



The Connection

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

Changes, Changes...

At OFM, more is changing than just the seasons. Change seems to be the new routine for us.

- In August, Statewide Accounting moved from Capitol Court to the fourth floor of the Insurance Building. While this move was literally just across the street, it affords us the opportunity to collocate with our OFM colleagues in Facilities Oversight and Budget. We've settled into our new space and already it feels like home. Our phone numbers and mail stop did not change.
- On October 1, the staff of the new Human Resource Policy Office and the Office of the Chief Information Officer became part of OFM. This move combines policy development and oversight of human resources and information technology with OFM's existing budget, accounting, forecasting, labor relations and policy divisions.
- Also on October 1, OFM's Information Services, Risk Management, Contract Services and Small Agency Client Services became part of the new Department of Enterprise Services. We are confident that the close working relationships that we have developed over the years with the staff of these units will bridge to the new agency and that together we will continue to provide quality service. For more on the information services move, continue on page 5.



24 Years of Excellence in Financial Reporting!

The state of Washington was awarded its 24th consecutive Certificate of Achievement for Excellence in Financial Reporting for its Fiscal Year 2010 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 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 contributed to the production of the CAFR. We thank you for your continuing dedication to this endeavor.

To view the Fiscal Year 2010 CAFR, please visit OFM's website at: <http://www.ofm.wa.gov/cafr/2010/default.asp>.

SAAM Update

Since the last issue of *The Connection*, several chapters in the *State Administrative and Accounting Manual (SAAM)* were updated.

In June, Chapter 95, Federal Assistance Reporting, was updated to reflect critical federal year-end reporting requirements as well as modifications to federal audit clusters included in the March 2011 OMB A-133 Compliance Supplement, Part 5. This update became effective June 30, 2011. For a complete list of changes to Chapter 95, refer to **OFM Directive 11A-07**.

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Economic Feasibility Study – New Forms Available

Washington State agencies have been actively pursuing electronic payment applications in order to increase efficiency or respond to customer requests. By law, acceptance or disbursement of electronic payments by state agencies must be economically feasible and approved by OFM prior to implementation. (Refer to RCW 43.41.180)

In order to determine whether an agency's electronic payment application is economically feasible, OFM reviews an Economic Feasibility Study (EFS) prepared by the agency. Previously agencies were asked to provide a cover letter, a business case, and Excel spreadsheets. Although certain items were required to be included in the EFS, there was no standard format for these items.

OFM has streamlined the EFS process by creating the "Business Case" form and the "Cost Benefit Analysis" form. The Business Case form asks a series of questions to provide the necessary details for a proposed project. The Cost Benefit Analysis form presents the categories for displaying the dollar amounts associated with a proposed project. These forms were designed to standardize and simplify the collection of information necessary to review an EFS. This means that completing an EFS should be easier and less time consuming for agencies.

The new Business Case and Cost Benefit Analysis forms can be found on OFM's E-Commerce Resources website at <http://www.ofm.wa.gov/resources/ecommerce.asp>.

Chapter 40 of the *State Administrative and Accounting Manual* was revised to reflect these changes, effective October 1, 2011.

For more information, contact Pam Valencia at 360-725-0194 or email pam.valencia@ofm.wa.gov.

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SAAM Update

In July, Chapter 15, Personal Service Contracts, was updated in accordance with HB 1770, increasing the minimum threshold required for advertising on Washington's Electronic Business Solution (WEBS) to \$10,000. This change became effective on July 22, 2011. Refer to **OFM Directive 11A-08**.

In August, a new subsection was added to Chapter 15, Personal Service Contracts, in accordance with E2SHB 1371 (Sec. 60), which prohibits agencies from entering into personal service contracts with members of any agency board, commission, council, committee, or other similar group formed to advise the activities and management of state government where such contract is for services related to work done as a member of the agency board, commission, council, committee or other similar group. This change became effective August 24, 2011. Refer to **OFM Directive 11A-09**.

Recently, SAAM was updated in a number of areas effective October 1, 2011. Most notably, the state adopted the U.S. General Service Administration's rates for lodging and meals for several Washington state locations. The most significant change was a reduction in the allowable daily meal rate for Kitsap County of \$20, from \$66 to \$46. For a complete list of key changes in the October SAAM update, refer to **OFM Directive 11A-10**.

The passage of ESSB 5931 resulted in significant changes to the state organizational structure. The Departments of General Administration, Information Services, Personnel and the Public Printer were eliminated. The functions performed by these agencies as well as some performed by the Office of Financial Management (OFM) were assigned to the newly created Department of Enterprise Services and Consolidated Technology Services, as well as to OFM. Because of the level of change involved, with the exception of Chapter 75, we were not able to update SAAM to change policy references from the old agencies to the new ones. It is anticipated that all references will be revised with the January 1, 2012, SAAM update.

Subobject Required in January 2012

In the summer issue of *The Connection*, there was an article titled, “Changes to Payment Transaction Codes.” This article covered the upcoming requirement that all expenditure-related AFRS payment transactions will require a subobject effective January 2012. The article indicated that this change will include Inter-Agency Payment (IAP) transaction codes (TCs) and that we would be providing more information about which TCs will be changing to require a subobject.

Below is a list of the TCs that will be changed and will require a subobject effective January 2012:

Regular Payment TC	Inter-agency Payment TC	Subobject Field (Current)	Subobject Field (as of January 2012)
n/a	629#	Optional	Required
n/a	649#	Optional	Required
557*, 446	648*, 667	Optional	Required
577*, 466	647*, 665	Optional	Required
955^	642#	Optional	Required
957	n/a	Optional	Required
960^	624#	Optional	Required

*	These TCs were replaced due to GASB 54 changes and will be eliminated.
^	Similar TCs 951 and 968 are available for non-expenditure type payments. These TCs accept limited variable GLs and do not allow a subobject.
#	Our plan is to discuss these TCs with the Enterprise Payment Services Agency Advisory Group to determine if alternate TCs that do not allow a subobject are needed as well.

The purpose of this change is to facilitate reporting for the IRS and OMWBE, for determining eligibility for 3% withholding, and to provide better transparency on payments for the state’s vendor checkbook. Please refer to the summer issue of *The Connection* for more details.

We encourage agencies to implement this change before January 2012 if possible and applaud those who already have!

For more information about the related projects, visit OFM’s Administrative & Accounting Resources website at <http://www.ofm.wa.gov/resources/default.asp>. Click on Enterprise Payment Services or Vendor Checkbook resources. Please address any questions about this change to your assigned OFM accounting consultant.

New Training Registration Process

Beginning October 1, 2011, all training offered by the Office of Financial Management (OFM) and the Department of Enterprise Services (DES) will be managed through the Learning Management System (LMS). State agency staff will use LMS via the eLearning website (<http://elearn.dop.wa.gov>) to register for training. Please use this **LMS Registration Guide** for reference.

The training is organized into two separate categories in LMS:

- **DES:** Systems and Contracts training previously conducted by OFM's Information Services Division (ISD) and Contract Services is now categorized under DES since OFM's ISD and Contract Services became part of DES effective October 1, 2011.
- **OFM:** Statewide financial and administrative policy and procedure classes are still conducted by OFM's Statewide Accounting unit.

Along with the new training process, we also have a new training facility. Unless otherwise specified, most of the DES and OFM training will be conducted in the Training Center located in the 1500 Jefferson Building in Olympia.

Please refer to the following documents for more details about the location, direction, transportation, and parking information:

- Map and parking information for the 1500 Jefferson Building and the entire Capitol Campus can be found at http://www.ofm.wa.gov/training/jefferson_map.pdf.
- Training participation information for the new training facility can be found at http://www.ofm.wa.gov/training/jefferson_info.pdf.

For more information about the new training registration process, please visit the OFM Training website at: <http://ofm.wa.gov/training/default.asp>.

We appreciate your patience and understanding as we streamline this new process. If you have any questions, please contact the Training helpdesk at 360-725-5280 or email traininghelpdesk@ofm.wa.gov.

IRS Training

We are pleased to announce that the following training classes will be offered:

November 9 IRS Form 1099 and Backup Withholding Procedures
9:00 am – 3:00 pm

December 8 Advanced IRS Forms Reporting
9:00 am – 3:00 pm

At this time, both classes are scheduled to be held in the 1500 Jefferson Building in Olympia.

We are very fortunate that trainers from both the IRS and Social Security will be presenting these sessions again this year.

To register, please go to the OFM Training website at: <http://www.ofm.wa.gov/training/default.asp>. If you have questions about these classes, please contact Steve Nielson at 360-725-0226 or email steve.nielson@ofm.wa.gov.

Upcoming FREE Audio Conferences

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

2011

- Nov. 2 Major Challenges to the Public Sector Auditing Profession
- Dec. 7 Using Performance Information to Drive Performance Improvement

2012

- Jan. 11 Getting a Handle on Internal Controls
- Feb. 8 Financial Management
- Mar. 7 Data Mining
- Apr. 18 Find Strengths in Numbers: Sampling Techniques to Improve Financial Audit, Control and Program Performance
- May 9 Fraud
- May 23 Ethics
- June 6 Performance Management

All audio conferences are scheduled for 11:00 am to 12:50 pm (PST). 2 CPE credits are offered for each audio conference.

For audio conference locations and to register, visit the AGA-Olympia Chapter's website at <http://www.aga-olympia.org>.



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As part of the consolidation to the Department of Enterprise Services, OFM's Information Services Division moved from the Tumwater location to the 1500 Jefferson Building in Olympia in August. Staffs providing helpdesk support for statewide financial systems, such as AFRS, TALS and the statewide vendor/payee services, were part of this move.

As a result of the move, phone numbers for the Accounting Systems and Statewide Vendor/Payee Services helpdesks changed. The Budget Systems and Training helpdesk numbers remain the same. For assistance on Enterprise Reporting, please contact the Accounting Systems helpdesk for accounting-related data or Budgeting Systems helpdesk for budgeted-related data.

Helpdesks	New Phone No.
Accounting Systems (The helpline numbers for AFRS, AR, Contracts, TEMS and Accounting Reports have been consolidated into one number)	360-407-8182
Statewide Vendor/Payee Services	360-407-8180
Budgeting Systems	360-725-5278

The old helpdesk phone numbers will roll forward to the new numbers for a period of time to allow us to update all necessary system screens and documentation. The new system helpdesk numbers have also been posted on the OFM website at <http://ofm.wa.gov/isd/syscontact.asp>.

Our email addresses will remain the same for now and our new physical address is:

1500 Jefferson Street SE
Olympia, WA 98507
MS: 41408

EPS Project Update

We have been reporting on the Enterprise Payment Services (EPS) project in *The Connection* since EPS was launched by OFM last year. The project is steadily progressing through the design phase. Below is a summary of activities the EPS project team is currently focusing on.

EPS positioning activities. There are some changes needed in the Agency Financial Reporting System (AFRS) to prepare for 3% withholding. Implementation of these changes is targeted for early 2012. This will give agencies a chance to get accustomed to the modifications prior to the implementation of the 3% withholding requirement, which was delayed until January 2013.

1. In order to link vendor payments to the associated 3% withholding payment to the IRS, there will be a change in certain system-generated batch types:
 - AFRS will no longer generate batch types WW (warrant wraps), WC (automated warrant cancellations), and WS (SOL cancellations). Instead, the warrant wrap and cancellation batches will carry the exact same batch ID (batch date, batch type, batch number) as the original payment batch.
 - A one-digit field will be added to each transaction to indicate the transaction type such as warrant wrap, cancellation, 3% withholding, etc.
 - Batch type security will be modified to incorporate the new transaction type indicator. Current security will be automatically converted to the new security to the extent possible.
2. Pseudo vendor numbers (VOD0 or VOD1) will no longer be allowed when making payments:
 - Best practice is to establish a vendor/payee record for every payment. Vendor/payee records provide consistency and efficiency and, in AFRS, they facilitate reporting (OMWBE, transparency, IRS 1099-MISC) and will be an important component of the 3% withholding process.
 - However, there are certain types of payments for which establishing vendor/payee records does not make sense. A common example for many agencies is revenue refunds. These are one-time payments that are not subject to 3% withholding or 1099 reporting. To accommodate these payments as well as exceptions to the 3% withholding rules, there will be a new field called "exception code." Each exception code will have its own rules about when it can be used. For example, the refund exception code will require specific general ledger codes on the transaction.
3. Agency vendor file conversion:
 - Over 100 agencies' AFRS vendor files have been converted to the statewide vendor file (SWV). We are continuing to work with a few remaining agencies.
 - We are also working with a number of agencies that have vendor files outside of AFRS, converting their external vendor files to the statewide vendor file. This work is proceeding at a deliberate pace in order to ensure that, as we convert the data from one application source to another, the data continues to be viable to agencies.

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Hot EPS issues. The following important issues surfaced during vendor file conversion. The EPS team is currently working to develop requirements, strategies and solutions for these issues:

1. Payees with no taxpayer identification number (TIN): Will they be included in the statewide payee database? Will they be able to access the payee portal to update their record and/or view payments?
2. Client records: Who will be responsible for maintaining the records? What are the rules around requiring client TINs (social security numbers) and access to that information?
3. Vendor file downloads: Will agencies with internal systems continue to receive vendor information from AFRS? Now that the SWV file is so large, how can they limit the records they receive to the vendors/payees they use?
4. The team is also working on a solution we call "Ownership/Interest" to deal with the issues of maintaining client records and limiting SWV file downloads. Basically, the solution will (a) allow agencies to indicate which vendors they have an "interest" in and (b) provide an "ownership" indicator on client records. This solution will be done in two parts. The short-term solution, which will be another positioning activity, will provide the ownership and interest fields in AFRS. The long-term solution will provide the actual functionality associated with these indicators.
5. The maintenance of the client records is tied to the "ownership" solution. In the short term, the SWV Unit will be responsible for manually adding and maintaining client records based on information received from the owner agency. The tentative long-term solution is to provide automated update capability by the owner agency.

Training and communication. There are many aspects to the EPS project that agencies and the vendor/payee community need to know about. For example, we want all agency personnel to be well informed and thoroughly trained on the parts of the project that affect their jobs. The vendor/payee community also needs to be informed of changes (3% withholding) and opportunities (payee portal). To address these needs, we have formed a work group to begin developing a training and communication strategy. We intend to use a variety of mechanisms to disseminate information both internally and externally including *The Connection*, Listserv, email, user documentation, remittance advices, U.S. mail, and websites. In addition, we will develop new classes and/or update current classes to include EPS-related information, as appropriate.

3% withholding repeal efforts continue at the federal level. Our understanding is that a repeal vote, if any, will not take place until early next year. Because there are no guarantees that it will be repealed, the EPS project continues to move forward assuming that the 3% withholding requirements will be effective January 1, 2013.

A number of the above topics and more will be discussed at the next EPS Agency Advisory Group meeting which is planned for October 17, 10:00 am – 12:00 pm at the Columbia Room in the Legislative Building.

For more information about the EPS project, refer to OFM's EPS Resources website at <http://www.ofm.wa.gov/resources/eps.asp>; or contact Ann LaRue at 360-725-0222 or email ann.larue@ofm.wa.gov.

Additional information will be added as it becomes available.

Statewide Vendor/Payee Consolidation and New Features

The statewide vendor/payee desk is finalizing compilation of the centralized vendor/payee file – only 5 agencies yet to make the transition. You will notice the use of “vendor/payee” on our documents. We are changing from the term “vendor” to the more generic “payee” because agencies make payments through AFRS to employees (non-payroll) and clients as well as vendors. To facilitate the transition, we’ll use vendor/payee for now and switch over to payee sometime in the future.

Here are three new things you should know about processing payments through AFRS:

1. **New vendor/payee registration.** A small focus group helped us streamline the format, look and feel of the Statewide Payee Registration form. This new registration form with updated instructions is now in place for vendors/payees to use. For the new registration form and to obtain more information about vendor/payee registration, please visit the OFM website at <http://www.ofm.wa.gov/isd/vendors.asp>.

The registration form and signed W9 are required for new vendors/payees or for changes to existing vendor/payee records. In both cases, we require that vendors/payees complete the entire form to avoid delays in processing the registration form. It is now policy that vendors/payees must sign the direct deposit certification and the W9.

2. **Request regular warrant or single warrant.** Did you know that you can now request a regular warrant for a vendor/payee that normally receives ACH payments or inserted warrants, and that you can request a single regular warrant for each payment transaction?

A new field “REQUEST REGULAR WARRANT” was added to the following AFRS input screens:

- GENERAL ACCOUNTING TRANSACTION INPUT (IN.1.1)
- EXPENDITURE ACCOUNTING TRANSACTION INPUT (IN.1.2)
- EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT (Browse from the IN.3 screen)

Here is how the process works:

- Valid values on the Request Regular Warrant field are:
 - o R = Regular warrant
 - o S = Single warrant
 - o Blank = Defaults to the payment method indicated by the statewide vendor/payee record
- A vendor/payee with multiple payment transactions entered in AFRS can have one or more transactions marked with an “R.” Multiple transactions marked with an “R” to the same vendor/payee within the same batch will be summarized to produce one regular warrant, and a single transaction with an “R” will produce a regular warrant for that particular transaction.
- When a vendor/payee has multiple transactions entered in AFRS, an agency can request a single regular warrant for each transaction entered by marking each transaction with an “S.” The transaction(s) marked with an “S” will not be summarized with any other payment transactions to the same Vendor/Payee within the same batch. **Master indexes cannot be used with this code.**

If you have any questions about this new AFRS feature, please call the Accounting Systems helpdesk at 360-407-8182 or email afrshelpdesk@ofm.wa.gov.

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- 3. Vendor/payee confirmation email.** Our registration process has been modified to send the vendor/payee a registration confirmation via email. All we need is a valid email address and once the registration is processed the vendor/payee will be sent an email confirmation which contains their statewide vendor number (e.g. SWV0120360-00). The vendor/payee will then be able to communicate this number to the state agency they are receiving payments from. The vendor/payee will also receive an email notification of any changes made to their record.

Tips Regarding Foreign Vendors/Payees

Washington state agencies make payments to foreign vendors/payees. Foreign vendors/payees may or may not be required to provide a tax identification number (TIN). However, all foreign vendors/payees are required to fill out a W-8 or Form 8233 to establish their foreign identity. Following is guidance on when to require foreign vendors/payees to provide a valid US TIN:

1. If the foreign entity has a physical presence in the US and is supplying a good or service, the appropriate IRS form must include a US issued TIN.
2. If the foreign entity has no physical presence in the US and is providing a service within the US, the appropriate IRS form must include a US issued TIN.
3. If the foreign entity has no physical presence in the US and is supplying goods or materials, the appropriate IRS form does not require a US issued TIN.

If the foreign vendor/payee meets #1 or #2 above, have them fill out a vendor/payee registration form and attach the appropriate W-8 or Form 8233 with their registration. For the most current registration form and to obtain more information about vendor/payee registration, please visit our website at <http://www.ofm.wa.gov/isd/vendors.asp>.

If the foreign vendor/payee meets #3 above, have them fill out the appropriate W-8 or Form 8233 and use V0D1 to process payments to them. Be sure to keep the W-8 or Form 8233 for your records.

The following forms are used by foreign vendors/payees:

- **Form W-8IMY** - Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding.
- **Form W-8EXP** - Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding.
- **Form W-8BEN** - Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding.
- **Form W-8ECI** - Certificate of Foreign Person's Claim That Income Is Effectively Connected With the Conduct of a Trade or Business in the United States.
- **Form 8233** - Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual.

If you have questions, call the Vendor/Payee helpdesk at 360-407-8180 or email payeehelpdesk@ofm.wa.gov.

Backup Withholding Notices (B-Notices)

Internal Revenue Code requires a payer to request a payee's correct TIN and include it in any information returns filed with IRS. Any reportable payments are subject to backup withholding if the payee does not provide a correct TIN to the payer. The payer is required to withhold 28% of a reportable payment if the correct TIN is not provided at the time of payment.

All vendors/payees that are added to the statewide vendor/payee file are being TIN-matched weekly with the IRS to ensure the integrity of the vendor/payee file.

A B-Notice is a backup withholding notice. We started sending B-Notices on a weekly basis to vendors/payees that received a TIN mismatch from the IRS. The vendor/payee has 30 business days from the date of the notice to correct the TIN mismatch. After 30 days, if not corrected, we will block the vendor/payee record so it cannot be used to make a payment.

Look for an announcement regarding a report for blocked vendors/payees and those who have received B-Notices in the Enterprise Webi.

Service Commitment to Systems Users

We have now posted a Service Commitment to Users of OFM Systems document on OFM's website. This document can be found at http://www.ofm.wa.gov/isd/rates/Service_Commitment_to_Users_of_OFM_Systems.pdf.

This document describes:

- What systems and support services are covered by the rates.
- What you can expect in response times, data security and disaster recovery.
- Communication you can expect from us and how to contact us.
- Ideas on how to help keep costs down

We would love to hear your feedback on how to improve this document.

Coming Soon: Customer Advisory Board

This fall, a Customer Advisory Board will be established to advise OFM and DES on enterprise financial system-related needs.

The Board will be comprised of the chief agency officers with responsibility for accounting, budget and administrative operations. The Board will:

- Advise OFM and DES on changing agency business drivers.
- Provide system enhancement and development investment priorities.
- Actively participate in state government IT strategic planning.
- Identify expected levels of system support services.
- Assist in the development of policy, processes and practices that facilitate implementing enterprise financial solutions that provide net benefit to the state.

Such a board will help ensure enterprise financial systems are selected and maintained to best meet the business needs agencies and state government. Stay tuned for more information later this year.

2011-13 Rate Structure

OFM worked with agencies during the summer of 2010 to develop a new rate structure for financial, budget, reporting and administrative systems. The following rate structure is effective as of July 1, 2011 to recover the costs for these systems.

Rate Type	Rate	Description
Warrant Fee	\$0.46 per warrant	These rates remain unchanged from the 2009-11 biennium and cover the printing and consolidated mail services costs for processing and mailing warrants.
Inserted Warrant Fee	\$0.55 per warrant	
Transaction & Usage Fee	\$0.011 per unit	This fee recovers the mainframe-related costs for AFRS and related systems. Agencies are billed for each transaction—a line of coding processed by AFRS via online entry or batch interface, and for file usage—the number of rows in AFRS files and tables that are stored and available in AFRS for reporting purposes.
Financial Systems Fee	Allocation based on transactions/usage	The budgeted costs related to financial systems will be allocated to agencies each month based on the agency's transaction/ usage volume as a percentage of the total transactions/usage. System costs and services covered by this fee include: AFRS, statewide vendor table and services, Disbursement Reporting, Travel Expense Management, Capital Asset Management, Accounts Receivable, Time Management System, Financial Tool Box, contract management systems
Budget, Policy, Reporting Systems Fee	Allocation based on FTEs (expected charge is about \$8.50 per FTE per month)	The budgeted costs related to budget, reporting and other enterprise systems will be allocated to agencies each month based on the agency's budgeted FTEs as a percentage of all budgeted FTEs. System costs and services covered by this fee include: budget systems, allotment systems, compensation and cost projection systems, forecast systems, fiscal note and legislation tracking systems, performance measurement and GMAP support systems, risk management, enterprise reporting, ad hoc query tools, dashboard and presentation tools

Financial Systems support now provided by the Department of Enterprise Services

The creation of Department of Enterprise Services (DES) on October 1 brings together the support for enterprise financial and administrative systems under one roof. DES now provides the support for:

- All financial, budget, reporting and administrative systems
- HRMS
- WEBS

For now, helpdesk numbers, support levels, and service request processes remain the same as before the consolidation. Over time we expect to see great benefits from the coordinated management and support for these systems.