

SCHOOL KEY END DATES FOR FISCAL YEAR 2007 (Revised 04/16/07)

<i>Dates for Schools</i>	<i>Budget Modifications</i> Galaxy Districts	<i>Financial Transactions</i>	<i>Payroll</i>
3/23	<ul style="list-style-type: none"> ✚ Mod Close for all funding (Tax-Levy and Reimbursable), including changes to: <ul style="list-style-type: none"> ○ All filled positions; ○ OTPS; ✚ It is strongly recommended that prior to 3/23, vacancies and bulk jobs for anticipated needs after 3/23 are created. ✚ 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. 		
3/30	<p>Last Day Before Spring Recess</p>	<ul style="list-style-type: none"> ✚ Final day for schools to place all furniture, Dell/Apple computer and computer security device orders for FY2007. ✚ Final day for submission of non-contract bid requests to DCP (not to exceed \$100,000). 	<ul style="list-style-type: none"> ✚ Final date for all EIS account code changes. Central offices will be allowed to make account code changes after this date in order to facilitate cleanup of the recently introduced Tables of Organization (TOs).
4/11	<ul style="list-style-type: none"> ✚ Final FY07 FS10A snapshot for SED Administered grants with a June 30, 2007 end date. -- <i>Additional snapshots will be scheduled for grants awarded after the mod close.</i> 	<ul style="list-style-type: none"> ✚ Consultant Approval Notices greater than \$5,000 to Central Business Office. 	
4/23 – 5/1	<ul style="list-style-type: none"> ✚ Galaxy TO rollover (Subject to change) 	.	

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4/24		<ul style="list-style-type: none"> ✚ FY2007 PORTAL and FAMIS processing ceases. ✚ Last day for OTPS pre-encumbrances and encumbrances (both Reimbursable and Tax Levy). Pre-encumbrances can only be in Object Codes 685 & 689. ✚ Last day for FY07 P-Card encumbrance increases. 	
5/16		<ul style="list-style-type: none"> ✚ FY 2008 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, 2007. 	
5/18	<ul style="list-style-type: none"> ✚ Any required FS-10A Narratives must be entered in Galaxy for competitive grants. FS10A Narratives for formula grants must be posted to the SGO Share Point. 		
5/25	<ul style="list-style-type: none"> ✚ Identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY08. 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/ROCs by May 23rd. Detailed instructions will be sent out under separate cover. 	<ul style="list-style-type: none"> ✚ Last day for liquidating existing pre-encumbrances in Object Code 685 & 689. 	
5/31		<ul style="list-style-type: none"> ✚ Cash receipts due to Banking Unit by 4:00 p.m. to be reported against FY 2007 accounts 	<ul style="list-style-type: none"> ✚ Q742/744 payroll close.

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6/4			✚ E745 payroll close
6/8	✚ NYSTL balances removed from accounts by DBOR.		
6/22	✚ Last day for modifications to FY 2007 bulk jobs.		
6/29	✚ Second and final opportunity to identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY08. Due to system constraints, there will be no exceptions to this deadline.	✚ On-Line SIPP processing for FY2007 terminates at 4 pm, including SLT Stipends. ✚ Purchasing Card (P Card) spending terminates at 4 pm.	✚ Per-diem/Per-session closes. ✚ Timekeeping may be entered into PDPS for existing bulk jobs after this date.
6/30 (Saturday)	✚ FY07 Bulk Jobs histories in EIS are no longer available for modification in Galaxy.	✚ Goods and services (including completion of travel) MUST be delivered to a Department of Education site to be charged to FY2007. Delivery after this date MUST be against an FY2008 purchase order. ✚ Payments made after 6/30, subject to Comptroller's audit, must be kept on site until completion of audit (audit will be conducted between November 2007 and March 2008 - notification will be given when audit is complete). ✚ Open Encumbrances and Pre-encumbrances must have delivery certified via PORTAL to remain open for future vouchering. 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.	

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7/2			<ul style="list-style-type: none">  H740 – Admin Close  Z740 – Payroll Close
7/9		<ul style="list-style-type: none">  On-line SIPP Processing for FY2008 opens. 	
7/16	<ul style="list-style-type: none">  Final FY07 FS10/FS10A snapshot for SED Administered grants with an end date greater than 6/30/07. 		
8/17	<ul style="list-style-type: none">  Any required FS10A Narratives must be entered into Galaxy for competitive grants. FS10A Narratives for formula grants must be posted to the SGO Share Point. 	<ul style="list-style-type: none">  Suspension of on-line vouchering at 4PM for FY2007 until October 1st, (Subject to change). 	
9/8 (Saturday)		<ul style="list-style-type: none">  FY 07 open documents not certified as delivered via portal decreased automatically.  FY2007 purchase orders with open balances will be evaluated for automatic cancellation. More details to follow. 	