Memorandum

MIAMI-DADE COUNTY

Date: September 2, 2014

To: Distribution List

From: Connie White
Finance Systems Support Administrator
Finance Department

Subject: FAMIS Year-End Closing Procedures

Attached is the proposed FAMIS year-end closing schedule for fiscal year 2013-2014. Please ensure that all programming and operational areas are notified.

Please note the following important dates:

- 9800 Process to create new-year documents will be run Saturday, September 20. (FAMIS will close at NOON)
- 1st Preliminary is scheduled for Saturday, September 27. Reports available on Monday, September 29.
- Report of Collections for deposits dated Tuesday, September 30 or before should be received by Finance no later than Wednesday, October 1.
- Accounts Payable cut off is noon, Friday, October 3 (including Construction and invoices processed via IWA) Please note invoices processed via IWA must be approved by the department by Noon, Friday, October 3.
- Journal Entries interdepartmental (affecting other departments) – cut-off is noon Friday, October 3.
- 2nd Preliminary is scheduled for Saturday, October 4. Reports will be available on Monday, October 6.
- Journal Entries within department – cut-off is noon, Tuesday, October 7. (Finance will be fully staffed on Saturday, October 4 and FAMIS will open on Sunday, October 5).
- Grant adjustment cut off is noon, Wednesday, October 8.
- **Interfaces cut off for posting to FY 2014 - Refer to attached Schedule #1.**
- Final year end General Ledger closing is scheduled starting at noon October 10 thru October 12. Final reports are available on Tuesday, October 14.
- Budget load process is tentatively scheduled for the weekend of October 25 thru October 26.

Payroll Scheduling Items

- The last payroll interface for FY 2014 will post to FAMIS on Wednesday, September 17.
- Payroll Corrections must be done by Friday, September 19.
- MDT will receive Labor Distribution report on Monday, September 22 to review allocation. MDT must process required input by Wednesday, September 24 and the last Labor Distribution interface for FY 2014 must post on Thursday, September 25.
- The first payroll interface for FY 2015 will post to FAMIS on Wednesday, October 1. First Labor Distribution for FY 2015 for MDT will post on Thursday, October 9.

FAMIS Hours of Operations until Friday, October 9

- Monday – Friday: 6:00 AM until 8:00 PM
- Saturday: 6:00 AM until 8:00 PM (No Interfaces are posted)
- Sunday: CLOSED
- Please note the following exceptions
  - Saturday, September 20 - 6:00 AM until NOON
  - Sunday, October 5 - 7:00 AM until 5:00 PM

- Friday, October 10 – 6:00 AM until NOON

Note:
All dates in this schedule may change depending on needs and circumstances beyond our control.

Interface Cut-Off Schedule #1

- 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.

- In order to keep an accurate list of interface contacts, please verify Schedule #1 and let us know of any changes needed (either on frequency, description, application source, especially business and/or technical contact) by emailing Erica Olson.

cc:

Adil Khan, ISD
Amanerys Gil, ITD
Anilda Paredes, Finance
Angie Amirizadeh, ITD
Aridene Colley, ITD
Arlin Montero, Finance
Armando Gonzalez, P&R
Blanca Machado, ISD
Blanca Padrón, Finance
Carie Fernandez, Finance
Carmen Suarez, ITD
Carmen Rojas, Finance
Cecilia Prosper, MDT
Celia Hudson, ISD
Dalia Garcia del Rio, ITD
Dan Coogan, ISD
Dania Diaz, Finance
Daniel Stanisky, ITD
Dean Richards, ITD
Debbie Frost, P&R
Erica Olson, Finance
Francisco Perez, ITD
George Brewster, ITD
Gladys Galigarcia, ITD
Glenn Cleghorn, ITD-ISD
Haldo Perpignand, ITD
Isaac Chinye, Finance
Jan Martin, ITD
Jim (Santiago)Ghersi, ITD
Joan Chin Nuke, ISD
Jose Barajas, ITD
Jose Granera, Finance
Jose Martinez, ITD
Juan Garcia, ITD
Kathy Williams, ITD
Laura Caceres, Finance
Lori Madrigal, Finance
Lourdes Julien, Finance
Luís Díaz, ITD
Madelin Rizzo, Finance
Manny Almuina, RER
Marcus Saiz, Tax Collector, Finance
Maria Attong, AOC
Maria Hernandez, Finance
Maria Rivero, Finance
Mariano de las Casas, ITD
Marie Franco, Tax Collector, Finance
Marla Deulofeu, Finance
Marilza Lamela, Finance
Mercy Gillis, ITD
Michael Tomasso, P&R
Milind Tankkar, ITD
Miriam Weinberger, ITD
Nieves Del Rio, Finance
Odilia Hernandez, ITD
Osvaldo Navarrete, ITD
Raul de la Campa, Finance
Regina Williams, ITD
Sam Vasserman, ITD
Sandra Bridgeman, Finance
Sandra Melean, PW
Shemeka Martin, CO
Sivaprakasam Kalaichezhian, ITD
Susanna Guzman-Arean, ITD
Yesenia Perez, Finance
Waldo Garcia, Finance
A/P Liaisons
FAMIS Liaisons
Construction Liaisons

INTERFACE CUTOFF LISTING
FISCAL YEAR 2014

Interface DSN: PFIS.FIS.TRAN.'XXX.XXXXX.'(=Value in DSN Column below) INTRFACE

Description	Frequency	DSN	Sub Sys Id	Doc Prefix	Source Applications	Contact	Cut-off date
Interfaces from Systems External to FAMIS-							
Admin Off. of the Courts (Vouchers)	M-F	DLY.AOC.	AC	VTJA	AOC System	Aridene Colley (ITD) - (305) 596-8975 Maria Attong (AOC) – (305) 349-5525	09/24/2014
RER (formerly Building) (includes deposit and voucher which must be for NEW YR)	M-F	DLY.DIBL	BL	DIBL JTBL VTBL	RER	Dalia Garcia del Rio(ITD)-(305)275-7606 Terry Smith (Bldg) – (786) 331-5000	10/01/2014
RER (formerly Building) Web (deposit)	M-F	DLY.DWBL	BL	DWBL VTBL	RER	Dalia Garcia del Rio(ITD)-(305)275-7606 Terry Smith (Bldg) – (786) 331-5000	10/01/2014
Tax Collectors - Credit & Collections		DLY.FNCCDEP	DI	DJTX	FAMIS	Luis Diaz (ITD) – (305) 596-8821	10/1/2014
Tax Collectors - Credit & Collections		MLY.FNCCJE	JF	JTFN	FAMIS	Luis Diaz (ITD) – (305) 596-8821	10/1/2014
Energy Cap	M-F	DLY. ECAP01	EC	VBID VBSP VBPW VBFR VBCC VBLB VBVZ VBPD	ENERGY	Odilia Hernandez (ITD) (305) 596-8210 Dean Richards – ITD - (305) 596-8379 Dan Coogan – ISD(FUMD)-(305)375-1814	9/24/2014
ISD Journal Entry work order	Monthly	MLY.GSAJE	10	JGGS	AS400	Celia Hudson –(ISD) - (305) 375-2898 Tekia Clark (ISD)– (305) 375-4142 Glen Cleghorn (ITD)– (305) 375-1520	09/24/2014
ISD/HR - Unemployment Compensation exp. Distr. **currently not being used**	Qtrly	MLY.GSAUC		JTGS	AS400	Celia Hudson –(ISD) - (305) 375-2898 Glen Cleghorn – (305) 375-1520	09/24/2014
HR – Background Checks	Monthly	DLY.ERD.	ER	VTER JTER	Background checks	Joan Chin Nuke (ISD) – (305) 375-4495 George Brewster (ITD)– (305) 275-7834	09/24/2014
ITD - Telecommunications Billing (vouchers & JEs)	Monthly	DLY.TCM.	10	JHIT JTIT JSIT VTIT	ICI Billing System Bellsouth and Telecommunication System	Haldo Perpignand (ITD)-(305) 596-8743 Yinka Majekodunmi (ITD)-(305)596-8383	09/19/2014
ITD - Telecommunications A/R (Tx 753)	Monthly	DLY.TCM2	10	JTIT JSIT VTIT	ICI Billing System	Yinka Majekodunmi (ITD)-305-596-8383 Haldo Perpignand (ITD)-(305) 596-8743	09/19/2014
TELECOMMUNICATIONS	Daily	DLY. TCM3	10	JHIT JTIT	Telecommunications	Yinka Majekodunmi (ITD)-305-596-8383 Haldo Perpignand (ITD)-(305) 596-8743	9/24/2014
ISD - leet Mgmt (EMS)	Monthly	DLY.EMS.	03	MEGS	Equipment	Francisco Perez (ITD)-(305) 275-7627	09/24/2014

(Tx 705 & 708's)					Management System	Daniel Stanisky (ITD)- (305) 275-7822 Olga Diaz (ISD) – (305)-375-2295	
ISD - Fleet Mgmt (Tx 751's)	Monthly	DLY.EMS2.	03	MEGS	Equipment Management System	Francisco Perez (ITD)-(305) 275-7627 Daniel Stanisky (ITD)- (305) 275-7822 Olga Diaz (ISD) – (305)-375-2295	09/24/2014
ISD Materials Mgmt	Weekly	DLY.GSAM.	JG	JTMM JTGS	Mat. Management Inventory Control System	Glenn Cleghorn (ITD)-(305) 275-7955 Celia Hudson –(ISD) - (305) 375-2898	09/24/2014
Parks (Cost Acctg)	M-F	DLY.PRK.	PK	JUPR	Time and Charges System	Armando Gonzalez (PR)- (305) 755-7918 Jose Barajas (ITD)- (305) 275-7614	10/01/2014
Park Labor Allocation	Monthly	DLY.PRKLA	P1	LAPR	Labor allocations	Armando Gonzalez (PR)-(305) 755-7918 Jose Barajas (ITD)- (305) 275-7614	10/01/2014
Parks (RMS)	Daily	DLY.PRKRMS	P2	DIPR	RMS System	Armando Gonzalez (PR)-(305) 755-7918 Jose Barajas (ITD)- (305) 275-7614	10/01/2014
Parks (EMS)	Monthly	DLY.TRA.	04	MEPR	EMS system	Francisco Perez (ITD)-(305) 275-7627 Daniel Stanisky (ITD)- (305) 275-7822 Michael Tomasso (PR) – (305) 755-7967	10/01/2014
Parks (Warehouse)	Monthly	DLY.PRKW.	PK	JAPR	Cost Accounting System	Debbie Frost (P&R)- (305) 270-2984 Jose Barajas (ITD)- (305) 275-7614	10/01/2014
Public Works (formerly Planning & Zoning) - Collections (deposit)	M-F	DLY.DPX	JP	DIPX	Collection System	Angie Amirizadeh (ITD)-(305)596-8341 Amanerys Gil (ITD)-(305)596-8802	10/01/2014
Public Works (formerly Planning & Zoning) Impact Fees	M-F	DLY.PWK.	JP	DIPZ JTPZ JIPX DIPX	Impact Fee Application	Gustavo Lannes (PZ) - (305) 375-1956 Irmina Salomon (PZ)- (305) 375-2939 Angie Amirizadeh (ITD)-(305)596-8341 Amanerys Gil (ITD)-(305)596-8802	10/01/2014
Public Works	Monthly	DLY.PWDLD.	PR	JTPW	Cost	Blanca Machado (ITD)- (305) 375-3728 Sandra Melean (PW)- (305) 375-1228	09/24/2014
Tax Collectors	M-F	DLY.TCRFD.	T1	VFTC	TaxSys	Gladys Galigarcia (ITD)- (305) 275-7605 Jan Martin (ITD)- (305) 275-7610 Michael Camero(FIN) -(305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	09/22/2014
Tax Collectors	M-F	DLY.TCREDMP.	T1	VGTC	TaxSys	Gladys Galigarcia (ITD) - (305) 275-7605 Jan Martin (ITD) - (305) 275-7610 Michael Camero(FIN) - (305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	9/22/2014
Tax Collectors	M-F	DLY.TCDISTR.	TC	VDTC JTTC	TaxSys	Gladys Galigarcia (ITD) - (305) 275-7605 Jan Martin (ITD) - (305) 275-7610 Michael Camero(FIN) - (305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136 Marie Franco (TX) - (305) 375-3631	9/22/2014
Tax Collectors	M-F	DLY.TCDEP.	DT	DITCD ETC DQTC	TaxSys	Gladys Galigarcia (ITD)- (305) 275-7605 Jan Martin (ITD)- (305) 275-7610 Michael Camero(FIN) -(305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	10/01/2014
Tax Collectors	M-F	DLY.TCJE.	TC	JTTC	TaxSys	Gladys Galigarcia (ITD)- (305) 275-7605 Jan Martin (ITD)- (305) 275-7610	10/01/2014

						Michael Camero(FIN) -(305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	
Payroll Related Interfaces -							
MDT Labor Distribution	Bi-weekly	BWY.GRANT.	LD	LAMT	FAMIS	Cecilia Prosper (MT)-(786)469-5193 Silva Kalai (ITD) - (305) 275-7624	09/25/2014
Payroll	Bi-weekly	BWY.PER1.	PR	SACW	Payroll System	Regina Williams (ITD)-(305)275-7853 Milind Tankkar (ITD) - (305)275-7771 Marilza Lamela (Fin) 305 375-4034	09/17/2014
Payroll – FRS	Monthly	MLY.PAYFRS.	PR	SACW	Payroll System	Regina Williams (ITD)-(305)275-7853 Milind Tankkar (ITD) - (305)275-7771 Marilza Lamela (Fin) 305 375-4034	09/29/2014
Payroll – Pay Voucher Fee	Bi-weekly	BWY.PAYVCB.	FN	JHFN	Payroll System	Regina Williams (ITD)-(305)275-7853 Milind Tankkar (ITD) - (305)275-7771 Marilza Lamela (Fin) 305 375-4034	09/17/2014
FINANCE FRS	Monthly	MLY. FRSINV	FN	VTSE	FINANCE	Mark Ziemba - ITD - (305) 275-7846 Marilza Lamela (Fin) 305 375-4034	09/29/2014
Child Support (SDU)	Bi-weekly	BWY.SDU.	PY	VTFN	Payroll/ Child Support	Marilza Lamela (Fin) 305 375-4034 Milind Tankkar (ITD) - (305)275-7771 Silva Kalai (ITD) (305) 275-7624	09/19/2014
Interface Internal to FAMIS							
ACH	M-F	DLY.ACH	07 02	WTCW WTSW	FAMIS	Marla Deulofeu / Nieves Del Rio (FIN)-(305) 375-5111	09/29/2014
Bank Deposits Cleared Interface– Wachovia	M-F/ T-S	DLY.FDEP.	BD	BDCW	Wachovia	Lourdes Julien (FIN) - (305) 375-5080	10/01/2014
Bank Recon (cleared checks) – Wachovia	M-F/ T-S	DLY.FUNB.	BR	BRCW	Wachovia	Lourdes Julien (FIN) - (305) 375-5080	10/01/2014
Checks	Multiple weekly	DLY.CHK.	02	CKCW	FAMIS	Nieves Del Rio (FIN)-(305) 375-5111	09/30/2014
Interest Distribution	Monthly	DLY.INT.	IJ	IJCW	FAMIS	Erica Olson (FIN) – (305) 375-3558	10/02/2014
IG/UAP Grant Reversal	Daily	DLY. IGUAP	FN	JGCW	FAMIS	Jose Martinez - ITD – (305) 275-7622	10/1/2014
Capital Fund UAP Reversal	Daily		FN		FAMIS	Luis Diaz (ITD) – (305) 596-8821	10/1/2014
Budget Interface	Annual	DLY.BPR	70	BTCW	BAT System	Miriam Weinberger(ITD)-(305)596-8251 Jim Ghersi (ITD) - (305) 596-8936 Siva Kalai (ITD) (305) 275-7624 Connie White (FIN) – (305) 375-3558	10/24/2014
Check Cancellation	On Demand	MLY.CHKCAN	FN	JCID CCCW JSFN	FAMIS	Luis Diaz (ITD) – (305) 596-8821	9/30/2014

* - Note – In order to have sufficient time to clear all interface posting errors, we encourage the departments to submit final interface for FY2014 prior to 9/19/2014