| **Process List** |
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| Process | Task / Topics |
| Accounting  | * Chart of Accounts
* General Ledger Transactions
* Activity Costing
* Internal Service Charges
* Grant / Project Tracking
* Closing
* Financial Reporting
 |
| Budget | * Operating Budget
* Capital Improvement Planning (CIP)
* Capital Budget
* Budget Adjustments / Amendments
 |
| Procure – Pay  | * Vendors
* Purchase Requisitions
	+ Bid Quote
	+ RFP / RFI / RFQ
* Purchase Orders
	+ Contracts
* Change Order
* Receiving
* Accounts Payable
 |
| Inventory | * Warehouse Management
* Inventory Requisition
* Issuance
* Physical Counting
* Replenishment
 |
| Customer Billing | * Customer File
* Billing
* Accounts Receivable
	+ Aging
	+ Collections
* Write-off
 |
| Treasury | * Receipts
* Disbursements
* Interest Allocation
* Bank Reconciliation
* Investments
 |
| Asset Management  | * Asset Acquisition
* Asset Lifecycle
	+ Service Request
	+ Work Order
	+ Inventory
* Depreciation
* Transfer / Disposal / Retirement
 |
| Human Resources - Core | * Job Class Maintenance
* Position Maintenance
* Recruitment/Hiring
* Pre-Employment Requirements (Conditional Offer)
* Onboarding
* Employee File
* Offboarding/Separation
 |
| Human Resources - Enhanced | * Personnel Evaluations
* Certification and Training
* Performance Improvement Planning/Tracking
* Disciplinary Actions/Grievance
 |
| Benefits | * Plan Administration/Maintenance
* Open Enrollment
* Ongoing Enrollment
* Post Employment
 |
| Time Entry – Payroll | * Time Entry
	+ Regular
	+ Special (FEMA, Special Events, etc.)
* Time Approval
* Salary Maintenance
* Payroll Calculations
* Payroll Processing
* Payroll Tax Processing
* Regular Leave
* Long-Term Leave
* Leave Bank
 |
| Utility Billing | * Customer File
* Property File
* Meter Inventory
* Meter Read
* Billing
* AR
* Payment Receipts
* Service Order
 |
| Community Development / Permitting | * Property File / Customer
* Permit Application
* Plan Review
* Inspection
* Code Enforcement
* CRM / Service Request
 |
| Business Tax | * Customer File
* Billing
* Renewals
* Payment Receipts
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