

**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
  - 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
- 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
  - c. Labor Negotiation & Reporting**
    - i.** Track and Report on Labor Contracts
  - 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

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

**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 Processing
    - 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
  - f. Inventory Management/Perpetual Inventory**
    - i** Item/Part Master database
    - ii** Item/Part Transactions

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

**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)

- 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

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

**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

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

**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**