

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

06/28/2010 07:43 AM

To  
cc  
bcc Adpics Help Desk/CON/SFGOV  
Subject FAMIS v5 Purchasing Flash #50 - Annual FYE Additional  
Approval Level (FYCHECK 700) for Document Cancellation,  
Change Orders and Standard POs

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

The Controller's Office has, as is usual this time of year, temporarily added an 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 6/28/10 until fiscal year 09-10 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 OCA-Purchasing.

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

Annette Reardon  
FAMIS/Purchasing Help Desk  
554-7878