

## SCHOOL KEY END DATES FOR FISCAL YEAR 2017

<i>Dates for Schools</i>	<b>Schools in Districts 1-32, 79, 88, 97</b>	<i>Financial Transactions</i>	<i>Payroll</i>
1/18/17 to 2/17/17	❖ Schools can apply for the Deferred Program Planning Initiative to have funds rolled over to next year by setting aside funds in Galaxy.		
2/10/17		❖ Final day for submission of non-contract bid requests to DCP (not to exceed \$100K)	
2/20/17 Thru 2/24/17	<b>MID -WINTER RECESS</b>		
2/27/17 to 3/03/17	❖ Schools that applied for and set aside funds for the Deferred Program Planning Initiative yet failed eligibility criteria will have funds returned in Galaxy on 2/27/17, Freed-up funding should be prioritized towards correcting failed criteria. After that, funds may be used for other purposes.		
3/03/17	❖ Last day for Buyers to establish budget Mod for purchasing Internal Services using Object code 676 and 998.		
3/03/17	❖ Mod Close for all funding (Tax-Levy and Reimbursable), including changes to: <ul style="list-style-type: none"> <li>○ All filled positions;</li> <li>○ OTPS;</li> <li>○ It is strongly recommended that prior to 3/03/17, vacancies and bulk jobs for anticipated needs after 3/03/17 are created.</li> <li>○ Modifications will only be allowed after this date for the purpose of creating a vacancy for an unanticipated staffing transaction; or to create or modify bulk jobs using funds from existing bulk jobs or the lump sum; or to schedule late allocations; or for Internal Service mods by sellers.</li> </ul>		

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3/17/17	❖ Final FY 2017 FS10A snapshot for SED Administered grants with a June 30, 2017 end date and for NCLB grants such as Title I, Title IIA, and Title III LEP and Immigrant grants.		
3/17/17 at <b>5 p.m.</b> Thru 4/03/17	❖ Galaxy closed for Table of Organization (TO) rollover to FY 2018 – Schools & districts 79, 88, 92, 94, 85 and 97		
TBA		<ul style="list-style-type: none"> <li>❖ Core Curriculum program initial ordering period for the 2017-18 school year. Orders will be delivered during Summer 2017.</li> <li>❖ Last day for all schools to opt-in or opt-out of the Core Curriculum program through the Core Curriculum Ordering tool.</li> </ul>	

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4/03/17		<ul style="list-style-type: none"> <li>❖ Final day to place and approve all furniture, Dell/Apple computer and computer security device orders for FY 2017.</li> <li>❖ <b>FY 2017</b> PORTAL and FAMIS Encumbering processing ceases. Last day for OTPS pre-encumbrances and encumbrances (both Reimbursable and Tax Levy). Pre-encumbrances can only be in Object Codes 685 &amp; 689.</li> <li>❖ Last day for FY 2017 P-Card encumbrance increases. NOTE: (These transactions will close down at 4PM in FAMIS)</li> <li>❖ Last day for Internal Service providers to encumber internal service credits (including DSF).</li> <li>❖ Last Day for Consultant Approval Notices greater than \$5,000 to Central Business Office.</li> </ul>	

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4/10/17 Thru 4/18/17	<b>SPRING RECESS</b>		
4/21/17		❖ Last day to complete the annual inventory (physical count) of supplies, equipment (including computer equipment), computer software, textbooks and other copyrighted educational materials	
4/28/17		❖ Last day to place and approve <b>residual</b> purchase orders for Computers from Lenovo, Printers from Lexmark and Chromebooks from CDW ❖ <b>Orders only for immediate replacement needs. No more than 5 computers can be ordered. Total maximum order amount not to exceed \$5,000</b>	
5/12/17	❖ Any required FS-10A Narratives must be completed for competitive grants. ❖ Identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY 2018. For this first round of deobligation modifications, priority should be given to those programs that end in August and September. These mods must be approved by the FSC by 5/26/17. Detailed instructions will be sent out under separate cover.	❖ Last day for liquidating existing pre-encumbrances	

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5/22/17		❖ Cash receipts due to Banking Unit by 4:00 p.m. to be reported against FY 2017 accounts	
5/22/17		❖ Last day for confirming the completion of the annual inventory by submitting an Annual Inventory Statement via FAMIS.	
5/22/17		❖ FY 2018 ordering opens in PORTAL (tentative). Goods and Services against NYSTL, new school OTPS and Summer Quick Codes may be received by June 30; however, all others must be received on/after July 1.	
5/25/17			❖ Q742/Q744 Payroll closes

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5/31/17		<ul style="list-style-type: none"> <li>❖ Last day to place and approve <b><i>residual</i></b> purchase orders for Audio Visual Equipment (from CDW), Classroom Supplies From (School Specialty) and Textbooks and Tradebooks (from all contract book vendors) for FY 2017</li> <li>❖ <b><i>Maximum order amount not to exceed \$1,000</i></b></li> </ul>	<ul style="list-style-type: none"> <li>❖ Final date for all Automatic Payroll Journal Entries (Date Subject to Change)</li> </ul>
6/09/17	<ul style="list-style-type: none"> <li>❖ Second and final opportunity to identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY 2018. Due to system constraints, there will be no exceptions to this deadline.</li> <li>❖ Last day to create vacancies or process exception TO transactions for administrative H Bank staff to allow processing to be completed through NYCAPS/APRL/EIS</li> </ul>		
6/15/17		<ul style="list-style-type: none"> <li>❖ Last Day to place <b><i>residual</i></b> orders for office supplies from Staples</li> <li><b><i>Maximum order amount not to exceed \$1,000</i></b></li> </ul>	
6/16/17			<ul style="list-style-type: none"> <li>❖ E745-Payroll Timekeeping Closes</li> </ul>

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6/19/17			❖ Approve all FY 2017 9902s
6/20/17			❖ H740 and Z740 Payrolls Closes
6/21/17		❖ Purchasing Card (P Card) spending terminates at <b>4:00 PM</b> on 6/21/2017.	
6/23/17	<ul style="list-style-type: none"> <li>❖ Last day for Galaxy to open for FY 2017: no further budget changes to FY 2017 will be allowed after this date</li> <li>❖ Last day for modifications to FY 2017 bulk jobs</li> <li>❖ All processing ends at 3 pm</li> </ul>	❖ Last day for P-Card Journal Entries	
6/27/17 Thru 6/30/17	❖ FY 2017 job information is no longer active in EIS. All job information for staff and bulk jobs has been placed in history and can no longer be adjusted. Therefore no modifications to FY 2017 are allowed to line items in Galaxy. Galaxy is in view only mode for FY 2017.		❖ EIS Rollover (system closed)
6/28/17	<b>LAST DAY OF SCHOOL</b>		

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6/30/17		<ul style="list-style-type: none"> <li>❖ Goods and services (including completion of travel) <b>MUST</b> be delivered to a Department of Education site to be charged to FY 2017. Delivery after this date <b>MUST</b> be against an FY 2018 purchase order.</li> <li>❖ Payments made after 6/30, subject to Comptroller's audit, must be kept on site until completion of audit. Request for audit back up will start Summer 2017.</li> <li>❖ Orders that have been partially delivered or received in full must be certified via the FAMIS portal <u>upon receipt of goods or services; no later than June 30, 2017.</u></li> <li>❖ On-Line SIPP and TRAC spending, processing and approving for FY 2017 terminates at <b>4:00 PM</b>, including SLT Stipends. All goods and services must have been delivered by June 30.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Q746/Q747 Per-diem/Per-session closes</li> <li>❖ Timekeeping may be entered into PDPS for existing bulk jobs after this date.</li> </ul>

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7/01/17		❖ FAMIS is unavailable on Saturday 7/1/17 for annual year-end processing with the City's system	
7/07/17		❖ All OTPS journal entries for FY 2017 terminates	
7/8/17		❖ All <b>unapproved</b> FY 2017 TRAC and SIPP transactions will be purged from the system.	
7/10/17		❖ On-line SIPP Processing for FY 2018 opens. <i>(Date Subject to Change)</i>	
8/04/17	❖ Any required FS10A Narratives must be completed for competitive grants. <i>(Date Subject to Change)</i>		

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8/11/17	<ul style="list-style-type: none"> <li>❖ All expenses must be submitted to the Accounting Office for payment. Late invoices will be subject to Comptroller’s office approval. In order for the DOE to be reimbursed for activities in schools, all funding allocated and scheduled in Intra-City allocation categories must be fully spent. All vendors must be paid and all timekeeping for bulk jobs must be entered in PDPS or EIS in order for the DOE to generate invoices to the agency that awarded the funding. The DOE will not be reimbursed for open encumbrances or timekeeping entered after this date. Timekeeping will not be permitted in September against bulk jobs funded by Intra-City allocation categories.</li> </ul>	<ul style="list-style-type: none"> <li>❖ DFO will only accept Intra City Invoice requests until 5:00PM August 11<sup>th</sup>. Any request thereafter will be subject to the Comptroller’s office submission of documentation for review and approval.</li> </ul>	
8/11/17		<ul style="list-style-type: none"> <li>❖ FY 2017 open documents not certified as delivered via portal decreased automatically. Details will be found on the FAMIS portal home page.</li> <li>❖ FY 2017 purchase orders with open balances will be evaluated for automatic cancellation. More details to follow.</li> <li>❖ Disable the ability to process FY 2017 cancellations and decreases. <i>(Date Subject to Change)</i></li> </ul>	