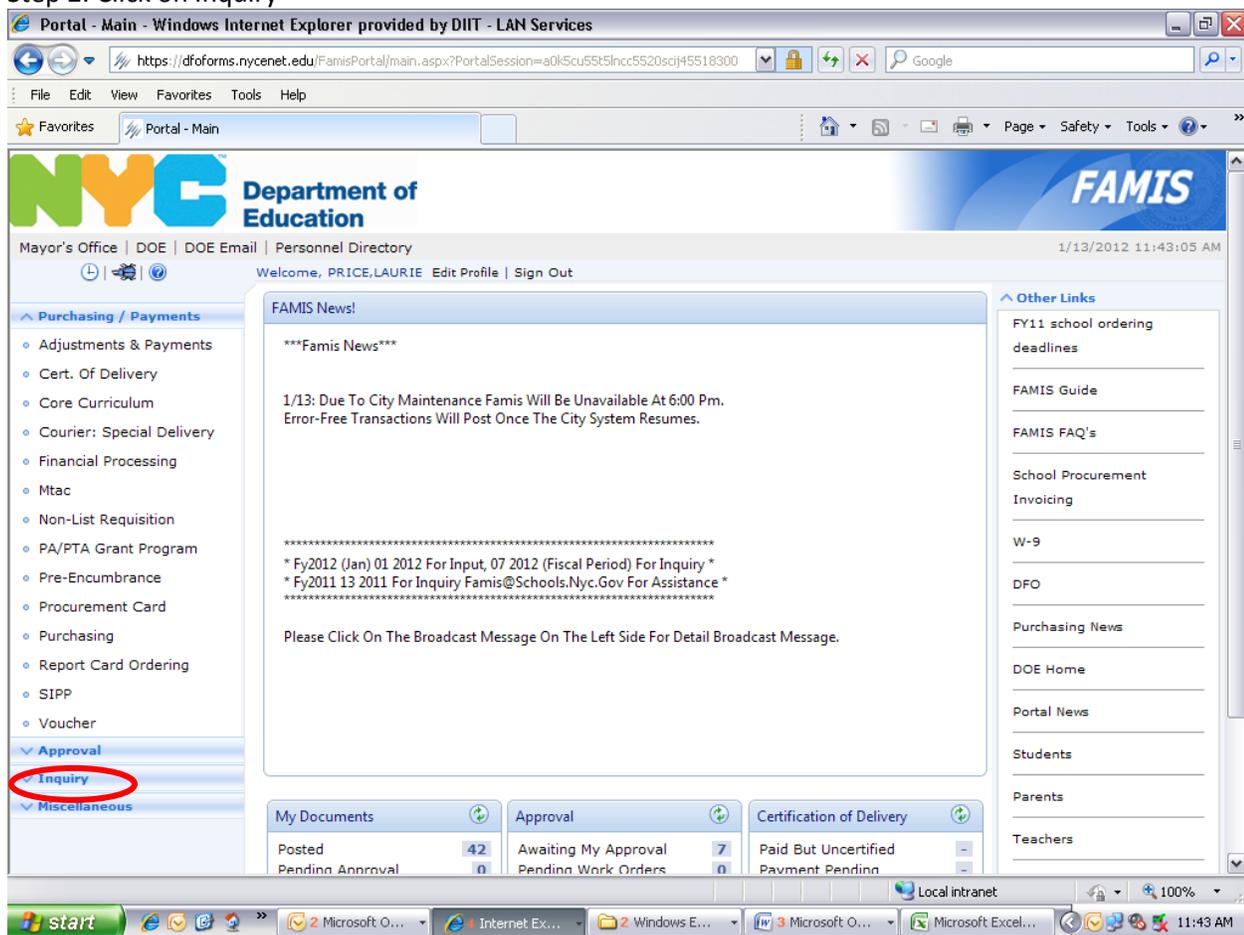


Below are step-by-step instructions on how to certify a Purchase Order (PO). This should be done for EACH PO, once the items have been received. Certifying the PO facilitates payment to vendors. If payment is not made to the vendor through the FAMIS system, vendors will be referred directly to the school for alternate form of payment.

Step 1: Log into FAMIS (please refer to the [NYSTL Allocation Memo](#) for information about logging on, gaining accounts, etc.)

Step 2: Click on Inquiry



Step 3: Click on Document Inquiry

The screenshot shows a web browser window displaying the NYC Department of Education FAMIS portal. The browser's address bar shows the URL: <https://dfoforms.nycenet.edu/FamisPortal/main.aspx?PortalSession=a0k5cu55t5lncc5520scij45518300>. The page header includes the NYC Department of Education logo and the text "FAMIS". Below the header, there is a navigation menu with the following items: "Purchasing / Payments", "Approval", "Inquiry", "Document Inquiry" (circled in red), "Open Document Inquiry", "Spending Plan Inquiry", "Vendor Inquiry", and "Miscellaneous". The main content area displays "FAMIS News!" with a message: "1/13: Due To City Maintenance Famis Will Be Unavailable At 6:00 Pm. Error-Free Transactions Will Post Once The City System Resumes." Below the news, there are three summary boxes: "My Documents" (Posted: 42, Pending Approval: 0), "Approval" (Awaiting My Approval: 7, Pending Work Orders: 0), and "Certification of Delivery" (Paid But Uncertified: -, Payment Pending: -). The right sidebar contains "Other Links" such as "FY11 school ordering deadlines", "FAMIS Guide", "FAMIS FAQ's", "School Procurement Invoicing", "W-9", "DFO", "Purchasing News", "DOE Home", "Portal News", "Students", "Parents", and "Teachers". The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, Internet Explorer, Windows Explorer, Microsoft Office, Microsoft Excel), and the system clock showing 11:44 AM on 1/13/2012.

Step 4: Enter in your Document number (the PO number, which will start with WR). Click Inquire.

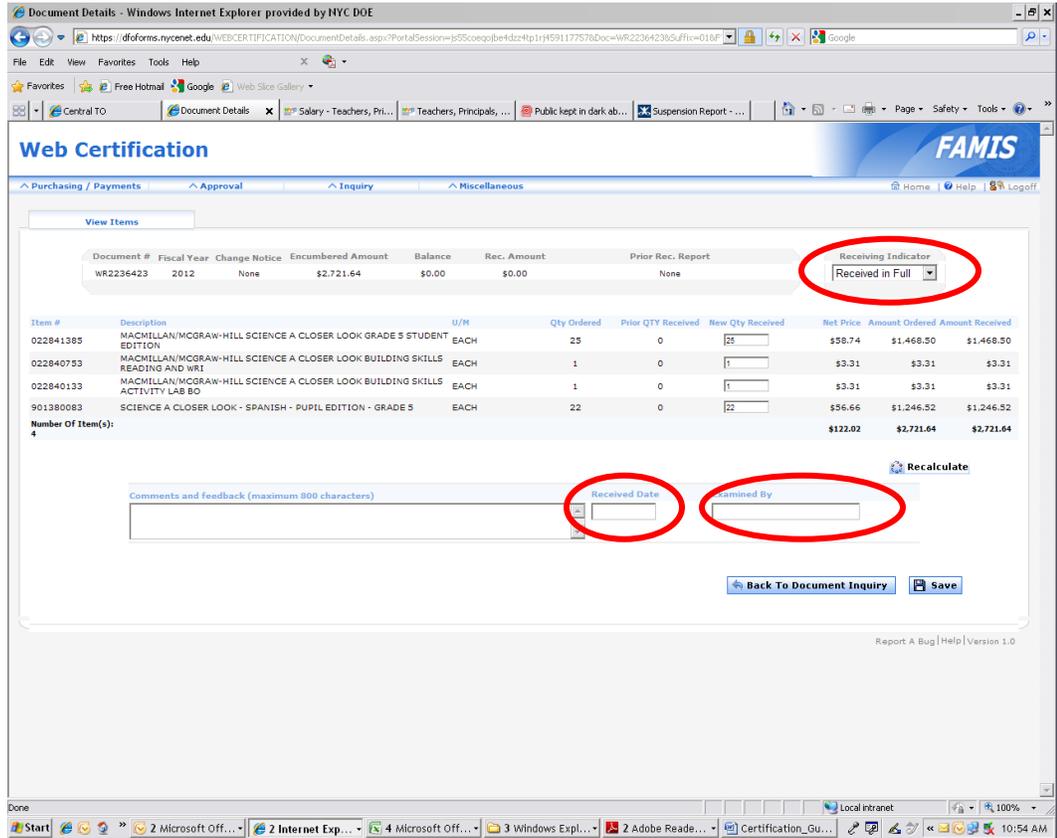
Please note that the suffix "01" or "02" at the end of the PO number must be entered into the 2nd, smaller box.

The screenshot shows the 'Document Inquiry' web application. At the top, there are navigation tabs for 'Purchasing / Payments', 'Approval', 'Inquiry', and 'Miscellaneous'. Below these are radio buttons for 'Document #', 'Check #', 'Contract #', and 'Invoice #'. The 'Document #' radio button is selected. Below the radio buttons is a search area with a text input field labeled 'Document #:', a smaller empty input field, and an 'Inquire' button. This search area is circled in red. To the right of the 'Inquire' button are 'Prior' and 'Next' buttons. Below the search area is a grid of data entry fields for various document details, including 'Posted By:', 'Fiscal Year:', 'Third Party Vendor:', 'Vendor #:', 'Doc Reference:', 'Invoice Date:', 'Quick Code:', 'Activity Code:', 'Start Date:', 'Cert. Ind.:', 'Posted Date:', 'Contract #:', 'Single Check Payment:', 'Vendor Name:', 'Cont/Check #:', 'Invoice #:', 'Object Code:', 'Program Reporting Code:', 'End Date:', 'Cert. Amount:', 'Posted Time:', 'Trans Code:', 'Hold Check Indicator:', 'Trans Desc:', 'Bank #:', and 'Location Code:'. Below the data entry fields is a summary table with columns for 'Post Date', 'Period', 'T/C', 'Document No.', 'Check No.', 'Bank No.', 'Due Date', 'Description', and 'Amount'. The summary table shows 'Original Amt:', 'Adjustments:', 'Liquidations:', 'Balance:', and 'Payments:' with dollar signs. At the bottom of the browser window, the Windows taskbar is visible with the Start button and several open applications.

Step 5: Click Certify Document

The screenshot shows the 'Document Inquiry' page in a Windows Internet Explorer browser. The page title is 'Document Inquiry - Windows Internet Explorer provided by DIIT - LAN Services'. The URL is 'https://dfoforms.nycenet.edu/DOCINQUIRY/DocInquiry.aspx?PortalSession=a0k5cu55t5lnc5520scij455'. The page features a navigation bar with tabs for 'Purchasing / Payments', 'Approval', 'Inquiry', and 'Miscellaneous'. Below the navigation bar, there are radio buttons for 'Document #', 'Check #', 'Contract #', and 'Invoice #'. A message states: 'This document was rolled into the next fiscal year. Click Here to display the rolled balances.' Below this message, the document number 'WR1245837 01' is displayed, along with buttons for 'Inquire', 'Prior', 'Next', and 'View Notepad'. A detailed information section follows, including fields for 'Posted By: BROWN,TSEHAIA', 'Posted Date: 04/18/2011', 'Posted Time: 11:20 AM', 'Fiscal Year: 2011', 'Contract #: 7000642', 'Trans Code: 302', 'Third Party Vendor', 'Single Check Payment', 'Hold Check Indicator', 'Vendor #: PRE105000 01', 'Vendor Name: PEARSON EDUCATION, INC.', 'Trans Desc: ECATALOG-ITEM-DRIVEN', 'Doc Reference', 'Cont/Check #: 7000642', 'Check Fee', 'Bank #:', 'Invoice Date', 'Invoice #:', 'Quick Code: 84002129', 'Object Code: 0337', 'Location Code: K538', 'Activity Code: 0000', 'Program Reporting Code', 'Start Date: 04/15/2011', 'End Date: 04/15/2011', 'UOA: 474', and 'Cert. Ind: Not Received'. The 'Certify Document' button is circled in red. Below this section is a table with columns for 'View Details', 'View Summary', 'Post Date', 'Period', 'T/C', 'Document No.', 'Check No.', 'Bank No.', 'Due Date', 'Description', and 'Amount'. The table contains financial data: Original Amt: \$ 2,058.70, Adjustments: \$ -2,058.70, Liquidations: \$.00, Balance: \$.00, and Payments: \$.00. The browser's taskbar at the bottom shows the start button, several open applications (Microsoft Office, Internet Explorer, Windows Explorer, Microsoft Office, Microsoft Excel), and the system clock at 11:49 AM.

Step 5 (Continued): Certify



Choose Received in Full, Partially Received, or Not Received. If partially received, you will be asked to fill in the quantity received.

Enter in the date the materials were received, and the name of who examined the materials.

Press Save.

Repeat this process for all PO's created during the fiscal year.