How to Approve/Reject a PO in FAMIS

Division of Financial Operations and Information Systems (DFOIS)
Approving a PO

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

Select ‘Approve’ from the action dropdown.
How to Create a Signature in FAMIS

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’.

[Diagram of the approval process with a green highlighted 'Approve' box and a red 'Sign' button, with an Excel spreadsheet displaying document details: Doc # WR190229766, Dist/Location 55, Total $1,801.17, Doc Type WR, App Type 23, Level 200, Track Code T1218659, Created 06/07/19, Days Out 3, Days In Box 3.]
Approving a PO

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

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

FAMIS News!

11/01: The Ability To Decrease Or Cancel An Open Rolled Pre Encumbrance and 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

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

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.
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

Click here to review document details.
Rejecting a PO

Select ‘Reject’ from the action dropdown.
Once you select ‘Reject’, enter your approval signature and click ‘Sign’.
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.
Rejecting a PO

Once you enter a rejection reason, you then click ‘Finish Process’ to complete the rejection process.
Rejecting a PO

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

Filename: nps-approvals_ADA.pdf
Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]
Organization:

Summary

The checker found no problems in this document.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 1
- Passed: 29
- Failed: 0