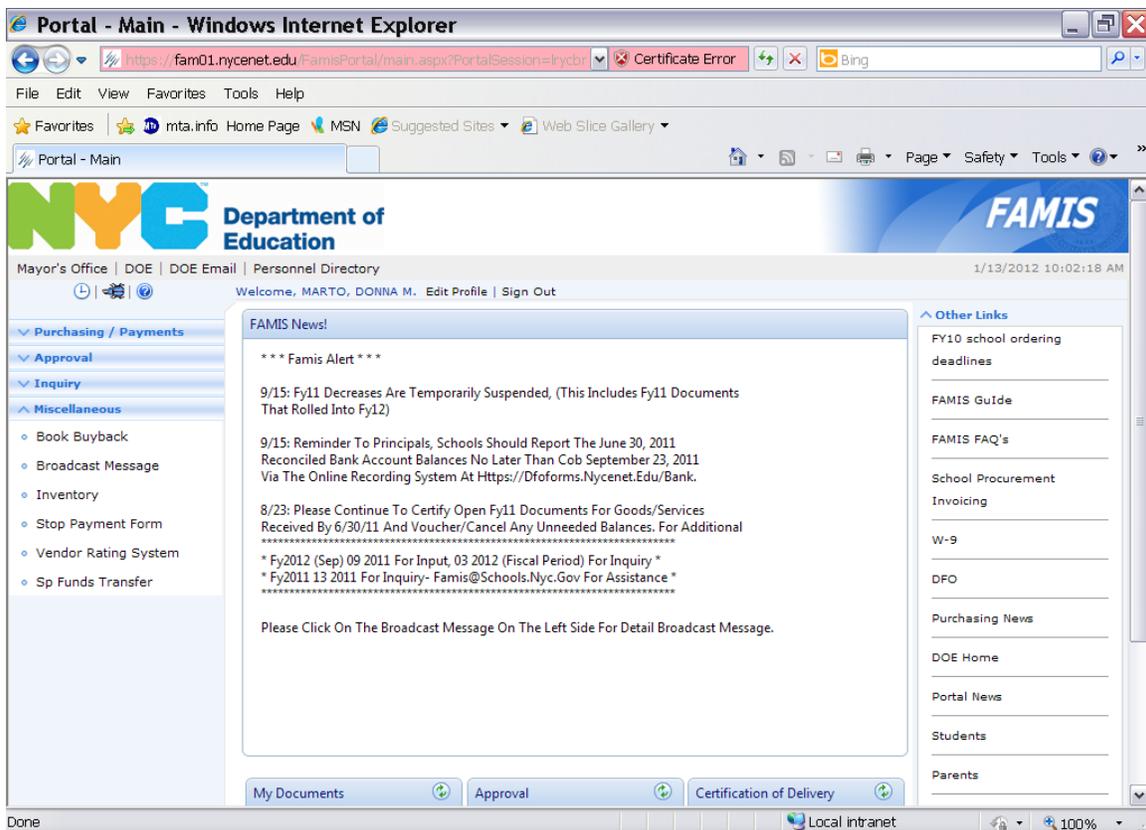


Legislative Action Concerning Flexibility with Instructional Materials Aid

For FY'12 new State Legislative action has been 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. We have developed a procedure that would allow schools the ability to go into FAMIS and have this flexibility.

Please follow the series of screen prints to input your own choices:

[New flexibility procedures can be accessed through the FAMIS Portal](#)



After signing into FAMIS, click on **Miscellaneous** (left hand side); then from drop down menu click on **“Sp Funds Transfer”**. Continue to follow the prompts to move your funds around as you would like by selecting the amount to be transferred to another loan program using a drop down menu. Click **“apply”** and your transaction will be saved. **Note:** Funding for all transactions submitted prior to 3:00pm will be reflected in your spending plan inquiry screen and available for processing on the next business day.

Spending Plan: Fund Transfer

1st Screen Print: Screen layout

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 for your school for FY'12 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.

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	X5J0	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

Notes:

Library funds can not be transferred. However you can deposit funds into library.

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. (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

2nd Screen Print: Amt. to transfer

Step 1: Indicate the amount (rounded up to the nearest dollar) that you wish to transfer

Step 2: Select (from the drop down menu) Object to transfer to

Funds Transfer

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

myGalaxy Galaxy Spending Plan

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

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 on bottom right

Message: YOUR CHANGES ARE SAVED SUCCESSFULLY

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

Spending Plan: Fund Transfer

3rd Screen Print: New line created to reflect the additional object code & activity code

Final Step: Your new 300 (hardware) balance is now reflected ($\$1,328 + \$500 = \$1,828$)

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	\$ 1,178		Please select an Object Code ..	
300	012129	X4XX	CTL NYSTL NPS Hardware 474	\$ 1,328		Please select an Object Code ..	
300	012129	X57L	CTL NYSTL NPS Software 474	\$ 500		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

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, you will now need to indicate a 2 line account code. The second line will reflect the new “activity code” (X57L) just created for the \$500 transferred amount. You will need to indicate this activity code on the second line in order to utilize the \$500.

FAMISFLEX- dmm
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