

SCHOOL KEY END DATES FOR FISCAL YEAR 2012

REVISED 03/27/12

<i>Dates for Schools</i>	<i>Budget Modifications</i>		<i>Financial Transactions</i>	<i>Payroll</i>
	Galaxy – Central Offices	Galaxy – Schools District 92 & 94		
3/16/12	<ul style="list-style-type: none"> ✚ Galaxy Mod Close for all funding (Tax Levy and all Reimbursable programs). Except for Internal Service mods by sellers. ✚ Summer programs and administrative costs must be included in the FY12 budget and must be reflected as an available balance in Galaxy. 	<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 3/16, vacancies and bulk jobs for anticipated needs after 3/16 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; or for Internal Service mods by sellers. 		
3/23/12			<ul style="list-style-type: none"> ✚ Final day to place and approve all furniture, Dell/Apple computer and computer security device orders for FY12. ✚ Final day for submission of non-contract bid requests to DCP (not to exceed \$100K) 	<ul style="list-style-type: none"> ✚ Final date for all EIS account code changes <p style="text-align: center; color: blue;">(Date Subject to Change)</p>
3/23/12	<ul style="list-style-type: none"> ✚ Last day for Buyers to establish budget Mod for purchasing Internal Services using Obj. 998 	<ul style="list-style-type: none"> ✚ Last day for Buyers to establish budget Mod for purchasing Internal Services using Obj. 998 		
3/28/12			<ul style="list-style-type: none"> ✚ Last day to purchase DOE Internal Services using Obj. 998 	


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4/05/12			<ul style="list-style-type: none"> ✚ FY12 PORTAL and FAMIS Encumbering 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 FY12 P-Card encumbrance increases. NOTE: (These transactions will close down at 4PM in FAMIS) ✚ Last day for Internal Service providers to encumber internal service credits (except DSF). ✚ Last Day for Consultant Approval Notices greater than \$5,000 to Central Business Office. 	
4/06/12 Thru 4/15/12		<i>SPRING RECESS</i>		

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4/06/12 Thru 4/16/12	<ul style="list-style-type: none"> ✚ Galaxy closed for Table of Organization (TO) rollover to FY13 on 4/6 only; note – limited help desk and production support will be available during the school downtime 	<ul style="list-style-type: none"> ✚ Galaxy closed during Spring recess for Table of Organization (TO) rollover to FY13 – Schools & districts 92 and 94 ✚ TOs will be available in View Only mode 		
4/16/12 Thru 5/11/12 			Core Curriculum ordering period for the 2012-13 school year. Orders will be delivered in the summer, from mid July-early August 2012	
4/19/12		<ul style="list-style-type: none"> ✚ Final FY12 FS10A snapshot for SED Administered grants with a June 30, 2012 end date. <i>Additional snapshots will be scheduled for grants awarded after the mod close.</i> 		
5/18/12	<ul style="list-style-type: none"> ✚ Identify accruals in rollable competitive grants and reduce vacancies or unspent bulk jobs on Central TOs to free up PS & OTPS funds that are not expected to be used in FY12 for use in FY13. For this first round of deobligation modifications, priority should be given to those programs that end in August and September. Detailed instructions will follow. 	<ul style="list-style-type: none"> ✚ Any required FS-10A Narratives must be completed for competitive grants. ✚ Identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY13. 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 CFN by May 25th. 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. 	

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5/21/12			✚ FY13 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, 2012.	
5/25/12			✚ Cash receipts due to Banking Unit by 4:00 p.m. to be reported against FY12 accounts	
5/30/12				✚ Q742/Q744 Payroll closes
6/01/12 thru 6/08/12	✚ Galaxy closed for TO rollover to FY13 for Central Offices	✚ Galaxy closed for schools only on 06/02/12		
6/05/12	✚ 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 and OTPS funds that are not expected to be used in FY12 for use in FY13.	✚ Second and final opportunity to identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY13. Due to system constraints, there will be no exceptions to this deadline.		✚ Approve all FY12 9902s-6/15/12

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6/08/12	✚ 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	✚ 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		
6/21/12	✚ Last day for modifications to FY12 bulk jobs.	✚ Last day for modifications to FY12 bulk jobs.		
6/22/12	✚ Last day for Galaxy to open for FY 12. All processing ends at 3pm.	✚ Last day for Galaxy to open for FY 12. All processing ends at 3pm.	✚ Purchasing Card (P Card) spending terminates at 4:00 PM on 6/22/2012.	
6/23/12 Thru 6/24/12				✚ EIS Rollover (6/23/12- 6/24/12)
6/25/12		✚ FY12 Bulk Jobs histories in EIS are no longer available for modification in Galaxy.		
6/26/12				✚ E745–Payroll Timekeeping Closes. ✚ H740 and Z740 Payrolls Timekeeping Closes.

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6/27/12		<i>Last Day of School</i> <i>Last Day of School</i>		
6/29/12			<ul style="list-style-type: none"> + Goods and services (including completion of travel) MUST be delivered to a Department of Education site to be charged to FY12. Delivery after this date <u>MUST</u> be against an FY13 purchase order. + 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 2012. + 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, 2012.</u> + On-Line SIPP processing and TRAC spending by schools for FY12 terminates at 4 pm, including SLT Stipends. All goods and services must have been delivered by June 30. 	<ul style="list-style-type: none"> + Q746/Q747 Per-diem/Per-session closes + Timekeeping may be entered into PDPS for existing bulk jobs after this date.

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7/06/12		✚ Final FY12 FS10/FS10A snapshot for SED Administered grants with an end date greater than 6/30/12.	✚ All OTPS journal entries for FY12 terminate.	
7/09/12			✚ On-line SIPP Processing for FY13 opens. (Subject to change)	
8/10/12		✚ Any required FS10A Narratives must be completed for competitive grants.		
9/04/12			✚ FY12 open documents not certified as delivered via portal decreased automatically. Details will be found on the FAMIS portal home page. ✚ FY12 purchase orders with open balances will be evaluated for automatic cancellation. More details to follow.	