COUNTY DEPARTMENT STRUCTURE
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SUMMARY

This procedure delineates the Miami-Dade County Department Structure and instructs the user on how to access the Organization Table in the FAMIS G/L system. The Organizational Table is a listing of all active and currently inactive (for historical reporting) departments that have existed in the FAMIS system. Each department is assigned a two letter code, which may be further expanded to include divisions, sections, activities, subactivities, and three untitled levels. For detailed information on organization structure values refer to the "Organization Structure" Procedure.

PROCEDURE

The Miami-Dade County Departmental Structure in FAMIS is designated a two-letter code for each department.

1. Follow these procedures to access the County's Departmental Structure in FAMIS:
    a. Log into the FAMIS system, reference Procedure Number 311.
    b. At Main Menu screen, (FAML000), Press the F2 key to go to Table Maintenance (Screen 5000).
    c. Press the F1 key to go to Classification Structure (Screen 5001).
    d. Press the F6 key to go to Organization Codes, Screen 5100.
    e. Ensure the cursor is in the Department Field.
    f. Press the F2 key to go to the Organization Lookup Table.
    g. Press the F2 key to bring back the department to the Organization Code (Screen 5100). The associated data for the department will appear.
    h. You may view other department codes by pressing the F5 (Next Record) or F4 (Previous Record) keys, while on Screen 5100.

CONTACT(S):
Department/Division
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