

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

06/21/2010 02:51 PM

To  
cc  
bcc Adpics Help Desk/CON/SFGOV  
Subject FAMIS Purchasing FLASH #49 Reminder Regarding Fiscal Posting Period and Control of the Purchasing Document Number

*[Please note: This email was sent to everyone on the ADPICS FLASH distribution list.]*

Please read the attached document (Fiscal Year End Reminder) for information on FAMIS posting period for Purchasing documents and control of the Purchasing document number.

(Note that FY10-11 is not yet open for posting encumbering documents. You may be able to create a FY10-11 document but it will not post.

There will be a Flash sent when FY10-11 is open for posting.)



FYEDocFiscalYearReminder-10-11.doc

Please feel free to call the ADPICS Help Desk at 554-7878 if you need help setting up a particular document number in FAMIS Purchasing.

If you have questions regarding policies, please initially refer to the Controller's policies intranet web site at <http://famis.sfgov.org/controllerspolicies/> .

-Annette Reardon  
Office of the Controller  
AOSD Systems Division  
554-7878 ADPICS Help Desk