

**City of Madison
Software Evaluation Project
Process Lists**

Human Resources

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

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Payroll

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	

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Procurement

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

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Budget

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)

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GL

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
iv	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 CityScape
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

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Utilities

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

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Technical

- 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**