

LOGGING ONTO FAMIS GENERAL LEDGER

SUMMARY

This procedure explains how to log onto the FAMIS General Ledger system. For FAMIS ID and security for FAMIS logon – Refer to the “Requesting FAMIS, ADPICS and/or Accounts Payable Security” Procedure on how to obtain FAMIS user ID and password.

PROCEDURE

1. You must first have security access to the mainframe in order to log onto the FAMIS system. If you do not currently have a FAMIS User ID and Password, please refer to Procedure Number 314, Requesting Access to FAMIS, ADPICS and Accounts Payable Security.
2. LOGGING ON AT A PERSONAL COMPUTER WITH ACCESS TO MAINFRAME: (In order to access FAMIS through your PC, you must have 3270 emulation software installed). The below described steps “a” and “b” are general guidelines; they might be different depending on the 3270-emulation software your department is using or on the description label placed on the icon for your 3270 emulation session. If you have any questions, please refer them to your department’s technical representative or contact the Information Technology Department’s Help Desk at 305-596-HELP.
 - a. Find the mainframe icon on your PC desktop. The short cut may be named FAMIS with a letter designation following, for example, FAMIS 5.1, it may display EXTRA! For Windows, or 3270 IBM emulator. If you cannot find the short cut for FAMIS, contact your departmental computer systems personnel and ask for assistance.
 - b. Once you have found the icon, double-left click on it to open the program
 - c. Once you have established a connection to the mainframe, the Information Technology Department (ITD) initial logon screen will appear. At Information Technology Department Initial screen, after the prompt “PLEASE ENTER APPLICATION CODE, i.e. the letter “G” (for General Government Systems) or “F” (for Financial Systems), then press the Enter key
 - d. A Login Screen will appear. Type in your User ID and tab down to the Password Field. Type in your Password and press the Enter key.
 - e. If you entered the password incorrectly, you will receive the following message “Your password is invalid. Please retype.” After three incorrect attempts to enter your password, the system will lock you out. You will need to contact the Information Technology Department’s Help Desk (305-596-HELP) or your departmental CRS Administrator to have the password unlocked.
 - f. If you entered your password successfully, a screen message will appear “Sign on is Complete”. Type in “F400” and the Enter Key.
 - g. Main Menu will appear (Screen 0000). You are now logged into the FAMIS System.
 - h. If logging on via Graphical User Interface (GUI) please see Procedure Number 313.

CONTACT(S):

Department/Division

Finance Department/Controller’s Division/Systems Section