LOGGING ONTO ADPICS ACCOUNTS PAYABLE

SUMMARY

This procedure explains how to log onto the Advanced Purchasing and Inventory Control System (ADPICS) and Accounts Payable. You must first have access to the ADPICS system to log onto the system. If you do not currently have access to FAMIS/ADPICS, please refer to the "Requesting FAMIS, ADPICS and/or Accounts Payable Security" Procedure.

For ADPICS ID and security for ADPICS logon – Refer to the "Requesting FAMIS, ADPICS and/or Accounts Payable Security" Procedure on how to obtain ADPICS user ID and password.

PROCEDURE

1. You must first have security access to the mainframe in order to log onto the ADPICS system. If you do not currently have a mainframe 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/ADPICS 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 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 Icon that looks like a red, white and black star (or compass) on your PC monitor. 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 Departments' 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 "PH00" at the top left hand side and press Enter; then system will log you on to ADPICS-Accounts Payable.

g. Main Menu will appear (Screen PCHL0000). You are now logged into the ADPICS-Accounts Payable 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
Internal Services Department/Procurement Management Division