



The Connection

A QUARTERLY NEWSLETTER REPORTING NEWS & INFORMATION FROM STATEWIDE ACCOUNTING



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Washington Administrative and Accounting Manual (WAAM) Update

As previously reported, Statewide Accounting has been working on drafting the *Washington Administrative and Accounting Manual* (WAAM). WAAM will replace the current *State Administrative and Accounting Manual* (SAAM) when the state moves to Workday. We have a [website](#) where we share **draft** versions of the new WAAM chapters as they are completed.

We are excited to announce that WAAM Chapter 150 - Payables and Disbursements is available for review.

Many of the state's policies regarding payables and disbursements remain unchanged, and therefore WAAM Chapter 150 - Payables and Disbursements includes several sections previously included in SAAM such as agencies' responsibilities, required documentation, and timing of payments. WAAM Chapter 150 also includes policies regarding specific types of expenditures such as moving costs, meals with meetings, coffee and light refreshments, and IT costs.

What is different in the new policy is **how** vendor payments will be processed. Today agencies that use AFRS to make payments either (1) use a transaction code (for example TC 210) to record the transaction in AFRS and initiate a payment to an established statewide vendor OR (2) utilize an AFRS exception code to process a miscellaneous one-time payment.

In the future agencies that make payments in Workday will either (1) create a Supplier Invoice to initiate a payment to an established statewide supplier (vendor) or (2) create a Miscellaneous Payment Request to process a payment to a one-time miscellaneous payee. WAAM Topic 150.30 provides the details about these processes.

We recommend anyone involved in processing payments in AFRS today review WAAM Chapter 150 and the Supplier Functional [Business Process Mapping Package](#) as a first step in understanding the payment process in Workday.

Additional chapters will be shared in the coming months. We will continue to provide updates in *The Connection*, but we also recommend checking the [website](#) occasionally to see if new chapters have been posted.

Agencies are encouraged to review these chapters and submit questions or comments [here](#) so recommendations can be considered prior to finalizing WAAM and before Workday go-live.

Important Dates and Year-end Information

Fiscal year-end close for 2025 is just around the corner! Below are the important year-end dates to keep in mind as you plan your internal activities. The [Year-End Closing resource site](#) has a FY25 closing calendar that can be printed. We will post other year-end resources on this page as they are completed, including the year-end transaction codes and interagency contacts.

Due Date	Reporting Item
June 30	Last working day of the fiscal year; cash cutoff (refer to OST’s closing schedule memo).
July 7	Disclosure Form application opens.
July 24	Send out interagency billings (whether based on actuals or estimates).
July 31	Phase 1 Close Agency accruals recorded. Prioritize interagency receivable/payable reconciliations as many agencies have an early internal close date.
August 22	Phase 1B Close <ul style="list-style-type: none"> • Certain state disclosure forms are due. • Interagency receivable/payable balancing is due. • Pollution remediation site status report is due. • Asset retirement obligation report is due.
September 5	Phase 2 Close <ul style="list-style-type: none"> • Agency adjustments completed. • Remaining State and Federal Disclosure Forms are due (not including certifications). • Disclosure Form application closes. All agency adjusting entries made after Phase 2 require OFM approval.
September 17	State Financial Disclosure Certification form, including attachments, and GL Reconciliation Certification* are due.
February 27, 2026	Federal Assistance Certification form is due.

* New for FY 2025.

If your agency cannot complete some or all of the Phase 1B disclosure forms and tasks by August 22, you will need to request an extension by sending a memo to your assigned OFM Statewide Accountant. The memo should list the items for which an extension is needed and the date by which your agency can complete the forms and tasks. The requested date can be no later than the end of Phase 2 close, September 5, 2025. Remember, to complete the disclosure forms, all AFRS entries related to those forms must be entered first.

Chapters 90, State Reporting, and 95, Federal Assistance Reporting, in the *State Administrative and Accounting Manual* are updated every year to reflect changes in reporting requirements. The Chapter 90 update will be issued in May and Chapter 95 will be updated following the issuance of the federal Office of Management and Budget’s Uniform Guidance. There will only be minor changes to the Disclosure Forms this year. **Watch for our updated training prior to the opening of the Disclosure Form application in July and refer to our training article in this newsletter.**

AFRS Table Roll Schedule

Information about the final AFRS table roll was sent to fiscal officers and designated table roll contacts on March 17, 2025. The table roll will occur in the following four phases:

April 19	Phase 1 – Organization Index and most descriptor tables
May 10	Phase 2 – Program Index and related descriptor tables
June 7*	Phase 3 – Appropriation Index and related descriptor tables
June 14	Phase 4 – Cost Allocation tables

*If Expenditure Authority schedules are not completed by this date, Phase 3 will be run one or more additional times. Check the webpage for dates.

Our [AFRS Table Roll](#) webpage contains a more detailed timeline, a detailed user guide, and a listing of the tables that roll during each phase. There is also information about AFRS table cleanup related to Workday Foundation Data Model mapping along with files for review.

Key upcoming dates will be updated frequently on this webpage. Questions about the table roll can be addressed to Kendra Hanson (Kendra.Hanson@ofm.wa.gov) or Cheryl Hainje (Cheryl.Hainje@ofm.wa.gov).

Workday Required Fields

We know that agencies have a lot of questions about what will need to be included when processing transactions in Workday. While Workday will give warnings and error messages if you don't enter the correct information, we want to help agencies avoid getting those errors when initially entering a transaction in Workday.

To help with that, we have compiled a [Workday Required Fields](#) resource. This resource lists the most common business processes (i.e., supplier invoices, accounting journals, ad hoc bank transactions, etc.) and all the fields in Workday for the user interface, as well as for uploading transactions via an Enterprise Interface Builder (EIB) template. It shows which fields are required, optional, conditional, not allowed, not applicable (N/A), etc., for each type of transaction. There are also some tips in some of the fields that provide guidance about when and what type of information you need to include in those fields. We hope this resource is helpful for agencies.

This [Workday Required Fields](#) resource has been added to the [Workday Resources page](#) on our accounting website. We will continue to update this resource as the project evolves.

WAAM Glossary

The online [Glossary](#) is under construction as Statewide Accounting is currently in the process of adding terms from the *Washington Administrative and Accounting Manual* (WAAM) and Workday. Updates to the glossary will occur several times each month for the foreseeable future.

Accounting Corrections

We have added a new [webpage](#) with resources and templates to assist agencies with various accounting corrections, including prior period adjustments.

The webpage includes:

- A decision tree for determining how to correct errors from prior periods,
- A spreadsheet to request beginning balance adjustments for material errors from prior periods,
- In-process reconciliation (GLs 7110-7140, 9920) resources,
- A belated claims template, and
- T-account templates.

Let Anna Quichocho (Anna.Quichocho@ofm.wa.gov) know if there are other resources we should add.

Fiscal Year-End is Around the Corner – NOW is the Time to Prepare

The end of the fiscal year will be here soon, and there are actions you can take now to prepare and make the close-out process much easier.

- **Reconciliations.** Agencies will again need to certify that all of your reconciliations are complete when you submit the State Financial Disclosure Certification this year. If you're caught up on your GL reconciliations, GREAT JOB! If not, it is time to start working on them. Remember that the reconciliations are not complete until any needed corrections have been made. Getting these up to date now will eliminate many of the exceptions you see every month and should save time at year-end.

If you need help getting started,

- Reach out to your OFM Statewide Accountant for some one-on-one assistance.
 - Attend the [GL Reconciliation: Basics class](#)
 - Check out the resources on the following websites:
 - [General Ledger Reconciliation](#)
 - [Payroll Reconciliation](#)
- **Interagency payables/receivables.** If your agency has not resolved issues from last year, please reach out NOW to the other agencies and, if needed, include both agencies' OFM Statewide Accountant.

We will publish the interagency receivables and payables contact list on the [Year-End Closing resource site](#) in June. The purpose of this list is to identify contacts within each agency to be used when balancing the interagency due to/due from general ledgers at fiscal year close. Be on the lookout in May for an email requesting updated contact information.

- **Unbalanced In-Process.** This report should be reviewed and worked on daily or, at a minimum, weekly.
- **Schedule/assignments.** Update your detailed schedules of all year-end activities and deadlines, including staff who are responsible for each task. If you don't have a schedule, NOW is a great time to develop one or reach out to a peer in another agency and ask if they will share theirs as a starting point.
- **Communications.** Start drafting and sending out reminders to agency staff about key cut-off dates for submitting travel reimbursement, invoices for FY25, budget expenditure transfers, etc.
- **Sign-up for Fiscal Year-End Training.** The four-hour Workshop and two-hour Update classes are scheduled, and you and your staff can sign up for them in The Learning Center. See the Upcoming Training article on page 7. The on-demand versions of these training classes will be posted by the beginning of June on [our website](#).

We understand that everyone is very busy, especially with staff turnover, vacancies, and Workday preparations. We know, it's A LOT. This is even more reason to start early so you leave yourself plenty of time to get your GLs cleaned up and ensure your FY25 activity and balances are accurate.

Common General Ledger Reconciliation Issues

Agencies were required to submit a Certification of Completion of General Ledger Reconciliations for FY24 by December 31, 2024. As a follow-up to this, Statewide Accounting has been reviewing agency reconciliations for completeness and to ensure they are effective reconciliations. This has brought some common issues to our attention, and we have addressed some of these below.

Many of the resources referenced below are on our [General ledger reconciliation](#) webpage.

- 1. Knowing which General Ledgers (GLs) are required to be reconciled and the frequency of the reconciliations.**
 - ✓ The file we sent your agency when requesting the certification contains all the GLs that should be reconciled for your agency.
 - ✓ The GL reconciliation webpage has a section called SAAM reconciliation requirements that provides lists of GLs along with additional information.
 - ✓ It is best practice for reconciliations to be completed monthly. If that can't be done for all funds/GLs, focus on the GLs with the largest balances and/or most activity monthly and do the remaining GLs quarterly.

- 2. How to perform reconciliations and document the results.**
 - ✓ This topic is a little more than we can cover in a brief article, but please understand this: While a GL activity report from ER or Webi may be used in a reconciliation, it is not, in and of itself, a reconciliation.
 - ✓ We have resurrected our 2-hour [GL Reconciliation: Basics](#) class which teaches the fundamental concepts and provides practice exercises.
 - ✓ Other resources can be found on the GL reconciliation webpage. This includes some specific examples, templates, and instructions; and, links to the [Payroll Reconciliation](#) resource site and to eLearning classes related to GL reconciliations.

- 3. Having complete procedures for reconciliations.**
 - ✓ We strongly encourage agencies to work on writing or updating procedures as GL reconciliations will not go away with the implementation of Workday.
 - ✓ We noted some "procedures" provide the basic steps, such as: run this report, copy this amount from here to there, etc. Those steps might be necessary to include, but information about what is being done and why it is being done is also essential. The "what" and the "why" won't change when the reconciliation is done in Workday, so procedures written with that in mind will be useful now and in the future.

- 4. GL 5111 – Accounts Payable reconciliation challenges.**
 - ✓ Again, the GL reconciliation webpage has a template — along with instructions — designed to simplify this reconciliation and complete it for all funds at one time. Try it out!
 - ✓ Most transactions that flow through GL 5111 will automatically clear (examples are payment transactions cleared by the automated "wrap" transactions; batch type X transactions cleared by batch type Y). So, focus on the "manual" transactions (i.e., those that do not clear automatically), track them at the level of detail (such as contract, invoice, vendor) at which they were accrued, and be sure they are manually cleared when appropriate.

- 5. Reconciliations missing key information elements.**
 - ✓ It is common for certain GLs to have amounts that do not clear within a short period of time. (Examples of this are GL 1619 – Other Receivables and GL 5191 – Deposits Payable.) We noticed some reconciliations for these types of GLs had no information about when an amount was initially recorded and when it was expected to be liquidated. It seems this would make it difficult to know when to follow up on an amount, and we recommend including this information.

Finally, we want you to know that you are not alone. Statewide Accounting is here to support you. Please contact your [assigned OFM Accountant](#) if you have ideas for information or examples we should add to our resource site or if you have questions about specific reconciliations you are working on.

GASB Standards for FY 2025

Below is a summary of the GASB Standards we will be implementing for fiscal year 2025 reporting.

GASB Statement No. 101, *Compensated Absences* updates the recognition and measurement guidance for compensated absences by:

- Requiring liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means.
- Establishing guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements.
- Amending the existing requirement to disclose the gross increases and decreases in a liability for compensated absences to allow governments to disclose only the net change in the liability.

OFM is currently working on updates to the calculation of the compensated absences liabilities for agencies that use HRMS. In addition, we are working directly with agencies that have their own leave systems to assist them with implementing this change.

This year, OFM will record beginning balance adjustments to the June 30, 2024, liability balances based on GASB's new definition of compensated absences liabilities. We expect to begin making these adjustments in May. The state's liabilities for sick leave and other leave types will be increasing as we must now include leave balances expected to be used as leave, not just balances expected to be cashed out as previously required. As a result, we must also include additional leave types such as personal holidays and exchange time.

The other change agencies will see is to the memo we send each year in early August, which will now provide the net change in the liabilities. Agencies will no longer have to separately record the increases and decreases in the liabilities.

GASB Statement No. 102, *Certain Risk Disclosures* requires governments to disclose risks related to a government's vulnerabilities due to certain concentrations or constraints if an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

OFM will develop a framework for analyzing the state's risks to determine if a note disclosure will be required. This standard should have no impact on agencies.

Please reach out to Anna Quichocho (Anna.Quichocho@ofm.wa.gov) if you have any questions.

Upcoming Training Classes, Spring Quarter

Below is a list of the currently scheduled training classes for spring quarter offered by Statewide Accounting.

Course Title	Course Description	Upcoming Courses
Accounting 101: Basic Accounting	<p>This course provides an overview of the basics of general accounting, such as: the accounting equation, debits and credits, GL accounts, how to read financial statements, and journal entries.</p> <p>After completing the course, take the Accounting 101 Assessment in the Learning Center or on our website to determine your readiness to move on to Accounting 102.</p>	<p>Virtual (9:00 a.m. – noon)</p> <ul style="list-style-type: none"> • April 22 • May 20 • June 17
Accounting 102: Intermediate Accounting	<p>This training continues to build on foundational accounting information concepts learned in Accounting 101.</p>	<p>Virtual (9:00 a.m. – noon)</p> <ul style="list-style-type: none"> • April 8 • April 22 (1:00 p.m. – 4:00 p.m.) • May 6 • May 20 • June 3
Accounting 103: Introduction to Governmental Accounting	<p>This training introduces governmental accounting concepts. This course covers topics such as the differences between accounting principles for governments and private companies, how governments use fund accounting, and how to record and report financial transactions based on governmental accounting principles.</p>	<p>In-Person (9:00 a.m. – 2:00 p.m.)</p> <ul style="list-style-type: none"> • April 15 <p>Virtual (9:00 a.m. – 1:30 p.m.)</p> <ul style="list-style-type: none"> • April 17 • May 15 • May 29 • June 10 • June 18
In-Process Report Training	<p>This class provides an overview of the In-Process general ledgers (GL 7110–7140), Current Period Clearing Account general ledger (GL 9920) and the reports used to monitor them. The class covers the types of transactions included on the In-Process reports, examples of common In-Process problems, and tools for identifying and correcting the problems. The last part of the class provides time for participants to review their agency’s unbalanced In-Process reports, identify the likely action needed, and prepare correcting journal entries.</p> <p>An On-Demand version of this course is also available here.</p>	<p>In-Person (9:00 a.m. – noon)</p> <ul style="list-style-type: none"> • April 30 • May 20 • June 18

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Upcoming Training Classes, Spring Quarter - continued from page 7

Course Title	Course Description	Upcoming Courses
GL Reconciliation Basics	<p>This class provides an overview of basic reconciliation concepts. Emphasis will be placed on the purpose of reconciliations, which reconciliations should be performed and how often, and available tools.</p> <p>The On-Demand General Ledger Basics course is another helpful resource to get more familiar with Washington's GL Accounts.</p>	Virtual (9:00 a.m. – 11:00 a.m.) <ul style="list-style-type: none"> • April 15 • May 6 • June 17
Internal Control Basics	<p>This class provides a basic understanding of the state's internal control policies and procedures. It is a high-level overview of the categories, components, and principles related to the internal control framework. It also touches on limitations, roles and responsibilities, and some practical applications related to internal controls.</p>	Virtual (9:00 a.m. – 11:00 a.m.) <ul style="list-style-type: none"> • May 28
Fiscal Year-End Workshop	<p>This is a hands-on class that focuses on fiscal year-end activities involving expenditures, payables, revenues, reconciliations and phase 2 adjustments. Students will participate in discussions and exercises that apply the concepts discussed to common situations encountered at fiscal year-end.</p>	In-Person (9:00 a.m. – 1:00 p.m.) <ul style="list-style-type: none"> • May 22 • June 5 • June 10 • June 17
Fiscal Year-End Closing (Update)	<p>This presents an overview of changes in the fiscal year-end financial reporting process. The class emphasizes revisions to state accounting and reporting policies and procedures. Attention is also given to the fiscal year-end closing schedule, disclosure forms, and new GASB standards.</p>	Virtual or In-Person (10:00 a.m. – noon) <ul style="list-style-type: none"> • May 28

Additional training classes are available On-Demand on [our website](#), including:

- General Ledger Basics
- Accounting Standards and Resources
- Travel Policies
- Accounting Systems
 - [AFRS](#)
 - [Enterprise Reporting](#) (including Standard Reports and WebI)

To register for instructor-led classes (in-person or virtual), visit [The Learning Center](#). The On-Demand eLearning classes do not require registration.

All in-person courses are at the 1500 Jefferson Building in Olympia.

Additionally, the Association of Government Accountants (AGA) is sponsoring a number of webinars. The schedule is posted on the [Olympia AGA Training and Events](#) website.

Federal Update

FY24 Single Audit

The State Auditor’s Office is planning to submit the fiscal year 2024 Single Audit Report package to the Office of Financial Management (OFM) on April 23, 2025. OFM expects to file the complete report with the Federal Audit Clearinghouse by April 30, 2025. The report will be available on the OFM website once it is published.

Here are a few highlights of the FY24 Single Audit results and a comparison with prior years:

	FY2024	FY2023	FY2022	FY2021	FY2020
Federal Assistance Expenditures	\$27.4 billion	\$29.3 billion	\$30.8 billion	\$36.8 billion	\$26.0 billion
Known Questioned Costs	\$559.7 million	\$1.17 billion	\$1.19 billion	\$724.3 million	\$960.5 million
Total number of findings	85	87	70	62	65
Special Tests and Provisions	20	14	19	15	23
Subrecipient Monitoring	18	21	9	10	11
Reporting	16	20	13	8	4
Activities Allowed/Unallowed and Allowable Costs/Cost Principles + Other Compliance Requirement	7	10	9	6	8
Activities Allowed/Unallowed and Allowable Costs/Cost Principles	5	5	9	11	9

Federal assistance expenditures have continued to decrease compared to the levels in the past several years, mainly due to federal stimulus funding winding down as the public health emergency ended.

The amount of known questioned costs identified by the auditors dropped significantly from the prior year. This is due to no questioned costs reported for the Coronavirus State and Local Fiscal Recovery Fund program. Three findings from the following major programs account for 95% of the questioned costs in FY24:

- Child Care and Development Fund Cluster (payments to childcare providers)
- Temporary Assistance for Needy Families (payments to childcare providers)
- Education Stabilization Fund (subrecipient payments)

There were 12 findings related to non-compliance with Activities Allowed/Unallowed and Allowable Costs/Cost Principles, while 18 findings were related to subrecipient monitoring, an area which experienced a significant increase in the last two years. Non-compliance with subrecipient monitoring requirements can be summarized into four main issues:

- Not meeting single audit tracking requirements.
- Not complying with risk assessment requirements.
- Lack of fiscal and program monitoring.
- Missing or incomplete federal award identification elements.

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Federal Update - continued from page 9

It is important that pass-through agencies are familiar with federal requirements and establish sufficient internal controls when making subawards.

There were 20 findings for non-compliance with Special Tests and Provisions. With the increasing focus on greater accountability and transparency for federal financial assistance, agencies need to be vigilant about complying with the specific terms and conditions included in each grant award.

Seven of the audit findings were related to non-compliance with the Federal Funding Accountability and Transparency Act reporting requirements, the majority of which were repeated findings from prior years. We encourage agencies to continue to improve processes and establish controls that will help meet federal requirements and resolve findings.

For more information, please contact Stacie Boyd (Stacie.Boyd@ofm.wa.gov).

Federal Funding Accountability and Transparency Act reporting

For agencies who are federal prime awardees (i.e. prime grant recipients and/or prime contractors) and are subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements, the reporting system has changed.

Pass-through entities were previously required to enter certain data elements about first-tier subawards and sub-contracts of \$30,000 or more through the FFATA Subaward Reporting System (FSRS). The FSRS website was retired March 7, 2025. Pass-through entities are now required to report this information through the SAM.gov website.

SAM.gov is an official website of the U.S. government and can be used to register for a Unique Entity Identifier, search for assistance listings, entity registration, and access publicly available award data. Training and other resources to assist you in this transition are available on the [website](#).

For more information, please contact Evelyn Kover (Evelyn.Kover@ofm.wa.gov).

CAMS Upcoming Training

Introductory training sessions for the Capital Asset Management System (CAMS) are scheduled for April, and there are virtual seats available for more attendees. Representatives from OFM will provide a live online demonstration of CAMS, explain CAMS best practices, and answer your questions.

If you would like an introduction to the basic operation of CAMS, please register in [The Learning Center](#). You will find the course listed as [OFM Introduction to Capital Asset Management System \(CAMS\) Virtual Training](#). Two classes are scheduled:

- Tuesday, April 15, 2025, from 9 to 12 p.m.
- Thursday, April 17, 2025, from 1 to 4 p.m.

This virtual course will be delivered live through Microsoft Teams. If your agency doesn't use Microsoft Teams, you can still attend using the web client. More guidance will be provided approximately one week before your class.

This training will help you to get off to a great start with CAMS and provide you with best practices to make working in CAMS as seamless and productive as possible.