

**Date:** September 15, 2020

**To:** Kalai Siva  
Computer Services Manager  
Information Technology Department

**From:** Erica Olson *Olson*  
Financial Reporting Manager (in place of the Financial Systems Support Administrator vacancy)  
Finance Department

**Subject:** FAMIS Year-End Closing Procedures and Schedule (FY 2020)

Below is the proposed FAMIS year-end closing schedule for FY 2020. Please review and notify all ITD Programming, Systems, Networks, and Operational Sections accordingly. If there are any schedule conflicts or if you require additional information, please let us know. Thank you.

**Please note the following important dates:**

- |                                 |  |
|---------------------------------|--|
| • 09/19 --> 09/20 (Sat --> Sun) | <b><u>9800 PROCESS</u></b> (Opening all docs for new FY before 9/30) |
| • 10/02 (Fri)                   | Deposits received on or before 9/30 – ROC cutoff                     |
| • 10/03 --> 10/04 (Sat --> Sun) | <b><u>1<sup>st</sup> PRELIMINARY</u></b>                             |
| • 10/08 (Thurs, 12 noon)        | AP, IWA, and Voucher Interface cutoffs                               |
| • 10/09 (Sat at noon)           | JE (affecting other departments) cutoff                              |
| • 10/10 --> 10/11 (Sat --> Sun) | <b><u>2<sup>nd</sup> PRELIMINARY</u></b>                             |
| • 10/13 (Tues)                  | JE (Internal Department) & Grant Adjustment cutoff                   |
| • 10/14 (Wed, 5pm)              | OMB Subsidies cutoff   |
| • 10/16 --> 10/18 (Fri --> Sun) | <b><u>FINAL YEAR-END</u></b> Processing                              |
| • 10/19 (Mon)                   | Data Warehouse Load (DW will NOT be Available)                       |
| • 10/23 --> 10/25 (Fri --> Sun) | <b><u>Budget Control Balance Rebuild &amp; Load *tentative</u></b>   |

**IMPORTANT TASKS NOT INCLUDED ABOVE:**

**(1) Payroll and Labor Distribution:**

The last payroll interface for FY 2020 must post to FAMIS on Wednesday, September 23. Payroll corrections must be done by Friday, September 25, 2020.

Last FY 2020 interface for Child Support payments to State of Florida (SDU) will take place on Friday, September 25 and will follow normal processing schedule.

MDT will receive Labor Distribution report from the September 25<sup>th</sup> Payroll on Monday, September 28 to review allocation. MDT must process required input by Wednesday, September 30, and Labor Distribution interface must post on Thursday, October 1 to FY 2020. (Note: Special consideration must be taken to ascertain that Labor Distribution process works correctly if it were to span two fiscal years.) MDT Labor Distribution corrections must be done by Friday, October 2.

The first payroll interface for FY 2021 will post to FAMIS on Wednesday, October 7. Labor Distribution for MDT will post on Thursday, October 15. Please refer to detail pages for more specific instructions.

First FY 2021 interface for Child Support payments to State of Florida (SDU) will take place on **Friday, October 09** following the normal processing schedule. Funds will be available to State on Wednesday, October 14. (Monday, October 12 is a holiday)

**(2) Next Document Numbering Processing (9800)**

ITD programming support staff will:

On the weekend of September 19 (after 9800 process has successfully completed) - run J437498Z (program FAMD498Z) to create FY 2021 document prefixes for FAMIS documents (all documents found in Next Document Table)

On the weekend of September 19 - run program (job J181805) to create FY 2021 document prefixes for ADPICS documents types: DP (Direct Purchase Order), PO (Purchase Orders), RQ (Requisition) and TR (Trade-In Document); and A/P documents types: IV (Invoice), DV (Direct Voucher Payable), VC (PO related Voucher), CM (Credit Memo).

Finance staff will (remotely):

On September 19/20 (Saturday/Sunday) – manually update ADPICS document-numbering table (PCHL5975) for Countywide numbered (asterisks in FY and department) document types BP (Blanket Purchase Order), CO (Change Order), IN (Interface) and RC (Receiving Report).

**SPECIAL SCHEDULE & SUPPORT ARRANGEMENTS:**

**(1) Production FAMIS/ADPICS will be available from 7:00 AM until 8:00 PM.**

The only exceptions to this schedule will be as specified in attached documents or if Operations is notified 15 minutes in advance by Finance staff.

**Please Note:** FAMIS/ADPICS will also be available in the Test Regions 2 & 3 (24hrs./7days/wk) from Monday, September 21 to Saturday, October 31.

**(2) Programming, Operations and Shipping & Receiving staff support required.**

- (A) Control staff will be required the weekend of final processing for year-end (October 16 - 18). Control staff will need to be on-call during the weekend for the 1<sup>st</sup> and 2<sup>nd</sup> Preliminaries.
- (B) Reports from FAMIS nightly cycle must be delivered to our department early each morning (unless we notify ITD otherwise) including the following non-working days: Saturday, September 26 and Saturday, October 3 and Saturday October 10.
- (C) The 1<sup>st</sup> Preliminary reports must be delivered to Finance by the beginning of business on Monday, October 5. The 2<sup>nd</sup> Preliminary reports must be delivered to Finance by beginning of business on Monday, October 12. Final Reports must be delivered to Finance by the beginning of business on Monday, October 19.
- (D) Operations staff support will be required for the weekends stated above.
- (E) Programming staff support will be required in addition to normal on-call schedule for the following weekends: September 18-20, October 3-4, October 10-11, and October 16-18.
- (F) Additional update, closing, and report jobs will be scheduled as needed.
- (G) A list of contacts and phone numbers for control staff, shipping/receiving, operations, and on-call programmers must be provided.

(3) **Special support is needed.**

Due to the extraordinary requirements for running jobs, printing reports, distributing reports, and the delivery of the large quantity of reports to our facilities at SPCC 26<sup>th</sup> Floor.

Please coordinate appropriate staffing for all areas of operations:

Shipping and Receiving	Computer Room
Dispatch Area	Control Section
Print Room	Tape Library

**OTHER IMPORTANT NOTES & DISCLAIMERS:**

- (1) **Additional VSAM disk space will be required during this period**  
Due to the high volume of transactions at year-end and to support the 9800 process.
- (2) **We are not responsible for the job numbers in this document**  
The attached describes the schedule of jobs we want to followed. However, we are not responsible for the actual job numbers (they were provided by ITD).
- (3) **All dates in this schedule may change** depending on needs and circumstances beyond our control.
- (4) **ITD needs to provide an 'On-Call' listing** with names, dates, and contact information.
- (5) **Please distribute this document to ALL areas responsible** for interfaces to FAMIS.

**INTERFACE CUTOFF LISTING**  
**FISCAL YEAR 2020**

\*\*\*\*\* Ad-hoc interface files deadline: 10/06/2020 \*\*\*\*\*

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
<b>Interfaces from Systems External to FAMIS</b>							
Accruals (AT&T and FPL) <b>ADHOC</b>	Yearly			JEID JEIT	Ad-Hoc	Finance - Controller's SO900/901 will be done manually by Parks Michelle Pimentel	Tentative - 10/07/2020
RER (formerly Building) (includes deposit and voucher)	M-F	DLY.DIBL	BL	DIBL JTBL VTBL	RER	Gus Aviles (ITD) – (305)275-7636 Mark D'Aguilar (ITD) – (305)275-7612 Monica Boza (RER) – (786)315-2393 Kiki Gendron (RER) - (786)315-2352 Ofelia SevyGonzalez(RER)786-315-2394	10/01/2020
RER (formerly Building) (Web deposit)	M-F	DLY.DWBL	BL	DWBL VTBL	RER	Gus Aviles (ITD) – (305)275-7636 Mark D'Aguilar (ITD) – (305)275-7612 Monica Boza (RER) – (786)315-2393 Kiki Gendron (RER) - (786)315-2352 Ofelia SevyGonzalez(RER)786-315-2394	10/01/2020
HR – Background Checks	Monthly	DLY.ERD.	ER	VTER JTER	Background checks	Susana Ramirez (HR) – (305) 375-4734 Ingrid Martinez (HR) – (305) 375 1334	10/08/2020
ITD - Telecommunications Billing (vouchers & JEs)	Monthly	DLY.TCM.	10	JHIT JTIT JSIT VTIT MEIT	ICI Billing System AT&T and Telecommunication System	Haldo Perpignand (ITD)-(305) 596-8743 Melissa Belmonte (ITD)-(305) 275-7825 Maria Linares (ITD)-(305) 596-8143	10/08/2020
ITD - Telecommunications A/R (Tx 753)	Monthly	DLY.TCM2	10	JTIT JSIT VTIT	ICI Billing System	Melissa Belmonte (ITD)-305-275-7825 Haldo Perpignand (ITD)-(305) 596-8743	10/08/2020
ITD -Telecommunications	Daily	DLY. TCM3	10	JHIT JTIT	Telecommunication	Melissa Belmonte (ITD)-305-275-7825 Haldo Perpignand (ITD)-(305) 596-8743	10/08/2020
ISD - Fleet Mgmt (EMS) (Tx 705 & 708's)	Monthly	DLY.EMS.	03	MEID	Equipment Mgmt. System	Glen Cleghorn (ITD)– (305) 375-1520 Rosa Ortega (ISD) – (305)-375-2295	10/08/2020

ISD - Fleet Mgmt (Tx 751's)	Monthly	DLY.EMS2.	03	MEID	Equipment Mgmt. System	Glen Cleghorn (ITD)– (305) 375-1520 Rosa Ortega (ISD) – (305)-375-2295	10/08/2020
ISD Energy Cap	M-F	DLY. ECAP01	EC	VBID VBSP VBPW VBFR VBCC VBLB VBVZ VBPB	ENERGY	Odilia Hernandez (ITD) (305) 596-8210 Dean Richards – ITD - (305) 596-8379 Dan Coogan – ISD(FUMD)(305)375-1814 Adela Perez - ISD (FUMD)(305)375-3550	10/08/2020
ISD Journal Entry work order	Monthly	MLY.GSAJE	10	JGGS	AS400	Adela Perez (ISD) – (305) 375-3550 Sonja Burgess (ISD) – (305) 375-4277 Glen Cleghorn (ITD)– (305) 375-1520	10/08/2020
ISD Materials Mgmt	Weekly	DLY.GSAM.	JG	JTMM JTGS	Mat. Management Inventory Control System	Terrance Thompson (ISD)–(305) 375-4277 Glen Cleghorn (ITD)– (305) 375-1520	10/08/2020
Parks (Cost Acctg)	M-F	DLY.PRK.	PK	JUPR	Time and Charges System	Armando Gonzalez (PR)- (305) 755-7876 Ray Diaz (PR) – (305) 755-7823 Dan Querido (IT) 305-596-8952	10/08/2020
Parks (RMS)	Daily	DLY.PRKRMS	PD	DIPR	RMS System	Armando Gonzalez (PR)- (305) 755-7876 Ray Diaz (PR) – (305) 755-7823 Victor Quiroz (ITD)- (305) 275-7604	10/02/2020
Parks (EMS)	Monthly	DLY.TRA.	04	MEPR	EMS system	Armando Gonzalez (PR)- (305) 755-7876 Ray Diaz (PR)- (305) 755-7823 Victor Quiroz (ITD)- (305) 275-7604	10/02/2020
Parks (Warehouse)	Weekly – Tues.	DLY.PRKW.	PK	JAPR	Cost Accounting System	Armando Gonzalez (PR)- (305) 755-7876 Ray Diaz (PR) (305) 755-7823 Jose Barajas (ITD) (305) 275-7614	10/02/2020
Park (Galaxy)	M-F	DLY.PRKZOO	P2	DZPR	Galaxy System	Armando Gonzalez (PR) (305) 755-7876 Ray Diaz (PR) (305) 755-7823 Alvaro Gutierrez (IT) 305-275-7637	10/05/2020
RER (formerly PW and Planning & Zoning) - Collections (deposit)	M-F	DLY.DPX	JP	DIPX	Collection System	Alicia Martinez (ITD)-(305)596-8341 Amanerys Gil (ITD)-(305)596-8802 Monica Boza (PE) 786-315-2393 Kiki Gendron (PE) 786-315-3252	10/01/2020
RER (formerly PW and Planning & Zoning) Impact Fees	M-F	DLY.PWK.	JP	DIPZ JTPZ JIPX DIPX	Impact Fee Application	Monica Boza (PE) 786-315-2393 Kiki Gendron (PE) 786-315-3252 Amanerys Gil (ITD)-(305)596-8802	10/01/2020
DTMT (formerly Public Works)	Monthly	DLY.PWDLD.	PR	JTMT	Cost	Boon-Choo Tan (ITD) (786) 469-5125 Bihua Chen (MT)- (786) 469-5192	10/08/2020

Tax Collectors - Credit & Collections (deposits)		DLY.FNCCDEP	DI	DJTX	FAMIS	Dumas, Geosvanys(FIN) - (305)375-1136 David Osorno (FIN) (786) 469-2843 Edward Munecas (FIN)-(786)469-2803	10/01/2020
Tax Collectors - Credit & Collections (journal entries)		MLY.FNCCJE	JF	JTFN	FAMIS	Luis Diaz (ITD) – (305) 596-8821 David Osorno (ITD)-(786) 469-2843 Edward Munecas (FIN)-(786)469-2803	10/08/2020
Tax Collectors (refunds)	M-F	DLY.TCRFD.	T1	VFTC	TaxSys	Cesar Flores(FIN) -(305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	09/25/2020
Tax Collectors (distributions)	M-F	DLY. TCDISTR.	TC	VDTC JTTC	TaxSys	Cesar Flores (FIN) - (305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	10/01/2020
Tax Collectors (deposits)	M-F	DLY.TCDEP.	DT	DITC DETC DQTC	TaxSys	Cesar Flores (FIN) - (305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	10/01/2020
Tax Collectors (redemptions)	M-F	DLY.TCREDMP.	T1	VGTC	TaxSys	Cesar Flores (FIN) - (305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	09/28/2020
Tax Collectors (journal entries)	M-F	DLY.TCJE.	TC	JTTC	TaxSys	Cesar Flores (FIN) -(305)375-2503 Dumas, Geosvanys(FIN) - (305)375-1136	10/02/2020
Payroll Related Interfaces							
MDT Labor Distribution	Bi-weekly	BWY.GRANT.	LD	LAMT	FAMIS	Cecilia Prosper (MT)-(786)469-5193 Luis Diaz (ITD) - (305) 275-7624	10/04/2020
Payroll	Bi-weekly	BWY.PER1.	PR	SACW	Payroll System	Regina Gilbert (ITD)-(305)275-7853 Milind Tankkar (ITD) - (305)275-7771 Yanisledy Delgado (HR) – (305) 375-4034	09/23/2020
Payroll – FRS	Monthly	MLY.PAYFRS.	PR	SACW	Payroll System	Regina Gilbert (ITD)-(305)275-7853 Milind Tankkar (ITD) - (305)275-7771 Yanisledy Delgado (HR) – (305) 375-4034	09/25/2020
Payroll – Pay Voucher Fee	Bi-weekly	BWY.PAYVCB.	FN	JHFN	Payroll System	Regina Gilbert (ITD)-(305)275-7853 Milind Tankkar (ITD) - (305)275-7771 Yanisledy Delgado (HR) – (305) 375-4034	09/25/2020
FINANCE FRS (Payroll)	Monthly	MLY. FRSINV	FN	VTSE	FINANCE	Milind Tankkar (ITD) - (305) 275-7771 Yanisledy Delgado (HR) – (305) 375-4034	09/25/2020
Child Support (SDU)	Bi-weekly	BWY.SDU.	PY	VTFN	Payroll/ Child Support	Yanisledy Delgado (HR) – (305) 375-4034 Milind Tankkar (ITD) - (305)275-7771 Luis Diaz (ITD) (305) 275-7624	09/25/2020

Interface Internal to FAMIS							
ACH	M-F	DLY.ACH	07 02	WTCW	FAMIS	Marla Deulofeu (FIN)-(305) 375-5111 Gloria Hurtado (FIN)-(305) 375-5111	09/25/2020
Bank Deposits Cleared Interface– Wells Fargo	M-F/ T-S	DLY.FDEP.	BD	BDCW	Wells Fargo	Lourdes Julien (FIN) - (305) 375-5080 Luis Diaz (ITD) – (305) 275-7622	10/01/2020 ***
Bank Recon (cleared checks) – Wells Fargo	M-F/ T-S	DLY.FUNB.	BR	BRCW	Wells Fargo	Lourdes Julien (FIN) - (305) 375-5080 Luis Diaz (ITD) – (305) 275-7622	10/01/2020 ***
Checks	Multiple weekly	DLY.CHK.	02	CKCW	FAMIS	Gloria Hurtado (FIN)-(305) 375-5111	09/25/2020
Interest Distribution	Monthly	DLY.INT.	IJ	IJCW	FAMIS	Angel Rodriguez (FIN) – (305) 375-3558	10/04/2020
IG/UAP Grant Reversal	Daily	DLY. IGUAP	FN	JGCW	FAMIS	Luis Diaz (ITD) – (305) 275-7622	10/01/2020
Capital Fund UAP Reversal	Daily	DLY.CAPUAP	FN	JBCW	FAMIS	Luis Diaz (ITD) – (305) 596-8821 Siva Kalai (ITD) – (305) 275-7622 Laura Caceres (FIN) – (305) 375-8987	10/01/2020
Budget Interface *NEW YEAR*	Annual	DLY.BPR	70	BTCW	BAT System	Jim Gheri (ITD) - (305) 596-8936 Siva Kalai (ITD) (305) 275-7624	10/25/2020
Check Cancellation	On Demand	MLY.CHKCAN	FN	JCID CCCW JSFN	FAMIS	Luis Diaz (ITD) – (305) 596-8821	9/25/2020

\* Note: -In order to have sufficient time to clear all interface posting errors, we encourage the departments to submit final interface for FY2020 prior to 10/09/2020

\*\*\*\*\* Ad-hoc interface files deadline: 10/06/2020 \*\*\*\*\*