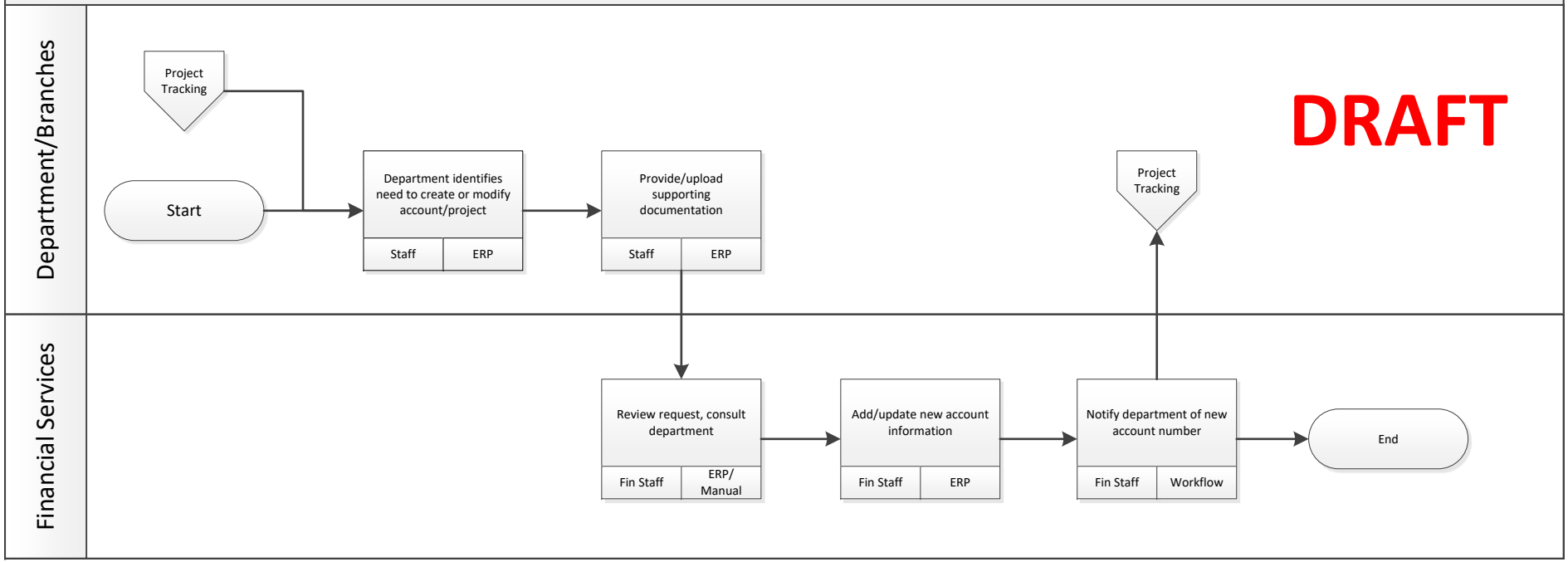
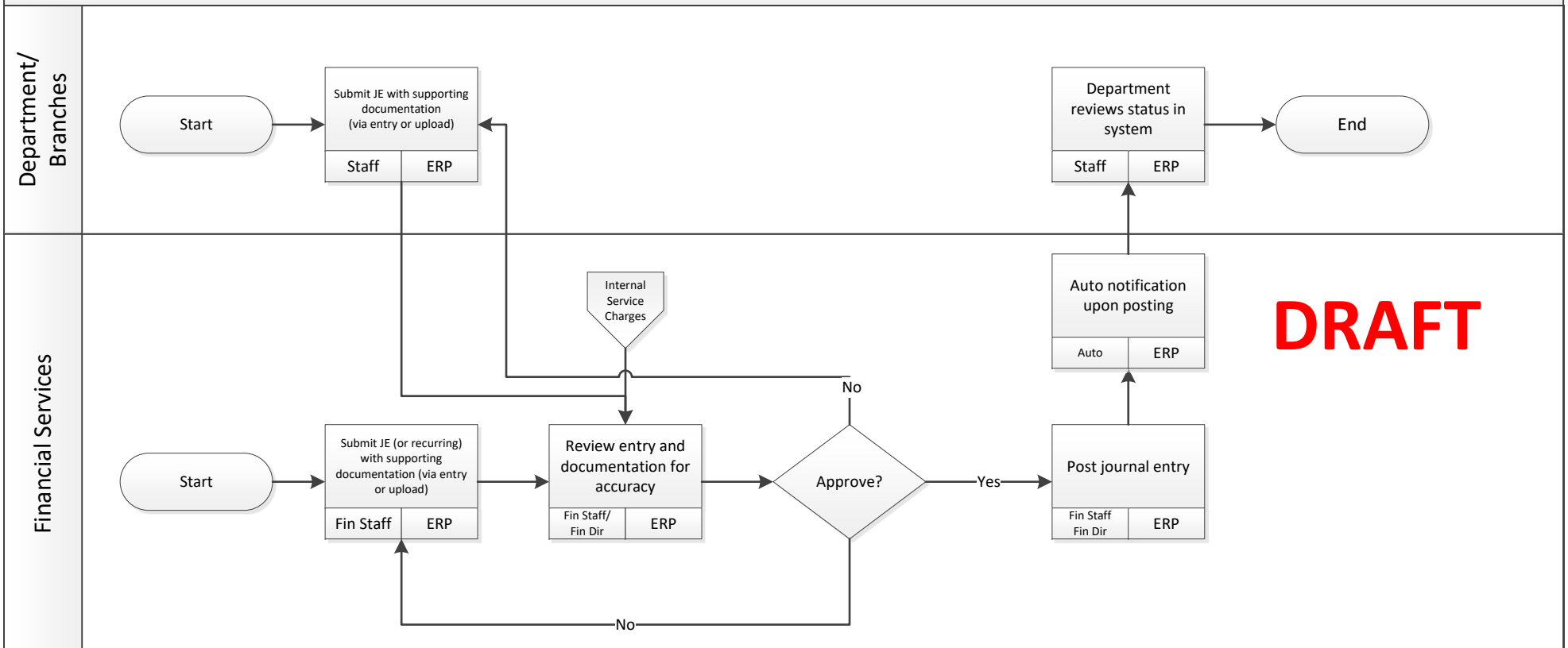
Accounting / Finance
General Ledger Transactions - Chart of Account (CoA) Maintenance
FUTURE

CLEVELAND PUBLIC LIBRARY



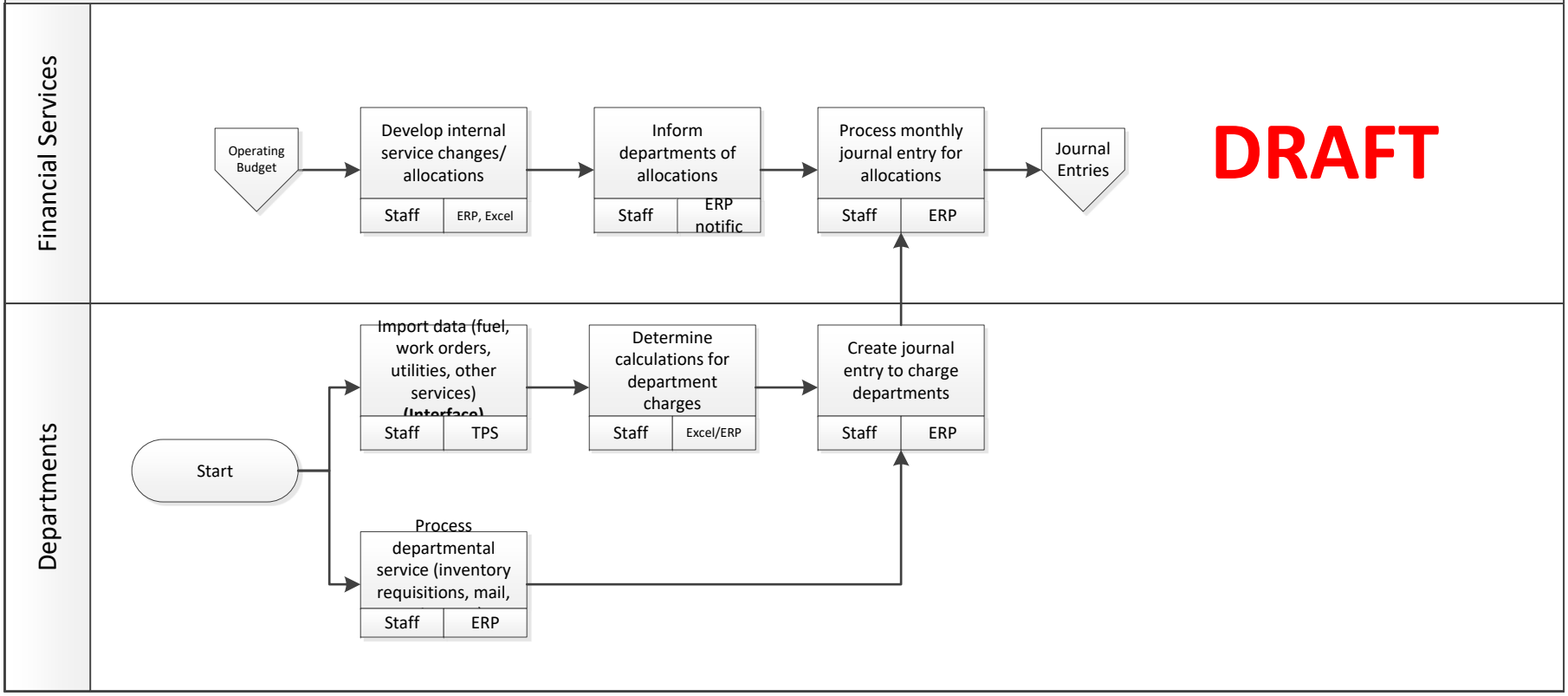
Accounting / Finance
General Ledger Transactions - Journal Entries
FUTURE

CLEVELAND PUBLIC LIBRARY



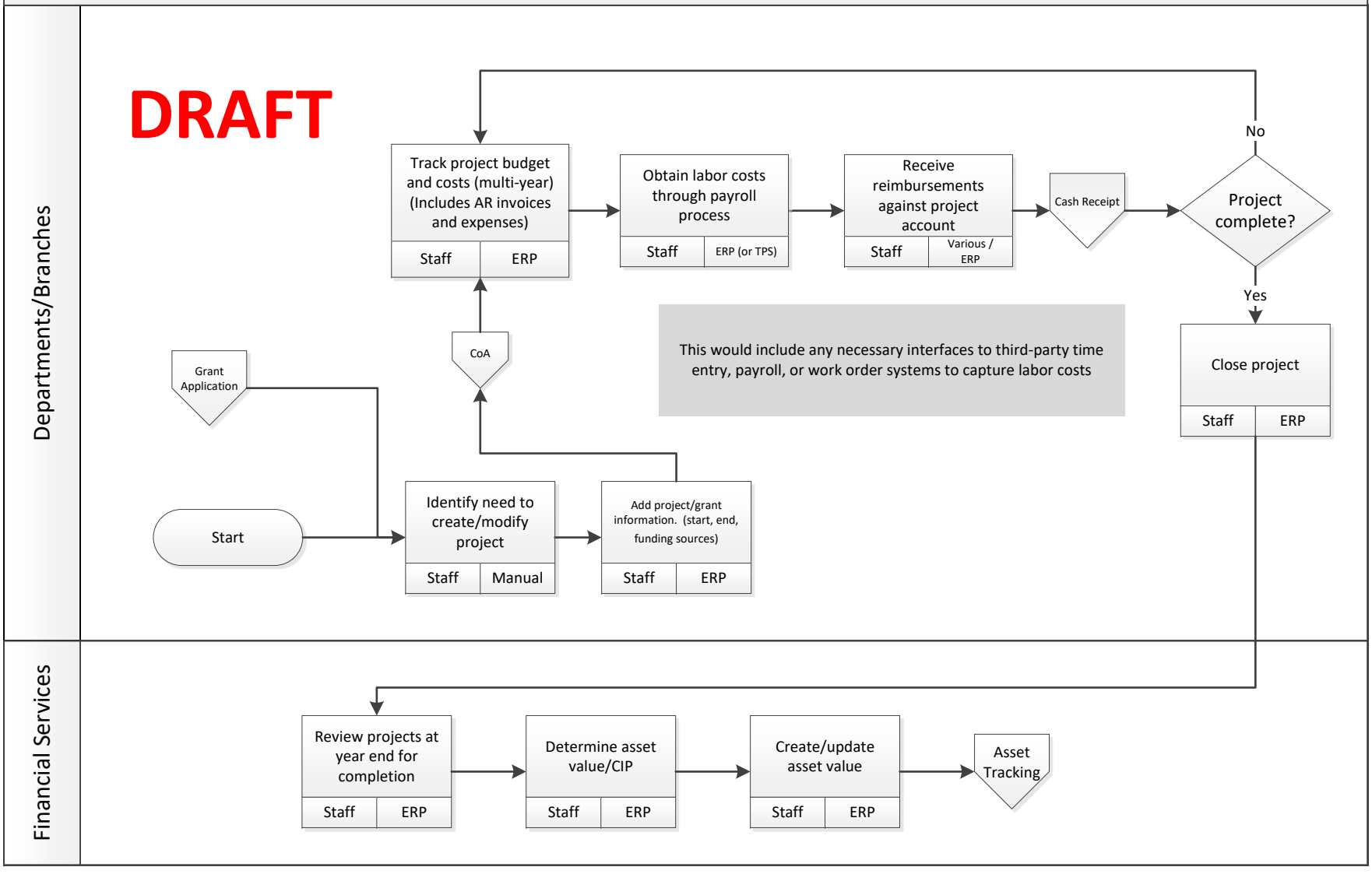
Finance
Internal Services Charges
FUTURE

CLEVELAND PUBLIC LIBRARY



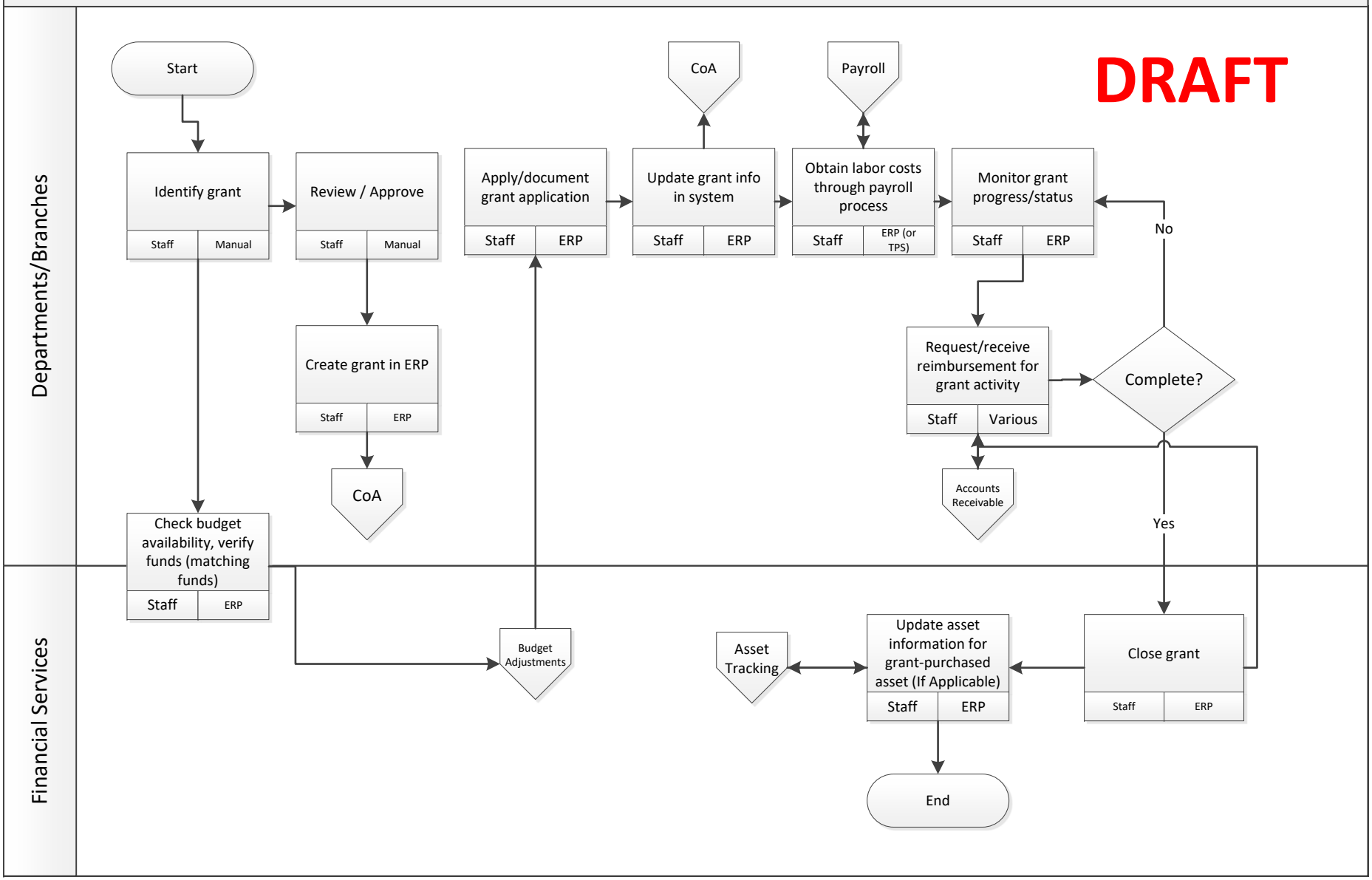
Accounting / Finance
Project Tracking
FUTURE

CLEVELAND PUBLIC LIBRARY



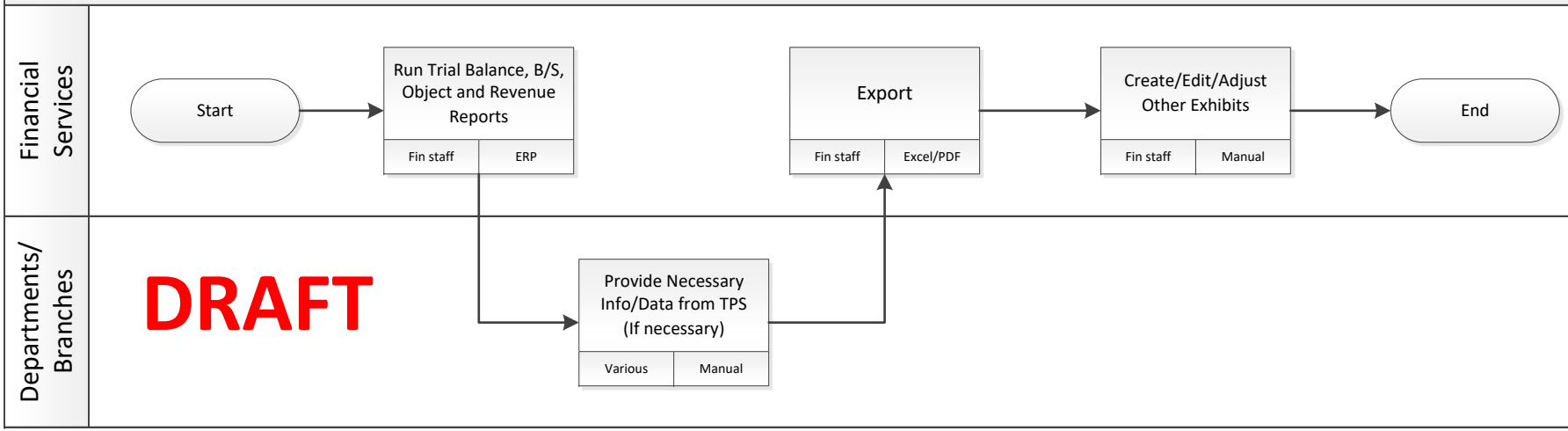
Accounting / Finance
Grant Administration/ Tracking
FUTURE

CLEVELAND PUBLIC LIBRARY



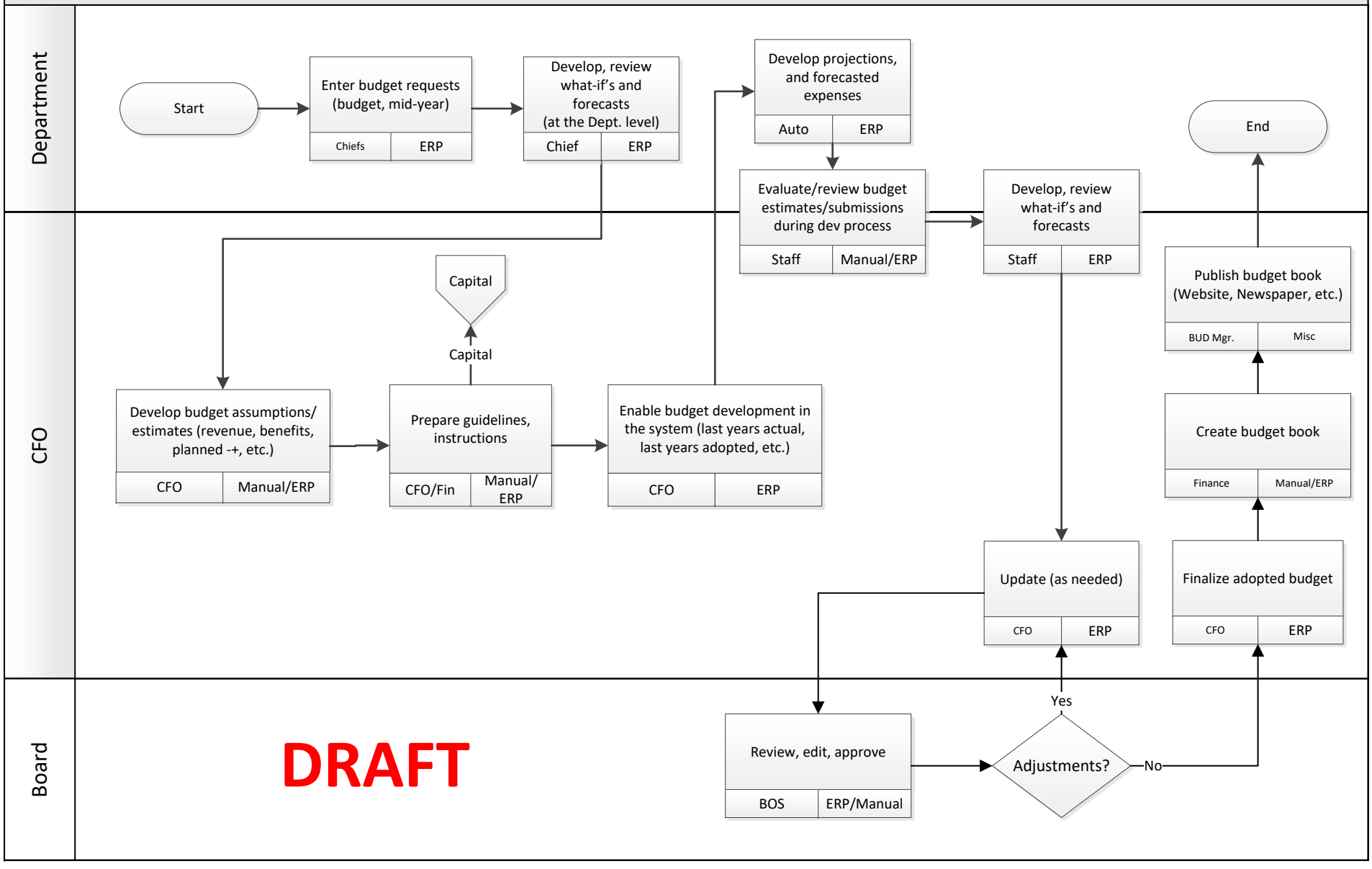
Accounting / Finance
Financial Reporting
FUTURE

CLEVELAND PUBLIC LIBRARY



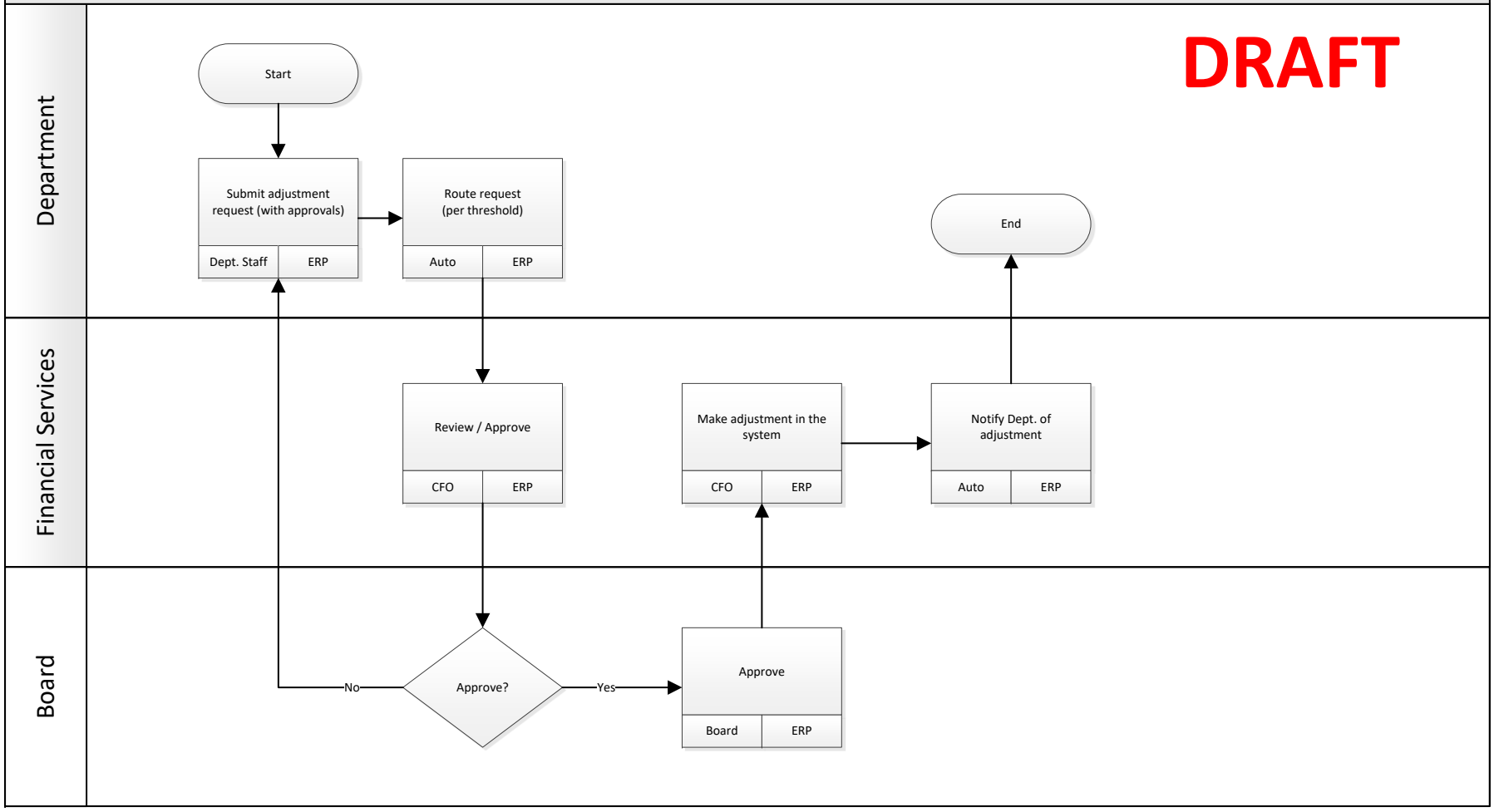
Budget
Operating Budget Development
FUTURE

CLEVELAND PUBLIC LIBRARY



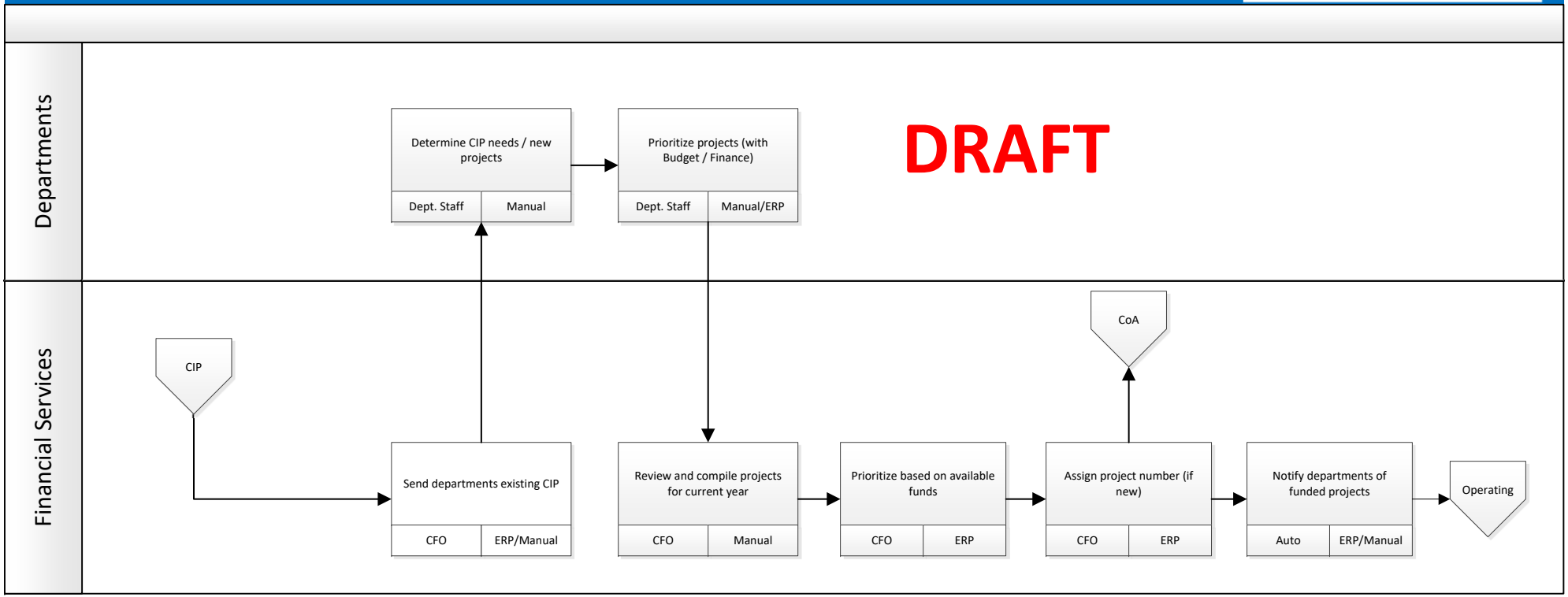
Budget
Budget Adjustments
FUTURE

CLEVELAND PUBLIC LIBRARY



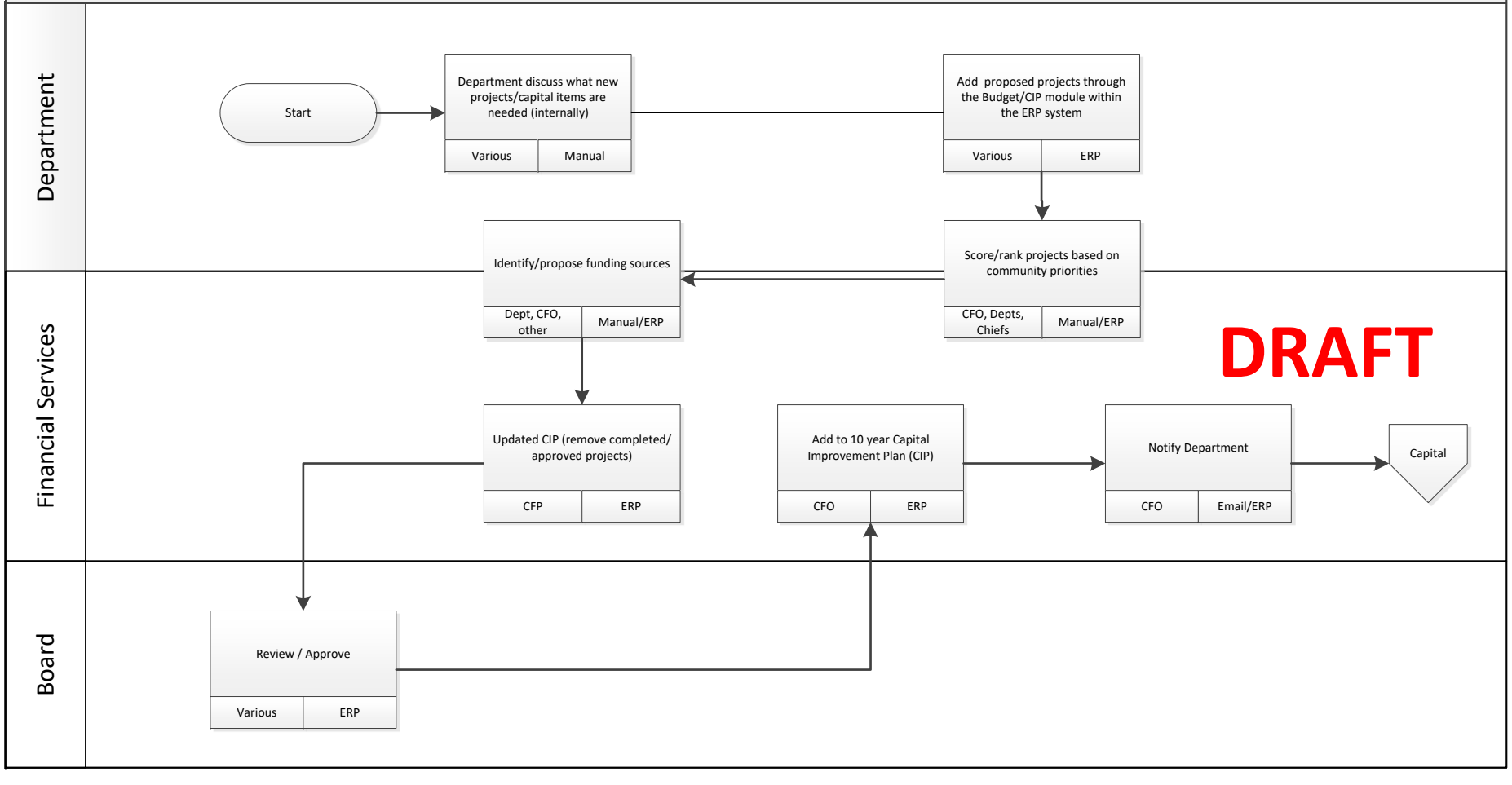
Budget
Capital Budget Development
FUTURE

CLEVELAND PUBLIC LIBRARY



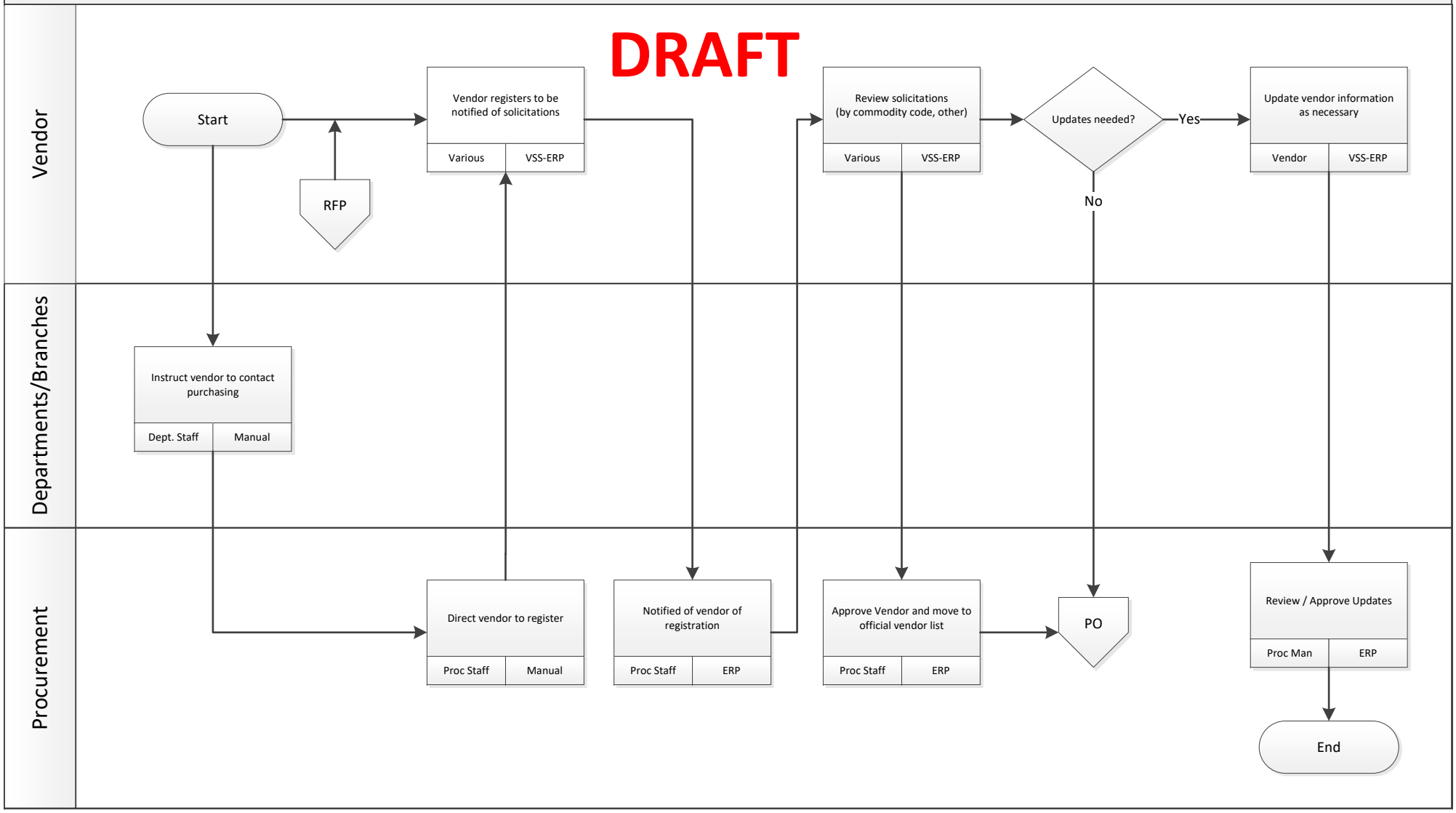
Budget
Capital Improvement Plan (CIP) Development
FUTURE

CLEVELAND PUBLIC LIBRARY



Procure to Pay
Vendor File
FUTURE

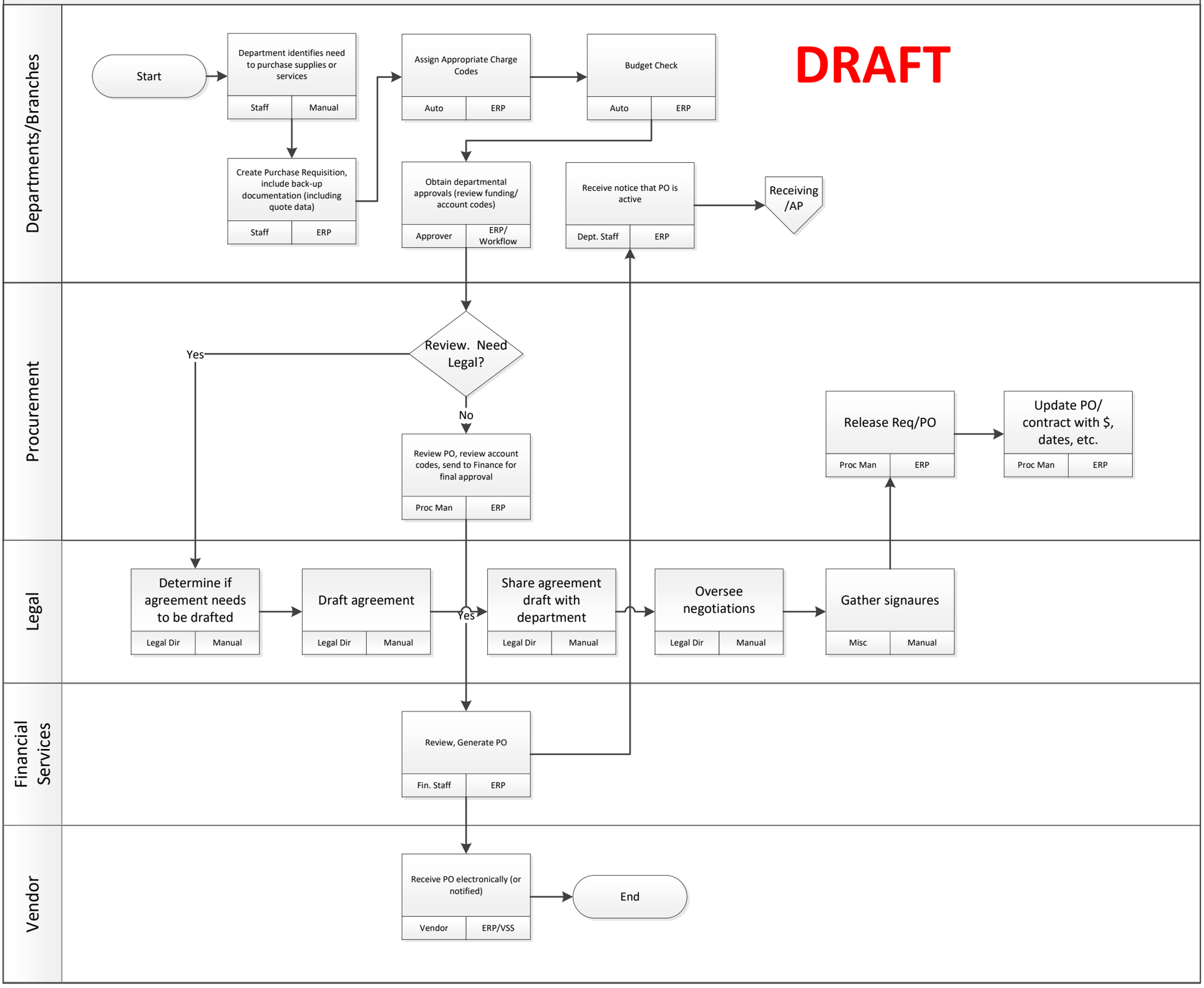
CLEVELAND PUBLIC LIBRARY



Procure to Pay
Purchase Requisition / PO's
FUTURE

CLEVELAND PUBLIC LIBRARY

DRAFT



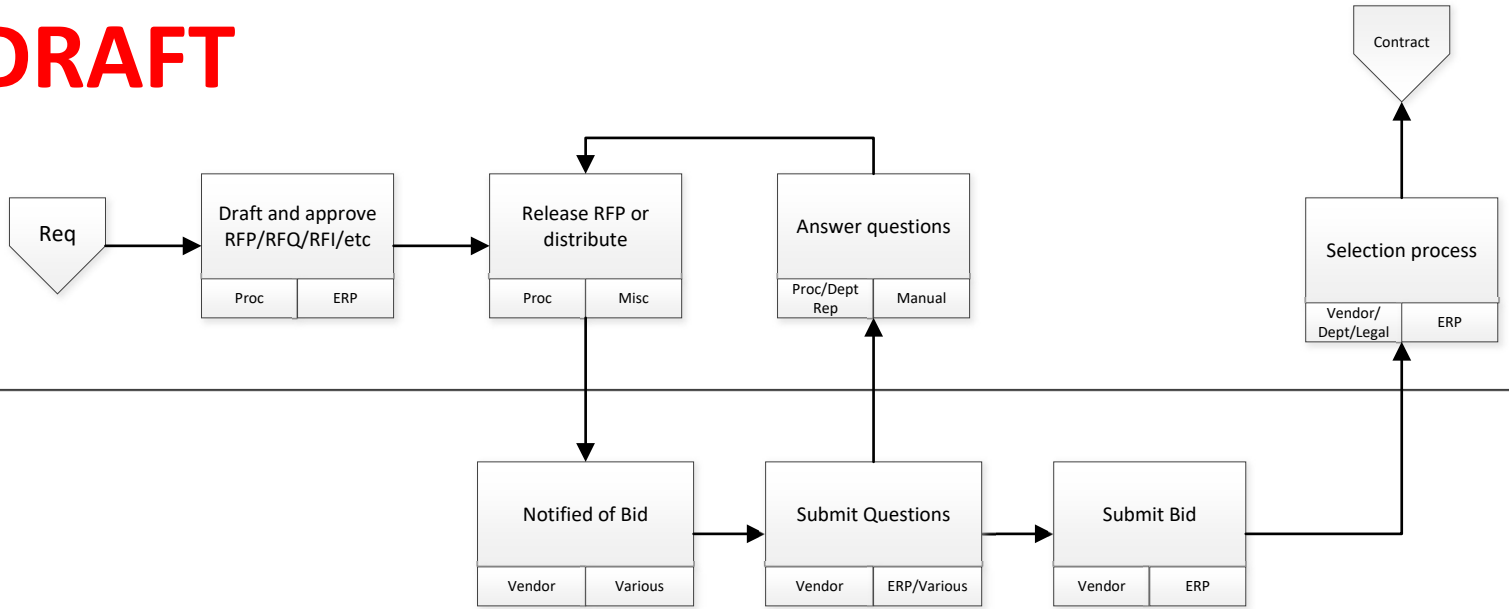
Procure to Pay
Formal Solicitation
FUTURE

CLEVELAND PUBLIC LIBRARY

Procurement

Vendor

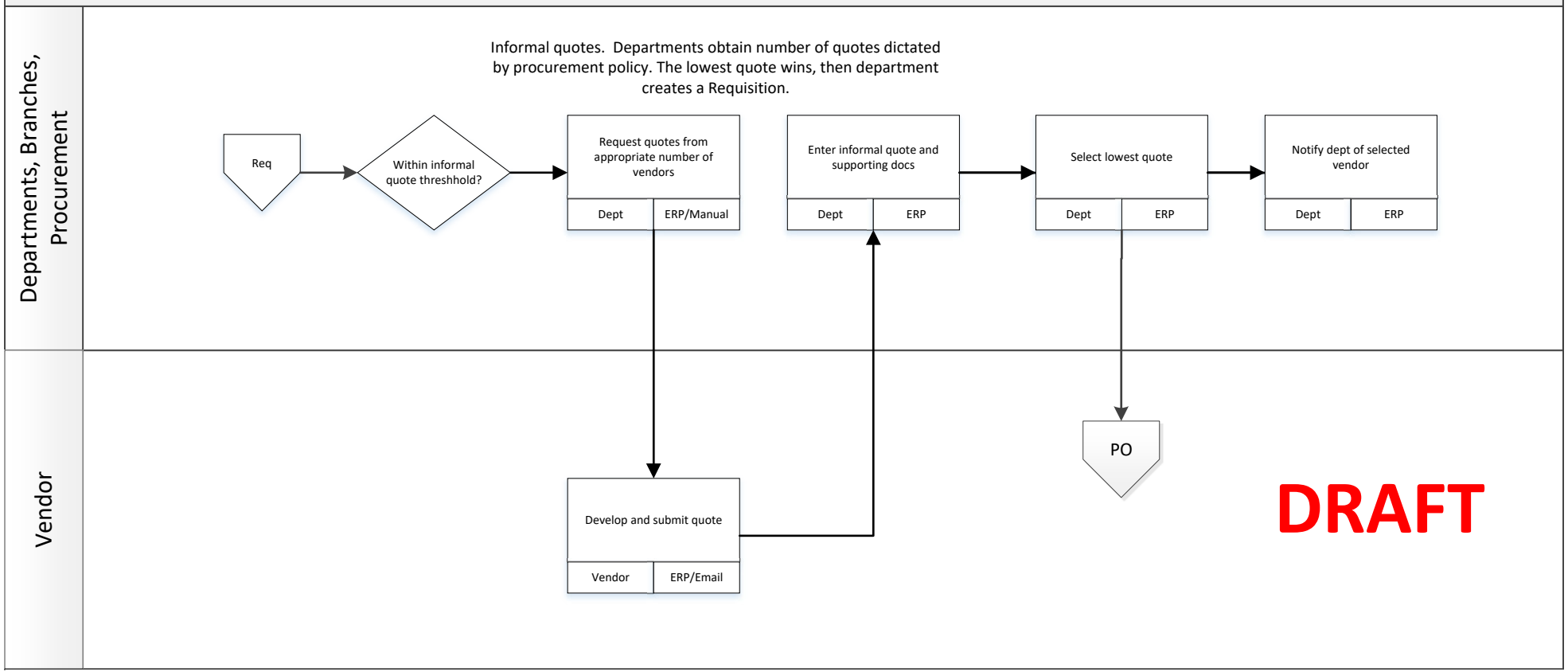
DRAFT



GFOA recommends that all purchases, including those that will require formal solicitation, go through the requisition process. This will help users to keep track of where in the cycle the requisition may be.

Procure to Pay
Informal Quote
FUTURE

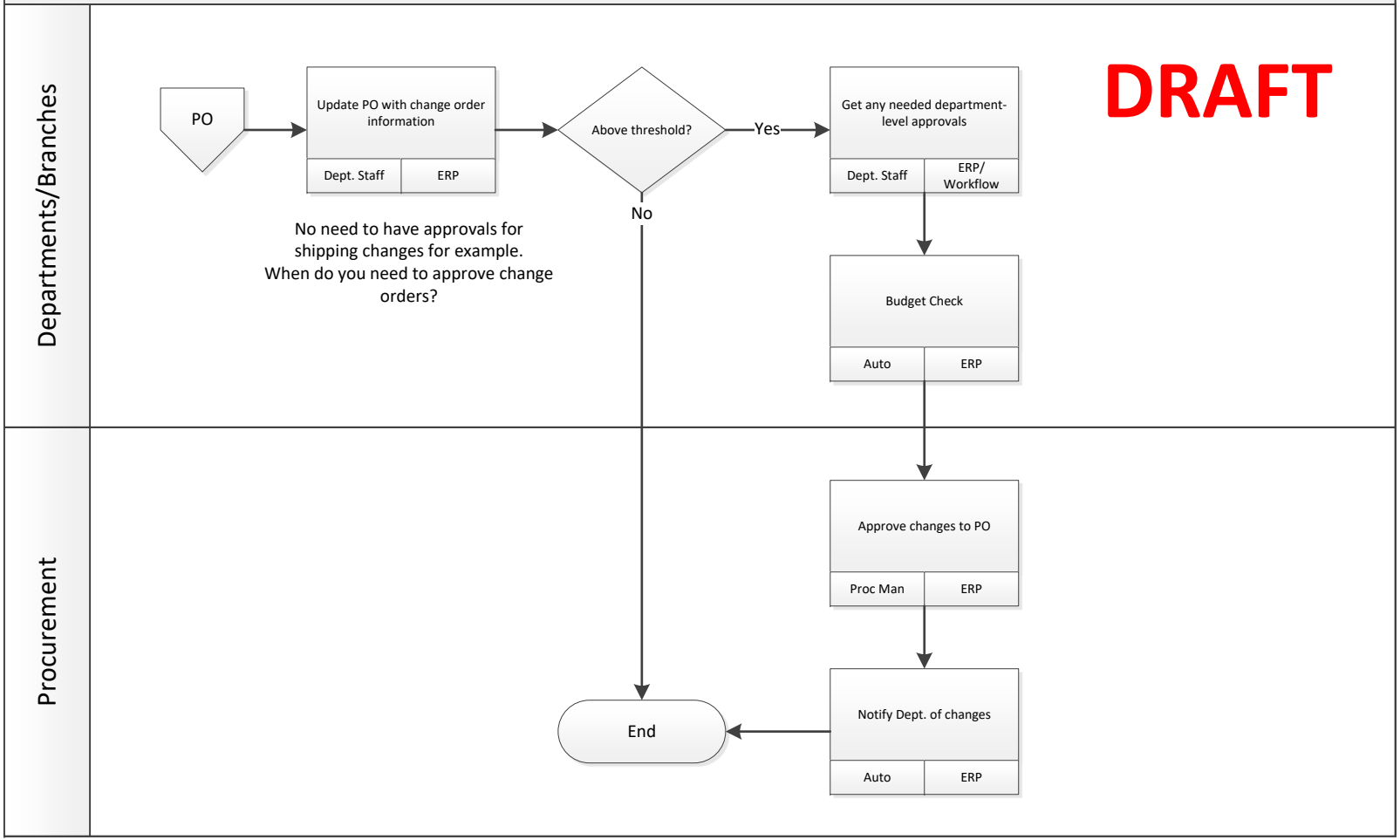
CLEVELAND PUBLIC LIBRARY



Procure to Pay
Change Order
FUTURE

CLEVELAND PUBLIC LIBRARY

DRAFT



Procure to Pay
Receiving / AP
FUTURE

CLEVELAND PUBLIC LIBRARY

Departments/Branches/Stock Room

PO

Receive goods and inspect
Dept. Staff | Manual

Update system with what was received (quantity)
Staff | ERP

Indicate if damaged
Role | ERP

Apply charge/account codes
Fin Admin/ Staff | ERP

DRAFT

Scan packing slip into ERP
Dept. Staff | ERP

Match packing slip, PO
Staff | ERP/Manual

Start

Receive Invoice
Staff | Manual

Scan into system
Staff | ERP

Accounting/Finance

Conduct two, three, four way-match inside of the system
Acct Spec | ERP

Receive Invoice from vendor
AP Clerk | Manual

Input payments
Acct Spec | ERP

Run Outstanding Check Report
Acct Spec | ERP

Review for errors
Acct Spec | ERP

Process check run
Acct Spec | ERP

Set up printer and print checks
Acct Spec | ERP

Stuff envelopes and mail
Acct Spec | ERP

End

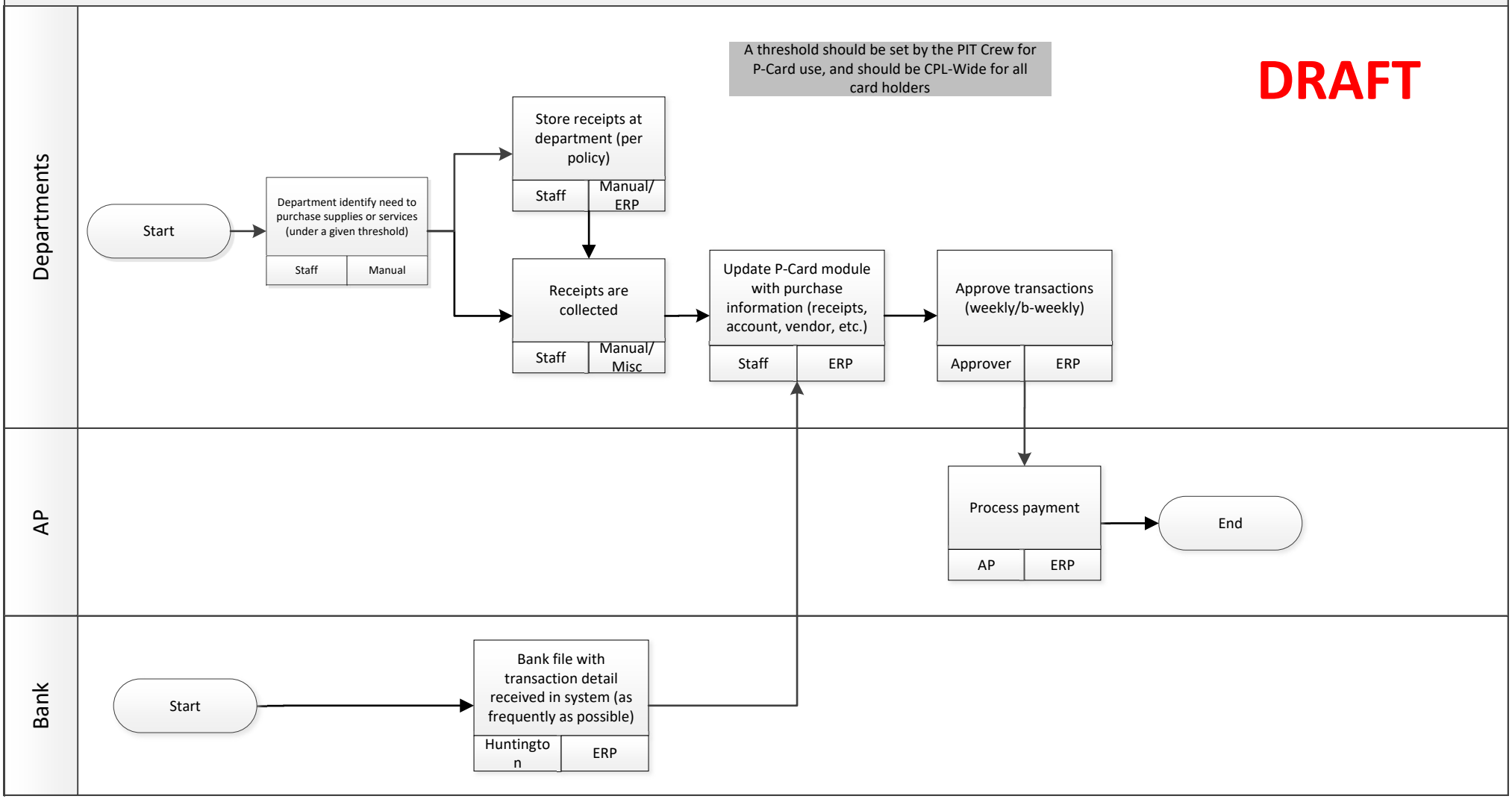
Process wire/ACH when occurs
Acct Spec | Bank

End

Procure to Pay
Purchasing Cards (P-Cards)
FUTURE

CLEVELAND PUBLIC LIBRARY

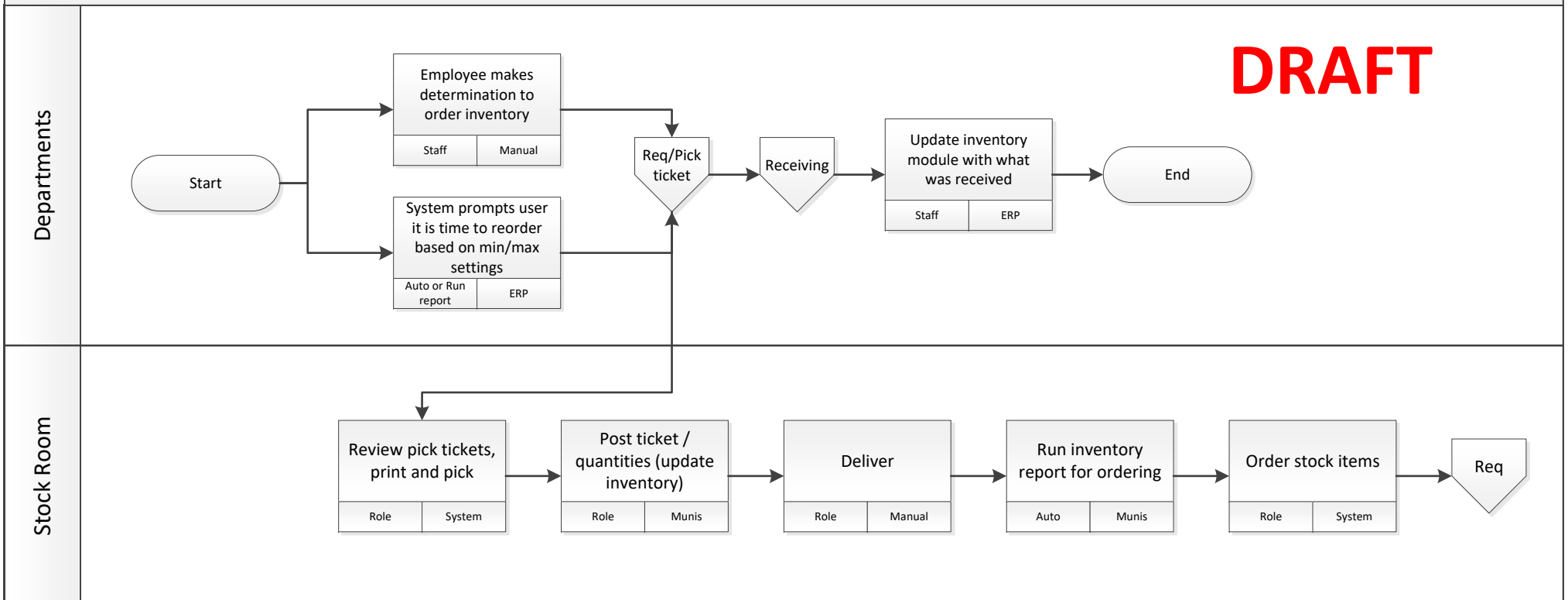
DRAFT



Procure to Pay
Inventory
FUTURE

CLEVELAND PUBLIC LIBRARY

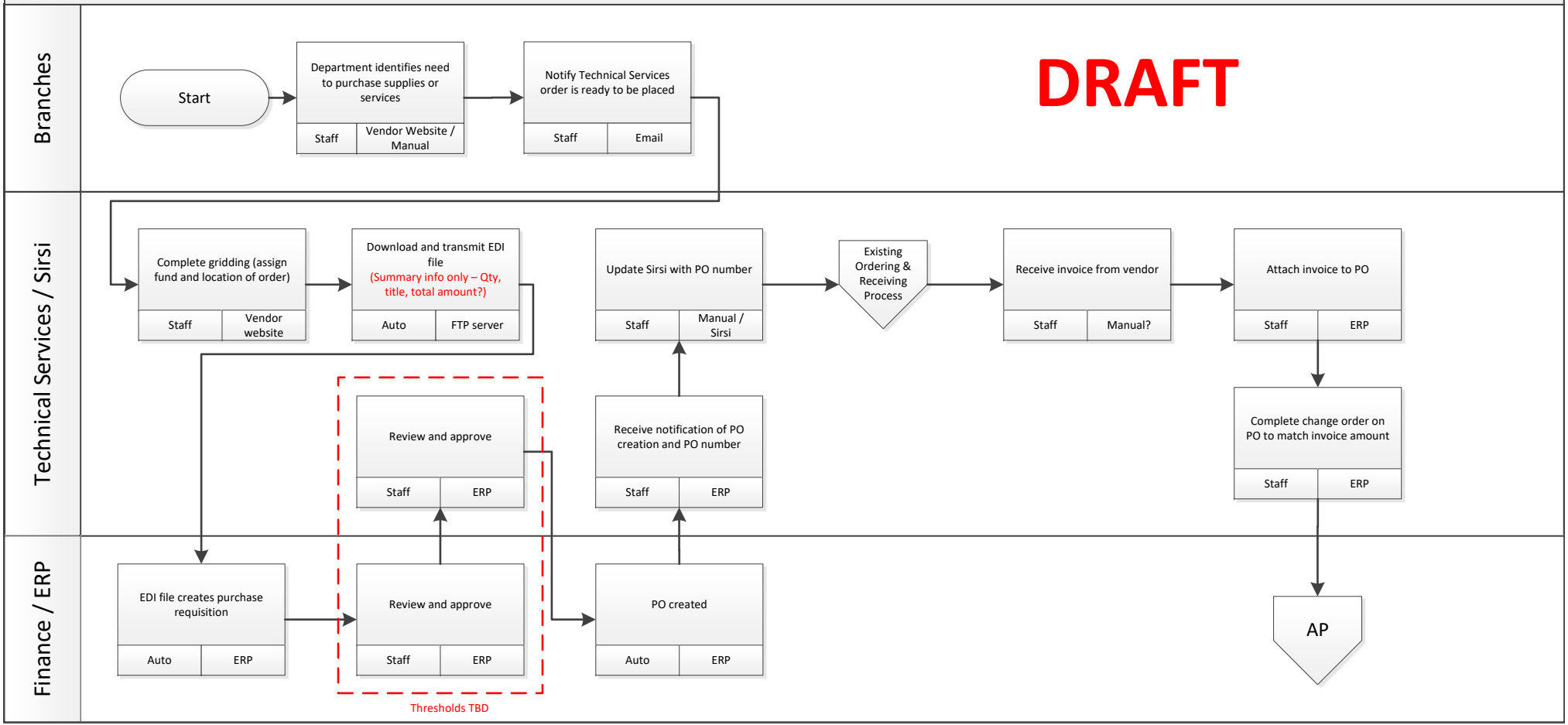
DRAFT



Procure to Pay
Sirsi
FUTURE

CLEVELAND PUBLIC LIBRARY

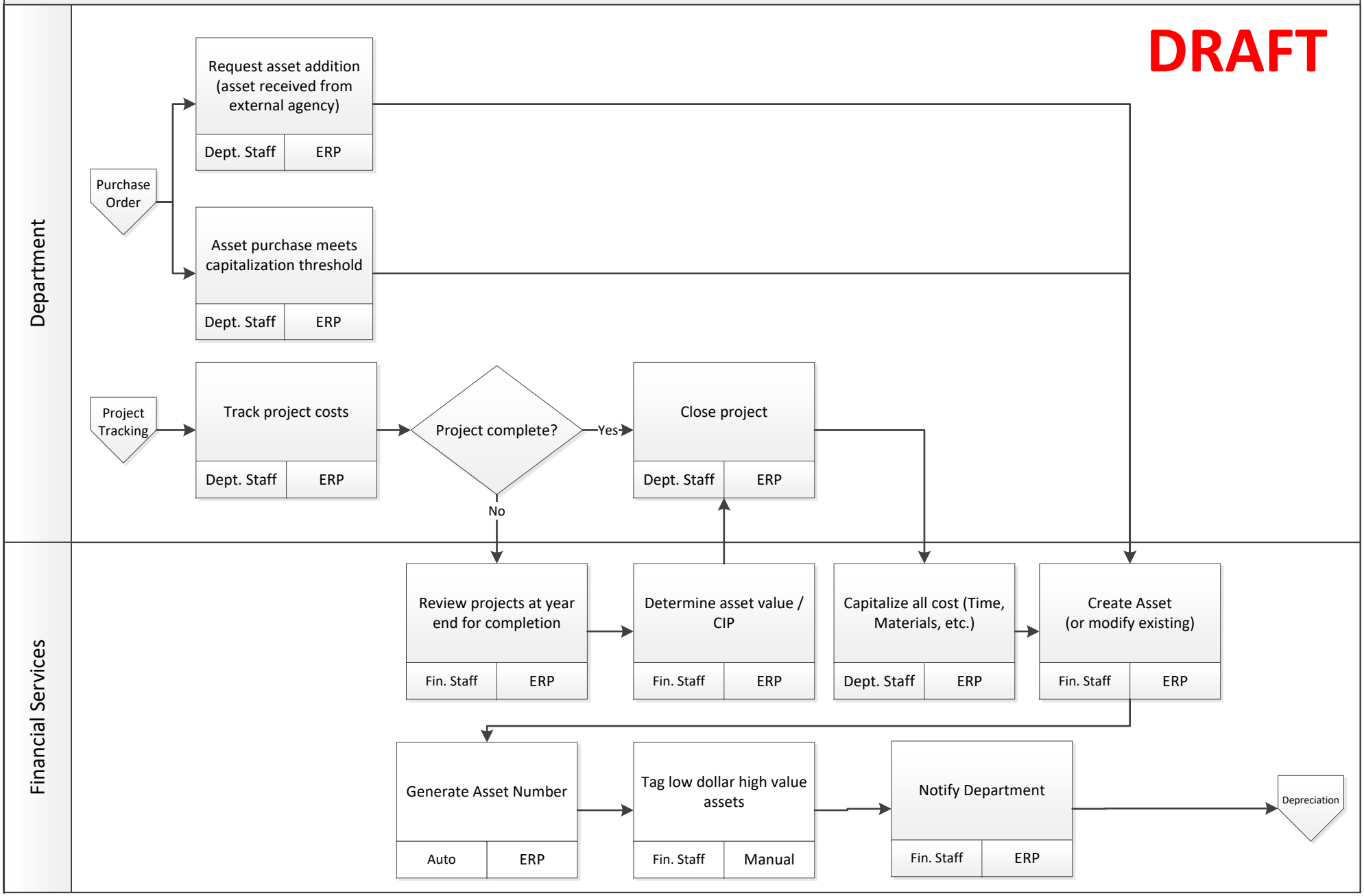
DRAFT



Capital Asset Management
Acquisition
FUTURE

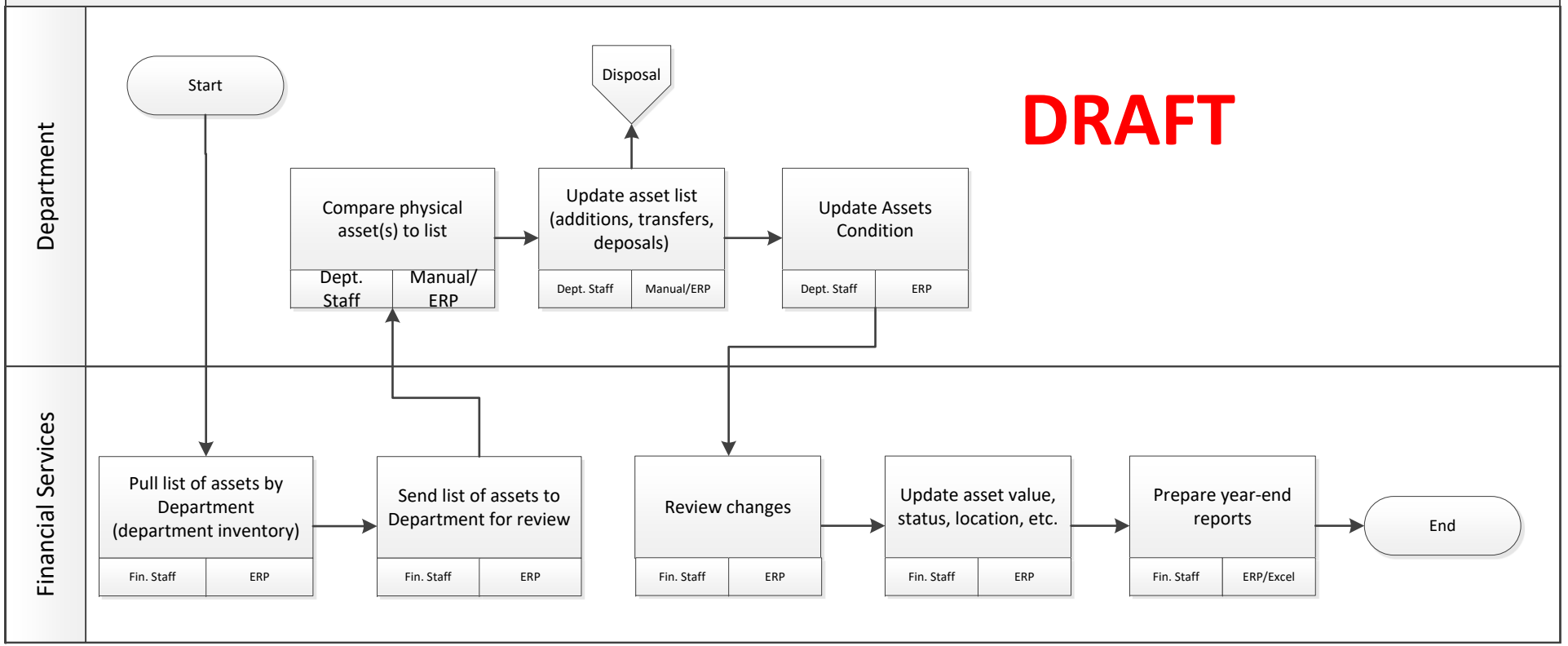
CLEVELAND PUBLIC LIBRARY

DRAFT



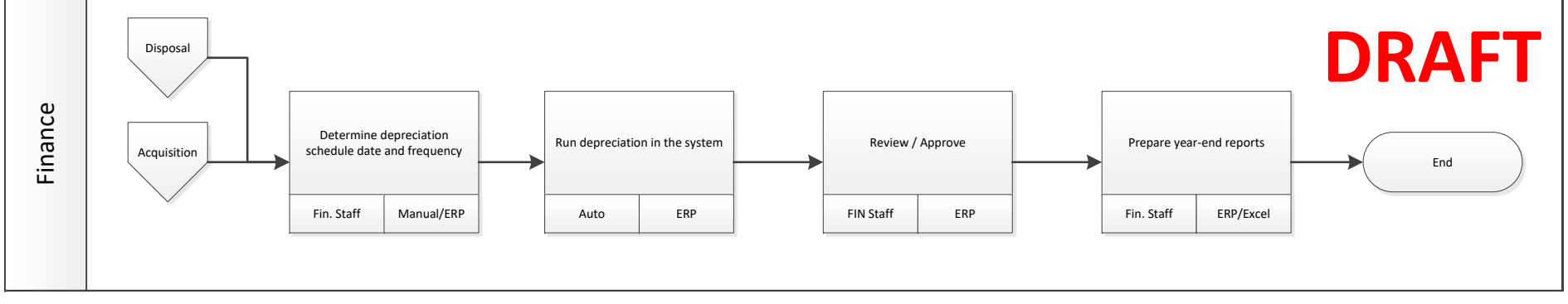
Capital Asset Management
Asset Lifecycle
FUTURE

CLEVELAND PUBLIC LIBRARY



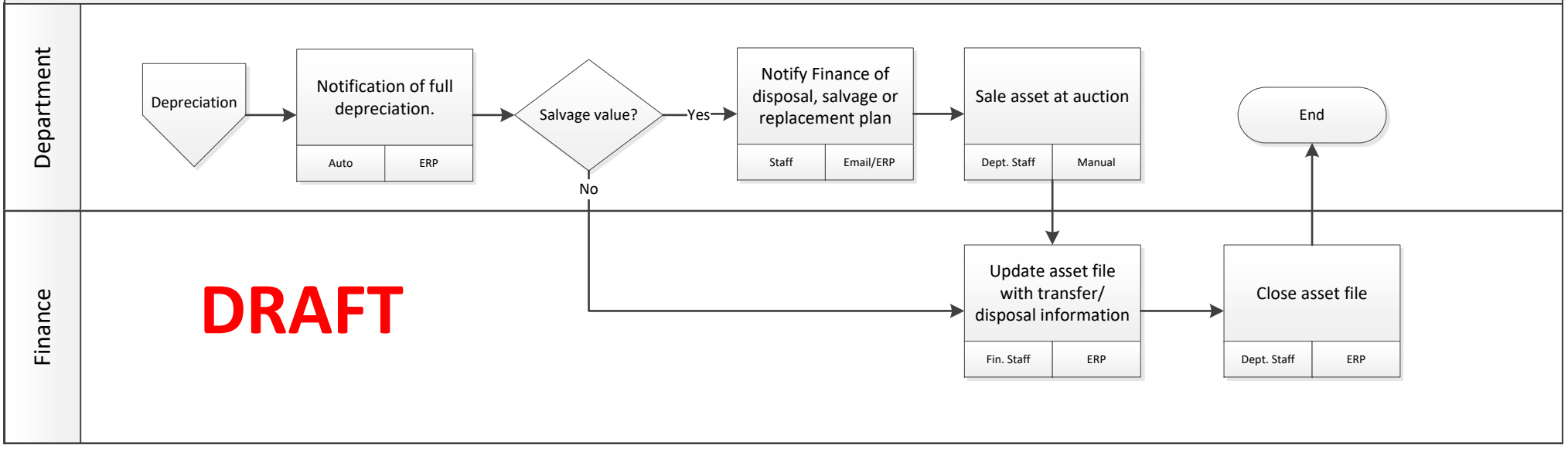
Capital Asset Management
Depreciation
FUTURE

CLEVELAND PUBLIC LIBRARY



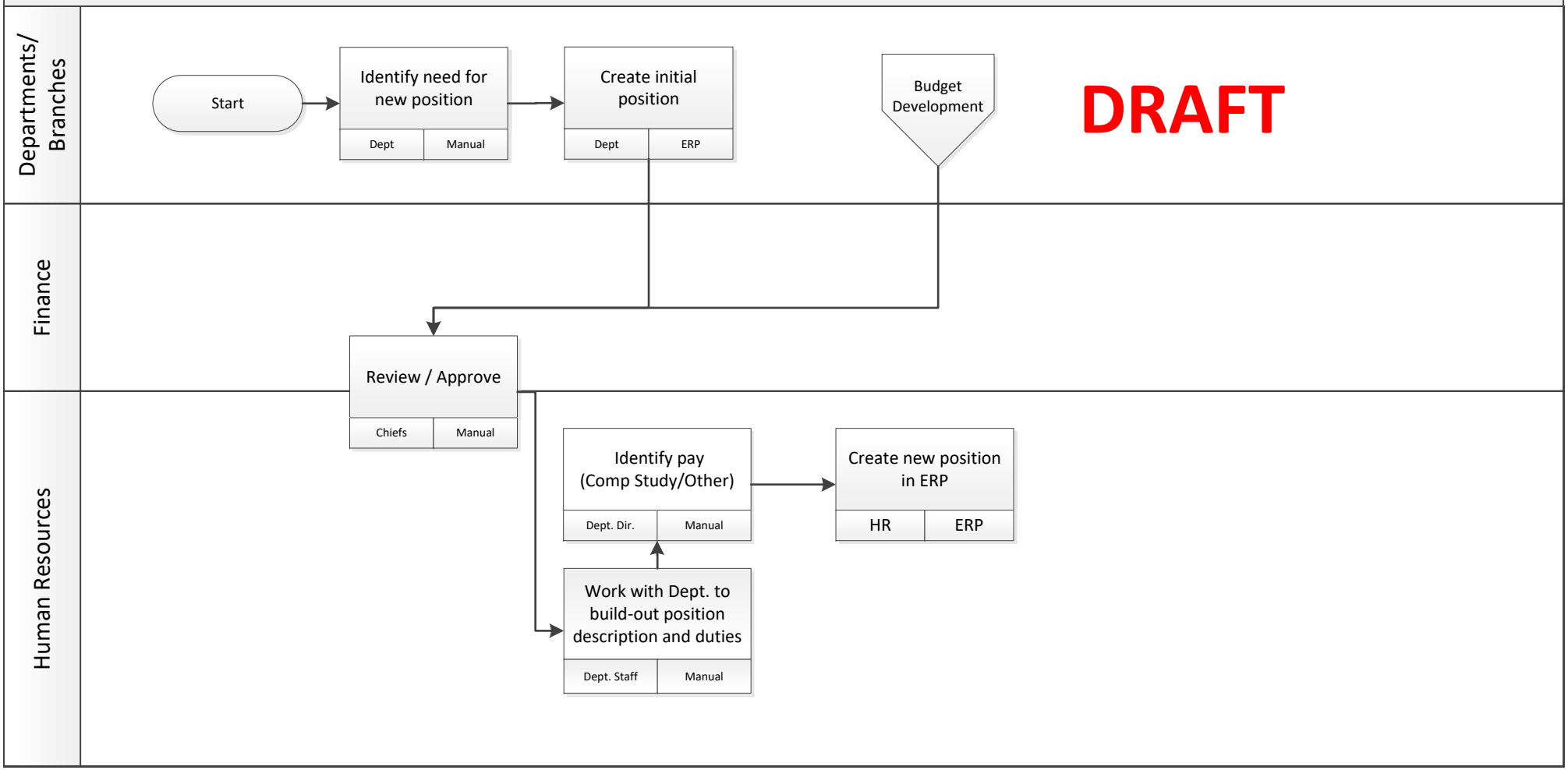
Capital Asset Management
Disposal
FUTURE

CLEVELAND PUBLIC LIBRARY



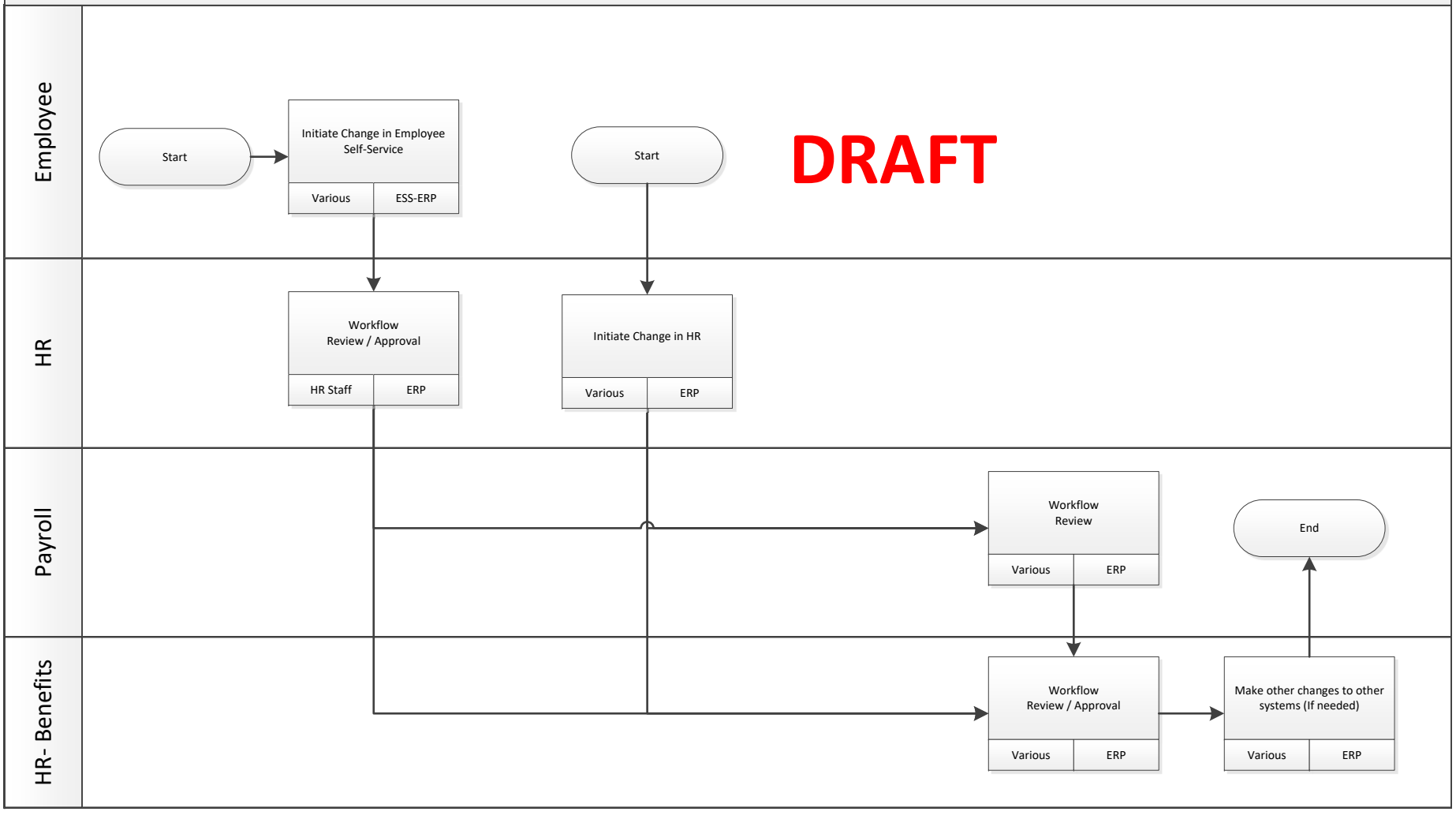
Human Resources
New Position
FUTURE

CLEVELAND PUBLIC LIBRARY



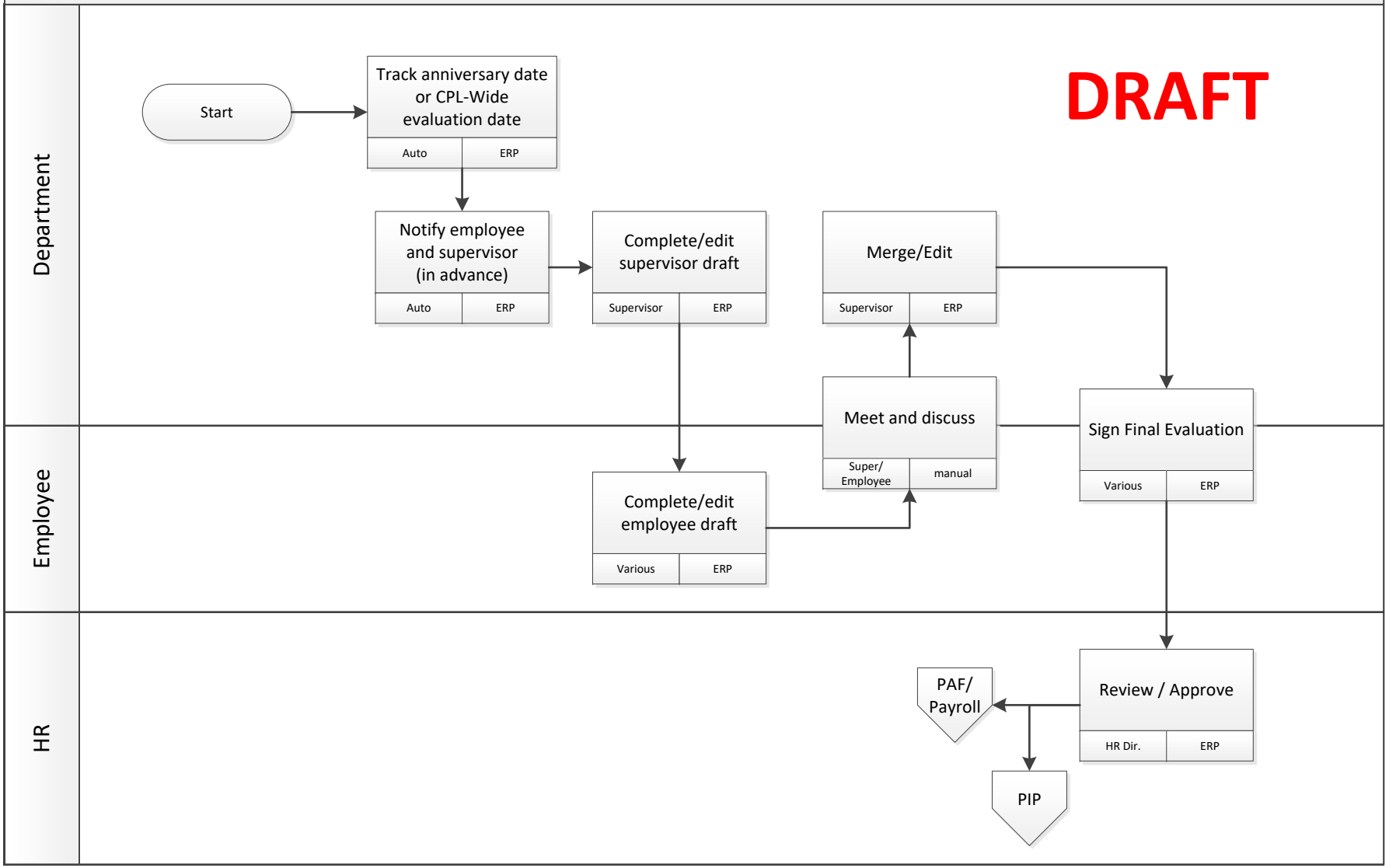
Human Resources
Employee File
FUTURE

CLEVELAND PUBLIC LIBRARY



Human Resources
Personnel Evaluations
FUTURE

CLEVELAND PUBLIC LIBRARY

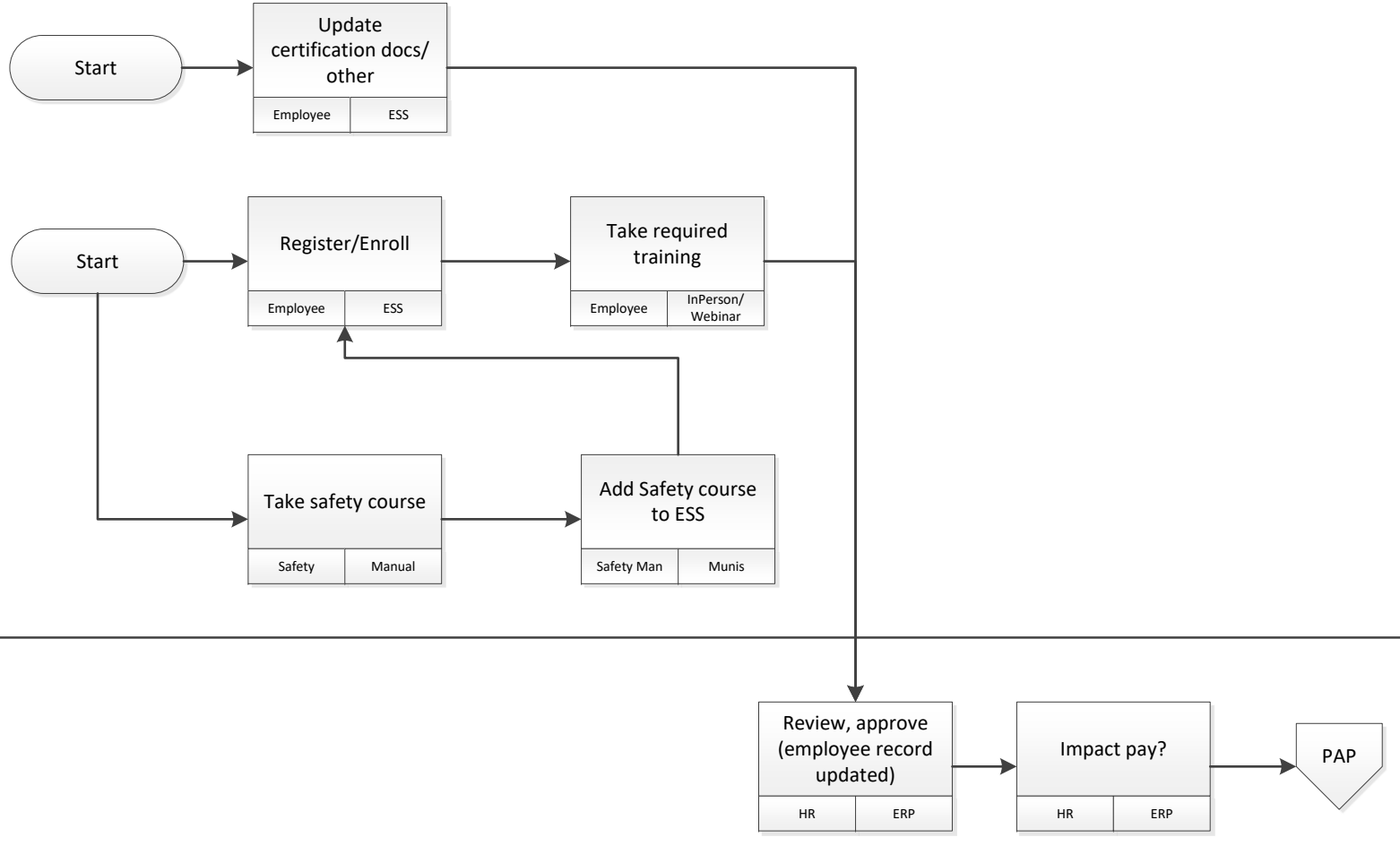


Human Resources
Training/Certification Tracking
FUTURE

CLEVELAND PUBLIC LIBRARY

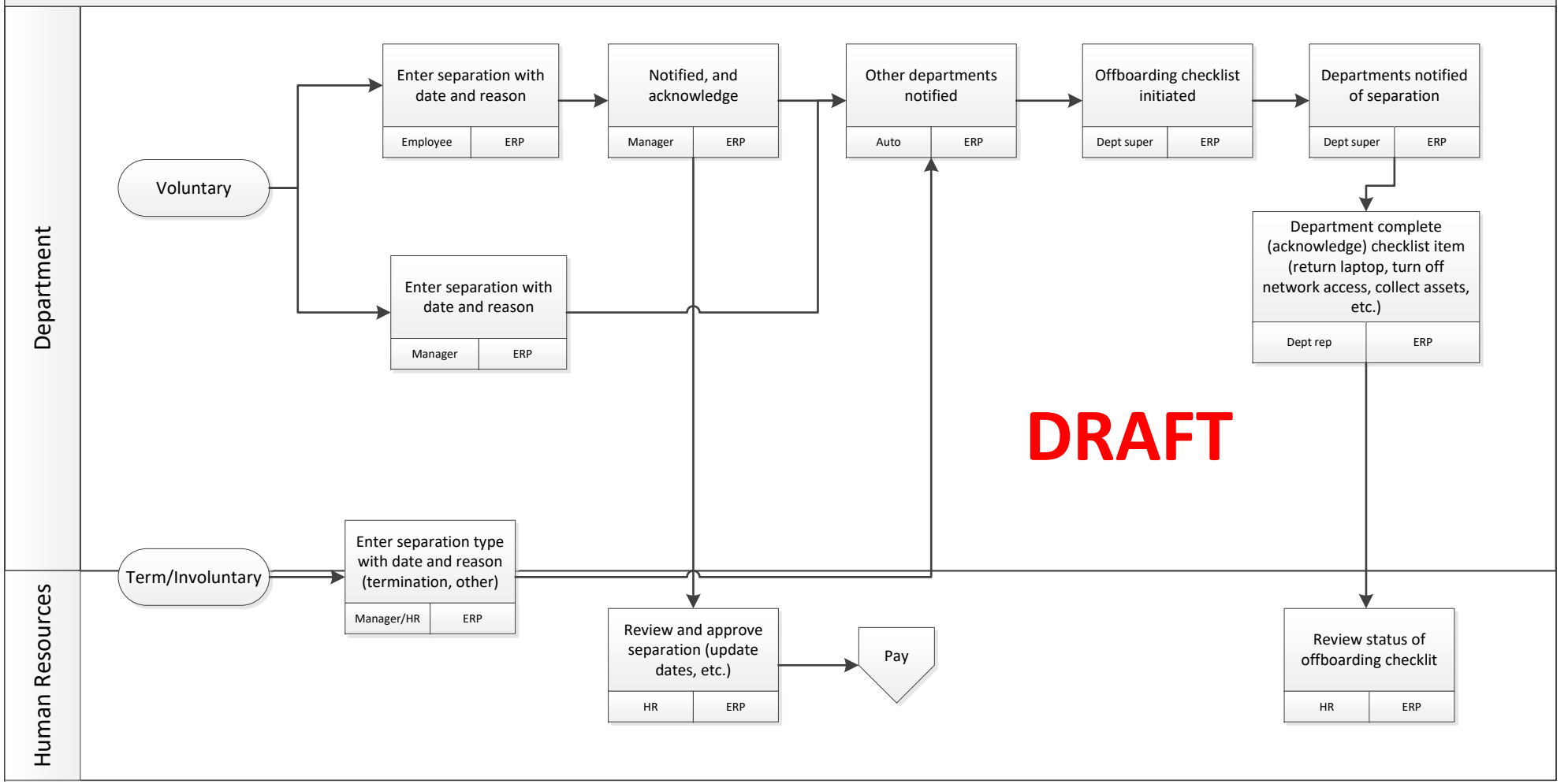
Process TBD – Depends on ERP modules purchased. Many ERP systems offer training management modules where employee training can be tracked directly. Some ERP systems also have learning management functionality where employees can initiate self-paced learning courses/training plans. At a minimum, the CPL should ensure that all trainings and certifications are recorded in the primary employee file in a future solution.

DRAFT



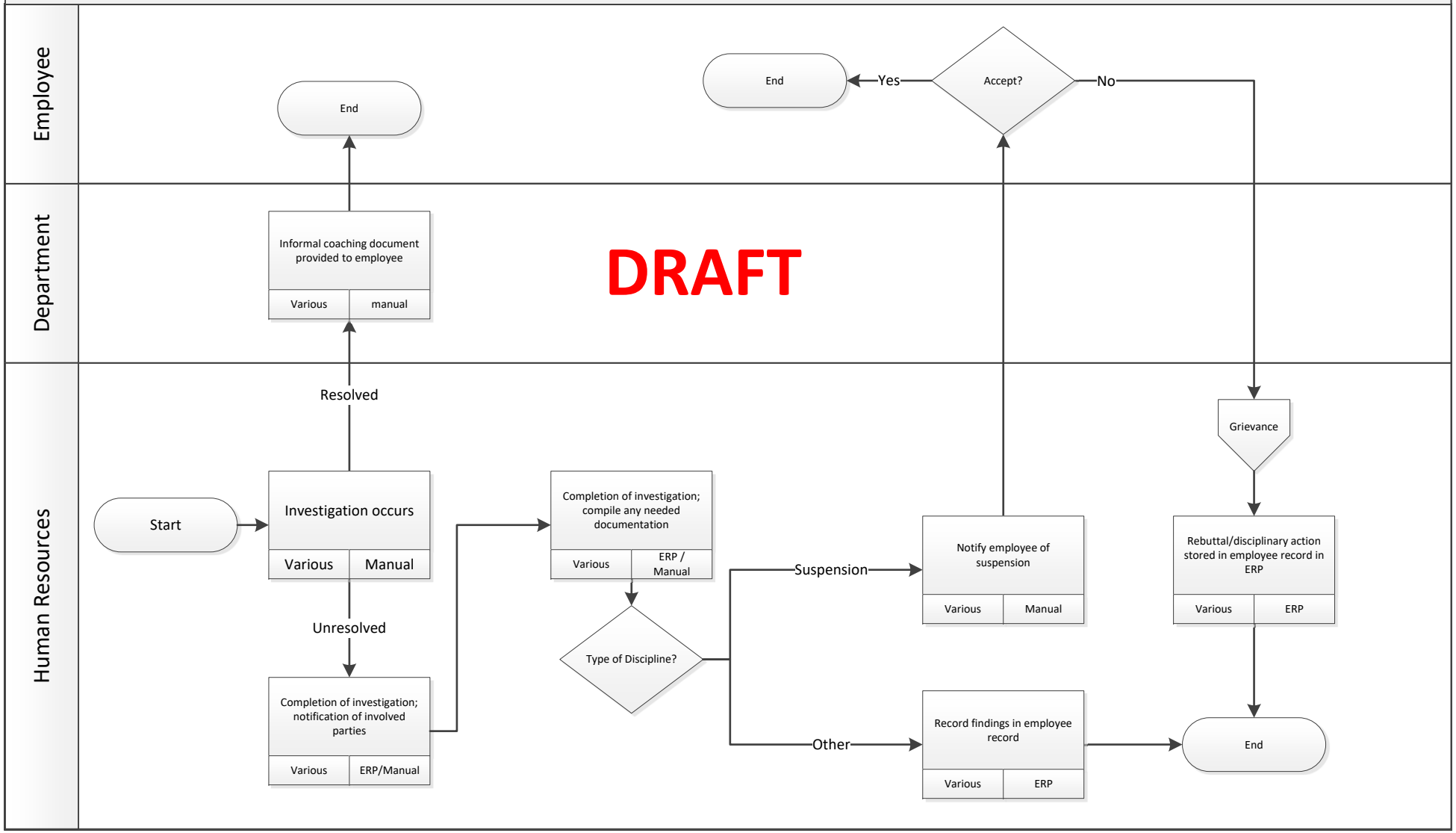
Human Resources
Separation
FUTURE

CLEVELAND PUBLIC LIBRARY



Human Resources
Disciplinary Process
FUTURE

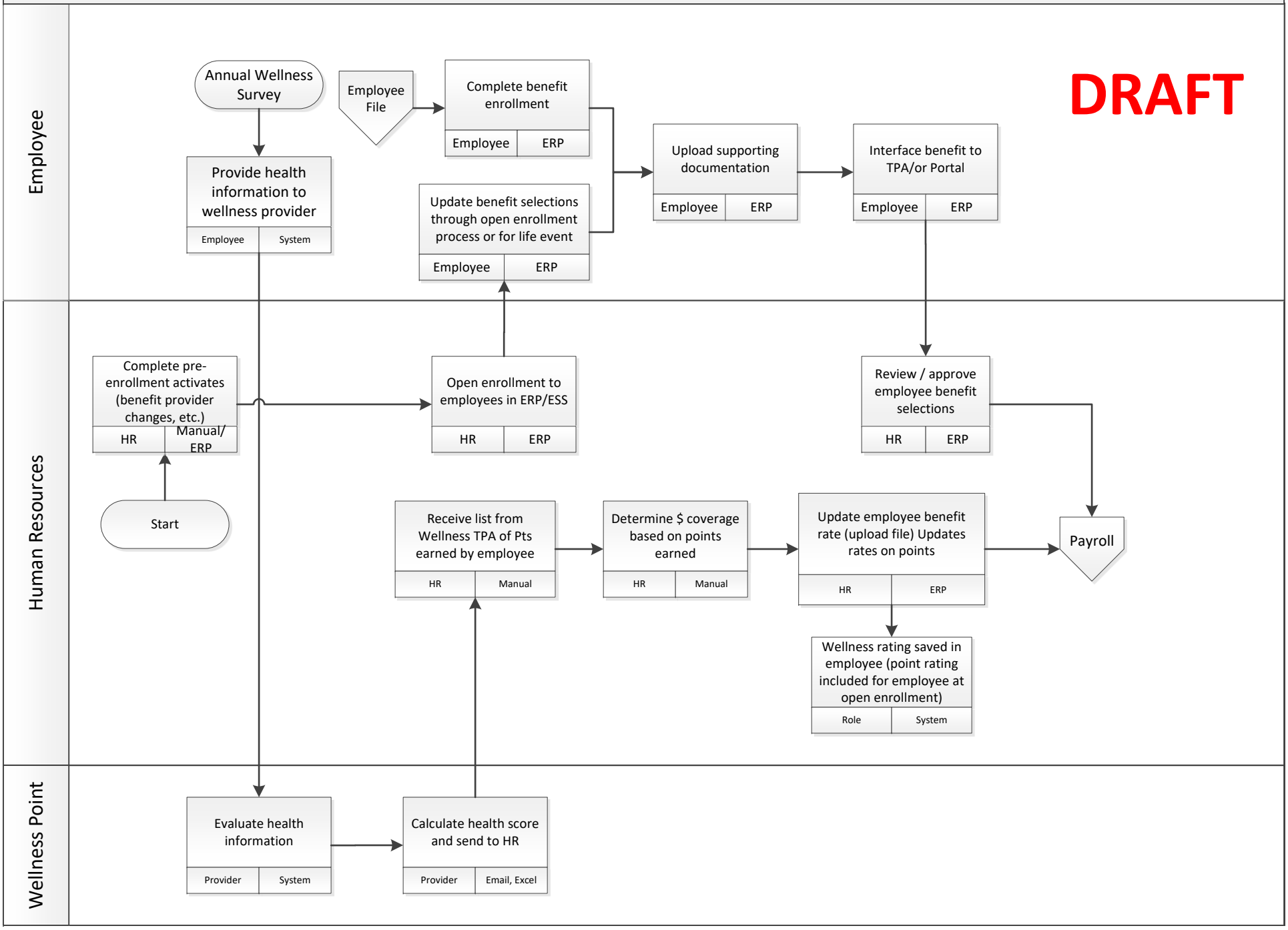
CLEVELAND PUBLIC LIBRARY



Human Resources
Benefit Enrollment
FUTURE

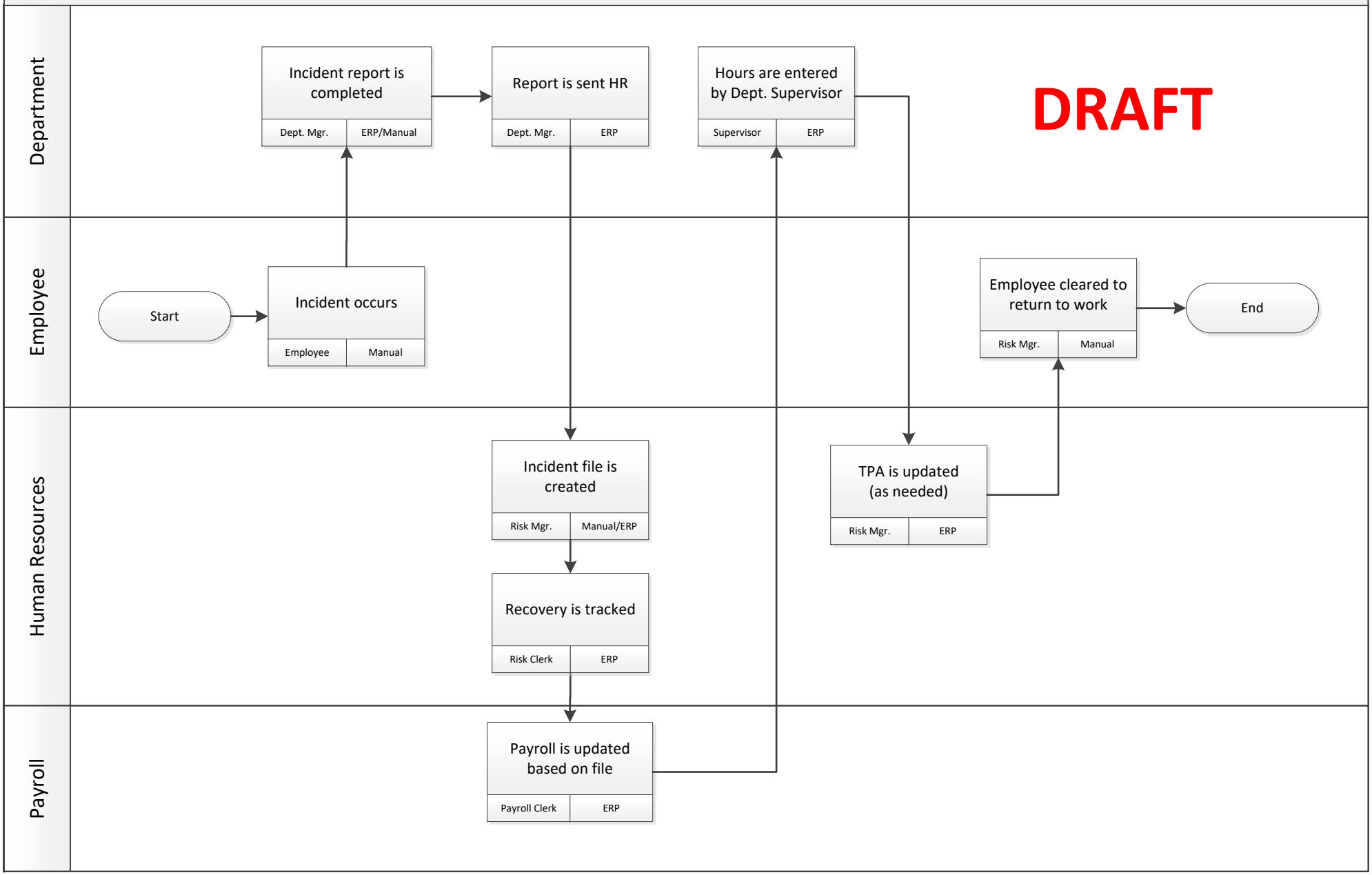
CLEVELAND PUBLIC LIBRARY

DRAFT



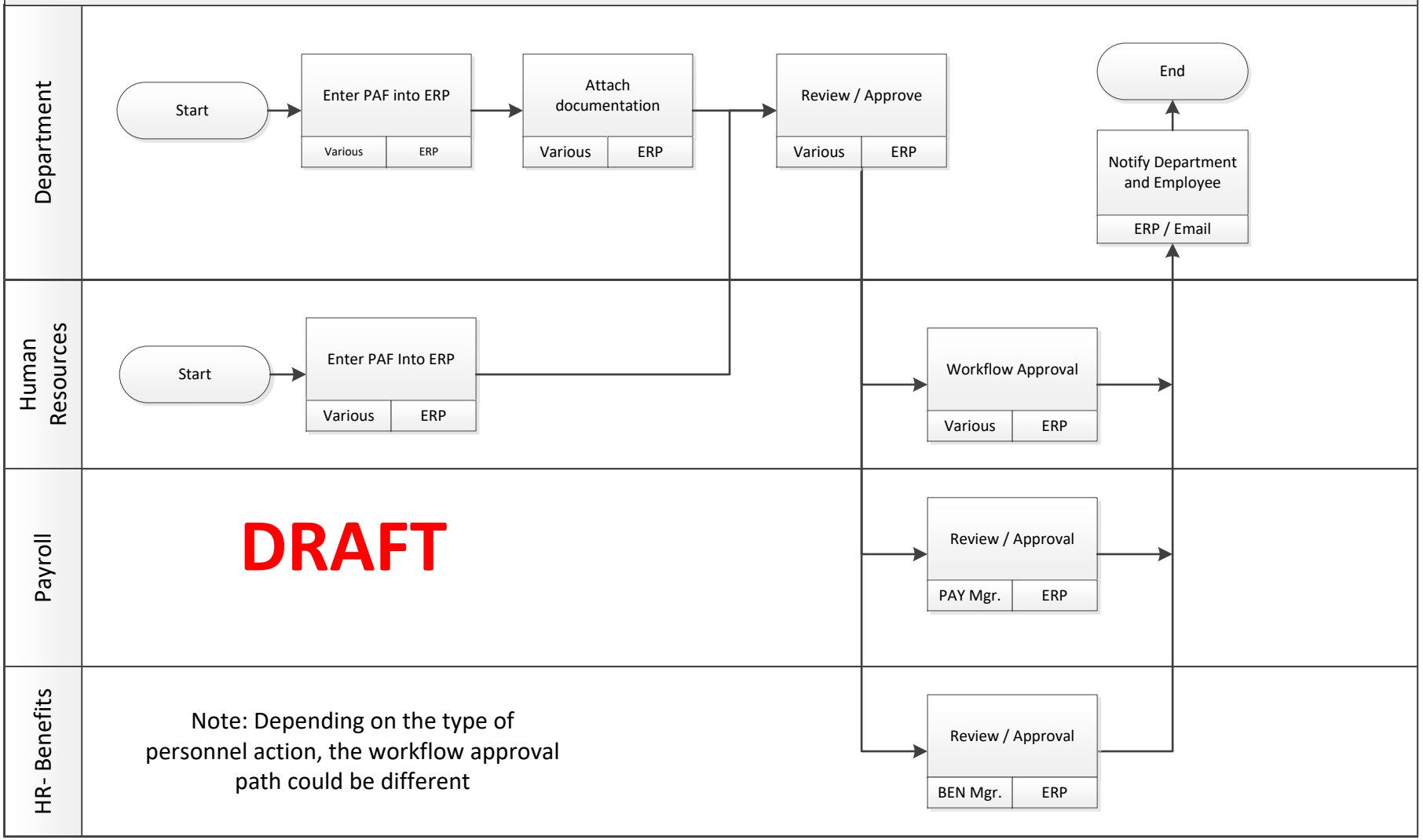
Human Resources
Injury / Workers Comp
FUTURE

CLEVELAND PUBLIC LIBRARY



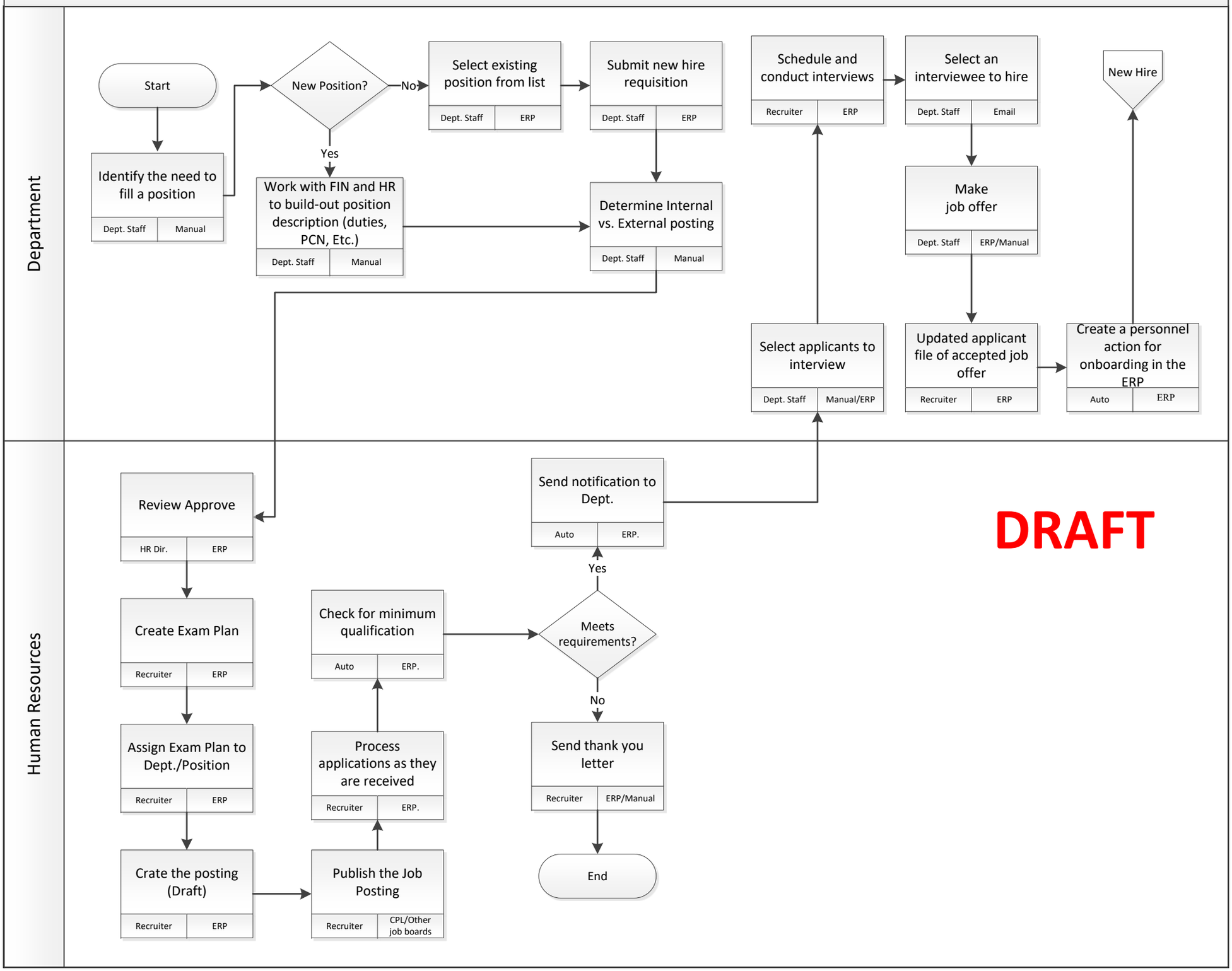
Personnel Actions
General
FUTURE

CLEVELAND PUBLIC LIBRARY



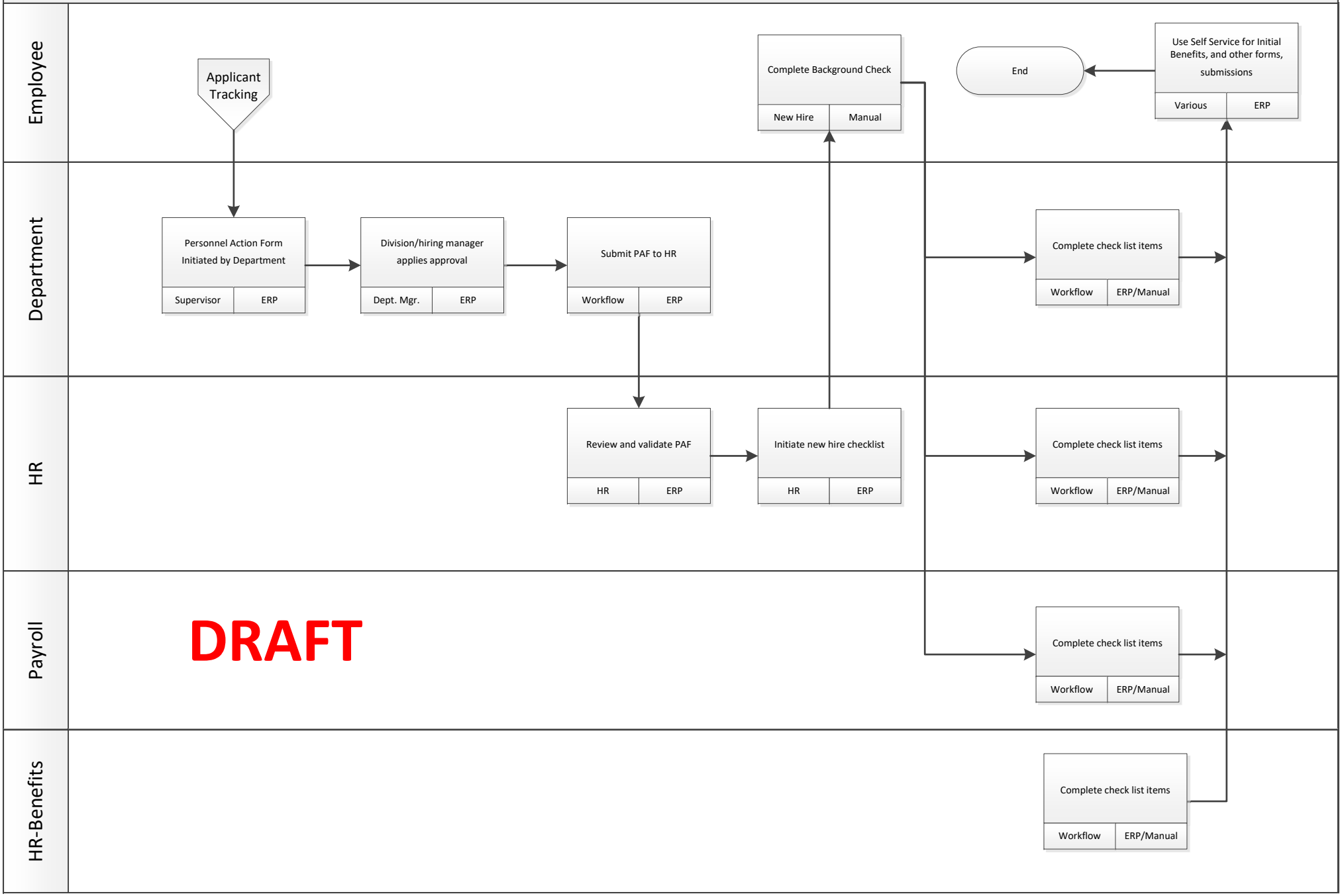
Personnel Actions
Recruitment
FUTURE

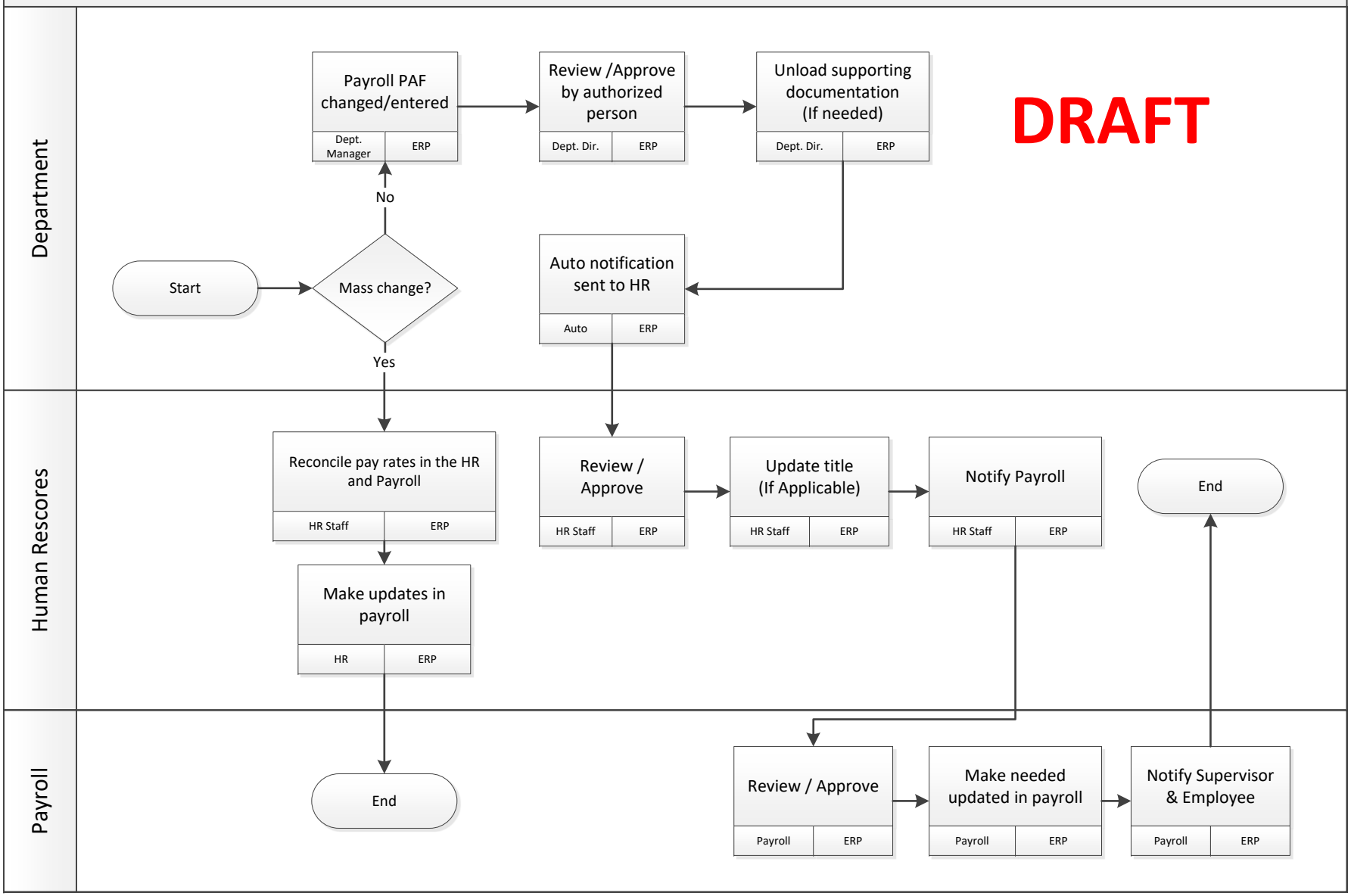
CLEVELAND PUBLIC LIBRARY



Personnel Actions
New Hire (Onboarding)
FUTURE

CLEVELAND PUBLIC LIBRARY



Personnel Actions
Salary Adjustment
FUTURE

CLEVELAND PUBLIC LIBRARY