

SCHOOL KEY END DATES FOR FISCAL YEAR 2016 REVISED 4/04/2016

<i>Dates for Schools</i>	<i>Budget Modifications</i>		<i>Financial Transactions</i>	<i>Payroll</i>
	Central Offices	Schools & Districts		
1/26/16 to 2/26/16		❖ Schools can apply for the Deferred Program Planning Initiative to have funds rolled over to next year by setting aside funds in Galaxy.		
2/12/16			❖ Final day for submission of non-contract bid requests to DCP (not to exceed \$100K)	
2/15/16 Thru 2/19/16	MID -WINTER RECESS			
2/29/16 to 03/08/16		❖ Schools that applied for and set aside funds for the Deferred Program Planning Initiative yet failed eligibility criteria will have funds returned in Galaxy on 2/29/16. Freed-up funding should be prioritized towards correcting failed criteria. After that, funds may be used for other purposes.		
3/07/16	❖ Last day for Buyers to establish budget Mod for purchasing Internal Services using Obj. 998 .	❖ Last day for Buyers to establish budget Mod for purchasing Internal Services using Object code 676 and 998 .		

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3/08/16		<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 3/08/16, vacancies and bulk jobs for anticipated needs after 3/08/16 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. 		
3/18/16		<ul style="list-style-type: none"> ❖ Final FY 2016 FS10A snapshot for SED Administered grants with a June 30, 2016 end date and for NCLB grants such as Title I, Title IIA, and Title III LEP and Immigrant grants. 		
REVISED 4/01/16 to 5/04/16			<ul style="list-style-type: none"> ❖ Core Curriculum program initial ordering period for the 2016-17 school year. Orders will be delivered during Summer 2016. ❖ Last day for all schools to opt-in or opt-out of the Core Curriculum program through the Core Curriculum Ordering tool. 	

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4/01/16			<ul style="list-style-type: none"> ❖ Final day to place and approve all furniture, Dell/Apple computer and computer security device orders for FY 2016. ❖ FY 2016 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 FY 2016 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 (including DSF). ❖ Last Day for Consultant Approval Notices greater than \$5,000 to Central Business Office. 	
4/25/16 Thru 4/29/16		SPRING RECESS		

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4/25/16 at 5 p.m. Thru 5/9/16	❖ Galaxy closed for the Central Table of Organization (TO) rollover to FY 2017	❖ Galaxy closed for Table of Organization (TO) rollover to FY 2017 – Schools & districts 79, 88, 92, 94, 85 and 97		
4/29/16			<ul style="list-style-type: none"> ❖ Last day to place and approve <i>residual</i> purchase orders for Computers from Lenovo, Printers from Lexmark and Chromebooks from CDW ❖ <i>Orders only for immediate replacement needs. No more than 5 computers can be ordered. Total maximum order amount not to exceed \$5,000</i> 	
5/13/16	<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 FY 2017. For this first round of deobligation modifications, priority should be given to those programs that end in August and September. Detailed instructions will be sent out under separate cover. 	<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 FY 2017. 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 Network by May 22nd. Detailed instructions will be sent out under separate cover. 	❖ Last day for liquidating existing pre-encumbrances	
5/20/16			❖ Cash receipts due to Banking Unit by 4:00 p.m. to be reported against FY 2016 accounts	

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5/23/16			❖ FY 2017 ordering opens in PORTAL (tentative). Goods and Services against NYSTL, new school OTPS and Summer Quick Codes may be received by June 30; however, all others must be received on/after July 1.	❖
5/25/16				❖ Q742/Q744 Payroll closes
5/27/16				❖ Final date for all Automatic Payroll Journal Entries (Date Subject to Change)
5/31/16			❖ Last day to place and approve <i>residual</i> purchase orders for Audio Visual Equipment (from CDW and Troxell), Classroom Supplies From (School Specialty) and Textbooks and Tradebooks (from all contract book vendors) for FY'16 ❖ <i>Maximum order amount not to exceed \$1,000</i>	

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6/10/16	<ul style="list-style-type: none"> ❖ Second and final opportunity to identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY 2017. Due to system constraints, there will be no exceptions to this deadline. ❖ 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 	<ul style="list-style-type: none"> ❖ Second and final opportunity to identify accruals in rollable competitive grants and reduce TOs to free up funds for use in FY 2017. Due to system constraints, there will be no exceptions to this deadline. ❖ 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 		<ul style="list-style-type: none"> ❖ Approve all FY 2016 9902s
6/15/16			<ul style="list-style-type: none"> ❖ Last Day to place <u>residual</u> orders for office supplies from Staples ❖ Maximum order amount not to exceed \$1,000 	
6/21/16			<ul style="list-style-type: none"> ❖ Purchasing Card (P Card) spending terminates at 4:00 PM on 6/21/2016. 	<ul style="list-style-type: none"> ❖ H740 and Z740 Payrolls Closes
6/24/16	<ul style="list-style-type: none"> ❖ Last day for Galaxy to open for FY 2016: no further budget changes to FY 2016 will be allowed after this date ❖ Last day for modifications to FY 2016 bulk jobs ❖ All processing ends at 3pm 	<ul style="list-style-type: none"> ❖ Last day for Galaxy to open for FY 2016: no further budget changes to FY 2016 will be allowed after this date ❖ Last day for modifications to FY 2016 bulk jobs ❖ All processing ends at 3pm 	<ul style="list-style-type: none"> ❖ Last day for P-Card Journal Entries 	

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6/25/16 Thru 6/30/16	❖ FY 2016 job information is no longer active in EIS. All job information for staff and bulk jobs has been placed in history and can no longer be adjusted. Therefore no modifications to FY 2016 are allowed to line items in Galaxy. Galaxy is in view only mode for FY 2016.	❖ FY 2016 job information is no longer active in EIS. All job information for staff and bulk jobs has been placed in history and can no longer be adjusted. Therefore no modifications to FY 2016 are allowed to line items in Galaxy. Galaxy is in view only mode for FY 2016.		❖ EIS Rollover (system closed)
6/28/16	LAST DAY OF SCHOOL			
6/30/16			<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 FY 2016. Delivery after this date <u>MUST</u> be against an FY 2017 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 2016. ❖ 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, 2016.</u> ❖ On-Line SIPP and TRAC spending, processing and approving by the BFSCs & FMCs for FY 2016 terminates on 6/30 at 4:00 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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7/01/16		<ul style="list-style-type: none"> ❖ Final FY 2016 FS10/FS10A snapshot for SED Administered grants with an end date greater than 6/30/16. (Date Subject to Change) 	<ul style="list-style-type: none"> ❖ Begin reviewing open FY 2016 pre-encumbrances and encumbrances to determine if all goods or services have been delivered and invoices have been paid. Any pre-encumbrances and encumbrances with open balances that are not needed must be reduced. 	
7/02/16			<ul style="list-style-type: none"> ❖ All unapproved FY 2016 TRAC and SIPP transactions will be purged from the system. 	
7/05/16			<ul style="list-style-type: none"> ❖ On-line SIPP Processing for FY 2017 opens. (Subject to change) 	<ul style="list-style-type: none"> ❖ E745–Payroll Timekeeping Closes.
7/08/16			<ul style="list-style-type: none"> ❖ All OTPS journal entries for FY 2016 terminates 	
7/15/16	<ul style="list-style-type: none"> ❖ All expense Intra-City invoices must be submitted to the Accounting Office for payment. Late invoices will be subject to comptroller approval. ❖ All Revenue Intra-City awards must be fully liquidated. All vendors must be paid and all timekeeping for bulk jobs must be entered in order for the DOE Revenue to generate invoices to the agency that awarded the funding. Encumbrances cannot be left open and Time keeping will not be allowed in Sept. for bulk jobs using intra-city revenue. 	<ul style="list-style-type: none"> ❖ All expenses must be submitted to the Accounting Office for payment. Late invoices will be subject to comptroller approval. In order for Accounting to get reimbursed for activities in schools, all funding allocated and scheduled in Intra-City allocation categories must be fully spent. All vendors must be paid and all timekeeping for bulk jobs must be entered in PDPS or EIS in order for the DOE to generate invoices to the agency that awarded the funding. The DOE will not be reimbursed for open encumbrances or timekeeping entered after this date. Timekeeping will not be permitted in September against bulk jobs funded by Intra-City allocation categories. 		

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8/05/16		<ul style="list-style-type: none"> ❖ Any required FS10A Narratives must be completed for competitive grants. <p style="text-align: center;"><i>(Date Subject to Change)</i></p>		
8/12/16			<ul style="list-style-type: none"> ❖ FY 2016 open documents not certified as delivered via portal decreased automatically. Details will be found on the FAMIS portal home page. ❖ FY 2016 purchase orders with open balances will be evaluated for automatic cancellation. More details to follow. ❖ Disable the ability to process FY 2016 cancellations and decreases. <p style="text-align: right;"><i>(Date Subject to Change)</i></p>	