

- I. Technical Processes/Requirements**
 - a. Enterprise Permitting/Interface**
 - b. Technical Platform**
 - c. System Configuration**
 - d. Software Code**
 - e. Data / Database**
 - f. Technical Support**
 - g. Implementation Approach**
 - h. Reporting**
 - i. Security**
 - j. Audit Trails and reporting**
 - k. Integration / Interfaces**
 - l. System Performance**

I.	Employee Recruitment to Hiring
	a. Develop Positions
	b. Track Positions & Forecast Position Needs
	c. Create/Manage Certs
	d. Recruitment Plan
	e. Position Tracking / Applicant Log
	f. Manage Selection
	i. Screening Plan
	ii. Interviewing
	iii. Affirmative Action & Non-Affirmative Checks
	iv. Union Restrictions / Guideline Checks
	g. Process New Employees/ Resources
II.	Employee Training and Assessment
	a. Manage/Track Employee Training
	b. Manage Skills & Competency
	c. Manage Performance (Employee Review)
III.	Grievance Management
	a. Grievance Tracking and Management
	b. Grievance Review and Resolution
IV.	EAP (Employee Assistance Program)
	a. Tracking and Reporting of Program Types and Resolutions
V.	Affirmative Action
	a. Compliant Process
	b. Tracking/Reporting
VI.	Disciplinary Process/Labor Relations
	a. Disciplinary Actions and Labor Relations Process and Procedures
	b. Tracking and Reporting
	c. Labor Negotiation & Reporting
	i. Track and Report on Labor Contracts
VII.	Classification
	a. Request for Study/Review of Position and/or Labor Re-Classification
	b. Re-Classification
	c. Tracking and Reporting
VIII.	Terminations, Retirement, Voluntary Leave
	a. Identify Employee Subject to Leave
	b. Leave Review and Discussion
	c. Update Employee Data in System

I.	Payroll Inputs through Payroll Processing	
	a.	Employee Management - Compensation & Benefits
	i	Manage Compensation & Payroll Rules
	ii	Manage Benefits
	iii	Manage Leave (FMLA, Vacation, etc)
	iv	Manage COBRA for Employees
	b.	Payroll Management
	i	Schedule Time for Hourly Employees
	ii	Manage Time & Attendance
	iii	Manage Travel & Expense
	iv	Process/Calculate Payroll
	v	Print Checks
	vi	Process Payroll Adjustments
	vii	Payroll Disbursement Processing
	viii	W-2 Processing
	c.	Workers Comp Management
	i.	Process Workers Comp Claims (Time Loss Worksheet)
	ii.	Approval Processing
	iii.	Workers Comp Payment and Reporting
	d.	Employee Status Change
	i.	Process Employee Changes (Including Self Service)
	e.	Manage Reporting
	i	Manage Employee Records (Including Self Service)
	ii	Compliance Reporting
	iii.	Employee Information Tracking

I.	Contract-To-Pay	
	a.	Contracts Administration - Professional Services
	i	Manage Proposals
	ii	Negotiate Contracts
	iii	Manage Contracts
	b.	Contracts Administration - Human Services
	i	Manage Applications & Proposals
	ii	Negotiate Contracts
	iii	Manage Contracts
	c.	Procurement / Commodities
	i	Supplier Evaluation & Management
	ii	Sourcing
	iii	Manage Bids
	iv	Manage Contracts
	v	Purchase Requisition Processing & Approval
	vi	Purchase Order Processing & Change Management
	vii	Limited Purchase Order Processing & Management
	viii	Procurement Card Processing & Management
	ix	Receipt Processing
	d.	Procurement / Construction
	i	Sourcing
	ii	Manage Bids
	iii	Manage Contracts
	iv	Change Order / Cancellation Processing
	v	Receipting Partial Payments
	e.	Accounts Payable
	i	Manage Encumbrances
	ii	Process Supplier Invoices - Prepare Payment Vouchers
	iii	Purchasing Card (P-Card) Processing
		P-Card Data Import
		Cross reference vendor/commodity data
		Workflow Approvals for Payment
		Consolidated Purchase Reporting
	iv	Retainage Management (withhold payment)
	v	Disburse Payments
	vi	1099 Processing & Management
	vii	Monitor AP Aging
	viii	Bank Reconciliation
	ix	Post / Interface to General Ledger
	x	Manage Vendor Database
	xi	Procurement Year End Processing
		Budget/Encumbrances - Closeouts
		Budget/Encumbrances – Roll Forward
	f.	Inventory Management/Perpetual Inventory
	i	Item/Part Master database
	ii	Item/Part Transactions

I.	Budget Development & Monitoring	
	a.	Budget Development
	i	Forecasting & Basic Assumption Development
	ii	Target Setting/Parameters from Mayor
	iii	Agencies Develop Budgets and Submit Requests (inputs: positions, prior year actual, current year estimated, fixed asset review)
	iv	Budget Staff Review/Modify/Summarize Agency Requests
	v	Budget Presentation to Mayor
	vi	Executive Budget Preparation
	vii	Amendments from Sub-Committees of Council
	viii	Amendments from Council
	ix	Production of Budget Document
	b.	Budget Monitoring/Management
	x	Load GL
	xi	Budget to Actual Analysis GL Inquiry To Date Inquiries Account Status Report Transaction Register Capital Project Analysis (Excel)
	xii	Close Budget (non capital/non special revenue)

I. General Ledger & Financial Reporting	
a. General Ledger / General Financial Accounting	
i	Manage General Ledger & Chart of Accounts
ii	Process General Ledger / Journal Entries
iii	Reconcile Accounts
iv	Perform Project Accounting
v	Allocation Management
vi	Period / Year-End Close Processing
b. Asset Management	
i	Manage Asset Account
ii	Manage Asset Control
iii	Generate Depreciation
iv	Dispose of Assets
v	Process Assets
vi	Post / Interface to General Ledger
vii	Year End Close
viii	Physical Inventory
c. Treasury Management	
i	Tax Bill Management
ii	Project Interest & Revenue
iii	Manage Cash Flow
iv	Manage Investments
v	Allocate Interest to Funds
d. Operational Analysis & Financial Reporting	
i	Manage Cost Accounting & Cost Allocation
ii	Manage Reporting
e. Financial Reporting	
i	Manage Consolidations & Eliminations
ii	Account/Transaction Inquiry
iii	Trial Balance
iv	Run Interim Financial Reports
v	Run Annual Financial Reports
vi	Single Audit
II. Non-Property Tax Revenue Management	
Program Accounting	
i	Manage Program Accounts
ii	Manage Grants
iii	Cost Account Processing
iv	Identify Capital Assets
v	Period / Year-End Processing
Billing/Invoicing	
i	Create / Maintain Invoices
ii	Invoice Calculation
iii	Invoice Approval
iv	Revenue Recognition
Process Remittances	
i	Cash Receipt Processing
Process Adjustments	
i	Process Adjustments
Accounts Receivable Monitoring	
i	A/R Aging
ii	Collections Tracking
Interdepartmental Billing	
i	Interdepartmental Billing
Post / Interface to General Ledger	
i	Post / Interface to General Ledger
Ambulance Billing	
i	Extract run data from CityScope
ii	Create billing forms
iii	Create electronic billing file
iv	Year End Reporting
Special Assessments	
i	Collect data for special assessment
ii	Input data into system for special assessment
iii	Create billing forms
iv	Reporting

I.	Water, Storm, Sewer Utilities
a.	Meter Reading
b.	AR/Utility Billing
c.	Cash Receipting/Lockbox
d.	HR
e.	Payroll
f.	GL
g.	Service Order Management
h.	Inventory Management
i.	Procurement/AP
j.	Job Costing
k.	Budgeting
II.	Transit Utilities
a.	Payroll Processing
b.	AR/Billing
c.	Cash Receipting
d.	Fixed Assets
i.	Grant-Funded Fixed Assets
e.	Accounts Payable
f.	Financial Reporting
i.	Financial Reporting for Grants
g.	Procurement/AP
h.	Reporting
i.	Federal Draw Down