


# SCHOOL KEY END DATES FOR FISCAL YEAR 2009

Revised 05/27/09

<i>Dates for Schools</i>	<i>Budget Modifications</i>		<i>Financial Transactions</i>	<i>Payroll</i>
	<b>FAMIS</b>	<b>Galaxy</b>		
3/20/09	<ul style="list-style-type: none"> <li>✚ Mod Close for all funding (Tax Levy and all Reimbursable programs). Except for Internal Service mods by sellers.</li> <li>✚ Summer programs and administrative costs must be included in the FY 2009 budget and must be reflected as an available balance in FAMIS.</li> </ul>	<ul style="list-style-type: none"> <li>✚ 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> </ul> </li> <li>✚ It is strongly recommended that prior to 3/20, vacancies and bulk jobs for anticipated needs after 3/20 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>		
3/27/09			<ul style="list-style-type: none"> <li>✚ Final day to place and approve all furniture, Dell/Apple computer and computer security device orders for FY09.</li> <li>✚ Final day for submission of non-contract bid requests to DCP (not to exceed \$100K)</li> </ul>	<ul style="list-style-type: none"> <li>✚ Final date for all EIS account code changes</li> </ul>
4/06 – 5/01			<ul style="list-style-type: none"> <li>✚ Core Curriculum ordering period for the 2009-10 school year. Orders will be delivered in the summer, from mid July-early August 2009</li> </ul>	

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4/08/09			<ul style="list-style-type: none"> <li>Last day to purchase <b>DOE Internal Services (Obj. 998)</b> (including pd, facilities improvement projects, etc.</li> </ul>	
4/08/09	<p align="center"><b><i>Last day before spring recess</i></b></p> <ul style="list-style-type: none"> <li>Mod processing to use internal service credits earned ends. (Please note that this is also the last day to encumber against these credits).</li> <li>Mod processing for sellers to use internal service credits earned ends. Please note that this is also the last day to encumber against these credits.</li> </ul>	<ul style="list-style-type: none"> <li>Mod processing for sellers to use internal service credits earned ends. Please note that this is also the last day to encumber against these credits.</li> <li>Final FY09 FS10A snapshot for SED Administered grants with a June 30, 2009 end date. <b><i>Additional snapshots will be scheduled for grants awarded after the mod close.</i></b></li> </ul>	<ul style="list-style-type: none"> <li>FY09 PORTAL and FAMIS processing ceases.</li> <li>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 FY09 P-Card encumbrance increases. NOTE: (These transactions will close down at 6PM in FAMIS)</li> <li>Consultant Approval Notices greater than \$5,000 to Central Business Office.</li> </ul>	
<p align="center"><b>Revised</b></p>  <p align="center"><b>5/01 – 5/11</b></p>	<ul style="list-style-type: none"> <li>Central TO rollover</li> </ul> <p align="center"><b><u>Starting at 3:00 p.m.</u></b></p>	<ul style="list-style-type: none"> <li>Galaxy TO rollover</li> </ul> <p align="center"><b><u>Starting at 3:00 p.m.</u></b></p>		


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<div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>Revised</b></div> 5/21/09			<ul style="list-style-type: none"> <li>✚ FY10 ordering opens in PORTAL. Goods and Services against NYSTL, new school OTPS and Summer Quick Codes may be received by June 30th; however, all others must be received on/after July 1, 2009.</li> </ul>	
5/22/09	<ul style="list-style-type: none"> <li>✚ Identify accruals in rollable competitive grants and reduce vacancies or unspent bulk jobs on Central TOs to free up PS funds that are not expected to be used in FY09 for use in FY10. Corresponding budget modifications moving PS as well as OTPS funds that are not expected to be used to the lump sum must be done in FAMIS and submitted to DBOR. For this first round of deobligation modifications, priority should be given to those programs that end in August and September. Detailed instructions will follow.</li> </ul>	<ul style="list-style-type: none"> <li>✚ Any required FS-10A Narratives must be entered in Galaxy for competitive grants.</li> <li>✚ Identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY09. 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 ISC by May 22<sup>nd</sup>. Detailed instructions will be sent out under separate cover.</li> </ul>	<ul style="list-style-type: none"> <li>✚ Last day for liquidating existing pre-encumbrances in Object Code 685 &amp; 689.</li> </ul>	
<div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block; margin-bottom: 5px;"><b>New</b></div> 5/29/09			<ul style="list-style-type: none"> <li>✚ Cash receipts due to Banking Unit by 4:00 p.m. to be reported against FY09 accounts</li> <li>✚ All requests for out of town travel must be submitted through TRAC no later than 6pm on 5/29/2009. These documents must be posted in FAMIS by 6/3/2009</li> </ul>	<ul style="list-style-type: none"> <li>✚ Q742 Payroll closes</li> <li>✚ Q744 Payroll closes</li> </ul>

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6/19/09	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <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>		<ul style="list-style-type: none"> <li>✚ Approve all FY09 9902s</li> </ul>
6/25/09	<ul style="list-style-type: none"> <li>✚ Second and final opportunity to identify accruals in rollable competitive grants and reduce vacancies or unspent bulk jobs on Central TOs to free up PS funds that are not expected to be used in FY09 for use in FY10. Corresponding budget modifications moving PS as well as OTPS funds that are not expected to be used to the lump sum must be done in FAMIS and submitted to DBOR.</li> </ul>	<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 FY09. Due to system constraints, there will be no exceptions to this deadline.</li> <li>✚ Last day for modifications to FY09 bulk jobs.</li> </ul>		
6/26/09			<ul style="list-style-type: none"> <li>✚ On-Line SIPP processing by schools for FY09 terminates at 4 p.m., including SLT Stipends.</li> <li>✚ Purchasing Card (P Card) spending terminates at 4 p.m.</li> </ul>	
6/27/09 (Saturday)				<ul style="list-style-type: none"> <li>✚ EIS Rollover</li> </ul>
6/29/09				<ul style="list-style-type: none"> <li>✚ H740 and Z740 Payrolls Timekeeping Closes.</li> </ul>

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6/30/09		<ul style="list-style-type: none"> <li>✚ FY09 Bulk Jobs histories in EIS are no longer available for modification in Galaxy.</li> </ul>	<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 FY09. Delivery after this date <b>MUST</b> be against an FY10 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 2009.</li> <li>✚ For 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, 2008.</u></li> </ul> <p><b>Any exceptions to the above must be submitted to the Office of Accounting (DFO) who will then forward it for approval to the NYC Comptroller's Office.</b></p>	<ul style="list-style-type: none"> <li>✚ Q746/Q747 Per-diem/Per-session closes</li> <li>✚ E745-Payroll Timekeeping Closes</li> <li>✚ Timekeeping may be entered into PDPS for existing bulk jobs after this date.</li> </ul>
7/09/09			<ul style="list-style-type: none"> <li>✚ On-line SIPP Processing for FY10 opens. (Subject to change)</li> </ul>	

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7/10/09		<ul style="list-style-type: none"> <li>✚ Final FY09 FS10/FS10A snapshot for SED Administered grants with an end date greater than 6/30/08.</li> </ul>	<ul style="list-style-type: none"> <li>✚ All OTPS journal entries for FY09 terminate.</li> </ul>	
8/14/09		<ul style="list-style-type: none"> <li>✚ Any required FS10A Narratives must be entered into Galaxy for competitive grants.</li> </ul>		
9/04/09			<ul style="list-style-type: none"> <li>✚ FY09 open documents not certified as delivered via portal decreased automatically. Details will be found on the FAMIS portal home page.</li> <li>✚ FY09 purchase orders with open balances will be evaluated for automatic cancellation. More details to follow.</li> </ul>	