

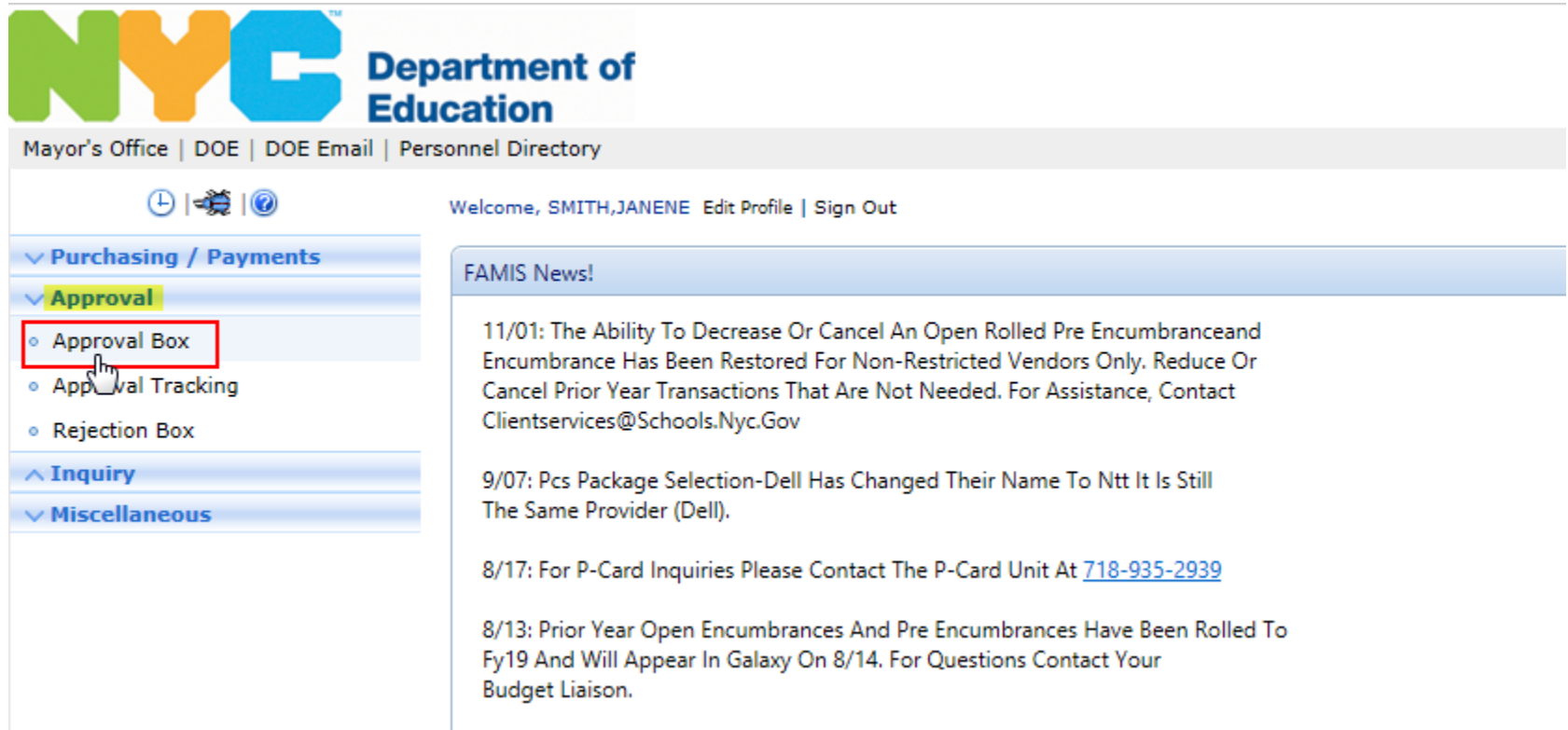
# How to Approve/Reject a PO in FAMIS

Division of Financial Operations and Information Systems (DFOIS)

Finance Service Center  
June 2019

# Approving a PO

Log into the FAMIS Portal and click on the Approval section, then click on Approval Box option.



**NYC** Department of Education

Mayor's Office | DOE | DOE Email | Personnel Directory

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- ▼ Purchasing / Payments
- ▼ **Approval**
  - **Approval Box**
  - Approval Tracking
  - Rejection Box
- ^ Inquiry
- ▼ Miscellaneous

**FAMIS News!**


11/01: The Ability To Decrease Or Cancel An Open Rolled Pre Encumbranceand Encumbrance Has Been Restored For Non-Restricted Vendors Only. Reduce Or Cancel Prior Year Transactions That Are Not Needed. For Assistance, Contact [Clientservices@Schools.Nyc.Gov](mailto:Clientservices@Schools.Nyc.Gov)

9/07: Pcs Package Selection-Dell Has Changed Their Name To Ntt It Is Still The Same Provider (Dell).

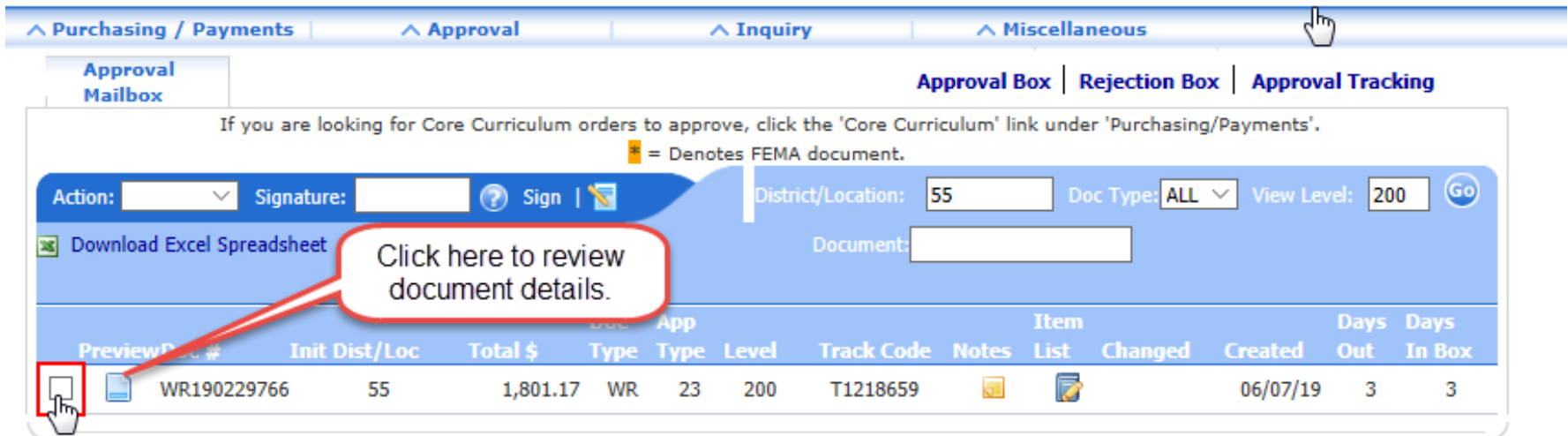
8/17: For P-Card Inquiries Please Contact The P-Card Unit At [718-935-2939](tel:718-935-2939)

8/13: Prior Year Open Encumbrances And Pre Encumbrances Have Been Rolled To Fy19 And Will Appear In Galaxy On 8/14. For Questions Contact Your Budget Liaison.

# Approving a PO

You will see a list of all POs pending your approval. You can review POs by clicking the  icon. Then, click the checkbox next to the PO you would like to approve.



## FAMIS Approval Mailbox




Approval Mailbox

Approval Box | Rejection Box | Approval Tracking




If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.  
= Denotes FEMA document.

Action:  Signature:  Sign |  

District/Location:  Doc Type:  View Level:

 Download Excel Spreadsheet

Document:

Preview Doc #	Init Dist/Loc	Total \$	Type	App Type	Level	Track Code	Notes	Item List	Changed	Created	Days Out	Days In Box
 WR190229766	55	1,801.17	WR	23	200	T1218659				06/07/19	3	3

# Approving a PO

Select 'Approve' from the action dropdown.

## FAMIS Approval Mailbox

^ Purchasing / Payments | ^ Approval | ^ Inquiry | ^ Miscellaneous

Approval Mailbox | Approval Box | Rejection Box | Approval Tracking

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.  
= Denotes FEMA document.

Action: **Approve** | Reject | Signature:  ? Sign | District/Location:  Doc Type:  View Level:  GO

Download Leadsheet | Document:

Preview	Doc #	Init Dist/Loc	Total \$	Doc Type	App Type	Level	Track Code	Notes	Item List	Changed	Created	Days Out	Days In Box
<input checked="" type="checkbox"/>	WR190229766	55	1,801.17	WR	23	200	T1218659				06/07/19	3	3

# How to Create a Signature in FAMIS

The screenshot shows the 'Approval Mailbox' interface in FAMIS. At the top, there are tabs for 'Approval Box', 'Rejection Box', and 'Approval Tracking'. Below the tabs, there is a message: 'If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'. = Denotes FEMA document.' The interface includes a search bar with 'Action:', 'Signature:', and 'Sign' buttons. There are also filters for 'District/Location: 62', 'Doc Type: ALL', and 'View Level: 200'. A 'Download Excel Spreadsheet' button is visible. A table of documents is displayed with columns: PreviewDoc #, Init Dist/Loc, Total \$, Doc Type, App Type, Level, Track Code, Notes, Item List, Changed, Created, Days Out, and Days In Box. A red arrow points to the 'Sign' button in the top navigation bar. A 'Change Signature' dialog box is open over the table, containing three input fields: 'Current Signature:', 'New Signature:', and 'Retype Signature:'. A 'Submit' button is highlighted with a red box. To the right of the main interface, a separate window displays the message: 'Change Signature', 'Signature successfully updated.', and 'Close Window'.

PreviewDoc #	Init Dist/Loc	Total \$	Doc Type	App Type	Level	Track Code	Notes	Item List	Changed	Created	Days Out	Days In Box
<input type="checkbox"/>	WR170093073	62	1,500.00	WR	21	200				12/12/16		
<input type="checkbox"/>	WR170092997	62	32.48	WR	01	200	T8262386			12/02/16	10	10
<input type="checkbox"/>	WR170092983	62	32.48	WR	01	200	T8262412			12/02/16	10	10
<input type="checkbox"/>	WR170092981	62	32.48	WR	01	200	T8262410			12/02/16	10	10
<input type="checkbox"/>	WR170092980	62	32.48	WR	01	200				12/02/16	10	10
<input type="checkbox"/>	WR170092979	62	32.48	WR	01	200				12/02/16	10	10
<input type="checkbox"/>	WR170092978	62	32.48	WR	01	200				12/02/16	10	10
<input type="checkbox"/>	WR170092977	62	32.48	WR	01	200				12/02/16	10	10
<input type="checkbox"/>	WR170092976	62	32.48	WR	01	200				12/02/16	10	10
<input type="checkbox"/>	WR170092975	62	32.48	WR	01	200				12/02/16	10	10
<input type="checkbox"/>	WR170092974	62	32.48	WR	01	200	T8262403			12/02/16	10	10
<input type="checkbox"/>	WR170092973	62	32.48	WR	01	200	T8262402			12/02/16	10	10

You will need to hit the blue notepad button and a drop down box will appear. Please create a signature that you will remember and type that in all 3 boxes and hit submit. Once you hit submit you will receive a signature successfully updated window.

# Approving a PO

Once you select 'Approve', enter your approval signature and click 'Sign'.

**Approval Mailbox** | **Approval Box** | **Rejection Box** | **Approval Tracking**

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.  
\* = Denotes FEMA document.

Action: **Approve** Signature: [Signature Field] ? **Sign** [Sign Icon]

Download Excel Spreadsheet District/Location: 55 Doc Type: ALL View Level: 200 [Go]

Document: [Document Field]

Preview	Doc #	Init Dist/Loc	Total \$	Doc Type	App Type	Level	Track Code	Notes	Item List	Changed	Created	Days Out	Days In Box
<input checked="" type="checkbox"/>	WR190229766	55	1,801.17	WR	23	200	T1218659				06/07/19	3	3

# Approving a PO

You will receive a message that the PO was submitted for processing.

**Approval Mailbox**

**The following documents were submitted for processing:**

[Document Status](#)

Document	Status	Date	
WR190229788	FAMIS Awaiting Approval	6/10/2019 12:35:04 PM	<a href="#">Action</a>

[Back To Inbox](#)

# Rejecting a PO

Log into the FAMIS Portal and click on the Approval section, then click on Approval Box option.

**NYC** Department of Education

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**FAMIS News!**

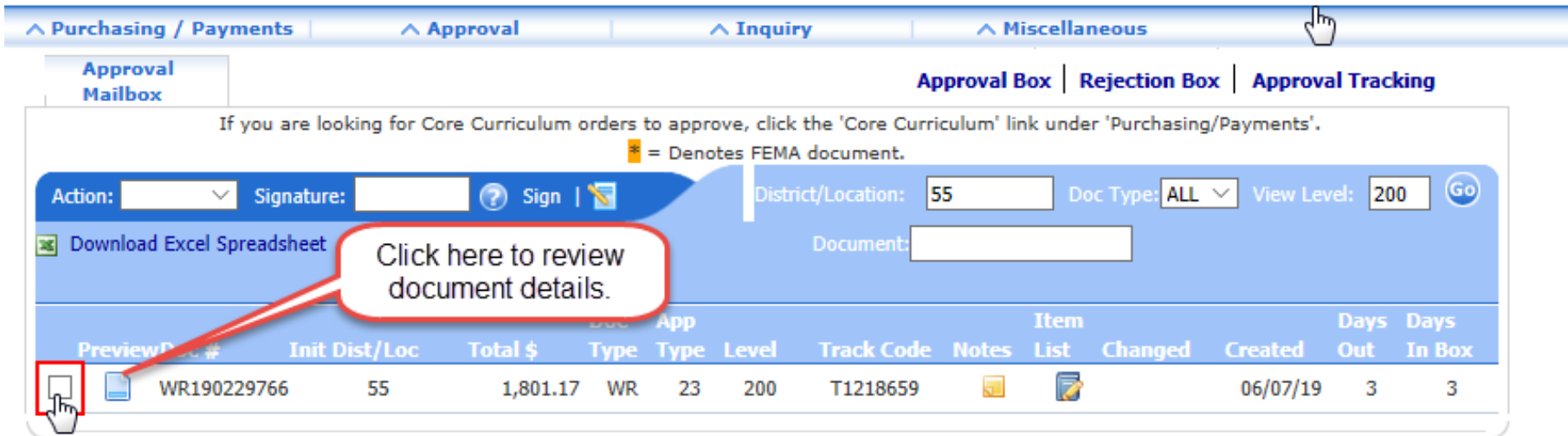
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# Rejecting a PO


You will see a list of all POs pending your approval. You can review POs by clicking the  icon. Then, click the checkbox next to the PO you would like to reject.




## FAMIS Approval Mailbox



Approval Mailbox | Approval Box | Rejection Box | Approval Tracking

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.  
\* = Denotes FEMA document.

Action:  Signature:  Sign |   
District/Location:  Doc Type:  View Level:    
Download Excel Spreadsheet  Document:

Preview	Doc #	Init Dist/Loc	Total \$	Doc Type	App Type	Level	Track Code	Notes	Item List	Changed	Created	Days Out	Days In Box
<input type="checkbox"/>	 WR190229766	55	1,801.17	WR	23	200	T1218659				06/07/19	3	3

# Rejecting a PO

Select 'Reject' from the action dropdown.

## FAMIS Approval Mailbox

Approval Mailbox

Approval Box | Rejection Box | Approval Tracking

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.  
= Denotes FEMA document.

Action:  Sign | District/Location: 55 Doc Type: ALL View Level: 200 Go

Download Signature: [ ] Document: [ ]

Preview	Doc #	Init Dist/Loc	Total \$	Doc Type	App Type	Level	Track Code	Notes	Item List	Changed	Created	Days Out	Days In Box
<input checked="" type="checkbox"/>	WR190229766	55	1,801.17	WR	23	200	T1218659				06/07/19	3	3

# Rejecting a PO

Once you select 'Reject', enter your approval signature and click 'Sign'.

Approval Mailbox

Approval Box | Rejection Box | Approval Tracking

If you are looking for Core Curriculum orders to approve, click the 'Core Curriculum' link under 'Purchasing/Payments'.  
\* = Denotes FEMA document.

Action: **Reject** Signature: [Signature Field] ? Sign | [Sign Icon]

District/Location: 55 Doc Type: ALL View Level: 200 [Go]

Download Excel Spreadsheet Document: [Text Field]

Preview	Doc #	Init Dist/Loc	Total \$	Doc Type	App Type	Level	Track Code	Notes	Item List	Changed	Created	Days Out	Days In Box
<input checked="" type="checkbox"/>	WR190229766	55	1,801.17	WR	23	200	T1218659				06/07/19	3	3

# Rejecting a PO


Click the button to select who you are rejecting the PO back to. This will always be the initiator. You must also type a reason for the PO being rejected.

Rejects Mailbox

Rejected Documents  
▶ WR190229766

Please provide a user to whom to return **each** rejected document and a comment about each rejection. (You must complete this screen for **every** document selected before any of the documents will be rejected.)

WR190229766

	Department	User Name	Level	Status	Activity Date
	55	VELIZ, EVELYN(EVELIZ)	200	INIT	06/07/2019

Comment: You have 924 characters remaining.

# Rejecting a PO

Once you enter a rejection reason, you then click 'Finish Process' to complete the rejection process.

**Rejects Mailbox**

**Rejected Documents**  
▶ WR190229766

Please provide a user to whom to return **each** rejected document and a comment about each rejection.  
(You must complete this screen for **every** document selected before any of the documents will be rejected.)

**WR190229766**

	Department	User Name	Level	Status	Activity Date
<input checked="" type="radio"/>	55	VELIZ, EVELYN(EVELIZ)	200	INIT	06/07/2019

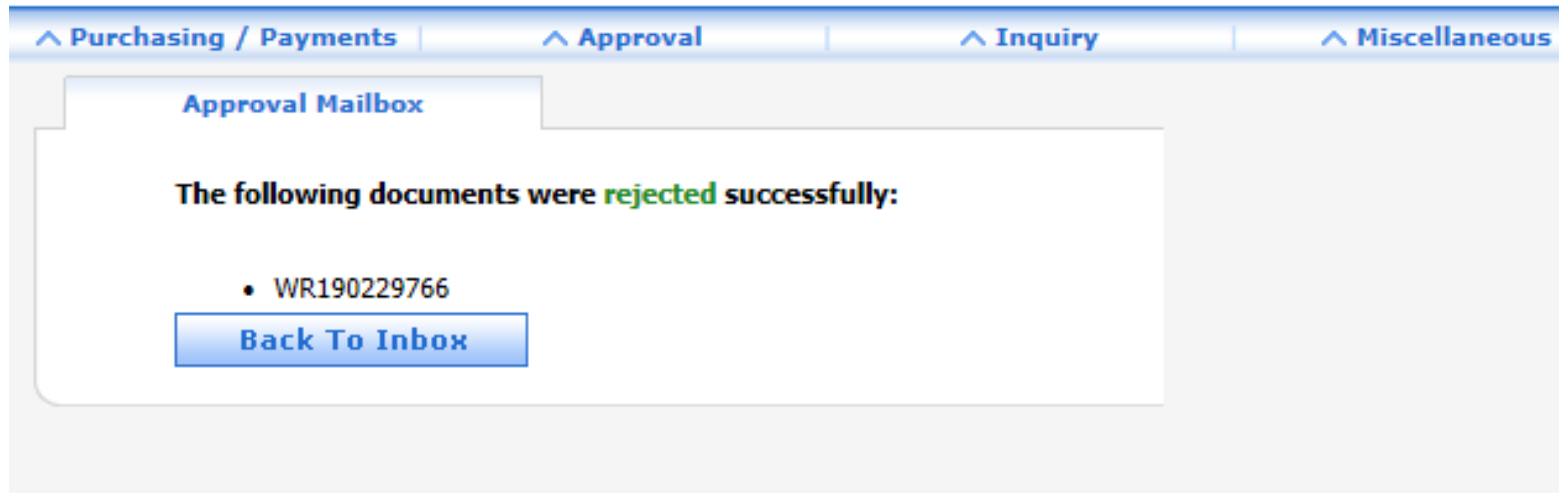
**Comment:** You have 924 characters remaining.

Please update quantity of textbooks, we need 34 not 40.

# Rejecting a PO

You will receive a notice that the document was rejected successfully.

## FAMIS Approval Mailbox



The screenshot displays the FAMIS Approval Mailbox interface. At the top, there are four tabs: "Purchasing / Payments", "Approval", "Inquiry", and "Miscellaneous". The "Approval" tab is selected. Below the tabs, the "Approval Mailbox" section is visible. It contains a message stating "The following documents were **rejected** successfully:" followed by a bulleted list containing the document ID "WR190229766". Below the list is a blue button labeled "Back To Inbox".