

Timeline for 2021 to 2023 AFRS Table Roll and Related Activities

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When	Who	✓ What
By mid-March	OFM-SWA	✓ Send email to table roll contacts and post documents to table roll webpage.
* By close of business (COB) March 30	Agencies who want to opt out of ANY phase of the table roll ALL AGENCIES OFM-SWA	✓ Send email specifying tables they do NOT want rolled to HereToHelp@ofm.wa.gov . (Refer to User Guide for specific instructions.) ✓ Verify/update AFRS report request for table roll reports – refer to User Guide document. ✓ Send email on behalf of any closed agencies to not roll their tables.
By COB April 1	OFM-ITS Agencies who want to opt out	✓ Update control table, per agency requests. Send confirmations to agencies. ✓ Verify correct tables are marked to not roll on AFRS Biennium Table Roll screen (TM.3.8).
* April 5	OFM-ITS	✓ Run SIMULATED Phase 1 Roll (OI/DT).
April 5 – 16	Agencies	✓ Review OI simulated report (DWP850IC) and correct records, as needed, before Phase 1 actual roll.
* April 17	OFM-ITS	✓ Run ACTUAL Phase 1 Roll (OI/DT).
Starting April 19	Agencies OFM-Budget	✓ Review and update Phase 1 tables (BI 23). ✓ Update D27-Statewide Program table (BI 23) prior to Phase 2.
* April 26	OFM-ITS	✓ Run SIMULATED Phase 2 Roll (PI and related).
April 26 – May 7	Agencies	✓ Review PI simulated reports (DWP850PI and DWP85065) and correct records, as needed, before Phase 2 actual roll.
* May 8	OFM-ITS	✓ Run ACTUAL Phase 2 Roll (PI and related).
Starting May 10	Agencies	✓ Review and update Phase 2 tables (BI 23).
* ^ May 17	OFM-ITS	✓ Run SIMULATED Phase 3 Roll (AI and related).
May 17 – 28	Agencies	✓ Review AI simulated reports (DWP850AI, DWP85072, and DWP85093) and correct records, as needed, before Phase 3 actual roll.
* ^ May 29	OFM-ITS	✓ Run ACTUAL Phase 3 Roll (AI and related).
Starting June 1	Agencies	✓ Review and update Phase 3 tables (BI 23).
June 14	OFM-ITS	✓ Run ACTUAL Phase 4 Roll (CAS tables).
Prior to June 30	Agencies	✓ FINAL Review and update of ALL tables.

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

^ The simulated Phase 3 (AI) roll will only be run if the new D26 (BI 23) 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.

Timeline for 2021 to 2023 AFRS Table Roll and Related Activities

***** Agency Activities *****

When	Who	✓ What
By close of business (COB) March 30	Agencies who want to opt out of ANY phase of the table roll	✓ Send email specifying tables they do NOT want rolled to HereToHelp@ofm.wa.gov . (Refer to User Guide for specific instructions.)
By COB March 30	ALL AGENCIES	✓ Verify/update AFRS report request for table roll reports – refer to User Guide document.
By COB April 1	Agencies who want to opt out	✓ Verify correct tables are marked to not roll on AFRS Biennium Table Roll screen (TM.3.8).
April 5 – 16	Agencies	✓ Review OI simulated report (DWP850IC) and correct records, as needed, before Phase 1 actual roll.
Starting April 19	Agencies	✓ Review and update Phase 1 tables (BI 23).
April 26 – May 7	Agencies	✓ Review PI simulated reports (DWP850PI and DWP85065) and correct records, as needed, before Phase 2 actual roll.
Starting May 10	Agencies	✓ Review and update Phase 2 tables (BI 23).
May 17 – 28	Agencies	✓ Review AI simulated [^] reports (DWP850AI, DWP85072, and DWP85093) and correct records, as needed, before Phase 3 actual roll.
Starting June 1	Agencies	✓ Review and update Phase 3 tables (BI 23).
Prior to June 30	Agencies	✓ FINAL Review and update of ALL tables.

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

[^] The simulated Phase 3 (AI) roll will only be run if the new D26 (BI 23) 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.