REQUESTING ADPICS AND ACCOUNTS PAYABLE TRAINING

SUMMARY

This procedure explains what training is available for Miami-Dade County employees on the Advanced Purchasing and Inventory Control System (ADPICS) and Accounts Payable/Construction Payable system, and gives procedures to requesting training.

PROCEDURE

The Internal Services Department (ISD) is responsible for training all Miami Dade County user departments on ADPICS. ADPICS training is a comprehensive training program that covers the functionalities of the system and ISD's Policies and Procedures, which user departments must comply with when creating documents. For more information and/or question, visit http://intra.miamidade.gov/dpm/trainingzone.asp or contact Procurement Management Help Desk at 305-375-3945.

1. The Finance Department offers training for the Accounts Payable and Construction Payable Modules. You may receive the training at the inquiry level, and/or at the input/approval 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 ADPICS Accounts Payable and Construction Payable modules and how to perform basic inquiries. Inquiries are made to find out the status payable documents. An inquiry does not change any system input.
   b. Input/Approval Training: (Level 2 Training) A user requiring input or approval 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 the system. These can include, but are not limited to:
      - Direct Vouchers
      - Invoices
      - Credit Memos

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.

CONTACT(S):
Department/Division
Finance Department/Controller's Division/Systems Section
Internal Services Department/Procurement Management Division