

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-40

Effective Date: 08/15/2006

Revision Date: \_\_\_\_\_

*C. Dunkelberg*  
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County Administrator

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SUBJECT: **DEPARTMENT AND AREA CREATION AND MAINTENANCE IN SYNERGEN**

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DEPARTMENT RESPONSIBLE: **All County Departments**

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## I. STATEMENT

Reporting in Synergen may be done by Synergen account, department, or area. Departments can be established to provide intermediate levels of cost roll-up to monitor aggregated expenditures against budget. Areas provide the lowest level of cost roll-up and are typically identified with a particular center.

Operational Departments are responsible for maintaining departments and areas in Synergen. However, the CIP Unit is responsible for all CIP project departments and areas.

## II. PROCEDURES

- A. Department Maintenance is processed through the Department module.
- B. The Department code may be up to 10 characters in length. The code must begin with the Department's 2- or 3-character abbreviation (Attachment 1).
- C. The Department must be a subdivision of another group or Division, i.e., Parent, and may be further divided into Department subdivisions. The Parent is the overarching entity, i.e., the Department of Finance and Risk Management is the Parent of the Budget Sub-department.
- D. Area Maintenance is processed through the Area Module.

- E. An Area must be part of a Department. The Area code may be up to 10 characters in length. The code must begin with the Department's 2- or 3-digit abbreviation.

**III. OFFICE OF PRIMARY RESPONSIBILITIES**

The Operational Department is primarily responsible for Department and Area maintenance. The Department of Finance and Risk Management, FMS Coordination Section is the primary contact point for questions regarding Department and Area maintenance.

**IV. REFERRAL PROCEDURE**

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-40, DEPARTMENT AND AREA CREATION AND MAINTENANCE IN SYNERGEN.

**Department Abbreviations**  
Alpha-Sort by Dept Name

<b>Department</b>	<b>Abbreviation</b>
Animal Control	AC
Assessor	AS
Board of Supervisors	BOS
CIP Division	CIP
Clerk of the Board	CL
Clerk of the Court	CC
Community and Economic Development	CED
Community Development/Neighborhood Con	CD
Community Resources	CR
Community Resources Budget & Accounting	CB
Community Services Employment and Training	CS
Constables	CO
County Administrator	CA
County Attorney	PCA
Court Appointed Counsel	CAC
Cultural Resource/Historic Preservation	HP
Development Services	DSD
Economic Development/Tourism	ED
Elections	EL
Environmental Services	DE
Facilities Management	FM
Finance	FN
Fleet Services	FS
Flood Control	FC
Graphic Services	GSD
Human Resources	HR
Information Technology	IT
Institutional Health	IH
Justice Court Ajo	JCA
Justice Court Green Valley	JCG
Justice Court Tucson	JCT
Juvenile Court	JU
Legal Defender	LD
Libraries	LIB
Medical Examiner	ME
Natural Resources, Parks, Rec	PR
Pima Health Systems	PH
Posada del Sol	PH
Procurement	PO
Public Defender	PD
Public Fiduciary	PF
Public Health	HD
Public Works Admin	PW
Real Property	RP
Recorder	RE
Sheriff	SD
Solid Waste	SW
Stadium District	TEP
Superintendent of Schools	SS
Superior Court	SC
TeleCommunications	TEL
Transportation	TR
Treasurer	TO
Wastewater Management	WW