## APPLICATION FOR FAMIS USER ID AND PASSWORD

AGFMA Unit Approval:



Please complete all field	ds, then	scan	and en	nail to I	DPTI.A	GFMA	ServiceDe	esk@sa.go	v.au			
Agency Name:					FA	MIS Clien	t Code:	(if known)				
Name:						-	P	osition:				
Location:						_	F	hone:				
Email:												_
Liliali.												
<b>FAMIS Functions</b> – refer to next page for definitions		Agency User Profiles					Health G Kpr	Schools only		User ofile	Hotline	СМ
Please tick <b>one</b> of the		1	2	3	4	5	6	7	1	2	1	1
boxes												
Enquiry of FAMIS data	a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Work Request Creation			✓	✓		✓	✓	<b>✓</b>			✓	✓
Modify Accounting Da			✓	<b>√</b>	✓	<b>√</b>	✓				✓	✓
Release of Planned W			✓	<b>√</b>		<b>√</b>	<b>√</b>					<b>√</b>
Acceptance of Cost Claim				✓	<b>√</b>	<b>√</b>	<b>✓</b>	<b>√</b>				<b>√</b>
Approval of Cost Claim					✓	<b>√</b>	<b>√</b>	<b>√</b>				<b>√</b>
Budget Updating												<b>✓</b>
Invoicing by FM Tax Invoice Authorisa	±: a.m									<b>√</b>		
Tax invoice Authorisa	tion									V		
	Do	cianat	od Loc	ation	(DL) N	ama 9	Number	/s require	<u>ا</u>			
	De								u			
Designated Loc. No	(for all agency assets, write "all assets") ted Loc. No Designated Location Name											
FAMIS Access Approv	ing Off	icer A	uthoris	sation								
			Print									
Sign: Name:			Position				n/Title:	: <u> </u>				
DPTI Use Only:	D	Date Re	eceive	d:				Date se	ent to			
								IJ.				
		User ID:						-				

## **FAMIS Functions Defined**

Agency Functions	Description
Enquiry of FAMIS data	View job information
Work Request Creation	Create planned and unplanned jobs
Modify Accounting Data	Amend job information – account codes, cost categories, general references
Release of Planned Work	Releasing planned work requests to be allocated a job number
Acceptance of Cost Claim	Acceptance that the work has been performed correctly
Approval of Cost Claim	Authorise job for payment to FM Service Provider

Agency Specific Profiles	Description
7. DECD School User	Profile reserved for schools only
8. Health Gatekeeper	Profile reserved for SA Health Gatekeepers only

FACILITIES MANAGER (FM) Service Provider Functions	Description
Enquiry of FAMIS data	View job information
Invoicing	Assign invoices and authorise tax invoices

## **DPTI Office Use Only**

Agency Profile No.	Associated Doing Role
1	AGENCY_ENQ
2	AGENCY_AGREE
3	AGENCY_ACCEPT
4	AGENCY_APPROVE
5	AGENCY
6	AGENCY_SUPER_GATEKEEPER
7	AGENCY_DECD
FM Profile	Associated Doing Role
No.	
1	FACMGR_ENQ
2	FACMGR
DPTI Profile	Associated Doing Role
No.	
1	Hotline
2	CMGR