

CHANGES TO OTPS OBJECT CODES FY12

Changes to Object Codes

2

- The changes apply to schools, field and central offices.
- They are effective in fiscal year 2012.
- They were made to facilitate reporting on consultant expenditures.

Definition of Terms

3

- **Object code** – the account code that captures the nature of the expenditure, for example, the type of commodity or service purchased. Also referred to as *major object code*.

*In Galaxy the object code is referred to as the ***Title***.

*The FAMIS Portal uses the term ***Object Code***.

Definition of Terms cont'd

4

- **Expenditure sub-object code** – used to capture more specific expenditures. Funding for these codes is budgeted at the major object code level.

*These codes **do not** appear in Galaxy.

*These codes **do** appear in the FAMIS Portal purchasing screens in the Object Code drop down.

- Expenditure sub-object codes do not appear in Galaxy because they roll up to a major object code, and the funds are budgeted in major object codes. Note that some major object codes are used for budgeting and expenditures.

Codes Effected

5

- The object codes effected are:
 - 684 Professional Services – Computer Services
 - 685 Professional Services – Education
 - 686 Professional Services – Other
 - 689 Professional Services – Curriculum and Professional Development

684 Professional Services – Computer Services

6

- Charge to this account all payments for computer related services performed by other than City employees. These services include design, program, data entry, data review or analysis, quality assurance, etc. in relation to automated systems that are used by, owned by, created for or customized for the DOE.
 - ▣ No matter what the system's function is or who is served by the system, if the expenditure involves primarily these types of activities in association with an automated system it should be charged to 684.
 - ▣ If the work involves an automated system, but is primarily developing or performing business processes, then the expenditure could fit better under another code in the 680's series, such as 686 Professional Services Other.

*684 will appear in both Galaxy and the FAMIS Portal purchasing screens.

6/13/2011

685 Professional Services - Education

7

- Charge to this account all payments for education-related services used to support direct instructional services to students which are performed by other than City employees. This code is to be used when the services are provided directly to students.
 - ▣ Examples of such services include art and music instruction, Community Based Organization agreements/contracts for educational programs, related services (e.g., speech and physical therapy) and special education evaluation services (including services in connection with IEP's).
 - ▣ The expenditure sub-object codes used by the Central Business Office for related services charges remain the same.

*685 will appear in both Galaxy and the FAMIS Portal purchasing screens.

685 Professional Services – Education cont'd

8

- **Do not use this code for:**
 - ▣ Professional development for DOE employees or curriculum development.
 - Charge these expenses to one of the expenditure sub-object codes under object 689.
 - ▣ Educational research and evaluation.
 - Expenditure sub-object code 687 Educational Research and Evaluation has been moved to major object code 686.

6/13/2011

686 Professional Services - Other

9

- Charge to this account payments for all other professional services performed by other than City employees that are not otherwise classified under another professional service code.
- This code includes, but is not limited to:
 - ▣ Management consultants who are engaged to review operations and make recommendations for improvement, develop guidelines and procedures manuals, or to assist the DOE in carrying out necessary functions.
 - ▣ School Professionals contract expenditures that do not fit in another object code in the 680's series.

686 Professional Services – Other

cont'd

10

- **Do not use this code for:**
 - Temporary office workers.
 - Charge these expenditures to 622 Temporary Services.
 - Translation and interpretation services.
 - Charge these expenditures to 622 Temporary Services.

686 Professional Services – Other cont'd

11

- Expenditure Sub-Object **686a Educational Research & Evaluation Services** has been created (used to be 687).
 - ▣ Charge to this account payments for research, statistical and evaluation contracts with business entities and independent and per diem consultants. Also included are expenditures for assessing the success of a program, which may involve research and development, testing, and the collection, processing, preparation and dissemination of reports. School, teacher or student performance assessment expenditures should be charged to this code.
- Funding is budgeted in object code 686.

*686a **will not** appear in Galaxy, but 686 **will** appear in Galaxy.

*686a and 686 **will** appear in the FAMIS Portal purchasing screens.

689 Professional Services – Curriculum & Professional Development

12

- Charge to this account all payments for curriculum development, staff development and training services for all DOE staff that is performed by other than City employees. This code now includes all training and professional development in schools, central and field offices, and curriculum development.
- Funds are to be budgeted in object 689, however, all expenditures should be in one of the expenditure sub-objects below.

*689 **will** appear in Galaxy.

*689 **will not** appear in the FAMIS Portal purchasing screens.

689 Professional Services – Curriculum & Professional Development cont'd

13

- New expenditure sub-object codes have been created:
 - **689a Professional Development - Pedagogic**
 - Charge to this account all payments for professional development and training for pedagogic staff who provide instructional services in the classroom.
 - **689b Professional Development - Non-Pedagogic**
 - Charge to this account all payments for professional development and training for non-pedagogic staff, including central and field personnel.
 - **689c Curriculum Development**
 - Charge to this account all payments for expenditures associated with the creation of the Comprehensive Education Plan (CEP) or other curriculum development activities.

6/13/2011

Budgeting and Purchasing

14

- All purchases must be funded in the correct object codes.
- If the correct object code does not have funding for the purchase, reach out your the budget contact to do a modification.
- Selection of an object code is an art, rather than a science. If you are uncertain about which code to use, read through the descriptions (see Links, below) to find the right code.
- Budgeting and purchasing people should talk to each other to understand the nature of the purchase and ensure that funds are budgeted appropriately.

6/13/2011

Previews of Coming Attractions

15

- For new contracts in FY12, the Division of Contracts and Purchasing will place restrictions in FAMIS on the object codes that can be used.
 - ▣ This is already in effect for certain contracts, but will be implemented for all new contracts in FY12.

Links

16

- http://schools.nyc.gov/Offices/DBOR/DBOR_NA_Page.htm
- This link takes you to two documents:
 - Click on “OTHER THAN PERSONAL SERVICES (OTPS) OBJECT CODES” for the detailed descriptions of OTPS object codes
 - Click on “OTPS CODES: Expenditure/Budget Crosswalk” for a crosswalk between the expenditure object and sub-object codes and the budgeting object codes

Contacts

17

- Schools contact your Children First Network Procurement Contact
- Networks contact your Cluster Deputy for Business
- Central Offices contact your Budget Office Liaison