



The Connection

A QUARTERLY NEWSLETTER FROM OFM REPORTING NEWS & INFORMATION ON STATEWIDE ACCOUNTING & FINANCIAL SYSTEMS

Travel Systems Update

Implementation of the new Travel and Expense Management System (TEMS) is just around the corner. The Office of Financial Management (OFM) will be the first Travel Voucher System (TVS) agency to implement TEMS on October 22.

This first phase of TEMS replaces the original Travel Voucher System and offers several improvements:

- Captures data by trip for management reporting.
- Avoids technical problems at the desktop; nothing downloaded to the desktop PC.
- Supports accessibility by those with disabilities.
- Applies the appropriate rate for the date of travel; no more manual adjustments after a rate change.
- Additional customization of your document listing; you can display just the documents you want to see.
- Flexibility to use keyboard keys to navigate through the screens or use the mouse.

Key steps in implementing TEMS include migrating current TVS profile information into TEMS and conducting training. OFM "trains-the-trainers" and agencies train their personnel.

Please refer to the table on page 2 for the current TEMS implementation schedule. Please note, changes to this schedule are possible.

Please contact your TVS Administrator/Travel Help Desk for details regarding your agency's TEMS implementation. For additional information about the statewide implementation, contact Larry Johnson, TEMS OFM Product Consultant at larry.johnson@ofm.wa.gov, or (360) 664-7778.



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21 Years of Excellence in Financial Reporting!

The State of Washington's Fiscal Year 2007 Comprehensive Annual Financial Report (CAFR) was awarded the Certificate of Achievement for Excellence in Financial Reporting. This represents the **21st consecutive year** that the state has won the award.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting. It represents a significant accomplishment by the state.

The offices of the State Auditor, the State Actuary, the State Treasurer, the Department of Retirement Systems, the State Investment Board, as well as state fiscal personnel contribute to the production of the CAFR. We thank you all for your continuing dedication to this endeavor.

To view the Fiscal Year 2007 CAFR, please visit our web site at <http://www.ofm.wa.gov/cafr/2007/default.asp>.

Enterprise Data Definition/Chart of Accounts Project Phase 1 Report Released

The Enterprise Data Definitions/Chart of Accounts project, a Roadmap positioning activity, released its Phase 1 Report to the Roadmap Steering Committee on October 6. The report comes on the heels of months of surveys, interviews and research into other similar studies to provide an analysis of enterprise data needs across Washington State government.

The report includes expert findings and recommendations intended to help Roadmap Executive Sponsors make decisions on the future of the state's financial and administrative business policies, processes, data and systems. The report contributes greatly to informing our knowledge and is one of many sources of guidance that will be considered as the state moves toward modernizing its core financial systems.

To view the report, visit the EDD/COA website at <http://www.ofm.wa.gov/edd/>.

GAAP Update Satellite Teleconference— Nov. 6, 2008

The Financial Management Advisory Council (FMAC) is sponsoring a host site for the 13th Annual Governmental GAAP Update satellite teleconference presented by the Government Finance Officers Association (GFOA). The Association offers 4 CPE credits for this event.

This year's teleconference is scheduled for Thursday, November 6, 2008, from 10:00 am to 2:00 pm (PST). The host site is the Office of the Superintendent of Public Instruction's Brouillet Conference Room, 600 S. Washington Street, Olympia.

Registration

GFOA charges an attendance fee of \$135 for active GFOA members and \$155 for nonmembers. For more information and to register, visit GFOA's website at: www.gfoa.org. FMAC's site code is WA05.

If you have questions, please contact Jayda Williams at (360) 664-7672 or jayda.williams@ofm.wa.gov.

TEMS Proposed Implementation Schedule

Agency	Proposed Week of TEMS Implementation:
Office of Financial Management	October 20, 2008
Office of the State Auditor	November 3, 2008
Department of Agriculture	November 10, 2008
Washington State Senate	November 10, 2008
Department of Early Learning	November 10, 2008
Department of General Administration	November 17, 2008
Office of the Insurance Commissioner	November 24, 2008
State Gambling Commission	December 1, 2008
Indeterminate Sentencing Review Bd.	December, 2008
State Conservation Commission	December, 2008
Human Rights Commission	December, 2008
Department of Social and Health Services	December 8, 2008 thru January 12, 2009
Department of Veterans' Affairs	December 15, 2008
Military Department (2nd choice)	January 5, 2009
Department of Information Services	January 12, 2009
Department of Financial Institutions	January 12, 2009
Employment Security Department	January 19, 2009
Utilities and Transportation Commission	January 26, 2009
Department of Licensing	February 2, 2009
Recreation and Conservation Funding Board	February 9, 2009
State Investment Board	February 16, 2009
Washington State Patrol	February 23, 2009
Office of the Secretary of State	February 23, 2009
State Lottery Commission	February 23, 2009
Department of Labor and Industries	March 2, 2009
Department of Corrections	March 2, 2009
Military Department (1st choice)	March 2, 2009
Office of the Governor	TBD
Puget Sound Partnership	TBD

Upcoming FREE Audio Conferences

The Association of Government Accountants (AGA) - Olympia Chapter, the State Auditor's Office, and FMAC are co-sponsoring a series of **FREE** audio conferences.

2008

- Nov. 12 Internal Controls
- Dec. 10 21st Century Financial Managers: New Mix of Skills and Education Levels

2009

- Jan. 21 How XBRL Can Enable Improved Financial and Performance Reporting
- Feb. 11 Fraud
- Mar. 11 Internal Controls
- Apr. 8 Auditing
- May 13 Ethics

2 CPE credits will be offered for each event.

All audio conferences are scheduled for 11:00 to 12:50 PST. For audio conference locations and to register, visit the AGA-Olympia Chapter website at: www.aga-olympia.org.

New Look to the Fiscal Note System (FNS)

The Fiscal Notes System (FNS) is in the process of being converted to a newer web-based technology. During this conversion, the system will remain as originally designed while minor changes in look and feel are made to streamline processes that better support newer technology. In addition to the technology upgrade, several enhancements will be implemented to handle the latest I-960 requirements.

While managing this transition, we are consolidating the technology and product support for the system within the Budget Systems Portfolio team in OFM's new Information Services Division (ISD). Our goal is a seamless transition of support and training functions.

Over the next few months there will be opportunities to view the new system and these new FNS changes through participation in training. These sessions will primarily focus on demonstrating the slight differences within the new system, although will also serve as an opportunity to refresh familiarity with the FNS before the legislative session begins. The Budget Portfolio team will coordinate these training sessions, and will contact agencies to request participation as soon as specific dates are determined.

If you have any questions or concerns, please contact the Budget Portfolio help desk at: ofmbass@ofm.wa.gov or (360) 725-5278.

OFM Information Services Division Reorganization Complete

In April, OFM consolidated the former Statewide Financial Systems and Information and Facilities Services units into one division—the Information Services Division (ISD) with this mission:

Provide technology solutions and services that help our customers collect, share and use the financial and management information needed to ensure their success.

As we merged the two IT organizations, we looked for an organization structure that would help us:

- Improve efficiency and reduce time-to-market for delivering solutions
- Support stakeholder business priorities effectively
- Demonstrate that our technology solutions provide a net benefit to the state

New ISD Now Composed of Seven Units

Operations and Infrastructure – Nick Pender, Manager

This unit develops, maintains and supports the technology infrastructure of the agency. It provides facility, network, desktop support, data administration, reporting and other technology services that are used by all of OFM and the Governor's Office.

Enterprise Architecture and Standards – Allen Schmidt, Enterprise Architect

This unit provides consistency and direction for the technical architecture of the agency and our suite of enterprise systems. It identifies best practices for, and ensures consistency in, the development, testing and product consultant processes across ISD. It will ensure ISD seizes opportunities to standardize or reduce duplication where this will bring benefits to the state.

Project Management Office – Megan Pilon, Manager

This unit helps ensure projects are completed on time, on budget and in scope. It provides consistency in project management standards and methodologies. The unit helps ensure effective IT portfolio management by tracking project status and resource information and supporting the OFM IT Portfolio Steering Committee.

Accounting-Related Systems Portfolio – Ann Bruner, Manager

The portfolio units provide coordinated application development and support for one or more OFM business areas. They will work closely with business unit leaders to identify how technology can support strategic needs, and with system users to provide support and ensure systems meet user expectations.

Budget-Related Systems Portfolio – Debbie Hoxit, Manager

This unit provides the same services as the Accounting-Related Portfolio unit, but for budget-related systems.

Other OFM and Governor's Office Portfolio – Dan Cole, Manager

This unit provides the same services as the portfolio units above, but for systems not included in those portfolios.

Business Analysis and Project Readiness – To be implemented later this year

This unit will provide business analysis services to projects and will help business units prepare to participate successfully on projects, particularly with requirements definition. This unit will be established later this year.

In another key role, Muoi Nguy will now serve as Senior Staff Consultant. She will support ISD budget management, business planning, and analysis, and will provide leadership and support within ISD for process improvement and change management.

We hope to minimize any impact on customer service that may result from our transition. We deeply appreciate your advice and support and always look forward to your feedback.

October SAAM Updates

We have revised the following chapters of the State Administrative and Accounting Manual (SAAM), all of which became effective October 1, 2008.

Changes to the policies include:

Chapter 10: Travel (<http://www.ofm.wa.gov/policy/10.htm>)

The maximum lodging rates for several Washington State locations were revised as a result of changes adopted by the U.S. General Services Administration. The state Per Diem Rates map reflects these changes. The map is available on the OFM's Travel Resources website at: <http://www.ofm.wa.gov/resources/travel.asp>.

In addition, a reference was added to the table in Subsection 10.90.20 regarding seasonal lodging rates.

Chapter 12: Transportation (<http://www.ofm.wa.gov/policy/12.htm>)

Subsection 12.30.20 clarified the policy prohibiting the use of wireless communication devices.

Chapter 25: Payroll (<http://www.ofm.wa.gov/policy/25.htm>)

In Subsection 25.40.10:

- Added victims of domestic violence, sexual assault, or stalking to the list of employees eligible to receive shared leave.
- Clarified several provisions of the shared leave policy including what leave may be donated, when leave may be used, and what records must be kept.

In Subsection 25.50.30:

- Revised the reference to the administrator of the Dependent Care Assistance Program (DCAP) from the Department of Retirement Systems to the Health Care Authority.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

Additional resources are also available on our Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/default.asp>.

Roadmap Program—Developing a Plan for the Modernization of the State's Core Financial Systems

In August, the Steering Committee and the Roadmap Agency Advisory Group embarked on an ambitious plan through the end of the year to develop a sequence and schedule for modernizing the state's core financial systems. Both groups added extra meetings through November to ensure the Advisory Group has a chance to preview and comment on materials and recommendations before they go to the Steering Committee.

In September, the members identified and prioritized the business scope of the plan. They also began defining their expectations for a successful modernization sequence, schedule and plan. The two committees are currently reviewing various implementation strategies and sequencing dependencies. Next, they will decide on a modernization sequence that makes sense and best meets the state's critical business needs. Roadmap executive sponsors, Gary Robinson and Wolfgang Opitz, are quick to caution both committees that, given the current economic forecast, timing of the future steps does not necessarily mean it will be implemented next biennium.

More information about the modernization plan and the Roadmap Program can be found on the Roadmap website at <http://www.ofm.wa.gov/roadmap/default.asp>.

Higher Education Joins the Roadmap through Videoconferences

Recent meetings among the Office of Financial Management (OFM), Washington State University (WSU) and the University of Washington (UW) revealed a surprising similarity of plans and urgent needs to replace outdated core financial systems. Embracing the concept of partnering to find solutions that will meet the requirement of all Washington State agencies and institutions, UW and WSU joined the Roadmap. As a result, WSU's CIO, Viji Murali joined the Roadmap Steering Committee to represent higher education. Heeding Governor Gregoire's directive to reduce travel time and spending, the Department of Information Services (DIS) volunteered the use of their videoconferencing services to allow Ms. Murali to join the Steering Committee meetings from Pullman.

Other 4-year schools soon expressed an interest in participating in the Roadmap. Again, through DIS' video conferencing services, all can now participate in the Agency Advisory Group meetings without leaving their campuses.

The Roadmap also benefited from the use of higher education video conferencing facilities. A long-time, active member of the Advisory Group, the State Board for Community and Technical Colleges (SBCTC) provided their video facility for an ad hoc meeting of 2- and 4-year schools while they discussed their decision to participate in the Roadmap Program. Late last summer, the Council of Presidents (COP) hosted a Roadmap briefing meeting for the new higher education Advisory Group members.

The Roadmap thanks DIS, SBCTC and COP for the generous contribution of their services in support of Governor Gregoire's directive to increase energy savings.

DataView Rolls Successfully Onward

The DataView project is progressing toward completion of implementation while staff plans for the transition from project status to operations. DataView was successfully introduced at the Governor's Public Safety GMAP forum on June 25, 2008. Since that time, GMAP has used DataView in three other live forums—Vulnerable Children & Adults in July, WorkFirst in August and Health Care in October.

DataView Meets the Mark

Initial feedback is very positive and DataView successfully met its objectives to:

- Provide an easier-to-read dashboard format that gives executives a quick snapshot of agency performance. Reports provide:
 - Easier navigation through layers of information.
 - Clearer connection between strategic goals and day-to-day operations.
 - Deeper analysis to help tell the story behind the numbers.
 - A more consistent look and feel, standardized for all agencies.
- Provide users with easier access to a historical record of GMAP reports and data.
- Create a common space using SharePoint for GMAP teams to collaborate on GMAP reports for the Governor and her leadership team.

Training, Training, Training

The first round of DataView training is complete. OFM and GMAP staff offered three types of training for agency staff, depending on their role as a contributor of data, reviewer or permissions manager. In total, more than 304 staff from 28 agencies that participate in the Governor's GMAP forums attended DataView training! Additional training is critical to the ongoing success of DataView. OFM and GMAP will continue to provide monthly classes over the next four months at which time training needs and methods will be re-evaluated.

What Happens Next?

Agencies are gearing up to use DataView in two more public GMAP forums this year—Government Efficiency in November and Transportation in December. In addition to the live, public forums, agencies also use DataView to prepare written reports on their performance for the Governor and her leadership team. To see the complete GMAP report schedule, [click here](#).

To conclude the project, staff will document "lessons learned" in early December and the project team is planning for the transition to operations in January.

If you have any questions about the DataView project, check out the DataView website at: <http://www.accountability.wa.gov/reports/dataview/default.asp>. You can also contact:

Pam Pannkuk, (360) 902-0424, for information on training and support

Kelly Ann Landers, (360) 725-0177, for technical or project-related questions

Robin Campbell, (360) 902-0575, for GMAP report-related questions

Expanded Roadmap Steering Committee Membership

In July, the Roadmap program expanded membership of its steering committee to include more agency and higher education executives. The changes are the result of suggestions from Roadmap executive sponsors, OFM staff and advisory board members. They expressed strong support for a group small enough to make decisions, but large enough to more specifically represent the diverse services and businesses of state government and higher education.

The appointment of dedicated and enthusiastic committee members is essential to the success of the Roadmap program. In addition to fulfilling the roles and responsibilities of the steering committee as a group, members also have the unique opportunity as individuals to champion specific financial and administrative business initiatives consistent with the Roadmap program, and to communicate on a regular basis with other organizations who are not members of the steering committee that share common business interests.

The current committee membership follows:

Executive Sponsors and Permanent Steering Committee Members

Gary Robinson, Department of Information Services

Wolfgang Opitz, Office of Financial Management

Steering Committee Members

Linda Bremer, Department of General Administration

Denise Doty, Department of Corrections

Bill Ford, Department of Transportation

Marcus Glesper, Department of Revenue

Pat Kohler, Liquor Control Board

Stan Marshburn, Department of Social and Health Services

Viji Murali, Washington State University

Eva Santos, Department of Personnel

Bill Wegeleben, Office of the Governor

The Roadmap charter was updated and includes roles and responsibilities of the steering committee. Check out the revised charter at http://www.ofm.wa.gov/roadmap/governance/Updated_Program_Charter.pdf.

Congratulations and welcome to our new committee members!