

**Date:** September 8, 2009

**To:** Distribution List

**From:** Connie White   
Financial Information Systems Administrator  
Finance Department

**Subject:** FAMIS Year-End Closing Procedures

Attached is the proposed FAMIS year-end closing schedule for fiscal year 2008-2009. Please ensure that all programming and operational areas are notified.

**Please note the following important dates:**

- Report of Collections for deposits dated September 30 or before should be received by Finance no later than Thursday, October 1.
- Journal Entries interdepartmental (affecting other departments) – cut-off is Friday, October 2.
- 1<sup>st</sup> Preliminary is scheduled for weekend of October 2 thru October 4. Reports available on October 5.
- Accounts Payables cut off is noon Thursday, October 8.
- 2<sup>nd</sup> Preliminary is scheduled for October 8. Reports will be available on October 9.
- Journal Entries within department – cut-off is noon, Monday, October 12. (Finance will be fully staffed on Saturday, October 10 and on the holiday Monday, October 12.)
- Grant adjustment cut off is scheduled for Tuesday, October 13.
- **Interfaces cut off for posting to FY 2009 - Refer to attached Schedule #3.**
- Final year end General Ledger closing is scheduled starting at noon October 16 thru October 18. Final reports are available on October 19.
- Budget load process is tentatively scheduled for the weekend of October 23 thru October 25.

**Payroll Scheduling Items**

- The last payroll interface for FY 2009 will post to FAMIS on Wednesday, September 23.
- Payroll Corrections must be done by Friday, September 25.
- MDT will receive Labor Distribution report on Monday, September 28 to review allocation. MDT must process required input by Wednesday, September 30 and the last Labor Distribution interface for FY 2009 must post on Thursday, October 1.
- The first payroll interface for FY 2010 will post to FAMIS on Wednesday, October 7. First Labor Distribution for FY 2010 for MDT will post on Thursday, October 15.

**FAMIS Hours of Operations:**

- (1) FAMIS will be available from 7:00 AM until 7:00 PM on Mondays, 7:00 AM until 8:00 PM Tuesday through Friday, with the exception of Tuesdays of Payroll week when it will close at 7:00 PM to provide sufficient time for other batch processes. Only exceptions to this schedule will be if previously arranged between Finance and ETSD staff or if Operations is notified 15 minutes in advanced by Finance staff.

- (2) FAMIS will have a special schedule the following dates:
- a. Saturdays, September 12 and September 19 – FAMIS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
  - b. Saturday, September 26 – FAMIS will be open 7:00 AM and will close at noon in order to run the process which creates new-year documents (9800 process). No interfaces will be processed.
  - c. Saturday, October 3 – FAMIS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
  - d. Saturday, October 10 – FAMIS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
  - e. Monday, October 12, Columbus Holiday – FAMIS will be open from 7:00 AM – 7:00 PM. No interfaces will be processed.
  - f. Friday, October 16 – FAMIS will be open from 7:00 AM to noon – At this time, FAMIS will close for End of Year processing and will reopen on Monday, October 19 at 7:00 AM. Please note that there will be no interfaces processed this Friday; any interfaces sent on Friday, will be processed on Monday, October 19.
  - g. FAMIS will be closed on Sundays with the exception of October 11. Any other exceptions will need to be previously arranged with Finance.
- (3) All dates in this schedule are approximate and may change depending on needs and circumstances beyond our control.
- (4) Please distribute this document to all areas responsible for interfaces to FAMIS. When processing your interface, please ensure that the interface carries the corresponding fiscal period in the document prefix.

cc:

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Blanca Padrón, Finance	Maria Rivero, Finance
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