



Volume 1, Issue 23  
August 2010

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# The CORE Flyer



The Newsletter of the CORE Oklahoma

## General News

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## Follow Up

### **Grants/Projects/Contracts/Accounts Receivable/Billing/T&L Implementation for OK Employment Security Commission**

The OK Employment Security Commission, (OESC) went live on several of the Phase II modules May 17<sup>th</sup>, 2010. The staff continues to be pleased with the integration and timely tracking of information and accurate reporting of costs to the various State and Federal sponsors. The turnaround to receive Federal funding can now be accomplished as often as desired. →

### **HR Brown Bag Lunch is Changing**

The HCM Team needs more space and will be changing where they will be conducting the HR Brown Bag Lunches. The new format will be called HCM Forum and will be conducted in the Concourse Theater to accommodate the ever growing numbers who attend. This change is due to the growth of the Brown Bag learning opportunity and the desire to offer the forums where and when more HCM users can attend. The Team will offer the HCM Forum in the AM or PM to further accommodate more users. We also offer the notes to the meeting on the CORE website, for those who cannot attend. →

### **Financials Advisory Board – Merged with Procurement**

The Financials/Procurement Advisory Board is a group of interested parties that meet every other month to assist OSF with system improvements. The Financials Advisory Board has merged with the newly formed Procurement Advisory Board due to the related and overlapping issues that arise within the applications. Participation by agencies will change over time. The permanent members of this group are Office of State Finance and the Department of Central Services. Some of the current members that will change over time are Department of Transportation, Oklahoma Employment Securities Commission, Department of Environmental Quality, Department of Commerce and Department of Human Services. Financial/Procurement Advisory Board meetings encompass the following: high level review of CORE projects, communication of plans, status and issues, communication of resource requirements and it provides a forum to receive feedback and guidance from stakeholders as well as assisting with ranking priorities. →

Stay up-to-date with  
CORE Oklahoma  
Activities on the  
website:

<http://www.ok.gov/OSF/CORE//>  
and the

CORE Calendar at:

[http://www.ok.gov/triton/modules/calendar/calendar.php?calendar\\_seq=6](http://www.ok.gov/triton/modules/calendar/calendar.php?calendar_seq=6)

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### **CORE Oklahoma**

3812 N. Santa Fe, Suite 100  
Oklahoma City, OK 73118

Phone: 405.522.1700

Fax: 405.522-3591



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## CORE Projects

### CORE Team Leads

Michael Grisser  
Project Manager

Mark Adkinson  
Accounts Receivable/Billing

Carol Barton  
Human Capitol Mngt. Lead

Linda Belinski  
Security

Steve Funck  
ARRA

Patricia Garcia  
Accts Payable/Asset Management

Lucille Hicks  
Higher Education

Jennifer LeFlore  
Projects/Grants/Contracts

Ronney Maxwell  
Phase II Lead/Inventory/Purchasing

Fred Cantrell  
Technical

Hanh Minson  
Time and Labor

Jeanie Robards  
Change Management/Training

Robin Trail  
Budget

Loren Turner  
General Ledger

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**CORE Oklahoma**  
3812 N. Santa Fe. Suite 100  
Oklahoma City, OK 73118  
Phone: 405.522.1700  
Fax: 405.522-3591

### Follow Up, (cont.)

#### First HCM Advisory Board Meeting

The OSF (Office of State Finance) CORE Team in partnership with the OPM (Office of Personnel Management) has created a group called the HCM Advisory Board in an effort to provide all system users with a better experience. The first meeting was held on July 14<sup>th</sup>, 2010. The primary focus of the meeting is continuous improvement. The purpose of the meeting is to have a bi-monthly review of HCM, ELM (Enterprise Learning Management and CRM (Customer Relationship Management) issues/initiatives. It also provides a forum for us to communicate plans, statuses and issues. The team's primary focus is to review and provide input on the ranking of priorities. The meetings also provide additional opportunities for users to provide CORE and OPM feedback and guidance. As a part of the meeting we also cover current project statuses, number of incidents and service requests submitted, and completed projects. The following agencies are represented on this revolving Board: Office Personal Management, OPERS, Employee Benefit Council, Health Care Authority, Department Human Services, Department of Transportation, Corrections, Health Department, Career Tech, Department Public Safety, Commerce, Office State Finance and Department Environmental Quality. →

### Completed Projects

#### Mental Health is Live on Inventory

The Department of Mental Health and Substance Abuse Services, (DMHSAS) has converted four (4) of their six (6) warehouses. The Inventory Team has planned to convert the additional two (2) warehouses by August 31, 2010. To date, Mental Health and the Inventory Team have converted 1,481 Inventory Items with plans to add 300 additional items. Due to the exceptional dedication and commitment from the Mental Health staff, this implementation has been an outstanding success. The Inventory Team would like to thank the staff for all their hard work and diligence. You have an Inventory system that will work for you and provide the features to be successful. Congratulations! →



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## CORE Projects

### Completed Projects, (cont.)

#### EFT Remit Advices

The Office of State Finance has implemented software to notify payees of electronic payments. When an electronic payment is made to a vendor, an email is sent to the vendor notifying them of the agency that paid them as well as the invoice(s) being paid. This functionality will be rolled out slowly as vendors are signed up to receive electronic payments. Eventually, this email notification process will be expanded to include employees that receive electronic travel claim payments. →

#### AP Workflow

AP Workflow allows agencies to route vouchers for online approval utilizing the functionality in AP Workflow. It will also provide agencies more control over submitting vouchers for payment through the use of voucher Control Groups.

AP Workflow went live on July 6, 2010 with two (2) pilot agencies; Oil and Gas Compact Commission and the Office of Personnel Management. We experienced some initial issues with running the voucher batch slip, but they were quickly resolved. Both agencies are successfully processing vouchers utilizing the new functionality. →

### Project Updates

#### Higher Ed Implementation

The project to convert Higher Ed institutions to PeopleSoft HCM continues to gain momentum. Each institution will submit an HR file to load its employees into the system. Once an employee has been loaded, payroll files may be submitted - much like the current process - to load and process the detailed paycheck information. The CORE team is in the process of testing each of these interfaces and developing procedures for payroll processing. →

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## CORE Projects

### Project Updates, (cont.)

#### Department Central Service Vendor Registration

Effective July 1, 2010, the Department of Central Services (DCS), began requiring vendors to register with Central Purchasing prior to completion of an award. The intent is to build a more comprehensive list of suppliers for the state to increase competition and to pave the way for e-commerce. Suppliers are now able to register electronically through OK.gov and once verified and approved, the supplier information is loaded into PeopleSoft. This on-line capability streamlines the vendor registration process and allows DCS to better notify suppliers of solicitation opportunities. Now included in the registration process is the provision of password and log-in information to vendors to allow access to their company information as it resides within PeopleSoft.

Planned for release in October of this year will be enhancements to the system that will add additional functionality for the vendor interface and further simplify the registration process. →

#### Enterprise Learning Management, (ELM) Rollout

The HCM Team will be conducting an ELM Rollout meeting in August to again demonstrate the capability of this learning and tracking application. Several agencies have requested functionality this service provides.

ELM will also set up programs that will track for employees and supervisors what training requirements that have not been met and provide reminders to complete the training in the time-frame set up. This capability will help agencies keep track of all employee training needs in one environment. In addition, ELM can provide electronic notifications and deliver a training transcript.

Currently, all CORE courses are entered and tracked in the ELM application. Also, the Department of Environmental Quality, (DEQ) has implemented ELM down to the supervisory level where the supervisor can enroll their employees in CORE or DEQ course offerings. If your agency is interested in ELM, please submit a help desk case to let us know. →

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