# **CAR SERVICE MAP**



### **Business Process Optimization Team**

Share ideas for process improvements with this team. **Business Process Optimization Team Chief Administrative Officer Lauren Kelliher** · 405-522-8085 · lauren.kelliher@omes.ok.gov

CENTRAL ACCOUNTING AND REPORTING ESTABLISHES POLICIES AND PROCEDURES FOR STATE FINANCIAL TRANSACTIONS AND EXECUTES THEM IN ACCORDANCE WITH STATE LAW, FEDERAL REGULATIONS AND GOVERNMENTAL ACCOUNTING AND REPORTING STANDARDS.

### Level 1: Contact the OMES Service Desk by one of the methods below



#### **Support Portal**

Visit <u>servicedesk.ok.gov</u> to request services, report issues and review FAQs.



#### **Email or phone support**

Local: 405-521-2444, Toll-Free: 866-521-2444 ServiceDesk@omes.ok.gov



#### Chat support

servicedesk.ok.gov Select live chat and type speak with a live agent to start a session.

## **Statewide Accounting**

Maintains state central accounting system in compliance with budgetary and financial laws/regulations; processes journal entries to state general ledger; reviews special account reconciliations; processes cash allocations; and is responsible for centralized payroll withholding, reporting and issuance of year-end tax forms

### Statewide Accounting Manager Bethany Patterson

<u>bethany.patterson@omes.ok.gov</u> 405-521-6289

# Transaction Processing

Performs final transaction processing through the state accounting system; establishes reasonable assurance of claims compliance with state laws and regulations; reviews all travel claims before certification to the state treasurer for payment; and provides oversight related to the accounts payable system, including statewide administration of the P-card program.

### Statewide Accounts Payable Manager Cathrine Huckabee

<u>cathrine.huckabee@omes.ok.gov</u> 405-521-6180

### Financial Reporting

Prepares the State of Oklahoma Annual Comprehensive Financial Report, used in analysis and decision-making by state management, creditors and others, as required by state law; maintains reporting information for all agencies, funds and component units included in the state reporting entity; and prepares the annual Schedule of Expenditures of Federal Awards.

#### Financial Reporting Manager Roy Garcia

roy.garcia@omes.ok.gov 405-409-2103

### Finance Center of Excellence

Provides support to agencies related to the state central accounting system including system implementations, testing, financials upgrades and daily production support; offers accounts receivable, billing, project costing, grants, contracts, asset management, accounts payable workflow and travel and expense services.

### ing Manager Finance COE Manager Claudia Bounds

<u>claudia.bounds@omes.ok.gov</u> 405-522-4973

Level 2: Contact department management using information listed above.

FOR FURTHER
ASSISTANCE,
CONTACT YOUR
OMES ACCOUNT
MANAGER

Level 3: Contact State Comptroller Felicia Clark

Felicia Clark · felicia.clark@omes.ok.gov · 405-717-8865

Level 4: Contact State CFO John Laws

John Laws · john.laws@omes.ok.gov