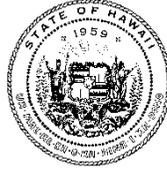


DAVID Y. IGE
GOVERNOR



DOUGLAS MURDOCK
Comptroller

AUDREY HIDANO
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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

April 21, 2016

COMPTROLLER'S MEMORANDUM NO. 2016-07

TO: Heads of Departments and Agencies
ATTN: Administrative and Fiscal Offices
FROM: Douglas Murdock
Comptroller
SUBJECT: FAMIS Year-End Deadlines

This memorandum establishes submittal deadlines for accounting documents that must be recorded in FAMIS by the close of fiscal year 2016. The following documents **must be received by the Accounting Division** on the following dates:

June 13, 2016 10:00 a.m.

Checks Cancelled (C-53)

June 30, 2016 4:30 p.m.

Contract Input (C-41)
Encumbrance Advice (C-06)
Summary Warrant Voucher (C-08, 461/462)

July 8, 2016 10:00 a.m.

Journal Voucher (A-27)
Universal Input (A-28)
Treasury Deposit Receipt (B-13)
Allotment Advice (A-15)
Request for Allotment (A-19)

Submit all Encumbrance Advice (C-06) printed on pink paper as follows:

- * Original
- * First copy – attach supporting documents
- * Second copy – departmental copy to be returned after processing

The submission date of June 13, 2016 will allow us to record the cancelled checks by June 30, 2016.

Purchase order encumbrances must be input on-line by 4:30 p.m. on June 30, 2016.

Departments and agencies may need to revise their internal year-end closing deadlines in order to comply with the deadlines. **Documents received after the deadlines will be returned unprocessed.**

If you have any questions, please call Mr. Wayne M. Horie, Accounting System Administrator, Accounting Division, at 586-0600.