USING FAMIS

WAS PRODUCED BY

THE DIVISION OF FINANCIAL OPERATIONS

VINCENT A. GIORDANO, EXECUTIVE DIRECTOR

HOWARD SHEIKOWITZ, Author/Educational Consultant
JOHN WALL, Chief Administrator, Fiscal Affairs
RICHARD CARLO, Administrator, Fiscal Affairs
MARIA CONKLIN, Administrator, Fiscal Affairs
SCOTT MATLUCK, Deputy Administrator, Fiscal Affairs

February 2008

© 2008, by the Department of Education of the City of New York
I. TABLE OF CONTENTS

I. INTRODUCTION

II. LOGGING ON and HOME PAGE

III. SCREENS

Screen 1 – Login Page
Screen 2 – Welcome
Screen 3 – Edit Profile and Category Transactions
Screen 4 – Edit Profile Screen

PURCHASING AND PAYMENTS SCREENS

Screen 5 – Adjustments and Payments
Screen 6 – Open Document Inquiry
Screen 7 – Certification of Delivery
Screen 8 – Web Certification
Screen 9 – Courier: Special Delivery
Screen 10 – Courier: Special Service – Special Delivery
Screen 11 – Non List Requisition
Screen 12 - Requisition
Screen 13 – PA/PTA Grant Program – Mouse Over

Screen 14 – PA/PTA Grant Program
Screen 15 – Pre-Encumbrance – Mouse Over
Screen 16 – Pre Encumbrance
Screen 17 – Procurement Card – Mouse Over
Screen 18 – Procurement Card
Screen 19 - Purchasing
Screen 20 – Purchasing Setup
Screen 21 – Report Card Ordering – Mouse Over
Screen 22 – Report Card Ordering
Screen 23 – SIPP – Mouse Over
Screen 24 – SIPP
Screen 25 - Voucher
Screen 26- – PO Voucher
APPROVAL SCREENS

Screen 27 – Approval Box
Screen 28 – FAMIS Approval Mailbox
Screen 29 – Approval Tracking

Screen 30 – Document Approval Tracking
Screen 31 – Rejection Box
Screen 32 – FAMIS Rejection Mailbox

INQUIRY SCREENS

Screen 33 – Document Inquiry – Mouse Over
Screen 34 – Document Inquiry
Screen 35 – Open Document Inquiry Mouse Over
Screen 36 – Open Document Inquiry

Screen 37 – Spending Plan Inquiry – Mouse Over
Screen 38 – Spending Plan Inquiry
Screen 39 – Vendor Inquiry – Mouse Over
Screen 40 – Vendor Inquiry

MISCELLANEOUS SCREENS

Screen 41 – Book Buyback – Mouse Over
Screen 42 – Book Buyback Program
Screen 43 – Broadcast Message – Mouse Over
Screen 44 – Broadcast Message
Screen 45 – Document Status – Mouse Over
Screen 46 – Document Status

Screen 47 – Inventory
Screen 48 – Main Menu
Screen 49 – Stop Payment Form
Screen 50 – On-Line Stop Payment Request
Screen 51 – Vendor Rating System – Mouse Over
Screen 52 – Vendor Rating System

ADDITIONAL SCREENS

Screen 53 – Principal Per Session
  53A – Mouse Over
  53B – Principal Approval
  53C – Principal Approval – Agreement
  53D – Principal Approval – Request
  53E – Principal Approval – Details
Screen 54 – Banking Survey – Mouse Over

Screen 55 – Banking Survey
Screen 56 – Core Curriculum – Mouse Over
Screen 57 – Core Curriculum

Screen 58 – Financial Processing – Mouse Over
Screen 59 – Financial Processing
Screen 60 – Security Maintenance – Mouse Over
Screen 61 – Security Maintenance
Screen 62 – PCard Expense Admin. – Mouse Over
Screen 63 – PCard Expense Admin.
The purpose of this guide is to introduce and familiarize the user with basic information to the many applications found within the FAMIS Portal.

With this in mind, only the initial screens, which allow you to sign in, get a short blurb regarding the respective application and access the opening screen are shown. Subsequent screens necessary to complete the entire application are not shown and appear only after inputting required data. The Help screen however, provides information not only for the initial screen, but all subsequent screens as well.

FAMIS is an acronym for:
Financial Accounting Management Information System

FAMIS is an automated financial system designed to link all financial accounting transactions, from budget initiation to procurement and payment of final invoices. By using FAMIS, concerned personnel will gain comprehensive access to data for budget preparation and financial management decisions.

The following applications are incorporated into the FAMIS Portal and may appear depending upon your FAMIS Security Profile.

Access to certain screens within FAMIS is dependent on your title and FAMIS Security Profile. The six screens in RED are not available to all users. We have provided facsimiles of these screens along with the “mouse over’ text in the “Additional Screens” section of this guide for those users who both require and have security access to them.
Please be aware that the **FAMIS** Portal is the first step in bringing financial information to school based personnel. We are constantly working to improve the **FAMIS** Portal and expect the following enhancements to go into production in the near future:

**PROCUREMENT CARD EXPENSE REPORTING SCREEN**

There has been an expansion to the FY2008 Procurement Card program as well as a revision to the expense reporting. This expansion will allow cardholders to purchase using multiple funding sources including objects codes, 100, 300, and 400. There is a new P-card Expense Reporting Screen. On a monthly basis, each cardholder must review detailed P-card expense reports; confirm the validity of the charge; and, assign the correct funding source and object code/expense type. This application will be a stand-alone application that will be accessed by entering some of the digits of the cardholder’s Social Security Number from the application and the last 6-digits of the P-Card. Cardholders will also be able to link to this application from within the Portal P-card application. There will be a link on DFO’s website to allow non-FAMIS cardholders access to this application. As the entries are submitted DFO and the Division of Budget Operations and Review will journalize expenses to the proper object codes.

We are anxious for you to make suggestions for improvements or call attention to a particular concern. If you would like to make comments please contact the individual named below.

The Division of Financial Operations (DFO) is ready to give group training in order to assist field personnel in understanding the many benefits of using this system. If you are interested, please contact your ISC. Central users should contact:

Scott Matluck, Deputy Administrator – Payables Administration
Division of Financial Operations
65 Court Street
Room 1001
Brooklyn, NY 11201
(718) 935-2850
SMatluc@schools.nyc.gov
Do the following if you do NOT have a FAMIS ID and PASSWORD:

**Schools:** Make a request to your Integrated Service Center (ISC)
**Central and ISCs** – Make a request to the Office of Accounting – FAMIS Security at 718-935-3525 or email FAMIS@schools.nyc.gov

**LOGIN SCREEN**
Please CLICK HERE to access this screen or go directly to the FAMIS Portal by clicking on this link: https://dfoforms.nycenet.edu/FamisPortal

**SCREEN 1 - LOGIN**
III. SCREENS

SCREEN 2 - WELCOME

Note the FOUR (4) areas to the LEFT. The DOWN arrow next to each section indicates that there are additional options.

Click the DOWN arrow to display each section

Screen 2 shows the sub-parts to "Purchasing and Payments."

Go Back to Table of Contents
SCREEN 3 – EDIT PROFILE & CATEGORY TRANSACTIONS

Go Back to Table of Contents

SCREEN 4 – EDIT PROFILE SCREEN

Go Back to Table of Contents
III. SCREENS

PURCHASING/PAYMENTS Screens

Note:
The **ODD** numbers are the Mouse Over Screens.
The **EVEN** numbers are the Subsection Screens for the Respective Mouse Over.
This screen enables authorized users to process payment transactions against previously encumbered documents on the web. It provides a more convenient way to voucher or cancel these documents as well as cancel pre encumbrances. In addition, this screen can be used for certifying delivery of goods and services.
This screen can be used for electronically certifying delivery of goods and services for a purchase order. You may certify a purchase order as Received in Full, Partially Received or Not Received.
This screen allows the user to process interoffice pick-up/delivery requests for Deluxe Delivery.
This screen should be used to process non-list requisitions of at least $15,000 for goods/services from contracted vendors which are not available in Portal’s e-catalog. (A purchase order should be used for lesser amounts.) Once approved, the Division of Contracts and Purchasing (DCP) will be notified via email that a non-contracted requisition for over $15,000 was created so the order can be publicly advertised or reviewed for further action.
The Department of Education is providing Parent Associations (PAs) and Parent/Teacher Associations (PTAs) with small grants for parent outreach. Outreach is particularly important since PAs/PTAs will play a key role in helping to inform and recruit parents to serve on Community District Education Councils (CDECs) which have replaced Community School Boards. Parents of students currently attending schools in a District will comprise 9 of the 12 members of each Council. Please note that only schools (not programs) with functioning PAs/PTAs are eligible to receive grants and use this application.
This screen is used for creating a pre-encumbrance. In addition, you may associate the pre-encumbrance document with a specific vendor.
An enrollment application must be completed in order to participate in the program. Completed school applications will be submitted electronically to the ISC for approval prior to the issuance of the card. The applicant will receive the P-Card directly from DFO’s Bureau of Accounts Payable. All cardholders will be required to complete the P-Card Expense Reporting Screen, which is available on the Portal as well as the DFO Website. Failure to complete this screen may result in a suspension of the card.

This screen allows you to apply for a Procurement Card (P-Card) from JP Morgan as well as acquire supplies from the websites of Staples and School Specialty. Once the application is approved, funds will be encumbered to track the card’s activity. The P-Card is an innovative method used to facilitate the purchase of small over-the-counter items. It can also be used for purchases related to theater and museum admission fees for students, and has been expanded to include the purchase of other supplies and materials (i.e., instructional classroom materials, equipment and travel). Moreover, this purchasing method allows schools to procure supplies faster while reducing out-of-pocket expenses related to reimbursements (i.e., SIPP Imprest Fund transactions). Vendors will also benefit by speedier payment.
Although payment for items ordered via a purchase order should be made after the delivery of goods or services, circumstances may require exceptions to this rule. The purchase of postage, tickets/admissions, and travel are examples of these exceptions.

PURCHASE WITHOUT CONTRACT:
$0 TO $5000 Approver: Principal or Site Supervisor
$5000 to $15,000 Approver: Principal and ISC
Over $15,000 Approver: Principal and ISC (email to DCP)

PURCHASE WITH CONTRACT:
$0 TO $15,000 Approver: Principal or Site Supervisor
Over $15,000 Approver: Principal and ISC

For detailed information, please link to:
This screen allows users to place orders for handwritten K-6 report cards. The handwritten K-6 report card ordering window is open for a limited time only, in late September of each year. Delivery of handwritten K-6 report cards typically occurs during late October. Specific ordering and delivery dates for each school year are posted in Principals’ Weekly in September.
This screen allows authorized users to create small item purchases and employee reimbursements in the Portal. Formerly called the Imprest Fund, SIPP (Small Item Payment Process) is a NYC Department of Education (NYCDOE) procedure that provides for the disbursement of funds to pay a vendor for small incidental purchases, or for the procurement of goods and services when either the purchase order or requisition method of purchase is not practical.

When selecting SIPP, the initiator is given two options, Vendor Payment or Reimbursement. For Vendor payments, the FAMIS Vendor ID must be entered. For Employee Reimbursement, the 7 digit Employee Reference Number must be entered. Please note: For purchases related to administrative and instructional supplies (object code 130 and 198) the P-card should be used; moreover, once all sites have been given access to a P-card, the payment transaction in FAMIS will be disabled for the above mentioned codes.
This screen can be used to create voucher payment for open purchase orders. You can do multiple vouchers for different POs at the same time,
The "Approval" section on the left has been opened.

Notice that there are 3 subsections to this section.

Remember... when you hold the mouse over the blue dot to the left of the subsection a brief explanation of that subsection appears.

Also, when you click on the subsection, a new screen will open.

From each of these screens you may proceed to enter appropriate information.

Please review the following screens.

The **ODD** number screens represent the Mouse Over:
27, 29, 31.

The **EVEN** number screens represent that section, which the Mouse Over refers:
20, 30, 32.
This screen allows authorized users to approve or reject any transaction to which they have access.
This screen can be used to track any transaction that has entered the approval path (purchase orders, SIPPs, etc,) and view where the document has been routed; it also indicates who else must approve the transaction before it officially posts.

Document Approval Tracking

Enter a document number and click Go.
This screen allows authorized users to view documents that an approver has rejected. It is used to review, modify, delete or resubmit the documents for approval.
INQUIRY Screens

The "Inquiry" section on the left has been opened.

Notice that there are 4 subsections to this section.
Remember... when you hold the mouse over the blue dot to the left of the subsection a brief explanation of that subsection appears.

Also, when you click on the subsection, a new screen will open. From each of these screens you may proceed to enter appropriate information.

Please review the following screens.

The ODD number screens represent the Mouse Over:
33, 23, 37, 29
The EVEN number screens represent that section, which the Mouse Over refers:
34, 26, 38, 40
This screen can be used for an inquiry on any document number posted in FAMIS (e.g., purchase orders, SIPP vouchers, change notices, budget/spending plan transactions, etc). Also available for inquiry purposes are all checks, invoices and contracts in the system.
This screen enables authorized users to process payment transactions against previously encumbered documents on the web. It provides a more convenient way to voucher or cancel these documents as well as cancel pre-encumbrances. In addition, this screen can be used for certifying delivery of goods and services.
This screen displays the total spending plan, encumbrance, expenditure and available spending plan balances in many different sorts. This data can be viewed or imported to an Excel Spreadsheet.
This screen displays vendor address information, encumbered purchase orders, invoices and check numbers, as well as other related information for a DOE vendor number or tax ID.
MISCELLANEOUS SCREENS

Go Back to Table of Contents

The "Miscellaneous" section on the left has been opened.

Notice that there are 6 subsections to this section.

Remember... when you hold the mouse over the blue dot to the left of the subsection a brief explanation of that subsection appears.

Also, when you click on the subsection, a new screen will open.

From each of these screens you may proceed to enter appropriate information.

Please review the following screens.

The **ODD** number screens represent the Mouse Over:
- 41, 43, 45, 47, 49, 51

The **EVEN** number screens represent that section, which the Mouse Over refers:
- 42, 44, 46, 48, 50, 52
This screen should be used to provide the contracted vendors for this program a general list of obsolete textbooks in your school that you wish to be removed. Please provide as much information and detail as possible when completing this form as it is forwarded to the vendor to arrange a meeting for the pick-up and removal of this material. Please click here for additional information regarding the Book Buy Back Program.
This is the section maintained by the Office of Fiscal Affairs of the Department of Education. All important news, items, deadlines, notices, etc. will be discussed in the different chapters. This section is updated daily.
This application allows the user to see the status of any document that has been processed in the FAMIS Portal (Successfully Processed, Awaiting Approval, City Rejected, etc.). Additionally, it allows the user to edit or delete documents that have financial errors.
Via this screen, authorized users may create an Annual Inventory Statement and send requests to dispose of obsolete equipment per guidelines found in the SOP chapter on Inventory. Districts and ISCs can view statements/requests submitted from schools under their jurisdiction.
This screen enables the designated school or ISC liaison to complete and submit online a request to stop a check payment. The submission triggers an email to DFO for further action.

On-Line Stop Payment Request

- Today's Date: 11/5/2007
- District: [Field]
- Location Code: [Field]
- Address: [Field]
- City: [Field]  State: NY  Zip: [Field]
- Phone Number: [Field]  Ext: [Field]
- Fax Number: [Field]
- P.O. Box: [Field]
- Email Address: [Field]
- Integrated Service Center: Select One

<table>
<thead>
<tr>
<th>Payee</th>
<th>Check Number</th>
<th>Amount ($123.25)</th>
<th>Issued Date (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Send
This screen allows authorized users to submit a Rating Survey for vendors who have provided them goods and/or services as well as view a vendor’s overall score based on other rating submissions. The overall rating is based on delivery promptness, product quality, price, and customer service satisfaction.
The Per Session Activity Online Approval Application allows a principal to request online approval to perform Per Session activities. Requests must be made prior to performing the per session activity. Requests are automatically emailed to the Community Superintendent for approval. If necessary, a request requiring a waiver approval will be electronically sent to the Division of Human Resources (DHR). All principal Per Session activities are capped at 400 hours. Per Session activity must not be used as means of providing additional compensation for work or responsibilities related to the principal’s primary assignment.
SCREEN 53B – PRINCIPAL APPROVAL
Go Back to Table of Contents

SCREEN 53C – PRINCIPAL APPROVAL - AGREEMENT
Go Back to Table of Contents

SCREEN 53D – PRINCIPAL APPROVAL - REQUEST
Go Back to Table of Contents
SCREEN 54- BANKING SURVEY – MOUSE OVER
Go Back to Table of Contents

By July 31st of each year, a reconciled June 30th balance must be reported in the Survey for all Department of Education Bank Accounts.

SCREEN 55- BANKING SURVEY
Go Back to Table of Contents
SCREEN 56- CORE CURRICULUM – MOUSE OVER

This screen allows users to place orders for Core Curriculum materials during the central ordering window each Spring. After the ordering window closes, schools can click on this screen to view their order history. Specific ordering and delivery timeframes are posted each year in “Principals’ Weekly.” Please contact the Core Curriculum Response Team at 718-935-3334 or curriculum@schools.nyc.gov for any assistance.

SCREEN 57- CORE CURRICULUM
SCREEN 58- FINANCIAL PROCESSING – MOUSE OVER

SCREEN 59- FINANCIAL PROCESSING
SCREEN 60 - SECURITY MAINTENANCE – MOUSE OVER

Go Back to Table of Contents

SCREEN 61 - SECURITY MAINTENANCE

Go Back to Table of Contents
This screen allows authorized users access to view certified and uncertified monthly P-card expenses. To facilitate the certification process, the system will automatically generate an e-mail to all cardholders upon receipt of monthly electronic card statement from the bank. All cardholders or an authorized designee are required to record the appropriate expense type (e.g., supplies, parking, postage) for each transaction on this screen. Certification of expenses will serve as authorization and approval to realign the spending plan where the expenses were made.