



**Shelby County Government**  
**Enterprise Resource Planning Processes & Subprocesses**

Module	Process	Subprocesses	Y/N
ERP	Accounts Payables	Process scanned invoices	
		Adjust, Cancel and Delete Invoices	
		Generate Reports and Inquiries	
		Complete and Approve All Payable Transactions and Payment Files	
		Create and process batch payment	
		Create and process quick payment	
		Void Accounted Payment	
		Process Stop payment	
	Expense	Advance payment to an employee	
		Employee submits expense claim	
		Create an Expense Item	
		Approve/Reject Expense Report	
		Complete Audit for an Expense Report	
		Warn user and complete audit	
		Process Expense Report Reimbursement	
		Process Corporate Card Transactions	
	Accounts Receivables	Create Receivables transaction	
		Print Receivables Transaction	
		Create manual and automatic billing adjustments	
		Automatic Adjustments to Receivables Transactions	
		Create a Credit / Debit memo request	
		Import Auto Invoice	
		Manually create customer	
		Create and apply a receipt	
		Reverse receipts	
		Create an on-Account Receipt	
		Creating a receipt without customer data	
		Create Receipts via Spreadsheet	
		Apply a customer receipt as an underpayment (partial payment) against an invoice	
		Generate Applied Receipt Register	
		Generate Unapplied Receipt Register	
		Open the Next Receivables Period	

		Close Receivables Period	
		Generate Billing History Report	
		Submit Subledger Period Close Exceptions Report	
		Run, view and analyze the Receivables to Ledger Reconciliation Report	
		Submit and Review the Receivables Aging By General Ledger Account Report.	
		Submit and Review the General Ledger and Subledger Account Analysis Report	
		Transaction Details Report	
		Customer Listing Report	
		Review Customer Account Balances	
		Create Accounting and Transfer to General Ledger for the period.	
		Transaction Sweep To Future Accounting Period Using A Scheduled Process	
		Review and Correct Accounting Exceptions	
	Cash Management	Import Bank Statements using Import process	
		Record and Reconcile Bank Statements	
		Create and Manage new Internal Bank, Branch, Account Information	
		Update Bank Statement Details	
		Create external transactions manually	
		Create external transactions through spreadsheet	
		Ability to create External Transactions from Bank Statement Lines	
		Generate Reconciliation reports	
		Bank Statement Report	
		Create Accounting Process	
	Fixed Asset	Add Fixed Asset	
		Prepare Source Lines	
		Inquire Asset	
		Edit & Delete Incomplete Asset, Manage Mass Additions and Approve New Asset	
		Review Tax Book Info	
		Update Asset Descriptive Details	
		To adjust the number of units for an asset	
		Merge Asset Line	
		Split Asset Line	

		This scenario tests the process of changing an Asset Category (Reclassification)	
		Retire Asset	
		Reinstate Retired asset	
		Asset Imported from Accounts Payables	
		Depreciation	
		Asset Closing and Reporting	
		Create Accounting Process	
	General Ledger	Create manual Journals	
		Create Journals using spreadsheet	
		Reverse Journals manually	
		Inquire account balances	
		Allocation and Distribution	
		Create an Accrual journal batch with a single journal	
		Manually Reverse an Accrual Journal Batch	
		Create Accrual Journals batch - using spreadsheet	
		Generating automatic posting for accrual journal	
		Generating automatic reversal for accrual journal	
		Complete Import of Accounting Entries from Oracle Subledgers	
		Complete Import of Accounting Entries from Non-Oracle Subledgers	
		Review Unposted Journals using GL reports	
		Drill down to Subledger transactions from GL Journal batch	
		Edit Journal Details of Unposted Journals and post them	
		Posting Unposted Journal batches manually	
		Inquire on Account Balances (Account Inspector)	
		Reviewing outstanding transactions in subledgers	
		Reconciliation of GL Balances using 'Payables To General Ledger Reconciliation' report	
		Reconciliation of GL Balances using 'Receivables To General Ledger Reconciliation' report	
		Open a period which is Future Enterable status	
		Close a Period	