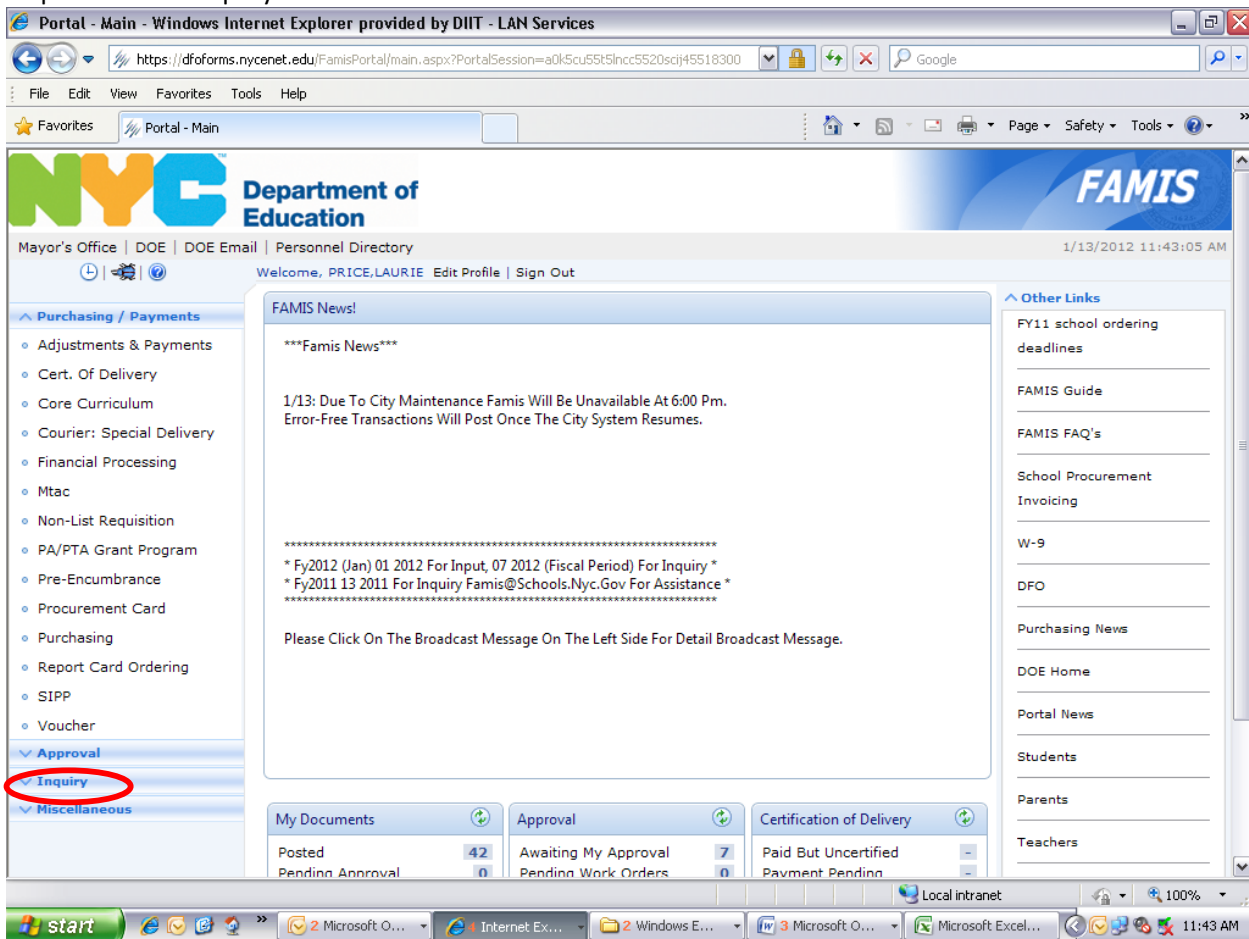


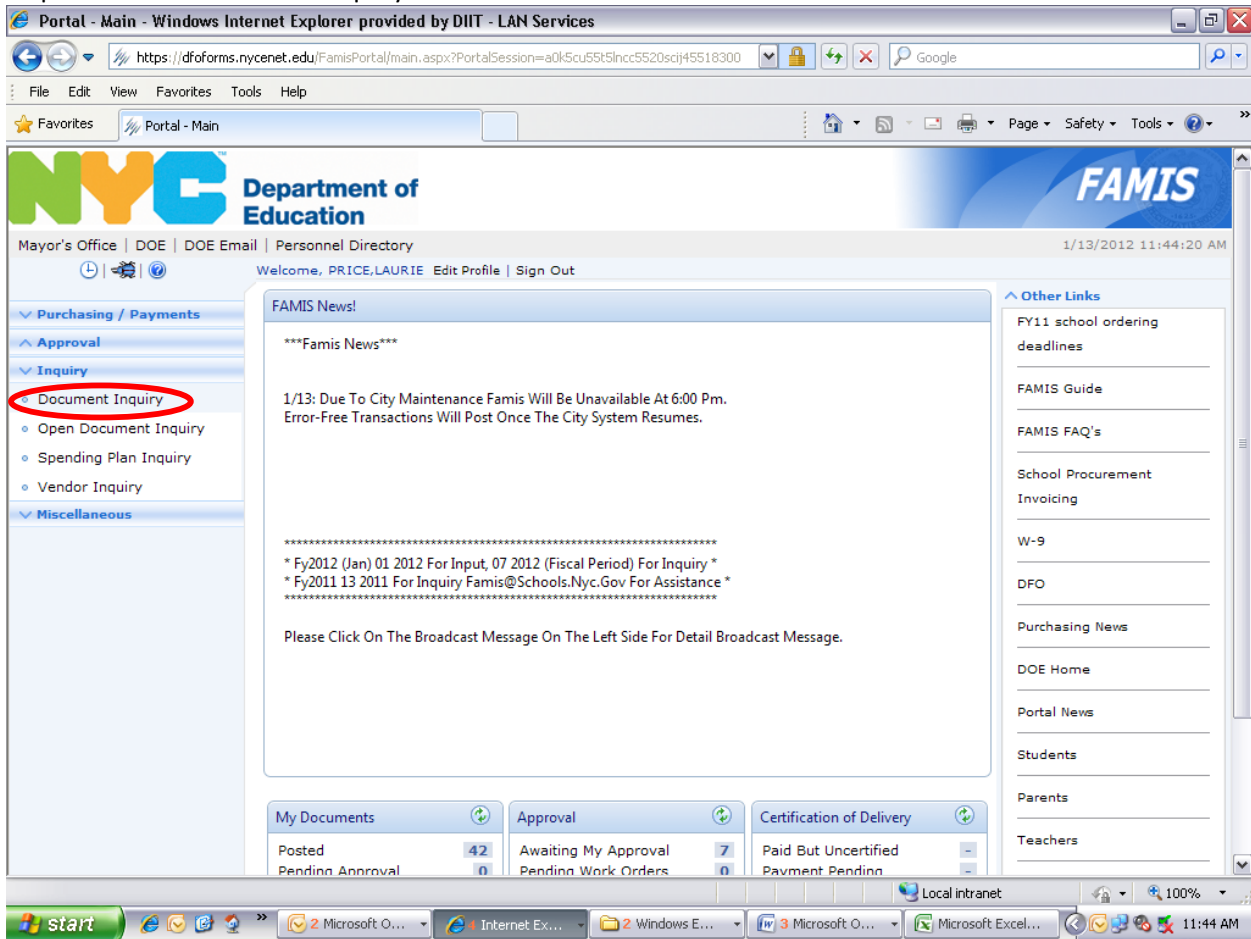
Below are step-by-step instructions on how to certify a Purchase Order (PO). This should be done for EACH PO, once the items have been received. Certifying the PO facilitates payment to vendors. If payment is not made to the vendor through the FAMIS system, vendors will be referred directly to the school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

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

Step 2: Click on Inquiry

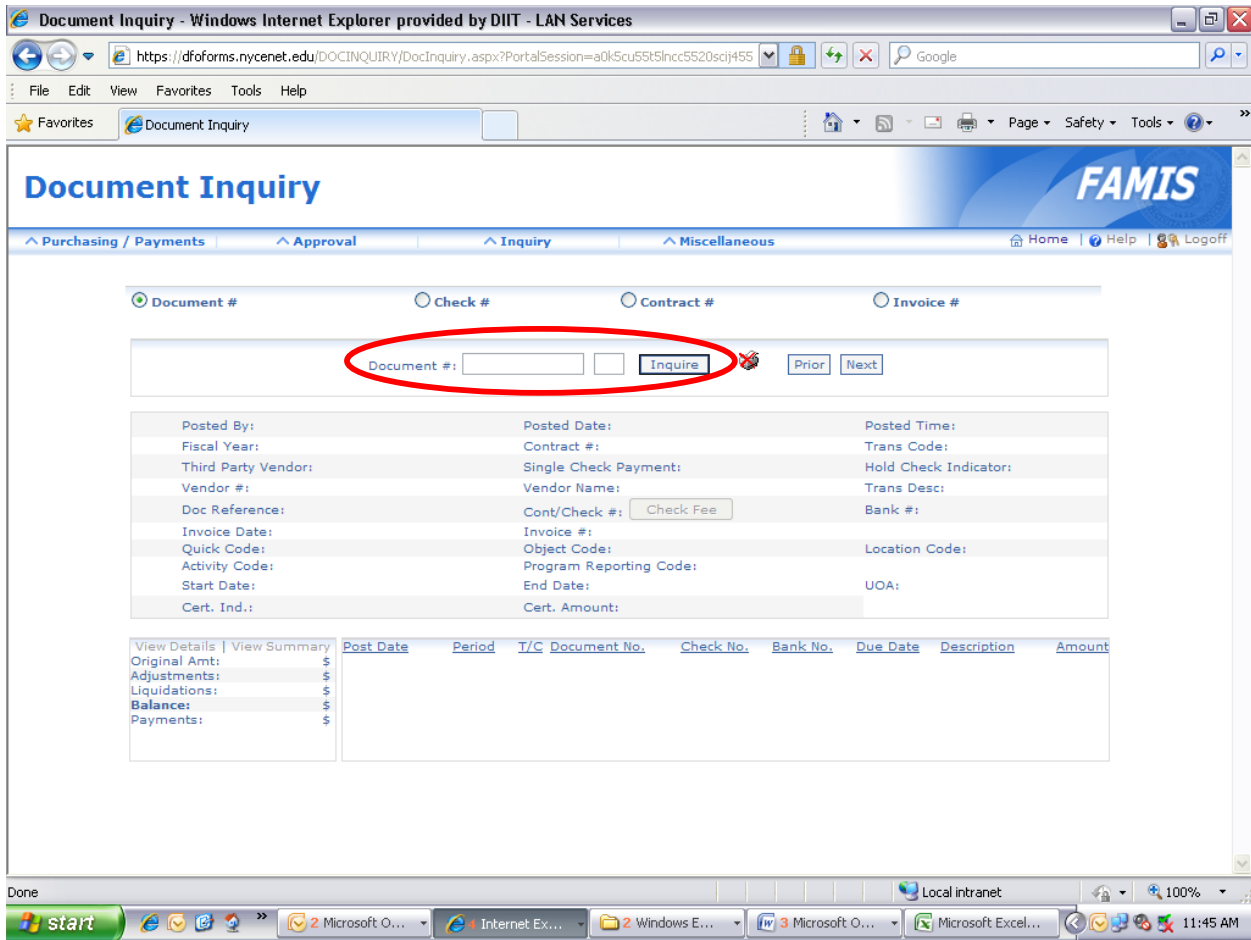


Step 3: Click on Document Inquiry



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.



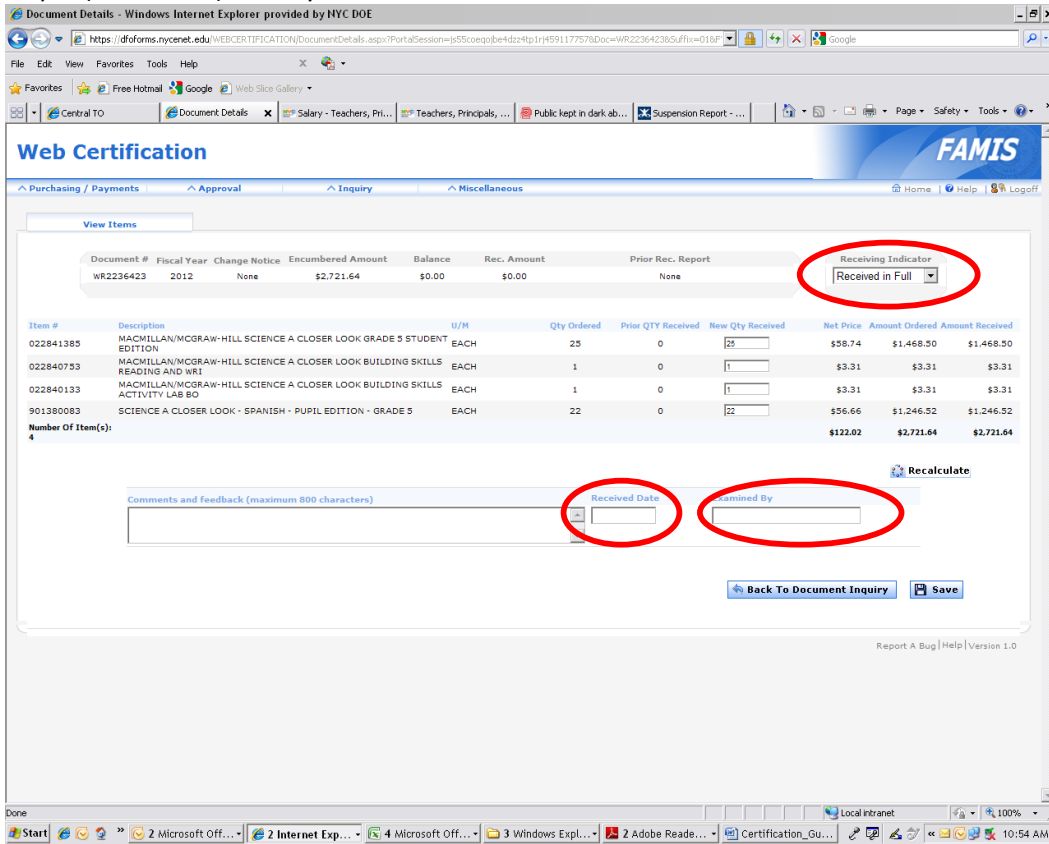
Step 5: Click Certify Document

The screenshot shows a web browser window titled "Document Inquiry - Windows Internet Explorer provided by DIIT - LAN Services". The address bar contains the URL: <https://dfoforms.nycenet.edu/DOCINQUIRY/DocInquiry.aspx?PortalSession=a0k5cu55t5lnc5520scj455>. The page header includes "Document Inquiry" and the "FAMIS" logo. Navigation tabs for "Purchasing / Payments", "Approval", "Inquiry", and "Miscellaneous" are visible. Below these 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 are buttons for "Document #", "01", "01", "Inquire", "Prior", "Next", and "View Notepad". A detailed information table follows, with the "Cert. Inq." field set to "Not Received" and a "Certify Document" button circled in red. At the bottom left, a summary table shows financial details.

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	Bank #:	
Invoice Date:		Invoice #:			
Quick Code:	84002129	Object Code:	0337	Location Code:	K538
Activity Code:	0000	Program Reporting Code:			
Start Date:	07/19/2011	End Date:	04/15/2011	UOA:	474
Cert. Inq.:	Not Received	Cert. Amount:	N/A		

View Details	View Summary	Post Date	Period	T/C	Document No.	Check No.	Bank No.	Due Date	Description	Amount
Original Amt:	\$									2,058.70
Adjustments:	\$									-2,058.70
Liquidations:	\$.00
Balance:	\$.00
Payments:	\$.00

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.

Step 6: Please mail a copy of all certified invoices to:

NYC Department of Education
 Attention: Office of Payable Operations
 65 Court Street
 Room 1502
 Brooklyn, NY 11201

Please make sure you keep a copy of the invoice for your records. **Please do not send copies of invoices to our office.**