FUNCTION CLASSIFICATION STRUCTURE

SUMMARY

This procedure explains the Function Code of the Miami-Dade County accounting classification system. It also gives the procedure to access the Function Code Table in the FAMIS system.

PROCEDURES

1. The Function Code is used by the County to meet its annual reporting requirements to the State of Florida's Department of Financial Services. The function code is a three-character field with segmented lengths of 2 and 3. A function code is required to be built into every expenditure and revenue index code.

2. The County's three-character Function Code corresponds directly to State of Florida's Chart of Accounts for Revenues and Expenditures. For example, the State's expenditure account code 525 for "Emergency Disaster and Relief Services" is built into the County's hurricane-related index codes. One example of the three-character function code breakdown is shown below:
   52: Public Safety
   521: Law Enforcement
   522: Fire Control
   523: Detention and/or Correction
   524: Protective Inspections
   525: Emergency and Disaster Relief Services
   526: Rescue Services
   527: Medical Examiners
   528: Consumer Affairs
   529: Other Public Safety

3. To access the Function Code Lookup Table in the FAMIS system, follow these procedures:
   a. Log onto the FAMIS system (refer to Procedure Number 311)
   b. At FAML Screen0000, Main Menu, Press F2 key to access Table Maintenance.
   c. Press F1 key to access Classification Structure
   d. Press F4 key to access Screen 5260, Functions.
   e. Place cursor in the Function field.
   f. Press F2 to access Screen 5999, Function Table Lookup.
   g. You may use the F8 (Next Page) and F7 (Prior Page) keys to scroll through function listings.
   h. You may use the arrow keys to position the cursor at the function code you desire.
   i. Press F2 to bring the desired function code and its associated data back to populate the fields in Screen 5260, Functions.
   j. You may use the F5 (Next Record) and F4 (Prior Record) keys to scroll through the function records on screen 5260.

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