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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-026

To: All Line Agency and Department Heads
From: Director of Administration
Subject: **Cut-off Dates for Transition to the New Financial Management System (FMIS)**

Buenas yan Hafa Adai! The Department of Administration is working towards the upcoming transition in our financial management system that will enhance our efficiency and streamline our financial processes.

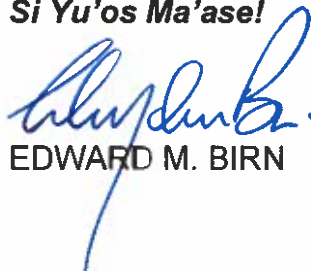
To facilitate a smooth transition, we would like to inform you that the last day for entering data or running any transactions in the current financial management system will be **January 30, 2024**. This date has been chosen to ensure that all necessary preparations can be made to migrate data seamlessly to the new system.

We understand that a transition of this nature may raise questions or concerns. Therefore, we have established a dedicated support team to assist you during this period. If you have any inquiries or require assistance, please do not hesitate to contact our FMIS support team at fmis.help@doa.guam.gov or gfmis.help@doa.guam.gov.

We appreciate your cooperation and understanding during this transition. We are confident that the new financial management system will bring positive changes to our operations.

Thank you for your continued support.

Si Yu'os Ma'ase!



EDWARD M. BIRN