Agency Checklist for Budget Request Process

DESCRIPTION	A brief checklist of key activities, including deadlines and requirements, that agencies will need to complete their OneWa-related budget requests.
PURPOSE	This checklist helps agency POCs and budget liaisons identify the actions that they need to take in order to submit their OneWa-related budget requests.
AUDIENCE	Agency POCs and employees that will be completing the biennial budget requests for the 44 agencies with systems impacted by the ERP system.

- ❑ **Required:** Review the 2021-23 OneWa Budget Instructions, OneWa 2021-23 budget development process, budget exception process and other budget development documentation on the OneWa Budget Resource Page
- ❑ **Required:** If your agency is one of the *15 with impacted finance systems* and interfaces pre-approved to submit a budget request, join the Budget Workshop Kick-off Meeting on June 22 at 3:00 PT time. Invitation sent to 15 agency POCs
- ❑ **Required:** If your agency is one of the *29 agencies with impacted systems and interfaces that has not been pre-approved to submit a request*, review the budget exception process and join the Budget Workshop Kick-off Meeting on June 25 at 2:00 PT time. Invitation sent to 29 agency POCs
- ❑ **Required by June 26:** If your agency has impacted finance systems and interfaces, review, on the OneWa Budget Resource Page, workshop information and sign up for a workshop.
- ❑ **Recommended:** Review the OneWa Agency Resource Calculation Tool sent to your agency prior to the June 22 Budget Workshop Kick-off meeting. Customized tool sent to 15 agencies eligible to submit a budget request.
- ❑ **Recommended:** Review the draft Chart of Accounts (COA) Model.
  - ▪ Analyze how it differs from your agency's current COA.
  - ▪ Identify what changes your agency will need to make to align your current COA with the COA structure.
- ❑ **Recommended:** Review the Business Process Mapping (Functionality) tool to assess current verse future state functionality, determine where the major differences are,

identify when your systems/interfaces will need to be modified, and assess the resources you may need to support the changes.

- ❑ **Required:** After reviewing the Chart of Accounts Model and Business Process Mapping provided by OneWa, use the customized OneWa Agency Resource Calculation Tool shared with your agency to input the relevant information.

- ❑ **Required by August 15:** Submit your OneWa-related agency requests to OneWa by emailing your completed OneWa Agency Resource Calculation Tool and related agency staffing model to the OneWa Mailbox (onewa@ofm.wa.gov). Due to the complexity of decision package development, **late submissions will not be accepted**.