USING FAMIS FOR PURCHASING AND PAYMENTS

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USING FAMIS FOR PURCHASING AND PAYMENTS

WAS PRODUCED BY

THE DIVISION OF FINANCIAL OPERATIONS

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I. INTRODUCTION

FAMIS is an acronym for:

Financial **A**ccounting **M**anagement **I**nformation **S**ystem

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 purpose of this guide is to familiarize you with the basic information that every **FAMIS** user needs to know to successfully navigate the system. This includes instructions to log on and off, and how to “drive” in **FAMIS.** Although there are many screens that could be used for purchasing and payments, this guide introduces the user to only the initial screen under each of the following titles/subtitles:

- **Purchasing and Payments**
  - Procurement Card
  - Purchase Order
  - Non-List Requisitions
  - SIPP (Formerly Imprest Fund)
  - Adjustments and Payments
- **Inquiry**
  - Spending Plan Inquiry
  - Document Inquiry
  - Open Document Inquiry
  - Vendor Inquiry
- **Approval**
  - Approval Box
  - Rejection Box
  - Approval Tracking
- **Miscellaneous**
- Broadcast Message

Subsequent screens are accessed only after inputting required data. Of course help is always available by simply pressing the Help ? key. Detailed information on the initial screen and all subsequent screens is always a click away.

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:

- Allow users to save their in-process financial transactions (Purchase Orders, SIPP, etc).
- Pre-encumbrances for Full Value Contracts/Proceed Notices.
- Online Certification of Delivery.
- Employee Reimbursement.
- Approval Process enhancements.

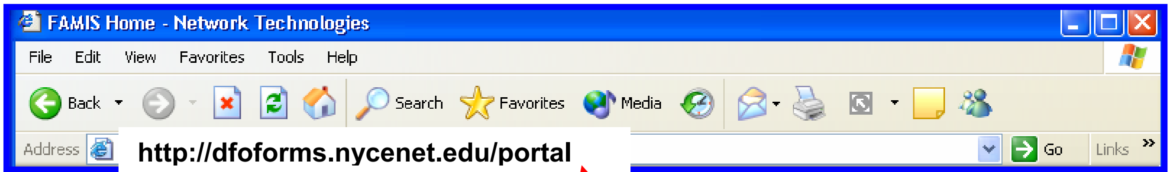
We are anxious for you to make suggestions for improvements or call attention to a particular concern. If you would like to make comments please contact the individual named below.

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

Richard Carlo, Deputy Administrator – Fiscal Affairs
Division of Financial Operations
65 Court Street
Room 1001
Brooklyn, NY 11201
(718) 935-2841
RCarlo@nycboe.net

II. LOGGING ON and HOME PAGE

SCREEN 1



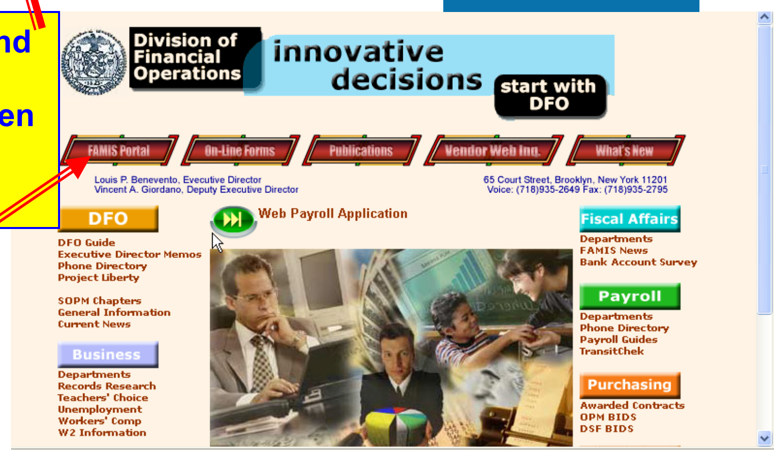
STEP 1

To access the "FAMIS Portal for Purchasing and Payments," simply enter this URL into your internet browser and then click on "Go." Screen 2 will open. You may want to save this URL in your "Favorites" folder.

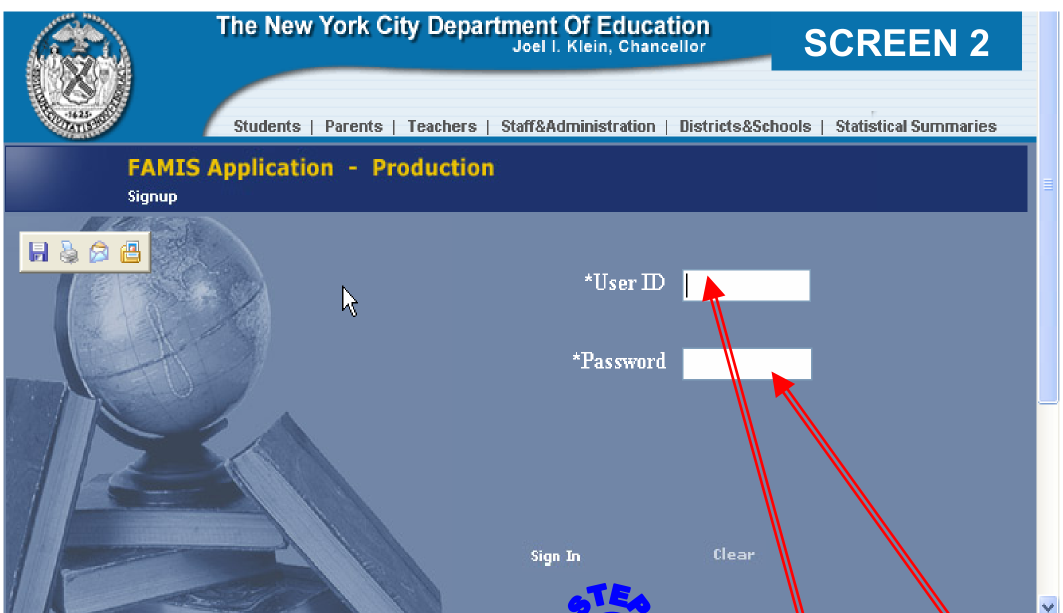
OR

Go to the website of the Division of Financial Operations (DFO) at: www.nycenet.edu/dfo. Click on "FAMIS Portal."

SCREEN 1A



SCREEN 2



STEP 2

Type your User ID and Password here.

Your Name Appears Here

welcome to FAMIS

SCREEN 3

FAMIS

Sign Out

- **Purchasing & Payments**
  - Procurement Card
  - Purchase Order
  - Non-list Requisition
  - SIPP- Formerly Imprest
  - Adjustments & Payments
- **Inquiry**
  - Spending Plan Inquiry
  - Document Inquiry
  - Open Document Inquiry
  - Vendor Inquiry
- **Approval**
  - Approval Box
  - Rejection Box
  - Approval Tracking
- **Miscellaneous**
  - Broadcast Message

STEP 3

From this page, by pointing and clicking you can navigate the entire FAMIS site. By HOLDING the cursor over any of the titles or subtitles you will be able to view a short description of the highlighted section.

STEP 4

By CLICKING on a subtitle, a screen will open allowing you to complete necessary information.

In steps 5 through 21 on pages 8 through 18 facsimiles of screens 4 through 20 will be displayed showing the results of when you HOLD the cursor over any title or subtitle.

In steps 25 through 38 on pages 21 through 50 facsimiles of screens 23 through 35 will be displayed showing what happens when you CLICK a subsection. From these screens you will be asked to input specific information.

IMPORTANT NOTE:

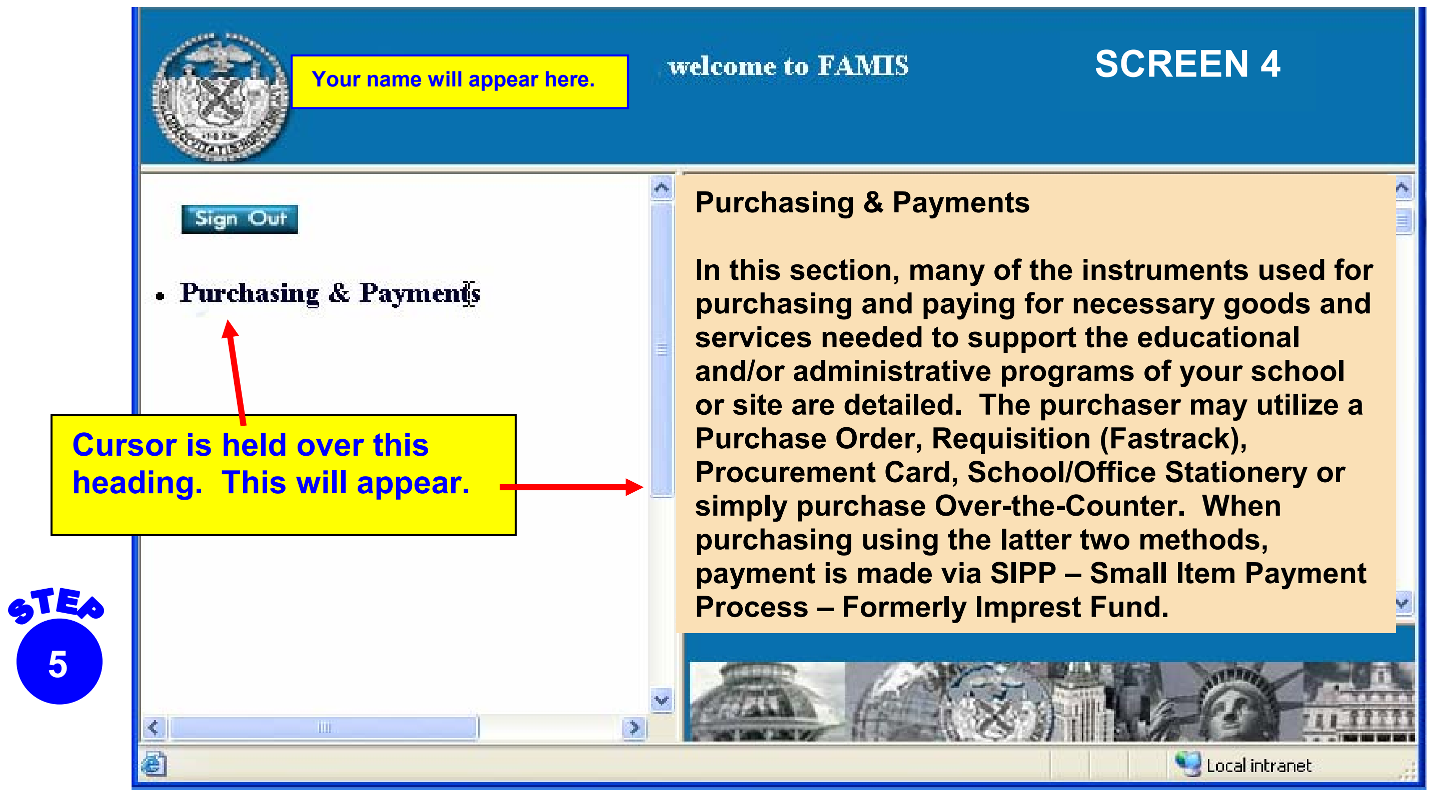
For the purpose of this guide, ONLY THE INITIAL SCREEN WILL BE DISPLAYED. After inputting required information on this screen, additional screens will open.

Although only the initial screen is displayed, the

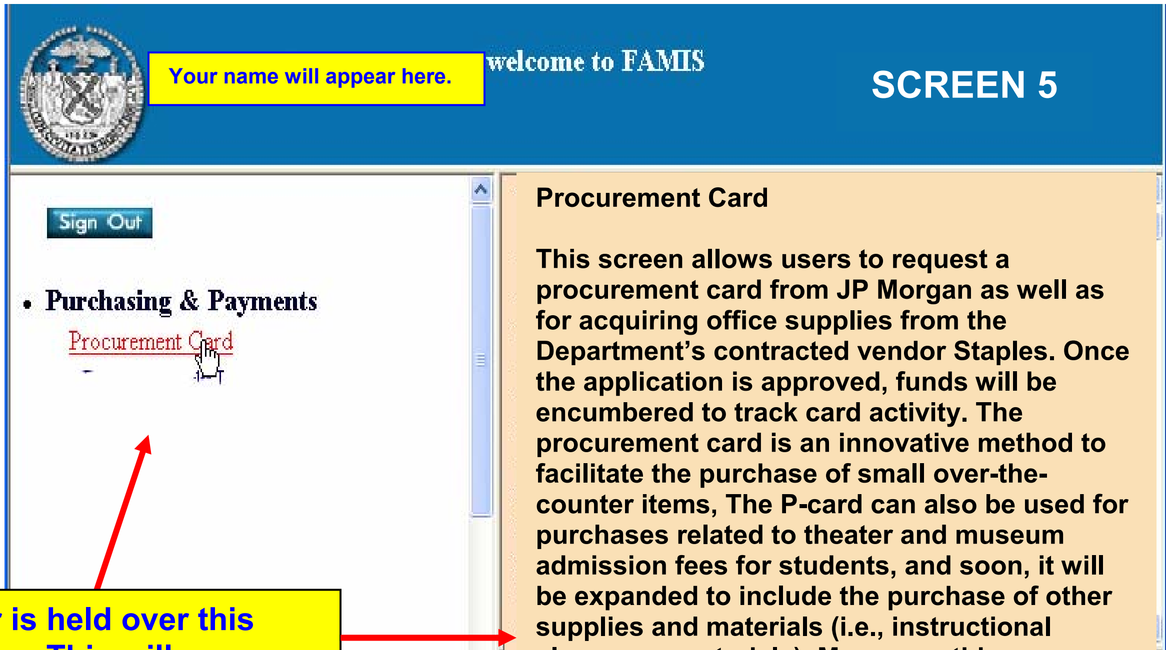
Help

section will provide valuable information required to navigate ALL screens in that section.

III. DETAILS OF EACH SECTION



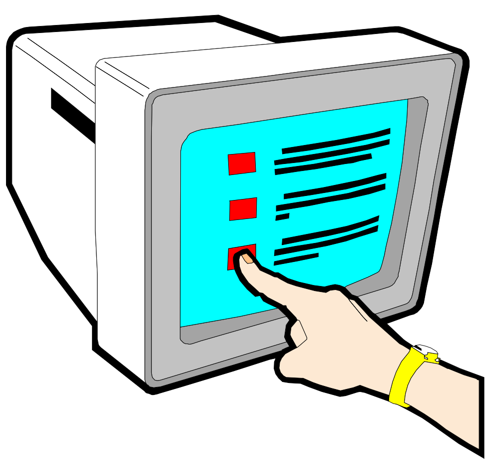
STEP 6

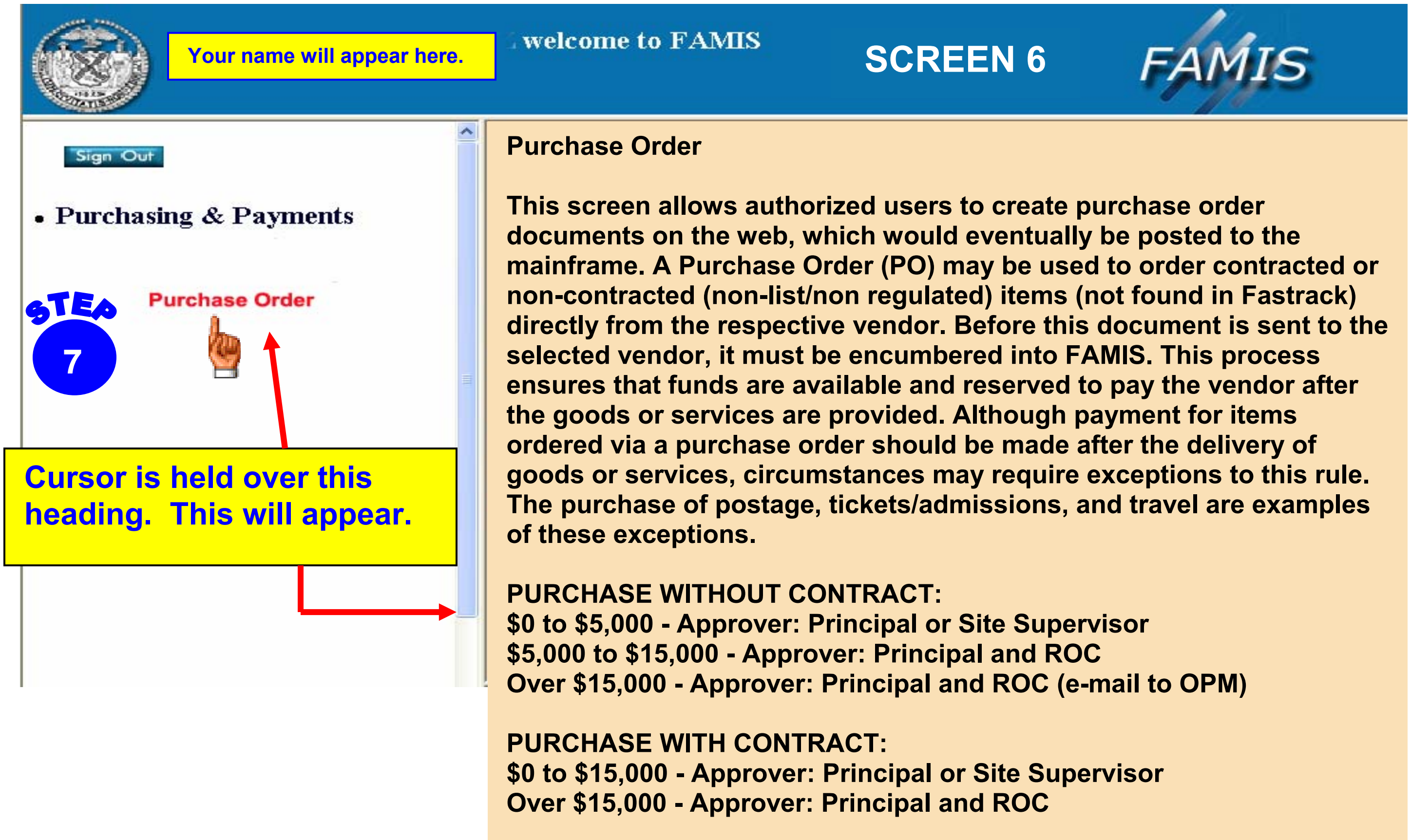


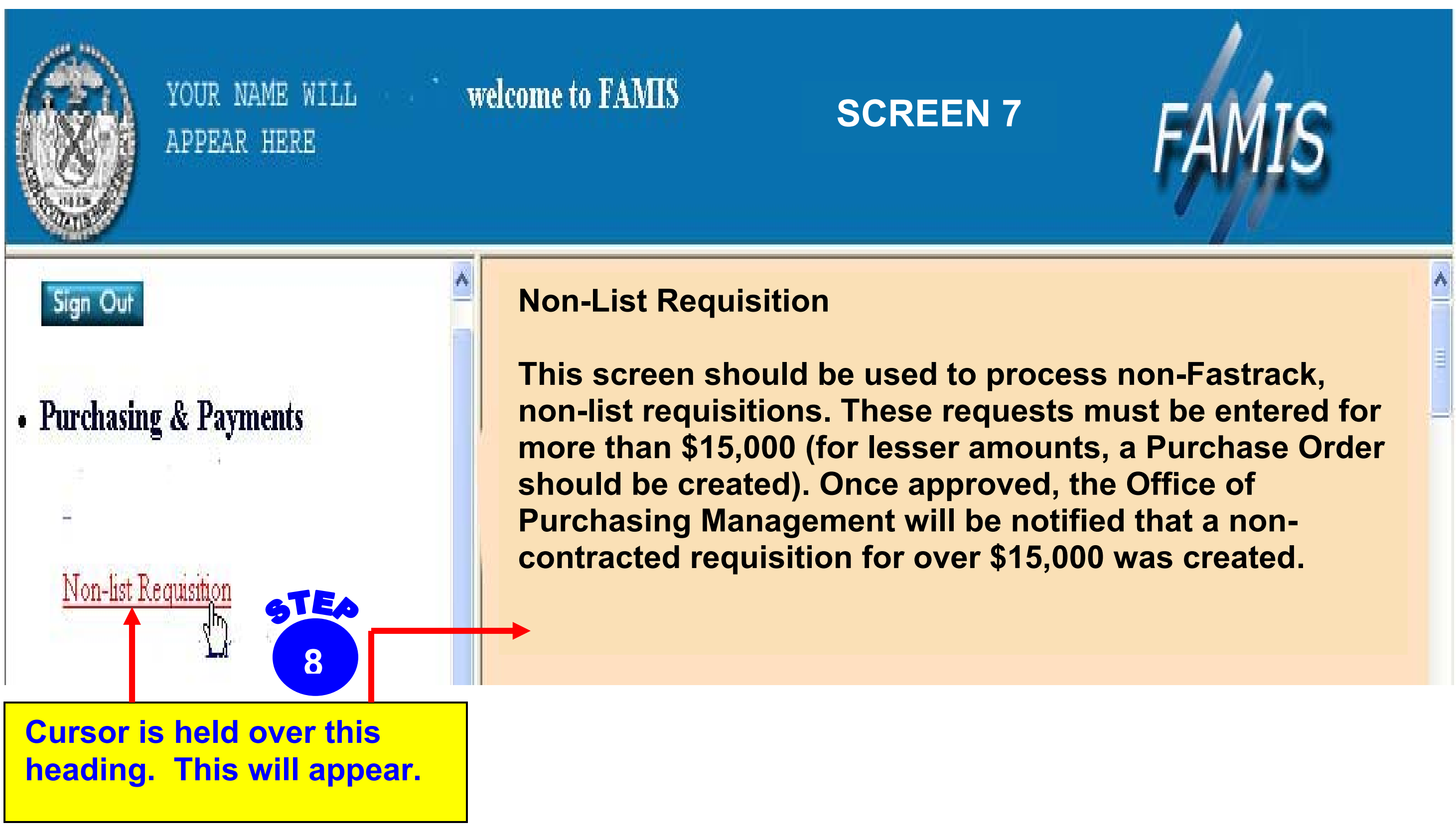
Cursor is held over this heading. This will appear.

Procurement Card

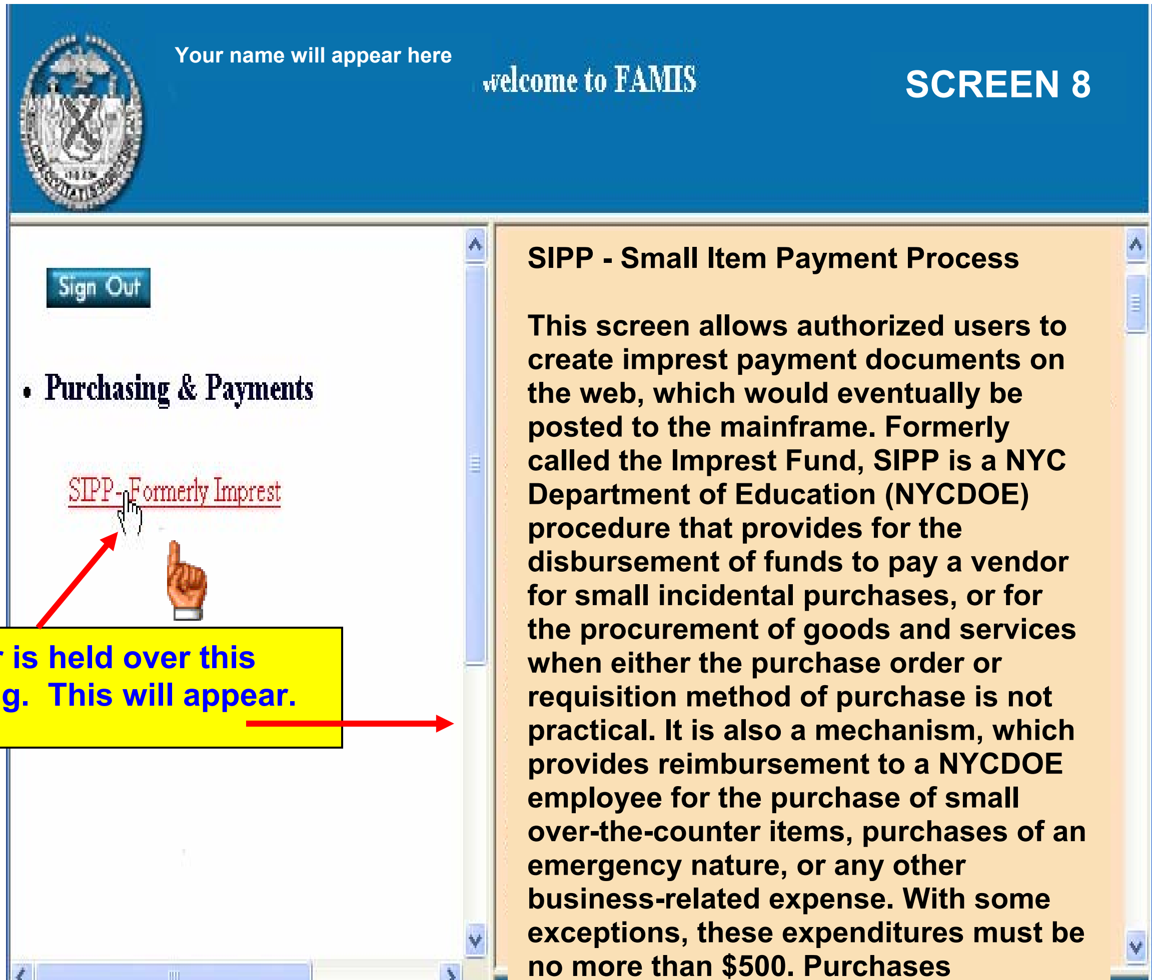
This screen allows users to request a procurement card from JP Morgan as well as for acquiring office supplies from the Department's contracted vendor Staples. Once the application is approved, funds will be encumbered to track card activity. The procurement card is an innovative method to facilitate the purchase of small over-the-counter items, The P-card can also be used for purchases related to theater and museum admission fees for students, and soon, it will be expanded to include the purchase of other supplies and materials (i.e., instructional classroom materials). Moreover, this new purchasing method allows schools to purchase supplies faster while reducing out-of-pocket expenses related to reimbursement activities (i.e., SIPP [imprest fund transactions]). Vendors will also benefit by speedier payment. An enrollment application must be completed to participate in the program. Completed applications may be submitted electronically to the ROC to encumber funds prior to the issuance of cards. The applicant will receive the P-Card directly from JP Morgan Chase Bank.




Your name will appear here.
welcome to FAMIS
SCREEN 6
FAMIS
Sign Out
• Purchasing & Payments
STEP
7
Purchase Order
Cursor is held over this heading. This will appear.
Purchase Order
This screen allows authorized users to create purchase order documents on the web, which would eventually be posted to the mainframe. A Purchase Order (PO) may be used to order contracted or non-contracted (non-list/non regulated) items (not found in Fastrack) directly from the respective vendor. Before this document is sent to the selected vendor, it must be encumbered into FAMIS. This process ensures that funds are available and reserved to pay the vendor after the goods or services are provided. 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 $5,000 - Approver: Principal or Site Supervisor
$5,000 to $15,000 - Approver: Principal and ROC
Over $15,000 - Approver: Principal and ROC (e-mail to OPM)
PURCHASE WITH CONTRACT:
$0 to $15,000 - Approver: Principal or Site Supervisor
Over $15,000 - Approver: Principal and ROC


YOUR NAME WILL APPEAR HERE
welcome to FAMIS
SCREEN 7
FAMIS
Sign Out
• Purchasing & Payments
Non-list Requisition
STEP
8
Non-List Requisition
This screen should be used to process non-Fastrack, non-list requisitions. These requests must be entered for more than $15,000 (for lesser amounts, a Purchase Order should be created). Once approved, the Office of Purchasing Management will be notified that a non-contracted requisition for over $15,000 was created.
Cursor is held over this heading. This will appear.

STEP 9

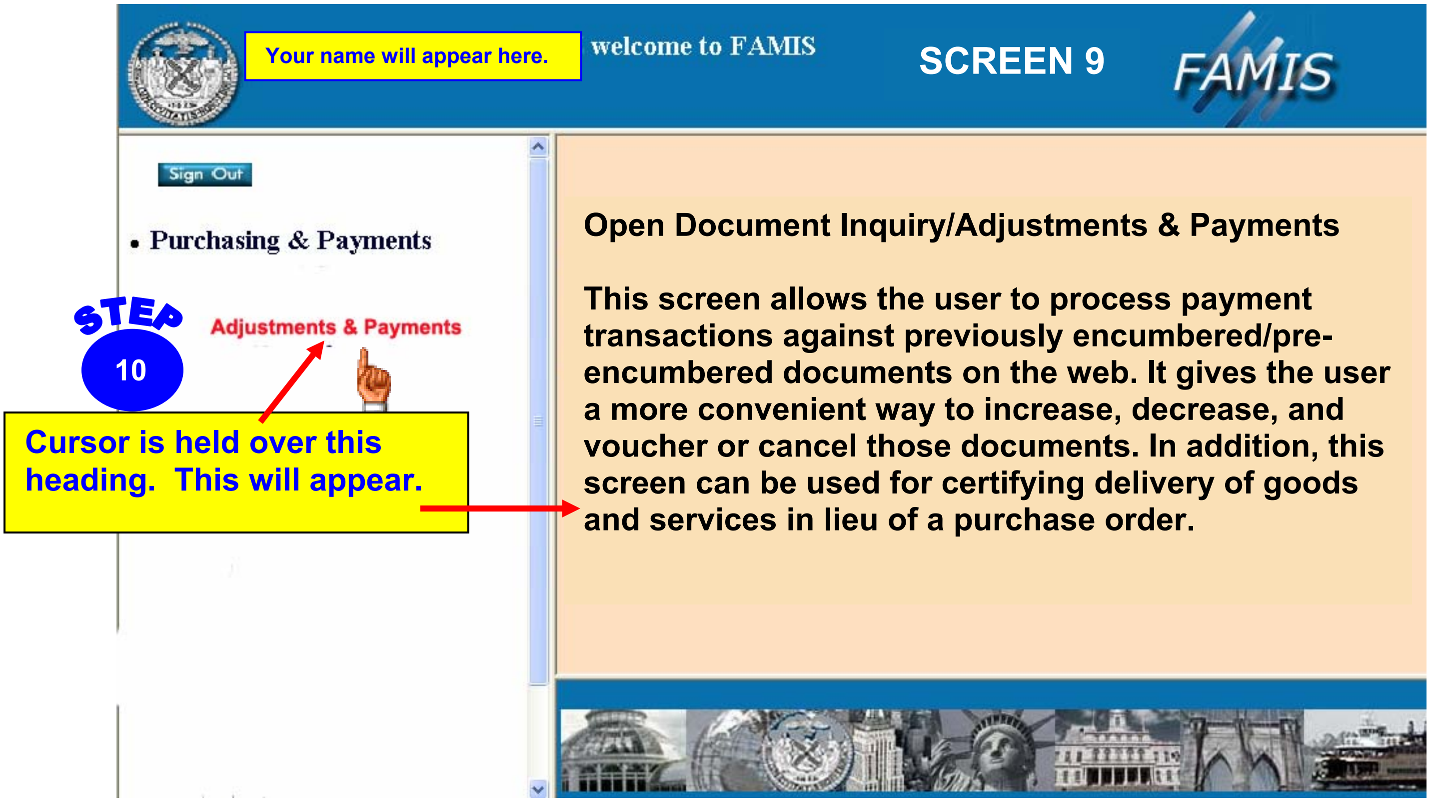


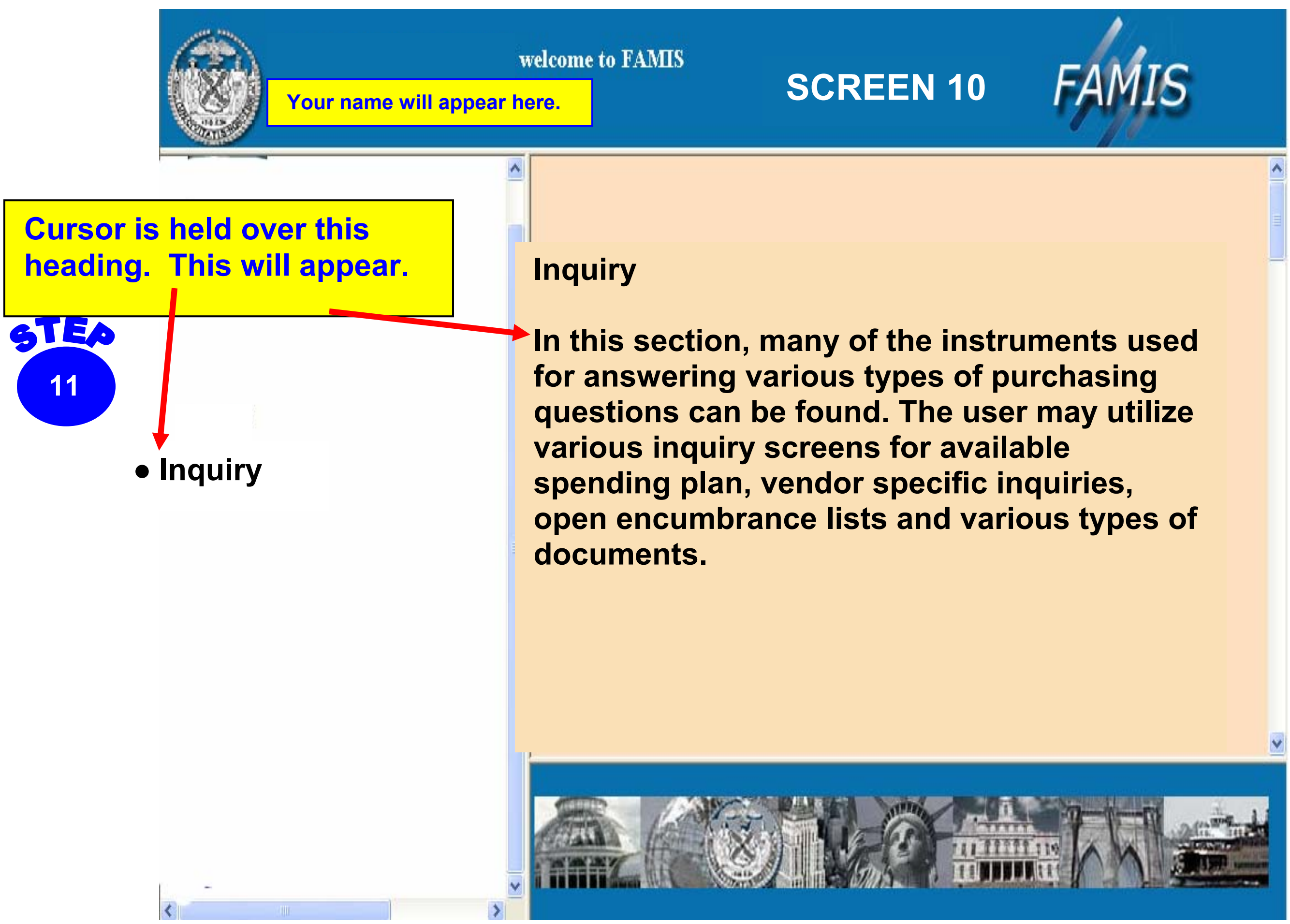
SIPP - Small Item Payment Process

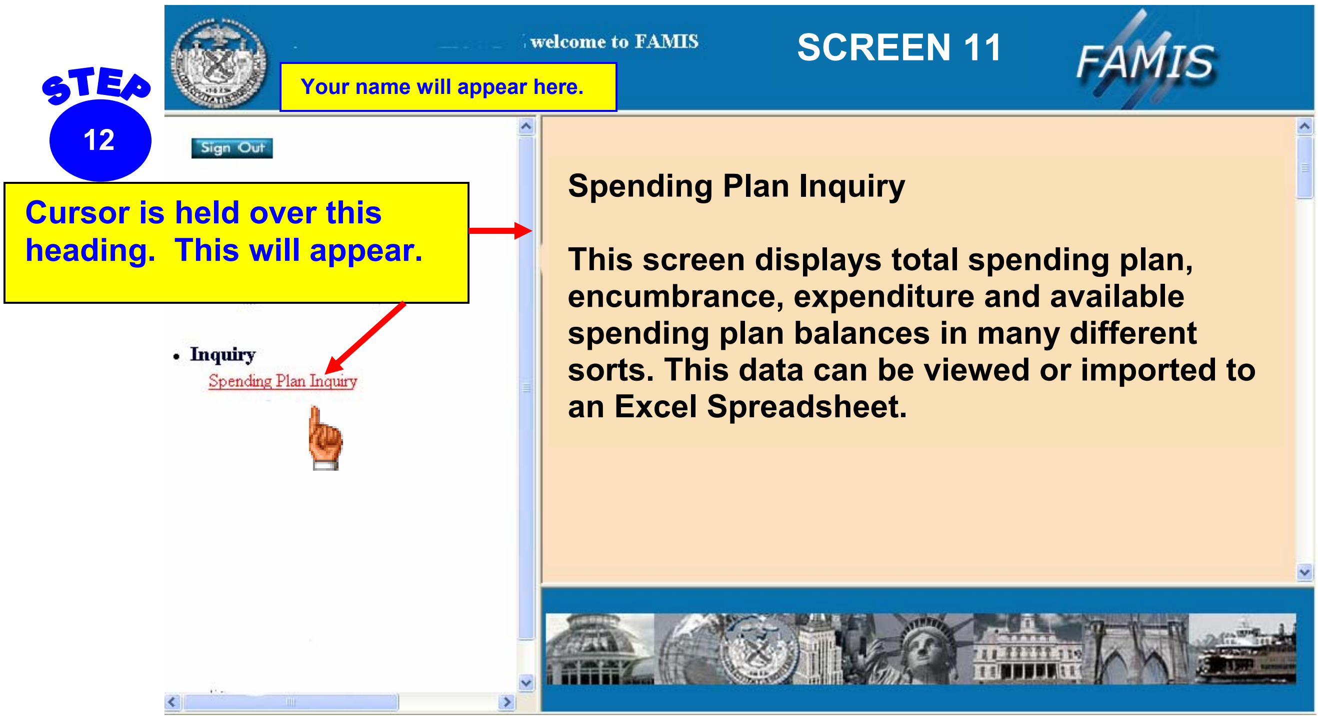
This screen allows authorized users to create imprest payment documents on the web, which would eventually be posted to the mainframe. Formerly called the Imprest Fund, SIPP is a NYC Department of Education (NYCDOE) procedure that provides for the disbursement of funds to pay a vendor for small incidental purchases, or for the procurement of goods and services when either the purchase order or requisition method of purchase is not practical. It is also a mechanism, which provides reimbursement to a NYCDOE employee for the purchase of small over-the-counter items, purchases of an emergency nature, or any other business-related expense. With some exceptions, these expenditures must be no more than $500. Purchases exceeding $250 require bidding. 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.

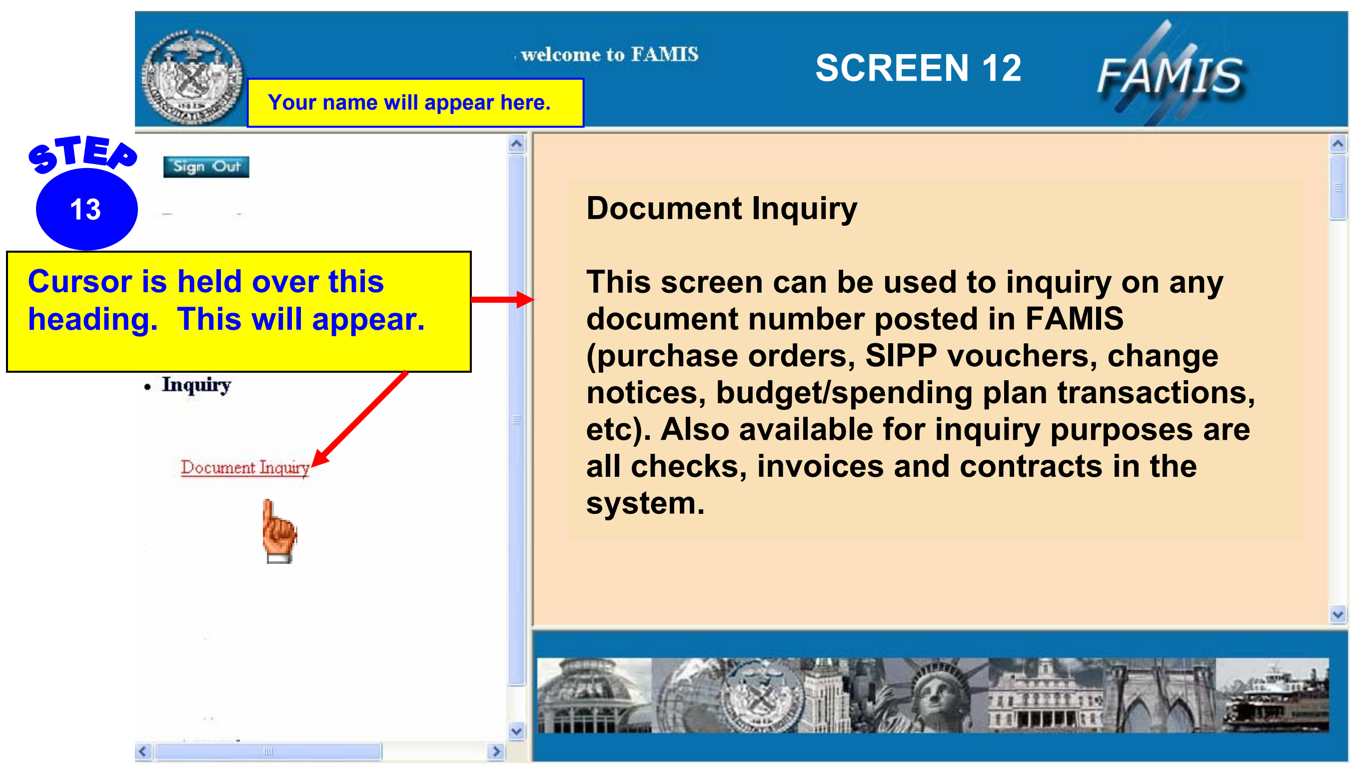
SMALL ITEM PAYMENT PROCESS:
$0 to $500 - Approver: Principal
$500 to $2500 - Approver: Principal and ROC
$2500 to $5,000 - Approver: Principal, ROC and DFO

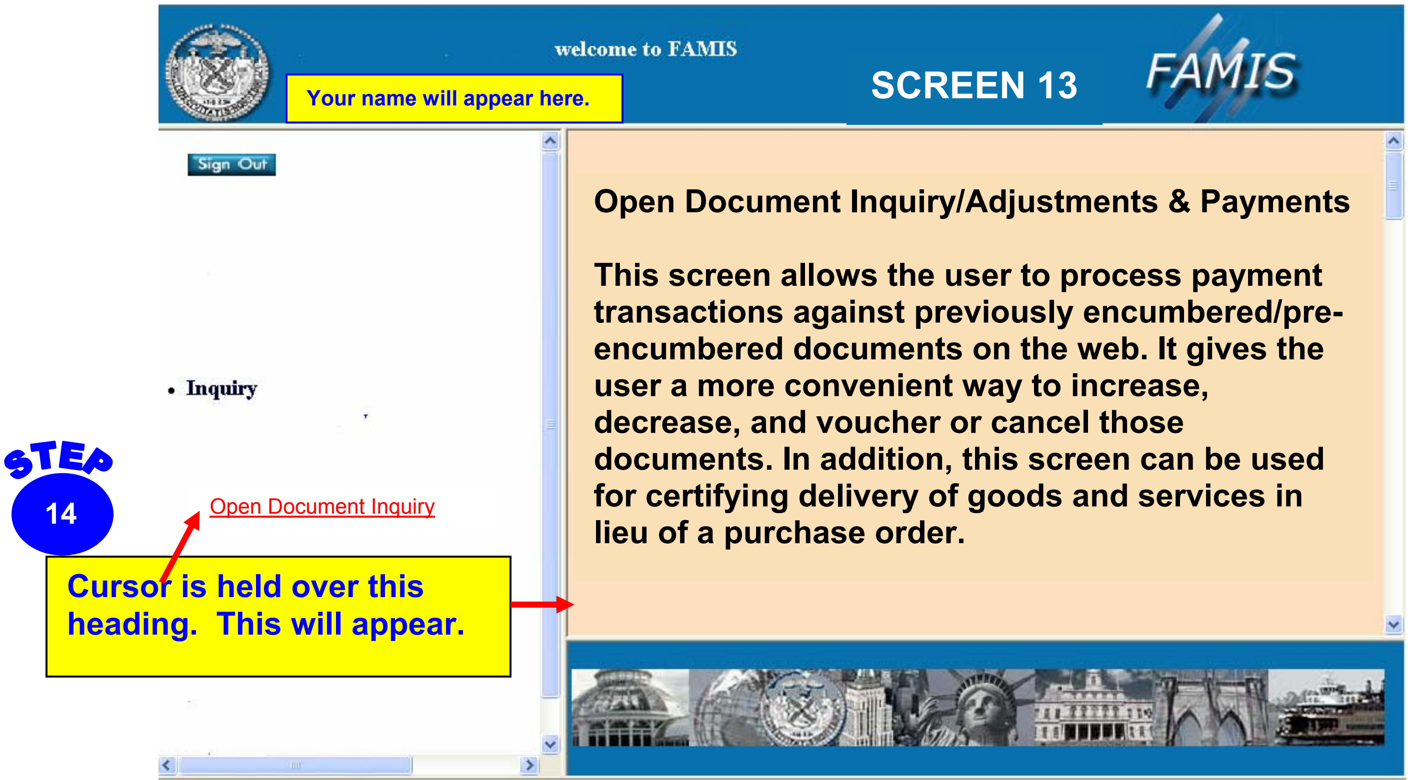
Cursor is held over this heading. This will appear.

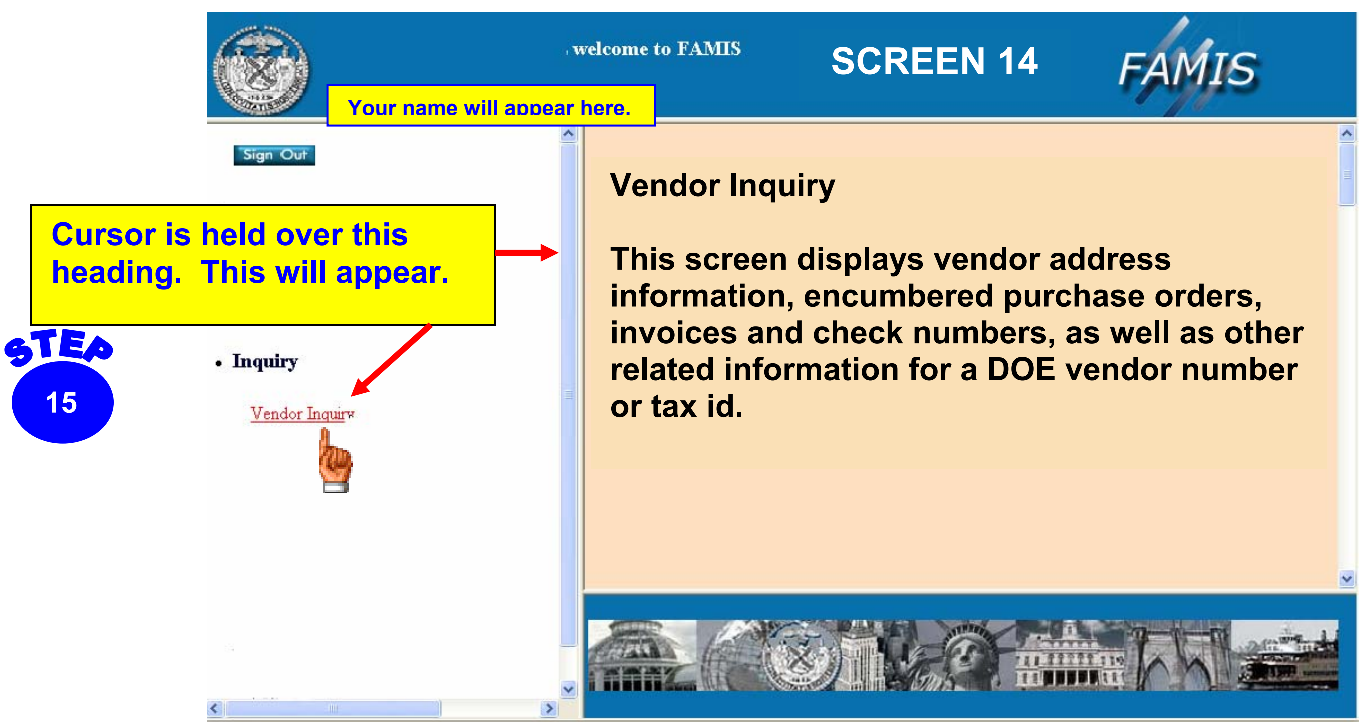

Your name will appear here.
welcome to FAMIS
SCREEN 9
FAMIS
Sign Out
Purchasing & Payments
STEP 10
Adjustments & Payments
Cursor is held over this heading. This will appear.
Open Document Inquiry/Adjustments & Payments
This screen allows the user to process payment transactions against previously encumbered/pre-encumbered documents on the web. It gives the user a more convenient way to increase, decrease, and voucher or cancel those documents. In addition, this screen can be used for certifying delivery of goods and services in lieu of a purchase order.

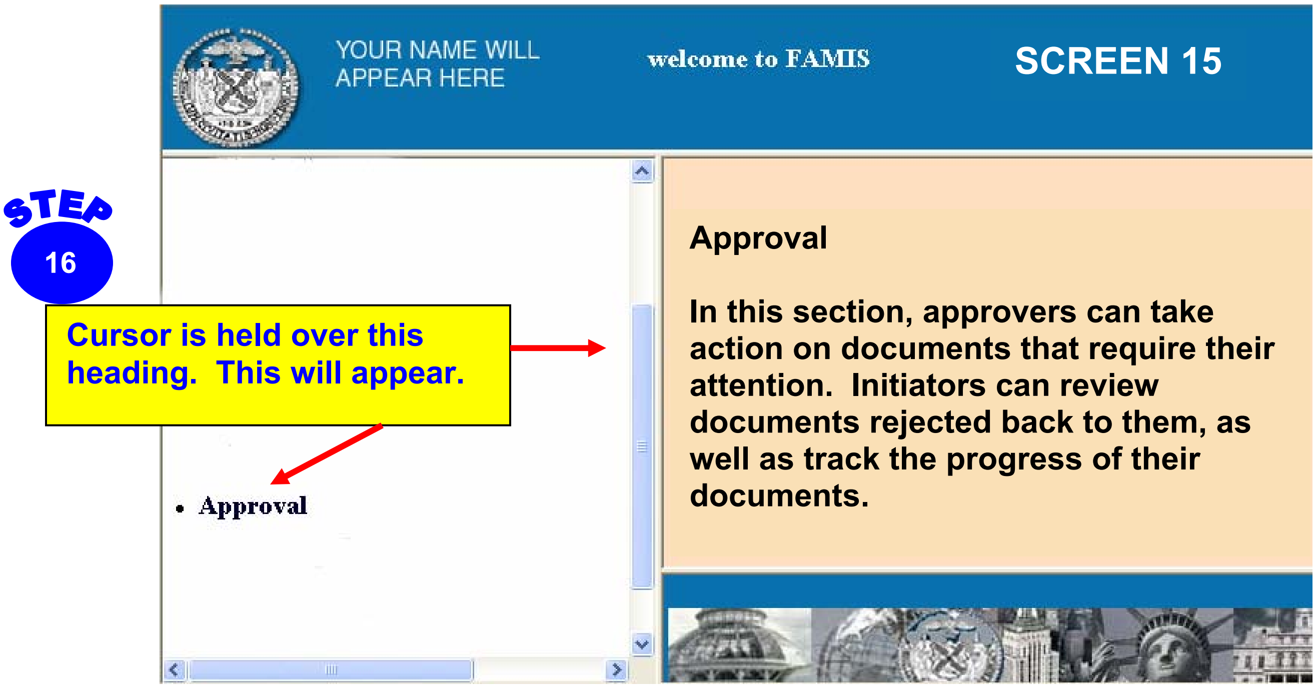

welcome to FAMIS
Your name will appear here.
SCREEN 10
FAMIS
Cursor is held over this heading. This will appear.
STEP 11
Inquiry
Inquiry
In this section, many of the instruments used for answering various types of purchasing questions can be found. The user may utilize various inquiry screens for available spending plan, vendor specific inquiries, open encumbrance lists and various types of documents.

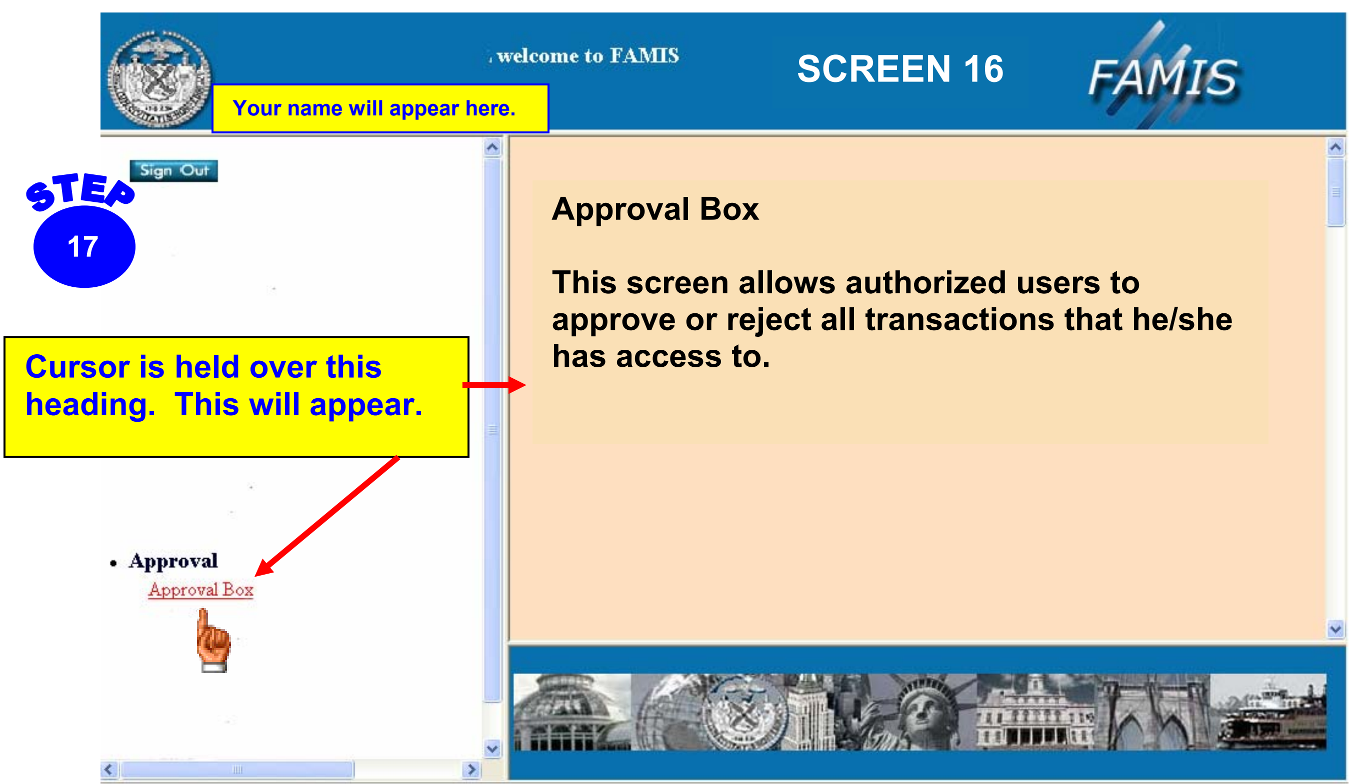

welcome to FAMIS
SCREEN 11
FAMIS
Your name will appear here.
STEP
12
Sign Out
Cursor is held over this heading. This will appear.
• Inquiry
Spending Plan Inquiry
Spending Plan Inquiry
This screen displays total spending plan, encumbrance, expenditure and available spending plan balances in many different sorts. This data can be viewed or imported to an Excel Spreadsheet.

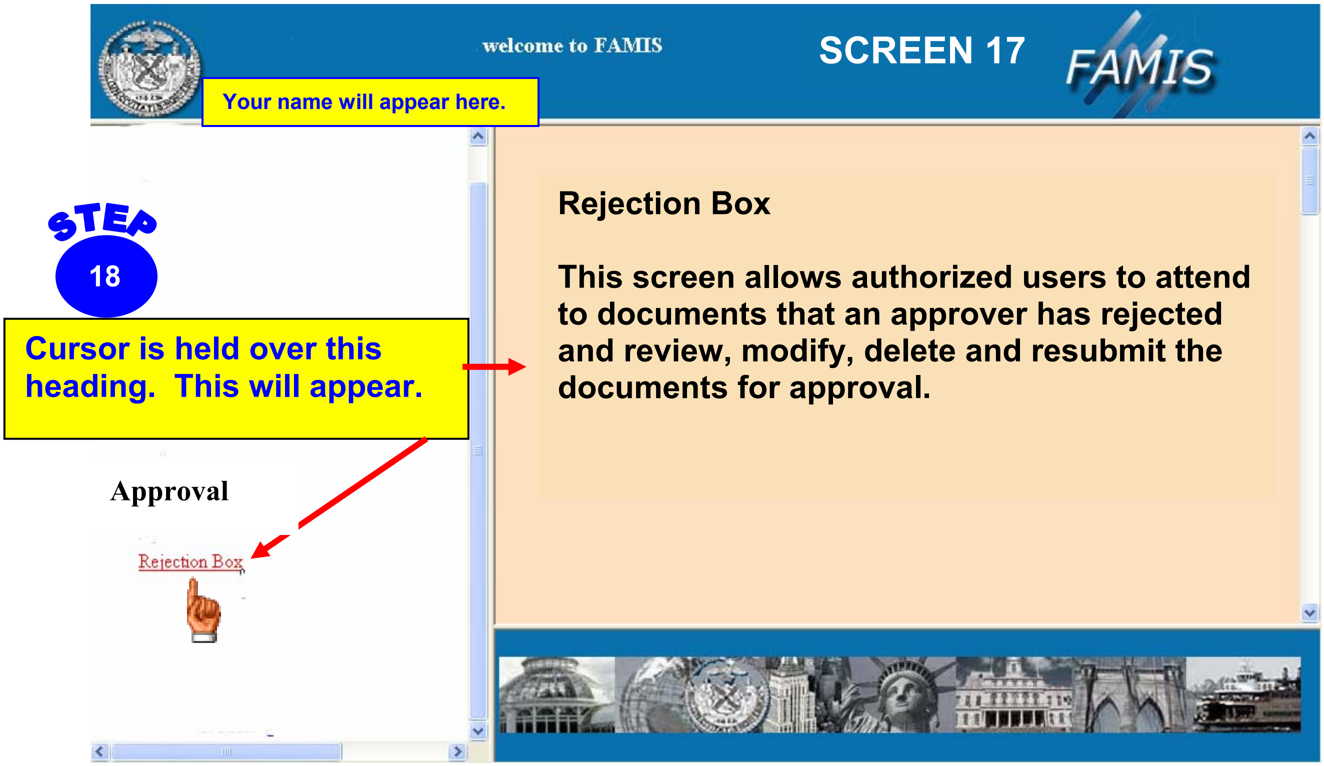

welcome to FAMIS
SCREEN 12
FAMIS
Your name will appear here.
STEP
13
Sign Out
Cursor is held over this heading. This will appear.
• Inquiry
Document Inquiry
Document Inquiry
This screen can be used to inquiry on any document number posted in FAMIS (purchase orders, SIPP vouchers, change notices, budget/spending plan transactions, etc). Also available for inquiry purposes are all checks, invoices and contracts in the system.

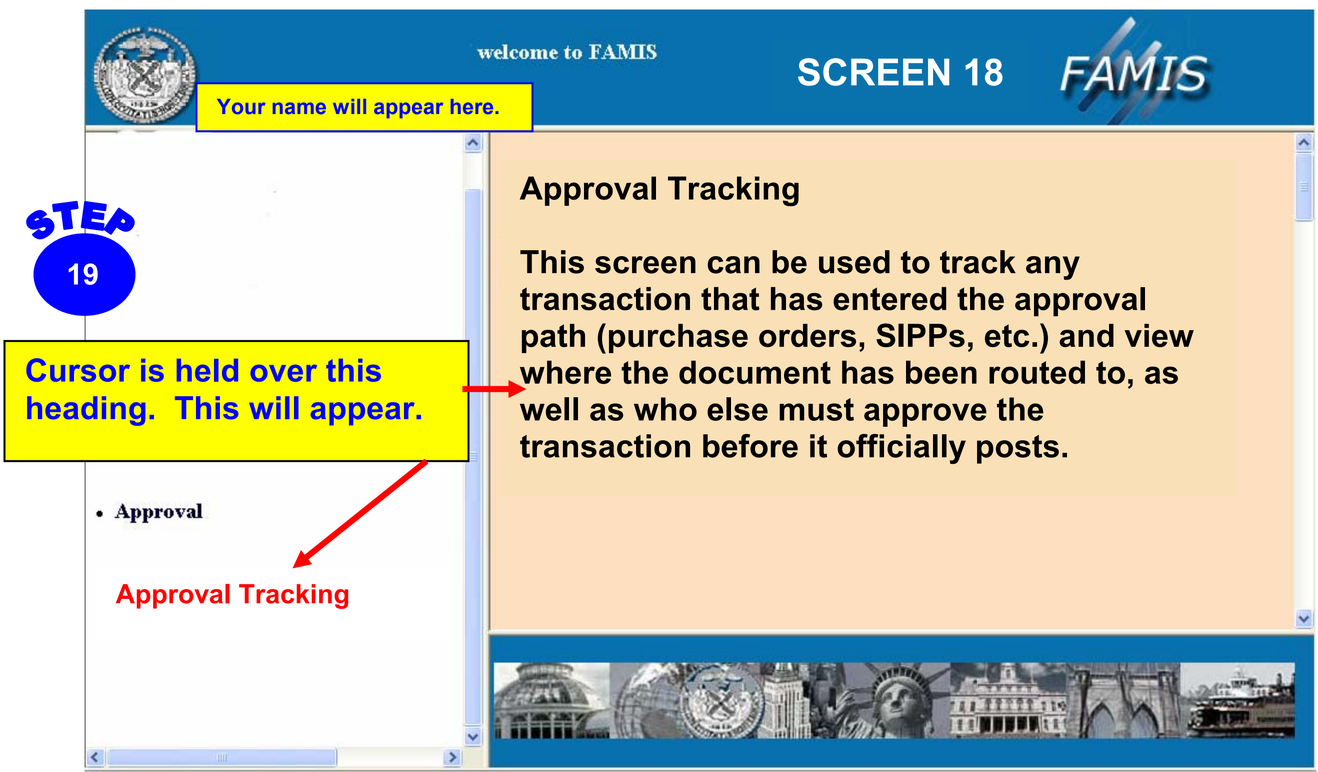

welcome to FAMIS
Your name will appear here.
SCREEN 13
FAMIS
Sign Out
Inquiry
STEP
14
Open Document Inquiry
Cursor is held over this heading. This will appear.
Open Document Inquiry/Adjustments & Payments
This screen allows the user to process payment transactions against previously encumbered/pre-encumbered documents on the web. It gives the user a more convenient way to increase, decrease, and voucher or cancel those documents. In addition, this screen can be used for certifying delivery of goods and services in lieu of a purchase order.

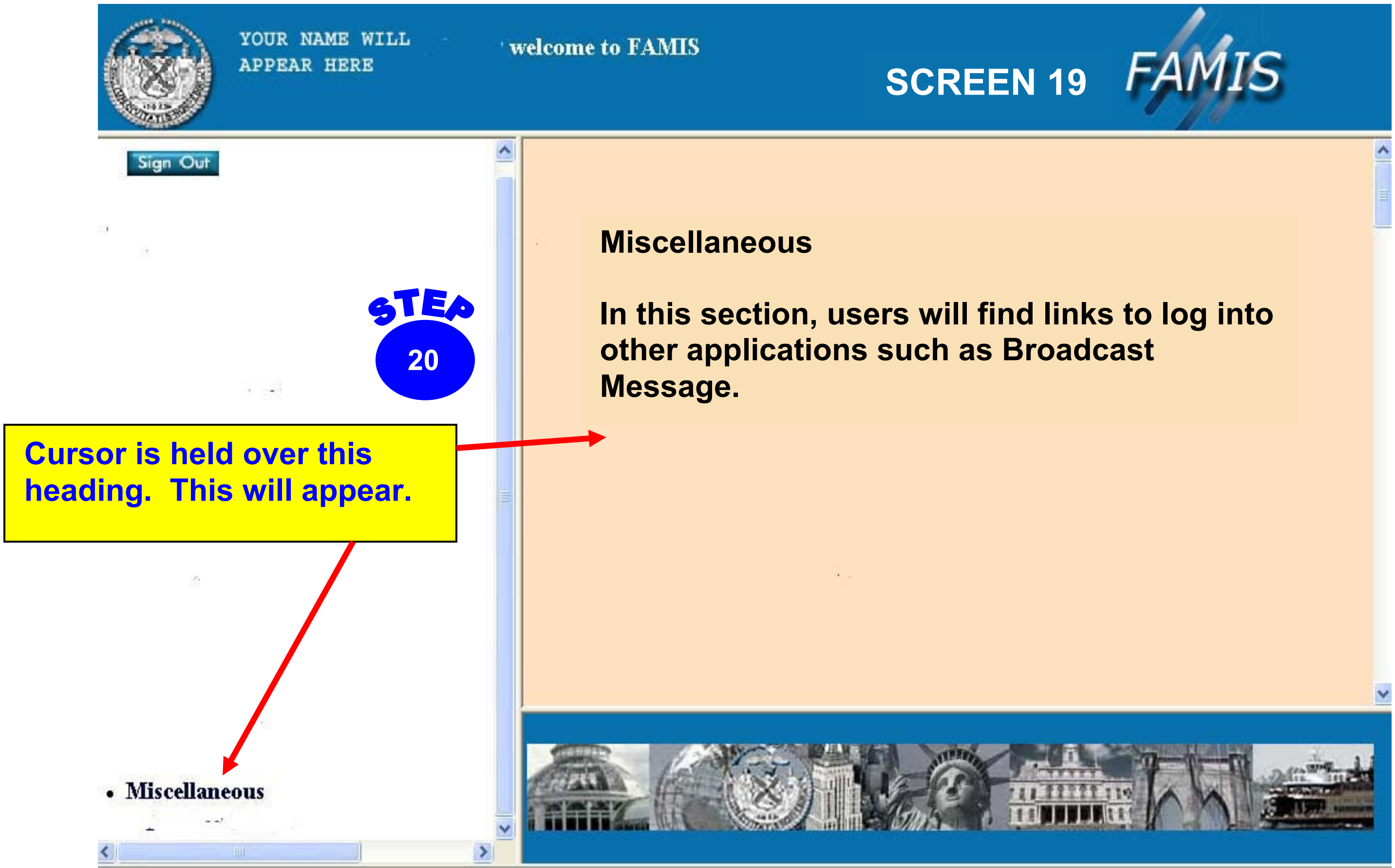

welcome to FAMIS
Your name will appear here.
SCREEN 14
FAMIS
Sign Out
Cursor is held over this heading. This will appear.
STEP
15
Inquiry
Vendor Inquiry
Vendor Inquiry
This screen displays vendor address information, encumbered purchase orders, invoices and check numbers, as well as other related information for a DOE vendor number or tax id.


YOUR NAME WILL APPEAR HERE
welcome to FAMIS
SCREEN 15
STEP
16
Cursor is held over this heading. This will appear.
Approval
Approval
In this section, approvers can take action on documents that require their attention. Initiators can review documents rejected back to them, as well as track the progress of their documents.

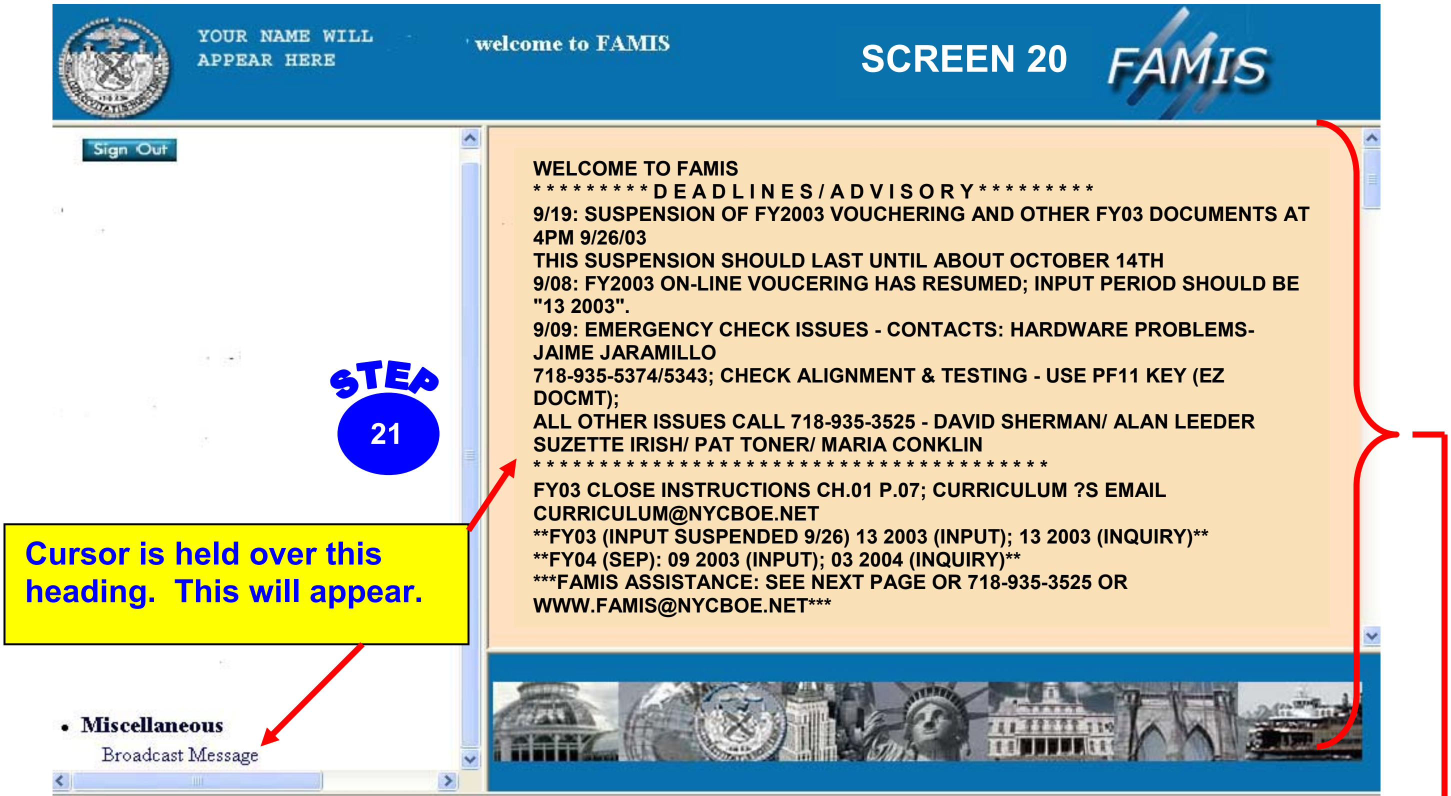

welcome to FAMIS
SCREEN 16
FAMIS
Your name will appear here.
Sign Out
STEP
17
Cursor is held over this heading. This will appear.
Approval
Approval Box
Approval Box
This screen allows authorized users to approve or reject all transactions that he/she has access to.


welcome to FAMIS
SCREEN 17
FAMIS
Your name will appear here.
STEP
18
Cursor is held over this heading. This will appear.
Approval
Rejection Box
Rejection Box
This screen allows authorized users to attend to documents that an approver has rejected and review, modify, delete and resubmit the documents for approval.


welcome to FAMIS
SCREEN 18
FAMIS
Your name will appear here.
STEP
19
Cursor is held over this heading. This will appear.
• Approval
Approval Tracking
Approval Tracking
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 to, as well as who else must approve the transaction before it officially posts.


YOUR NAME WILL
APPEAR HERE
welcome to FAMIS
SCREEN 19
FAMIS
Sign Out
STEP
20
Miscellaneous
In this section, users will find links to log into other applications such as Broadcast Message.
Cursor is held over this heading. This will appear.
Miscellaneous


FAMIS



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.

IV. INPUTTING DATA

On the following pages we will display facsimiles of screens 21 through 35, which can be accessed only after you **LEFT CLICK** the particular subsection. Please remember that **only the initial screen is displayed**. After inputting required information on this screen, other screens will open. The **Help** section provides information for ALL screens.

STEP 22

This screen will be displayed whenever you CLICK on a subtitle as shown on Screen 3

Hold the cursor over any of the four titles indicated. A drop down window will appear as indicated in Screen 22.

Clicking here will bring you back to Screen 3.

Clicking here will provide you with necessary HELP in order to better navigate the current screen.

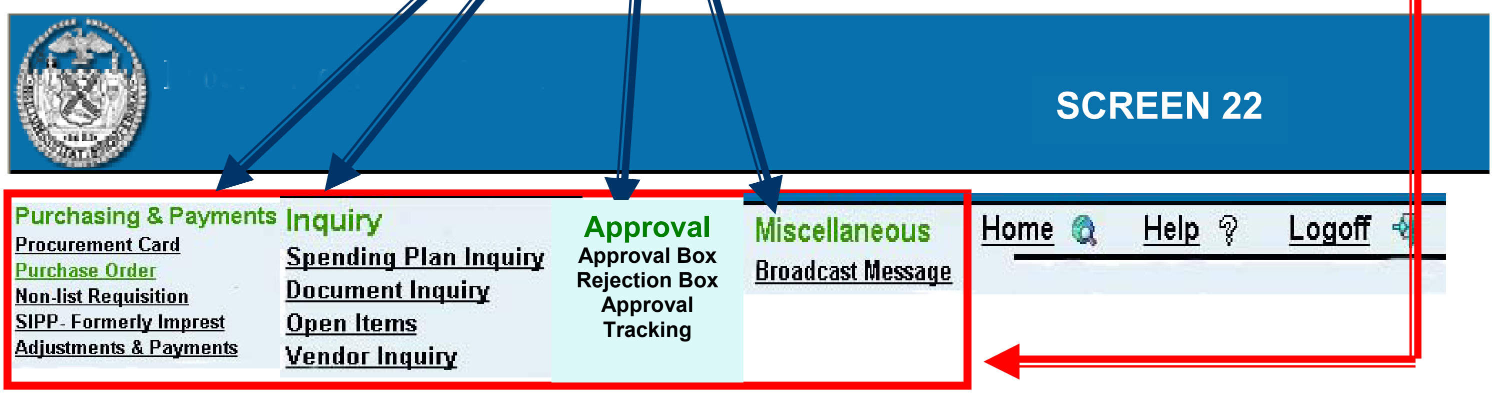
STEP 23

Clicking here will log you off this site.

STEP 24

By clicking on any of the subtitles under the respective titles, you will access the screen necessary to complete the detailed information required for purchasing or payment. You can do the same thing by clicking on any subtitle appearing on Screen 3.

Each INITIAL screen under the four (4) titles will be displayed as follows:



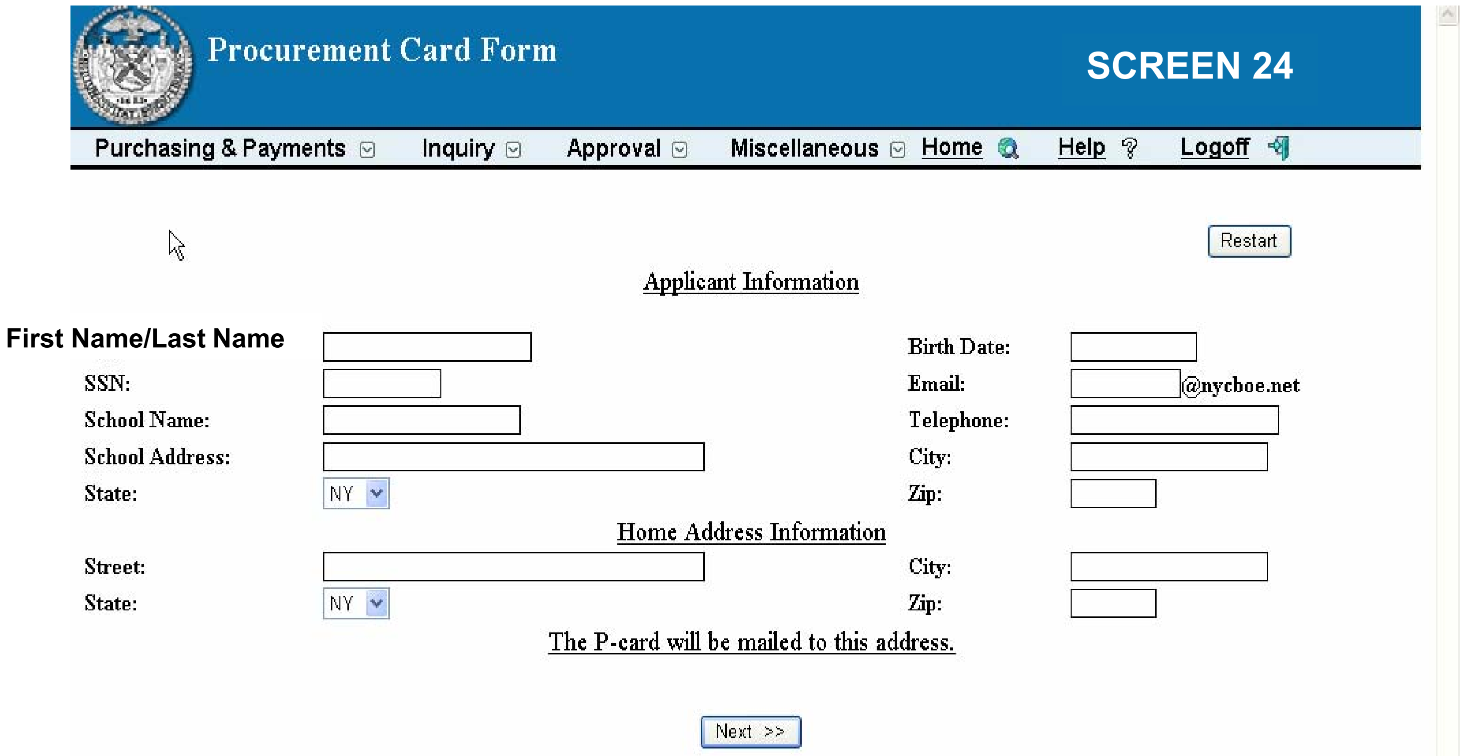
STEP 25

By clicking on ***"Purchasing and Payments – Procurement Card"*** on screen 3 or 22, you will open up Screen 23. After providing the necessary information requested in each field (see below for "Help" section details), press [Next >>] to continue.

STEP 26

If you already received your P-Card, click the Staples Logo to buy supplies directly from Staples (our preferred vendor). Completing the order is self-explanatory.

If you do not have a P-Card, click the FAMIS button to apply for a new P-Card. Screen 24 will open.



Procurement Card

<u>Applicant Information</u>

<u>Applicant:</u> (Individual applying for a P-Card. His/her name will appear on the card).

First Name/Last Name: Input your full name

SSN: Input your Social Security Number (no dashes)

School Name: Input your school or site name

School Address: Input your school or site address – including city, state (dropdown menu) and zip code.

Birth Date: Input your date of birth using 8-numerical characters (i.e., August 12, 1957 – 08/12/1957.

E-Mail: Input your "alias" e-mail address.

Telephone: Input your school/site telephone number including area code – must be 10-numerical characters (i.e., 718-123-4567).

Home Address Information: This is self-explanatory. For security purposes the P-Card will be mailed directly to the applicant's home from the bank.

Clicking the Next >> **button will bring the user to the next screen.**

Accounting Information Input

- The default post fiscal period is set to the current fiscal year. The user could select a different fiscal year from the '**Fiscal Year:'** dropdown list.
- The user must input values in the 'Dst', 'Qk Code', 'Obj', 'Locn', 'Activity', 'LSC Div No', and 'Amount' columns. A search link has been included for 'Qk Code', 'Obj' and 'Actv' to allow the user to view valid codes. District and LSC Div No can be chosen from the drop down list.
- More accounting lines can be added to this page by clicking the 'Add Additional Line' button.
- The user could also delete any existing accounting lines by clicking the trashcan icon at the right side of the accounting line.
- Clicking the Recalculate button will sum up the transaction amount and compare the available balance against the amount for each line. The transaction amount must be smaller than the balance on each line.
- Clicking the 'Back <<' button will bring the user to the previous screen.

Confirm All Information

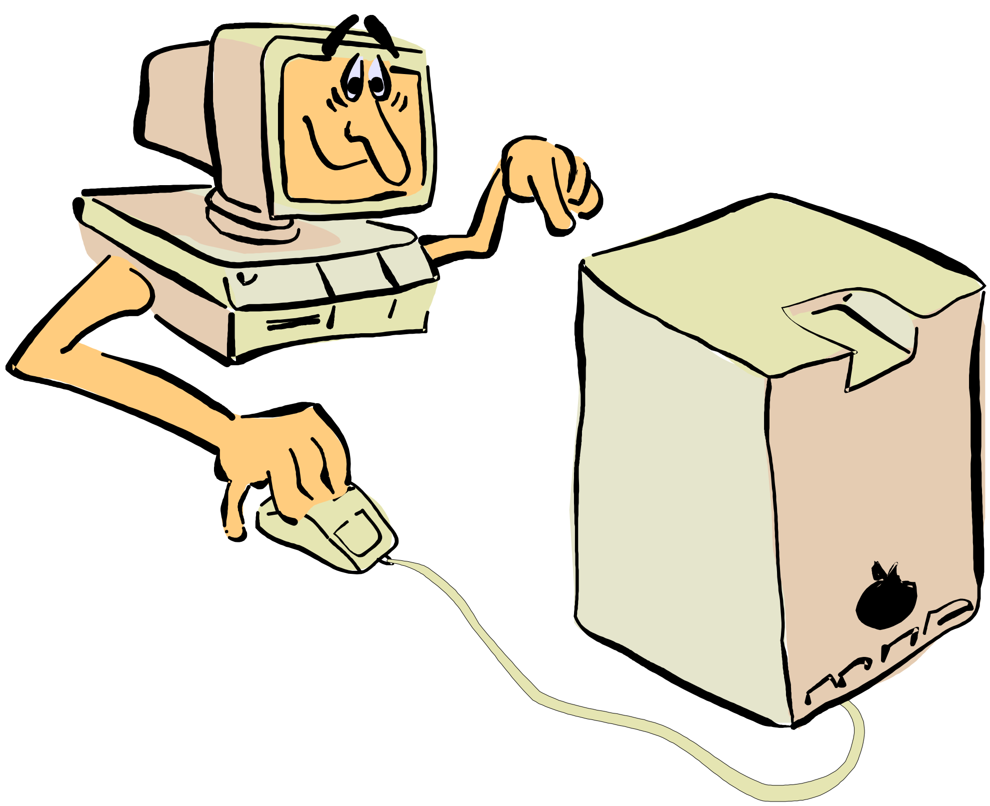
- This screen gives the user applicant an overview of all information entered and allows him/her to edit information.
- After the applicant confirms that all information is correct, he/she should check the Confirm Procurement Card Order option and click the 'Confirm Procurement Card Order' button to submit the application.

Finishing the Posting

- If the P-card application has been successfully posted, it will return with a number assigned by the system, such as WCxxxxxxx.
- The user applicant can view and print the result by clicking 'Click to view in a printable format ' button at top of confirmation page.
- To submit another P-card application, press the 'RESTART' button displayed on the Submission Results.

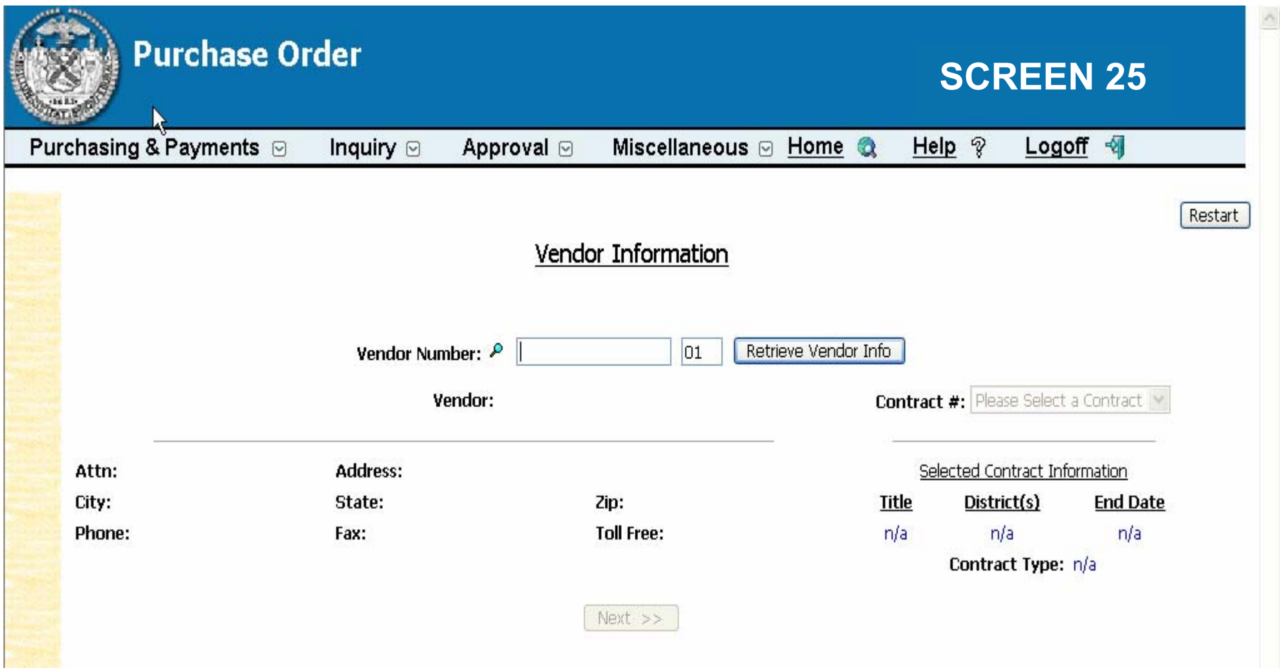
Anytime during the process, the user applicant can click any link on the main header to switch to other portal applications.

> **Note:** All subsequent screens for ***"Procurement Cards"*** will **NOT** be shown.
>
> The Help screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.



STEP 27

By clicking on *"Purchasing and Payments - Purchase Order"* on screen 3 or 22, you will open up Screen 25. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



Purchase Order (PO)

Help

Introduction

FAMIS Web Purchase Order allows authorized users to create new purchase orders or modify an existing Purchase Order (Change Notice) which immediately posts to the financial system.

Log On

- To log on to the Purchase Order process, a valid authorized FAMIS User ID and Password must be entered. If you experience difficulties logging in, please contact the Help Desk at 718-935-5100.

Create a New Purchase Order

➢Vendor Information Input

- The user should input the vendor number and click the >> RETRIEVE VENDOR INFORMATION button to display the vendor's information details on the screen. If the vendor number is not known, a name search can be made by clicking on the search symbol, typing the first few letters of the vendor name, and selecting the vendor number displayed from the list.

- If the purchase order is based on a contract, the user should choose the contract number from the ' **Contract #:**' dropdown menu; otherwise, choose one of the 4 non-contract titles from the list (3 Bids, No Bids, Sole Vendor, Exception to Bid). The section below the '**Contract #:**' option will display the contract details once a contract number is selected.

- Once the vendor information is displayed, you may click the NEXT >>> button to go to the next screen.

- The RESTART button at the top right corner will clear up all input information for this session, and begin a new purchase order.

➢Invoice Information Input

- This screen allows the user to input the location, name, address and phone number to whom the invoice should be sent.

- Clicking the <<< BACK button on the screen and those afterwards will bring the user to the previous screen.

➢Delivery Information Input

- This screen allows the user to input the name, address and phone number to whom the merchandise will be delivered.

- Clicking the SAME AS 'INVOICE TO' button will copy all input information of invoice information to the delivery information screen.

- The user could also input special delivery instructions if necessary.

- The user has an option to change a certain delivery date if needed. The default delivery date is set to 30 days of receipt of purchase order.

➢Accounting Information Input

- The default post fiscal period is set to the current fiscal year. The user could select a different fiscal year from the ‘ **Fiscal Year:’** dropdown list.

- Clicking will turn on the Pre-encumbrance option to input a purchase order against a pre-encumbrance document as a reference document.

- If the pre-encumbrance option is selected, the user must input a pre-encumbrance document number and suffix number. After the search button is clicked, the system will retrieve the relevant data from the mainframe and display it on the screen.

- If the pre-encumbrance option is not selected, the user must input ‘Dst’, ‘Qk Code’, ‘Obj’, ‘Locn’, ‘Activity’ and ‘Amount’. There are drop down menu listings available for ‘Qk Code’, ‘Obj’, ‘Actv’ that the user may select from

- The user should input the transaction amount for each accounting line.

- If the user chooses to create a document under a contract, the ‘Start Date’ and ‘End Date’ that define the period to deliver the merchandise or render the service must be entered. When no contract is selected, the ‘Start Date’ and ‘End Date’ will be inactive. No entries are required.

- If the purchase is funded from multiple funding sources; the user could add additional accounting lines by clicking the button.

- Additional accounting lines can be deleted by clicking the trash button at the right of the accounting line.

- Clicking the button will sum up the transaction amount and compare the available balance against the spending plan amount for each line. The transaction amount must be smaller or equal to the balance on each line. *If the balance amount is zero or smaller than the amount of each line, no further processing can be done. Change the accounting information and press again*.

ONCE ALL REQUIRED DATA IS ENTERED, CLICK TO CONTINUE.

➢Item Detail Information Input

- This screen allows the user to enter all detailed information about the items purchased. Enter item number, description, unit of measure, quantity and net price per unit. Item number is an optional field. The amount totals of all detailed items can be summed-up by clicking the Recalculate button.

- The user could also input any additional information into the 'Any Additional Information' box if necessary.

- The total item amount must be equal to the total accounting amount; otherwise, an error message will pop up after the NEXT >>> button is clicked.

➢Confirm All Information

- This screen gives the user an overview of all information entered and allows him/her to change previously entered information.

- After the user confirms that all information is correct, he/she should check the Confirm Purchase Order checkbox and click the COMPLETE PURCHASE ORDER button to submit the document.

➢Finishing the Posting

- If the document has been successfully transmitted, the submission will return with a PO number assigned by the system, such as WOxxxxxxx. If the PO is against a contract, the document number will be assigned a number such as WRxxxxxxx.

- If there is no approval path and the purchase order posts successfully, the user can click the printable format button and send it to the vendor to print the purchase order and send to the vendor; otherwise, the user can only print the purchase order from 'Document Inquiry' application after the document is approved.

Change Notice

Introduction

FAMIS Web Change Notice allows authorized users to retrieve completed Purchase Orders for means of modification or deletion. Once the Change Notice process is complete, the data immediately posts to the financial system.

➢ **PO Change Notice**

- Retrieve Purchase Order Information

  a. The user should click the CHANGE NOTICE button on the top right corner to display a textbox to enter the PO Document which requires change.

  b. Input the existing purchase order document # into the textbox on the top left corner and click the RETRIEVE button to retrieve all of the document's information.

  c. The user cannot make changes on the vendor information page. Verify the retrieved vendor information and then click NEXT to go to the next screen.

- Change invoice and delivery information

  a. The user can make changes to any field on the invoice and delivery information screen, such as location, address, phone number, etc. if necessary.

  b. If no change is needed, click NEXT button to go to ITEM DETAIL INFO screen.

- Change item detail information

  a. This screen displays the original order details on the top and allows the user to edit, delete original items and add new items.

  b. To edit an original item, click the (Edit Item) button.

  c. To delete an original item, click the (Delete Item) button.

d. Once the button is clicked, the original item detail line will be highlighted in yellow and the same detail line is then moved to the REVISED ITEMS section to allow changes to the item.

e. Make any changes to the fields, such as 'Item #', 'Description', 'Units of Measure', 'Quantity', 'Net Price Per Unit'.

f. The user could add new detail lines by clicking the button.

g. The user can also remove the change made by clicking the (Remove Item) button in the REVISED ITEMS section.

h. The user can add remarks/reasons for the change if necessary into the comment box provided below the REVISED ITEMS section.

- Change accounting detail information

a. If the original purchase order contains only one accounting line, accounting detail information verification screen will be skipped and the user will go directly to confirmation page.

b. If there are more than two accounting lines and the total amount for the purchase order has been changed, account detail information screen will be displayed to distribute the amount change among all existing fund accounts.

c. The user can input the amount of increase or decrease for each account. The total net change must be equal to the change he/she made on detail line screen.

d. Click the button to go to the confirmation screen.

- Confirm All Information

a. This screen gives the user an overview of all information entered and allows the user to go back to prior screens to edit information.

b. After the user confirms that all information is correct, he/she should check the Confirm Order Change checkbox and click the button to submit the document.

- Finishing the posting

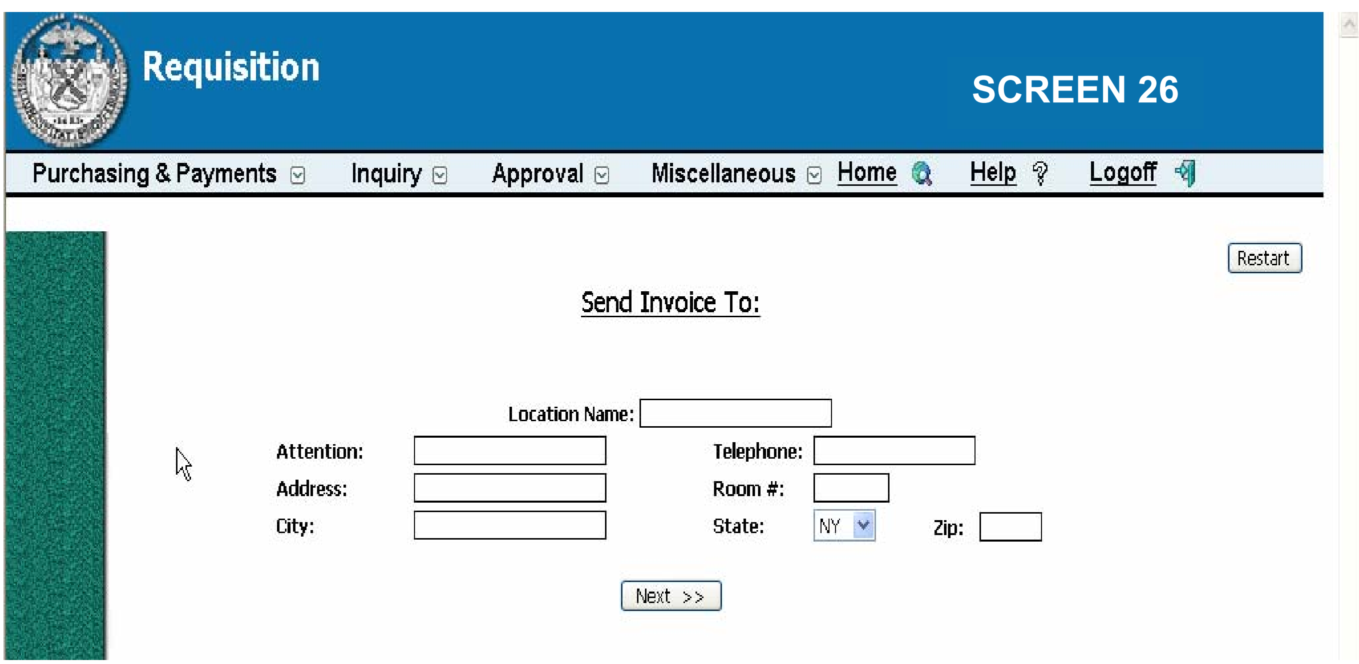
  a. If the document has been successfully transmitted, the posting will return with a PO number assigned by the system, such as WDxxxxxxx if the change decreases the original amount; a PO number starting with WExxxxxxx will be assigned if the change increases the original amount.

  b. If there is no approval path and the change notice posts successfully, the user can click the printable format button to print the change notice.

Anytime during the processing, the user can click any link on the main header to switch to other portal applications.

STEP 28

By clicking *on "Purchasing and Payments – Non-List Requisition"* on screen 3 or 22, you will open up Screen 26. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> **to continue.**



Requisition

Introduction
FAMIS Web Requisition allows authorized users to create non-Fastrack, non-list Requisitions. The transaction amount must be over $15,000.

Log On

- Each authorized user should obtain a correct User ID and a Password and use each to log on. If you have a problem logging on, please contact the Help Desk.

Invoice Information Input

- This screen allows the user to input the location, name, address and phone number to whom the invoice should be sent.
- Clicking the ‘Next>>’ button on the screen will bring the user to the next screen.

Delivery Information Input

- This screen allows the user to input the name, address and phone number to whom the merchandise will be delivered.
- Clicking the ‘Same As ‘Invoice To’’ will copy all input information of invoice information to delivery information screen.
- The user could also input special delivery instructions if necessary.
- The user has an option to change a certain delivery date if needed. The default delivery date is set to 30 days of receipt of purchase order.

Accounting Information Input

- The fiscal period is set to the current fiscal year. The user could select a different fiscal year from the ‘Fiscal Year:’ dropdown menu.
- The user must input ‘Dst’, ‘Qk Code’, ‘Obj’, ‘Locn’, ‘Activity’ and ‘Amount’. There are links for ‘Qk Code’, ‘Obj’, ‘Actv’ for the user to select from the list.
- The user could add more accounting lines by clicking the ‘Add Additional Line’ button.

- The user could also delete any existing accounting lines by clicking at the right side of the accounting line.
- Clicking the Recalculate button will sum up the transaction amount and compare the available balance against the amount for each line. The transaction amount must be smaller than or equal to the balance on each line.
- The total accounting amount must be over $15,000.

<u>Item Detail Information Input</u>

- This screen allows the user to enter all detailed information about the items purchased.
- Clicking the Recalculate button will sum up the amount totals of all detailed items.

- The total item amount must be equal to the total accounting amount; otherwise, an error message will pop up after the ‘Next >>’ button is clicked.

<u>Confirm All Information</u>

- This screen gives the user an overview of all information entered and allows him/her to edit information.
- After the user confirms that all information is correct, he/she should check the ❐ Confirm Purchase Order and click the ‘Confirm ‘Requisition’ button to submit the document.
-

<u>Finishing the Posting</u>

- If the document has been successfully posted, the system will display a WP number – WPxxxxxxx; if there are posting errors they will be displayed.
- The user can view and print the posting result for record by clicking the button.

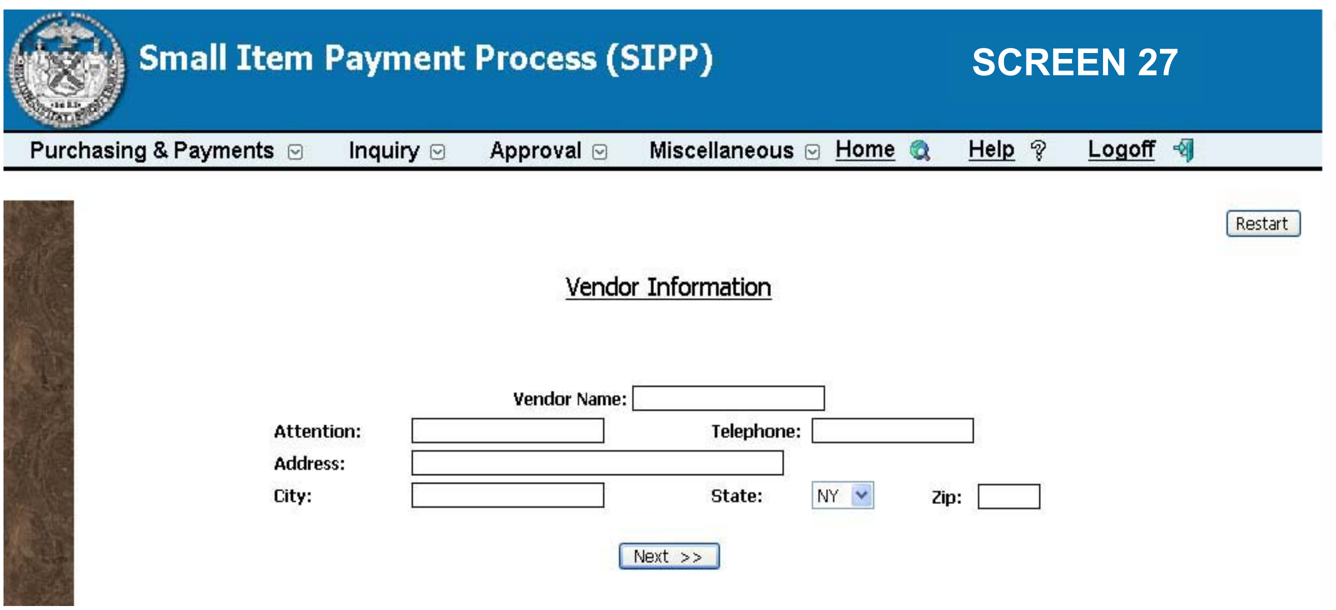
Anytime during the processing, the user can click any link on the main header to switch to other portal applications.

<u>Note:</u> All subsequent screens for ***<u>"Requistion"</u>*** will **<u>NOT</u>** be shown.

The Help screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.

STEP 29

By clicking on "Purchasing and Payments - SIPP – Formerly Imprest Fund" on screen 3 or 22, you will open up Screen 27. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



<u>SIPP</u>

<u>Help</u>

<u>Introduction</u>

FAMIS Web Imprest allows authorized users to create imprest payment documents on the web, which would eventually be posted to the mainframe.

Log On

- To log on to the SIPP process, a valid authorized FAMIS User ID and Password must be entered. If you experience difficulties logging in, please contact the Help Desk at 718-935-5100.

Vendor Information Input

- To begin the process, certain vendor information Is required. The user should input the vendor information, including vendor number, name of the recipient, address and phone number.
- Clicking the ‘Next >>’ button will bring the user to the next screen.

Invoice Information Input

- This screen allows the user to enter the invoice number/numbers, invoice date and briefly describe the items intended for purchase.
- At least one invoice number must be entered. The user can add additional invoice numbers by clicking the ‘Add Invoice # >’ to move each entered invoice number to the **Invoice Number(s)** box.
- The user can delete an existing invoice number from the **Invoice Number(s)** box by selecting it and clicking the ‘< Remove Invoice #’.
- The user must enter the invoice date in the mm/dd/yyyy format. Invoice date cannot be greater than the current system date.
- The ‘**Brief Description of Items/Services Purchased:’** and ‘**Reason/Justification for Purchase:’** input areas are both required before going to the next screen.
- Clicking ‘<< Back’ button on the screen and those afterwards will bring the user to the previous screen.

Accounting Information Input

- The default post fiscal period is set to the current fiscal year. The user may select a different fiscal year from the ‘**Fiscal Year:’** dropdown menu.
- The user must enter values in the ‘Dst’, ‘Qk Code’, ‘Obj’, ‘Locn’, ‘Activity’ and ‘Amount’ columns. If there is uncertainty as to code to enter; a search link is available for ‘Qk Code’, ‘Obj’, and ‘Actv’ to allow the user to view valid codes.
- Additional accounting lines may be added to this page by clicking the ‘Add Additional Line’ button.

- The user could also delete any existing accounting lines by clicking the trashcan icon at the right side of the accounting line.
- Clicking the Recalculate button will sum up the transaction amount and compare the available balance against the amount for each line. The transaction amount must be smaller than or equal to the balance on each line.

Confirm All Information

- This screen gives the user an overview of all information entered and allows him/her to edit information.
- After the user confirms that all information is correct, he/she should check the Confirm SIPP checkbox and click the 'Confirm SIPP' button to submit the document.

Finishing the Posting

-

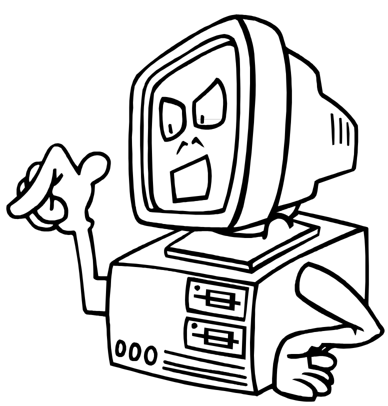
- If the document has been successfully posted, the submission will return with a number assigned by the system, such as WIxxxxxxx.

- The user can print the posting result to keep as a record, by clicking the printable format button at top of confirmation page.

- <u>To submit another SIPP application, press the 'RESTART' button displayed on the Submission Result Page.</u>

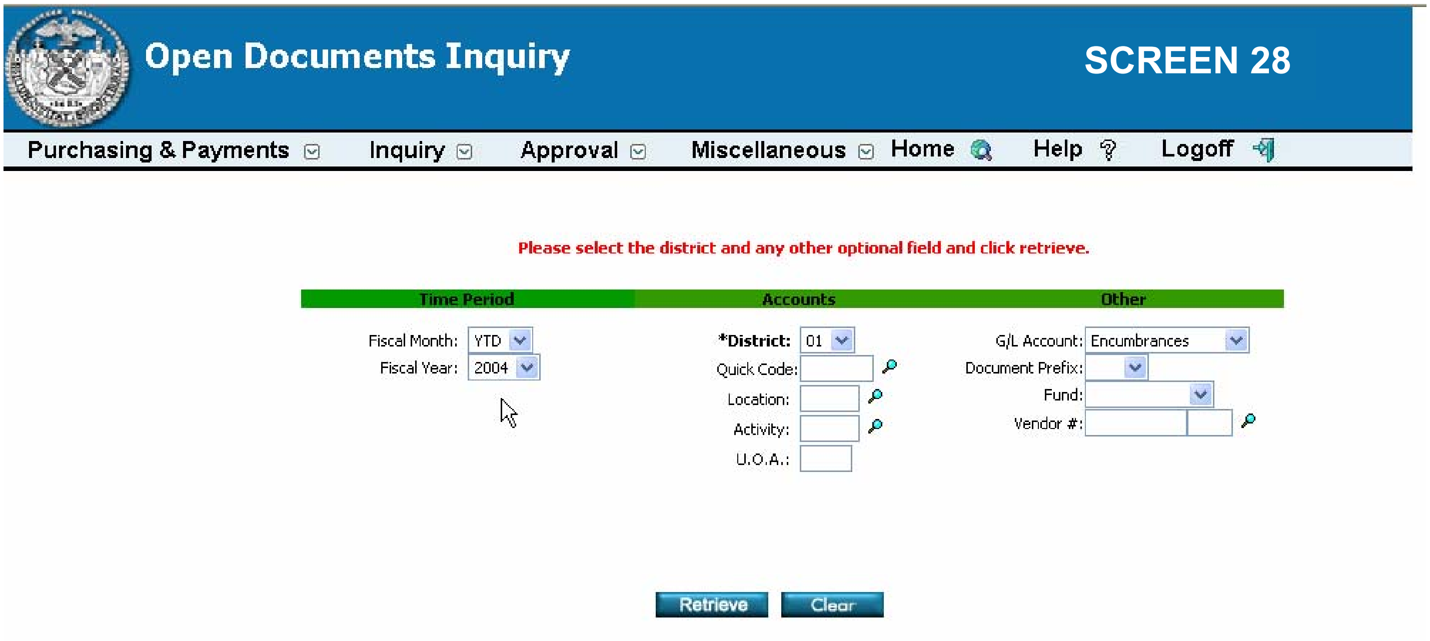
Anytime during the processing, the user can click any button on the main header to switch to other portal applications.

> **<u>Note:</u>** All subsequent screens for ***<u>"SIPP"</u>*** will **<u>NOT</u>** be shown.
>
> The Help screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.



STEP 30

By clicking on *"Purchasing and Payments - Adjustments and Payments"* on screen 3 or 22, you will open up Screen 28. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



Open Document Inquiry

Help

Introduction

-

FAMIS Open Document Inquiry Processing allows the user to process an inquiry on all open documents. It gives the user the option to increase, decrease, voucher or cancel those documents.

User Guide

- To log on to the Open Document Inquiry process, a valid authorized FAMIS User ID and Password must be entered. If you experience difficulties logging in, please contact the Help Desk at 718-935-5100.

- The Open Document Inquiry page will display all data elements that can be used to retrieve records. To minimize the relevant documents scope and improve inquiry efficiency, it is recommended that the user input as much information as possible. 'District' code is required to retrieve the documents. 'Quick Code', 'Location', 'Activity', 'UOA', 'Document Prefix', "Fund' and 'Vendor #' are optional items.

- The option is available to view either 'Encumbrance' or 'Pre-Encumbrance' documents from the G/L account drop down list before starting the inquiry.

- To process an inquiry for all districts, the user should select XX in the district dropdown menu and he/she must input a vendor # for this inquiry.

- 'Clear' button could be used for deleting all entered data so that the user could re-input.

- After the user clicks the 'Retrieve' button, all documents that meet the requirements entered on the screen will be displayed on the next screen. The user can then begin to select documents from the list to process an Increase, Decrease, Cancellation or Voucher a transaction.

- The 'Arrow' pointing right allows the user to go to the next page to view more documents. Once the user gets into the next page, an 'arrow' pointing left will appear allowing the user to go back to the previous page.

- The user could ONLY choose one option – 'Voucher', 'Increase', 'Decrease', or 'Cancel' – from the 'Transaction' drop down list for a single document. Multiple documents could be selected and processed on the same screen at the same time.

- To search for a specific document, the user can type in the document number in 'Document # Search' field and click 'Inquire' button to search for the document.

- Clicking the 'Process selected documents' button will lead the user to the processing screen. The user should type in 'invoice number/description' and the transaction 'amount'. For voucher transaction, the user must type in the invoice date as well.

- For 'cancel' transactions, the user does not need to input an amount since a cancellation will delete the entire original document.

- Any time before the user 'completes processing document', he/she can use the 'Back to Processing Screen' button and 'Back to Selection Screen' to go back to the previous screen/screens to make additional changes, such as selecting more documents, changing the transaction type and/or transaction amount.

- Once the user clicks the 'complete processing documents', the next screen will display the results of the processing. For those successfully posted documents, 'new document numbers' would be generated as well as the initial document number stored as a reference. For those unsuccessfully posted documents, a list of errors will be given.

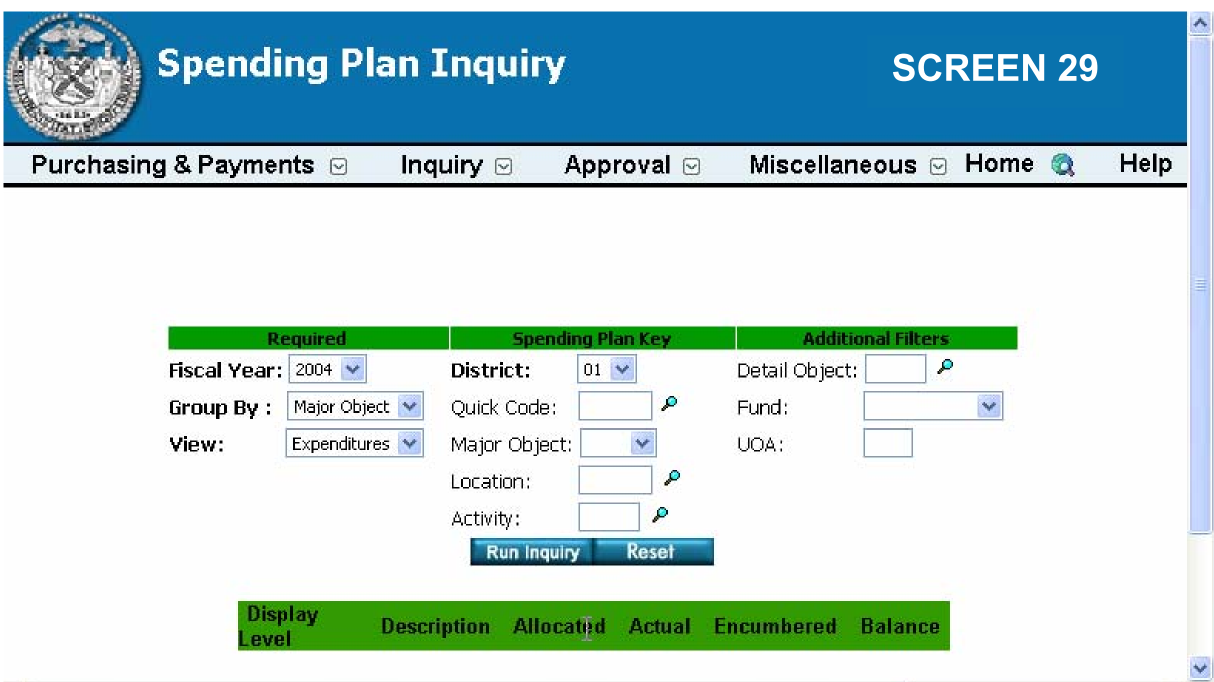
Anytime during the processing, the user can click any link on the main header to switch to other portal applications.

Note: All subsequent screens for ***"Adjustments and Payments"*** will **NOT** be shown.

The **Help** screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.

STEP 31

By clicking on *"Inquiry - Spending Plan Inquiry"* on screen 3 or 22, you will open up Screen 29. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



Spending Plan Inquiry

Introduction

FAMIS Spending Plan Inquiry allows authorized users to inquire about total spending plan, expenditure, encumbrance and available spending plan balances in different sorts.

User Guide

- The user must select a fiscal year, district from the dropdown menu to start the inquiry.
- The 'Group By' feature allows the user to roll up the inquiry results based on the selected item in the drop down list. For example, by selecting "Quick Code" from the 'Group By' drop down list, the user will see all quick codes of his/her district in the 'District' text box. The displayed data will only correspond to the selected item in the drop down list after the 'Run Inquiry' button has been clicked.
- The data displayed after the inquiry can be viewed either by expenditures, revenue, or both. The view can be selected from the 'View' drop down list. Once the data is displayed after clicking the 'Run Inquiry' button, you can change this view at anytime.
- It is also optional for the user to drill down by quick code, major object, detail object, location, activity, fund, or unit of appropriation (UOA), by entering the values into the respective fields, or selecting from the dropdown menu and then clicking the 'Run Inquiry' button to return the requested data.
- A location code is required when grouping by Activity or by entering a value in the Activity field.
- The 'Run Inquiry' button will retrieve the requested data, based on the values in the fields.
- The 'Reset' button will return the screen to its original state.
- The 'Excel' button will generate an excel spreadsheet based on the displayed data. You can open the spreadsheet directly into the browser, or you can save the spreadsheet to your local disk.

- Once the data is returned, the user can sort the columns by clicking the header titles or arrows. The user can also change the displayed view of the data by selecting an item from the 'View' drop down list.

- Clicking the header title will sort the respective column based on the direction of the arrow.

- If the arrow is pointing up, clicking the header title will sort the column in an ascending direction (low values to high values).

- If the arrow is pointing down, clicking the header title will sort the column in a descending direction (high values to low values).

- Click the arrow to change the sorting direction from ascending to descending and vice versa.

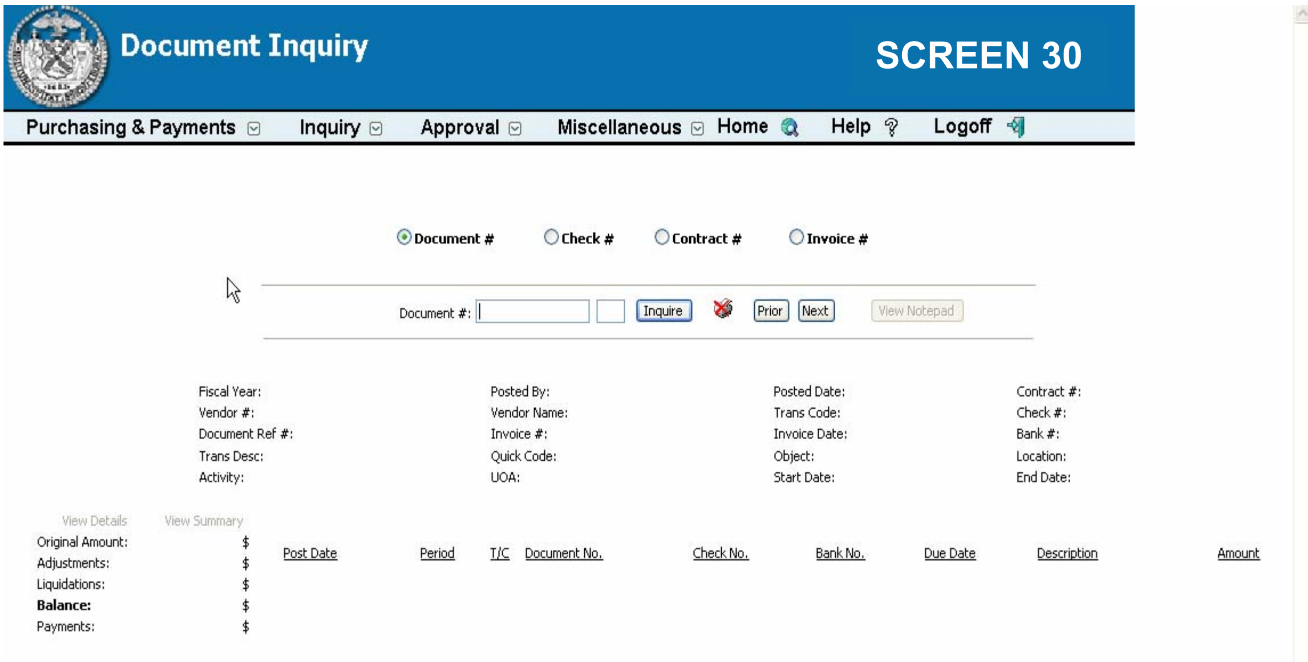
Anytime during the processing, the user can click any link on the main header to switch to other portal applications.

Note: All subsequent screens for ***"Spending Plan Inquiry"*** will **NOT** be shown.

The **Help ?** screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.

STEP 32

By clicking on "Inquiry - Document Inquiry" on screen 3 or 22, you will open up Screen 30. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.

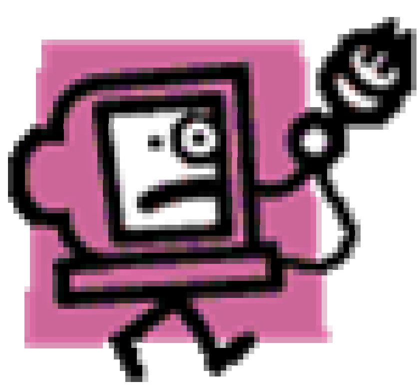


Document Inquiry

Help

Introduction

FAMIS Document Inquiry allows authorized users to inquire about Document, Check, Contract and Invoice details and it gives him/her a convenient way to switch inquiries from one category to another by applying the links in one inquiry result.



Document Inquiry

- The user should input the document number and/or document suffix (01 will be the default suffix if no input) and click ‘Inquire’.
- Clicking ‘Prior’ or ‘Next’ button will lead the user to the prior or next document details.
- ‘View Summary’ will sum up the amount for all documents with different suffix but same document number.
- Clicking ‘View Details’ will switch back to the inquiry of the document with a specific suffix number.
- The user can click the links on ‘Original amount’, ‘Adjustments’, ‘Liquidations’ and ‘Payments’ to view the details under each category.
- The user can click the links on ‘Document No.’, ‘Document Ref #’, ‘Invoice Number’, ‘Contract Number’, and ‘Check Number’ to switch to other inquiries related with the same document.

Check Inquiry

- ‘Check inquiry’ could be obtained by inputting a check number, and/or bank number (Bank number will be defaulted as ‘AD001’ if no input) and clicking ‘Inquire’, OR clicking a check number link on another inquiry screen.
- Clicking ‘Prior’ or ‘Next’ button will lead the user to the prior or next check record.
- The user can click the links on ‘Document #’, ‘Document Ref #’ to inquire about the document details.

Contract Inquiry

‘Contract inquiry’ could be obtained by inputting a contract number, selecting the fiscal year from the dropdown list and clicking ‘Inquire’ button OR clicking the contract number link on another inquiry screen.
Clicking ‘Prior’ or ‘Next’ button will lead the user to the prior or next contract record.
The user can click the link on ‘Document’ to inquire about the document details.

Invoice Inquiry

- 'Invoice inquiry' could be obtained by inputting an invoice number and clicking 'Inquire' button OR clicking the 'Contract #' link which contains an invoice number on document inquiry screen.
- Clicking 'Next' button will lead the user to the next invoice record.
- The user can input a vendor number and/or suffix (01 will be defaulted if no input) and click 'Filter' to retrieve the result.
- The user can click the link on 'Voucher #' or 'Check #' to inquire about the voucher details.
- 'Clear' could be used to clear up the vendor input filter.

Anytime during the processing under any category, the user can click any link on the main header to switch to other portal applications.

Note: All subsequent screens for ***"Document Inquiry"*** will **NOT** be shown.

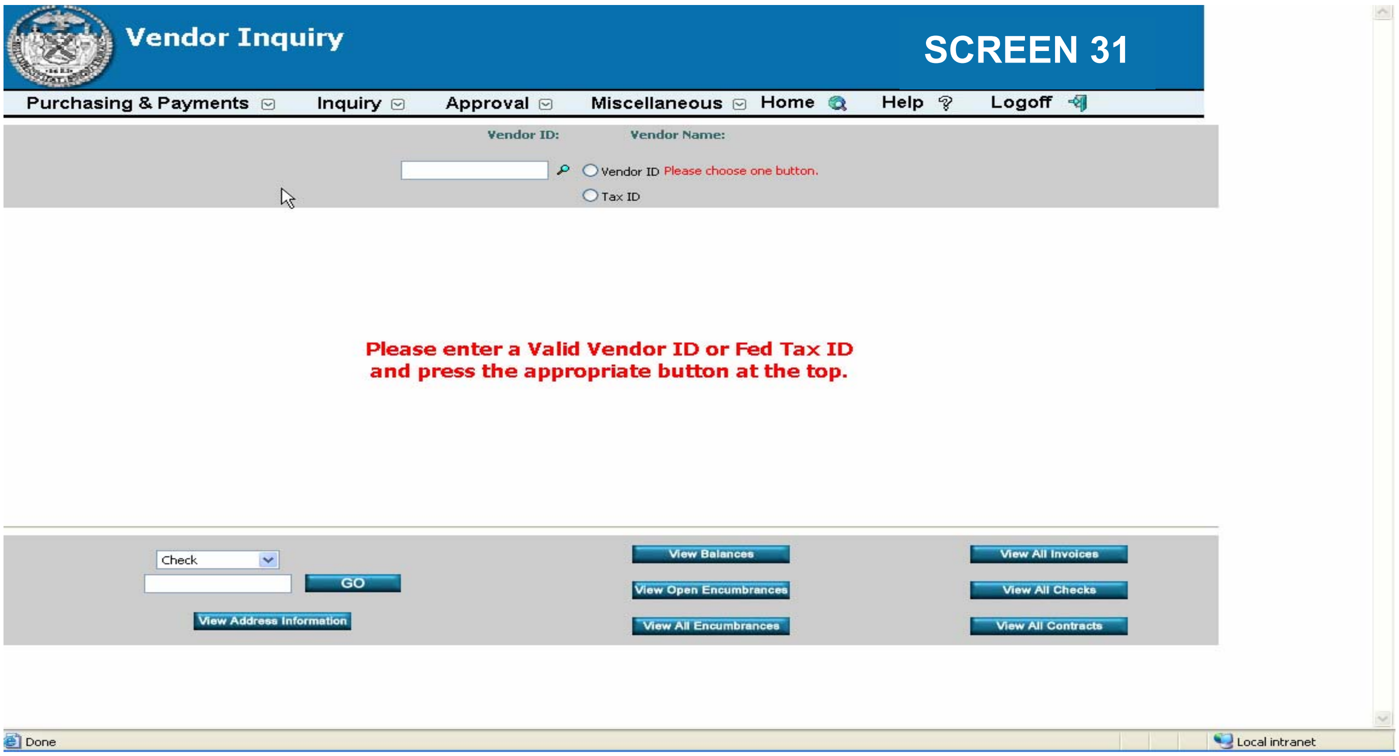
The Help screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.

STEP 33

By clicking on *"Inquiry - Open Items"* on screen 3 or 22, you will open up the *SAME* screen (screen 28) that was accessed after clicking *"Purchasing and Payments - Adjustments and Payments."* Please refer to this screen along with the accompanying HELP section for additional details.

STEP 34

By clicking on *"Inquiry – Vendor Inquiry"* on screen 3 or 22, you will open up Screen 31. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



Vendor Inquiry

Help

Introduction

FAMIS Vendor Inquiry allows authorized users to inquire about vendors' accounting information, such as accounting balances, payments, open purchase orders and contract information.

Log On

- The user should enter a valid vendor number or tax ID and click the appropriate button to log on.
- If the user does not know vendor number or tax ID, button is available for the user to input a vendor name to retrieve the corresponding vendor number.

Check, Purchase Order, Invoice and Contract Inquiry

- The user should input the document number, choose the appropriate document type from the dropdown menu, then click  button. The result will be displayed.
- All existing documents under the same tax ID could be retrieved even though the user logs on the inquiry with a different vendor.
- When the document requested is displayed, the header information will be updated to the appropriate vendor account.

Change location under the same Tax ID

- Anytime during the inquiry, the user can click the  button at the lower left-hand corner to switch to a different vendor account.
- After the user clicks  button, a list of all vendors under the same Tax ID will be displayed.
- The user can choose any vendor on the list by clicking the corresponding button, and then click  at the bottom of the list.

View Balances Inquiry

- By clicking  button, the user can view the balances of encumbrances, voucher payable and payments.
- The user can change fiscal period to view the balances of a different period.
- The user can click the links for encumbrances, voucher payable and payments to view the detailed transaction of each category.
- The user can click the links for Cont/Check # to view the contract information or check information.
- Clicking the  button will bring the user to the next screen.

View Open Encumbrances

- By clicking 

button, the user can view all open purchase orders.
- The user can apply district and/or fiscal year filter to this inquiry by clicking 

button.
- The user can click any document to view the payment information of that document.

View All Encumbrances

- By clicking 

button, the user can view all purchase orders.
- The user can click any document to view the payment information of that document.

View All Invoices

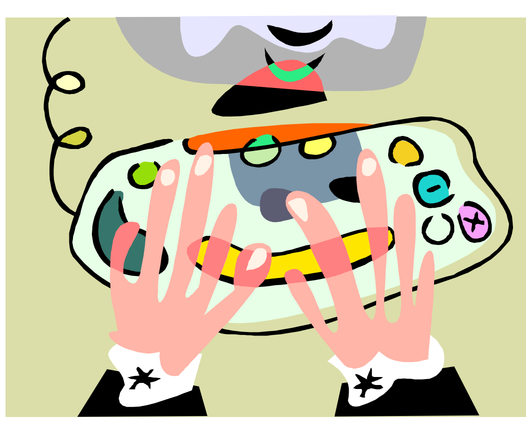
- By clicking 

button, the user can view all invoices issued from the vendor.
- The user can click any invoice or check number to view the invoice details or check details.

View All Checks

- By clicking 

button, the user can view all checks paid to the vendor.
- The user can click any check to view the check details.



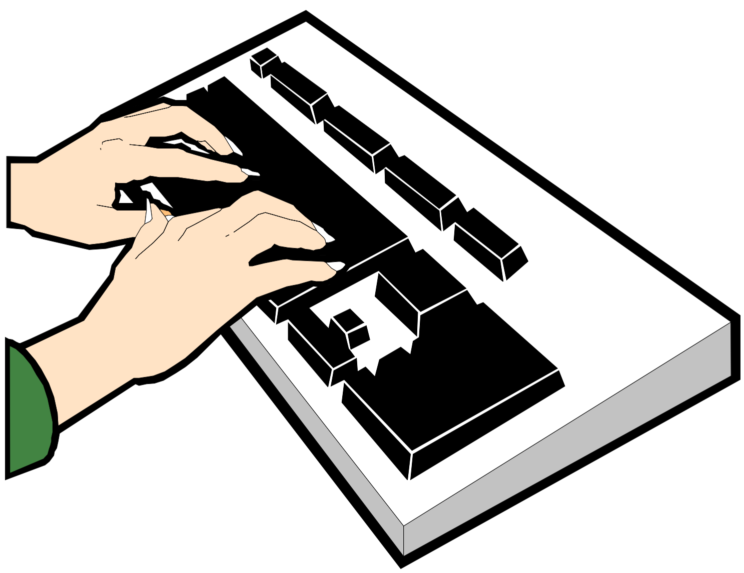
View All Contracts

- By clicking View All Contracts button, the user can view all contracts with the vendor.
- The user can click any Contract Number to view the contract details.
- Clicking Show All Current Year Purchase Orders for this Contract will display all document summary information during the default fiscal period.
- The user can view documents in other periods by inputting a fiscal year and fiscal month and clicking View PO's for Fiscal Period.
- The user can click any document to view the payment information of that document.

Anytime during the processing under any category, the user can click any link on the main header to switch to other portal applications.

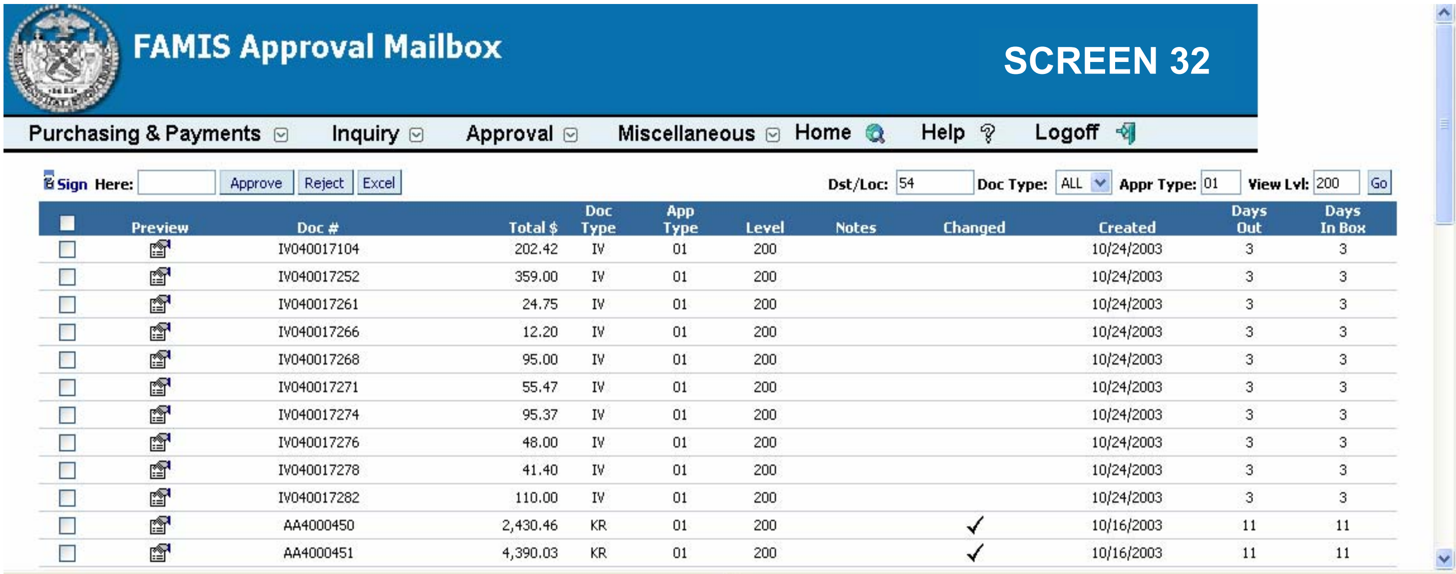
Note: All subsequent screens for ***"Vendor Inquiry"*** will **NOT** be shown.

The Help screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.



STEP 35

By clicking on *"Approval – Approval Box"* on screen 3 or 22, you will open up Screen 32. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



FAMIS Approval Mailbox

SCREEN 32

Purchasing & Payments | Inquiry | Approval | Miscellaneous | Home | Help | Logoff

Sign Here: Approve Reject Excel

Dst/Loc: 54 Doc Type: ALL Appr Type: 01 View Lvl: 200 Go

	Preview	Doc #	Total $	Doc Type	App Type	Level	Notes	Changed	Created	Days Out	Days In Box
		IV040017104	202.42	IV	01	200			10/24/2003	3	3
		IV040017252	359.00	IV	01	200			10/24/2003	3	3
		IV040017261	24.75	IV	01	200			10/24/2003	3	3
		IV040017266	12.20	IV	01	200			10/24/2003	3	3
		IV040017268	95.00	IV	01	200			10/24/2003	3	3
		IV040017271	55.47	IV	01	200			10/24/2003	3	3
		IV040017274	95.37	IV	01	200			10/24/2003	3	3
		IV040017276	48.00	IV	01	200			10/24/2003	3	3
		IV040017278	41.40	IV	01	200			10/24/2003	3	3
		IV040017282	110.00	IV	01	200			10/24/2003	3	3
		AA4000450	2,430.46	KR	01	200		✓	10/16/2003	11	11
		AA4000451	4,390.03	KR	01	200		✓	10/16/2003	11	11

Note: When clicking the Help button you will see the following:

Approval Box Help File
Rejection Box Help File
Approval Tracking Help File

You can access each of these help sections for screens 32, 33 and 34 by simply clicking on the respective link.

Approval Box

Help

FAMIS Web Approval Box processing allows authorized users to preview and approve/reject a previously submitted document.

User Guide

- Once on the approval processing screen, the user should verify that all displayed documents are under his/her defaulted approval level by checking the 'Dis/Loc:', 'Doc Type', 'Appr Type' and 'View level' box at the upper right-hand corner.
- The user can view all pending documents that are submitted to a different district and/or a lower level for approval if he/she has the access to that district.
- The user can select a different doc type from the dropdown menu to view that specific doc type awaiting for approval.

- The document lists display ‘Doc #’, ‘Initiating Agency’, ‘Total $’, ‘Doc Type’, ‘App Type’, ‘Level’, ‘Notes’, ‘Changed’, ‘Created’, ‘Days outstanding’ and ‘Days in Box’. If ‘Changed’ is marked with a ‘√’, it indicates that the document has been changed since it was rejected last time.
- If ‘Notes’ is marked with a ‘√’, it indicates that the document contains a notepad and the user can click it to view the notepad.
- Before deciding to approve or reject a document, the user can click button under ‘Preview’ header to display the details information on the lower part of the screen with header information on the left and details on the right.
- If there is more than one detail line, the user can use button in the detail information section to view the second and third lines. could be used to view the previous line.
- Once the user decides to approve/reject one or more document/documents, he should select the document/documents by checking the box on each line. By clicking the box on the header line, the user will select/unselect all documents on the screen.
- Then the user should type in the signature in the ‘**Sign Here:**’ box and click the ‘Approve’ button. A result will be displayed to notice if the approval is posted.
- To reject one or more document/documents, the user should also type in the signature in the box and click the ‘Reject’ button.
- The user should also select where he/she wants to return the rejected document/documents by clicking the button on the selected line.
- The user can also add a comment in the box explaining the reason why the document is rejected.
- Clicking the ‘Finish Process’ button will process the rejection.
- A message will be displayed noticing if the document has been rejected successfully.
- ‘Excel’ button can be used to generate a spreadsheet to display all documents in the user’s approval mailbox.
- The user can click ‘Sign’ button at the upper left corner and follow the instructions to change his/her signature to approve/reject a document.

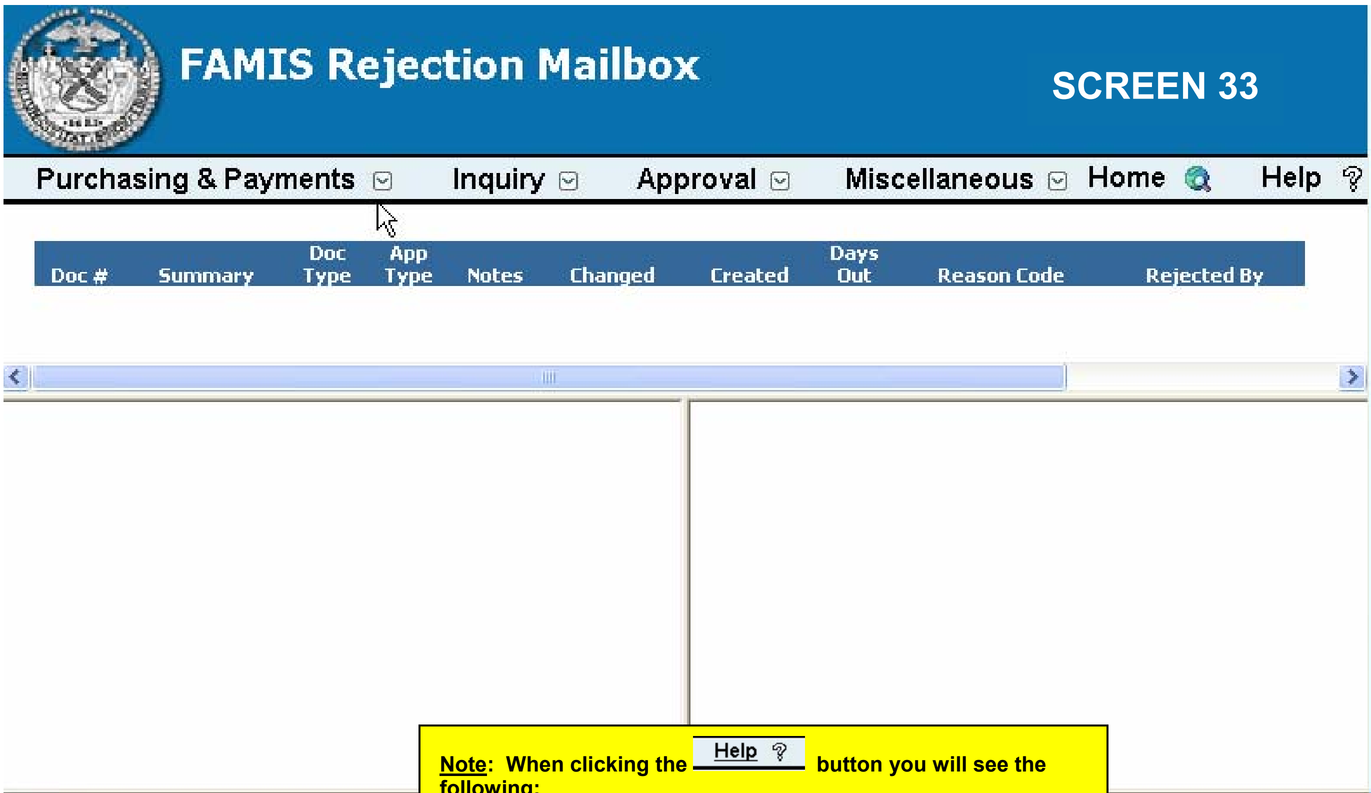
Anytime during the processing or after the processing, the user can click any link on the main header to switch to other portal applications.

Note: All subsequent screens for ***“Approval Mailbox”*** will **NOT** be shown.

The Help screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.

STEP 36

By clicking on *"Approval – Rejection Box"* on screen 3 or 22, you will open up Screen 33. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



Note: When clicking the Help button you will see the following:

Approval Box Help File
Rejection Box Help File
Approval Tracking Help File

You can access each of these help sections for screens 32, 33 and 34 by simply clicking on the respective link.

Rejection Box

Help

Introduction

FAMIS Web Rejection Box allows authorized users to view and modify previously rejected documents and submit them for approval again.

User Guide

- The document lists display 'Doc #', 'Summary', 'Doc Type', 'App Type', 'Notes', 'Changed', 'Created', 'Days outstanding', 'Reason Code' and 'Rejected By'.
- If 'Changed' is marked with a '√', it indicates that the document had been changed before it was rejected last time.

- The user can click button under ‘Summary’ header to view the details information of the document on the lower part of the screen with header information on the left and details on the right.
- If there is more than one detail line, the user can use button in the details information section to view the second and third lines. button could be used to view the previous line.
- The user can click ‘√’ button under ‘Notes’ header to view the notepad of the rejected document. Notepad is displayed on the left side of the lower part of the screen. The user can add notes in the ‘Add Note’ box and click ‘Add Note’ if he/she wants to resubmit the document.
- The user can use the ‘Delete’ button in the header information section to delete the entire document from the rejection mailbox.
- All unprotected information displayed in boxes of document header and details can be modified. By clicking the button in the details section, the user will delete the entire document detail line.
- The user can add a detail line on a blank detail sheet.
- After the user modifies the document header and/or details, he can click ‘Submit’ button in the header section to resubmit the document for approval.
- A result will be displayed noticing if the document has successfully been re-submitted.

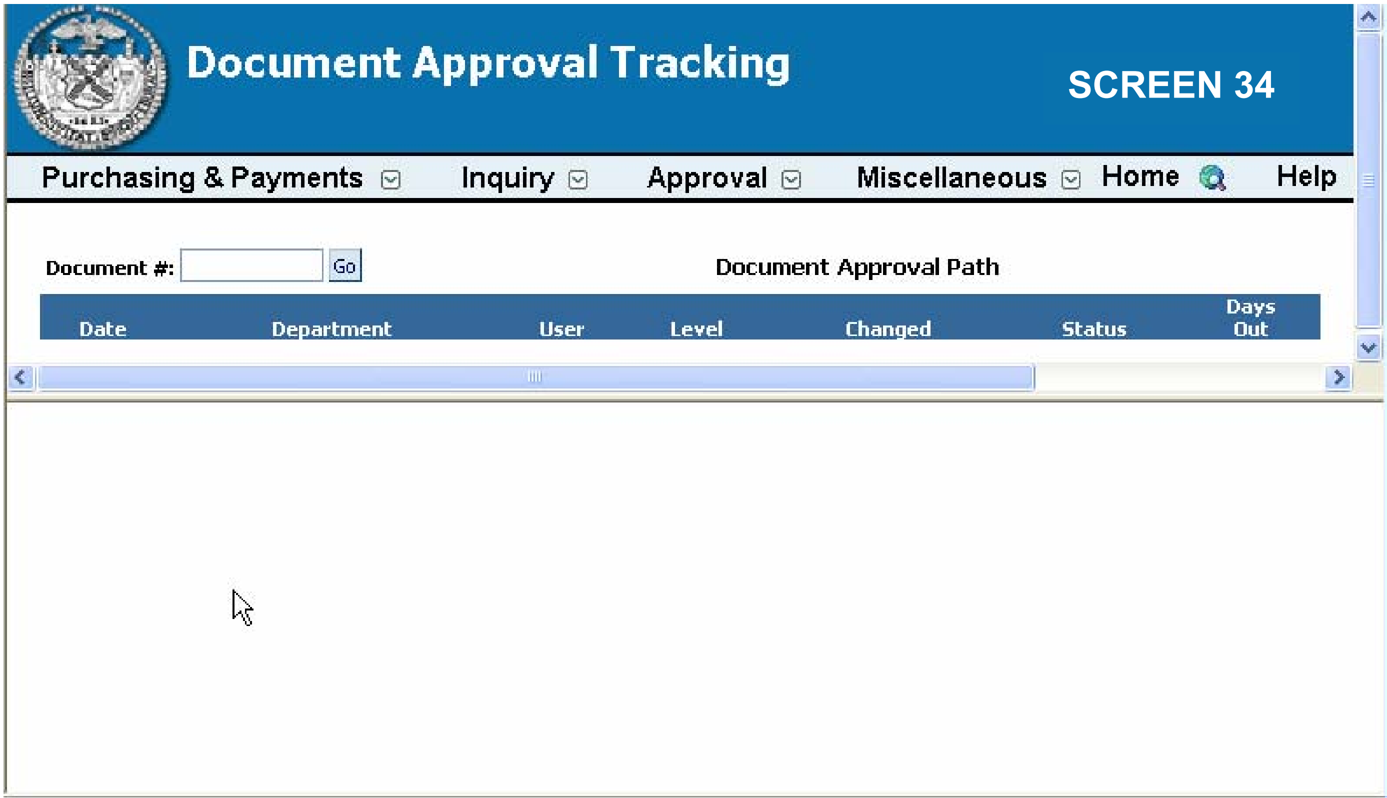
<u>Anytime during the processing or after the processing, the user can click any link on the main header to switch to other portal applications.</u>

<u>Note:</u> All subsequent screens for ***<u>“Rejection Mailbox”</u>*** will **<u>NOT</u>** be shown.

The Help screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.

STEP 37

By clicking on *"Approval – Approval Tracking"* on screen 3 or 22, you will open up Screen 34. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



Note: When clicking the Help button you will see the following:

Approval Box Help File
Rejection Box Help File
Approval Tracking Help File

You can access each of these help sections for screens 32, 33 and 34 by simply clicking on the respective link.

Approval Tracking

Help

Introduction

FAMIS Web Approval Tracking allows authorized users to inquire the approval and rejection history of a document.

User Guide

- Once on the document approval tracking screen, the user should type in the document number in the 'Document #' box, and click 'Go'.
- 'Document Approval Path' section will display the current status of the document, i.e. the document has been completely approved/ routed back or is still pending for approval.

- 'Document History' section will display the approval/rejection history of the document.
- Clicking 'Prior' or 'Next' will lead the user to the prior or next document awaiting approval.
- To inquiry another document, the user could also type in another document number in the 'Document #' box and click 'Go'.
- Clicking 'Note' will bring up the notepad if the document contains one.

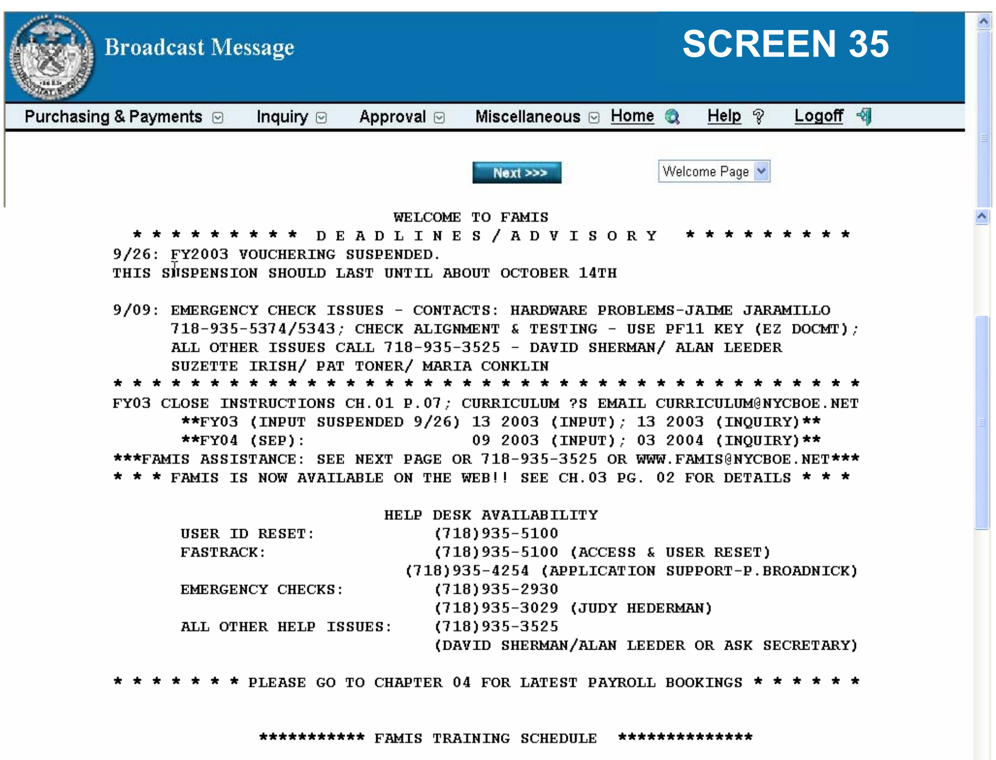
Anytime during the processing or after the processing, the user can click any link on the main header to switch to other portal applications.

Note: All subsequent screens for ***"Approval Tracking"*** will **NOT** be shown.

The Help screen however, provides information not only for this initial screen, but all subsequent screens, which will be displayed after inputting required data.

STEP 38

By clicking on *"Miscellaneous – Broadcast Message "* on screen 3 or 22, you will open up Screen 35. After providing the necessary information requested in each field (see below for "Help" section details), press Next >> to continue.



Broadcast Message

This is the section maintained by Office of Fiscal Affairs of the Department of Education. All important news, items, deadlines, notices, etc. will be discussed in the different chapters.

By clicking ‘Prior’, ‘Next’, the user can view the previous or next chapter. You can also use the dropdown list to switch between chapters.

Anytime during the processing or after the processing, the user can click any link on the main header to switch to other portal applications.

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