

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-37

Effective Date: 08/15/2006

Revision Date: _____

C. Dalubau

County Administrator

SUBJECT: **FMS DATA DOWNLOAD**

DEPARTMENT RESPONSIBLE: **Finance and Risk Management**

I. STATEMENT

Each month, FMS data is presented in reports with specific formats. Several County departments have presented a need for electronic data, so that they can use general ledger data to suit their specific internal, departmental needs.

This procedure details the method by which an individual user can gain access to FMS data and download it to their desktop for individual departmental use. The downloaded data will be restricted to those funds and centers to which a particular user should have access.

II. PROCEDURE

A. To obtain downloaded FMS data, a PIMA COUNTY FINANCIAL OPERATIONS FMS DATA DOWNLOAD AUTHORIZATION FORM (Attachment 1) must be completed with the following information.

1. The employee who will be downloading the information must provide his/her name, department, job title, and telephone number.
2. The form can be used to add a new user, modify a user, or delete a user. Check the appropriate box.
3. For a new user, list:
 - a. DEPARTMENT – List the department(s) that the user will require. Some accounting groups act for multiple departments.
 - b. FUND – List the fund(s) for the required department(s).
 - c. ACCOUNT RANGE – List the financial account numbers or range of account numbers that are requested; assets (10000 – 19999), liabilities (20000 – 29999), net assets (30000 – 39999), revenue (40000 – 49999), expense (50000 – 59999), budget revenue (60000 – 69999), budget expense (70000 – 79999), and encumbrance (80000 – 89999).

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- d. CENTER RANGE – List the centers within the funds for which access is requested.
 - e. Only those fund(s), account(s), and center(s) that fall within the purview of the employee requesting download access will be permitted.
 - B. A Department Authorized Signer must sign the form. The form is to be sent to the Department of Finance and Risk Management, Financial Accounting Systems (FAS) Section for approval.
 - C. After the PIMA COUNTY FINANCIAL OPERATIONS FMS DATA DOWNLOAD AUTHORIZATION FORM is received by FAS and approved, it will be forwarded to Information Technology. At that time, Information Technology will set up a CICS transaction code, which establishes the parameters for the specific user's download. Additionally, Information Technology will contact the new user with instructions on how to complete the Pima County Information Technology Department Service Request Form (Attachment 2). This form is required for the user to be set up with additional access within Information Technology.
 - D. After the Service Request Form is returned to Information Technology, the final set-up structure will be completed, which will include access to the parameter screen for the FMS data download and to ZEKE, a job-processing program, along with directions for the completion of the parameter screen and the use of ZEKE.
 - E. Additionally, Information Technology will issue an Access database shell to allow easy use of the data and instructions for the transfer of the downloaded data from the mainframe to the user's PC or server and loading the data to the Access shell.
 - F. Once the data is on the user's PC, it is available for insertion into Microsoft Access. From Access, the data may also be downloaded to Excel. However, Excel only allows 65,000 lines, while Access will allow as many lines as is necessary. For instructions in the use of Excel or Access, please check with the Learning Center or the Help screens of the programs.
 - G. The Financial Control and Reporting Division of the Department of Finance and Risk Management will provide assistance and training with the download process and with data analysis and manipulation.
 - H. All departments should save downloaded data into an electronic database file that can be used for future intra-departmental requests. FAS encourages efficient use of download request by recommending that departments create a center point for download requests and for the filing of received downloads so as to avoid duplicate requests of data and multiple files of similar data.
 - I. All questions regarding this procedure should be directed to the Department of Finance and Risk Management; the Financial Accounting Systems Coordination Section or the Financial Control and Reporting Division.



PIMA COUNTY FINANCIAL OPERATIONS FMS DATA DOWNLOAD AUTHORIZATION FORM

Provide the following information:

EMPLOYEE NAME: _____

DEPARTMENT: _____

JOB TITLE: _____

PHONE NUMBER: _____

Requested Action:

- ADD USER ID
 MODIFY USER ID
 DELETE USER ID

New User ID Requirements:

DEPARTMENT	FUND	ACCOUNT RANGE	CENTER RANGE

DEPARTMENT AUTHORIZED SIGNER

DATE

FOR SECURITY ADMINISTRATION ONLY:

DIVISION MANAGER: _____ DATE: _____

DATE COMPLETED: _____ BY: _____

*Forward Completed Form to the Department of Finance and Risk Management
Financial Accounting Systems Section*

Attachment 2

Email <- Synergen requesters Non-Synergen requesters -> **Print**

Synergen Work Request Number **Pima County IT Department Service Request** Date Requested
User/Software Setup Request

Supervisor or Authorized Requester (Complete all fields)

Name Title Department
 Signature Field Phone Number

User Information (Complete all fields)

First Name M.I. Last Name Job Title
 Department Division Section Group
 Building Address Floor Phone Number

User Setup (Complete fields as required)

Type <input type="text" value="N/A"/>	Status <input type="text" value="N/A"/>	<p>Termination Date required if Status = Intern, Student, or Temporary. Date of Birth required if Status = Intern or Student</p> Termination Date <input type="text"/> Date of Birth <input type="text"/>
Set File/FolderAccess rights = to an existing user <input type="text"/>		Current User Name <input type="text"/> New User Name <input type="text"/>
AND/OR provide access to these files/folders - specify Read or Read/Write Access <input style="width: 100%; height: 50px;" type="text"/>		

Special Instructions

Software Setup (Complete fields as required)

Requested Action <input type="text" value="N/A"/> <input type="checkbox"/> RightFAX Client Fund <input type="text"/> Account <input type="text"/> Center <input type="text"/>	Microsoft <input type="checkbox"/> Office <input type="checkbox"/> Outlook <input type="checkbox"/> Visio <input type="checkbox"/> Project	Adobe <input type="checkbox"/> Reader <input type="checkbox"/> Acrobat	Miscellaneous <input type="checkbox"/> AS/400 Client <input type="checkbox"/> Attachmate <input type="checkbox"/> Other
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Other Software/ Special Instructions/ Version(s)

Information Technology Use Only

TrackIt WO Number <input type="text"/>	Date Received <input type="text"/>	Received By <input type="text"/>	Comments <input style="width: 100%; height: 40px;" type="text"/>
Network Initials/Date <input type="text"/>	Server Initials/Date <input type="text"/>	Helpdesk Initials/Date <input type="text"/>	