

What's New in FY '06 Rollover?

myGalaxy

Rolled Open Encumbrances

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FY '06 Rolled Open Encumbrances

Overview

In Fiscal Year 2006, Galaxy will display open encumbrances that have not yet been closed in the 2005 Fiscal Year in FAMIS. To keep the schools informed and assist them in resolving these liabilities in a timely manner, any open encumbrance that is not closed will be displayed on the FY '06 TO in a separate section entitled **Rolled Open Encumbrances** Fiscal Year '05 encumbrances that are no longer open (i.e. have been either vouchered or deleted) will not appear on the schools Table of Organization for the current Fiscal Year '06.

On occasion there is more than one FAMIS item for a single activity code. Therefore the open encumbrance amount displayed in the **Rolled Open Encumbrances** section on the TO is a commitment summary by activity code. The details per activity code are available on the **Commitment Details** window.

A new line will appear on the AC Totals window called **Last Year Rolled Open Encumbrances**, which will display the aggregate total of all rollover open encumbrances in the column for in-process scheduled items. DBOR and the ROCs will determine a period, tentatively scheduled for early September. At which time the value of rolled open encumbrances will become a financial liability for the school in the current year, thereby affecting their bottom line.

The Open Encumbrance and FY '06 data will come from a nightly FAMIS Extract. The document-level data supporting the open encumbrance amounts will also be made available to Galaxy through this FAMIS extract. Schools will be able to view document detail by either activity code (TO Item) or by academy. The document-level data will be sorted by vendor and activity code.

Please Note: The Rolled Open Encumbrance items will not be included in the school's bottom line fund control total during the initial scheduling period (see **Figure 7.**)

Resolving Rolled Open Encumbrances:

The process for resolving rolled open encumbrances remains the same. The item has to be either processed for payment (vouchered) or cancelled in FAMIS. These actions will be reflected in the nightly extract that is used to prepare TO Items in Galaxy.

TO Rolled Open Encumbrances

Rolled Encumbrances view:

A new section has been added to the school's Table of Organization called **Rolled Open Encumbrances**. This section looks identical to the OTPS section and will be available in all school types (see **Figure 1**). Users can view all open encumbrances from FY '05 in this section. The open encumbrance amount per activity code will be summarized in the **Committed Amount** column. The **Budget Amount** column will be set to \$0.

This section will **not** have the following options available:

- Shopping List
- Editing and/or changing items
- Creating new items
- Remove items

To View the Rolled Open Encumbrances:

1. Click the **Go To** option from the main menu.
2. Click **Section** to see the Academy/Section Navigation list. If necessary, scroll to see all the text.
3. Click the **Rolled Open Encumbrances** option to go to that section.

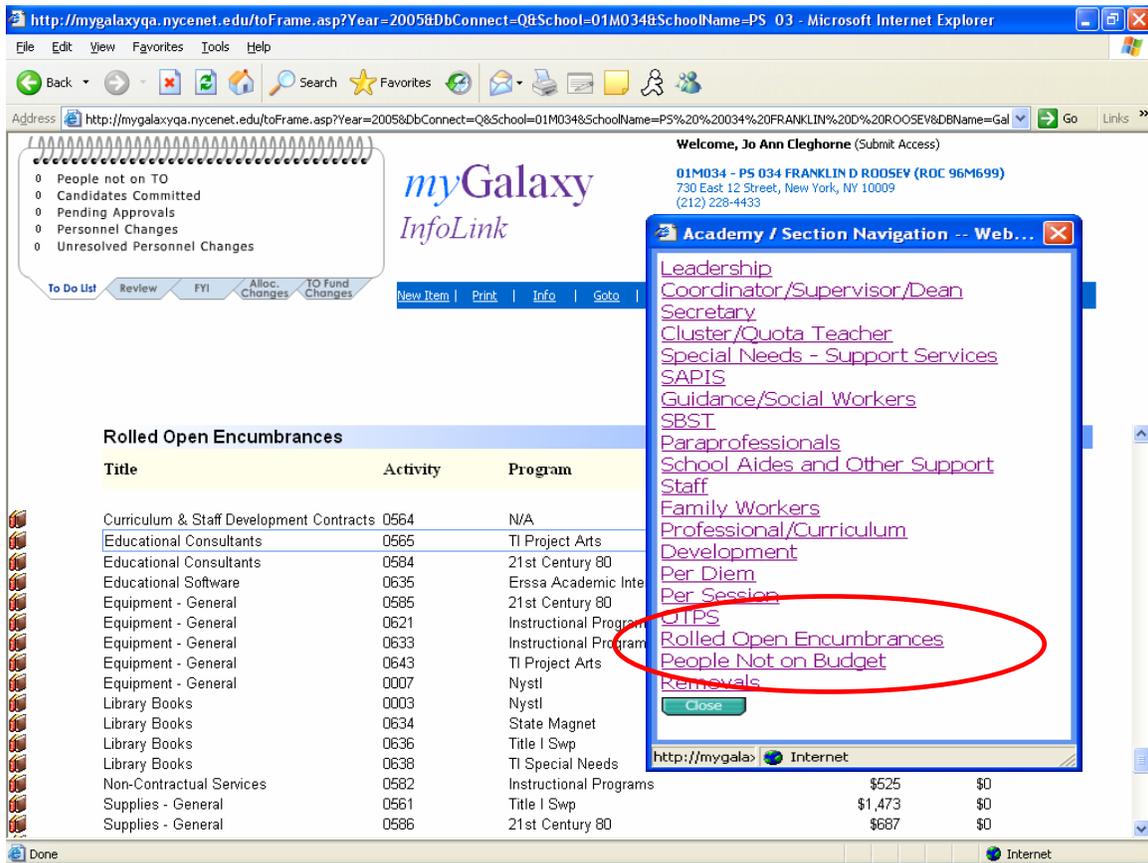


Figure 1

Section Navigation View

In cases where there are schools with academies, the Rolled Open Encumbrances section will be available in the Main School only.

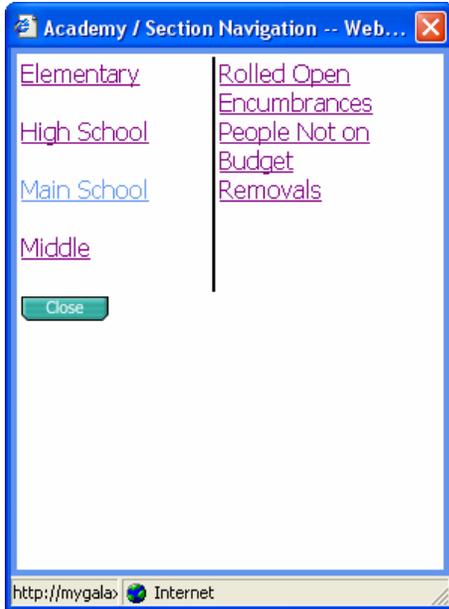


Figure 2

How to view the Rolled Open Encumbrances Line Item Details?

Viewing the Item Details window

Users can view the Rolled Open Encumbrance item details via a menu option on the line item called **PO View Details** (see **Figure 3**) entitled **Commitment Details** (see **Figure 4**).

This screen will be inquiry only and can also be used for displaying the details of current year OTPS items.

To View the Rolled Open Encumbrances Line Item Details:

1. Click the line item you want to view.
2. Left click the mouse pointer to view the menu option drop down list.
3. Click the **PO View Details** option to open the **Commitment Details** window.

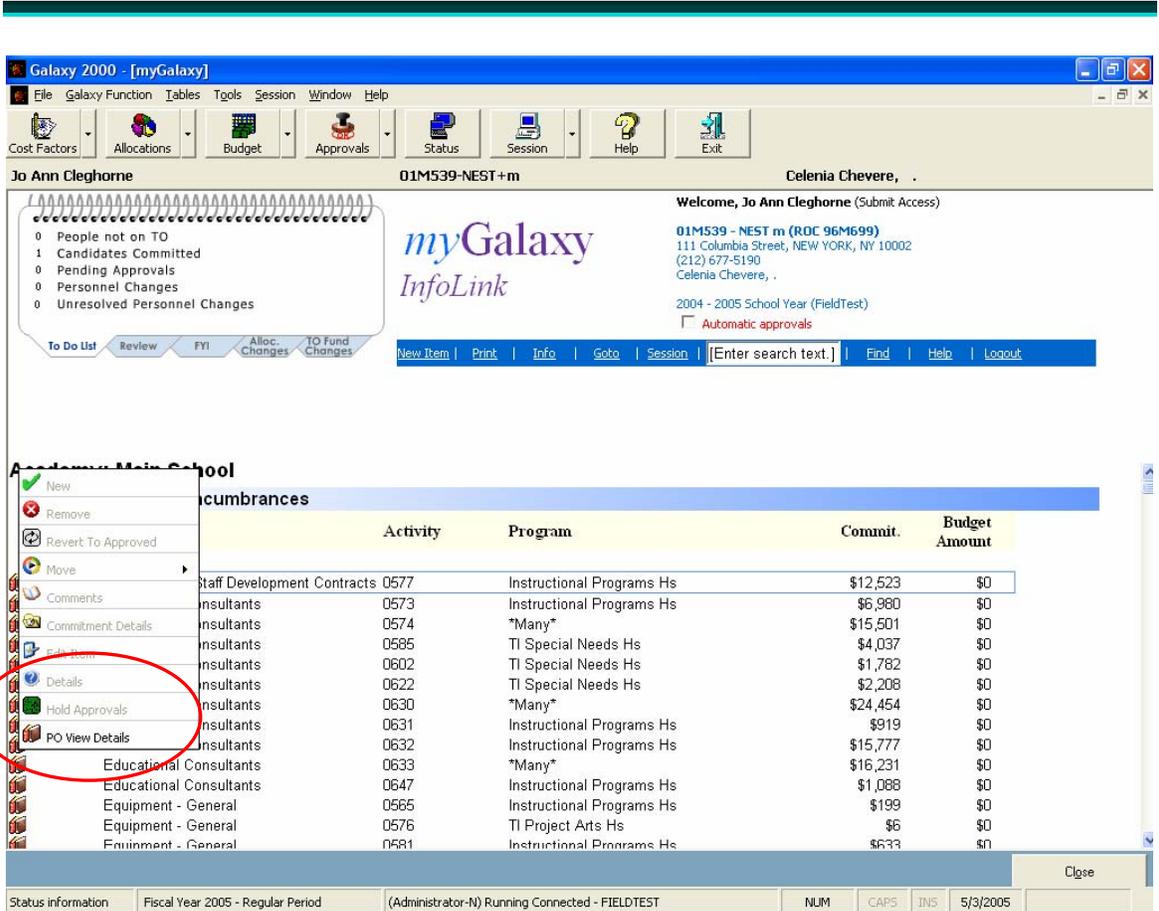


Figure 3

The default view on this screen will be for the current FY. Prior year line item details can be viewed when the user changes the fiscal year on the screen. The fiscal year field is a drop down option that includes only current and prior fiscal years. To view the previous year’s open encumbrances, the user will have to change the “Year:” This screen is sorted by Activity Code and Vendor.



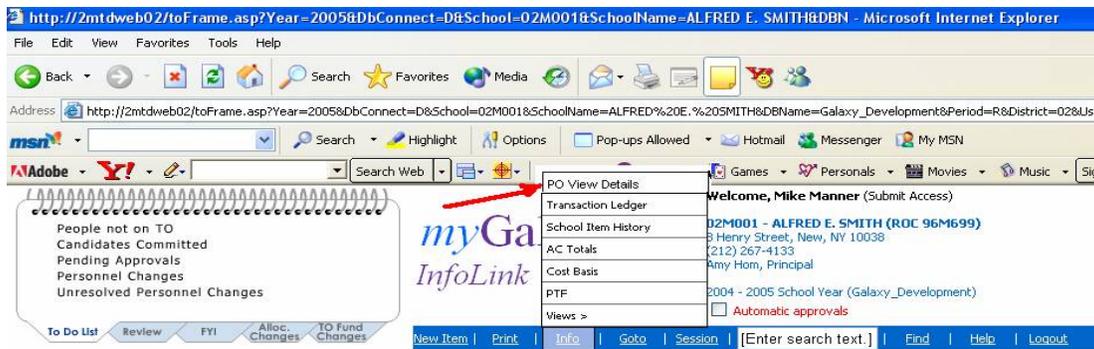
Figure 4

This view will display specific information from FAMIS: fiscal year, district, school, activity code, vendor name, FAMIS purchase order number, the document reference number, FAMIS posting date, status: pre-encumbered or encumbered, and the amount of the encumbrance or pre-encumbrance.

How to view all Rolled Open Encumbrances?

Viewing the PO All Open Encumbrances Detail screen

Users can view all Rolled Open Encumbrances from the main **Info** menu option by selecting the **PO View Details** (see Figure 5).



Leadership				
Assignment	Name	Job Id	Budget Amount	Allocation
Intern-Principal	Hom. Amy	DUTKM	\$101,554	Instructional P
Coordinator/Supervisor/Dean				
Assignment	Name	Job Id	Budget	Allocation

Figure 5

To View all Rolled Open Encumbrances PO View Details:

1. Hover your mouse over the **Info** option on the main tool bar.
2. Select **PO View Details** from the drop down list.
3. The **Commitment Details** window will open (see **Figure 6**).

Activity Code	Vendor Name	FAMIS PO No.	Doc. Ref. No.	FAMIS Posting Date	Status	Amount
2	BOOKS & MEDIA, INC.	WR050692901		10/19/2004	Pre-Encumb	\$166.20
	BOOKSOURCE, INCORPORATED	WR050034001		07/15/2004	Pre-Encumb	\$459.71
	JP MORGAN CHASE	WC050025423	WC050025423	04/04/2005	Pre-Encumb	\$1,387.00
	JP MORGAN CHASE	WC050025422	WC050025422	03/18/2005	Pre-Encumb	\$1,000.00
	JP MORGAN CHASE	WC050025420	WC050025420	03/16/2005	Pre-Encumb	\$687.00
	JP MORGAN CHASE	WC050025419	WC050025419	03/11/2005	Pre-Encumb	\$1,000.00
	TEACHERS DISCOVERY	WC050219401		10/08/2004	Pre-Encumb	\$43.88
4	BAKER & TAYLOR BOOKS	WR050022702		07/01/2004	Pre-Encumb	\$1,501.00
8	DELL MARKETING L.P.	MG009069901	FJ03026701	08/26/2004	Pre-Encumb	\$170.42
565	YVONNE P TULL	FJ02520001	FJ02520001	07/01/2004	Encumbrance	\$104.97
	MITEL TELECOMM. SYS., INC	WR050047301		07/22/2004	Pre-Encumb	\$95.00
573	TEMP FORCE LP	WR050191501		08/31/2004	Pre-Encumb	\$6,980.40
574	TEMP FORCE LP	WR050266601		09/10/2004	Pre-Encumb	\$11,010.64
	TEMP FORCE LP	WR050266602	WR050266602	03/18/2005	Pre-Encumb	\$6,469.91
576	JP MORGAN CHASE	WC050025411	WC050025411	10/14/2004	Pre-Encumb	\$971.00
577	TEMP FORCE LP	WR050305002	WR050305002	03/10/2005	Pre-Encumb	\$12,523.50
580	JP MORGAN CHASE	WC050025406	WC050025406	09/27/2004	Pre-Encumb	\$1,630.93
	JP MORGAN CHASE	WC050025405	WC050025405	09/22/2004	Pre-Encumb	\$1,552.29
	JP MORGAN CHASE	WC050025413	WC050025413	10/27/2004	Pre-Encumb	\$1,000.00
581	YVONNE P TULL	FJ04590701	FJ04590701	10/11/2004	Encumbrance	\$14.94
	JP MORGAN CHASE	WC050025410	WC050025410	10/14/2004	Pre-Encumb	\$91.00
	IDENICARD SYSTEMS, INC.	WR050138101		08/23/2004	Pre-Encumb	\$4.30
	IDENICARD SYSTEMS, INC.	WR054001501		04/01/2005	Pre-Encumb	\$444.00
585	TEMP FORCE LP	WR050305001		09/15/2004	Pre-Encumb	\$1,804.79
	TEMP FORCE LP	WR050271101		09/13/2004	Pre-Encumb	\$2,232.45
586	JP MORGAN CHASE	WC050025409	WC050025409	10/14/2004	Pre-Encumb	\$120.00
	JP MORGAN CHASE	WC050025402	WC050025402	09/09/2004	Pre-Encumb	\$311.93
587	TEMP FORCE LP	WR050880907	WR050880907	03/28/2005	Pre-Encumb	\$9.17
	VIDEO TOURS MCIZ CORP.	WC051380601		03/18/2005	Pre-Encumb	\$1,900.00
588	AMERICOMM,LLC	WR050311901		09/20/2004	Pre-Encumb	\$2,305.60
590	JP MORGAN CHASE	WC050025408	WC050025408	10/14/2004	Pre-Encumb	\$971.00

Figure 6

When viewing the **Commitment Details** the default FY will be all documents for the current fiscal year. For prior year data, select the appropriate fiscal year from the drop down option.

This view will display specific information from FAMIS: fiscal year, district, school, activity code, vendor name, FAMIS purchase order number, the document reference number, FAMIS posting date, status: pre-encumbered or encumbered, and the amount of the encumbrance or pre-encumbrance.

How do the Rolled Open Encumbrances affect the AC Totals

AC Totals – Rolled Open Encumbrances

A new row will appear at the top of the AC Totals Screen entitled **Last Year Rolled Encumbrances** (see **Figure 7**). If there are no Open Encumbrances for the school the amounts will all display \$0. If there are Open Encumbrances for the school the Values will display in the Scheduled and Remaining columns.

When the Rolled Encumbrance line is highlighted in blue the total remaining balance for all open encumbrances for the school will not be included in the Grand Totals Remaining Balance computation. When the Rolled Encumbrance line is black, the total remaining balance for all open encumbrances for the school will be included in the Grand Totals Remaining Balance computation. (Please note: Colors are subject to change.)

The **Last Year Rolled Encumbrances** line does not distinguish between Allocation Categories on the AC Totals window, only the sum total of the encumbrances is reflected on this row.

This row will have a **Remaining** negative value which is the sum of the balances from the Open Encumbrance Summary Table for a given school (see **Figure 7**). After the deadline, any remaining balance on the Rolled Open Encumbrances line will remain on the TO. The value will reduce the **Remaining** balance value and increase the Scheduled balance of the Grand Totals (see **Figure 8**).

Once the school has resolved all of their open encumbrances, the Rolled Encumbrance line will remain on the AC Total screen with the Scheduled, In-process, and Remaining balances of \$0.

To View the AC Rolled Open Encumbrances:

1. Hover your mouse over the **Info** option on the main tool bar.
2. Select **AC Totals** from the drop down list.

How does the Rolled Open Encumbrances affect my Bottom Line Fund Control?

Fund Control

Rolled Open Encumbrances are applied to bottom line fund control only after the deadline to resolve Rolled Open Encumbrances has passed, tentatively sometime in September. After the deadline **all** rolled open encumbrances will be applied to the schools fund control Grand Totals--Remaining Balance computation.

Please Note: The Rolled Open Encumbrance items will not be included in the school's bottom line fund control total during the initial scheduling period (see **Figure 7**).

AC Totals -- Web Page Dialog

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Year: 2005
 District: 01
 School: 01M015

Allocation Category Totals

Allocation Category	Allocated	Scheduled	Inprocess	Remaining
Grand Totals	\$11,627,071	\$2,501,538	\$61,321	\$9,064,212
Last Year Rolled Open Encumbrances (not included in fund control)	\$0	\$39,488	\$0	(\$39,488)
ASA FOR UNFUNDED ROLLOVER	\$1	\$0	\$0	\$1
Coach Ch 53	\$15,664	\$13,604	\$0	(\$0)
Coach SIG	\$19,364	\$7,261	\$0	\$12,103
Coach Title I	\$37,759	\$13,554	\$0	\$24,205
Early Grade Class Size Reduction	\$188,407	\$188,400	\$0	\$7
Early Grade Class Size Reduction-FED	\$78,503	\$78,500	\$0	\$3
ERSSA Academic Intervention	\$10,766	\$10,766	\$0	\$0
ERSSA SBST	\$5,146	\$5,146	\$0	\$0
FED HOMELESS CHILD	\$1,546	\$1,500	\$0	\$46
gcac1 - ga	\$3,000,000	\$0	\$0	\$3,000,000
IDEA LEP PARA	\$16,770	\$16,770	\$0	(\$0)
IDEA Mandated Speech and Counseling	\$38,290	\$38,290	\$0	\$0
IDEA SBST	\$95,417	\$95,417	\$0	\$0
IDEA SPED MANDATES	\$92,738	\$92,739	\$0	(\$1)
Instructional Programs	\$3,103,104	\$1,022,791	\$61,321	\$2,018,992
LEG GRANT 12 FY03	\$1,650	\$1,650	\$0	\$0
NYSTL	\$14,976	\$14,976	\$0	\$0
Parent Coordinator PCEN	\$23,843	\$23,843	\$0	(\$0)
Part 154 LEP	\$6,150	\$6,152	\$0	(\$2)
PCEN LEP	\$31,672	\$31,670	\$0	\$2
State AIS (formerly PCEN SWP)	\$41,943	\$41,943	\$0	(\$0)
State Magnet	\$860	\$860	\$0	\$0
STATE MISC 01	\$19,324	\$19,324	\$0	\$0
State Standards	\$8,615	\$8,614	\$0	\$1
Superstart State	\$1	\$0	\$0	\$1
Superstart Title I	\$1	\$0	\$0	\$1
Superstart TL	\$11,333	\$11,333	\$0	(\$0)
TAX LEVY SUMMER	\$4,000,090	\$90	\$0	\$4,000,000
Title I SWP	\$156,151	\$156,151	\$0	(\$0)
Title III LEP	\$10,000	\$9,900	\$0	\$1,100

Print Close



Not included in Fund Control

Figure 7

AC Totals -- Web Page Dialog

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Allocation Category Totals

Year: 2005
 District: 01
 School: 01M015

Allocation Category	Allocated	Scheduled	Inprocess	Remaining
Grand Totals	\$11,627,071	\$2,541,026	\$117,197	\$8,968,848
Last Year Rolled Open Encumbrances	\$0	\$39,488	\$0	(\$39,488)
ASA FOR UNFUNDED ROLLOVER	\$1	\$0	\$0	\$1
Coach Ch 53	\$15,684	\$15,684	\$0	(\$0)
Coach Std	\$19,364	\$7,261	\$0	\$12,103
Coach Title I	\$27,750	\$13,554	\$0	\$24,205
Early Grade Class Size Reduction	\$188,407	\$188,400	\$0	\$7
Early Grade Class Size Reduction-FED	\$78,503	\$78,500	\$0	\$3
ERSSA Academic Intervention	\$10,766	\$10,766	\$0	\$0
ERSSA SBST	\$5,146	\$5,146	\$0	\$0
FED HOMELESS CHILD	\$1,546	\$1,500	\$0	\$46
gcac1 - g6	\$3,000,000	\$0	\$55,876	\$2,944,124
IDEA LEP PARA	\$16,770	\$16,770	\$0	(\$0)
IDEA Mandated Speech and Counseling	\$38,290	\$38,290	\$0	\$0
IDEA SBST	\$95,417	\$95,417	\$0	\$0
IDEA SPED MANDATES	\$92,738	\$92,739	\$0	(\$1)
Instructional Programs	\$3,103,104	\$1,022,791	\$61,321	\$2,018,992
LEG GRANT 12 FY03	\$1,650	\$1,650	\$0	\$0
NYSTL	\$14,976	\$14,976	\$0	\$0
Parent Coordinator PCEN	\$23,843	\$23,843	\$0	(\$0)
Part 154 LEP	\$6,150	\$6,152	\$0	(\$2)
PCEN LEP	\$31,672	\$31,670	\$0	\$2
State AIS (formerly PCEN SWP)	\$41,943	\$41,943	\$0	(\$0)
State Magnet	\$860	\$860	\$0	\$0
STATE MISC 01	\$19,324	\$19,324	\$0	\$0
State Standards	\$8,615	\$8,614	\$0	\$1
Superstart State	\$1	\$0	\$0	\$1
Superstart Title I	\$1	\$0	\$0	\$1
Superstart TL	\$11,333	\$11,333	\$0	(\$0)
TAX LEVY SUMMER	\$4,000,090	\$90	\$0	\$4,000,000
Title I SWP	\$156,151	\$156,151	\$0	(\$0)
Title III LEP	\$10,000	\$9,900	\$0	\$100

Print Close

Included in Fund Control

Figure 8