HOW TO FILL OUT FAMIS FINANCIAL TRANSACTION CODING FORM

SUMMARY

This procedure explains how to fill out a FAMIS Financial Transaction Coding Form (also referred to as a Journal Entry form). The Excel version of this form may be found in the County's intranet at: http://intra.miamidade.gov/finance/famis.asp

PROCEDURE

Header of Form
1. Enter only the letters "JE" followed by the two letter Department Code (e.g., JEFR for Fire Journal Entries). Departments on "Approval Path" enter the letters "JD" and the two letter department code (e.g., JDPW for Public Works Journal Entries).
2. Record the fiscal data by entering the Calendar Month and Year, for example October 2012 will convert in the system to fiscal month 01 2013.
3. Verify the header data on the form, as follows:
    a. Hash Document Amount: The total dollar amount of all detail entries Transaction Amount. Add this total without regard to the credit or debit effect.
    b. Lines: The total number of entry lines that have been entered on this form, up to 26 lines per Journal Entry.
    c. Transaction Code Hash: The total of all the Transaction Codes in the Transaction Code column.
4. Complete all of the authorizing information in the box on the top right corner.

Body of Form
1. Transaction Code: Use a copy of Autodoc Report to select the appropriate transaction code for the transaction. This code will dictate which of the remaining fields must be completed and the general ledger accounts that will be updated. (If you need an Autodoc Report, you may contact Finance Department System Support Section at 305-375-3558 or send an email to System Support, FIN-Train@miamidade.gov.)
2. Document Reference: Use this field to make any departmental notation, if desired. Input any information that will help identify the transaction and retrieve supporting document information. If making a correction, reference the original document number for which the correction is being made.
3. Transaction Amount: Enter the dollar amount of the transaction. This number is always entered as a positive number. The Transaction Code indicates whether the amount is a credit or debit.
4. Complete Financial Structure Fields: Index Code; Subobject; Grant Number; Grant Detail; Project Number; Project Detail; General Ledger Number; and Subsidiary Number, as required by transaction code selected.
5. Index Code: Use FAML 5300 On-Line Inquiry Screen to find Index Code Listing and select the appropriate index code to place in this field.

6. Suboject Code: Use FAML 5200 On-Line Inquiry Screen to find the Subobject Classification Structure Listing and select the correct Subobject Code for this field. Revenue Index Codes do not require the Subobject Code field entry, as the Subobject Code field is already embedded in the Revenue Index Code.
7. User Code: Use FAML 5600 On-Line Inquiry to find the user code classification structure. User codes are only used by a limited number of departments.
8. Grant Number, Grant Detail; Project Number & Project Detail: Use FAML 5060 Project On-Line Inquiry Screen or FAML 5070 Grants On-Line Inquiry Screen to find the Table Listings to fill in the corresponding Project or Grant Number for the Index Code listed, if required.

CONTACT(S):
Department/Division
Finance Department/Controller's Division/Systems

REFERENCE DOCUMENT(S):
FAMIS Reports Autodoc
FAML 5300 On-Line Inquiry Index Code Listing Report
FAML 5200 On-Line Inquiry Subobject Listing Report
FAML 5060 On-Line Inquiry Project Listing Report
FAML 5070 On-Line Inquiry Grant Listing Report