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If you have questions or comments on any information contained in The Connection, please contact Angela Knight at (360) 664-7654 or Angela.Knight@ofm.wa.gov.

July 2008 SAAM Updates

Effective July 1, 2008, the State Administrative and Accounting Manual (SAAM) was updated in a number of areas. Certain changes were related to actions of the 2008 Legislature while others were made to clarify existing policy and improve the effectiveness of state accounting. Key changes include:

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

- Provided that tolls for using high occupancy lanes are not reimbursable.
- Added conditions under which airline baggage charges are reimbursable travel expenses.

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

- Restricted use of high occupancy toll (HOT) lanes by state drivers, except as authorized by law or regulation.
- Added prohibition for drivers operating moving motor vehicles from using hand held wireless communication devices.
- Revised required safety education for full size van drivers.

Chapter 20 – Internal Control and Auditing (<http://www.ofm.wa.gov/policy/20.htm>)

- Updated internal control policies to reflect concepts from recent Committee of Sponsoring Organizations of the Treadway Commission (COSO) reports, as well as updates to American Institute of Certified Public Accountants (AICPA) and federal Office of Management and Budget (OMB) standards. Agency requirements did not change. *continued on page 3*

State Raises POV Mileage Allowance

In recognition of the dramatic rise in the cost of fuel, the Internal Revenue Service announced last week that it has increased the allowable mileage rate for privately-owned vehicles (POV) to \$.585 from \$.505 for the last six months of 2008. OFM has decided to match the change, effective July 1, 2008.

Since this mileage reimbursement increase for privately owned vehicles will further strain state budgets, please exercise prudent judgment when approving travel to ensure it is critical for state business. Exploring alternatives to travel, such as teleconferencing and carpooling, is encouraged wherever possible.

If you have questions on the mileage rate, please contact the State Financial Consultant assigned to your agency. You can find your agency's consultant at <http://ofm.wa.gov/accounting/swa/swacontacts.asp>.

The increased rate is reflected in Chapter 10 – Travel in the State Administrative and Accounting Manual (SAAM). The complete text of SAAM is available at: <http://www.ofm.wa.gov/policy/default.asp>.



SAAM Training Comes to Eastern Washington

Following last year's successful training in Eastern Washington, Statewide Accounting is scheduling a series of classes to be held this summer at Big Bend Community College in Moses Lake. Course descriptions and dates follow.

Compliance Travel Training – August 25, 2008

In-depth look at OFM travel regulations, including reimbursable and non-reimbursable travel and transportation expenses, reimbursement rates, and source document requirements. This 7 hour class does NOT cover preparation of any travel forms.

Compliance Transportation Training – August 26, 2008

This 3.5 hour class provides an overview of transportation policies, motor vehicle management (including permanent assignment criteria), driver responsibilities, insurance requirements, van management and acquisition, and rental and disposal of motor vehicles.

Payroll Training – August 27 and 28, 2008

During this 2-day course, the following subjects will be covered:

- Internal Control – Payroll
- Accounting for Payroll
- Payroll Revolving Accounts Reconciliations
- Health Insurance Reconciliation

Please note that some of the subjects will be either abbreviated or combined with other material to allow us to cover 3 days of training in 2 days.

To register, visit OFM's training site:
<http://www.ofm.wa.gov/training/default.asp>.

If you have any questions related to travel and transportation training, please contact Bret Brodersen at 360-664-7677 or bret.brodersen@ofm.wa.gov. For payroll training questions, please contact Steve Nielson at 360-664-7681 or steve.nielson@ofm.wa.gov.

Washington Participates in California's 1st Annual Government-to-Government ERP Forum

The Financial Information System for California (FI\$CAL), California Office of the State Chief Information Officer and Gartner Group, Inc. hosted a Government-to-Government Enterprise Resource Planning Forum on May 12 and 13. Nearly 200 state and local government officials from California and 15 states across the nation met at this two-day conference to discuss approaches to modernizing government operations through the use of major integrated enterprise resource planning systems.

Sadie Rodriguez-Hawkins and Kathy Rosmond were panelists for sessions on Pre-Implementation Readiness, "Death by Uniqueness", and Building the Support Structure. Connie Michener from the Department of Information Services also attended.

FI\$Cal is a partnership of the California Department of Finance, the State Controller's Office, the State Treasurer's Office and the Department of General Services to develop a statewide, integrated financial management system. Estimated cost of the 10-year FI\$Cal project is \$1.6 billion.

Conference materials and other information on FI\$Cal can be found at <http://www.fiscal.ca.gov/>.

Year-End Closing Resources on OFM Website

To assist in the fiscal year-end closing process as detailed in the State Administrative and Accounting Manual (SAAM) Chapters 90 State Reporting and 95 Federal Reporting, the following resources are available on our website at <http://www.ofm.wa.gov/resources/yearend.asp>:

1. FY 2008 AFRS/CAFR Closing schedule
2. June Cash Transaction Effective Dates (EFTs, IAPs, IFTs, warrants)
3. OST Fiscal Year 2008 Closing schedule
4. Most Common AFRS Tran Codes for fiscal year-end
5. FY 2008 Interagency Receivables & Payables Contacts list
6. State Fiscal Year-End Closing CAFR Update class PowerPoint
7. Federal Fiscal Year-End Closing Update class PowerPoint

We welcome suggestions for additions to this website. If you have any questions, please contact Suzanne Coit at 360-664-7783 or suzanne.coit@ofm.wa.gov.

July 2008 SAAM Updates *continued from front page*

Chapter 25 – Payroll

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

- Added payday exception for national or state guard members participating in active duty.
- Revised language for year-to-date adjustments for workers' compensation time loss payments.
- Increased limit on educational loan garnishments to 15 percent.
- Revised note regarding common law marriages.

Chapter 30: Capital Assets

(<http://www.ofm.wa.gov/policy/30.htm>)

- Increased capitalization threshold for buildings, building improvements and leasehold improvements to \$100,000 or greater.
- Limited capitalization of construction period interest to enterprise and trust fund type accounts.
- Clarified guidelines for the timely removal of capital assets from inventory.
- Updated the Department of General Administration's information related to disposing and removing capital assets from inventory and reporting capital assets classified as surplus.
- Updated requirements for lost or stolen property.

Chapter 45: Purchase Cards

(<http://www.ofm.wa.gov/policy/45.htm>)

- Clarified unacceptable use of purchase cards between state agencies.
- Clarified that reconciling to the accounting system includes ensuring that all transactions have been recorded.
- Removed the \$50,000 aggregate limit, and stated that the limit is established by the Department of General Administration, Office of State Procurement (GA-OSP) for agencies participating in the GA-OSP contract.
- Required the use of a transaction log to record purchases made when using the purchase card.
- Clarified that disputed items must be communicated to the issuing bank within 60 days.

Chapter 50: Federal Compliance

(<http://www.ofm.wa.gov/policy/50.htm>)

- Retained the threshold for programs subject to CMIA regulations at \$35 million or more.

Chapter 55: Audit Tracking

(<http://www.ofm.wa.gov/policy/55.htm>)

- Clarified chapter's applicability to accountability audits.
- Added corrective action plan form for federal findings.

Chapter 70: Other Administrative Regulations

(<http://www.ofm.wa.gov/policy/70.htm>)

- Required receipts for reimbursements of meals with meetings.

Chapter 75: Uniform Chart of Accounts

(<http://www.ofm.wa.gov/policy/75.htm>)

- Changed, as appropriate, agency, account, general ledger code, sub object and revenue source code information to make corrections and reflect legislative actions.
- Added descriptions for revenue source codes: 0500 – Private/Local Charges and Miscellaneous Revenue, 0600 – Transfers, 0800 – Other Revenue & Financing Sources, and 0900 – Non-Revenue Activities.

Chapter 80: Accounting Policies

(<http://www.ofm.wa.gov/policy/80.htm>)

- Clarified administering agency responsibilities.
- Increased capitalization threshold for buildings, building improvements and leasehold improvements to \$100,000 or greater.
- Added policy for valuing capital assets transferred between agencies.

Chapter 85: Accounting Procedures

(<http://www.ofm.wa.gov/policy/85.htm>)

- Emphasized the use of the most efficient payment method.
- Added special definitions for vendors and clarified that payment authorization of goods and services includes those contracted for.
- Modified verbiage on the Affidavit of Lost or Destroyed Warrant.
- Clarified timing of deposits of cash receipts.
- Clarified write-off of uncollectible receivables when no allowance for doubtful accounts has been recorded.
- Clarified the recording of prepaid expenses in proprietary and governmental funds.
- Clarified the recording of donated capital assets in governmental funds.
- Added policy for valuing capital assets transferred between agencies.
- Limited capitalization of construction period interest to enterprise and trust fund type accounts.
- Added procedure for identifying and recording pollution remediation obligations.
- Added procedure for recording other post employment benefit (OPEB) obligations.

Further details related to July 1, 2008 SAAM changes are noted in Directive 08A-03 which accompanied the policy update. The directive as well as the entire text of SAAM are available on our web site at:

<http://www.ofm.wa.gov/policy/default.asp>

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency, or the OFM Contract staff.

ROADMAP UPDATE

Roadmap Unveils New Website!

The Roadmap program proudly unveiled its newly designed website on June 6. The new layout provides a vastly improved browsing experience over the previous design by upgrading to a more logical structure for locating relevant information.

Also contributing to a more user-friendly design are new features, including a Roadmap News tab to help you keep current on program activities, a front page Top Story, and the opportunity to join a ListServ to receive regular updates and other information from the Roadmap program.

Check it out at:

<http://www.ofm.wa.gov/roadmap/default.asp>.

Roadmap Executive Sponsors Prepare for Core Financials Decision

The Roadmap Executive Sponsors are reconfirming the program goals, objectives and guiding principles of the Roadmap Program in preparation for a key decision this summer. Under discussion is the choice about the future direction of the state's core financials systems. Specifically, should the state continue to upgrade and invest in the current suite of AFRS systems that have served the state so well for over 25 years? Or should the state leverage its increasing investment in SAP financial modules?

In preparation for the decision, the sponsors are streamlining the governance structure by combining two existing committees into a single steering committee. The new committee will contain a blend of central service and line agency opinion leaders and decision makers. A representative from higher education will be invited to join the group.

The new steering committee will receive briefings on the Roadmap Program to familiarize them with their new roles and responsibilities, and the past four years of Roadmap history.

Roadmap Program Educates State Agencies on Future Financial Choices

The Roadmap Program has taken several important steps over the past three months to prepare for key questions: "Given that the core financial system needs to be modernized, what strategy should be pursued to do so? Leverage our current investment in the AFRS suite of systems or leverage the state's growing investment in SAP?"

In March and April the Roadmap Program sponsored several information sharing sessions to help state decision-makers better understand the choices ahead and prepare them to participate in the decision-making process.

Roadmap/ERP Briefing

On March 20, OFM executive leadership provided state decision makers with a briefing session on the decision facing the state around the core financial system. Attendees were given a brief introduction to the Roadmap program. Pat Phelan, research director for the Gartner Group, presented an overview of the history and concepts of an Enterprise Resource Planning (ERP) system.

Following her presentation, the audience heard a panel discussion on the challenges and benefits of implementing the SAP ERP. Guests from California Water Resources, the City of Tacoma and the City of Portland joined Ms. Phelan on the panel.

AFRS and SAP Information

The following month the Roadmap Program Office sponsored two days of training focused on the two core financial system options facing the state.

On April 24, SAP provided a high-level explanation of how their product works.

The following day was OFM's turn to explain the functions and features of the AFRS suite of products. In addition to giving a 'bird's eye view' of AFRS, many in the audience mentioned they had learned something new about our current financial systems' capabilities.

EDD/COA Update

The Enterprise Data Definitions and Chart of Accounts (EDD/COA) project was first reported in the Winter 2008 edition of *The Connection*. Since March 2008, the EDD/COA team has held six meetings with over 350 participants from 40 state agencies to validate unmet enterprise information needs in the various business process areas. The meetings identified:

- The unmet business information needs.
- The business drivers behind the needs.
- The business value to the state in meeting the needs.
- The data elements that might help solve the needs.
- The roadblocks that have prevented the state from meeting the needs in the past.

The team also held a high-level discussion about the unmet needs with a group of agency executives who have unique enterprise perspectives.

Next steps

The EDD/COA Phase 1 report is due to the Roadmap Program Office in July. This report will include the following:

- A final list of unmet enterprise information needs that has been prioritized by the Roadmap Agency Advisory Committee and agency executives.
- The business value to the state if the needs were to be met and a recommendation on an approach for meeting the needs. The approach would involve one of the following: (1) mapping the needs to SAP and the OFM suite of systems to see which would best meet the needs; or (2) meet as many needs as possible within the current OFM suite of systems.
- A high level discussion of enterprise data definitions, including a business approach for data management.

The Roadmap Program Office will review the report findings and then decide how to proceed with system mapping and data definitions.

If you have any questions, please contact Ann Bruner at 360-664-7711 or ann.bruner@ofm.wa.gov or Lee Hall at 360-664-7735 or lee.hall@ofm.wa.gov.

Who's New?

Tim Gallivan joined the Enterprise Reporting (ER) team in April as a Product Consultant. Tim provides customer support and training services to ER users, and is very knowledgeable with the Ad Hoc tool. He most recently worked as a Budget Analyst in CTED's Central Budget office, and previously as an Accounts Receivable and Payroll Supervisor. Tim has also served at the Departments of Corrections and Printing. He brings a wealth of knowledge about state budget and fiscal processes to the ER team. Tim can be reached at 360-664-7692 or tim.gallivan@ofm.wa.gov.

Teri Savage joined the Roadmap program team in April as Marketing and Communications Manager. Her primary responsibility is to market and communicate the benefits of the Roadmap program and the Enterprise Data Definitions/Chart of Accounts project to stakeholders. Teri spent the previous four years as part of the OFM Communications team providing publications and graphics support to OFM and the Governor's Office. Before that, she worked at several other state agencies. Teri can be reached at 360-664-7718 or teri.savage@ofm.wa.gov.

Rose Shultz joined Small Agency Client Services July 1, as a Fiscal Analyst 2. Rose provides accounting and payroll services to an assigned group of agencies. Prior to joining OFM, Rose worked for two years as a Fiscal Analyst 1 at the Department of Corrections at the Washington Correctional Center in Shelton. She had previously worked as a manager at Radio Shack for eight years. Rose can be reached at 360-664-7713 or rose.shultz@ofm.wa.gov.

THE CONNECTION

Transitioning to a New Look

In last issue's *Comments from the Assistant Director* column, Sadie Rodriguez-Hawkins announced changes to the structure of OFM's Accounting and Information Services divisions. These changes were the result of recommendations made in OFM's recent Information Technology assessment. We decided that, since *The Connection* will now be a two-division effort, this might be a good time to update its look to a more progressive and contemporary design. You'll notice a few changes in this issue; even more updates will be reflected in the Fall issue. Watch for it the first week in October!

IN STATEWIDE FINANCIAL SYSTEMS NEWS...

TEMS FEATURES

- Online travel reimbursement request
- Online review, approval, and workflow for reimbursement requests
- Easy tracking of individual trip information
- Automatic submittal to AFRS
- Online comment and email of reimbursement requests
- Online reimbursement request reports
- Date driven reimbursement rates for latest amounts
- Advanced filtering capabilities
- Easy deployment to users
- Accessible for those using assistive technologies
- Agency specific configuration for help and account coding

Travel Systems Update

OFM is now in the final stages of developing the first phase of the new Travel and Expense Management System (TEMS). We want to share information on what this means to both our existing Travel Voucher System (TVS) agency customers as well as potential new customers.

TVS was implemented in 2000 to provide an automated way to process travel voucher requests and feed directly into AFRS. The system was well received by customers. Since then, additional needs were identified that greater benefit users. These system enhancement suggestions were captured and tracked by the team since the availability of TVS.

Phase I

We had three goals in mind for the first phase of TEMS:

- Provide the basic functionality available in TVS today.
- Provide accessibility for users with disabilities.
- Provide a web based system that does not require download of the system to each user's station.

We held monthly meetings to review the developed solution in consultation with our TEMS Focus Group. The Focus Group consists of representatives from fifteen agencies who have been very helpful in making sure we build what is needed. Development of phase 1 has been completed and is now beginning the stabilization, implementation planning, and rollout phase to make this system available to agencies by this fall. We will work closely with existing and new travel system customers to plan rollout with the greatest benefit to customers and lowest risk to the project and agencies. Other improvements of TEMS include the ability to track trips separate from reimbursement requests (aka vouchers), date driven reimbursement rates, and improved filtering capabilities.

Because TEMS will soon replace TVS, OFM made the decision to no longer

bring on new agency customers to TVS. Instead, we ask for your patience as we ready TEMS for agency use.

Phase II

The next phase of TEMS will support the business processes of preapproval of travel and advance payments. Initial estimates indicate this could be available next summer. For additional information or to indicate interest in representing your agency through Phase II development, please contact Larry Johnson at 360-664-7778 or larry.johnson@ofm.wa.gov.

CASII Update

The Central Accounting System Interface Inventory (CASII) team has completed the compilation of the data acquired during the agency interviews that were performed over the last several months.

This data has been used to create a database of agency contact information, including names, phone numbers, email addresses, roles, interfaces with AFRS and purposes for those interfaces. It is our plan to perform regular reviews of this data with our agency partners to ensure that we have the most current and correct data available.

In addition to the contact list we have created a summary document with the team's conclusions on what our customers told us about the systems that interface with our systems, how they're maintained, what platforms those systems run on and how critical those systems are to their agency's lines of business. The summary document is being reviewed to help determine the future of our accounting systems.

The New Capital Budgeting System (CBS) Update

The new Capital Budgeting System (CBS) has been in production for the last six months and we hope you've had a chance to familiarize yourselves with it. Several new features have been added to the application to help manage a capital budget request.

The latest major enhancements added to CBS include:

- **Project title locking** – Once a project is released (passed to a user with a higher security level) within an agency and accepted by the reviewer, lower levels cannot change the project title.
- **Rounding** – The Rounding button is available from the 10 Year View tab. The Round Button will round all projects and associated cost estimate(s) in a version. The Facility user security level will not have a Round button; all other CBS security level users will have the round functionality.
- **Pre-release edits** – Facility users are able to release projects with outstanding warning edit check messages. Division users and Agency Budget Operations will be able to release project data that have passed all critical edit checks; projects with warning edit check messages can be released.
- **Pre-release report** – The pre-release report will display any critical errors first, then warnings, then informational messages, each in their own section. The type of edit check (Project or FTE) will be displayed in the Type column. And the Edit Check report can be printed by clicking the Print button.
- **Release data to OFM functionality** – Agency Budget Operations users have the option to release data to OFM one of three ways: selecting to release project data only, selecting to release FTE data only, or selecting to release both project and FTE data.
- **Rejected by column** – the Rejected by column is the last column on the Project List screen for users with a CBS security level of Facility User or Division User. When a project has been rejected by a reviewer, the status will display as Rejected, and the rejected by column will display the name of the users who rejected the project. Clicking on the name in the rejected by column will display the rejected comments text entered by the reviewer.
- **Ability to export CBS reports from within the CBS application** – by selecting the Report Format option HTML, in the upper right side of the screen. The next viewed report will be available to be exported to word or excel.

UPDATED CBS TUTORIAL LINKS ARE NOW AVAILABLE

The updated CBS Agency Division and Facility User Tutorial and Agency Budget Edit Access and Operations User Tutorial are now available at the following links:

<http://bass.ofm.wa.gov/BASSPR/library/default.htm> within the statewide intranet

<https://fortress.wa.gov/ofm/bass/BASSPR/library/default.htm#CBS> outside the statewide intranet

To request access for employees using CBS, please use the BASS Security Maintenance Form located at <http://bass.ofm.wa.gov/BASSPR/library/security.pdf> within the statewide intranet, and at <https://fortress.wa.gov/ofm/bass/BASSPR/library/security.pdf> outside the statewide intranet.

If you have any questions or comments regarding the new system, please contact John Wissler at 360-664-7769 or john.wissler@ofm.wa.gov or Sara Corbin at 360-664-7737 or sara.corbin@ofm.wa.gov.

Phil Taylor Retires from OFM

Phil Taylor retired on June 30 after over 19 years at OFM. He came to OFM in April 1989 as the first Statewide Financial Consultant for Disbursement Reporting System (DRS). He also supported Agency Financial Reporting System (AFRS) and Capital Assent Management System (CAMS). Over the years, Phil has been an advocate for the system users and has been instrumental in designing many enhancements to streamline processes and to make life easier for the agencies. Phil has provided outstanding customer support to countless users, often going above and beyond the call of duty.

Since January 2008, Phil has served as the Acting Accounting Systems Product Manager to provide guidance and direction to the Accounting Product Team, ensuring the systems and services provided by this group meet the customers' needs and that those needs are being addressed in the right priority.

New Enterprise Reporting Ad Hoc Class Format Premieres in July 2008

Effective in July 2008, the Enterprise Reporting – Introduction to the Ad Hoc Tool class will be expanded from the current half-day format to a full 6 ½ hour session. This is in response to numerous customer comments that more time was needed to adequately cover the training curriculum.

The expanded format will include the following enhancements:

1. Students will have the opportunity to do hands-on training exercises after each major topic.
2. A hands-on practice session has been added to the last hour of class. During this time, students will get a chance to work on two comprehensive practice exercises in a step-by-step process. The exercises will incorporate the features presented in class.

These activities will help to reinforce the concepts presented during the day, and better familiarize students with the Ad Hoc Tool's functionality. It will also help provide a more solid foundation of knowledge for individuals to use the tool on the job. We hope students will benefit from having a more worthwhile training experience.

To register, go to the OFM Training site at <http://www.ofm.wa.gov/training/default.asp>. Sign up for the class "Enterprise Reporting – Introduction to the Ad Hoc Tool."

If you have any questions, please contact the ER Help Desk at 360-664-7791 or OFMEnterprisereporting@ofm.wa.gov.

A SAMPLING OF PHIL TAYLOR'S MAJOR ACHIEVEMENTS

- The implementation of DRS provides agencies quick response to vendor inquiries and verification of payments to vendors. DRS is accessed by agency personnel about 10,000 times per month.
- Partnered with the Office of Minority and Women's Business Enterprises (OMWBE) to create the current OMWBE Reporting System. The new reporting system incorporated electronic reporting by agencies, eliminated paper reporting, and reduced agency staff time to prepare OMWBE reports.
- Developed the IRS 1099 Reconciliation Reports.
- Converted the IRS 1099 pre-printed forms to computer generated forms saving over \$2,000 per year. The computer generated forms also enabled agencies to control their own printing of the forms.
- Helped initiate the IRS taxpayer identification number (TIN) matching process at OFM, including yearly bulk TIN matching of agency IRS 1099 records.
- Developed the Purchasing Administration Fee report at the request of the Office of State Procurement. The report is used by agencies to help them negotiate the yearly fee they pay to the Office of State Procurement.
- Helped develop online view screens for agency use to view records in the AFRS history file, the document file, and the warrant file. This has decreased customer calls because they can directly access more information instead of calling the AFRS helpdesk.
- The implementation of the DRS, the OMWBE Reporting System, and continuous emphasis on IRS 1099 reporting caused the use of vendor records and taxpayer identification numbers to go from very little use to dominant use.

Accounts Receivable Replacement and Expanded Enterprise Solution

OFM's Solomon Accounts Receivable (AR) System has been implemented since 1998. The system is aging with six of the seven technologies being out of date and no longer supported by the various technology vendors. We recently began exploring options for an enterprise accounts receivable solution. A recent survey noted that while only eight agencies use the OFM accounts receivable system today, at least 29 agencies are using internal solutions to meet this business need. Over one-third of these agencies have a need for a better product and almost all respondents said they would benefit from an enterprise AR solution.

OFM met with a customer group on June 10 and discussed options to address the AR aging situation. The group also discussed the needs, risks, barriers and benefits associated with a statewide enterprise solution.

OFM is committed to leveraging information technology solutions efficiently across state government as well as identifying and implementing initiatives that streamline business policies and processes. We are seeking approval to conduct a Feasibility Study/Gap Analysis in Fiscal Year 2009 to support proposal and development of a new enterprise solution to potentially begin in the 2009-11 Biennium. This feasibility study will help determine the best approach to move forward.

Please contact Dan Bode at 360-664-7877 or daniel.bode@ofm.wa.gov if you are interested in participating in the Feasibility Study or your agency wishes to support or contribute to the study.

HIGHLIGHTS FROM JUNE 10 AR MEETING

- A few current AR agencies may not have resources to pursue their own internal accounts receivable system if OFM discontinues supporting AR.
- Agencies discourage using manual process such as Excel since it provides no audit trails for changes made to the spreadsheets.
- Some agencies expect OFM to continue providing a statewide enterprise solution that can encompass the larger area of a customer's need for a revenue system including invoice creation, accounts receivable management and cash receipting.
- A couple agencies having multiple internal accounts receivable systems trying to pursue their own single solution in the past feel that it would be challenging to reach an enterprise solution.

CHECK OUT THESE IMPORTANT LINKS

OFM Training Registration

OFM provides training to state agency staff on various state administrative and accounting activities and financial systems.

If you are within the state intranet, go to <http://www.ofm.wa.gov/training/default.asp>.

If you are outside the state intranet, go to <https://fortress.wa.gov/ofm/classes/swt/training.asp>.

State Administrative and Accounting Manual (SAAM)

This manual provides control and accountability over financial and administrative affairs of Washington State, and assists agencies in gathering and maintaining information needed for the preparation of financial statements. Please visit the website at <http://www.ofm.wa.gov/policy/default.asp>.