



OTPS Modification Enhancement – Updated OTPS Commitments School and District 96 Field Office Tables of Organizations

This update will be live in Galaxy beginning Thursday, February 12, 2009.

Galaxy has been enhanced in order to provide up-to-the-minute commitment information to schools and field offices in district 96. When schools and District 96 field office staff click on or edit OTPS items on the T.O., updated commitment information will be brought in from the FAMIS Portal through a new web-based communication service.

Commitment amounts will be updated only when an OTPS item is touched on the TO and there have been changes to the commitments in the FAMIS Portal. Commitments in Galaxy include actual expenditures, encumbrances or pre-encumbrances. Please refer to Exhibit B below.

In order to get details of commitment changes during the day, users must go to the FAMIS Portal to get updated spending plan information. A sample screen print of a simple FAMIS Portal inquiry is provided below as Exhibit A. The PO View Details and Detail information windows in Galaxy will not be updated on-line.

If the item is modified by the user, the updated commitment amount will be included in the edit for modification fund control. For modifications requiring approval by the ISC/CFN or the central budget office, commitments will also be verified in the Line Item Approval (LIA) process.

Schools and field offices are responsible for all commitments (expenditures, encumbrances or pre-encumbrances) in the FAMIS Portal. This enhancement should help reduce the instances where negative spending plan balances result due to modifications being done to reduce amounts scheduled on OTPS budget items on the same day that purchases are being made in the FAMIS Portal. Where commitments exceed scheduled amounts, schools and field offices must work with their budget liaisons to update the budget to account for those commitments on their T.O.s

Exhibits are displayed on the following pages.

Exhibit A – FAMIS Spending Plan inquiry in the FAMIS Portal – By Activity Code

frmSpendingPlanInquiry - Microsoft Internet Explorer

Address: https://dfiforms.nycenet.edu/SCHOOLINQ/frmSpendingPlanInquiry.aspx?PortalSession=fmp10f55icwqcu555ihbek451119798

Spending Plan Inquiry

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Spending Plan by Location: |
 Select Inquiry Type:

Required

*Balance as of:

*Fiscal Year:

*Group By:

*View:

Spending Plan Key

*District:

Quick Code:

Major Object:

Location:

Activity:

Additional Filters

Detail Object:

Fund:

UOA:

Want to View Detail Transactions?

|
 |

ACTIVT	DESCRIPTION	ALLOCATED	ACTUAL	ENCUMBERED	BALANCE
0688	OBJ:451,	\$1,000.00	\$293.00	\$0.00	\$707.00
0689	OBJ:199,Library So	\$500.00	\$495.00	\$0.00	\$5.00
0691	OBJ:300,	\$3,061.00	\$0.00	\$0.00	\$3,061.00
0692	OBJ:402,To move te	\$190.00	\$190.00	\$0.00	\$0.00
0693	OBJ:100,materials	\$9,926.00	\$3,971.00	\$0.00	\$5,955.00
0697	OBJ:100,Supplies	\$17,294.00	\$96.00	\$10,257.00	\$6,941.00
0698	OBJ:451,travel	\$8,000.00	\$0.00	\$0.00	\$8,000.00
0699	OBJ:686,Translatio	\$600.00	\$0.00	\$0.00	\$600.00
0703	OBJ:100,None	\$2,155.00	\$0.00	\$0.00	\$2,155.00
EXPENDITURE TOTAL		\$7,003,240.00	\$2,968,019.00	\$157,683.00	\$3,877,538.00

Exhibit B – Enhancement in Galaxy

OTPS activity code 0648 – Library Books

1) The current commitments displayed on the Galaxy TO are **\$11,671**.

OTPS							
Title	Activity	Organization Category	Program	Quick Code	Commit.	Budget Amount	Allocation
Library Books	0648	Classroom/Cluste	None	004751	\$11,671	\$12,364	TL Children First Fun

2) The FAMIS Portal displays updated commitment amounts of **\$11,671** of actual expenditures and **\$693** encumbered, for a total of **\$12,364**.

Activity	Commit.	Encumbered	Total
0648	\$11,671.00	\$693.00	\$12,364.00

3) By clicking on the item on the TO, the commitments are updated to reflect the current FAMIS Portal commitments (actual **\$11,671** + encumbered **\$693** = **\$12,364**).

OTPS							
Title	Activity	Organization Category	Program	Quick Code	Commit.	Budget Amount	Allocation
Library Books	0648	Classroom/Cluste	None	004751	\$12,364	\$12,364	TL Children First Fun