| **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 |