



# The Connection

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

## Time, Leave and Labor Distribution System Project

One more effort sponsored by the Roadmap Program is complete. As many of you know, the Time, Leave and Labor Distribution (TLLD) system project team has been hard at work completing detailed system requirements and a feasibility study.

This effort involved collaboration between WSDOT and DNR. DOP, DIS and OFM played key roles as well.

The project also reached out to fiscal, IT and other agencies' payroll offices. They provided valuable analysis and input. These agencies included:

- Department of Social and Health Services
- Department of Corrections
- Washington State Patrol
- Employment Security Department
- Department of Ecology
- Department of Health
- Office of the Attorney General
- Department of Agriculture
- Office of Financial Management
- House of Representatives
- Senate

Congratulations to all who participated! They have a great product to show for their efforts. To see the complete study and detailed requirements, go to the Roadmap News web site at <http://www.ofm.wa.gov/roadmap/news.asp>.



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## 22 Years of Excellence in Financial Reporting!

The state of Washington received its 22nd consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2008 Comprehensive Annual Financial Report (CAFR). 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 GFOA's Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) has been promoting the preparation of high quality financial reports since 1945. More than 3,600 governments participate in the program each year.

The Certificate Program is specifically designed to encourage state and local governments to prepare and issue a CAFR of the highest quality. The program also allows the public finance profession a welcome opportunity to recognize those governments that have, in fact, succeeded in preparing a high quality CAFR. This recognition can be viewed as a positive factor by credit rating agencies and by others interested in the professionalism of a government's finance function.

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

To view the Fiscal Year 2008 CAFR, please visit our web site at <http://www.ofm.wa.gov/cafr/2008/default.asp>.

## The Fiscal Note System (FNS)

Last year the Fiscal Note System (FNS) was converted to a newer web-based technology. The 2009 legislative session put the new FNS through a vigorous test, but our post-session feedback from customers has been quite positive. Customers also made recommendations for minor enhancements and identified some opportunities to streamline process beyond the current functionality.

We are currently implementing many of these recommended modifications to the system and are preparing it for the upcoming legislative session. We think you'll like the changes, and encourage you to continue sending any additional comments and suggestions to us.

If you have any questions or concerns, please feel free to contact the Budget Portfolio Help Desk at: 360-725-5278 or [ofmbass@ofm.wa.gov](mailto:ofmbass@ofm.wa.gov).

## See What's New in the Budget Reporting System

Check out the new look and feel of the Budget Reporting System (BRS)!

Have you required extra assistance from your own IT staff to get the Budget Reporting System Version Reports or Budget Development Reports to run? If so, we heard your concerns and upgraded this system to prevent those frustrations. If you haven't, we still think you'll like the updated look and more user-friendly system.

The user documentation is updated and available through the BASS Help screen at [http://bass.ofm.wa.gov/BASSLOGON\\_PR/logon.aspx](http://bass.ofm.wa.gov/BASSLOGON_PR/logon.aspx), then select BRS. If you need assistance, contact us at: 360-725-5278 or [ofmbass@ofm.wa.gov](mailto:ofmbass@ofm.wa.gov).

## New TEMS Reports

Three new Travel and Expense Management System (TEMS) reports have been added to the Enterprise Reporting (ER) inventory and are now available.

- **TEM005 - Out of State Travel Report** displays information regarding trips to destinations outside of Washington state.
- **TEM006 - Out of Country Travel Report** displays information regarding trips outside of the United States.
- **TEM007 - Returned Reimbursement Request Report** displays information regarding reimbursement requests that have been "Returned for Changes" or "Denied."

These reports are only available through ER in the TEMS folder. Please contact the AFRS Help Desk at: 360-664-7725 or [AFRSHelpDesk@ofm.wa.gov](mailto:AFRSHelpDesk@ofm.wa.gov) for more information on how to access ER.

Another new report, **TEM008 - Destination Report**, will be available October 1. This report displays information regarding trips by selection of destinations.

If you have any questions about TEMS, please contact the TEMS Helpdesk at: 360-664-7750 or [Travelhelp@ofm.wa.gov](mailto:Travelhelp@ofm.wa.gov).

## GAAP Update by Live Web-Stream November 5, 2009

This year, the Government Finance Officers Association (GFOA) is offering the 14th Annual Governmental GAAP Update via Live Web-Stream on Thursday, November 5, 2009, from 10:00 am – 2:00 pm (PST).

The event will recap the past year's major developments in accounting and finance reporting, without the time and expense of travel. This means you can listen and watch the program on your desktop without leaving your office!

Sign up with your colleagues and save with group discounts. Early registration ends October 5, 2009.

For more information and to register, visit GFOA's web site at [www.gfoa.org](http://www.gfoa.org).

## Upcoming FREE Audio Conferences

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

### 2009

- Oct. 7 Internal Controls for Auditors, Management and Staff: Making Government Organizations More Effective
- Nov. 18 Auditors' Role in Government Performance Measures
- Dec. 16 Latest Trends in Occupational Fraud

### 2010

- Jan. 13 Internal Controls
- Feb. 10 Understanding IT Audits for Program Managers and Auditors
- Mar. 3 Fraud
- Mar. 24 Suggested Guidelines for Voluntary Reporting: Sharing the Government's Story Using Non-Financial Resources
- Apr. 21 The Latest Tools and Techniques for Auditors
- May 19 Ethics

2 CPE credits will be offered for each audio conference.

All audio conferences are scheduled for 11:00 am to 12:50 pm (PST). For audio conference locations and to register, visit the AGA – Olympia Chapter's web site at: [www.aga-olympia.org](http://www.aga-olympia.org).

## Travel Policy Update

We have revised Chapter 10: Travel (<http://www.ofm.wa.gov/policy/10.htm>) of the State Administrative and Accounting Manual (SAAM), effective October 1, 2009.

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

## Check Out These Important Links

### 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. To view the entire manual, please visit the web site at <http://www.ofm.wa.gov/policy/default.asp>.

### 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>.