



**THE CITY OF NEW YORK DEPARTMENT OF EDUCATION
SYSTEMS-AT-A-GLANCE**

FAMIS PRODUCTION LOG-ON	FAMIS PORTAL LOG-ON	GALAXY LOG-ON
TO GAIN ACCESS TO FAMIS FOLLOW THESE STEPS:	TO GAIN ACCESS TO FAMIS PORTAL FOLLOW THESE STEPS:	GALAXY QUICK REFERENCE
<p>Instructions: These instructions begin at the Division of Instructional and Information Technology Screen.</p>	<ol style="list-style-type: none"> Go to the Internet, and type the following address http://df(forms).nycenet.edu/portal/ You are now at the FAMIS portal address At the space indicated for User ID, type your User ID At the space indicated for Password, type your Password Now click on Sign In You are now at the main menu You may now access the following functions by clicking on the transaction of your choice: <ul style="list-style-type: none"> Purchasing and Payment Procurement Card Purchase Order Non-list Requisition SIPP-Formerly Imprest Adjustments and Payment Inquiry Spending Plan Inquiry Document Inquiry Open Items Vendor Inquiry Approval Approval Box Rejection Box Approval Tracking Miscellaneous Broadcast Message 	<p>To sign on to Galaxy:</p> <ul style="list-style-type: none"> Click Internet Explorer Enter URL/Web address http://mygalaxy.nycenet.edu Enter Name, Password, Location, Click Logon <p>Note: Save this address under “Favorites” for easy future access</p> <p>To View School Allocation Memos:</p> <ul style="list-style-type: none"> Open Internet Explorer Enter URL/Web address http://www.nycenet.edu/offices/d_chancoper/budget/dbor/allocationmemo/am.html <p>Note: Save this address under “Favorites” for easy future access</p> <p>To view Details of Galaxy Entries:</p> <ul style="list-style-type: none"> Click icon to the left Select Details <p>To Edit Details of Galaxy Entries:</p> <ul style="list-style-type: none"> Click icon to the left Select Edit Change attributes Save <p>To Add Comments for Galaxy Entries:</p> <ul style="list-style-type: none"> Click icon to the left Select Comments Add details Save <p>To Obtain Quick Codes for OTPS Items in Galaxy:</p> <ul style="list-style-type: none"> Click icon to the left Select Details Review page for quick code <p>To view Allocation Category Totals</p> <ul style="list-style-type: none"> Click AC Totals
<ol style="list-style-type: none"> Type FM for service desired Press enter or control Key Type in your User ID Type in your Password Press enter or control Screen will display Sign on is complete Type F400 Press enter or control You are now on the FAMIS 4.2 screen Press enter or control You are now at the Broadcast Message Screen To read any and all the messages press F5 To continue reading the messages within each chapter Press F8 to page forward To read the next chapter Press F5 To leave the message screen Press pause or clear You are now at the FAMIS main menu 		

**To log on to a 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*

LOGON PROCEDURE FOR EIS To Gain Access to EIS Follow These Steps:	LOGON PROCEDURES FOR FASTRACK To Gain Access to Fastrack Follow These Steps:	QUICK REFERENCE GUIDE TO BUDGET AND ACCOUNTING TERMS	FAMIS PORTAL KEY TERMS
Instructions: These instructions begin at the Division of Instructional and Information Technology Screen.	Instructions: These instructions begin at the Division of Instructional and Information Technology Screen.	*Department of Education Fiscal Year is from July 1st to June 30th.	<p>FP - Represents the document tracking number for payments using the portal system.</p> <p>WO - New prefix for a PO (purchase order) without a contract.</p> <p>WR - New prefix for a PR (purchase order) with a contract.</p> <p>WC- New Prefix for the procurement card</p> <p>WI - New prefix for an Imprest Fund now referred to as SIIP (Small Item Incidental Purchases)</p> <p>NOTE: All of the above documents print hard copy after being approved. However, to print document for procurement card you must click on view notepad.</p>
<ol style="list-style-type: none"> 1. Type P 2. Press Enter- Next Screen 3. Press Clear or Pause Key 4. Type the letters CESN 5. Press Enter 6. Type User ID 7. Press Tab Twice 8. Type Password 9. Press Enter Next Screen 10. Type DB2 11. Press Enter 12. Type application EIS 13. Press Enter 	<ol style="list-style-type: none"> 1. For Service Desired → Type in ATS2 and press enter 2. You should be at the ATS SIGNON SCREEN <ol style="list-style-type: none"> a) For USERID: Type in your USERID b) For Password: Type in your password and press F10 <p style="text-align: center;">WELCOME TO MVS MODEL 204 – ATSPROD2 REGION</p> <p>Press Enter</p> 3. Your are now at the Automate The Schools Security Screen, press enter 4. Automate The Schools Primary Menu Screen <ol style="list-style-type: none"> a) The cursor → type in 8 or type in SBMS, press enter 5. School Based Management Primary Menu screen <ol style="list-style-type: none"> a) At the cursor → type in 3 or type in PRCH, press enter 6. Requisition Information screen, press the F3 button to continue 7. Purchasing Information – Fastrack Purchasing Menu Screen → type in 5, press enter 8. Requisition Processing Menu 	<p style="text-align: center;"><u>TERMS</u></p> <ul style="list-style-type: none"> • Quick Code: Budgets for tax-levy, special education and funded programs are designated by a six digit quick code which identifies the service, program, project or grant category. (6 Characters) • Object Code: Identifies the type of OTPS expenditure being made. (3 Characters) • Location Code: Identifies a specific school/site to be charged for the expenditure made. • *Fiscal Year: The last two digits of the year in which expenditures are made. (2 Characters) • Personal Service: Personal service items are scheduled according to line numbers (P.S.) • Other Than Personal Service: Other than personal items that are scheduled according to object codes (O.T.P.S.) (i.e. Supplies, consultants, leases etc.) • Encumbrance: Setting aside or reserving funds within FAMIS against a location’s budgeted monies for a purchase. Prepared at the school, these monies are committed for the payment of goods and services. • Purchase Order: A document for the expenditure of monies which is prepared and submitted for approval for encumbrance of funds. • Imprest Fund: A purchasing method which allows the school to make “over-the-counter” purchases that are \$500 or less. The Imprest Fund process provides for a direct payment to the vendors and reimbursement to employees for out-of-pocket expenses. Now referred to as SIPP. 	<p style="text-align: center;"><u>FAMIS PORTAL TIPS</u></p> <ul style="list-style-type: none"> • Pressing restart prior to completing a document will delete all information. • If you are uncertain whether a document has been approved perform a document inquiry. If the document has <u>not</u> been approved a “No Record” will appear. • Anytime during the processing under any category, the user can click any button on the main header to switch to other portal applications. • FAMIS Document Inquiry allows authorized users to inquire about Document, Check, Contract and Invoice details and it gives the user a convenient way to switch inquires from one category to another by applying the links in one inquiry result. • FAMIS Fast Payment Processing 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, voucher or cancel those documents.