

Legislative Action Concerning Flexibility with Instructional Materials Aid

In FY'12 new State Legislative action was adopted to allow for flexibility with State funding for instructional materials for textbooks, software and hardware. In addition to the changes in the State Education Law that allow NYSTL, NYSSL and NYS CH funds to be used interchangeably, textbook, software and hardware funds can also be used to purchase library books and reference materials. However, NYSLIB funds will continue to be utilized only for the purchase of eligible library books/materials and audio visual software.

To comply with this change in the State Education law, we developed a procedure that would allow schools the ability to go into FAMIS and have this flexibility. Schools will continue to have the same capability to do so by participating in our “**DOE Spending Plan: Transfer of funds**” procedures outlined herein:

Flexibility procedures can be accessed through the [FAMIS Portal](#).

The screenshot shows the FAMIS Portal interface. The browser window is titled "Portal - Main - Windows Internet Explorer". The address bar displays the URL: <https://dfiforms.nycenet.edu/FamisPortal/main.aspx?PortalSession=n5nasr2ukhtlv1uign...>. The page header features the NYC Department of Education logo and the "FAMIS" branding. The user is logged in as "MARTO, DONNA" and is greeted with "Welcome, MARTO, DONNA". The main content area is titled "FAMIS News!" and contains a reminder: "4/9:Reminder: Conduct Your Annual Physical Inventory And Update Your Inventory Records By April 15. For Details See Standard Operating Procedures (Sop) Chapter On Inventory And Section 5.1A." Below this, there is a broadcast message: "Please Click On The Broadcast Message On The Left Side For Detail Broadcast Message." The left navigation menu is expanded to "Miscellaneous", and "Sp Funds Transfer" is selected. The right sidebar contains "Other Links" such as "FY13 school ordering deadlines", "FAMIS Guide", and "FAMIS FAQ's". The bottom of the page shows "My Documents", "Approval", and "Certification of Delivery" buttons.

After signing into [FAMIS](#):

- click on **Miscellaneous** (left hand side)
- from the drop down menu click on “**Sp Funds Transfer**”

Spending Plan: Fund Transfer

Galaxy Spending Plan -1st Screen Print: Screen layout

Funds Transfer

Fiscal Year: 2012 District: 55 - Non-public Schools Location: XXXX Go

Object Code	Quick Code	Activity Code	AC (Funding Source)	Available Balance (\$)	Amt. to Transfer	Object to transfer to	Remaining After Transfer
199	012129	X4XW	CTL NYSTL NPS Software 474	\$ 1,678		Please select an Object Code ..	
300	012129	X4XX	CTL NYSTL NPS Hardware 474	\$ 1,328		Please select an Object Code ..	
337	012129	X5I0	CTL NYSTL NPS Textbooks 474	\$ 368		Please select an Object Code ..	
338	012129	X4XY	CTL NYSTL NPS Library Books 474	\$ 700			

Transfer of fund from Library to other Object Code is not allowed.

• Library funds cannot be transferred.
 • Funding for all transactions submitted prior to 3:00 pm will be reflected in your spending plan inquiry screen and available for processing on the next business day.

Cancel Apply

Galaxy Spending Plan- Reflects your current FAMIS Spending Plan condition

Object Code -199-software; 300-hardware; 337-textbook; 338-library

Activity Code-Four character unique code created in FAMIS for each object code

AC (Funding Source) - Allocation Category

Available Balance- Current amount remaining in each object code in real time

Amt. to Transfer-How much do you wish to transfer rounded up to the nearest dollar

Object to Transfer to-Use drop down menu to select the object code to transfer to

Remaining after Transfer- Your balance after the transfer is completed.

Notes:

- **Library funds can not be transferred.** However you can deposit funds into library. (Any money transferred into Library is the only amount of funds that can be transferred out).
- **Funding for all transactions submitted prior to 3:00 pm will be reflected in your spending plan inquiry screen and available for processing on the next business day.** If after 3:00 PM then you must wait 2 business days for processing. **(You can not submit your purchase order until processing is complete.)** Please be sure that no one else in your school will use the funds in the interim.

Spending Plan: Fund Transfer

Galaxy Spending Plan- 2nd Screen Print: Transfer of Funds

Funds Transfer

Fiscal Year: 2012 District: 55 - Non-public Schools Location: XXXX Go

Object Code	Quick Code	Activity Code	AC (Funding Source)	Available Balance (\$)	Amt. to Transfer	Object to transfer to	Remaining After Transfer
199	012129	X4XW	CTL NYSTL NPS Software 474	\$ 1,678	\$500	EQUIPMENT - GENERAL(300)	\$1178
300	012129	X4XX	CTL NYSTL NPS Hardware 474	\$ 1,328		Please select an Object Code ..	
337	012129	X5I0	CTL NYSTL NPS Textbooks 474	\$ 368		Please select an Object Code ..	
338	012129	X4XY	CTL NYSTL NPS Library Books 474	\$ 700			

• Library Funds cannot be transferred.
• Funding for all transactions submitted prior to 3:00 pm will be reflected in your spending plan inquiry screen and available for processing on the next business day.

Cancel Apply

Step 1: In the “Amt. to Transfer” column indicate the amount (rounded up to the nearest dollar) that you wish to transfer.

Step 2: In the “Object to Transfer to” column select (from the drop down menu) the Object Code you wish to transfer the funds into.

Note: Your remaining balance after your selection is processed is reflected in the last column under “Remaining after Transfer”.

Step 3: Click on “Apply” button located on bottom right

Message: YOUR CHANGES ARE SAVED SUCCESSFULLY

(Provided no other transactions are submitted or purchase orders are processed against those object codes before the next business day.)

Note: The newly transferred amount will now appear on the same line as the object code for which it is intended reflecting the increase with the same activity code unless it is *library, in which a new activity code will be created on another line also for object code 338.

Spending Plan: Fund Transfer

Final Step: Your new balance will now be reflected.

Note: After the next business day, when this transaction is processed into FAMIS you will be able to create your purchase order in FAMIS. However, **only for *library** you will now need to indicate a 2 line account code. The second line will reflect the new “activity code” just created for the new transferred amount. You will need to indicate this activity code on the second line in order to utilize the new amount.

Inquiries:

For additional information or assistance pertaining to this function, please contact the Non Public School Unit:

- Phone: 718-935-3650
- E-Mail: nps@schools.nyc.gov

FAMISFLEX- dmm
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