

## KEY END DATES FOR FISCAL YEAR 2004 YEAR-END CLOSE

<i>Dates for Schools</i>	<i>Budget Modifications</i>		<i>Financial Transactions</i>	<i>Payroll</i>
	<b>Non-Galaxy</b>	<b>Galaxy Districts</b>		
3/24	<ul style="list-style-type: none"> <li>✚ Mod Close for all funding (Tax Levy and all Reimbursable programs).</li> <li>✚ Summer programs and administrative costs must be included in the FY 2004 budget.</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> <li>➤ Converting PS/OTPS to bulk jobs;</li> </ul> </li> <li>✚ It is strongly recommended that prior to 3/24, vacancies and bulk jobs for anticipated needs after 3/24 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 modify bulk jobs using funds from existing bulk jobs or the lump sum;</li> </ul>		
3/29				✚ Final date for all EIS account code changes .
3/29			<ul style="list-style-type: none"> <li>✚ Final day for non-list requisitions submitted to OPM;</li> <li>✚ Consultant Approval Notices greater than \$5,000 to Central Business Office;</li> </ul>	
4/7		✚ FS-10A snapshot taken.		
4/16			<ul style="list-style-type: none"> <li>✚ FY2004 FASTRACK processing ceases;</li> <li>✚ Last day for OTPS Tax Levy pre-encumbrances and encumbrances. Also, last day for any encumbrances that do not</li> </ul>	

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			reference a pre-encumbrance document. (Note: encumbrance by purchase orders which reference a pre-encumbrance may be entered up to May 12th.) Also, on-line decreases/cancellations allowed until July 15, 2004.	
4/23		FS-10A Narratives must be entered in Galaxy.		
5/12			<ul style="list-style-type: none"> <li>✚ Last day to liquidate OTPS tax-levy encumbrances for purchase orders against existing pre-encumbrances. OTPS encumbrances for purchases awaiting contracts can still be made. Non-contract purchase orders, requisitions and pre-encumbrances that are not in the approval path, or are on the FAMIS error file, will be purged.</li> <li>✚ Last day for OTPS Reimbursable pre-encumbrances and encumbrances. Also, last day for any reimbursable encumbrances that do not reference a pre-encumbrance document. (Note: encumbrance by purchase orders which reference a pre-encumbrance may be entered up to June 4th.)</li> </ul>	
5/19	<ul style="list-style-type: none"> <li>✚ Requests for FY 05 Lump Sums for Summer programs and administrative costs must be submitted to DBOR.</li> </ul>			
5/21		<ul style="list-style-type: none"> <li>✚ Identify accruals in rollable competitive</li> </ul>		

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		grants and reduce TOs to free up funds for use in the summer and September. These mods must be approved by the ROCs by May 25. Detailed instructions will be sent under separate cover.		
5/26				✚ Q742/744
5/26			✚ Cash receipts due to the Banking Unit by 4:00 p.m. in order to be reported as revenue or expense credit against FY2004 accounts.	
6/4			✚ Last day to liquidate OTPS reimbursable encumbrances for purchase orders against existing pre-encumbrances. OTPS encumbrances for purchases awaiting contracts can still be made. Non-contract purchase orders, requisitions and pre-encumbrances that are not in the approval path, or are on the FAMIS error file, will be purged.	
6/7			✚ FY 2005 ordering opens in FASTRACK and FAMIS (tentative). Goods and Services must be received after July 1, 2004.	
6/8				✚ E745 payroll close
6/11	✚ NYSTL balances removed from	NYSTL balances removed from accounts by DBOR		

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	accounts by DBOR.			
6/22				✚ H740
6/23		✚ Last day for modifications to FY 2004 bulk jobs.		
6/28	✚ Competitive grant rollover budgets for summer and September should be entered in FY05.			✚ Per-diem/per session
6/30		✚ Competitive grant rollover budgets for summer and September should be entered in FY05.	<p>✚ Goods and services <u>MUST</u> be delivered to a Department of Education site to be charged to FY2004. Delivery after this date <u>MUST</u> be against a FY2005 purchase order.</p> <p>✚ Payments made after 6/30, subject to Comptroller's audit, must be kept on site until completion of audit (notification will be given when audit is complete).</p> <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>	
7/2			✚ On-line SIPP entries for FY2004 terminates at 4 pm.	
7/6			✚ On-line SIPP Fund approvals for FY2004 terminates at 4PM.	

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			✚ On line decreases or cancellations for encumbrances terminates.	
7/8				✚ Z740
7/9			✚ On-line SIPP Fund for FY2005 opens.	
7/21			✚ JENT journal entries close for FY2004 at 4PM; ✚ FY2004 purchase orders with balances of less than \$50.00 are canceled.	
7/28			✚ OTPS journal entries: FY 2004	
8/16			✚ First suspension of on-line vouchering at 4PM for FY2004 for three weeks (until September 8th), <b>subject to change.</b>	
9/23			✚ Second suspension of on-line vouchering at 4PM for FY2004 for two weeks (until October 8 <sup>th</sup> ), <b>subject to change.</b>	
10/20			✚ Third suspension of on-line vouchering for FY2004 for one week, <b>subject to change.</b>	
11/3			✚ FY2004 voucher processing terminates. All remaining balances of FY2003 purchase orders are reduced to \$0.01.	