document number.
- Note, however, that the fiscal posting period is determined by the document's effective date and the fiscal period open in FAMIS, not the document number.

**8C. You cannot control document numbers for invoices, vouchers, bids.** The document numbers for invoices and vouchers are determined by the invoice date on the vendor's invoice. On 7/1/2011, all bids begin to be numbered as "12" documents. However, you can force a voucher to post to last fiscal year by changing the effective date to 6/30/2011 *if the old fiscal year is still open in FAMIS.*

**8D. Remember that the system capabilities do not overrule Purchaser and Controller policies.** As a general rule, you should always take Purchaser and Controller policies into consideration while you are using the system. Check with your documentation or Fund Accountant if in doubt.

**If you have questions or concerns:**

- about FAMIS Accounting - call your Fund Accountant
- about FAMIS Purchasing - call the ADPICS Help Desk at 554-7878

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Controller's Intranet Page: <http://conpolicy>

Controller's Public Page: <http://www.sfcontroller.org>