The New York State Textbook Law (NYSTL) provides funds for textbooks, library books (NYSLL), and software (NYSSL) to help improve technology and instructional aids at schools. NYSTL funding is restricted to the three categories (Textbooks, Library & Software). This is non-negotiable. NYSTL funding is a non-cash allocation that must be spent via the FAMIS portal.

IMPORTANT REMINDERS:

- NYSTL funding is non-cash allocation that is to be used for the school year in which it is allocated.

- **Schools should aim to spend NYSTL funds by the end of March to ensure use before** the purchasing deadline. This office will send out the final deadline when it is announced via the Charter School Weekly. After the deadline, you will lose the funding allocation. **The funding does not roll over to the next year and all orders must be received and certified in FAMIS by June 30.**

- Orders are limited to NYSTL-approved items within each category. Orders are restricted to NYSTL-approved items within each category, **not** supplies, furniture, equipment, or other items. NYSTL funds are for instructional purposes only.

- Schools are able to transfer dollars across spending categories. Specifically:
  - Textbook and Software funds may be used to purchase Library Books.
  - Textbooks and Software funds may also be transferred to each other.
  - Library Books funds **may not be used** to purchase Textbooks or Software.

- Vendors will only be paid for software licenses covering 7/1/20 through 6/30/21. Any software licenses covering dates after 6/30/21 would be considered an FY22 expense.

- **Schools need to maintain a tracking system to manage NYSTL orders** and deliveries, especially for NYSTL funding distributed across multiple campuses. Recordkeeping is also important for audit documentation. Ensure that this system is well known among staff members.

- After creating the purchase order, **check your DOE email** for purchase order communications from the DOE.

NYSTL GUIDE SECTIONS:
(Hold Control and Click to Follow Links)

- Accessing FAMIS & Password Resets
- Check NYSTL Balances & Look Up Activity Codes
- Transferring Dollars
- How to Find Items/ShopDOE
- How to Create a PO for Textbook/Software
- How to Create a PO for Library
- How to Approve a PO
- How and When to Certify a PO
- How to Find/Print a PO
- How to Search for Open POs
- How to Edit a PO
ACCESSING FAMIS & PASSWORDRESETS

**New Users**

Each school MUST have (2) two users; **ONE INITIATOR** and **ONE APPROVER**. The initiator will create the purchase orders and the approver will approve the purchase orders.

You must have a DOE username and email in order to gain FAMIS access. If you do not have a DOE email, please reach out to your school’s Galaxy Table Organizer.

If you have DOE credentials, but **never had a FAMIS User ID**, then:

- Log in using your DOE credentials: [http://idm.nycenet.edu/selfservice](http://idm.nycenet.edu/selfservice).
- Go to manage systems, click on FAMIS, and complete steps to request access.
- Take a screenshot to document Access Request.

**Instructions for First Time Sign On**

At the initial login screen [https://www.finance360.org/famis/portal/](https://www.finance360.org/famis/portal/):

- Enter your assigned User ID.
- Re-enter your User ID as your password.
- Click on “Change Password.”
- The following message will appear: Your password is expired. Please enter a new Password and confirm the new Password.
- Enter a Password in New Password box. **Note:** Passwords should be 5-8 characters. Passwords cannot be reused.
- Re-enter the password in the Confirm Password box.
- Click on “Change Password.” You will now see the broadcast screens and your FAMIS Portal menu.

**Note:** Each individual is responsible for his or her own User ID. Do not share user IDs and password information.

**Existing Users / Password Resets & FAMIS Technical Assistance**

Existing users please note that user IDs will become inactive if not used within a 90-day period, and can be revoked due to security violations such as entering the password wrong more than 4 times or lack of activity. See below for information regarding password resets and FAMIS technical assistance.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password Reset</td>
<td>Visit <a href="https://idm.nycenet.edu/itim/self/Home.do">https://idm.nycenet.edu/itim/self/Home.do</a>. Anyone who has not registered for the site, must register and set up three security questions.</td>
</tr>
<tr>
<td>Other Access-related Issues such as new access, modifying an account (e.g. change of location and/or access level), unlocking an account, or removing access</td>
<td>Email <a href="mailto:systemsaccess@schools.nyc.gov">systemsaccess@schools.nyc.gov</a>. Include your School Name, DBN, your FAMIS user ID, and a description of the issue (include screenshots when applicable).</td>
</tr>
<tr>
<td>FAMIS Systems Issues (Transferring Funds, FAMIS error messages, etc.)</td>
<td>Email <a href="mailto:ClientServices@schools.nyc.gov">ClientServices@schools.nyc.gov</a></td>
</tr>
</tbody>
</table>
Order Issues          | Contact the vendor
Vendor Payment Questions | Have the vendor contact Vendorhotline@schools.nyc.gov

Note: The Charter School Office Team DOES NOT have access to reset passwords, unlock, or set up User IDs.

**CHECK NYSTL BALANCES & LOOK UP ACTIVITY CODES**

Check Balances Prior to Transferring Funds or Making Purchases

(1) To check balances, log into FAMIS and click “Inquiry”
(2) Click “Spending Plan Inquiry”
(3) Enter the following information:
   • District: 84
   • Quick Code: 004404
   • Location Code: 1 letter, 3 #s
(4) Click “Inquire”

**ACTIVITY CODES:** To see Activity Codes by Object Code, simply select “Activity” from the dropdown option labeled “Group By.” Then press
TRANSFERRING DOLLARS

Schools are able to transfer dollars around. Specifically:
- Textbook and Software funds may be used to purchase Library Books
- Textbooks and Software funds may also be transferred to each other, however,
- Library Books funds may not be used to purchase either Textbooks or Software or transferred out of the category.

Schools must make these transfers through the FAMIS portal. All funding for all transactions submitted prior to 3:00 pm will be available for processing on the next business day. **Funding for transactions submitted after 3 PM will be available for use in 2 business days.**

1. [https://www.finance360.org/famis/portal/](https://www.finance360.org/famis/portal/) (Use Internet Explorer)

2. Click on “Miscellaneous”

3. Click on “Spending Plan Funds Transfer”

4. Enter the amount you want transfer

5. Select the Object Code

6. Click “Apply”

**Note:** If you transfer dollars from software/textbook to library (object code 338), a new row will appear, with a new **Activity Code**. You will need to reference BOTH activity codes when creating a PO that requires funding from both rows.
HOW TO FIND ITEMS / ShopDOE

ShopDOE/ E-Catalog

The SHOPDOE/e-catalog (www.Shopdoe.com) is helpful to use in planning your purchases. ShopDOE is an online shopping tool that can be used to view items and compile shopping lists from the FAMIS E-Catalog. **It cannot be used to actually purchase items.**

(1) Go to www.shopdoe.com and sign in. **(Internet Explorer works best)**

![ShopDOE login screen]

(2) Search items. You may filter your search by selecting either “Software & Media” or “Books.” Then click “Search.” After the page loads, use the left column to select the filter for NYSTL eligible items.

(3) Select the item to purchase.

(4) Review selection and “add to cart.”

**Note:** In order to send a NYSTL ShopDOE order to your school’s FAMIS profile, you must be logged in with your DOE email.

Public users can browse ShopDOE and then email the items to themselves or others for
HOW TO FIND ITEMS/ShopDOE CONTINUED...

(5) Continue shopping or proceed to “Checkout.”

(6) Enter your information and shipping address. For the Shipping Address, search by your school’s Location Code.

(7) Review and Click “Finalize Order Request.” Inform your school’s FAMIS Initiator about your SHOPDOE Request.
HOW TO FIND ITEMS CONTINUED...

(8) Next, the FAMIS Initiator logs into FAMIS and then clicks “Purchasing” under “Purchasing/Payments.”

(9) Click “SHOPDOE Order Request.”

(10) Enter your school’s Location Code. Click “Retrieve.”

(11) Select specific order request and proceed to purchase the items.

(12) Continue steps below to add accounting line(s), update delivery information, etc. Make note of the WR number and have your school’s approver log in to approve the purchase order.
HOW TO CREATE A PO FOR TEXTBOOKS/SOFTWARE

(1) The purchase order “initiator” begins by logging into FAMIS: [https://www.finance360.org/famis/portal/](https://www.finance360.org/famis/portal/)

(2) On the left side of the screen, click on purchasing.

(3) Under contracted, click E-Catalog.

(4) Click Textbooks/Trade books or Computer Software (whichever you plan on purchasing).

Library Books: Please see separate section dedicated to purchasing Library Books.

(5) 84 is the district code.

(6) Quick Code: Enter 004404.

(7) Choose the correct object code:
   a. Textbooks = 0337
   b. Software = 0199

(8) Enter the Activity Code: Each DBN has a unique activity code for each object code. To locate your specific activity codes, click here or refer to the NYSTL Allocations Spreadsheet in the Charter Wiki.

(9) Click “Retrieve Balance”. The first time you create a PO, you should see the same balance as what is in the spreadsheet. In consequent purchases, the balance left for that Object code and activity code will be reflected.

(10) Click “Add Accounting Line”. You will see a table appear in the background with this information.

(11) Click “Close”.

(12) On the left side of the screen, click “Next”

(13) Search for items by ISBN, title, description, etc.

(14) Add items to your cart. You can click “Save Project” if you want to come back to this same cart later on without adding lines, searching again.

(15) When done, click “Proceed to Checkout.” Reminder: do not add more to your cart than what is available for the allocation category.

(16) Click “Checkout.” This creates the PO, where you will enter delivery instructions, etc.
HOW TO CREATE A PO FOR TEXTBOOKS/SOFTWARE CONTINUED...

(17) Enter “Delivery Information.” Be sure to fill in all required fields. **Items will be delivered to the location entered.**

(18) Enter “Invoice Information.”
   a. Location: NYC Department of Education
   b. Attention: Office of Payable Operations
   c. Telephone: 718-935-2850
   d. Address: 65 Court Street
   e. Room 1502
   f. City/State/Zip: Brooklyn, NY 11201

**Note:**
1. **Do not** put the school information here or vendors will send your school the invoice instead of DOE.
2. Due to COVID-19, inform vendors that invoices traditionally mailed to the DOE Accounts Payable office at 65 Court Street, should be emailed to the Accounts Payables inbox, AccountsPayables@schools.nyc.gov.
3. Vendors are to name the attachment and indicate the following on the subject line of the email: “Vendor Name, PO Number, and Invoice Number.”

(19) Click “Next.”

(20) Review and confirm all information before submitting.

(21) Click “Process Order.”

(22) Be sure to take note of the WR (document) number to reference in the future. Print the completed PO and keep on record. Also, if you are working with a vendor, be sure that they are referring the PO number in the invoice and for any follow-up with the DOE.

(23) The Approver must now log into FAMIS and approve the purchase order.
HOW TO CREATE A PO FOR LIBRARY

This section is applicable only for purchasing Library Books with object code 338 through the Non-List Application on FAMIS. This process starts by reaching out to the vendors below with a list of desired Library items, and selecting one to work with. Each vendor has a slightly different process to allow for browsing items, creating item lists, and sending quotes. Please note, different classes of contracts cover different bindings. Contract classes cannot be combined in one order and all books ordered must include shelf-ready processing.

Library Vendors:

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Class A: Publisher Bound Books</th>
<th>Class B: Pre-Bound Books</th>
<th>Class C: Book Subscription Services</th>
<th>Class D: A/V &amp; Media (DVDs, Books on CD, etc.)</th>
<th>Class E: Foreign Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOU007000</td>
<td>B2172BB</td>
<td></td>
<td></td>
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<td></td>
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<td>B2172PA</td>
<td></td>
<td></td>
<td></td>
<td>B2172PD</td>
</tr>
</tbody>
</table>

Note: Ebooks are not permitted under object code 338

Here are some helpful tips when working with Library Vendors:

- Notify vendors upfront that you are purchasing through the DOE FAMIS systems to ensure that you are receiving DOE prices and ordering items under the DOE contract.
- The Quote should reference the DOE contract number. You will need this when creating a purchase order in FAMIS.
- Once you have chosen a vendor, finalized prices, items, total amounts due, the initiator logs into FAMIS.

Steps for Creating a Library PO:

(1) Once you have chosen a vendor, finalized prices, items, total amounts due, the initiator logs into FAMIS.

(2) On the left side of the screen, click on purchasing.
HOW TO CREATE A PO FOR LIBRARY CONTINUED...

(3) Click “Contracted” and Select “Non-List.”

(4) Enter the vendor number and click “Retrieve Vendor Information.”

(5) Select the appropriate contract number, provided by the vendor.

(6) Click “Next.”
HOW TO CREATE A PO FOR LIBRARY CONTINUED...

(7) Enter the Invoice Address Information. **Do not enter the school address.**

Location: NYC Department of Education  
Attention: Office of Payable Operations  
Telephone: 718-935-2850  
Address: 65 Court Street  
Room: 1502  
City/State/Zip: Brooklyn, NY 11201

(8) Click “Next.”

(9) On the next screen, complete the Delivery Address Information—this should be your school’s information. Click “Next.”

(10) Now enter the accounting line information:

- District code will be pre-populated – 84
- Choose the correct object code for what you are purchasing – 0338
- Location code should be pre-populated with your borough and school number
- Enter the 4-digit activity code. School specific activity codes for 2020-21 can be found [here](#).
- Enter Start Date and End Date: 7/1/2020, 6/30/2021

(11) Click “Retrieve Balance.”
HOW TO CREATE A PO FOR LIBRARY CONTINUED...

(12) Amount to Apply to this Accounting Line: type in the amount of your order with this vendor. Note that this must be less than the current balance for this object code.

(13) Click “Add Accounting Line.” You will see a table appear in the background with this information.

(14) If you have transferred software or textbook funds to library AND your purchase total is more than your balance with this activity code, you must now AGAIN press “Add Accounting Line” and repeat steps 10 through 13 with the other activity code. For example:

A school has an initial balance of $5,000 in Library funds and then decides to move $3,000 from Textbook to Library. Next, the school decides to create a PO for Library for $6,000. After adding the accounting line with the initial Library balance, you will need to repeat this process to add the SECOND accounting line, which has a different activity code. The result will be an additional account line appearing.

(15) Click “Close “ and the line or lines added should be reflected.

(16) Click “Next”

(17) Complete “Item Details” section.

- Item # – NA
- Item Description – Type “See Attached” List
- Unit of Measure – Each
- Quantity – 1
- Net Price – Input the amount of your order
- Click “Recalculate.”
- Check the box “I have a printed list of items

(18) Click “Next.”
HOW TO CREATE A PO FOR LIBRARY CONTINUED...

(19) Confirm all the details on the “Order Summary” page.

(20) Click “complete purchase order” and this will create the purchase order, and return a “WR” document number. Take note of this number.

(21) The Approver must now sign in and approve the purchase order.

(22) **Submit Your Order to Vendor.** Please be sure to include your contact information, list, and FAMIS P.O. number on all correspondence. Vendors should be instructed to send invoices that reference the FAMIS purchase order number. Inform vendors that invoices traditionally mailed to the DOE Accounts Payable office at 65 Court Street, must be emailed to the Accounts Payables inbox, AccountsPayables@schools.nyc.gov. Vendors are to name the attachment and indicate the following on the subject line of the email: “Vendor Name, PO Number, and Invoice Number.”

Invoice Address:
NYC Department of Education
Office of Payable Operations
65 Court Street, Room 1502
Brooklyn, NY 11201
HOW TO APPROVE A PO

After a purchase order is created by the Initiator, the Approver must sign into FAMIS to approve the purchase order.

(1) From the home page, click on “Awaiting My Approval.”

(2) Once in the Approval Box, find the purchase order you have to approve. Verify the Doc # and click on the checkbox.

(3) Then, go to the ACTION drop down Menu towards the top and click APPROVE.

(4) Enter your signature into the Signature field and click SIGN (do not hit ENTER on the keyboard, it will not approve the purchase order, you must click on SIGN).

(5) The purchase order will then get various levels of approval before posting.

(6) After the order has been approved, please print out copy of purchase order and contact/send to vendor. Contact the vendor directly for questions about delivery timeline.

(7) Please track ALL PO numbers pending for your school.
HOW AND WHEN TO CERTIFY A PO

EACH Purchase Order that your school created in FAMIS needs to be certified 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.

(1) Log into FAMIS and click “Inquiry.”

(2) Then, Click “Document Inquiry.”

(3) Enter your FAMIS PO number (starts with “WR”) and click “Inquire.”

(4) Click “Certify Document.”

(5) Enter and Save the Certification Information.

- Choose “Received in Full”, “Partially Received”, or “Not Received.” If partially received, you will be asked to fill in the quantity received.
- Enter the date the materials were received and the name of who examined the materials. Press “Save.”
- Note: If you purchased curricular materials using NYSTL funding in a particular school year, those items should be received and certified by June 30th of that school year. Failure to certify your order per the instructions above may result in vendors being paid from your future NYSTL allocation.

It’s important to Certify POs as soon as the books or software are received.
HOW TO FIND/PRINT A PO

(1) Log into FAMIS.

(2) Click “Inquiry.”

(3) Click “Document Inquiry.”

(4) Enter FAMIS PO #

(5) Click “Inquire.”

(6) Click the printer icon.

HOW TO SEARCH FOR OPEN POs

(1) Log into FAMIS and click “Open Documents Inquiry” from the “Inquiry” tab.

(2) Verify the time period.

(3) Enter 84 as the district and Quick Code “004404,” and select the correct “Location.”

(4) Verify that the “G/L Account” line indicates “Encumbrances.”

(5) Click “Retrieve.”
HOW TO EDIT A PO

(1) Log into FAMIS.

(2) Click “Purchasing”

(3) Click “Change Notice” under the “Non-Contracted” Options

(4) Enter the PO# and click “Retrieve.”

(5) Proceed to the “Item Details” page and click “Next.”

(6) Click “Edit”, adjust quantity, click “Calculate Total”, and then click “Next”

(7) Click “Update”

(8) Now you are on the “Add Spending Account Line” window. Click “Retrieve Balance”

(9) Click “Update Accounting Line” and then “Close”

(10) Click “Next”

(11) The summary page will appear. Review and select “Post Document”

Remember to notify the vendor of any changes immediately!