ORGANIZATION STRUCTURE

SUMMARY

This procedure explains the Miami-Dade County's Organization Structure, as depicted in the FAMIS system and discusses index codes in relation to the organization structure. This procedure also gives instructions on accessing the organization structure in the FAMIS system. To access organization structure table in FAMIS, refer to the "County Department Structure" Procedure.

PROCEDURE

1. The FAMIS system utilizes index codes to ensure transactions are tracked to the proper organization and fund group. The index code character length allows the county to compose a detailed organization structure within the FAMIS system. Each department can indicate the organization level by using alphanumeric codes. Current description levels, with an example of a county department to the right, are listed below:
   a. Level 1:   Department e.g. PR
   b. Level 2:   Division e.g. PR 41
   c. Level 3:   Section e.g. PR4101
   d. Level 4:   Activity e.g. PR410100
   e. Level 5:   Subactivity e.g. PR41010001
   f. Levels 6-8:   are untitled for use by County departments as necessary.

2. All transactions must be posted to the lowest level of an organization's structure. To ensure this is accomplished, at each level of every department's organizational structure there is an indicator in the FAMIS organization table that identifies whether a lower level must exist, (Y) for yes and (N) for no Lower Level Required indicator field.

   Once the organization level code is built, the users will see the Lower Level required indicator when accessing the FAMIS system. This ensures that the user understands the need to look for a lower level of organization if the indicator is Y for Yes, or that the user is at the lowest level of the organization if the indicator is N for No. Generally the lowest level of an organization's structure is the SECTION level, but this is not a rule.

3. Organization Groups allow the County to combine different departments into strategic areas and produce summary level management reports.

4. Access the County's organization structure, refer to Procedure Number 303.

CONTACT(S):
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