

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-43

Effective Date: 10/01/2005

Revision Date: 10/03/2008


County Administrator

SUBJECT: **CENTER MAINTENANCE IN SYNERGEN, THE FINANCIAL MANAGEMENT SYSTEM, AND FINANCIAL PLANNING SYSTEM**

DEPARTMENT RESPONSIBLE: **All County Departments**

I. STATEMENT

Departments are responsible for initiating Change Requests to add new centers, modify centers, and delete centers (close or make centers non-postable) in Synergen, the Financial Management System (FMS), and the Financial Planning System (FPS). Synergen departments and areas must be set up first and be attached to each fund/center/project/task.

Refer to the Capital Project/Subproject Maintenance in Synergen procedure for new centers for capital projects. Only the CIP Unit will complete this procedure for new capital project centers.

Departments, other than Finance and Risk Management, may only submit center maintenance requests for centers which they use (will use) and for which they are (will be) responsible.

The Department of Finance and Risk Management may initiate center maintenance requests for any center as deemed necessary. The Budget Division is responsible for approving center maintenance requests and adding, changing, or closing centers within the FPS. The Financial Control and Reporting (FC&R) Division is responsible for approving center maintenance requests and adding, changing, or closing centers within the FMS and within Synergen. Additionally, FC&R is responsible for coordinating FMS with the crosswalk to the Treasurer's system.

The Department of Finance and Risk Management will complete all Operational Department initiated center maintenance within five business days of receipt with the exception of those new centers being added for the new fiscal year.

Any center maintenance request that is not properly completed will be returned to the initiating department within three business days.

II. PROCEDURE

- A. For non-CIP center maintenance, complete a Change Request, along with a Center Maintenance Specification. After approval by an authorized signer for the Department, the request will be forwarded to the Budget Division for approval. After the assigned budget analyst completes necessary maintenance to FPS, the request will be forwarded to FC&R for approval and additional processing; maintenance to the FMS, the crosswalk to the Treasurer's accounting system, and to the Synergen system.
- B. For CIP center maintenance, refer to the Capital Project/Subproject Maintenance in Synergen procedure. After approval by an authorized signer for the Department, the request will be forwarded to the CIP Unit for approval and completion of the necessary maintenance to set up the Project/Subproject in Synergen. CIP will then complete the Change Request that is forwarded to the Budget Division for approval. After the assigned budget analyst completes necessary maintenance to FPS, the request will be forwarded to FC&R for approval and additional processing; maintenance to the FMS, the crosswalk to the Treasurer's accounting system, and to the Synergen system.

III. OFFICE OF PRIMARY RESPONSIBILITIES

The Department of Finance and Risk Management, Budget Division is the primary contact point for regular center maintenance requests. The CIP Unit is responsible for capital project center maintenance requests.

Any questions pertaining to the preparation or submission of the Change Request for non-CIP center maintenance should be referred to the Operational Department's Budget Division analyst and for CIP center maintenance to the CIP Program Coordinator.

IV. REFERRAL PROCEDURE

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-43, CENTER MAINTENANCE IN SYNERGEN, THE FINANCIAL MANAGEMENT SYSTEM, AND FINANCIAL PLANNING SYSTEM.