

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-41

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C. Dubutsky

County Administrator

SUBJECT: **APPROVAL TITLES AND ROUTING LISTS**

DEPARTMENT RESPONSIBLE: **ALL COUNTY DEPARTMENTS**

I. STATEMENT

Approval Titles must be established before Routing Lists are established. Any Synergen documents that may be forwarded for approval must have either an Approval Title or a Routing List. Each Department is responsible for initiating any Approval Title or Routing List change and the Department of Finance and Risk Management, Financial Accounting Systems Section is responsible for completing the change in Synergen.

With the exception of Service Requests and Purchase Order Releases created from Blanket contracts, one of the approvers MUST be on the all-County Authorized Signature List. See Administrative Procedure 22-10, Authorized Signatures.

II. PROCEDURE

Setting up a Routing list requires two separate activities; one, the Approval Title must be defined in the Approval Limit Module and two, the number and sequence of Approval Titles must be determined in the Routing List Module.

A. Approval Title Definitions

Title – The Approval Title field indicates the title that will be displayed on any Approval. The Title Description describes the Title. The Title field is 6 characters in length.

Type – There are three Type codes; M for Maintenance Approver titles for things like Work Orders and Service Requests, P for Production Approver titles for such things like Change Requests and Purchase Orders, and B for both Maintenance and Production Approver Titles for all types of documents. It is recommended that Type code B is always used.

Emp No and Username – These fields are the actual employee number (EIN) and name of the employee who may approve the document. There may be multiple employees defined for a particular Title.

Alert? – If the Alert? box is checked, the system sends an alert to the user when a document needs to be reviewed. By leaving the box blank, you can have a user able to approve documents but not be alerted. How an employee receives these alerts is determined on the user profile: either through Synergen or email or both.

Active? – A check in the Active? box indicates that the Approval Title is active for that user. For situations where a user periodically acts as a replacement in the absence of another user; the second user can be given all of the first user's Approval Titles and the titles need only be activated when the first user is unavailable.

Document and Limit – The Document list indicates which record types the Approval Title can approve, while the associated limit shows the maximum monetary value of the record that can be approved. A single Approval Title may be used for multiple document types.

B. Approval Title Common Usage

The Title begins with the Department's 2- or 3-character abbreviation. As an example, all Titles and Descriptions for Facilities Management begin with FM.

The Director of a Department has a Title of DIR. As examples, the Finance Department Director Title is FN DIR; the Procurement Department Director Title is PO DIR.

C. Routing List Definitions

Routing List – The 10-digit code for the Routing List.

Routing Name – A short description for the Routing List.

Description – A full description of the Routing List.

Title – The Approval Title of the individual(s) that needs to approve the item. This individual(s) was defined in Section A of this procedure.

Description – The Description of the individual(s) of the Title. This field will auto-fill based on the Title chosen.

Sequence – The sequence number indicates the order in which Approval Titles will receive approval alerts. The field is auto-filled in increments of 5, but the number can be overwritten, though it is not suggested. The lowest sequence number must approve the item first, the next highest sequence number must approve the item next, etc. A higher sequence number will not receive the item until all lower sequences have approved the item. If two titles should receive the document at the same time, or multiple individuals with the same title, and either one can approve the document, both can be given the same sequence number. A Departmental Authorized Signer must be the last (highest) sequence number prior to the document leaving the department.

Mandatory – Mandatory Approval Titles must approve the document before it is routed to the next sequence level. If a Mandatory Approval Title disagrees with or disapproves a document, the approval process stops and the document is returned to the issuer.

Notify Only – Notify Only Approval Titles are alerted that the document is under review but no response is necessary. All Notify Only reviewers receive their alerts when the routing process begins.

D. Routing List Common Usage

The Routing List begins with the Department's 2- or 3-character abbreviation. As examples, all Routing Lists for Facilities Management begin with FM; all Routing Lists for Finance begin with FN.

E. Approval Route versus Next Approver

The Cost Adjustment document and the Timesheet document have Next Approver fields instead of Approval Route fields. Approval Routes are set up to automatically go to the next approver when the previous approver approves a document. Next Approver fields require that once one person approves a document, that person enters the next approver's Approval Limit Title for the document to proceed to the next approver.

F. Deleting Routing Lists and Approval Titles

If an Approval Title has been used, it may not be deleted. However, a Routing List, an Approval Title on a Routing List, an employee's name on an Approval Title, or a document on the Approval Title may be deleted.

III. OFFICE OF PRIMARY RESPONSIBILITIES

The Department of Finance and Risk Management, Financial Accounting Systems Division is the primary contact point for the Approval and Routing List set up. Any questions pertaining to the preparation of these screens should be referred to the Financial Accounting Systems Supervisor.

IV. REFERRAL PROCEDURE

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-41, APPROVAL TITLES AND ROUTING LISTS.