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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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

April 16, 2019

COMPTROLLER'S MEMORANDUM NO. 2019-08

TO: Heads of Departments and Agencies
ATTN: Administrative and Fiscal Offices
FROM: Curt T. Otaguro, Comptroller
SUBJECT: FAMIS Year-End Deadlines

A handwritten signature in black ink, appearing to read "Curt T. Otaguro".

This memorandum establishes submittal deadlines for accounting documents that must be recorded in FAMIS by the close of fiscal year 2019. The following documents **must be received by the Accounting Division** on the following dates:

June 12, 2019 10:00 a.m.
Checks Cancelled (C-53)

June 28, 2019 4:30 p.m.
Contract Input (C-41)
Encumbrance Advice (C-06)
Summary Warrant Voucher
(C-08, 461/462)

July 8, 2019 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
- * 1 Copy – staple supporting documents to copy
(Departments should verify posting of encumbrance amounts in Datamart)

The submission date of June 12, 2019 will allow us to record the cancelled checks by June 28, 2019.

Purchase order encumbrances must be input on-line by 4:30 p.m. on **June 28, 2019.**

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 Lenora D. Fisher, Accounting System Administrator, Accounting Division, at 586-0600.