

9/14/2011

FAMIS v5 Flash Bulletin #123

FAMIS Month-End Closing Schedule for FY 11-12

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 2011	8/10/2011	8/12/2011	8/13/2011
August 2011	9/13/2011	9/15/2011	9/17/2011
September 2011	10/13/2011	10/17/2011	10/15/2011
October 2011	11/10/2011	11/15/2011	11/12/2011
November 2011	12/12/2011	12/14/2011	12/17/2011
December 2011	1/11/2012	1/13/2012	1/14/2012
January 2012	2/10/2012	2/14/2012	2/11/2012
February 2012	3/12/2012	3/14/2012	3/17/2012
March 2012	4/11/2012	4/13/2012	4/14/2012
April 2012	5/10/2012	5/14/2012	5/12/2012
May 2012	6/12/2012	6/14/2012	6/16/2012
June 2012*			

*The closing for the period of June 2012 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://sfcontroller.org/index.aspx?page=437>

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.