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NEW FAMIS PORTAL FEATURES AND CITY SYSTEM INTEGRATION REQUIREMENTS

As you know, over the past two years all OTPS procurements and contracts have been subject to system edits that check available funding against the City's budget system. As part of continuing citywide efforts to more fully align the Department's Galaxy budget and FAMIS accounting systems with the City's system, new features and financial requirements are being introduced in FAMIS Portal that will take effect May 7, 2007.

These changes will include:

- New messages in the Portal "Document Status" screen to track the flow of documents to the City's system;
- A new requirement to generate a pre-encumbrance for non-contract orders greater than \$10,000 in compliance with City Comptroller directives.
- An edit to block the use of pre-encumbrances for contracted orders, which was needed to meet City integration requirements.

Training and school support will be provided by your ROC.

The introduction of these new features requires the FAMIS Portal to be unavailable for financial processing on Friday May 4th through Sunday May 6th. However, it will not affect your ability to access your FY08 Tables of Organization or initial FY08 school allocations when Galaxy re-opens on May 7th. There will be no interruption of normal systems access to FAMIS files.

This initial integration with the City's system involves additional internal processes which may impact normal FAMIS Portal response time. In the unlikely event you experience any abnormal FAMIS Portal "System" or "Invalid" errors, please call the FAMIS Help Desk at 718-935-3525.

For additional information, please contact your ROC or ISC.