LOGGING ONTO GRAPHICAL USER INTERFACE FAMIS/ADPICS/ACCOUNTS PAYABLE

SUMMARY

This procedure gives instructions for logging onto the Finance and Management Information System (FAMIS) and/or the Advanced Purchasing and Inventory Control System (ADPICS) through the Graphical User Interface (GUI).

PROCEDURE
1. The Graphical User Interface provides a "windows like" view for the FAMIS and ADPICS systems. It provides the ability to export financial data from FAMIS and ADPICS to Excel worksheets.
   a. Log on to Graphical User Interface (GUI):

      NOTE: You must have a FAMIS or ADPICS User ID and Password, as you would when using the mainframe access applications. If you do not, please refer to the Procedure "Requesting FAMIS, ADPICS, and/or Accounts Payable Security".

   b. Look for a shortcut icon on your computer. It will be named "FAMIS 5.1 GUI", or just "FAMIS GUI".

   c. Double left-click on the FAMIS GUI icon.

   d. A window that says "CBRT-signonfm.csd" will appear with a screen similar to the mainframe log in screen. Enter the corresponding application code to access FAMIS/ADPICS. NOTE: Application code "F" will default to 5.1 Production region. You may also access other regions to include test and archival regions.

   e. Type in your mainframe User ID and password.

   f. When you have entered your User ID and Password correctly, press the Enter key. The sign-on process takes a few seconds longer than signing on in the mainframe. If you have trouble with the User ID and/or password when logging in, contact ITD Help Desk at 305-596-HELP.

The Navigator Screen will appear. By default, you are now logged onto FAMIS. Click ADPICS button to gain access to ADPICS system.

CONTACT(S):
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