

# Process List

## Sample Process List

Company

Date

Version:

Function #	Function Name	Owner	Backup	Session	Draft 1	R 1	Draft 2	Test 1/2	Draft 3	Status	Est'd Hrs
<b>Purchasing</b>											
Pur	001	Purchase module set-up									
Pur	002	Vendor set-up - AP									
Pur	003	Purchase order release									
Pur	004	Purchase order receipt									
Pur	005	Purchase order close									
Pur	006	Purchase order returns/adjustments									
Pur	007	Purchase variance									
Pur	008	Min-max set-up									
Pur	009	Purchase order format									
Pur	010	Purchase inquiries and reports									
Pur	011	Conversion plan - lot -tagging									
Pur	012	Conversion plan - inventory re-evaluation									
											0

<b>Order management</b>											
OM	001	SO set-up, order types									
OM	002	Customer set-up - AR									
OM	003	Customer order entry and maintenance									
OM	004	Customer shippers									
OM	005	Customer Returns									
OM	006	Lot number set-up									
OM	007	Process manager									
OM	008	Conversion plan									
OM	009	Sales Order Format									0

<b>Inventory Distribution</b>											
IM	001	Inventory module set-up, reason codes									
IM	002	Warehouse locations/bin set-up									
IM	003	Lot number set-up									
IM	004	Inventory item entry and maintenance									
IM	005	Production material receipt								train 4 people	
	006	Materials issue to production line									
IM	007	Production material return/rejection									
IM	008	Manufacturing parts receipt, lot number assignment									
IM	009	Monthly Physical									
IM	010	Material batch management									
IM	011	Inventory - scrap accounting									
IM	012	Costing set-up - default GL accounts									

## Process List

Function #	Function Name	Owner	Backup	Session	Draft 1	R 1	Draft 2	Test 1/2	Draft 3	Status	Est'd Hrs
IM	013	Costing adjustments									
IM	014	Month end wip and inventory close									
Im	015	Inquiries and Reports									
IM	016	Conversion plan -lot-tagging									
IM	017	Conversion plan - inventory									0

### Bill of material/production data

BM	001	bom module set-up									0
BM	002	bom & routing entry and maintenance									0
BM	003	Change control system									2
BM	004	Mass changes/deletions									1
BM	005	Go-live load bom plan									1
											4

### Inventory Distribution

IM	001	Inventory module set-up, reason codes									
IM	002	Warehouse locations/bin set-up									
IM	003	Lot number set-up									
IM	004	Inventory item entry and maintenance									
IM	005	Production material receipt								train 4 people	
	006	Materials issue to production line									
IM	007	Production material return/rejection									
IM	008	Manufacturing parts receipt, lot number assignment									
IM	009	Monthly Physical									
IM	010	Material batch management									
IM	011	Inventory - scrap accounting									
IM	012	Costing set-up - default GL accounts									
IM	013	Costing adjustments									
IM	014	Month end wip and inventory close									
Im	015	Inquiries and Reports									
IM	016	Conversion plan -lot-tagging									
IM	017	Conversion plan - inventory									0

### Production

WO	001	Work order module set-up									
WO	002	Work order maintenance (create) and release									
WO	003	Work order reporting - operations/orders complete									
WO	004	Material shortage inquiry									
WO	005	Production scheduling									
WO	006	Management Reports:									
WO	007	Drop ship pur item, send inv item out									

## Process List

Function		Function Name	Owner	Backup	Session	Draft	R	Draft	Test	Draft	Status	Est'd Hrs
#						1	1	2	1/2	3		
WO	008	Go-live plan - wip										
SFC	009	Data Collection										
												0
<b>Purchasing</b>												
PO	001	P.O. Set-up										
PO	002	P.O. release and maintenance (changes) and close										
PO	003	P.O. Non-inventory items (supplies-capitol assets)										
PO	004	P.O. Reciepts - inventory items										
PO	005	P.O. Reciepts - non - inventory items										
PO	006	P.O. Inquiry and reports										
PO	007	Management reports										
												0
<b>Cost Accounting</b>												
CA	001	Costing set-up - default GL accounts										
CA	002	Costing methodology - specification										
CA	003	Standard cost maintenance - cost-rollup - cost -update										
CA	004	Month end wip and inventory close										
CA	005	Order cost variance recognition										
CA	006	Order cost analysis actual vs. standard, & purchasing variance										
<b>Data processing</b>												
SYS	001	Client software installation										
SYS	002	Software updates										
SYS	003	Back-up and recovery										
SYS	004	Crystal report modifications										
SYS	005	Error/event log management										
SYS	006	Security/password management										
SYS	007	Signing in and keystrokes in Solomon										
SYS	008											
												0