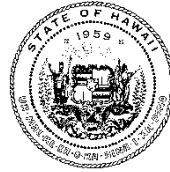


NEIL ABERCROMBIE
GOVERNOR



Dean H. Seki
Comptroller


Maria E. Zielinski
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

November 5, 2014

COMPTROLLER'S MEMORANDUM NO. 2014-26

TO: Heads of Departments and Agencies
ATTN: Administrative and Fiscal Offices
FROM: Dean H. Seki, Comptroller 
SUBJECT: Changes to FAMIS Period Closing Deadlines

This memorandum supersedes Comptroller's Memorandum 2010-09 on FAMIS period-closing deadlines. Increased document volume and departmental errors have negatively impacted our ability to close a fiscal period and issue financial reports. The new submission deadlines will allow us to close the fiscal period and issue financial reports to departments timely.

The following documents must be received by our Accounting Division by 10:00 a.m. on the first work day of the month:

- Journal Voucher (A-27)
- Universal Input (A-28)
- Treasury Deposit Receipt (B-13)
- Allotment Advice (A-15)
- Request for Allotment (A-19)
- Encumbrance Advice (C-06)
- Contract Advice (C-41)
- Summary Warrant Voucher (C-08, 461/462)

Documents received after the deadline will be processed in the following month. A separate memorandum will be issued to address the submission deadlines for accounting documents at the end of the fiscal year.

Departments and agencies may need to revise their internal period-closing cut-offs in order to comply with the new deadlines.

If you have any questions, please contact Mr. Wayne M. Horie of our Accounting Division at 586-0600.