



**The Following Article
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**ON-LINE CERTIFICATION OF DELIVERY
PROCESS MODIFICATION**

In our continuing efforts to improve vendor payments and internal controls, effective May 15, 2007 the on-line certification of delivery process has been modified in the FAMIS portal. This new process will provide schools with functionality to adjust or suspend payment, before invoices are processed for payment. To help schools make the appropriate adjustments, the portal will automatically suspend payment until on-line certification is completed.

The following are the procurements that will be affected by this change:

- Professional services (contract and non-contract)
- Listing applications
- Full value contract
- Non-contract purchases

The FAMIS homepage has been modified to display certification status of:

- Invoices processed for payment and awaiting certification (payment suspended)
- Paid invoices without certification (e-catalog and contracted commodities)
- Total Uncertified by school

Certification/Adjustments

- Documents that are awaiting certification and paid without certification can be accessed from the Portal Homepage to be certified
- All payments, including e-catalog and contracted commodities can be held adjusted or cancelled by the school via the FAMIS Certification Screen. The appropriate action (Certify/Adjustment) must be entered upon receipt of order

Payment

- The Division of Financial Operations-Accounts Payables Office will monitor payments which have been suspended and will not process payment until the appropriate action at the school has been taken. Accounts Payables will contact schools concerning payments that have been suspended greater than 10 days.

Blanket Purchase Orders

- To accommodate partial certification for blanket POs that were generated to pay multiple invoices, but were entered with a quantity of "1", modifications were made to the Certification of Delivery process utilizing decimal point (.1, .25, .33 etc.) to indicate receipt of less than 1. This will be a temporary solution for the remainder of FY07. FY08 orders must be placed with actual line items with quantities. This will allow partial certification based upon the number of units received and certified.

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