AFRS Biennial Table Roll User Guide

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AFRS Biennial Table Roll User Guide

Introduction

The AFRS Table Roll is the process by which certain current biennium AFRS tables, both statewide and agency tables, are automatically copied into the new biennium, eliminating the need to rekey the majority of tables. The table roll process occurs shortly before the end of each biennium. The current process will be rolling 2019-21 biennium records (shown in AFRS as BI 21) to 2021-23 biennium records (shown in AFRS as BI 23). The table roll process happens in four phases starting in April 2021.

The table roll is an optional process for agencies. Each agency is given the choice to roll all, some, or none of its tables that are eligible to roll. *The default is to roll all eligible tables.*

This document provides an overview of the process as well as detailed instructions for certain agency responsibilities. There are also several related documents:

> **Changes Effective for 2023 Table Roll** – This 2-page document is mainly informational. It lists the changes to the table roll process implemented for the 2023 roll. The changes include criteria for <u>not</u> rolling certain unused records (OI, PI, D12-Sub-subobjects). It also touches on the updates some agencies need to make to eliminate many-to-one relationships in their index codes. This task was initiated by the One Washington project team.

> **Timeline** – This document lists the dates of the table roll phases and related activities along with who is responsible (Agency or OFM) for each step. Page 2 of the timeline document shows just the agency responsibilities, so you can use it as a checklist.

> **BI 23 Tables by Roll Phases** – This lists all the AFRS tables, both agency and statewide, by their roll phase (1-4). It also lists the tables that do not roll for various reasons.

All documents are available on the OFM Accounting webpage under Administrative and Accounting Resources/<u>AFRS Table Roll</u>.

COMMUNICATIONS

During the course of the table roll process, there will be certain planned communications that agencies may want to receive. Approximately two days before each of the table roll processes, OFM Information Technology Services (OFM-ITS) will send reminder email notices via GovDelivery. Each recipient signs up for this communication and controls which subjects they will receive communications about. Click <u>here</u> to sign up or to check your topic selections. The subscription type is Email; enter your state email address and click on submit. Subscribe to the topic AFRS to receive the table roll reminders and other AFRS updates.

OFM Statewide Accounting (SWA) will **not** be sending emails about each phase. Rather, our information – including updates – will be available on the AFRS Table Roll webpage listed above. However, if the new D26 (BI 23) is not available to meet the Phase 3

timeline (i.e., if the budgets are not passed so there is no expenditure authority schedule), a separate communication will be sent to let you know the backup plan.

OTHER RESOURCES

Generally, agency staff assigned to the AFRS table roll project have at least some experience in managing and updating the agency AFRS tables. However, this may not always be the case. For anyone assigned this task who does not have experience in AFRS and AFRS table maintenance, below are some resources to help you get up-to-speed.

Training

The class listed below is currently being re-developed and is coming soon. It will be available as an elearning course via The Learning Center (formerly LMS) and the AFRS webpage.

- AFRS Basics and Financial Toolbox

  This course provides a high-level overview of the Agency Financial Reporting System (AFRS) and the AFRS Financial Toolbox. This introductory course will cover basic navigation and system functions. The learner will be given the opportunity to learn and then practice exercises within AFRS.

  At the conclusion of this course, learners will have reviewed information about:
  - ✓ Table Maintenance
  - ✓ Batch Interface
  - ✓ Vendor Maintenance
  - ✓ Input/Correction
  - ✓ Financial Toolbox
  - ✓ Print/export report

Documentation

All AFRS documentation and user guides are available on the OFM IT Systems AFRS Documentation webpage. The table maintenance documents start with TM, and the titles are self-explanatory. The TM-Table Maintenance Overview is a good one to start with, and the documents for each of the tables, such as program index, contain information specific to that table.

The other document of interest is the AFRS Automated Table Upload Process. This process can be used to load the Master Index Table which does not roll. The AFRS Automated Table Upload Process can also be used for table updates throughout the biennium. (Refer to page 12 below.)

<u>CONTACT INFORMATION</u>

- General questions about the table roll or any of the table roll documents, contact OFM Statewide Accounting by email or call via Teams.

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  Julie Girard (julie.girard@ofm.wa.gov)

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- Questions about the table roll opt out process, GovDelivery emails, or AFRS, contact the OFM-ITS Help Desk:

  HereToHelp@ofm.wa.gov (specify AFRS in the subject line)

  or call (360) 407-9100.

- Questions about the One Washington index code cleanup task, contact One Washington by email or call via Teams.

  Ben Guyer (ben.guyer@ofm.wa.gov)

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Overview of Table Roll Process

I.   On March 1, OFM-ITS runs a process that reads all existing AFRS tables that are eligible for the table roll and creates a control record for each agency that shows which tables will roll along with the phase. The default is set to 'Y' meaning the table will roll.

II.   Agencies view their control record in AFRS (screen TM.3.8). Agencies may opt out of rolling some or all tables by notifying OFM-ITS. (Refer to page 10 'Agency Activities and Responsibilities' section, item **D. Opt Out of Table Roll**.)

III.   For phases 1-3 of the roll, a simulated roll process is run approximately 10 working days before the actual roll. The simulated process runs the roll process, but does not add the BI 23 table records. Each simulated roll produces reports that show counts of input records, excluded records, rolled records, and error records for certain tables. Agencies should review the simulated roll reports to determine if they need to correct any table records before the actual roll.

IV.   The actual roll of phases 1-4 occurs per the timeline. The same reports that are produced for the simulated process are also produced for the actual table roll.

Phase 1 rolls the Organization Index (OI or IC) and related descriptor tables (D02-D06), Organization Control (OC), agency and statewide descriptor tables not related to program index and appropriation index codes, and agency Remittance Messages (REM).

A.   An OI will only roll if the required supporting DTs exist. The D02-D06 will only roll if they are supporting an OI that rolled.

    NEW: An OI will only roll if it has been USED during BI 21 or if it was added to AFRS in fiscal year 21 (on or after 7/1/20).

B.   Report DWP850IC reports the results of the OI and related descriptor tables (D02-D06) roll.

    NEW: Records that do not roll because they have not been used during BI 21 will show in the 'Rejected' count and will be listed with an error code **I34 – Unused Org Index Not Rolled**.

C.   Note that the D12-Sub-subobject table will roll statewide and agency records in this phase unless the statewide record is marked as Inactive. Statewide inactive records will not roll. However, if an agency has marked certain SSOs as inactive for their agency in BI 21, the record will roll and the new BI 23 record will also show it as inactive for that agency.

    NEW: D12-Sub-subobject records that have not been used in the current biennium (BI 21) and were not used in the prior biennium (BI 19) will not

roll, except object N SSOs which will roll. If, in BI 23, an agency needs an SSO that did not roll, they will need to request that it be re-established using the Sub-subobject change request form on the OFM/Accounting Sub-subobject details and workflow webpage.

Phase 2 rolls the Program Index (PI) and related descriptor tables (D16-D20), as well as the D65 table.

A. The D27-Statewide Program will roll as part of Phase 1 and will be updated by OFM Budget prior to Phase 2, so the D27 for BI 23 will include new programs that are known by phase 2 and will not include previously abolished programs.

B. The PI and DTs will be edited against the D27, as appropriate, so only records with valid program codes will roll. [Note: Function 70-Nonbudgeted programs are not subject to the D27 edit, so they are considered valid and will roll.]

C. A PI will only roll if the required supporting DTs exist. The D16-D20 will only roll if they are supporting a PI that rolled.

   NEW: A PI will only roll if it has been USED during BI 21 or if it was added to AFRS in fiscal year 21 (on or after 7/1/20).

D. PIs marked as 'Inactive' will not roll and will show in the 'Excluded' count on the report). The inactive indicator is an 'I' in the Restrictor field on the PI table.

E. Report DWP850PI reports the results of the PI and related descriptor tables (D16-D20) roll.

   NEW: Records that do not roll because they have not been used during BI 21 will show in the 'Rejected' count and will be listed with an error code **P73 – Unused Program Index Not Rolled**.

F. Report DWP85065 reports on D65 records which are edited against the PI, OI, and Budget Unit. [*Applicable to HCA, DSHS, DCYF, and DOC.*]

Phase 3 rolls the Appropriation Index (AI), related descriptor tables, the AI Federal Grant Award (AIF), and AI Reporting Type (AIR). ***Important:*** *Please also refer to "Special Information on Phase 3, the D26 table, and Biennial Budgets" section below, starting on page 8.*

The new D26 (BI 23) table is needed for most AIs to roll, and completion of the D26 table is dependent on having approved budgets. Thus, the Phase 3 roll may have to be run multiple times, extending into July 2021. Check the AFRS Table Roll webpage for updates.

A. Only AIs with the following expenditure authority types will roll: 1-State, 2-Federal, 6-Nonappropriated, 7-Private/Local, X-Prior Biennium Liability Liquidation. All others will **not** roll and will show on the roll report as excluded. These excluded AIs have to be manually entered by agencies, along with the related D07 records, if they are valid for the new biennium.

B. The AI will be edited against the D26-Statewide Source of Funds, as appropriate, so only records with valid expenditure authority codes will roll. [Note: Type 6 - Nonappropriated expenditure authority codes are not subject to this edit, so they will be considered valid and will roll.]

C. The AI and D07 records are mutually dependent. An AI will only roll if the required D07 exists. The D07 records will only roll if they are supporting an AI that rolls.

D. For each BI 21 AI record that rolls to BI 23, the start date and end date will be increased by two years. For example, an AI with BI 21 start and end dates of 07/01/20**19** and 06/30/20**21**, respectively, that rolls to BI 23 will be updated to 07/01/20**21** and 06/30/20**23**.

E. Report DWP850AI reports on the AI and related descriptor tables (D07, D26).

F. Report DWP85072 reports on D72 records which are edited against the AI, Program, and Sub-program. [*Applicable to HCA, DSHS, and DCYF.*]

G. Report DWP85093 reports on D93 records which are edited against the AI. [*Applicable to HCA, DSHS, and DCYF.*]

-   For each BI 21 D93 record that rolls to BI 23, the Month of Service (MOS) FROM and MOS TO dates will be increased by two years. For example, the BI 21 record has a MOS FROM: **19**07 (format is YYMM) and MOS TO: **20**06. If the record passes the AI edit and rolls, the BI 23 record will be MOS FROM: **21**07 and MOS TO: **22**06.

Phase 4 rolls certain descriptor tables (D71 and D74) related to the Cost Allocation System (CAS). [*Applicable to HCA, DSHS, and DCYF.*] There are no edits on these tables and no reports produced during this roll phase.

V. After the table roll occurs, **it is the responsibility of each agency to review their final table records and make any necessary modifications by June 30, 2021, or as close to that date as possible**.

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Special Information on Phase 3, the D26 table, and Biennial Budgets

As mentioned above, there are some dependencies related to the state's budgets that affect the Phase 3 – AI roll. Below is a synopsis of the activities that have to occur before the AI table roll.

1. Budgets (operating, capital, and transportation) must be passed by the Legislature.
2. Budgets must be signed by the Governor. Note that the Governor may veto parts (line items) of a budget.
3. OFM Budget loads the budgets into TALS at the Agency, Account, and Type level.
4. The amount for each Agency/Account is then broken down to the Expenditure Authority (EA) level in TALS to create a **draft** EA schedule. This is a very manual, time-intensive process.
5. The draft EA schedule is reviewed by the Agency and the OFM Budget Analyst assigned to the agency. The Agency and OFM Budget Analyst may request changes. OFM Budget modifies the EA schedule, if needed.
6. The EA schedule is then published.
7. TALS creates a file of the D26-Statewide Source of Funds records.
8. The D26 is loaded into AFRS.

After the D26 is loaded, we will run Phase 3 of the table roll. If the budgets are completed on time, there will be a simulated roll on May 17 and the actual roll will occur on May 29. However, we have a back-up plan in case the budgets are delayed. Regardless of whether the budgets are passed or not, we will run the actual Phase 3 roll on May 29 to roll the nonappropriated codes that are not edited against the D26.

Note that steps 4-8 (above) do not happen for the entire state at one time, so some agencies will have D26 records before others. Our back-up plan is to run the Phase 3 roll when a good portion of the D26 records are available. We will do a final Phase 3 roll when all D26 records are available. There may be additional Phase 3 runs in between as well. We will post information, such as planned roll dates, on the AFRS Table Roll webpage.

The table roll process is intended to reduce the amount of records that have to be hand-entered. However, agencies are still allowed to manually enter table records if they choose. *As soon as your agency's EA Schedule has been published, you can update the D07 and AI tables. So, if you need to use a specific AI and can't wait for the next roll to happen, go ahead and add it manually**. When the table roll process runs, it will NOT override what you entered. It will only add the valid records that do not already exist in BI 23.

* Remember that any AI records that are new for BI 23 (i.e., there is no corresponding BI 21 record) have to be manually entered in AFRS. Again, this process of manually adding records can start as soon as your agency's EA Schedule has been published.

Agency Activities and Responsibilities

The table roll process is intended to eliminate the need to re-key records that do not change from one biennium to the next. Ultimately, every agency is responsible for their own AFRS tables, so be sure to review the results of the table roll prior to the start of the new biennium. Below are the activities that agencies are responsible for before, during, and after the AFRS table roll.

A. **Agency Chart of Accounts**. If you haven't already started, it is time to think about your agency's chart of accounts for the 2021-23 biennium. If the agency decides to make any significant changes, it will impact which current AFRS tables you will want to have rolled. More importantly, your chart of accounts decisions will influence your agency's financial recording and reporting for the entire biennium, so be sure to include the appropriate agency fiscal, budget, program, and management staff in decisions.

   NEW: As part of the preparation for the AFRS replacement, One Washington staff analyzed AFRS tables, identified codes with many-to-one relationships, and contacted agencies. Impacted agencies submitted a plan for correcting the index codes. These plans need to be implemented after the appropriate phase of the table roll and before July 1, 2021. In addition, it is important that any new index codes do not create additional many-to-one relationships. Please refer to the "Changes Effective for 2023 Table Roll" document.

B. **Descriptor Table Review**. Regardless of whether or not your agency is making significant changes to its chart of accounts, there are certain descriptor tables that should be reviewed each biennium to determine if the level of detail is still appropriate for your agency. Some agencies need to be able to report at a more detailed level, and other agencies may find their codes are too detailed or unclear so that they actually inhibit consistency. Some common descriptor tables that should be reviewed are listed below, but don't limit your review to these tables.

   - **D36-Sub-source** – Are the records still relevant? Are they too granular or not detailed enough to meet the reporting needs of the agency? (Note: There are thousands of D36 records in BI 21 that have not been used. Ideally, any unused, unneeded codes would be deleted in BI 21 BEFORE the phase 1 roll; otherwise, they will roll to BI 23. If that happens, you can still delete them in BI 23, preferably before June 30, 2021.)
   - **D32-Subsidiary Accounts** – Are the records all valid? Are there agencies (used with 1354/5154) or funds (used with 1353/5153) that no longer exist?

   We have done a high-level review of these two descriptor tables and will be reaching out directly to agencies with a large number of unused records.

Note: To get a listing of records within any of the AFRS tables, use the Web Intelligence (Webi) tool within Enterprise Reporting. Open a new document, select 'Universe' as the data source, and select 'AFRS Titles' as the universe. Choose a specific table: drag the folder to the Result Objects area; drag the "Agency' and 'Biennium' icons to the Query Filters section and enter your agency number and current biennium (2021) as the filters. Run query. Download to Excel.

C. **Report Request Review/Update**. There are a number of reports produced by the simulated and actual table roll processes. In order to receive these reports, each agency must have the appropriate AFRS Report Request records. Report Request records can be viewed on AFRS screen RR.2 and updated or added on screen RR.1.

Refer to section "Table Roll Reports" in this document (page 13) for a list of the report numbers, instructions on checking and adding report request records in AFRS, and sample reports and how to read them.

D. **Opt Out of Table Roll**. By default, all tables eligible to roll will be rolled in the appropriate phase unless the agency notifies OFM-ITS. The tables eligible to roll are displayed on the control record (view on AFRS screen TM.3.8 – Biennium Table Roll-Agency and see example below). If your agency wants all these tables to roll, NO ACTION is required. However, if your agency wants any or all tables not to be rolled, you must notify OFM-ITS at HereToHelp@ofm.wa.gov, by **close of business March 30**.

Below is an example of a control record in AFRS (screen TM.3.8). This agency decided not to roll their D36-Sub-source, so it is marked 'N' (NO) in the Roll column.

```
=== AFRS =(TM.3.8)======  BIENNIUM TABLE ROLL - AGENCY =========== C105P303 ===
 TR: _____                                                                9990

 FUNCTION: R R=REFRESH

    ID   ROLL  PH  DEP       ID   ROLL  PH  DEP       ID   ROLL  PH  DEP
    AI_   Y    03  ___       D40   Y    01  ___       ___   _    __  ___
    AIF   Y    03  AI_       D42   Y    01  ___       ___   _    __  ___
    AIR   Y    03  AI_       D43   Y    01  ___       ___   _    __  ___
    D02   Y    01  IC_       D44   Y    01  ___       ___   _    __  ___
    D03   Y    01  IC_       D50   Y    01  ___       ___   _    __  ___
    D04   Y    01  IC_       D90   Y    01  ___       ___   _    __  ___
    D07   Y    03  AI_       D91   Y    01  ___       ___   _    __  ___
    D12   Y    01  ___       D94   Y    01  ___       ___   _    __  ___
    D16   Y    02  PI_       IC_   Y    01  ___       ___   _    __  ___
    D17   Y    02  PI_       OC_   Y    01  ___       ___   _    __  ___
    D18   Y    02  PI_       PI_   Y    02  ___       ___   _    __  ___
    D19   Y    02  PI_       RMT   Y    01  ___       ___   _    __  ___
    D20   Y    02  PI_       ___   _    __  ___       ___   _    __  ___
    D32   Y    01  ___       ___   _    __  ___       ___   _    __  ___
    D36   N    01  ___       ___   _    __  ___       ___   _    __  ___

                   F3=RETURN,  F12=MESSAGE,  CLEAR=EXIT
```

Your agency's screen may have more or less tables displayed as it is based on the tables actually used by your agency. The column headings on the TM.3.8 screen are as follows:

ID:	This is the table identification. Descriptor tables start with D, such as D16. The tables listed by acronym are AI-Appropriation Index, AIF-AI Federal Grant Award, AIR-AI Reporting Type, IC-Organization Index, OC-Organization Control, PI-Program Index, RMT-Remittance Messages.
ROLL:	Y=Yes, ROLL this table. N=No, do NOT roll this table.
PH:	This is the PHASE the table will roll in. There are 3 phases for all agencies and a phase 4 for certain cost allocation system tables, which affect only HCA, DSHS, and DCYF.
DEP:	This column shows Dependencies between some descriptor tables and related index tables. If the index table is set to NOT roll (N), the related descriptor tables must also be set to NOT roll and vice versa. (For example, if an agency chooses to not roll their PI-Program Index table, the D16-D20 and D65 must also be set to not roll.)

To opt out, send an email:

- TO: **HereToHelp@ofm.wa.gov**

- SUBJECT: **2021 AFRS Table Roll Opt Out**

- In the body of the email:
    - Include your agency number and agency name and state that you do not want certain tables to roll.

    - List each table used by your agency that your agency does NOT want to roll. Note that there are dependencies between index tables and their related descriptor tables. If an agency requests to not roll a table with a dependency, the related tables used by your agency will also be marked to not roll. Below is a list of index tables and their dependencies. When opting out, only list those tables that show on screen TM.3.8.
        - **OI**: D02 – D06
        - **PI**: D16-D20, D65
        - **AI**: D07, D72, D93, AI Federal Grant Award (AIF), AI Reporting Type (AIR)
    - Include your name, title, and the best way to reach you with any questions.

After sending your 'Opt Out' email, allow two business days and then check the control record online (AFRS screen TM.3.8) to ensure your request was completed correctly. If there are any errors or questions, follow up with OFM-ITS using the same email address shown above.

For agencies that choose to opt out of the table roll and agencies that have frequent table updates throughout the biennium, there is a table upload process available that can assist in updating AFRS tables and cutting down on the workload.

AFRS AUTOMATED TABLE UPLOAD PROCESS

Certain AFRS tables can be added, changed, and deleted by agencies through an automated table upload process. This process uses templates accessed through the ER Web Intelligence application to download current records to Excel, update/add records as necessary, and upload into AFRS using secure file transfer.

Use of the automated table upload process is recommended to add BI 23 Master Index (MI) records for agencies with a large number of MI codes, as these **do not roll** in the AFRS table roll process. It is also recommended for agencies that are changing their coding structure. For example, an agency changing their organization index (OI) structure could opt out of the AFRS table roll for the OI and related descriptor tables and use the AFRS Automated Table Upload process to add their new OI and related DT records. This process is also available for table updates throughout the biennium.

Please refer to the "**AFRS Automated Table Upload Process**" document on the AFRS Documentation webpage for detailed instructions.

Table Roll Reports

Phases 1, 2, and 3 simulated and actual table rolls will generate reports for each agency that uses the applicable tables. The reports are intended to assist agencies by alerting them to Index records (Organization, Program, and Appropriation) and other descriptor table records that will not roll (simulated) or did not roll (actual). After the simulated roll, agencies can use these reports to determine if any updates are needed to their BI 21 records so the appropriate records will roll to BI 23. After the actual roll, agencies can use these reports to determine if any records need to be added manually to BI 23.

The table below shows all reports available as part of the table roll process. Each report is produced only for the agencies that have records in the tables covered by that report. For example, if your agency does not use Organization Index, report DWP850IC will not be produced for your agency.

Report #	Tables Reported	Agencies	Phase
DWP850IC	Organization Index	Agencies that use OI	*Phase 1*
DWP850PI	Program Index	All agencies	*Phase 2*
DWP85065	D65 – Program Index/Organization Index (Edit 2)	DSHS, HCA, DOC	*Phase 2*
DWP850AI	Appropriation Index	All agencies	*Phase 3*
DWP85072	D72 – Program/Sub-Program/Appropriation Index (Edit 1)	DSHS, HCA	*Phase 3*
DWP85093	D93 – Month of Service Controls	DSHS,HCA	*Phase 3*

AFRS REPORT REQUEST

In general, the report request records used during the previous (2021) table roll will still be in AFRS (as BI 21 records). There are no new reports to add this biennium so, if you want to receive your reports the same way you did last biennium, you can simply verify the records on the AFRS RR.2 screen.

If the report numbers listed above are NOT on the AFRS RR.2 screen, it likely means the table roll reports are distributed using the DZOTHER report request record, which handles the distribution of certain daily AFRS reports. (This is the most common situation.) In this case, the only action required is to verify that there is a DZOTHER record. Then, your agency will receive the applicable table roll reports in the same manner your AFRS daily reports are received.

> *** **CAUTION: DO NOT CHANGE THE DZOTHER RECORD, as this will affect the distribution of regular AFRS daily reports. ***

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> ***** CAUTION: DO NOT <u>CHANGE</u> THE DZOTHER RECORD, as this will affect the distribution of regular AFRS daily reports. *****

If you want to change the method of delivery for the table roll reports or you need to add specific reports from the table above, please refer to the AFRS Report Request user documentation located on the OFM-ITS AFRS Documentation webpage.

Currently, the report output options are (a) having the reports printed and mailed to the agency, (b) having the reports printed at an existing remote printer in your office, or (c) having them sent electronically to Enterprise Output Solution (EOS). The EOS option takes some setup time for the agency EOS administrator and WaTech, so if you are working remotely and this is the best option for you, don't wait to start the process of getting this set up.

Specific questions can be addressed to the OFM Help Desk: (360) 407-9100 or HereToHelp@ofm.wa.gov.

READING THE TABLE ROLL REPORTS

There are two sample reports (PI and AI) on the following pages, but all reports have the same basic table record count information:

TABLE:	Table name or table ID number.
INPUT:	The total number of records found in BI 21 for this table.
EXCLUDED:	The number of records that were <u>not attempted</u> to be rolled. Records will be excluded for the following reasons: • Agency opts out of rolling the table (Control Record Roll = NO) • For PI only, record is marked as Inactive. • For AI only, appropriation type is **not** one of the following: 1-State, 2-Federal, 6-Nonappropriated, 7-Private/Local, X-Prior Biennium Liability Liquidation.
ROLLED:	The number of records successfully rolled to BI 23.
REJECTED:	The number of records attempted to be rolled that could not be rolled due to an error. For index codes, the table record and error code(s) are listed on the report below the counts.

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SAMPLE TABLE ROLL REPORT for PHASE 2 – PROGRAM INDEX

```
999-0                                     STATE OF WASHINGTON                              RUN DATE 04/26/21
RPT DWP850PI                             DEPARTMENT OF TESTING
                                             BIENNIUM 2023


PURPOSE: TO PROVIDE A LIST OF PROGRAM INDEXES FROM THE CURRENT BIENNIUM THAT CANNOT BE CREATED IN THE NEW BIENNIUM BECAUSE OF
MISSING DESCRIPTOR TABLE RECORDS OR OTHER ERRORS. REFER TO ERROR(S) LISTED BELOW TO DETERMINE THE NEEDED FIX.


TABLE:         PI     D16     D17     D18     D19     D20

INPUT:        599      14      73     109     199     456
EXCLUDED:      10       0       0       0       0       0
ROLLED:       587      13      72     108     198     455
REJECTED:       2       1       1       1       1       1


                   SUB          SUB      AL-PGM
 PI    BI FUNC PROG PROG  ACT  ACT  TASK  LVL    ERROR CODE AND DESCRIPTION              ASSOCIATED D16 ERRORS
         (D15)(D16)(D17)(D18)(D19)(D20)

11320  23  10   100   01   01   01   32     0    P73 – UNUSED PROGRAM INDEX NOT ROLLED

15910  23  10   500   01   05   09   01     0    P63 – PROGRAM NOT IN D16              D97 – FUNCTION/PROGRAM NOT IN D27
                                                 P64 – SUB PROG NOT IN D17
                                                 P65 – ACTIV NOT IN D18
                                                 P66 – SUB-ACTV NOT IN D19
                                                 P67 – TASK NOT IN D20
```

> **Explanation:** This report shows that 599 Program Index (PI) records were located for this agency in BI 21. Of those records, 10 were excluded from the roll process because the BI 21 records were marked as Inactive; 587 rolled successfully to BI 23; 2 were rejected because they did not pass the edits. The same categories of information are also shown for each descriptor table, although no error codes are displayed.
>
> The 2 PI records that were rejected are shown in the lower section of the report. The first record was rejected because it has not been used in BI 21 and was not recently added (on or after 7/1/20). If this PI is used before the actual Phase 2 roll, it will roll if it passes other edits. Otherwise, if this PI is needed in BI 23, the agency will have to add it and any related DT records. If the PI record is not needed in BI 23, no action is needed.
>
> The second record was rejected for multiple reasons. First, the program was not found on the BI 23 D27-Statewide Programs table. It is likely this program is not valid for BI 23; however, if the agency believes it is valid, they should contact Linda Hamilton (linda.hamilton@ofm.wa.gov) or Budget Operations (OFMBudget@ofm.wa.gov) to discuss. The other errors for this PI indicate that none of the related descriptor tables were found. There are two possible reasons for these errors: (a) the records do not exist in BI 21 so they didn't roll to BI 23, or (b) the records existed in BI 21 but did not roll due to the missing D27 record. If the program is valid and the PI is needed in BI 23, the agency needs to work with OFM Budget to get the program added to the D27 and make sure their descriptor tables exist in BI 21. If the program is not valid or the PI is not needed in BI 23, no action is required.

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SAMPLE TABLE ROLL REPORT for PHASE 3 – APPROPRIATION INDEX

```
999-0                                       STATE OF WASHINGTON                            RUN DATE 05/29/21
RPT DWP850AI                             DEPARTMENT OF TESTING
                                            BIENNIUM 2023

PURPOSE: TO PROVIDE A LIST OF APPROPRIATION INDEXES FROM THE CURRENT BIENNIUM THAT CANNOT BE CREATED IN THE NEW BIENNIUM BECAUSE OF
MISSING DESCRIPTOR TABLE RECORDS OR OTHER ERRORS. REFER TO ERROR(S) LISTED BELOW TO DETERMINE THE NEEDED FIX.


TABLE:        AI

INPUT:        52
EXCLUDED:     10
ROLLED:       40
REJECTED:      2


AI/DT BI APPN TYPE CHAR FUND   CFDA      ERROR CODE AND DESCRIPTION
AP0   21 AP0   1    1   10T              A36 - APPN/FUND NOT ON D26-SRC OF FUNDS
AR0   21 AR0   1    1   10T              A36 - APPN/FUND NOT ON D26-SRC OF FUNDS
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Explanation: This report shows that 52 Appropriation Index (AI) records were located for this agency in BI 21. Of those records, 10 were excluded from the roll process because they were not appropriation type 1-State, 2-Federal, 6-Nonappropriated or 7-Private/Local; 40 rolled successfully to BI 23; 2 were rejected because they did not pass the edits.

The 2 AI records that were rejected are shown in the lower section of the report. They each received an error code A36 because they were not found on the BI 23 D26-Statewide Source of Funds table. It is likely these appropriations are not valid for BI 23; however, if the agency believes they are valid, they should contact Linda Hamilton (linda.hamilton@ofm.wa.gov) or Budget Operations (OFMBudget@ofm.wa.gov) and work with them to get their expenditure authority schedule updated which will add the records to the D26 table.