



# Homes and Community Renewal

APPENDIX III

## Business Applications Modernization Project

### Process Inventory

January 21, 2020

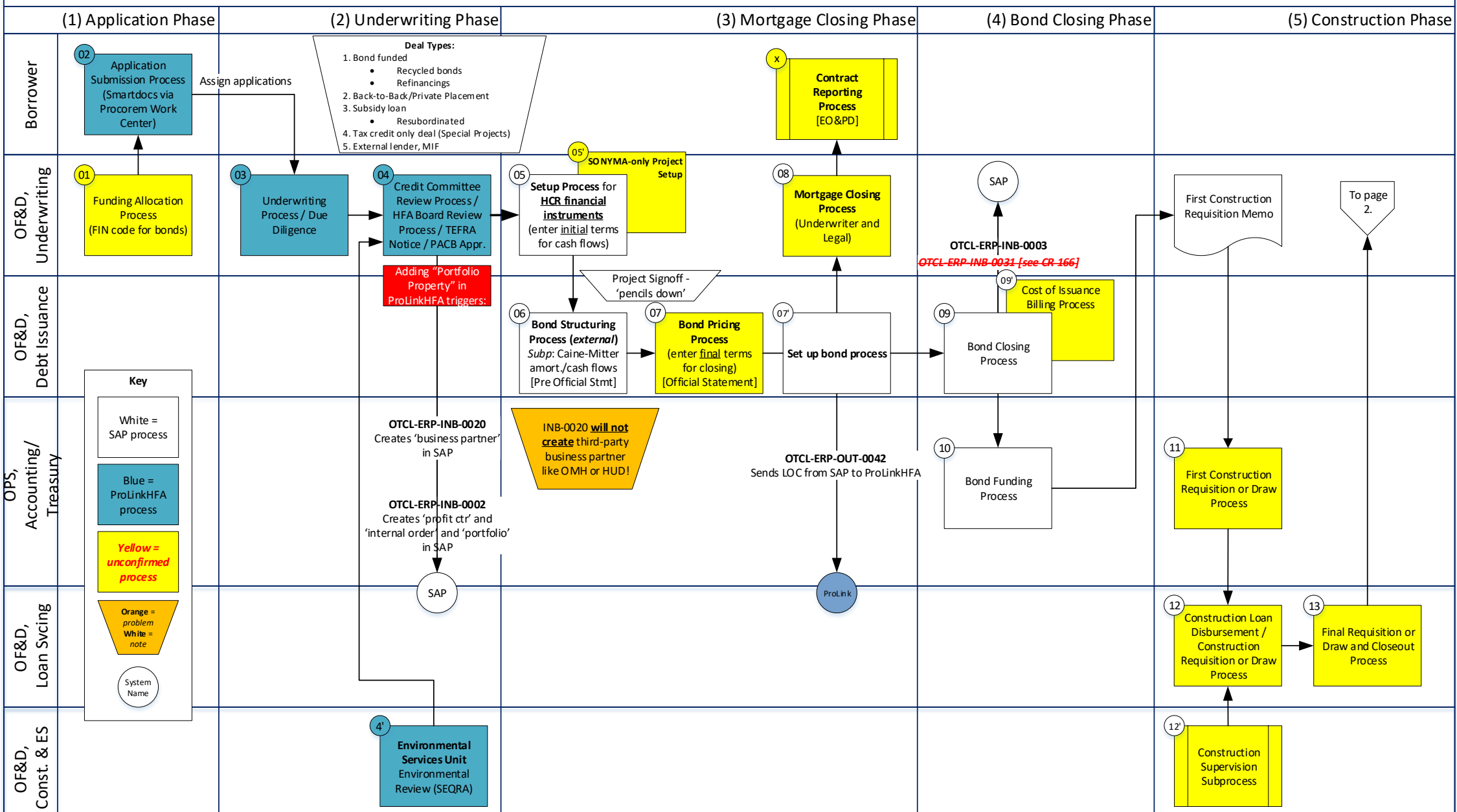
## Process Taxonomy and Index

#	End to End Process	Acronym	Functional Lead(s)	System	Page(s)
01.	Apply to Award (Single Family Grants at AHC)	ATA		Both	3
02.	Bid to Build (Multifamily Finance at HFA)	BTB		Both	4-5
03.	Conversion to Closeout (Multifamily Asset Mgmt. @ HFA)	CTC		Both	6-7
#	Functional Area	Acronym	Functional Lead(s)	System	Page(s)
04.	Hire to Retire (Human Resources Functions) & Travel	HTR		SAP	8-10
05.	Cash to Invest (Treasury Functions)	CTI		SAP	11-17
06.	Offer to Cash Debt (Debt Issuance & Bond Functions)	OTCD			18-20
07.	Offer to Cash Loans (Issuing Loans)	OTCL		SAP	21
08.	Procure to Pay (Direct Purchasing & Contracting Functions)	PTP		SAP	22-29
09.	Plan to Report (Budgeting, A/P, A/R, & other Functions)	PTR		SAP	30-36

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**PLACEHOLDER for APPLY TO AWARD**

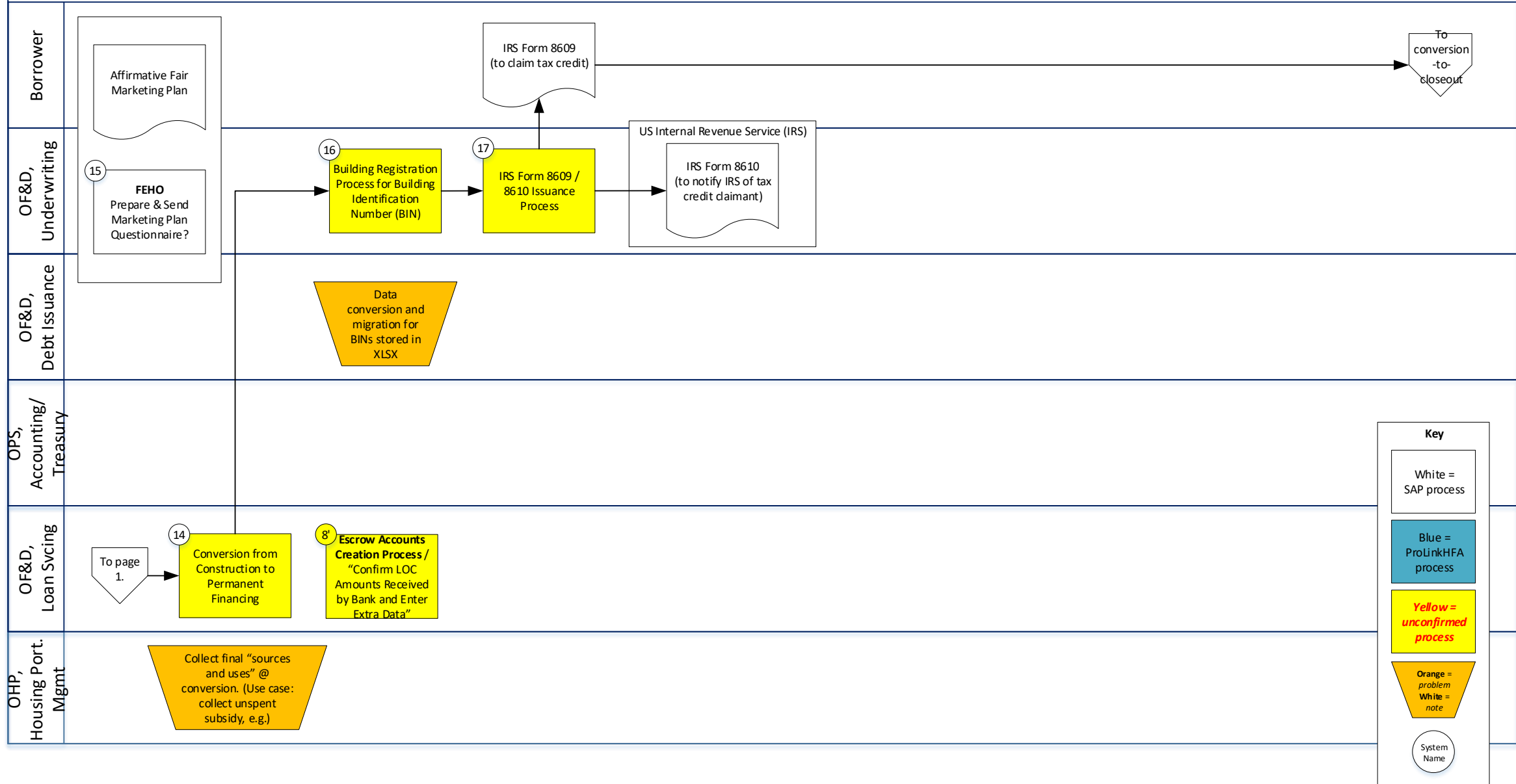
# 02.00 Bid-to-Build Process at HFA



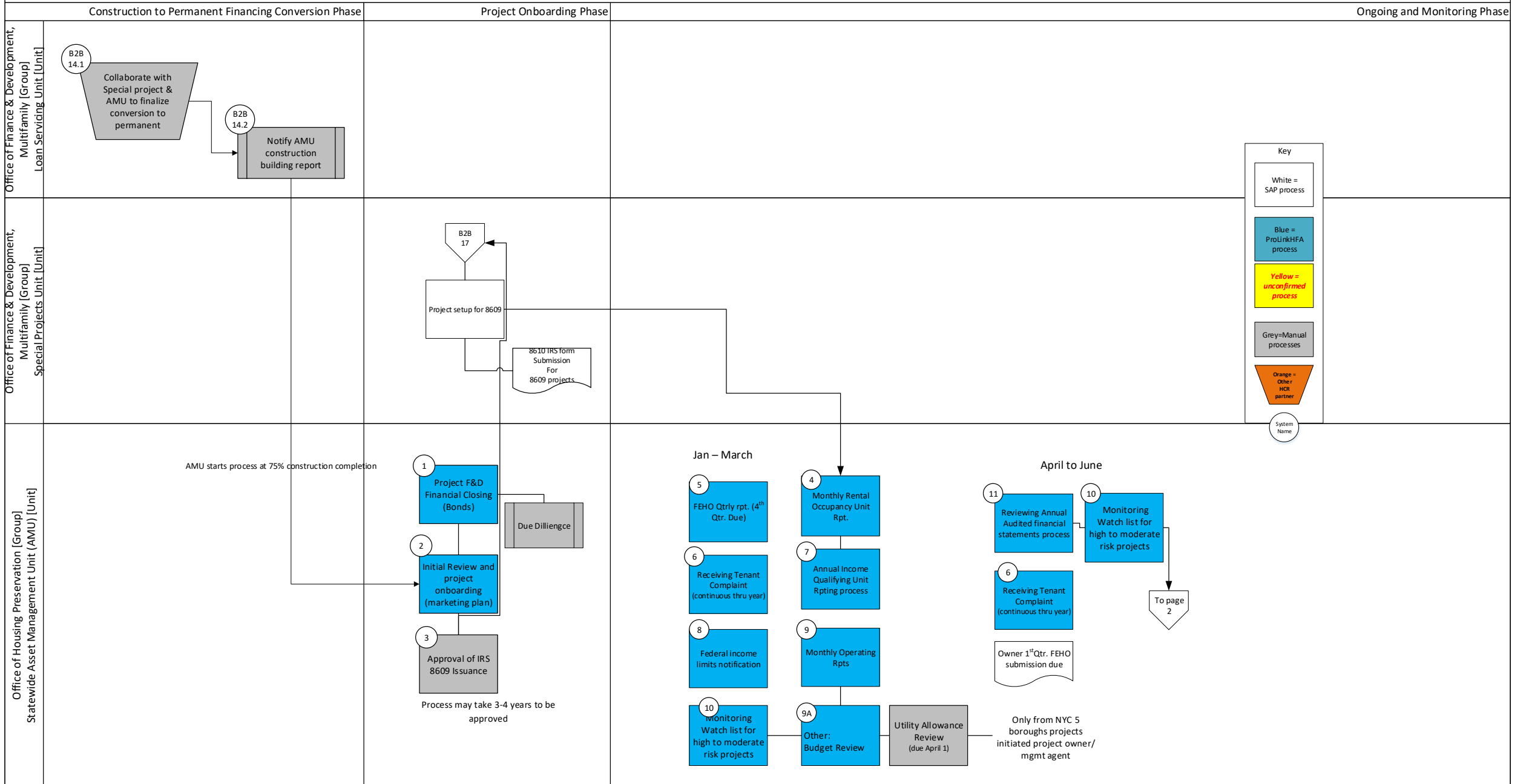
Version: 12/17/2019

02.00 Bid-to-Build Process at HFA

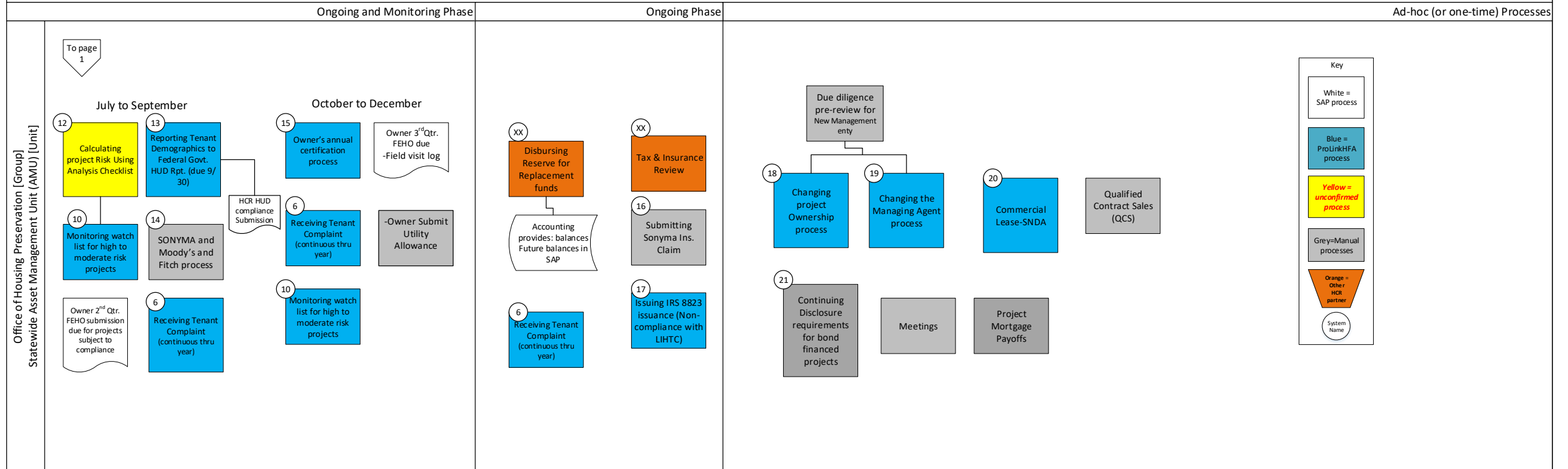
(6) Conversion from Construction to Permanent Financing



03.00 Conversion to Closeout at HFA



03.00 Conversion to Closeout at HFA



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## Hire-to-Retire (HTR) Processes

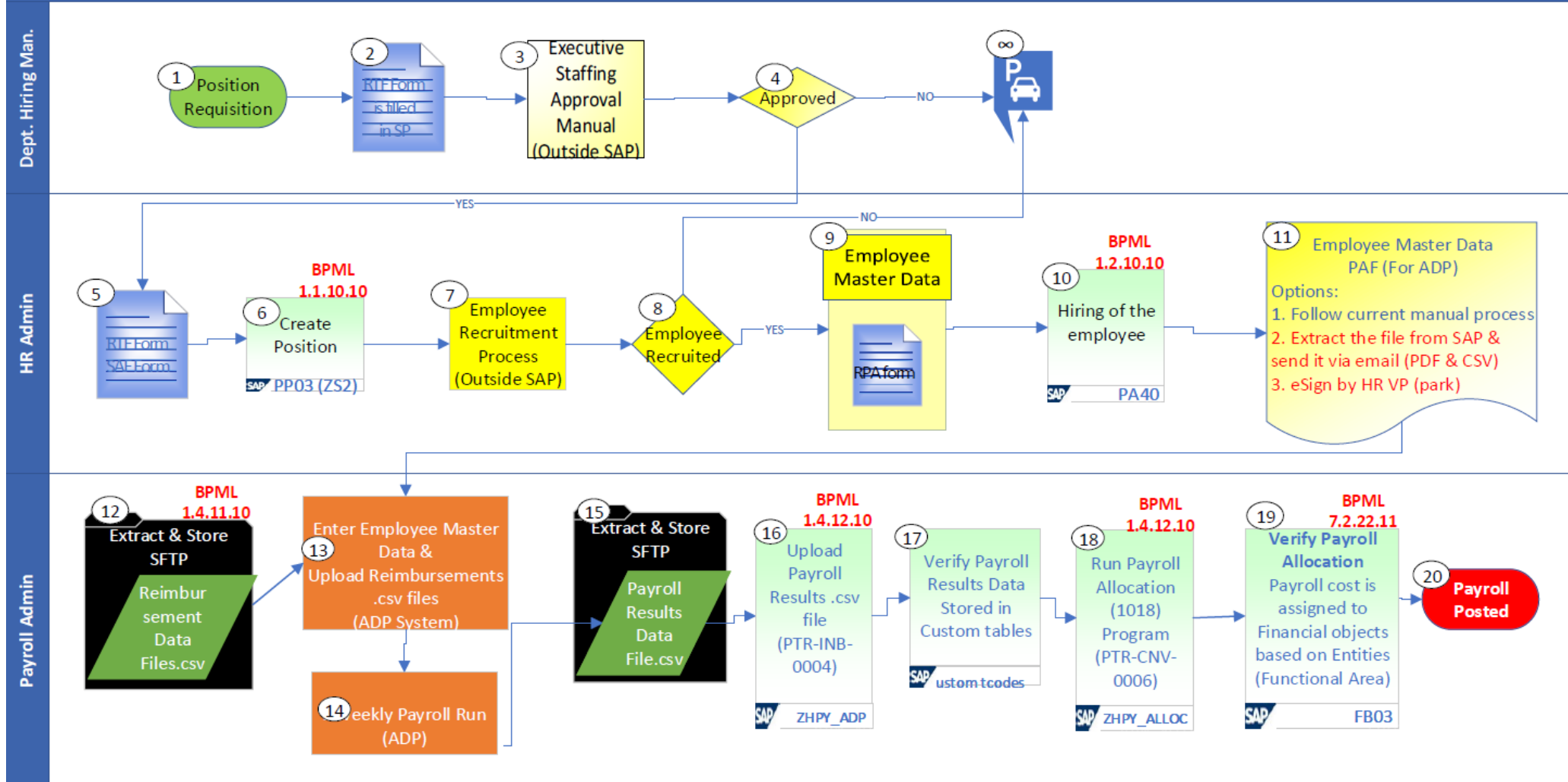
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<b>Process Flow Name</b>	<b>Description</b>
<a href="#">HTR-FLOW-001 HR Position Requisition &amp; Employee Hiring</a>	Process to create positions and process personnel actions (i.e. hiring, retiring, termination)
<a href="#">HTR – Travel Reimbursement</a>	Disbursement process to reimburse agency employees for travel



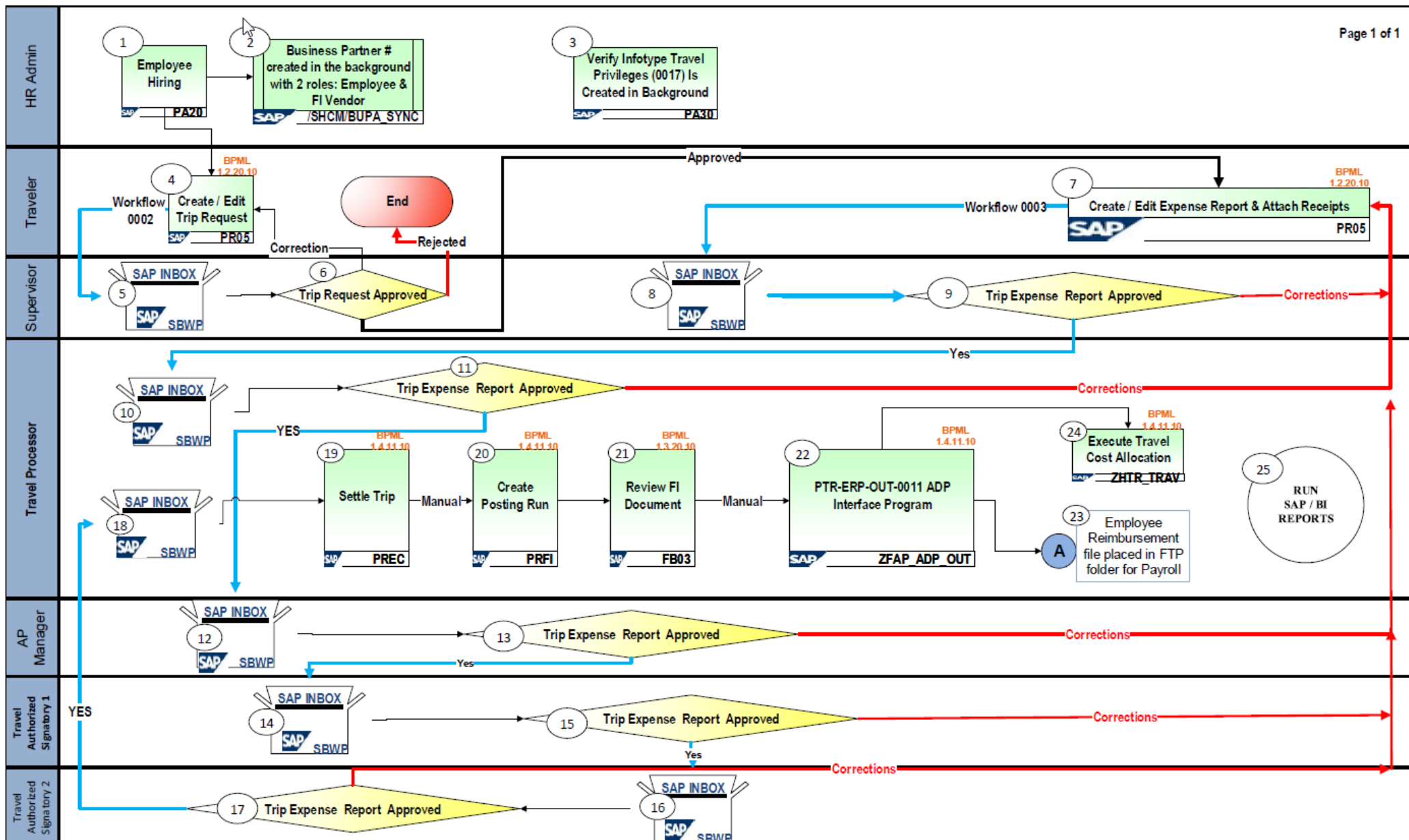
# HTR-Position Creation & Employee Hiring Process

This Process Flow describes the Lifecycle on an Employee (Recruitment to Paycheck)



TRAVEL Process Flow

This Visio describes End to End Travel Processes

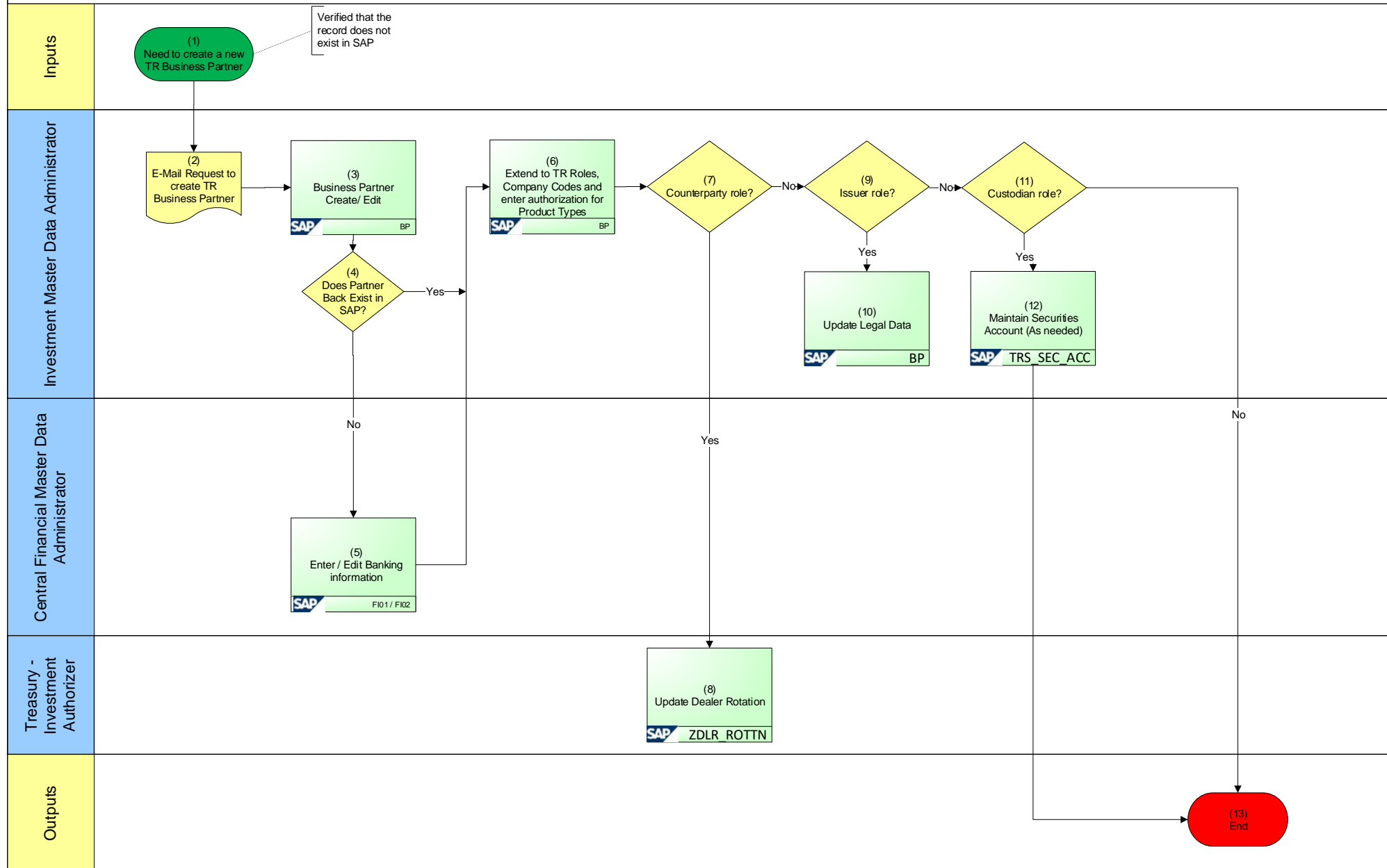


# Cash-to-Invest (CTI) Processes

Process Flow Name	Description
CTI-01-01 Treasury Master Data Maintenance – Investments	Process to create or maintain a Treasury Partner (Issuer, Counterparty, Custodian)
CTI-02-01 Investment Transactions Processing	Process to record investment purchases & sales
CTI-02-02 Accounting for Bonds and Investments including Period End	Process to record for financial documents for debts and investments including period end processing
CTI-02-03 Market Data Investment and Debt	Process to update Market Data for Investments for Debts
CTI-02-04 Bank Statement and Reconciliation Process	Process to reconcile bank statements
CTI-02-05 Treasury Payments – Bank to Bank Transfer	Disbursement process for Bank to Bank Transfer (not part of requisition process)
CTI-02-06 Cash Management	Process to determine the net cash available for investment / forecast

# CTI-01-01 Treasury Master Data Maintenance - Investments

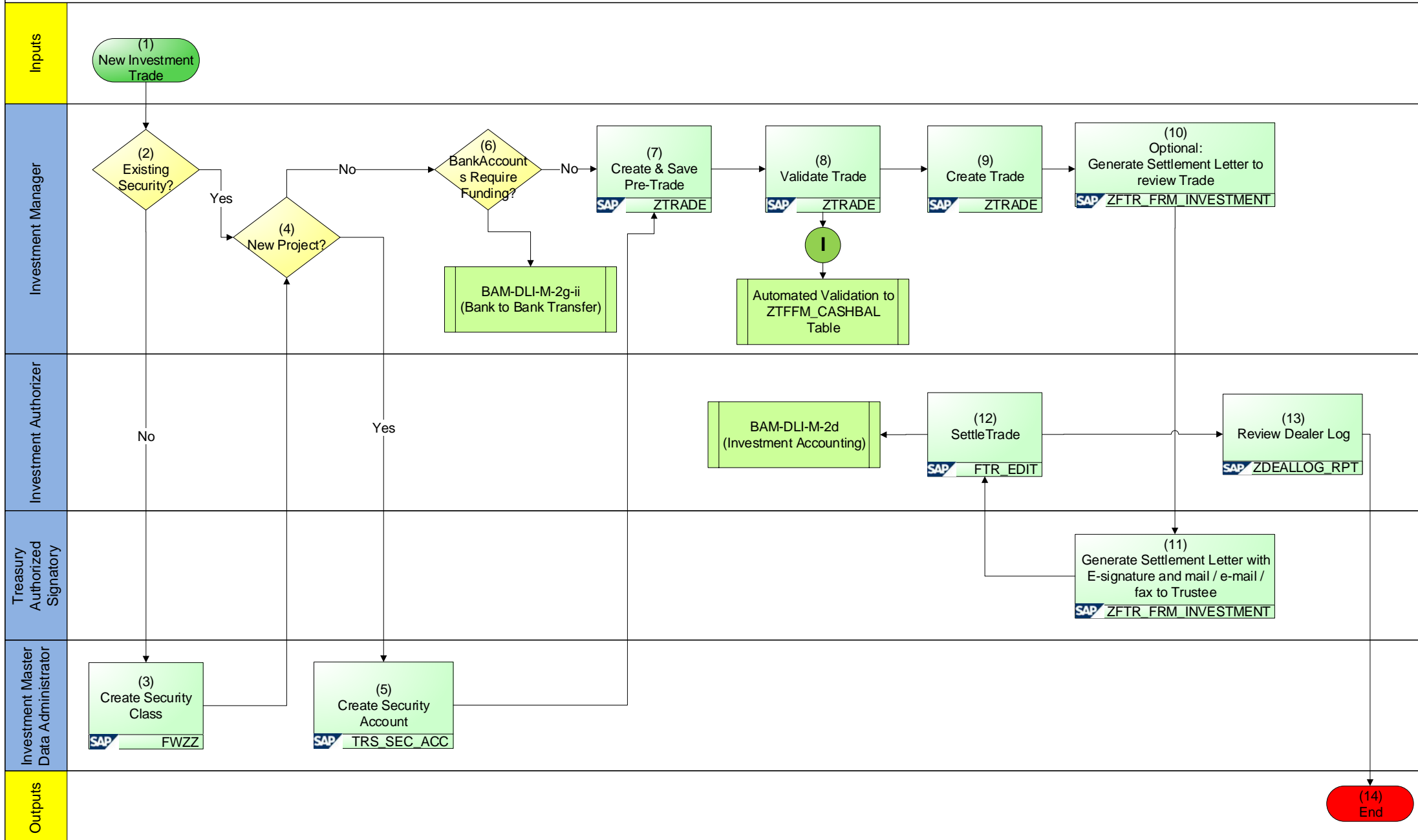
Process to create or maintain a Treasury Partner (Issuer, Counterparty, Custodian)



Version: 2019-12-12

# CTI-02-01 Investments - Transaction Processing – All Investment Instruments

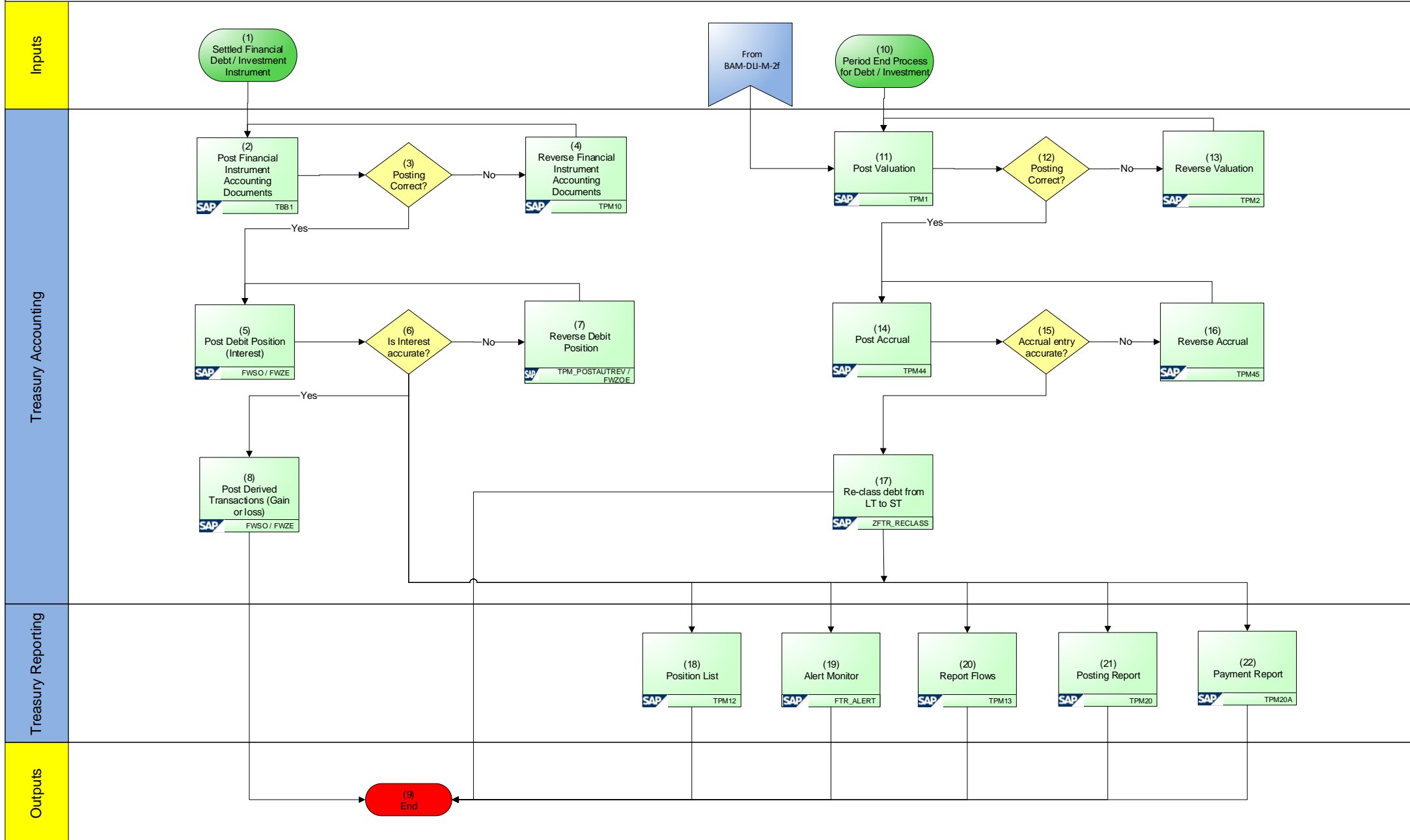
Process to record Investment purchases & sales



Version: 2019-12-12

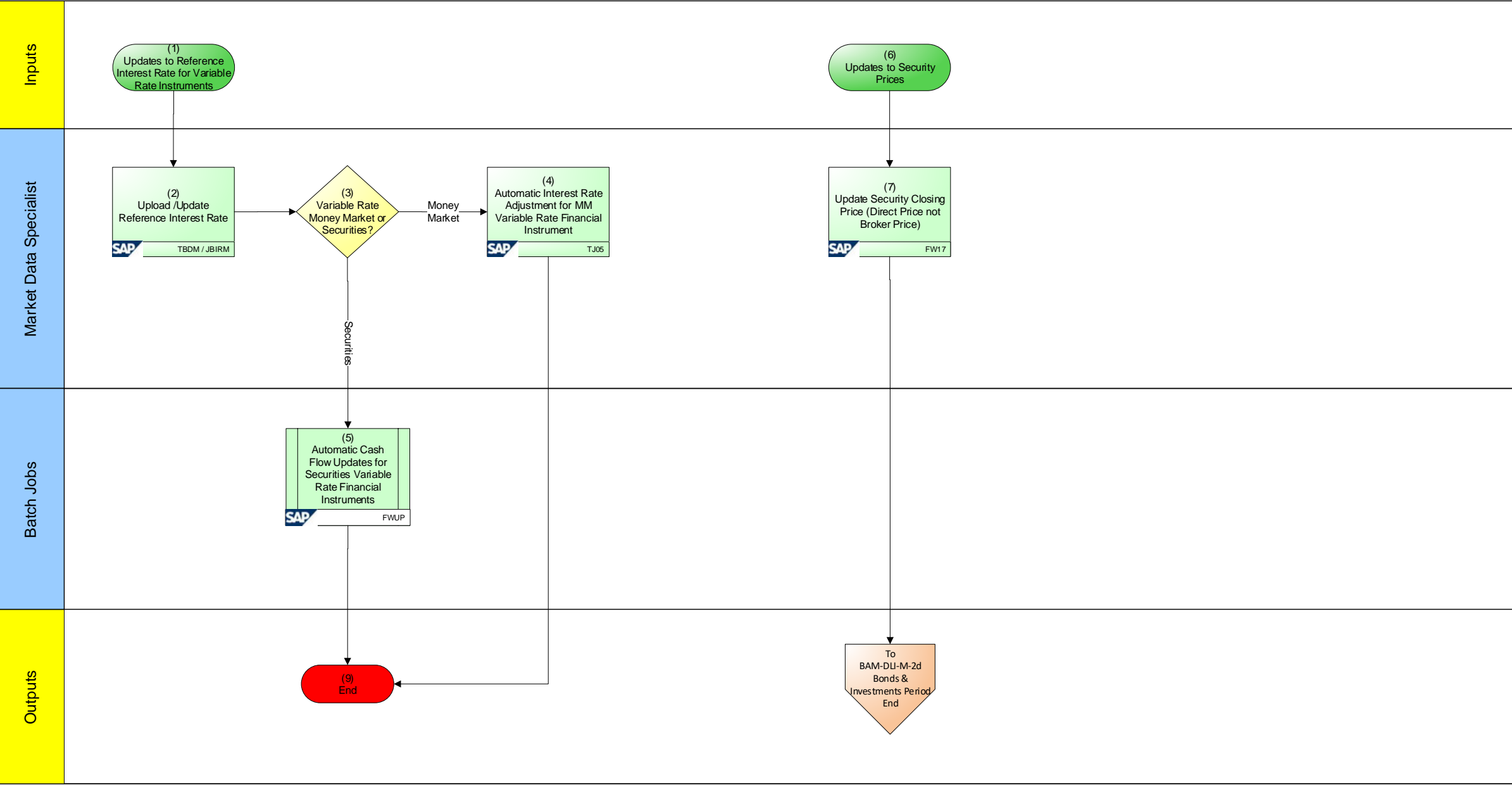
# CTI-02-02 Accounting for Bonds and Investments including period end

Process to record for financial documents for debts and investments including period end processing



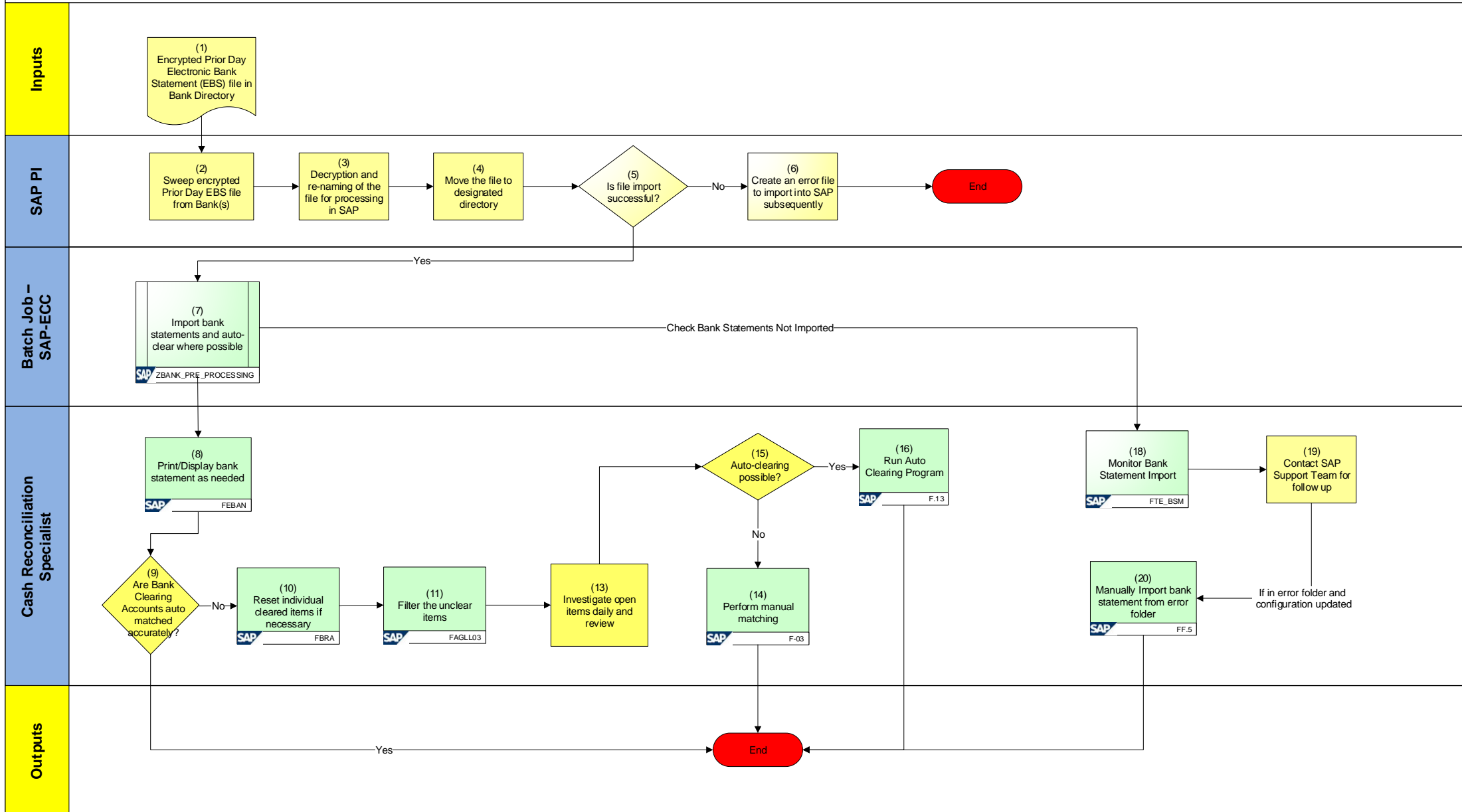
**CTI-02-03 Market Data - Investments and Debts**

Process to update Market Data for Investments and Debts



# CTI-02-04 Bank Statement and Reconciliation Process

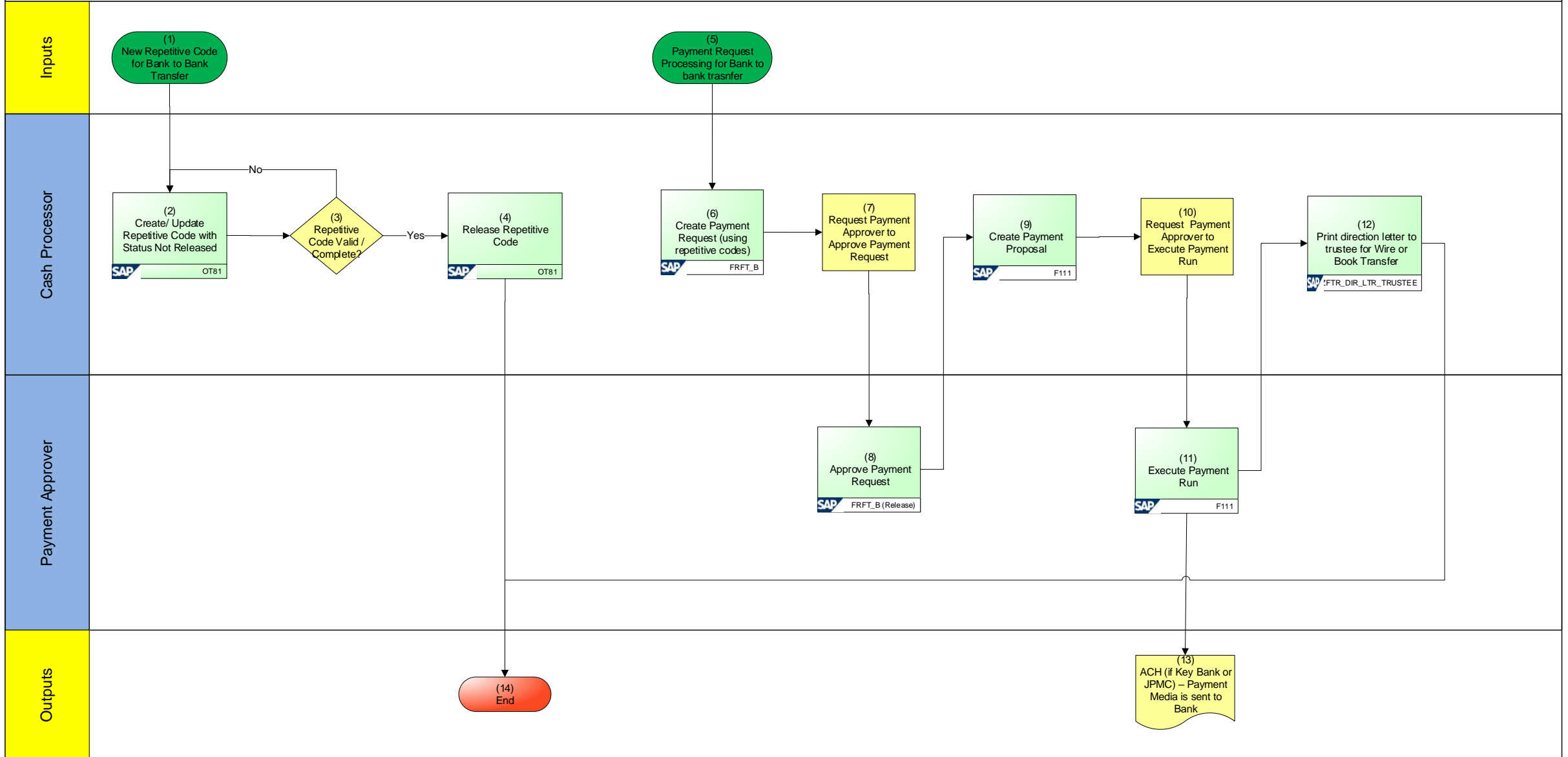
Process to reconcile bank statements





# CTI-02-05 Treasury Payments – Bank to bank transfer

Disbursement process for Bank to Bank Transfer (not part of requisition process)



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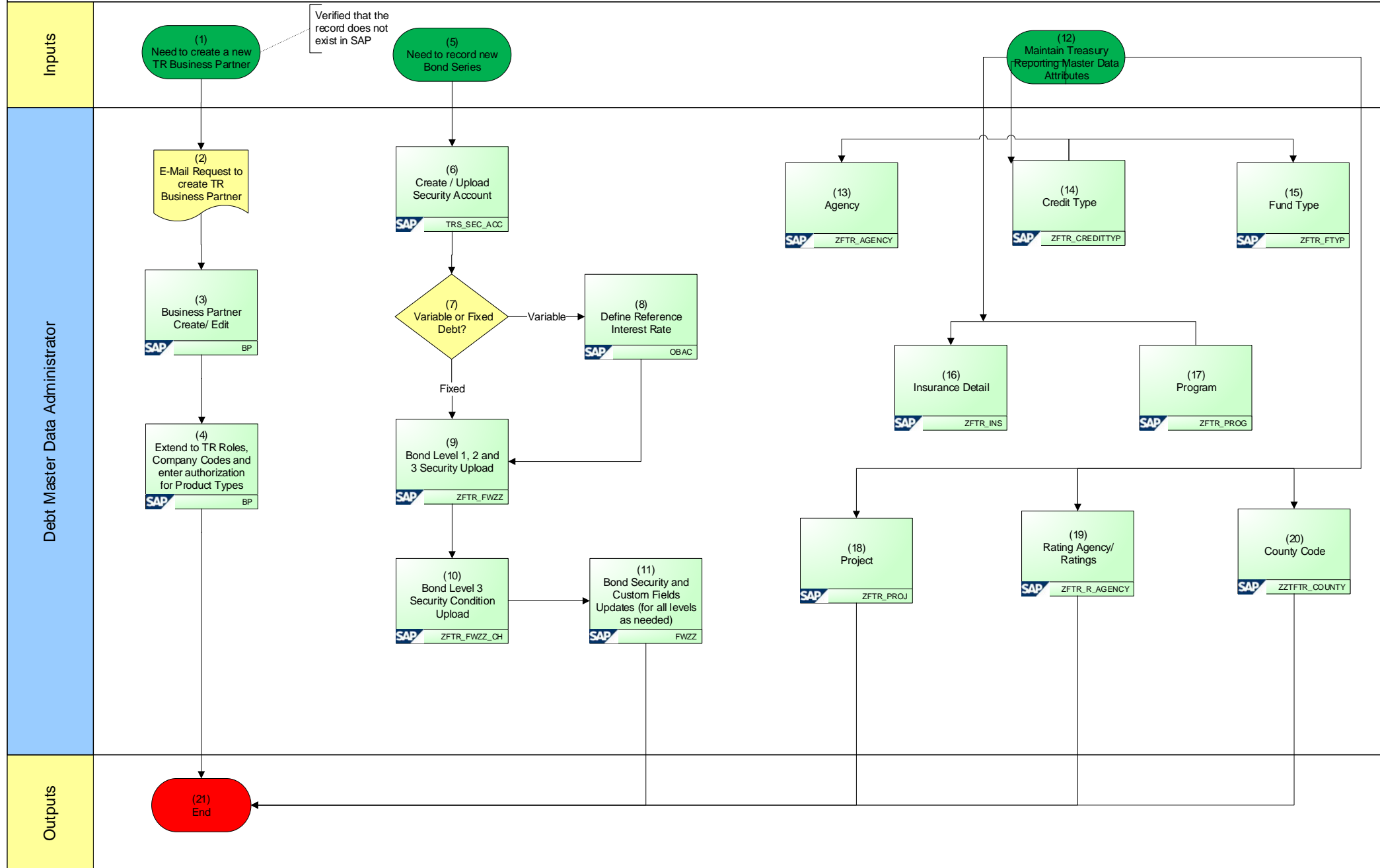
# Order-to-Cash Debt (OTCD) Processes

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Process Flow Name	Description
OTCD-01-01 Debt Master Data	Process to create or maintain a Treasury Debt Master Records
OTCD-02-01 Debt Processing Issuance Redemptions Servicing	Process to record debt issuance through bonds, redemptions (exercising calls or unplanned buy back) and Servicing

# BAM-DLI-M-1a Treasury Master Data Maintenance - Debt

Process to create or maintain a Treasury Debt Master Records



# BAM-DLI-M-2a Debt Processing – Bonds Issuance, Redemption (planned and unplanned), Servicing

Process to record debt issuance through bonds, redemptions (exercising calls or unplanned buy back) and Servicing



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# Order-to-Cash Loans (OTCL) Processes

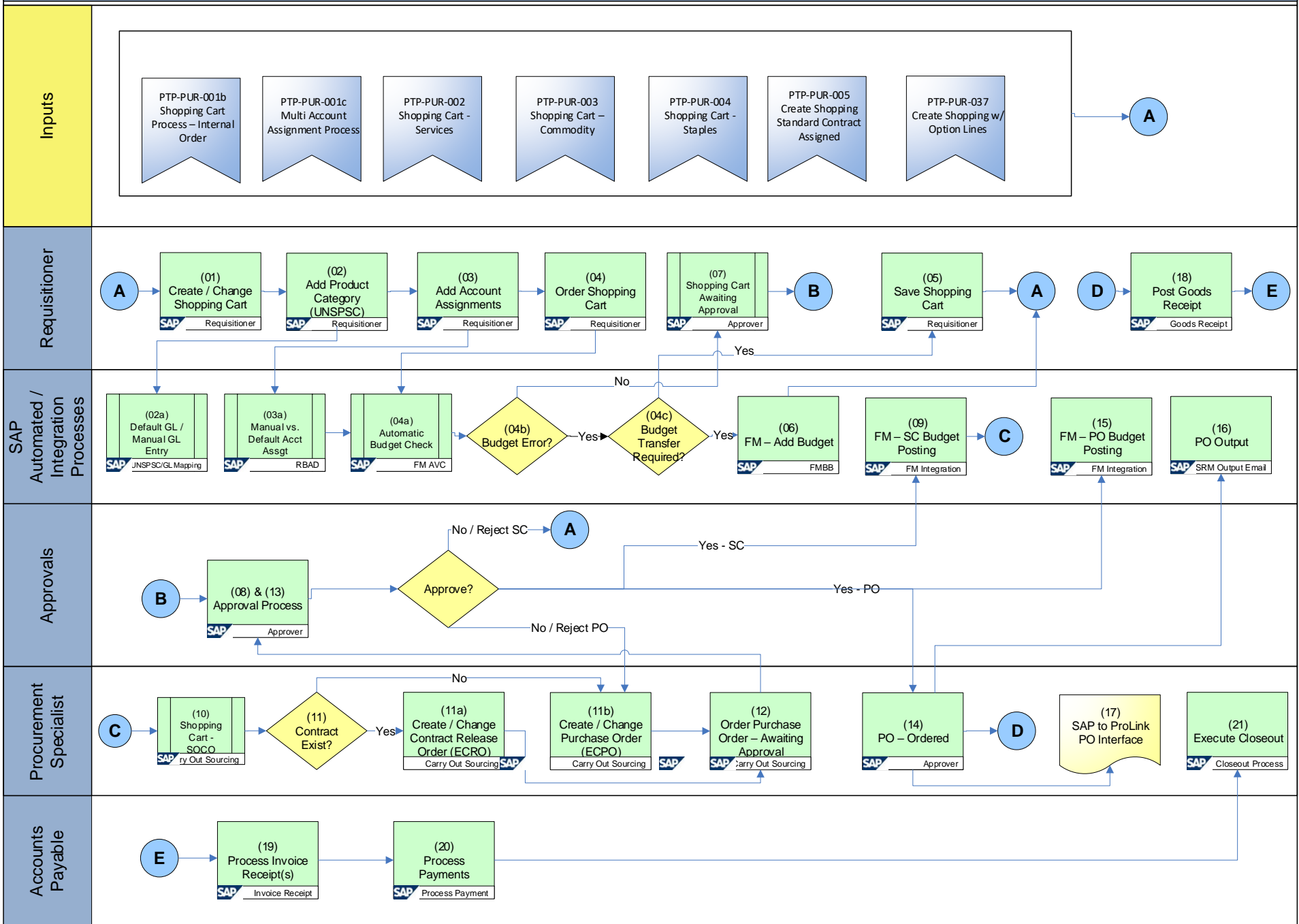
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Process Flow Name	Description

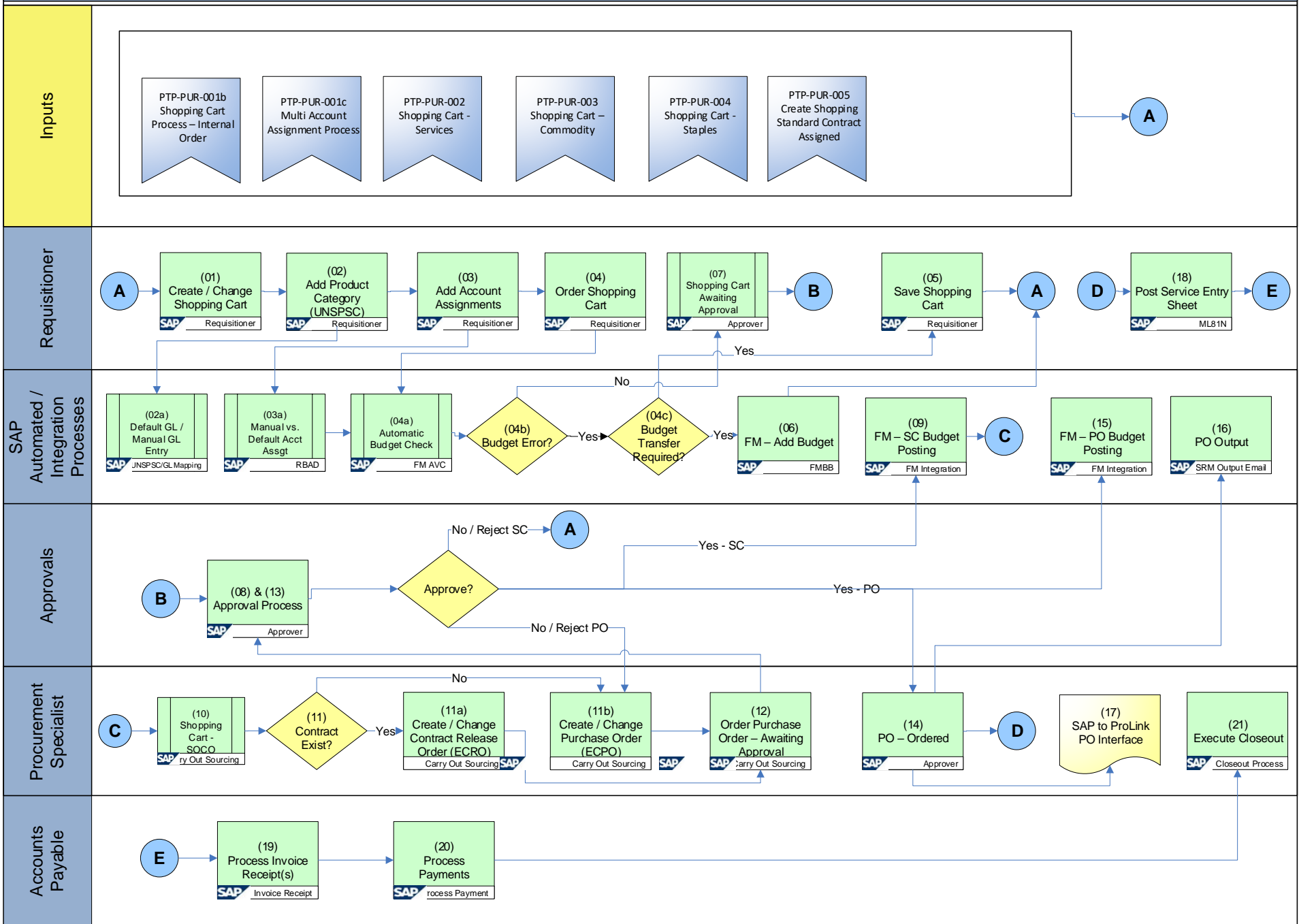
# Procure-to-Pay (PTP) Process Flows

Process Flow Name	Description
PTP-FLOW-001 Commodity Procurement	Process to include those steps relevant for procuring commodity-based requirements
PTP-FLOW-002 Value Based Service Procurement	Process to include those steps relevant for procuring those service requirements that are value based
PTP-FLOW-003 Shopping Cart WF Approvals	Process steps showing Shopping Cart Workflow Approvals
PTP-FLOW-004 Purchase Order WF Approvals	Process steps showing Purchase Order Workflow Approvals
PTP-FLOW-005 Invoice Receipt Process	Process steps showing invoice Processing for Purchase Orders
PTP-FLOW-006 PO Closeout Process	Process steps for Purchase Order Closeout
PTP-FLOW-007 Contract Closeout Process	Process steps for Contract Closeout

# PTP-FLOW-001 Commodity Procurement Process

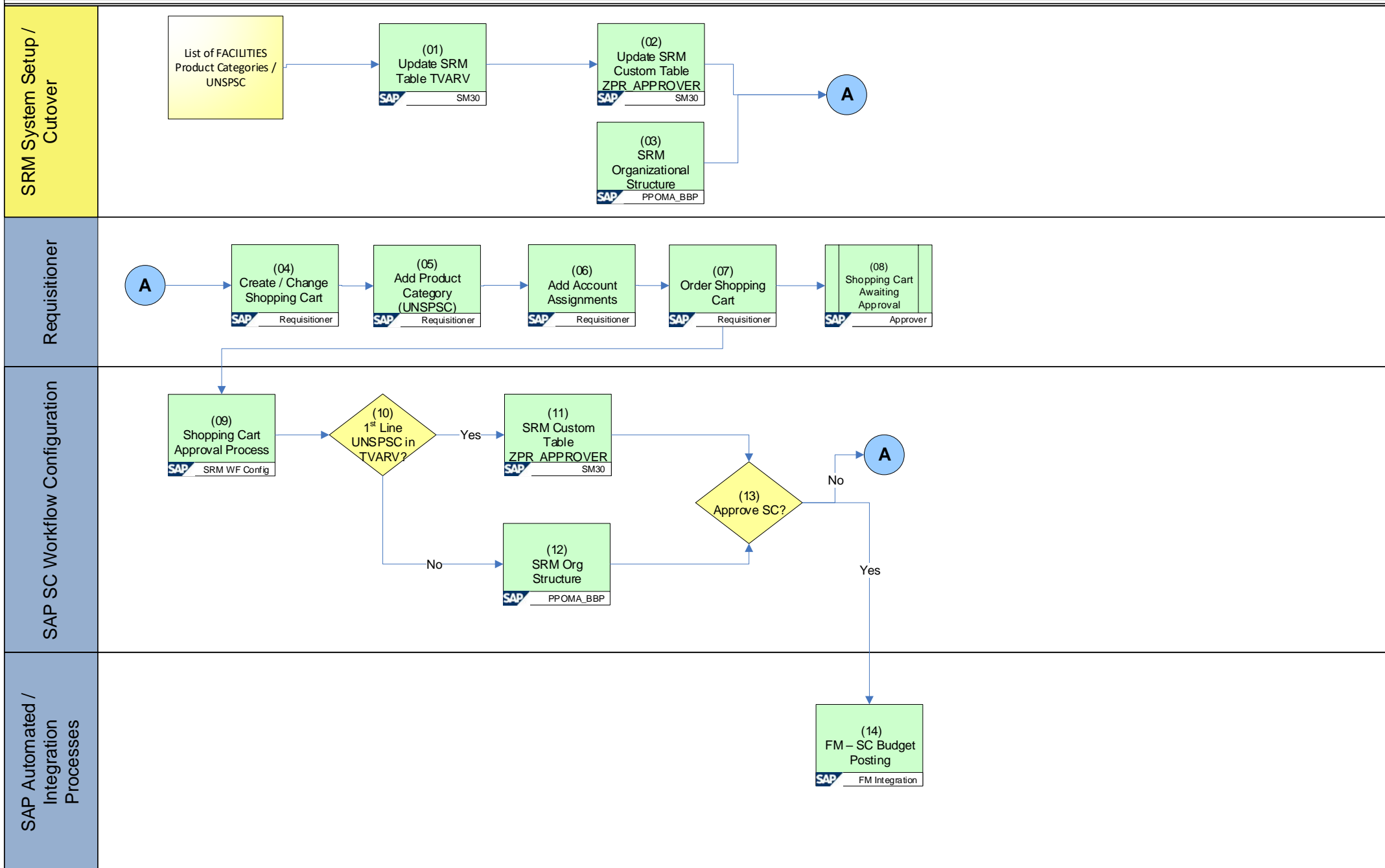


# PTP-FLOW-002 Value Based Service Procurement Process

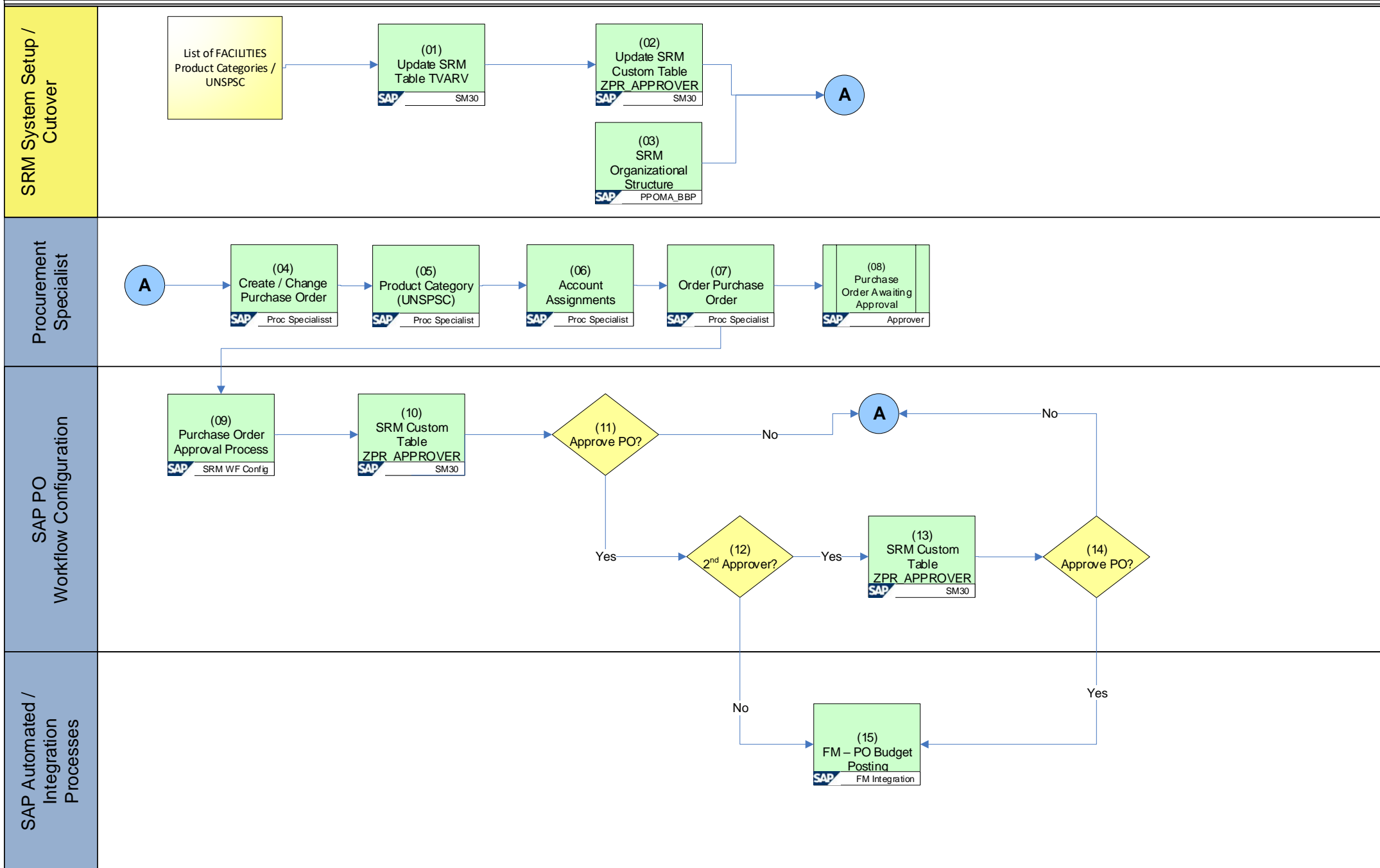




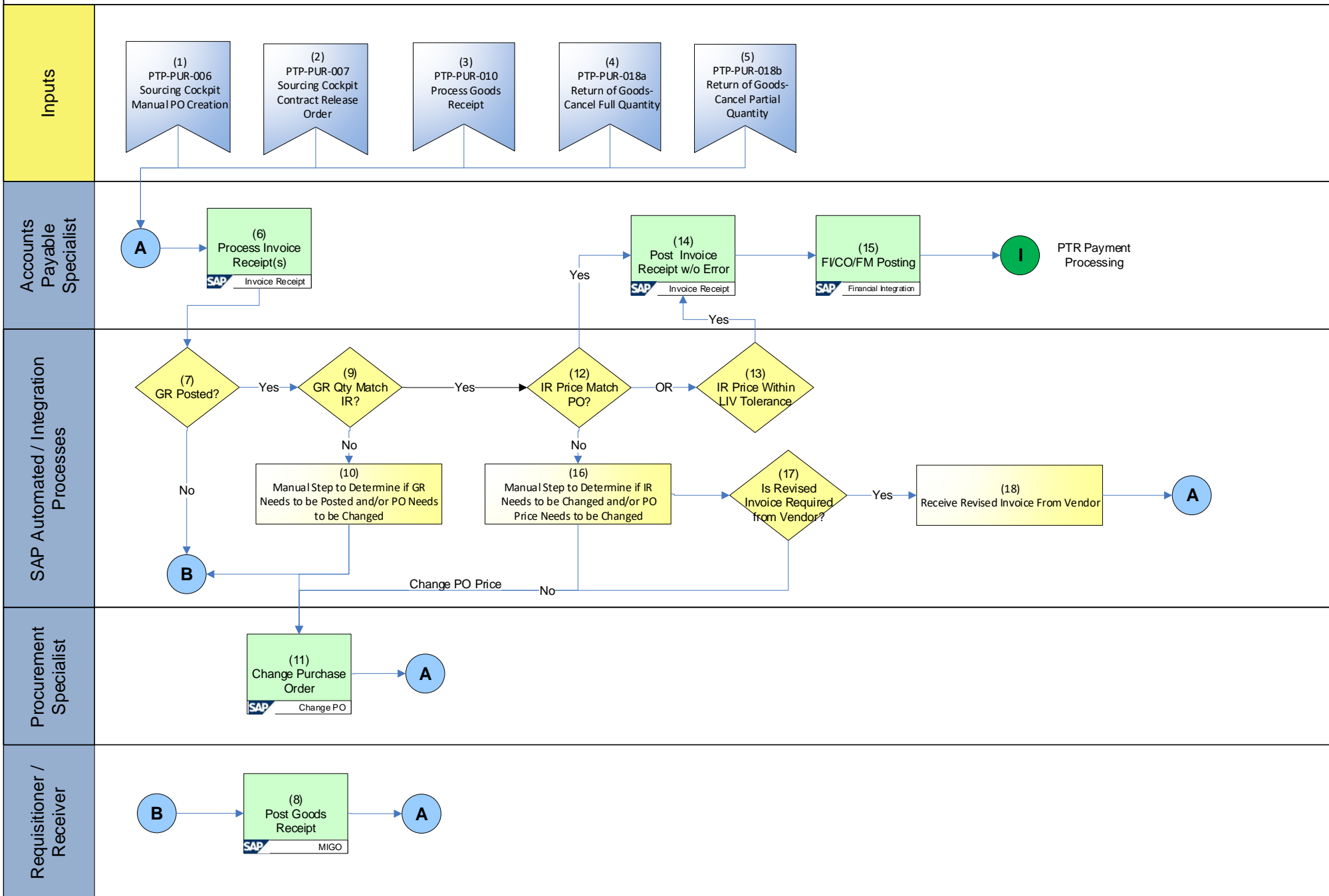
# PTP-FLOW-003 Shopping Cart Workflow Approvals



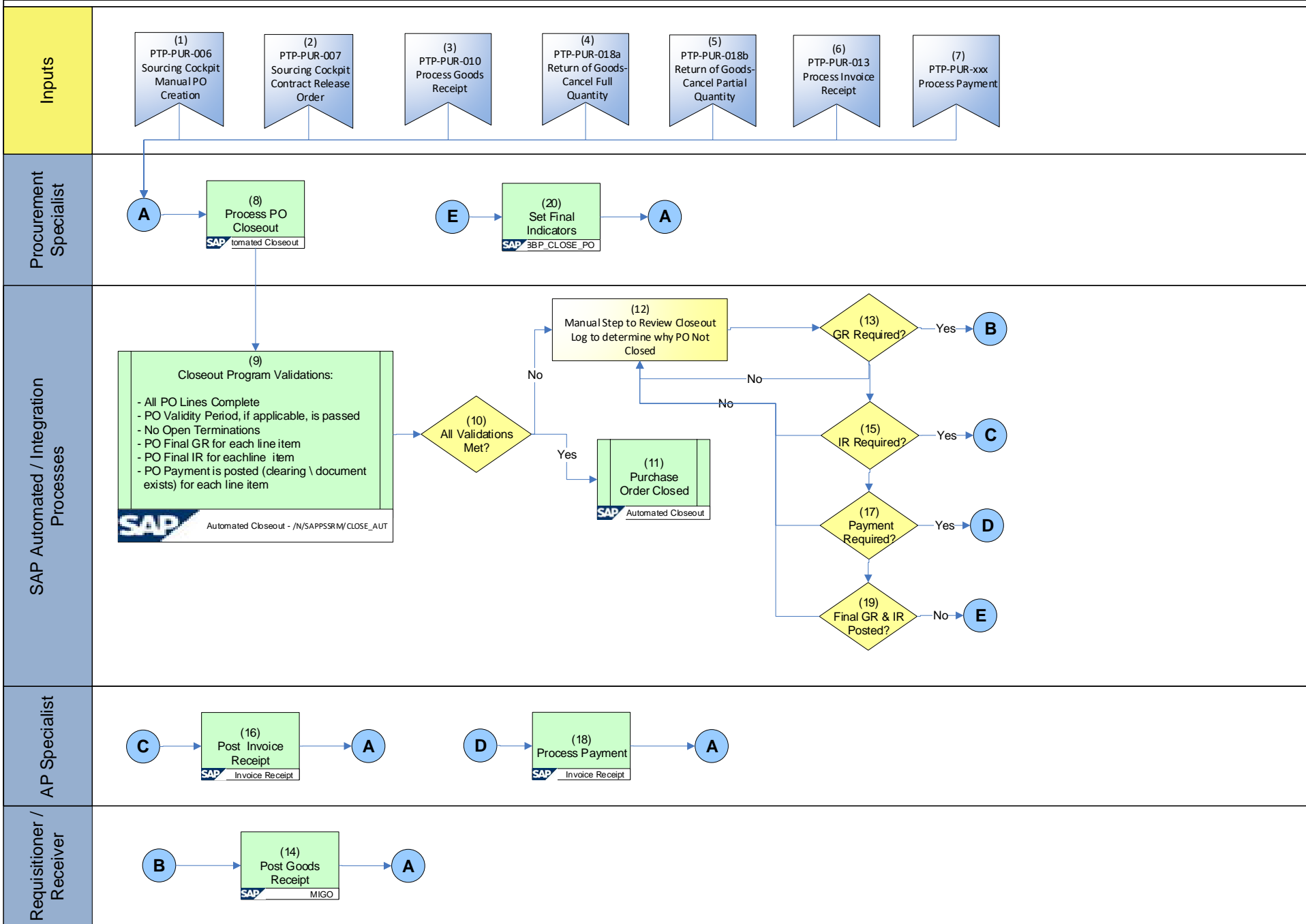
# PTP-FLOW-004 Purchase Order Workflow Approvals



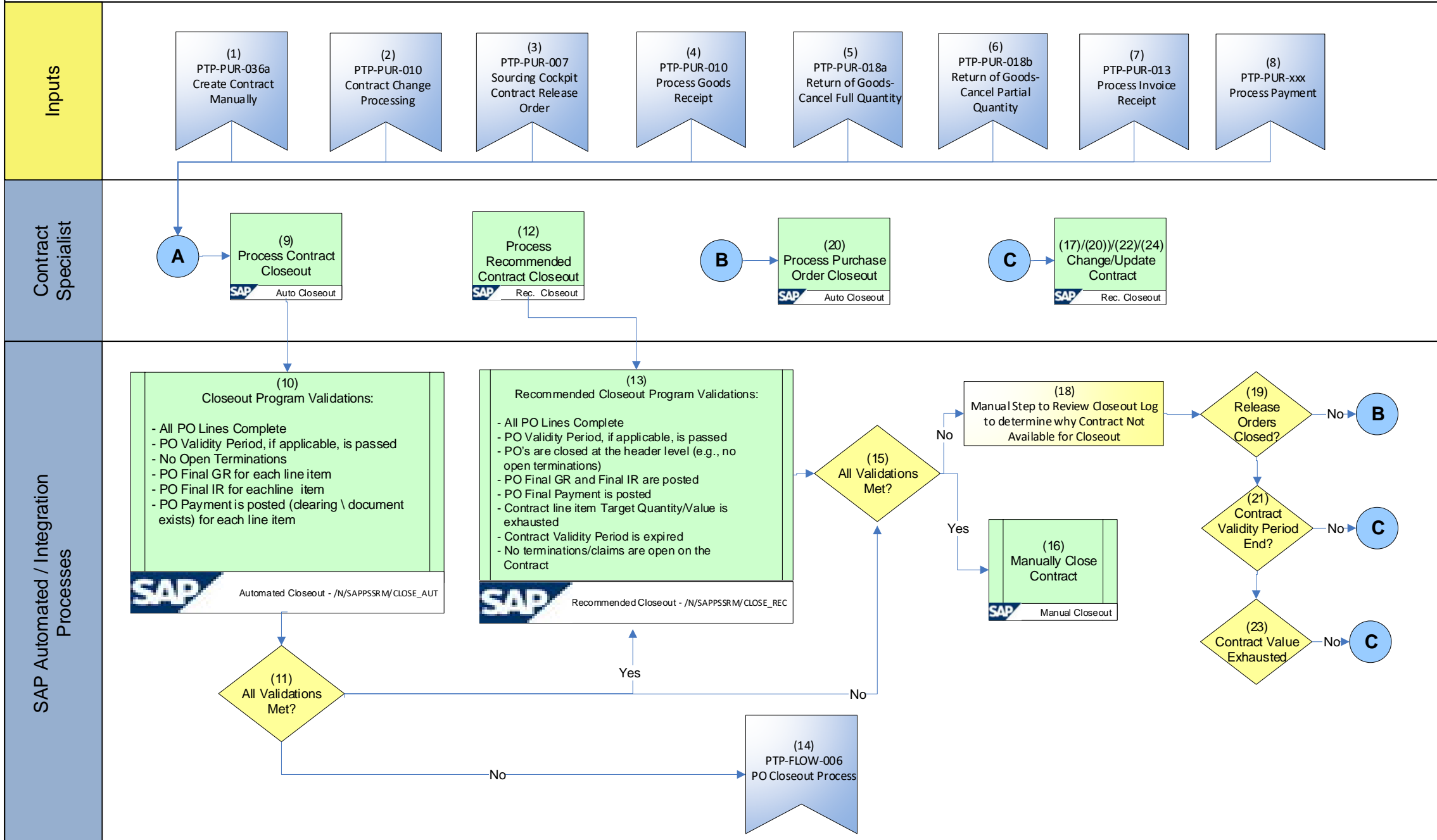
# PTP-FLOW-005 Invoice Receipt Process



# PTP-FLOW-006 Purchase Order Closeout Process



# PTP-FLOW-007 Contract Closeout Process



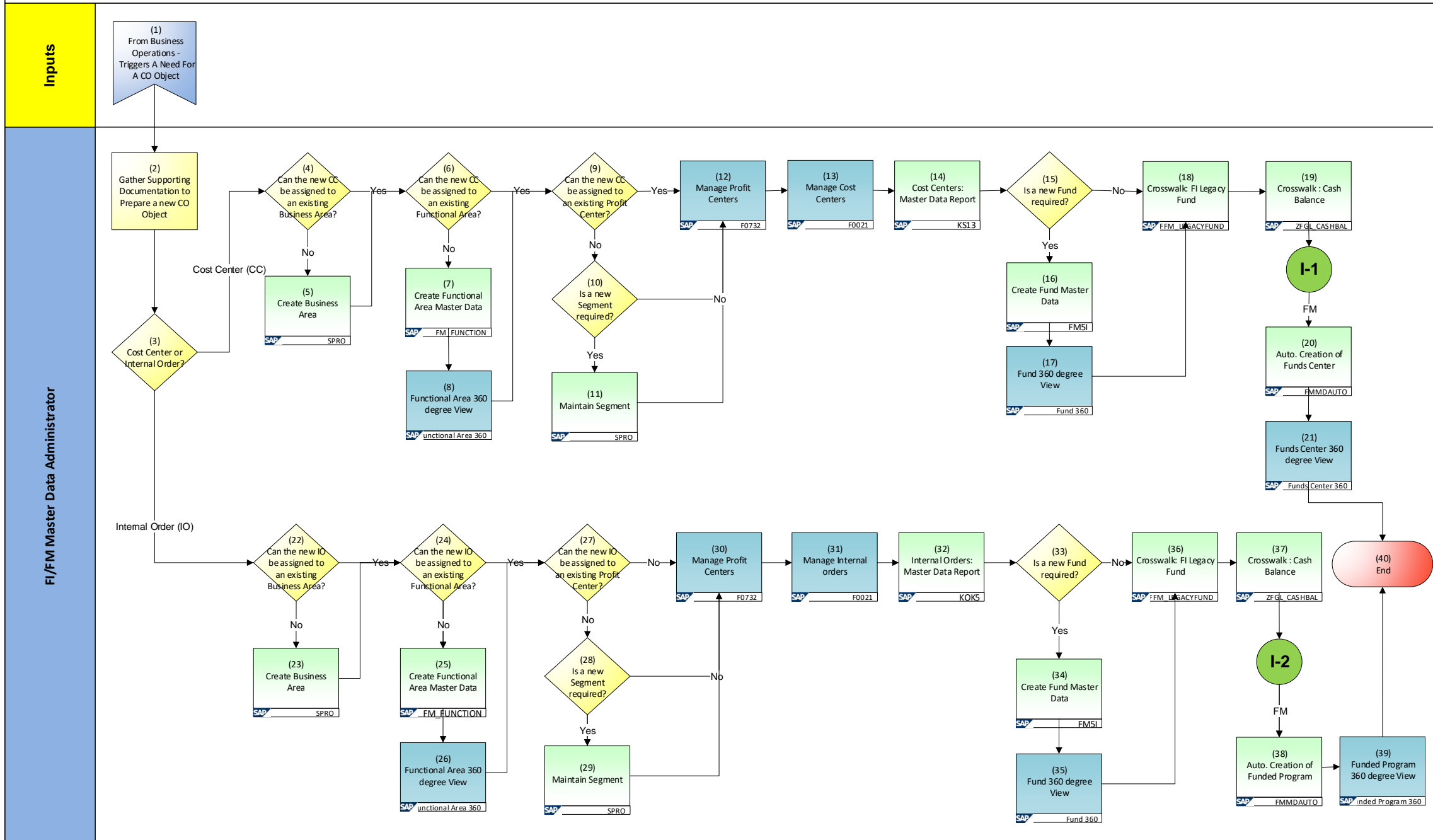
# Plan-to-Report (PTR) Process Flows

Process Flow Name	Description
PTR-FLOW-001 Manage General Ledger Accounts	Process to create a General Ledger account
PTR-FLOW-002 Manage CO Objects	Process to create CO objects
PTR-FLOW-003 Manage Business Partner	Process to maintain Business Partners
PTR-FLOW-004 Process Accounts Payable Postings and Outgoing Payments	Process to create an Accounts Payable postings and outgoing payments
PTR-FLOW-005 Park or Post Journal Entry	Process to park or post a journal entry
PTR-FLOW-006 Create or Post Recurring Document	Process to create or post recurring document



# PTR-FLOW-002-Manage CO Objects (Cost Center & Internal Order)

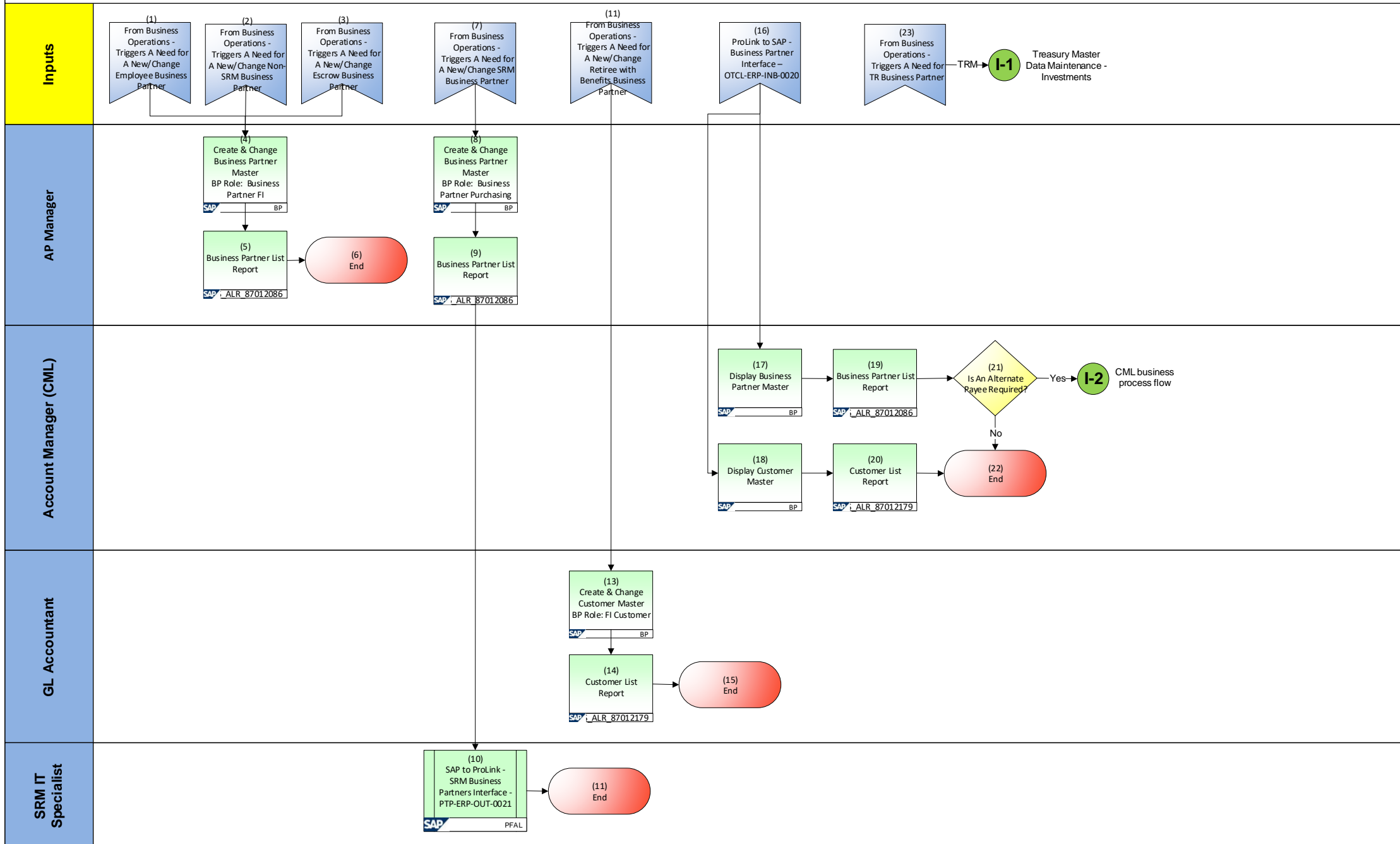
This process is to create CO Objects.





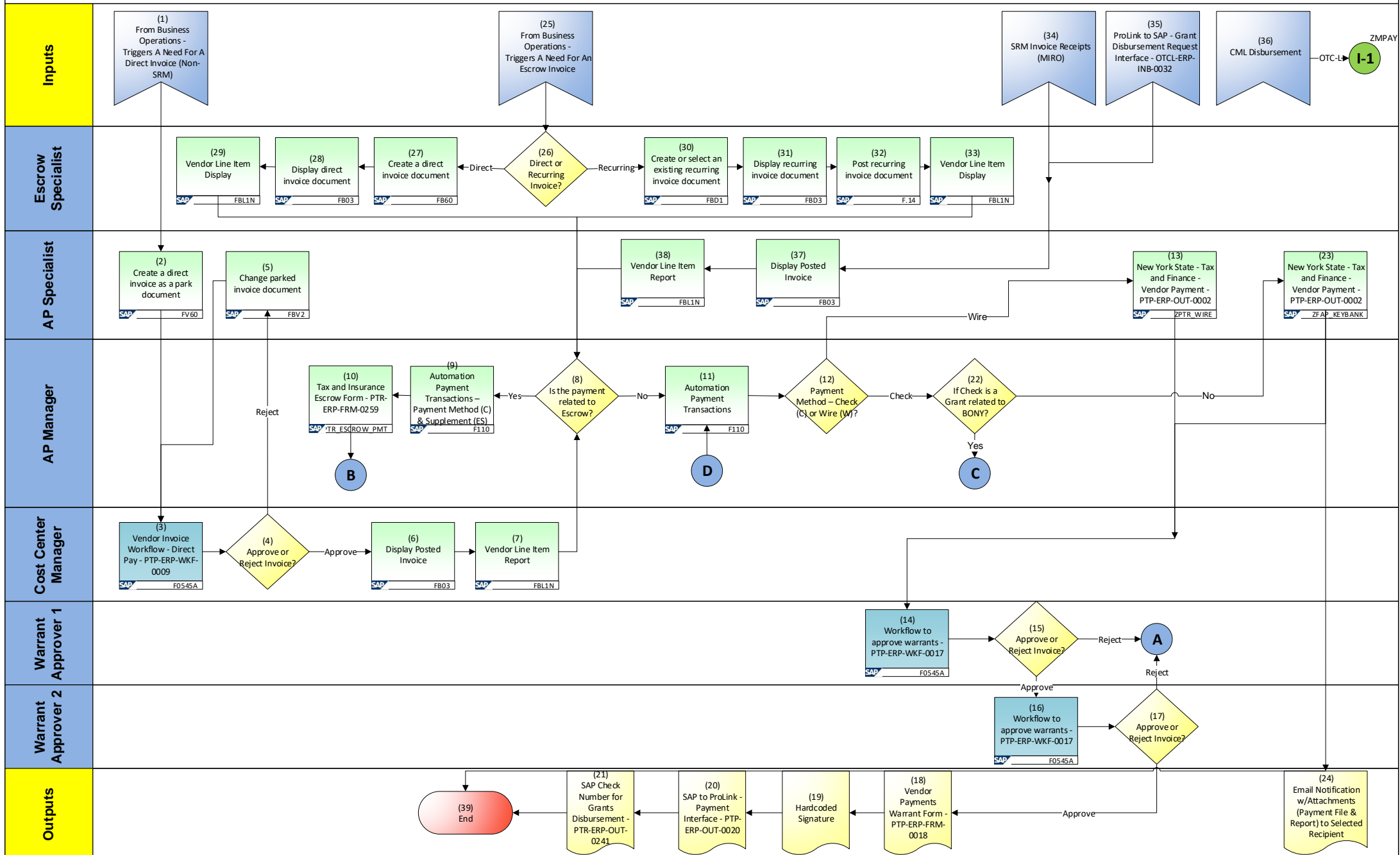
# PTR-FLOW-003-Manage Business Partners

This process is to maintain Business Partners.



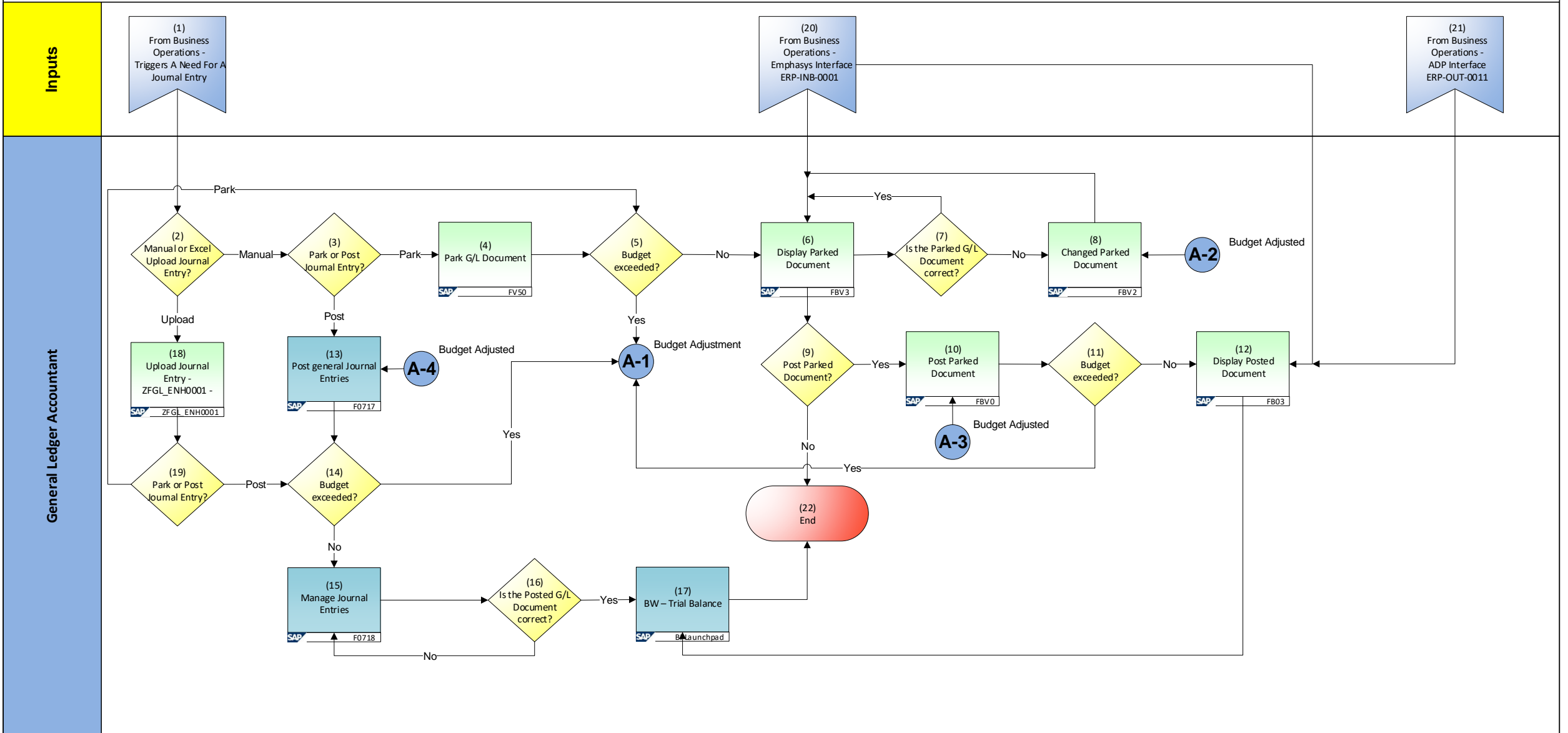
# PTR-FLOW-004-Process Accounts Payable Postings and Outgoing Payments

This process is to create an accounts payable postings and outgoing payments.



# PTR-FLOW-005-Park or Post Journal Entry

This process is to park or post a journal entry.



# PTR-FLOW-006-Create or Post Recurring Document

This process is to create or post recurring document.

