

PROGRAM CLASSIFICATION STRUCTURE

SUMMARY

This procedure defines the Miami-Dade County Program Classification Structure used in the FAMIS G/L system. It also contains instructions on how to access the Program Structure in the FAMIS system.

PROCEDURE

1. The County uses the Program Classification Structure to meet capital, operating, and budget requirements. The Program Code is a segmented 16 alphanumeric character code that designates eight-levels, each level annotated by a two-character code. The Program Code must have the first three levels of the program structure built into the index code, as described below:
 - a. First Level: The County's program categories used in the Operating/Capital Budgets are:
 - AR: American Recovery & Reinvestment Act
 - CR: Culture and Recreation
 - ED: Economic Development
 - GG: General Government
 - HH: Health and Human Services
 - IS: Internal Support
 - ND: Non-Departmental
 - PE: Physical Environment
 - PF: Policy Formulation
 - PP: Protection of Property and People
 - TR: Transportation
 - b. Second Level: The individual County department code (i.e. "PR" for Parks, "FR" for Fire Department) under the Level 1 program.
 - c. Third Level: Uses each department's unique primary activities in the County's Operating and Capital Budgets. A sample Program Structure for the Fire and Rescue Department is: PPFRRAR, where PP is level 1, Protection of People and Property; FR is level 2, Fire and Rescue Department; and AR is level 3, Air Rescue.
2. Program levels 4-9 are available to all County departments to use to meet specific internal reporting requirements. For example, these lower levels are used by Miami-Dade Transit Agency to comply with certain Federal Transportation requirements, and by the Park and Recreation Department to report on parks activities. For specifics on these levels, contact the appropriate department's financial accounting personnel.
3. To access the FAMIS Program Structure, follow the procedures below:
 - a. Log onto the FAMIS System (Procedure 311: Logging onto FAMIS General Ledger).
 - b. From FAML Screen 0000, Main Menu, Press the F2 key to access Table Maintenance Menu.

- c. Press the F1 key to access the Classification Structure Menu.
- d. Press the F5 key to access Screen 5250, Programs.
- e. Ensure the cursor is in the Program field.
- f. Press the F2 key to bring the desired Program Code and its associated data to populate Screen 5250.
- g. You may use the F5 (Next Record) and F4 (Prior Record) keys to view other Program Codes and their associated data on Screen 5250.

CONTACT(S):

Department/Division

Finance Department/Controller's Division/Accounting and Reporting Section