



Office of Financial Management

Better information. Better decisions. Better government. Better Washington.

Updates to Agency Descriptive Text are due no later than Friday October 9, 2020.

While not a component of your budget submittal, Agency Descriptive Text is a required element of the Governor's proposed budget publication.

We now ask all agencies to review their existing descriptive text (rolled over from the 2019-21 budget) and update in ABS to reflect any changes relevant to the ensuing 2021-23 biennium. Most agencies will need little or no change to their Descriptive Text.

Please do take special notice of the RCW citations contained in this information. We did find that two years ago some agencies were in need of additional field length to accommodate their various enabling RCW references – this field has been expanded for the 2021-23 biennium. Also add or delete references where appropriate to reflect law changes since the last biennial budget build.

To see how your agency text is used in the Governor's Budget Proposal navigate [here](#), select your agency and

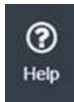
[View Description](#)

to view your 2019-21 descriptive text.



In ABS, select the Admin icon on the lower left of the Dashboard. This function is limited to ABS Admin Users.

From the Administration screen select  [Manage Agency Descriptive Text](#)



ABS Help is available:

Agency Descriptive Text

Agency budget operations can review their Agency/Agency Program descriptive text and mark as either no change or propose updates to OFM

- **Select:** Admin menu.
- **Select:** Manage Agency Descriptive Text.

This screen will allow you to modify any of these descriptions about your Agency:

- Mission Title
- Mission
- Description
- RCW

When you edit any changes you can either:

- **Save Draft.** This will save it locally and not submit any of the changes.
- **Submit.** This will submit the changes to OFM. Once the changes are submitted they cannot be changed or resubmitted.

Description must be less than 4000 characters with spaces.

Mission must be less than 3000 characters with spaces

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Q Agency Descriptive Text ✕

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Need Technical Help?
Contact the OFM Help Desk:

Phone: 360.407.9100
Email: HereToHelp@ofm.wa.gov

Thank you for the work you do. Your efforts are appreciated.

Questions: Budget.Operations@ofm.wa.gov / 360-902-0555

System Issues: HereToHelp@ofm.wa.gov / 360-407-9100

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