

## Timeline for 2023 to 2025 AFRS Table Roll and Related Activities

When	Who	Action Required
By mid-March	OFM-SWA	Send email to table roll contacts and post documents to table roll webpage.
April 4 by close of business (COB)	Agencies who want to opt out	To opt out of ANY phase of the table roll, send an email specifying tables you do NOT want rolled to <a href="mailto:HereToHelp@ofm.wa.gov">HereToHelp@ofm.wa.gov</a> . (Refer to User Guide for specific instructions.)
April 4 (COB)	Agencies	Verify/update AFRS report request for table roll reports – refer to User Guide document.
April 4 (COB)	OFM-SWA	Send email on behalf of any closed agencies to <a href="mailto:HereToHelp@ofm.wa.gov">HereToHelp@ofm.wa.gov</a> to not roll their tables.
April 6 (COB)	OFM-ITS	Update control table, per agency requests. Send confirmations to agencies.
April 6 (COB)	Agencies who want to opt out	Verify correct tables are marked to not roll on AFRS Biennium Table Roll screen (TM.3.8).
April 10	OFM-ITS	Run <b>SIMULATED</b> Phase 1 Roll (OI/DT).
April 10 – 21	Agencies	Review OI simulated roll report (DWP850IC) and correct records, as needed, before Phase 1 actual roll.
April 22	OFM-ITS	Run <b>ACTUAL</b> Phase 1 Roll (OI/DT).
April 24 (begin)	Agencies	Review and update Phase 1 tables (BI 25).
April 24 - 28	OFM-Budget	Update D27-Statewide Program table (BI 25) prior to Phase 2.
May 1	OFM-ITS	Run <b>SIMULATED</b> Phase 2 Roll (PI and related).
May 1 - May 12	Agencies	Review PI simulated roll reports (DWP850PI and DWP85065) and correct records, as needed, before Phase 2 actual roll.
May 13	OFM-ITS	Run <b>ACTUAL</b> Phase 2 Roll (PI and related).
May 15 (begin)	Agencies	Review and update Phase 2 tables (BI 25).
May 22	OFM-ITS	Run <b>SIMULATED</b> Phase 3 Roll (AI and related) - see Notes.
May 22 – June 2	Agencies	Review AI simulated roll reports (DWP850AI, DWP85072, and DWP85093) and correct records, as needed, before Phase 3 actual roll.
June 3	OFM-ITS	Run <b>ACTUAL</b> Phase 3 Roll (AI and related).
June 5 (begin)	Agencies	Review and update Phase 3 tables (BI 25).
June 14	OFM-ITS	Run <b>ACTUAL</b> Phase 4 Roll (CAS tables).
Prior to June 30	Agencies	FINAL Review and update of ALL tables.

**Notes:**

The simulated Phase 3 (AI) roll, scheduled for May 22, will only be run if the new D26 Expenditure Authority Schedule (BI 25) is available. Phase 3 may be run more than once. Refer to Table Roll User Guide document for more information about the Phase 3 Roll and contingency plans.

OFM-ITS will send reminders via [GovDelivery](#) emails 2-3 business days before due dates. To receive emails, ensure you are signed up for the topic: AFRS.