

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-49

Effective Date: 10/01/2005

Revision Date: 10/31/2007

*C. D. Daulton*

County Administrator

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**SUBJECT: COST ADJUSTMENTS IN SYNERGEN**

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**DEPARTMENT RESPONSIBLE: ALL COUNTY DEPARTMENTS**

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## I. STATEMENT

The Cost Adjustment module of Synergen is used to transfer costs from one department to another department or to transfer costs to a work order or service request. It is also to be used to correct an error on a posted timecard or to correct a charge posted to an incorrect Account/Expense code combination.

This module partially replaces the INTERDEPARTMENTAL COST TRANSFER form used in the Financial Management System (FMS). Cost Adjustments in Synergen may only contain expenses. Revenues are not recorded in Synergen. If there is to be a transfer of costs from one department to another department and the initiating department would consider the transaction as revenue, an INTERDEPARTMENTAL COST TRANSFER form must be used.

## II. PROCEDURE

- A. The Transaction Date of the Cost Adjustment is the General Ledger Effective Date. Cost Adjustments must reach the Department of Finance and Risk Management no later than the published cut-off date for each month.
- B. Cost Adjustments do not have Approval Routes, but Next Approver fields. Approval Routes allow the system to automatically send the document to the next approver after the previous approver Approves the document. Next Approver fields must be manually completed to send the document to the next approver after the previous approver Agrees with the document.

- C. If the Cost Adjustment is to correct an error in expenses, the correct Account No, Expense Code, and debit Amount is to be entered on line one and the incorrect Account No, Expense Code, and credit Amount is to be entered on line two.
- D. If the Cost Adjustment is to transfer costs to a Work Order, the Work Order/Task number is to be entered, which will auto-fill the Account No, an appropriate Expense Code and the charged amount is to be entered on line one. Line two should contain the Account No, Expense Code, and reimbursed amount to be credited to the servicing department.
- E. Supporting documentation is required to validate the transaction, attach the scanned documentation to the Cost Adjustment.
- F. After Finance has approved the Cost Adjustment, the document will be processed.
- G. If Finance cancels the cost adjustment due to no attachments or lack of verifiable information, a notification will be sent to the originating department on a weekly basis.

### **III. OFFICE OF PRIMARY RESPONSIBILITIES**

The Department of Finance and Risk Management, Financial Control & Reporting Division is the primary contact point for cost adjustment questions.

The Operational Department is responsible for the accurate completion of all cost adjustments.

### **IV. REFERRAL PROCEDURE**

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-49, COST ADJUSTMENTS IN SYNERGEN.