



STEP ERP Project News

Official Newsletter for Cook County's Oracle Technology Updates

<http://step.cookcountyil.gov>

August 2017



About Cook County's STEP ERP Project

The STEP Enterprise Resource Planning (ERP) Project brings the power of Oracle's leading technology and processes to Cook County. It will allow all 29 offices to operate on one system, rather than multiple ERP systems across the County.

The STEP ERP Project is being delivered in four waves:

- **Wave One**, focused on finance and purchasing, has been completed and involved integrating capabilities for requisitioning, general ledger, projects and grants via improved financial systems that replace the aging JD Edwards financial systems. Users can also perform ad-hoc reporting requests.
- **Wave Two**, budget preparation & Comprehensive Annual Financial Reporting (CAFR), currently in process, is intended to facilitate consistent budget submittals across all agencies and enhance financial reports, including rapid consolidation and reporting.
- **Wave Three**, HR, benefits and payroll, is set for completion in early 2018 and includes leading-practice processes and self-service features. The new solution will integrate with the Cook County Time and Attendance tool.
- **Wave Four**, supplier, contract and inventory management, is slated to be completed by mid-2018 and builds upon Wave One's purchasing functionality.

Latest Project Accomplishments:

- In July, Cook County's budget teams and end users **completed the Capital Budget and Operating Budget training modules** for Oracle Hyperion – CCG's new budget system. The STEP ERP Project Training Team facilitated in-person training sessions to ensure smooth sailing starting with the 2018 budget process. With CAFR (Comprehensive Annual Financial Reporting) training scheduled in Fall 2017, Cook County is well on its way to reaping the benefits of enhanced financial reports and a consistent budget submittal process across all agencies. Go to <http://step.cookcountyil.gov> to learn more.
- The STEP ERP Change Management Team **engaged Cook County leaders and influencers across all impacted departments in one-on-one discussions** about how the upcoming HR, Benefits, and Payroll technology enhancements will impact employees. The STEP ERP

Project team will use the insights from these sessions to create targeted communications and training plans.

The Next STEP:

New Oracle technology to integrate enhanced HR, benefits and payroll systems for Cook County

Wave Three of the STEP ERP Project is all about bringing exciting new human resources, benefits and payroll self-service features. IBM and the STEP ERP Project team have partnered to design a solution that meets Cook County's business needs. **The first phase of Systems Integration Testing (SIT) starts in mid-August to make sure the enhanced HR, benefits, and payroll technology is ready to roll-out in early 2018!**

All employees will have access to training on the enhanced features, including the self-service tools that are part of the STEP Enterprise Resource Planning (ERP) Project.

The new features will allow County employees to:

- a. Update personal information online
- b. Review and update employee benefits
- c. View W2 statements (beginning with the 2018 tax year) and update withholdings

Visit <http://step.cookcountyil.gov/w3-human-resources/> frequently for more information about the new HR, Benefits and Payroll technology as well as general STEP ERP Project updates.

Supplier, Contract and Inventory Management processes get an upgrade!

The new Oracle systems will bring advanced capabilities for supplier, contract, and inventory management to Cook County. Representatives from the impacted departments and agencies have been actively engaged in the design process through one-on-one meetings, week-long workshops, and leadership briefings. **The STEP Project Team expects to launch these new Oracle tools via three modules in mid-2018:**

1. Supplier Management

The *Oracle iSupplier Portal* is a collaborative web-based application that will allow Cook County and its suppliers to communicate with each other about solicitations and the bidding process.

2. Solicitations

The *Oracle Solicitation to Receipt Module* will allow Cook County to solicit and negotiate awards or renegotiate existing contracts with contractors and suppliers.

3. Inventory Management

The Oracle *Inventory Management Module* will enable improved inventory management increased inventory accuracy while reducing carrying costs and inventory write-offs.

Visit <http://step.cookcountyil.gov/w4-inventory-management/> to learn more about Oracle's supplier, contract, and inventory management technology coming to Cook County.

Cheers for STEPping Up!

- Special thanks to the **100+ Cook County employees** who serve as **Office Outreach Team** members for the STEP ERP Project. With representation from each Cook County office, these group make sure that critical STEP project information is communicated across all departments.
- **Vince Patterson, Julia Khiria** and the **DBMS team** provided outstanding leadership and training support in launching the new Oracle Hyperion budget system throughout Cook County.
- **Myron Chin** was a phenomenal partner and a generous host, allowing the STEP ERP Project team to highlight Oracle's Self-Service technology features during Risk Management's 2018 Cook County Health & Wellness Benefits Fair. Missed us at the fair? [Watch this video](#) for a glimpse of the great experience.
- **Katerina Tzamouranis** (Wave Three) and **Debra Rice** (Wave Four) gracefully ensure that the STEP Project teams understand how the new Oracle technology solutions will impact Cook County's business operations and stakeholders. We're fortunate to have these Cook County ERP rock-stars on board as Project Managers for the STEP ERP Project.

Upcoming Training, Support & Information Sessions:

STEP ERP Project Town Hall Meetings

Starting in September 2017, Cook County's Leadership team will host STEP ERP Project Town Hall meetings in several locations. All employees are encouraged to attend to learn more about the Oracle ERP implementation progress and the impacts to the organization. In the coming weeks, you will receive information on when, where, and how to participate in a Town Hall Meeting.

Visit <http://step.cookcountyil.gov> to learn more about the STEP ERP Project and access key resources.