

AFRS Table Cleanup for Workday FDM Mapping

The AFRS table roll and the Workday Foundation Data Model (FDM) mapping are separate, but closely related, tasks. Agencies can reduce the workload for themselves and the One Washington (OneWA) project team by completing review and cleanup work prior to, or immediately after, the AFRS table roll to eliminate codes that are not needed going forward.

Agencies need to take responsibility to ensure only valid, active records exist in AFRS tables for BI 25. Agencies should understand that the following AFRS **BI 25** codes **must be represented in the FDM crosswalk to Workday**:

1. All active Program Index (PI) codes
2. All Organization Index (OI) codes
3. All Projects with a project end date after 6/30/23
4. All valid revenue sub-sources (D36 table in AFRS)

After the AFRS table roll has completed and after the biennium roll on 6/30/2023, the OneWA project team will perform a review of those AFRS codes that have not been mapped to Workday. The team will communicate with every agency on their missing FDM worktags.

Review and Cleanup to do NOW

1. **Program Index (PI) codes.** Review your PI listing for PIs that are not needed going forward and take one of the following actions:
 - a. If a PI is not being used in BI 23, the record can either be deleted (if it hasn't been used) or set to inactive (Restrictor code = I). This must be done before the phase 2 table roll on May 13. The table roll process will automatically exclude inactive PIs from the table roll.
 - b. If a PI is being used in BI 23 but is not needed in BI 25, allow it to roll and then delete the BI 25 record.
2. **Organization Index (OI) codes.** Review your OI listing for OIs that are not needed going forward and take one of the following actions:
 - a. If an OI is not being used in BI 23, the record can be deleted (if it hasn't been used). This must be done before the phase 1 table roll on April 22. (Note: The OI table does not have an 'inactive' indicator.)
 - b. If an OI is being used in BI 23 but is not needed in BI 25, you can allow it to roll and then delete the BI 25 record.

3. **Project Control (PC) records.** Project Control (PC) records with an end date after 6/30/23 will be represented in the FDM crosswalk. PC records with an end date of 6/30/23 or earlier will not be represented in the FDM crosswalk. Review your PC listing and adjust end dates as needed. We have provided a list of [PC records](#) that meet the date criteria and will be included in the FDM crosswalk. Filter the file to see your agency records.

The PC table is supported by the D42-Project, D-43-Sub-Project, and D44-Project Phase, which contain the title and the hierarchy structure. Some of these descriptor tables are missing as indicated on the spreadsheet by an X in the appropriate column. These missing descriptor table records should be added back into AFRS either in BI 23 before the phase 1 roll or in BI 25 after the phase 1 roll on April 22.

4. **Sub-source records.** Active sub-source records will need to be represented in the FDM crosswalk. Currently, there are over 9,900 sub-source (D36) records in AFRS that have not been used in BI23. There is not a used flag on this table, so *all records will roll unless they are deleted*. We have provided a listing of all [unused sub-sources](#). Please review your agency's codes and, before the phase 1 table roll on April 22, DELETE the BI 23 sub-source (D36) records that are not needed.

Web Intelligence and AFRS User Manuals

If you need to see a complete listing of any of the tables mentioned above (or other AFRS tables), you can extract table listings using web intelligence. From the BI Launch Pad, select Web Intelligence. On the 'Select a Data Source' panel, choose **Universe**. On the 'Select a Universe' panel, choose **AFRS Titles**. A list of all the AFRS tables will display. Select the table you want. Filter for your agency, the current biennium (if applicable), and any other criteria you choose. 'Run' the query. Once you have the results you want, you can Export to Excel. Refer to the [Enterprise Reporting](#) webpage for web intelligence user manuals and training materials.

AFRS Table Maintenance user manuals can be found on the [AFRS documentation](#) webpage. Scroll down to the TM (table maintenance) series of documents to find the appropriate user manual. This page also has instructions for the AFRS Automated Table Upload Process. Hint: Using this process would be a good option for agencies that have a large number of sub-sources to delete.

A Suggestion

Throughout the course of a biennium many agencies will need new codes. We suggest agencies develop internal processes that include communicating new codes to the OneWA project team. This will help keep AFRS and the FDM crosswalk to Workday in synch and prevent scrambling as we approach Go-Live in July 2025.