REQUESTING FAMIS, ADPICS AND/OR ACCOUNTS PAYABLE SECURITY
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SUMMARY

This procedure explains how to request security access to the Financial and Management Information System (FAMIS), the Advanced Purchasing and Inventory Control System (ADPICS) and/or Accounts Payable/Construction payments module.

PROCEDURE

Complete a Request for Access to FAMIS / Accounts Payable or Construction / ADPICS form. Access this form and instructions on the County's Intranet at the following URL: http://intra.miamidade.gov/finance/famis.asp, click on FAMIS/ADPICS Security form. This form is also accessible through Internal Services Department, Procurement Management Division's intranet site: http://intra.miamidade.gov/procurement/adpics-training.asp

The user for whom the security form is being completed for must already have a User ID assigned to them. To obtain one, the department's Central Registration Systems (CRS) Administrator must establish the user in the CRS, administered by Information Technology Department (ITD). Once the user is established in CRS, they can be granted access to mainframe applications.

For specific instructions on filling out this form, in general, the following information is required.
User Information Required:
- User Id**:** Identification created for the user by the Department's CRS Administrator.
- User Status: County employee, temporary or outside agency**:** Provide appropriate status of user's employment.
- User Information: User's Name, Title, Employee Identification Number created by Internal Services Department, Division, Section, Work Address, Phone, and the name of the user's supervisor.
- Department (Dept.) and Division (Div.) to be accessed**:** This is the Dept. / Div. where the user works. When the user inputs documents using index codes from other departments, those departments' abbreviation(s) must be listed on the security form and an authorized signor for the affected department(s) must sign the security form as well, approving access to their departmental index codes.
- Departmental Approval: The authorized departmental individual must sign the form in order to grant access. In the case of FAMIS, A/P, and Construction Module the person must be on the approved signature list that is turned in to the System Support Section on a yearly basis (On the FAMIS Liaison and Authorized Signatures for Systems Security Access Form). For ADPICS, please contact Internal Services Department, Procurement Management Division Help Desk at 305-375-3945 for their requirements for departmental approval.

FAMIS Access Section:
- New: Check this option if the user has never had access to any other mainframe system, for example: budget system, payroll system, etc.
- Add: Check this option if the user has access to another mainframe system other than FAMIS.
- This would imply that the user already has a password to enter the mainframe.
- Modify: Check this option if the user already has access to FAMIS, but their access needs to be modified. Ex. raise/lower authorization amount, change access from inputting to inquiry or vice versa.
- Delete: Check this option if current access is to be completely deleted from the user. If the user leaves a department and/or the County, the department is to immediately send a security form requesting the deletion of the user's access.
- Inquiry or Input/Create or Approve:
- Inquiry: If the user is to only look at information in FAMIS then "Inquiry" should be checked.
- Input/Create**:** If the user is going to input financial documents via the departmental approval path (ex. Journal Entries, Report of Collections Deposit, and/or Budget entries, etc.) then the "Input/Create" option should be checked next to the corresponding document(s).
- Approve: If the user is going to approve financial documents via the departmental approval path then the "Approve" option should be checked next to the corresponding document prefix.
- Maximum Authorization Amount**:** This field is to be filled out only if the user will be approving documents via the departmental approval path.

Accounts Payable-Construction Payments Access Section:
- New, Add, Modify, or Delete: Same as in FAMIS Access Section above.
- Inquiry or Input/Create or Approve**:**
- Inquiry: If the user is to only look at information in the A/P Module then "Inquiry" should be checked.
- Input/Create: If the user is going to input financial documents via the departmental approval path (ex. Direct Vouchers, Invoices, Credit Memos, and/or Construction Vouchers) then the "Input/Create" option should be checked next to the corresponding document type.
- Approve: If the user is going to approve financial documents via the departmental approval path then the "Approve" option should be checked next to the corresponding document.
- Maximum Authorization Amount**:** This field is to be filled out only if the user will be approving documents via the departmental approval path. In the A/P module and in ADPICS, the authorization amount must be equal.

ADPICS Access Section:
- New, Add, Modify, or Delete: Same as in FAMIS Access Section (above)
- Inquiry or Input/Create or Approve:
- Inquiry: If the user is to only look at information in the ADPICS Module then "Inquiry" should be checked.
- Input/Create: If the user is going to input procurement documents via the departmental approval path (ex. Purchase Orders- PO, Requisitions-RQ) then the "Input/Create" option should be checked next to the corresponding document type.
- Approve: If the user is going to enter and approve procurement documents via the departmental approval path then the "Approve" option should be checked next to the corresponding document. For ADPICS, an Approval Path Form must be submitted to Internal Services Department, Procurement Management Division.

- Maximum Authorization Amount: This field is to be filled out only if the user will be approving documents via the departmental approval path. In the A/P module and in ADPICS, authorization amount must be equal.

Work Description:
- Please summarize the type of work that the user will be performing in the respective systems for which access is being requested.

General Information:
To learn the purpose of each document and to learn how to process them, we recommend that training for FAMIS-A/P and ADPICS be requested for users.

To receive training for FAMIS and A/P, please contact the Finance Department System Support Section at 305-375-5080. (See Procedure No. 315: Requesting FAMIS Training)

To receive ADPICS training please call the Internal Services Department Help Desk at 305-375-3945.

To receive more information about the security form, security itself, or any other security related question please call the Finance Department at 305-375-3558 or Internal Services Department at 305-375-3945.

CONTACTS:
Department/Division
Finance Department/Controller's Division/Systems Support Section
Internal Services Department/Procurement Management Division