

ACCESSING GENERAL LEDGER (FAMIS) AND ACCOUNTS PAYABLE REPORTS

SUMMARY

This procedure describes key reports available to Miami-Dade County departments from FAMIS (Financial Accounting Management Information System) and/or Accounts Payable subsystem.

PROCEDURE

FAMIS REPORTS

The FAMIS system and the FAMIS Data Warehouse generate reports to assist management with financial analysis and reporting. There are four basic types of reports, Balance Sheet Reports, Detail Reports, Subsidiary Reports and Operating Reports.

Most of the reports are produced on a monthly basis and are available to authorized users via OnDemand. Additionally, the FAMIS Data Warehouse provides a very powerful reporting tool to help users create their own reports. Certain monthly reports are still provided to users on paper. For research purposes, Finance maintains a copy of key monthly reports in microfiche.

Some of the most commonly used/requested report names and numbers are listed below:

- a. Balance Sheet Reports:
 - 15 Trial Balance by Fund Type
 - 16 Trial Balance by Fund (Fund Type/Fund)
 - 17 Trial Balance by Subfund (Fund Type/Fund/Subfund)
 - 703 Trial Balance by Subfund and Project (Fund Type/Fund/Subfund/Project)
 - 704 Trial Balance by Subfund and Grant (Fund Type/Fund/Subfund/Grant)
 - 018 Trial Balance by Project/Project Detail (Project/Project Detail)
 - 701 Trial Balance by Project Only 702 Trial Balance by Grant Only
- b. Detail Reports:
 - C04 Detailed Expenditures by Index, Fund & Subfund (Fund Type/Fund/Subfund/Index Code)
 - M06 Expenditures by Character (Fund Type/Fund/Subfund/Project)
 - 030 Detail Transactions by Organization/Fund Type/Fund/Subfund/Index Code
 - 025 General Ledger Account Analysis by Fund/Project or Grant (Fund Type/Fund/Subfund/Project or Grant/General Ledger)
- c. Subsidiary Reports:
 - 660 Detail Subsidiary by Fund Type/Fund/Subfund/Project/General Ledger – Monthly
 - 661 Detail Subsidiary by Fund Type/Fund/Subfund/Grant/General Ledger – Monthly
 - 662 Detail Subsidiary by Fund Type/Fund/Subfund/Project/General Ledger - YTD
 - 663 Detail Subsidiary by Fund Type/Fund/Subfund/Grant/General Ledger – YTD
 - 664 Summary Subsidiary by Fund Type/Fund/Subfund/Project General Ledger.
 - 665 Summary Subsidiary by Fund Type/Fund/Subfund/Grant/General Ledger.

- d. Operating Reports:
 - 707 Current Year Revenue and Expenditure by Fund Type/Fund
 - 757 All Years Revenue and Expenditure by Fund Type/Fund
 - 706 Current Year Revenue and Expenditure by Fund Type/Fund/Subfund 756 All Years Revenue and Expenditure by Fund Type/Fund/Subfund BU6 Appropriations, Expenditures by Fund Type/Department
 - M51 Expenditures and Encumbrances by Fund Type/Fund Department/Object
 - M53 Expenditures and Encumbrances by Fund Type/Fund/Department/Division/Section

ACCOUNTS PAYABLE REPORTS

There are a series of Accounts Payable specific reports that have been made available via OnDemand. These reports are in the following general categories:

1. Document Exceptions and Errors
2. Documents Outstanding and in Approval
3. Invoice Aging Statistics
4. Productivity Reporting

A comprehensive list of all available Accounts Payable reports can be accessed in the Finance Intranet Web Page (<http://intra.miamidade.gov/finance/accounts-payable-training.asp>).

Accounts Payable reports are open to all users; this means that any user with a mainframe user ID and password and access to On-Demand will have access to view Accounts Payable reports.

ACCESSING FAMIS and/or ACCOUNTS PAYABLE REPORTS IN ONDEMAND

OnDemand is a tool available to FAMIS and Accounts Payable users since fiscal year 2003. This tool provides access to reports in an on-line environment. Users can view the report information on-line, print specific pages of the report and/or download the page information to Excel.

In order to access OnDemand, a user requires a Client Based software installed in his/her Personal Computer. If OnDemand is installed in your computer, an icon labeled "OnDemand" should show on your desktop. If you do not have access to OnDemand, you must have your department's IT staff contact the Information Technology Department Help Desk at 305-596-HELP to request the installation of this software.

In order to access FAMIS reports in OnDemand, the user must have authorization to view the reports required. If you cannot access the reports or for more information, please contact the Finance Department, System Support Section at 305-375-3558 or send an e-mail to System Support: FIN-Train@miamidade.gov

To obtain access to OnDemand, fill out the OnDemand Security Request Form (access form at): <http://intra.miamidade.gov/finance/famis.asp>.

If you need reports not available to you, please follow the procedure outlined below to request that the report be produced.

PROCEDURE TO REQUEST FAMIS REPORT(S)

1. Prepare a written request via email that includes:
 - a) Type of report

- b) Time period the report should include
 - c) Report criteria – Description of data and financial structures to be used as a basis for Selection. (i.e. fund structures, department codes, index codes, etc.)
 - d) Detailed information to be included in the report such as Vendor w/suffix, subobjects, etc.
 - e) How the data is to be provided, i.e. paper, Excel, etc.
Please note that limited reports produced from FAMIS can be provided in CSV (Comma Separated Values)/Excel format; reports produced from FAMIS Data Warehouse can be provided in various formats to include PDF, Excel, CSV, and XML format.
 - f) Date report is needed/due to you
Finance will notify your department in advance if the report cannot be made available by the date requested. Established reports can normally be provided within a week.
 - g) Frequency – one time only, monthly, etc.
 - h) Name, phone number, and e-mail of contact person.
 - i) Location or e-mail address report is to be mailed to, or request to hold at Finance System Support Section for pick-up.
2. Send request to FAMIS Systems Support Section, Finance Department: FIN-Train@miamidade.gov.
3. Exceptions: For reports needed immediately, call the FAMIS Systems Support Section at 305-375-3558 and describe the type of report needed. Prepare the request as described above and send an email to: FIN-Train@miamidade.gov.

CONTACT(S):

Department/Division

Finance Department/Controller's Division/Systems Support Section