



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Security & Workflow

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Sue Schiffmacher
Office of the State Controller



Introduction



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Purpose

- Provide an overview of the CORE security
- Demonstrate automated workflow
- Answer your questions



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Agenda

- **CORE ERP**
- **Security Framework**
- **Workflow Lifecycle**
- **Workflow Demonstration**
- **Wrap-up**
- **Questions & Answers**



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CORE ERP



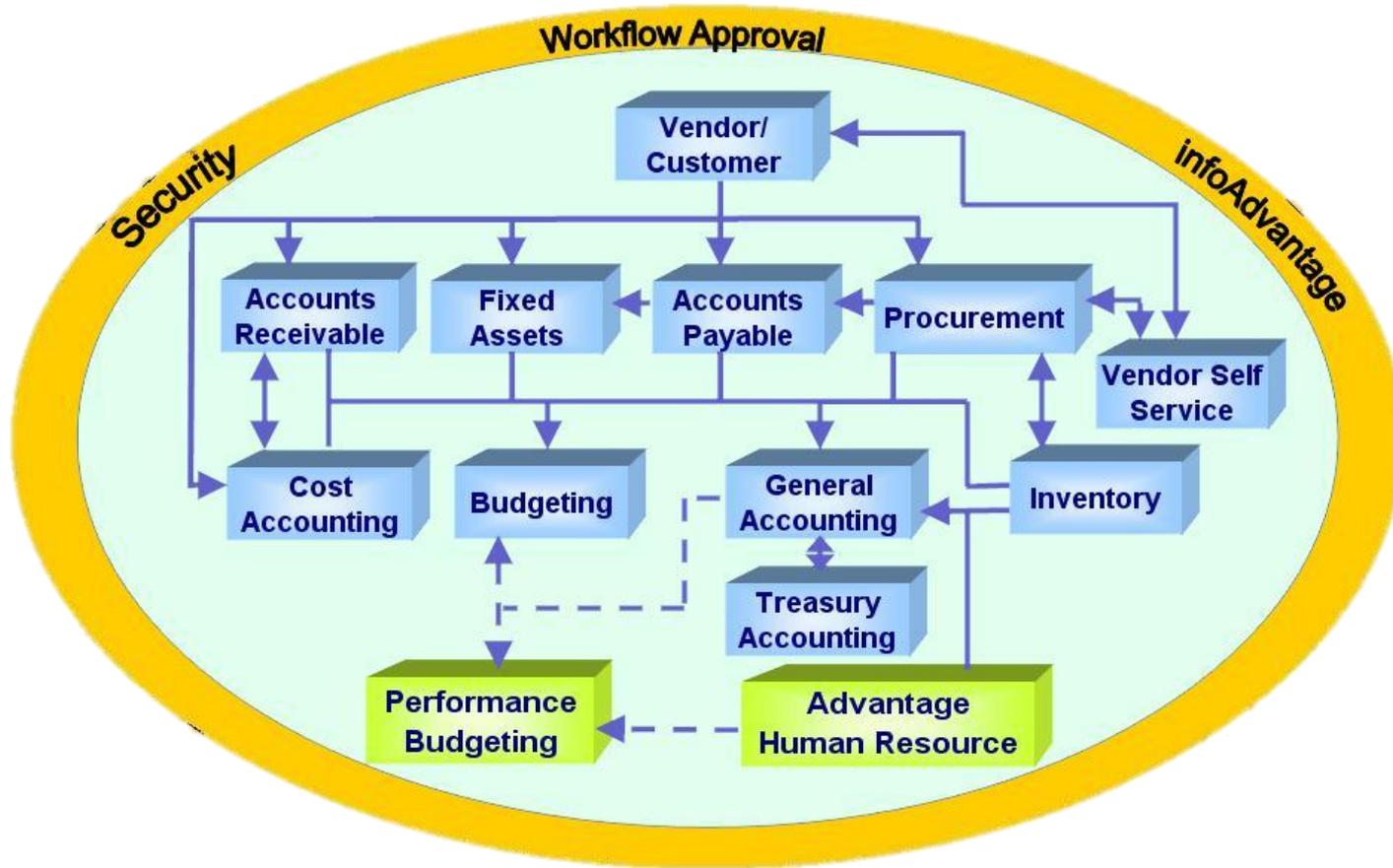
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CORE ERP



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Security & Workflow



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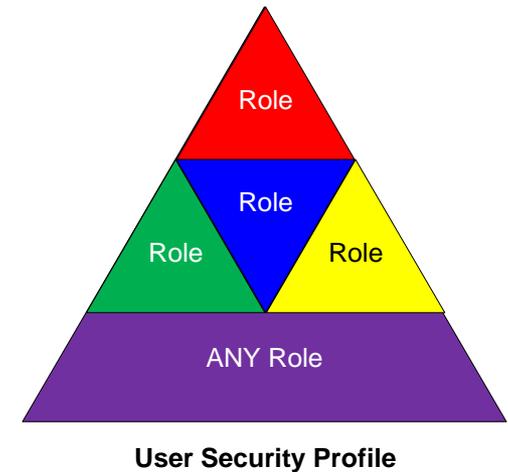
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Security Framework

- Security governs everything a person can see and do in the system
 - Security Role
 - Explicit access to certain tables, documents, and queries by functional area
 - User Profile
 - The sum of a user's security roles



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Workflow Definition

Workflow automation is a defined set of rules required to accomplish a specific goal; the software is able to automatically route tasks through the process to each subsequent step, all the way to the completion of that goal.

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Key Benefits of Workflow

- **Increases Efficiencies**
- **Establishes a Defined Repeatable Process**
- **Promotes Internal Controls**



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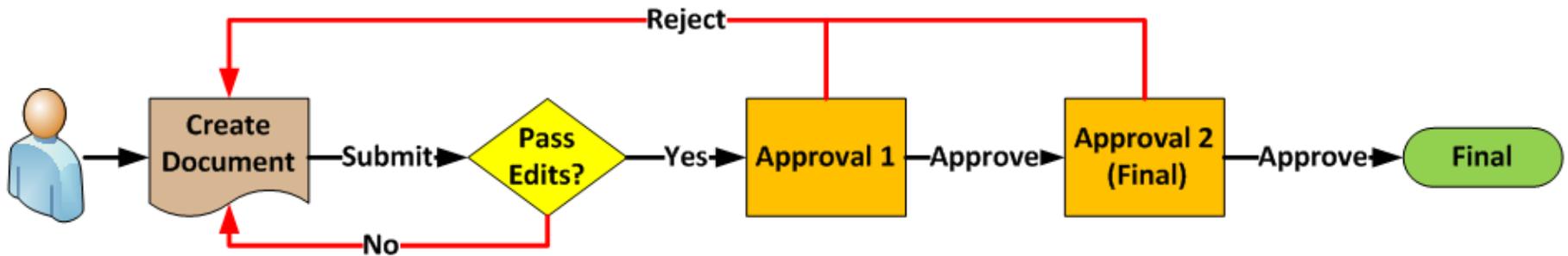
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General Workflow Lifecycle

DRAFT

PENDING

FINAL



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Workflow Basics

- **Workflow** - Automatic routing of documents for approval
- **Routing** is based on document and department code
- **Cannot approve your own document**
- **Cannot apply your approval more than once to single document**
- **Documents are locked down during the approval process**
- **Once approved** - Updates journals in real-time
- **Visibility** - Where it is and how long it takes
- **No “In-Transit Time”** - All electronic, faster than paper



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Workflow Demonstration



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Standard Journal Voucher(JV1STND) Dept: ACAA ID: 20140000000000000007 Ver.: 1 Function: New Phase: Draft

General Information | Extended Description | Contact | Document Information

Document Name: JV -Orig Req 0224

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Total Credits: \$0.00

Total Debits: \$0.00

Budget Control Level Reduction:

Fund Balance Control Level Reduction:

Cash Balance Control Level Reduction:

Reversal Date:

Create Reversal Document on Hold:



Copy Validate Submit Discard

*V

View All 1 of 1 | Document validated successfully

Standard Journal Voucher(JV1STND) Dept: ACAA ID: 20140000000000000014 Ver.: 1 Function: New Phase: Draft Modified by jentry, 02/24/2014

Header

Line Group Total Lines: 1 Line Group: 1 Event Type: GA05 Vendor Customer:

Accounting Total Lines: 2 Accounting Line: 2 Posting Code: R003 Posting Code Name: External Collected Earned Revenue

Accounting Line	Posting Code	Posting Code Name	Debit Amount
1	A001	Cash	
2	R003	External Collected Earned Revenue	

From 1 to 2 Total: 2

General Information Reference Fund Accounting Detail Accounting

Event Type: GA05

Posting Pair: A

Posting Pair Name: A

Posting Code: R003

Posting Code Name: External Collected Earned Revenue

Accounting Template:

Line Description:

Debit Amount: \$0.00

Credit Amount: \$100.00

Budget FY:

Fiscal Year:

Period:

Bank:

Submit

Save Undo Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 1 Posting Line: 1

Copy Validate Submit Discard

Document submitted successfully - Pending Approval

Standard ... ed by entry , 02/24/2014

Header

Line Group: Total Lines: 1 Line Group: 1 Event Type: GA05 Vendor Customer:

Accounting: Total Lines: 2 Accounting Line: 1 Posting Code: A001 Posting Code Name: Cash

Accounting Line	Posting Code	Posting Code Name	Debit Am
1	A001	Cash	
2	R003	External Collected Earned Revenue	

From 1 to 2 Total: 2

General Information | Reference | Fund Accounting | Detail Accounting

Event Type: GA05 Budget FY:

Posting Pair: A Fiscal Year:

Posting Pair Name: A Period:

Posting Code: A001  Bank: 8 

Posting Code Name: Cash

Accounting Template: 

Line Description:

Debit Amount: \$100.00

Credit Amount: \$0.00

Posting Total Lines: 1 Posting Line: 1

 Copy  Discard  Approve  Reject

- Message Center
- Search
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- infoAdvantage

Track Work in Progress - JV1STND - ACAA - 20140000000000000014 - 1

Date Submitted : 2/24/2014 Submitter : Jonny Entry

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
✓ 73	1	1	2014-02-24	GA Approval-ACAA	Pending	

[View Log](#)

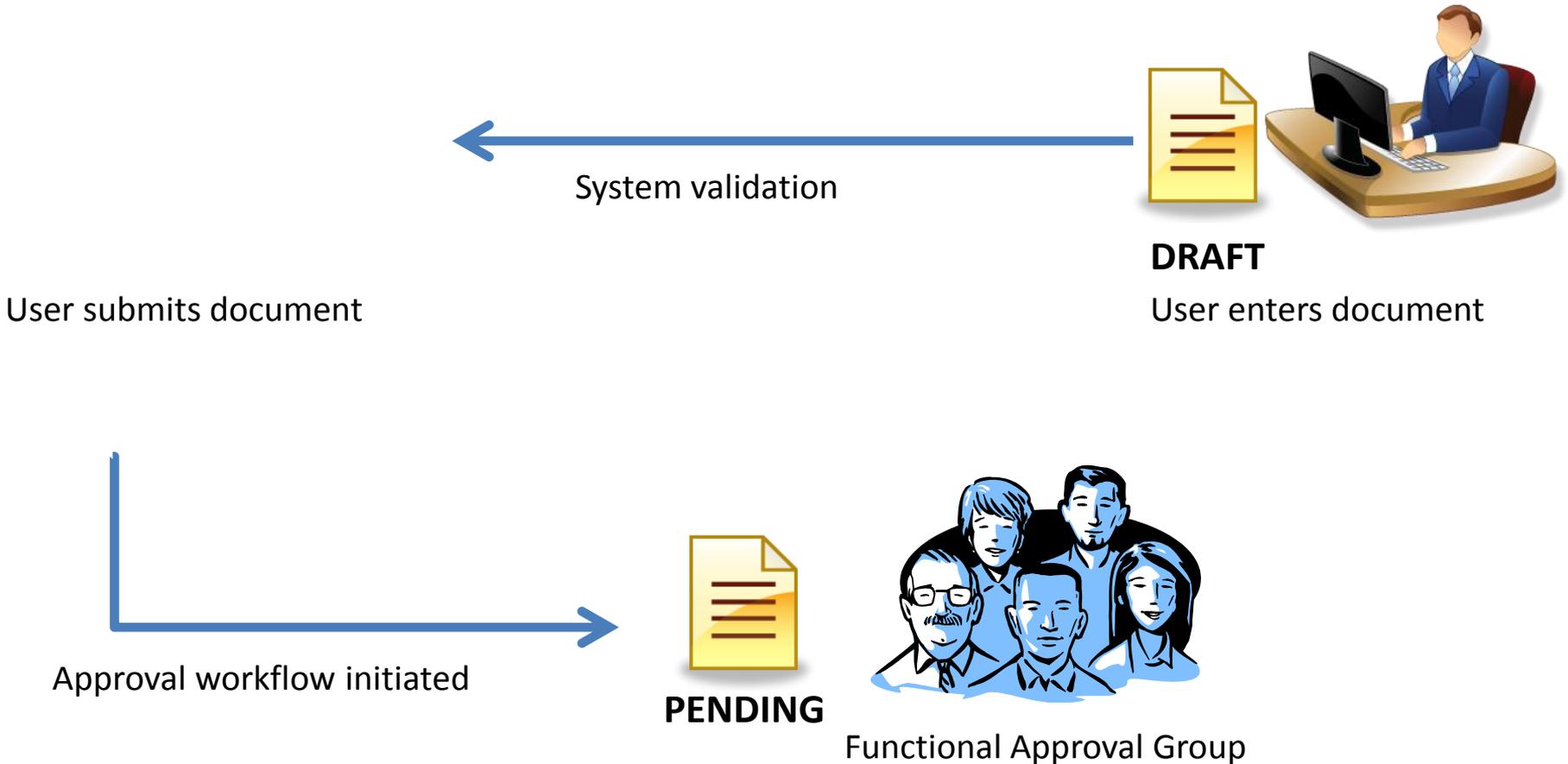
Track Work in Progress - JV1STND - ACAA - 20140000000000000014 - 1

Date Submitted : 2/24/2014 Submitter : Jonny Entry

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
✓ 73	1	1	2014-02-24	GA Approval-ACAA	Pending	

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Workflow



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User ID:

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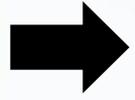
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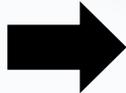
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- [+] Administration



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 - Forms



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Procurement | Budgeting | Accounts Receivable | Accounts Payable

Worklist

Select Worklist: Sally Approver [Change Worklist Role Order](#)

Level: [v]
 Code: []
 Dept: []
 ID: []
 Submitter ID: []

[Browse](#) [Clear](#)

Level	Code	Dept	ID	Comments	Creator ID	Submitter ID	Date	Reason	Message	
<input type="checkbox"/>	1	JV1STND	ACAA	20140000000000000014	No	j.entry	j.entry	2/24/2014 4:22:53 PM	Apply approval	A document has been routed to your approval queue.

First Prev Next Last [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Refresh](#)

[Menu](#) [Recall](#)

Level	Code	Dept	ID	Comments	Creator ID	Submitter ID	Date	Reason	Message	
<input checked="" type="checkbox"/>	1	JV1STND	ACAA	20140000000000000014	No	j.entry	j.entry	2/24/2014 4:22:53 PM	Apply approval	A document has been routed to your approval queue.

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Header

Line Group Total Lines: 1 Line Group: 1 Event Type: GA05 Vendor Customer:

Accounting Total Lines: 2 Accounting Line: 2 Posting Code: R003 Posting Code Name: External Collected Earned Revenue

Accounting Line	Posting Code	Posting Code Name	Debit Amount
1	A001	Cash	
2	R003	External Collected Earned Revenue	

From 1 to 2 Total: 2

First Previous Next Last

Fund: 1000	Object:
Sub Fund:	Sub Object:
Department: AAAA	Revenue: 1300
Unit: 2200	Sub Revenue:
Sub Unit:	BSA:
Appr Unit:	Sub BSA:



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1 of 1 | [View All](#) | Reject action completed.

Document Comments

JV1STND - ACAA- 20140000000000000014

Version	Date/Time	User	Phase	Subject
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First Prev Next Last

Save [Undo](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Document Code :

Document Dept. Code :

Document ID :

Version :

User :

Phase :

*Subject :

*Comment :



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Document Comments

JV1STND - ACAA - 20140000000000000014

Version	Date/Time	User	Phase	Subject
✓ 1	2/24/2014 5:15:16 PM	s.approver	Draft	Attachments

First Prev Next Last

Save [Undo](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Document Code : JV1STND
Document Dept. Code : ACAA
Document ID : 20140000000000000014
Version : 1
User : s.approver
Phase : Draft
*Subject : Attachments
*Comment : Please attach supporting documentation



* Subject : Attachments
*Comment : Please attach supporting documentation.

Workflow



User applies Policies &
Procedure to Approve or Reject



Functional Approval Group

User rejects document
and adds comments



Document is routed back to
initiator's queue



DRAFT



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Worklist

Select Worklist: Jonny Entry [Change Worklist Role Order](#)

Level:

Code:

Dept:

ID:

Submitter ID:

[Browse](#) [Clear](#)

Level	Code	Dept	ID	Comments	Creator ID	Submitter ID	Date	Reason	Message	
<input type="checkbox"/>	0	JV1STND	ACAA	20140000000000000014	Yes	j.entry	j.entry	2/24/2014 5:14:32 PM	Rejected/unapproved	returned to be corrected/resubmitted

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Level	Code	Dept	ID	Comments	Creator ID	Submitter ID	Date	Reason	Message	
<input type="checkbox"/>	0	JV1STND	ACAA	20140000000000000014	Yes	j.entry	j.entry	2/24/2014 5:14:32 PM	Rejected/unapproved	returned to be corrected/resubmitted

First Prev Next Last [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Refresh](#)



Header @ 1

General Information | Extended Description | Contact | Document Information

Document Name: JV -Orig Req 0224
Record Date:
Budget FY:
Fiscal Year:
Period:
Document Description:
Total Credits: \$100.00
Total Debits: \$100.00

Budget Control Level Reduction:
Fund Balance Control Level Reduction:
Cash Balance Control Level Reduction:
Reversal Date:
Create Reversal Document on Hold:

Line Group	Total Lines: 1	Line Group: 1	Event Type: GA05	Vendor Customer:
Accounting	Total Lines: 2	Accounting Line: 1	Posting Code: A001	Posting Code Name: Cash
Posting	Total Lines: 1	Posting Line: 1		

Copy Discard Approve Reject

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Document Comments

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Version	Date/Time	User	Phase	Subject
✓ 1	2/24/2014 5:15:16 PM	s.approver	Draft	Attachments

First Prev Next Last

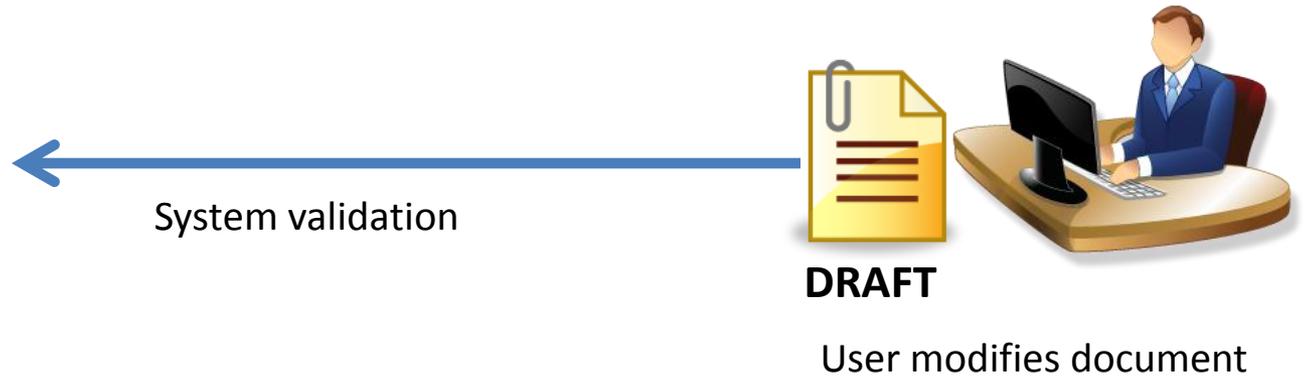
Save [Undo](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

Document Code : JV1STND
Document Dept. Code : ACAA
Document ID : 20140000000000000014
Version : 1
User : s.approver
Phase : Draft
*Subject : Attachments
*Comment : Please attach supporting documentation



*Subject : Attachments
*Comment : Please attach supporting documentation.

Workflow



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Select Worklist: Sally Approver [Change Worklist Role Order](#)

Level: [dropdown]

Code: [input]

Dept: [input]

ID: [input]

Submitter ID: [input]

[Browse](#) [Clear](#)

	Level	Code	Dept	ID	Comments	Creator ID	Submitter ID	Date	Reason	Message
<input type="checkbox"/>	1	JV1STND	ACAA	20140000000000000014	Yes	j.entry	j.entry	2/24/2014 5:27:31 PM	Apply approval	A document has been routed to your approval queue.

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	Level	Code	Dept	ID	Comments	Creator ID	Submitter ID	Date	Reason	Message
<input checked="" type="checkbox"/>	1	JV1STND	ACAA	20140000000000000014	No	j.entry	j.entry	2/24/2014 4:22:53 PM	Apply approval	A document has been routed to your approval queue.

First Prev Next Last [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Refresh](#)

Header 01

Document Name: JV -Orig Req 0224

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Total Credits: \$100.00

Total Debits: \$100.00

Budget Control Level Reduction:

Fund Balance Control Level Reduction:

Cash Balance Control Level Reduction:

Reversal Date:

Create Reversal Document on Hold:

Line Group	Total Lines: 1	Line Group: 1	Event Type: GA05	Vendor Customer:
Accounting	Total Lines: 2	Accounting Line: 1	Posting Code: A001	Posting Code Name: Cash
Posting	Total Lines: 1	Posting Line: 1		

Copy Discard Approve Reject



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Procurement | Budgeting | Accounts Receivable | Accounts Payable

Message Center

Document Attachments for Header

Component	Context	File Name	Date	User ID	Primary State
✓ JV_DOC_HDR	HEADER	Memorandum.docx	2/24/14	j.entry	New

First Prev Next Last

[Return to Document](#)

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Memorandum

To: Bob Controller**CC:** [S. Approver](#)**From:** Jonny Entry**Date:** 2/24/2014**Re:** JV

Journal Voucher

Select text you would like to replace, and type your memo. Use styles such as Heading 1-3 and Body Text in the Style control on the Formatting toolbar.

To delete the background elements—such as the circle, rectangles, or return address frames, click on the boundary border to highlight the “handles,” and press Delete. Some of the objects are part of a background watermark, so you have to choose Header and Footer from the View menu in order to select them. To replace the picture in this template with a different one, first click on the picture. Then, on the Insert menu, point to Picture, and click From File. Locate the folder that contains the picture you want to insert, then double-click the picture.

To save changes to this template for future use, choose Save As from the File menu. In the Save As Type box, choose Document Template. Next time you want to use it, choose New from the File menu, and then double-click your template.

Done



Int

Header @ 1

General Information | Extended Description | Contact | Document Information

Document Name: JV -Orig Req 0224

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Total Credits: \$100.00

Total Debits: \$100.00

Budget Control Level Reduction:

Fund Balance Control Level Reduction:

Cash Balance Control Level Reduction:

Reversal Date:

Create Reversal Document on Hold:



Line Group: Accounting Total Lines: 2 | Line Group: Posting Accounting Line: 1 | Event Type: GA05 Vendor Customer: | Posting Code: A001 Posting Code Name: Cash

Copy | Discard | Approve | Reject

General Information Extended Description Contact Document Information

Document Name: JV -Orig Req 0224

Record Date: 02/24/2014

Budget FY: 2014

Fiscal Year: 2014

Period: 8

Document Description:

Total Credits: \$100.00

Total Debits: \$100.00

Budget Control Level Reduction:

Fund Balance Control Level Reduction:

Cash Balance Control Level Reduction:

Reversal Date:

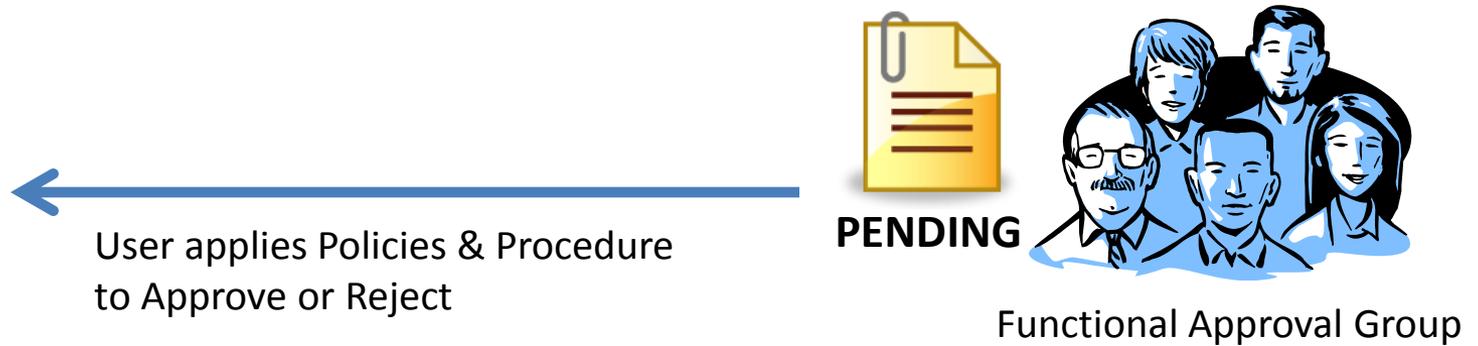
Create Reversal Document on Hold:

Line Group	Total Lines: 1	Line Group: 1	Event Type: GA05	Vendor Customer:
Accounting	Total Lines: 2	Accounting Line: 1	Posting Code: A001	Posting Code Name: Cash
Posting	Total Lines: 1	Posting Line: 1		

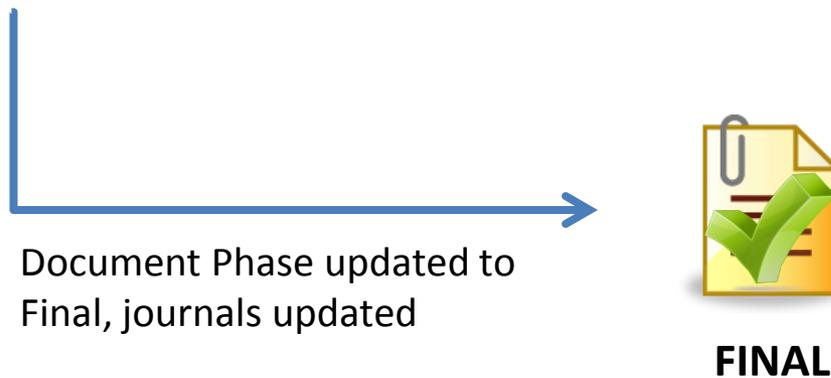
Edit Copy Copy Forward Discard



Workflow



User approves document



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- Address Book
- Info

Track Work in Progress - JV1STND - ACAA - 20140000000000000014 - 1

Date Submitted : 2/24/2014 Submitter : Jonny Entry

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
73	1	1	2014-02-24	GA Approval-ACAA	Approved	Sally Approver

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Date Submitted : 2/24/2014 Submitter : Jonny Entry

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
73	1	1	2014-02-24	GA Approval-ACAA	Approved	Sally Approver

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Wrap-up



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Wrap-up

- **Security**
 - **More robust**
 - **Standardize approach**
 - **Transparent**
- **Workflow**
 - **Increased efficiencies**
 - **Stronger internal controls**
 - **Defined, repeatable process**
 - **Improved visibility**



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QUESTIONS



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A Few Reminders

- **Test Drive CORE - Room 602**
- **Training Starts in April**
 - Registration instructions emailed to all
 - Register promptly for best selection of times and locations
 - Send training questions to: *core.training@state.co.us*
- **At end of conference, fill out the CORE Conference evaluation**
 - In your packet
 - Turn it in to any Conference Ambassador in a green shirt

Stay in Touch with CORE

- Read your emails from **CORE.news** & **CORE.training**
- Send questions or comments to **CORE.news@state.co.us**
- Request access to **CORE Project website**
by sending email to **CORE.news@state.co.us**
- Talk to your department leaders and **CORE functional experts**
- Share what you know with others on your teams



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Thank You



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