

AFRS INBOUND INTERFACE REQUEST

Requesting a New MFT Folder or Testing with AFRS will need the following answered prior to meeting with the Office of Financial Management (OFM).

NOTE: Testing resources are available on a first come first served basis. Please allow up to 4 weeks for a response to your testing request.

1. Is this an existing Interface or a new interface for the generic interface process?

New

Existing

Unknown

2. Agency Information

- a. AGENCY NAME:

- b. AGENCY NUMBER:

3. Agency Project/Initiative or Application making the request:

4. Who will be the main Agency contact for this request:

- a. NAME(s):

- b. EMAIL:

5. Project Contact List (to be included in initial meeting)

- a. NAME:

- b. EMAIL:

6. When will you require testing?

At least one test run is required for the new folder set up to make sure it was set up correctly.

- a. DURATION OF TESTING: (example: between 1/1/2023 to 1/7/2023)

- b. FREQUENCY: (example every Monday and Wednesday Morning for the duration)

Once you have completed this form, please send your request to the OFM Helpdesk at heretohelp@ofm.wa.gov.

A meeting will then be scheduled to discuss the process.