

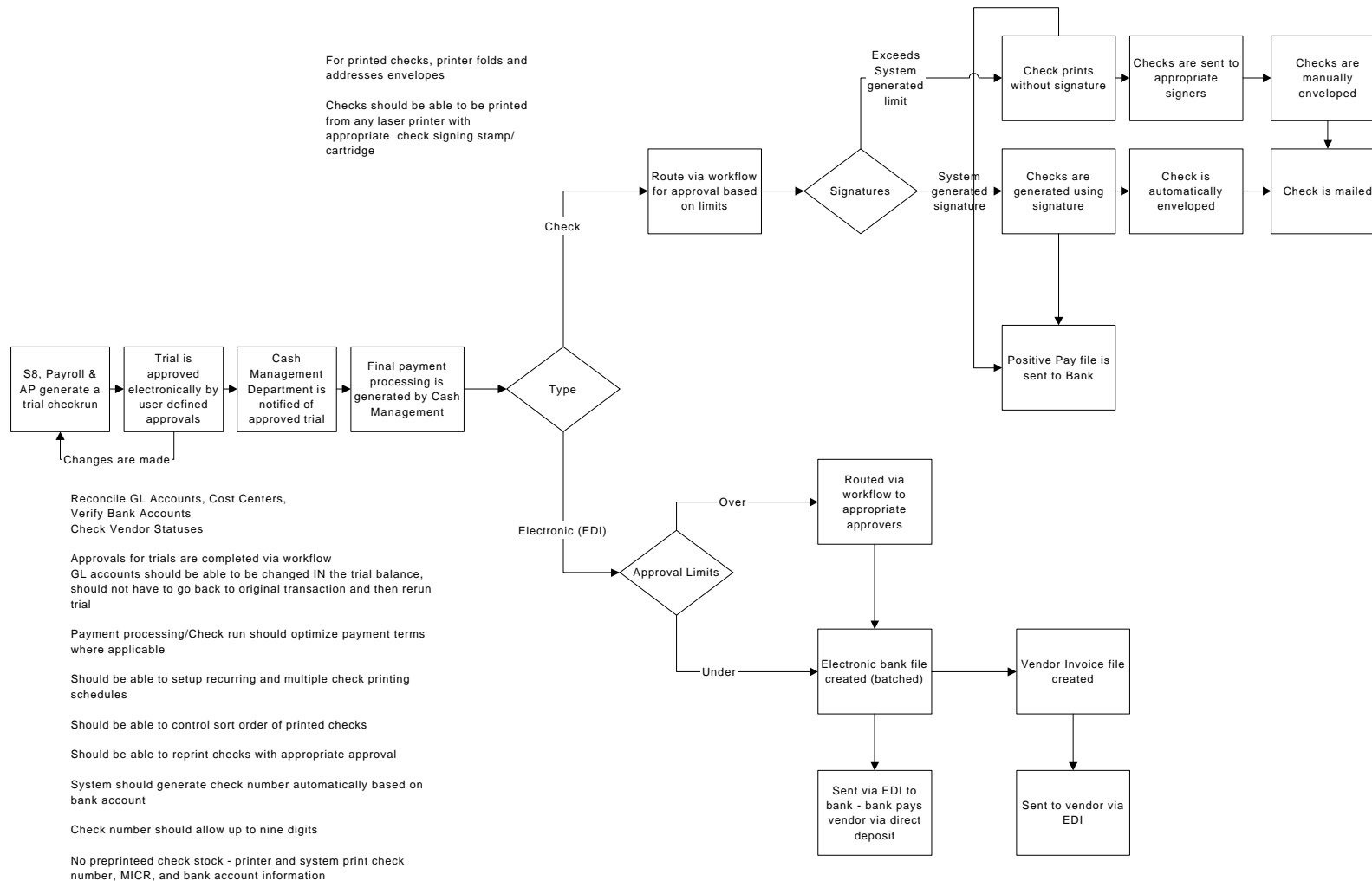
Payment Processing:

Overview

Payment processing encompasses 3 main areas: Payroll, Accounts Payable, and Leased Housing Subsidy Payments. Each department currently handles these tasks for their respective payment processing needs. The new workflow and organization structure centralizes this payment processing into a single area that is responsible for running trial balances and managing the payment of invoices, subsidies, and payroll.

Future Workflow Process Map:

PAYMENT PROCESSING



No.	Process	Requirement Description	P*	Comments
1.	Payment Processing	System should allow approvals for trials to be completed via workflow. GL accounts should be able to be changed IN the trial balance, users should not have to go back to original transaction and then rerun trial to make corrections	2	
2.	Payment Processing	System should optimize payments based on terms	2	
3.	Payment Processing	System should be able to setup recurring and multiple check printing schedules	1	
4.	Payment Processing	System should be able to control sort order of printed checks	1	
5.	Payment Processing	System should be able to reprint checks with appropriate approval	1	
6.	Payment Processing	System should generate a check number automatically based on bank account	1	
7.	Payment Processing	System should allow a check number up to nine digits	2	
8.	Payment Processing	System should not require preprinted check stock – printer and system print check number, MICR, and bank account information	1	
9.	Payment Processing	For printed checks, printer should fold and address envelopes	3	
10.	Payment Processing	Checks should be able to be printed from any laser printer with appropriate check signing stamp/cartridge	3	
11.	Payment Processing	System should have EDI capability	2	
12.	Payment Processing	Vendors, landlords, and subsidy holders should be able to receive direct deposit	3	

Legend:

P*riority	1 = Mandatory	2 = Important	3 = Nice to Have
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