

REQUESTING FAMIS TRAINING

SUMMARY

This procedure explains what types of FAMIS training are available and how Miami-Dade County personnel may request training on the FAMIS system.

PROCEDURE

1. The Finance Department offers training on the FAMIS system. You may receive training at the inquiry level, and/or at the input level. The training associated with each level is described below:
 - a. Inquiry Training: (Level 1 Training). This block of training provides a general overview of the FAMIS system and how to perform basic inquiries. Inquiries are made to find out the status and/or balance of an account, a program, grant, an index code, a fund, a fund type, or an organization. An inquiry does not change any system input. Many County departments have FAMIS system users that only require inquiry access. New FAMIS users are encouraged to attend this training prior to or shortly after assuming duties that require FAMIS access.
 - b. Input Training: (Level 2 Training). A user requiring input capabilities will need this training in addition to the inquiry training. The preferred method of instruction is to have the user first undergo inquiry training, then receive input training specific to the types of documents the user will be entering into FAMIS. These can include, but are not limited to:
 - 1) Journal Entries (Using FAMIS Approval Path, Not RIMS)
 - 2) Report of Collections using RIMS
 - 3) Voucher Input utilizing Recurring Information Management System (RIMS)
 - 4) Voucher Input (Using FAMIS Approval Path, Not RIMS)
 - 5) Journal Entries utilizing Recurring Information Management System (RIMS)
 - 6) Journal Entries (Using FAMIS Approval Path, Not RIMS)
 - 7) Report of Collections
 - 8) Report of Collections using RIMS
 - c. System Upgrade Training: (This training is given only as needed). This training is given in conjunction with an upgrade to the FAMIS system to inform current FAMIS system users of adjustments, enhancements and/or modifications to the system that users will need to know in order to effectively operate within the system.
2. To request FAMIS training, please call the Finance Department System Support Section at (305) 375-5080. The training specialist will need to know the number of personnel to be trained, and the level of training required. After scheduling a training site, the training specialist will confirm training date (s) and provide a roster to the department for approval. A follow up survey is provided in every class for completion.
3. The Finance Department has placed some of the training manuals online for County employees to access. Please refer to Procedure Number 317.

CONTACT(S):

Department/Division

Finance Department/Controller's Division/Systems Section