

Technology Budget – Frequently Asked Questions

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Summary

All IT projects under WaTech oversight are required to have a technology budget that is approved by WaTech and if a project is gated, also approved by OFM. The technology budget must be updated when there are changes in project scope, schedule, budget or fund sources. All approved tech budgets are posted on [Statewide IT Dashboard](#).

General questions

Q: How do I know if I am using the correct and current template?

A: The current Technology Budget Template is always available on the [WaTech website](#). Search for "Technology Budget Template." A new template is released before the start of a biennium. Always download the template from this webpage when starting a technology budget for a new project or for an existing project continuing from a prior biennium.

Q: How do I know if my project is gated or non-gated? Which template should I use in either case?

A: WaTech provides a list of IT funding provided for projects on the [Statewide IT Dashboard](#). Navigate to "Resource and Instructions" link and view the "IT Funding Provided by Biennium" link. All projects marked Y or Y (IT Pool) for the column "701 language" are gated. Other projects are non-gated.

Gated and non-gated projects use the same technology budget template on the [WaTech website](#).

Q: How many years of future spend information do I add to the technology budget?

A: Projects must show total budget across fiscal periods and biennia from project initiation through implementation and closeout, and at least five years of anticipated maintenance and operations cost.

Q: My project is a joint venture between two agencies. Can we submit one technology budget?

A: No. By statute, if two or more state agencies are substantially involved in a single project, each agency must develop its own technology budget. See section 701 of the enacted Operating Budget:

(6) (b) If the project affects more than one agency: (i) A separate technology budget and investment plan must be prepared for each agency...

Q: What is the difference between the amount subject to proviso, and non-appropriated budgeted amount.?

A: Proviso is the portion of the project budget that is gated and is subject to the provisions of section 701 of the enacted budget while the non-appropriated funds are accounts that can be expended without legislative appropriation. Refer to these and other terms in the Glossary available on the [Statewide IT Dashboard – Resources and Instructions](#) page. Contact your finance team or OFM budget advisor for more information.

Q: If I need to update a technology budget during a biennium, do I have to start from scratch with a new template from the WaTech website?

A: You will always be up to date if you start with a new technology budget from the WaTech website for a new project. Once your initial technology budget is approved, this workbook can be updated for changes to your spending plan within the same biennium. WaTech will release a new template at the start of each biennium for use by each continuing project.

Inputs Tab

Q: Where do I go for the Agency Financial Reporting System (AFRS) coding required on the Inputs tab?

A: The technology budget requires a unique AFRS code to track each project. This cost center code is designated solely for the specific project. Your internal agency budget or accounting lead will be able to assist. For agencies reporting through AFRS, there are OFM guides on how an agency creates an AFRS code. Visit the [Agency Financial Reporting System \(AFRS\)](#) page and AFRS [Table Maintenance Overview](#) file on OFM's website for more information.

There are a few agencies that use an alternative financial system than AFRS (such as WSDOT, UW, WSU, and STCTC). They send WaTech a monthly file of their project expenditure for Dashboard reporting purposes. Please work with your oversight consultant to discuss reporting requirements.

Q: How can I verify the correct AFRS coding for program sub-projects and project gates?

A: Your agency accounting or budget representatives are your resources for information on AFRS coding. WaTech maintains a list of AFRS field coding combinations for technology budgets as defined by agencies on our website – search for “Coding Combination.” The project manager is responsible for reviewing the [IT Project Dashboard](#) and verifying the actual spend in the Budget vs Actual spend section of the project is accurately reflected. There is also a reference table available on the Office of Financial Management (OFM) website. See [OFM Agency Financial Reporting System Project Control Table](#) for more information.

Q: How many gates need to be identified?

A: Each project is unique, and the number of gates and their duration can vary depending on the investment's duration, complexity, project methodology, deliverables and other factors. Contact your assigned Oversight Consultant for guidance. This information is not applicable to non-gated projects.

Q: Can I use the same gate title for multiple gates?

A: No. Each gate title must be unique.

Q: Where do I get the funded amounts (proviso and non-appropriated) for the project?

A: These are legislatively funded amounts for Gated projects. Contact your agency finance person or OFM budget advisor for more information. These fields are not required for non-gated projects.

Q: How do I prepare a roll-up of tech budget for program and projects with appropriated funding at more than one agency?

A: If you have a program or project with funding at more than one agency, the lead agency will combine the details from all individual project / subproject technology budgets in one file. The lead agency will identify a unique AFRS cost center or Program index field and code for all projects and subprojects, and list the agency and project name for each on the Inputs tab. This rolled-up tech budget is required in addition to the individual project / subproject technology budgets.

Budgeted resources and In-Kind tabs

Q: How does my Budgeted Resources tab relate to appropriated funds?

A: The answer to this depends on whether the funds are for gated or non-gated projects.

- **For gated projects:**
Budgeted resources tab details the funds made available through the budget process, and planned expenditures to meet project objectives. If the project utilizes additional funds from the agency operating budget, these expenses must be reflected on the "Agency In-kind Resources" tab. Budgeted resources often represent a large percentage of your appropriation request. The budgeted resources in your technology budget should match the approved funding and satisfy legislative "intent."
- **For non-gated projects:**
The budgeted resources tab details all planned expenditures and the fund sources for the projects. Non-gated projects do not use the "Agency In-kind Resources" tab.

Q: What is a sub object code?

A: A sub object code is a two-digit code used by AFRS to precisely allocate expenditures to the proper general ledger code. You must complete this field for all non-state FTE line items in the Budgeted Resources and In-kind Resources tabs. Section 75.70 of the [Statewide Accounting Administrative Manual \(SAAM\)](#) is the source for object/sub object codes. See the [SAAM Glossary](#) for more information. Contact your agency accounting and/or budget teams for more details. Your [OFM Accounting Consultant](#) and [OFM budget advisor](#) can assist if needed.

Q: How do I track in-kind actual costs for gated projects?

A: It depends. The technology budget is not the tool to track actual costs. An agency with a budget plan that includes in-kind funding should be monitoring their spending against the project budget in addition to the AFRS tracking of the budgeted resources. At the end of your project, you will need to

compare budget to actuals and include this variance in your post-implementation review (PIR) document. Some agencies have a tracking tool for actuals. Some agencies estimate their actuals.

Q: What is a fund source? What are my options?

A: Fund sources are the types of funding the agency will use to pay for the project such as state, federal or dedicated agency accounts. Your internal agency budget or accounting lead should provide you with fund sources and fund amount allocated to the project. See the [OFM Fund Reference Manual](#) for more information. Speak with your agency accounting and/or budget teams to answer any questions. Your [OFM Accounting Consultant](#) and [OFM budget advisor](#) can also assist as needed.

Q: How does the gated funding technology budget total of in-kind and budgeted cost relate to the project charter?

A: One of the first checks WaTech does to gauge the quality of your submittals is to verify whether the total planned spend from the technology budget aligns with anticipated total cost in the project charter. Your project charter outlines the vision, mission, and goal of the project and includes estimated project budget and duration. Your technology budget figures must support and align with the charter and will always be an estimate of planned spend. If your project's scope, schedule and/or budget changes significantly, you will need to amend the technology budget and revise your project charter as well. Contact your oversight consultant for more details.

Q: How do I represent indirect costs for staff?

A: Indirect costs for staff represent the expenses of doing business that are not readily identified with a particular project function but are necessary to support the project. On the Budgeted Resources tab, look for *Section 6 Other*. Here you will add a line item for "Indirect Costs for FTEs." You should manually add amounts to reflect the agency's indirect cost. You will want to use sub object codes "TA" for salaries and wages and "TB" for employee benefits, so they get classified correctly.

Section 75.70 of the [Statewide Accounting Administrative Manual \(SAAM\)](#) is the source for object/sub object codes.

Q: How should the agency reflect a general wage increase for future years since the technology budget only has the projected increase for one fiscal year on the Inputs tab?

A: Per direction from OFM, wage increase projections are limited to current biennium only in line with approved enacted state budget. General Wage Increase reflects the Cost-of-Living Adjustment (COLA) and is included in the staff cost projection. Agencies may add the additional line item under *Section 6 Other* on the Budgeted Resources tab using object and sub-object code "TB -Employee benefits" for additional wage increase. Alternatively, if the difference is not substantial, agencies can elect to forego this step.

Q: For expenses beyond the current biennium, are the annual values put into a single column per year, or still by month?

A: Planned expenditures and fund sources for the current biennium are recorded for each month, and by fiscal year for expenses past the current biennium. You can include as many fiscal years as you need based on the duration of the project. Do not include maintenance and operations expenses in this tab.

Q: What data goes in the gate fields and why are these fields grayed out on the Agency In-kind tab?

A: Enter the gate number for each month the gate is active. This field is grayed out on the Agency In-Kind tab because the field is populated from the entries on the Budgeted Resources tab.

Q: What do I do if a role on my project is not in the dropdown list for State Employee Staffing Costs or if the Salary and Benefit amounts are not accurate?

A: You can overwrite the title, salary and benefit fields to meet your project needs.

Q: Is there any difference in reporting when there are multiple funding sources?

A: No, no additional reporting is required with multiple funding sources. However, each fund source and the dollar amount for that fund source must be identified on the technology budget. Once the fund source values match the expenses for the month, "TRUE" will show up below the fund sources table.

Historical Budget and Actuals tab

Q: Why do I need to include budgets and actual expenditures from earlier biennia?

A: Including prior years' budgets and expenditures acknowledges the historical budget as compared to the historical actuals for the project and provides transparency on the financial management from the beginning of the project.

Summary tab

Q: What data entry is required on this tab?

A: No data entry is required on the Summary tab. This tab pulls data entered in other tabs and consolidates it by fiscal year and expense category. These are summarized by fiscal year and by gates (for gated projects).

Q: I am getting some False validation alerts. What should I do?

A: There are rules in place to compare planned expenditures with funding to ensure fund sources cover all planned expenses. If you believe funds and expenses are matching and the False error is still showing up, contact your assigned oversight consultant.

Q: How do I know when I have completed my technology budget correctly?

A: On the Summary tab, check to see that the totals for Budgeted Resources for each fiscal year match the totals for fund sources for each fiscal year. Also, verify that the gate totals for each gate for the biennium accurately reflect your detailed budgeted resources tab total amounts. The total amount requested should match funding by gates. Please use your internal agency resources to review your technology budget prior to sending it to OFM and WaTech.

M&O tab

Q: Should maintenance and operations costs be included in the technology budget?

A: Yes. The enacted operating and transportation budgets require that *"each project must have a technology budget ... identify ... at least five years of maintenance and operations costs."* The Technology budget template provides a tab to include these annual cost estimates and the estimated number of FTEs that will be needed each year. You will also need to confirm funding sources are available to cover the planned costs. The five-year average M&O costs are also required on the Inputs tab of the template.

Q: Can we submit the initial technology budget without M&O being filled out?

A: No. You will need to provide your best estimates for the costs and funding needed to support at least five years of maintenance and operations (M&O). As your project continues, these estimates will become more accurate as you learn more about the solution and support needs.

Q: How do you know what your M&O costs might be if you are just starting a project?

A: One place to begin is with your project team and agency budget office to investigate similar past efforts or past systems that have been implemented at your agency for some historical estimates. You can also estimate some professional services such as supplemental IT resources by referring to the Department of Enterprise Services ITPS Web Site or software licensing by referencing the NASPO Master Contract.

Q: What is the M&O start date?

A: The M&O start date is always upon go-live or after the initial warranty and/or stabilization period. If your project has more than one phase of deployment, this date will be based on the start of M&O of the first phase.

Q: If a vendor offers maintenance included in the first year of license or subscription, or after equipment purchase, does M&O begin on that date or upon go-live?

A: In this instance, M&O included in the first year of license or subscription, or after equipment purchase, would be considered part of implementation. The M&O start date is always upon go-live or after the initial warranty period.

Q: How is average annual M&O calculated?

A: Average annual M&O is calculated using the first five full fiscal years, ensuring the first year included in the calculation includes a full year of M&O costs.

Q: What M&O costs should the technology budget reflect?

A: This should be the total estimated FTE needs and other costs to operate and maintain the project outcomes. Even if the new solution will partially or fully replace an existing application and offset the net M&O, the technology budget must reflect the full M&O costs and funding.

Q: Does the M&O tab require the same level of detail as budgeted resources?

A: No, the M&O tab is summarized, however, it should include closest possible estimates for all anticipated costs.

Assumptions tab

Q: What is the Assumptions tab for?

A: The Assumptions tab allows the project to provide additional context on project scope, schedule and budget.

Q: What if my assumption doesn't fit into any category?

A: Use the "Other" row to enter information that does not fit into other categories.

Gated funding and deliverables tab

Q: What is the acceptable range for gate duration?

A: It depends. Gates are performance check-ins and an opportunity to demonstrate value delivery at periodic intervals. Gate start and end dates do not have to align with a fully complete project phase. A gate can close midway through a phase and still produce tangible artifacts that demonstrate performance and progress. While every project is unique, typically gates range from four to eight months.

Q: Do my gates need to exactly match or align with my project phases?

A: No. Gates provide opportunities to check in on performance and demonstrate to the public and Legislature the value of the investment at periodic intervals. They should be driven by natural transitions within projects and align with sets of key deliverables or milestones.

For example, while implementation might represent a single project phase, you may put gates between requirements/design and development, or development and final user acceptance testing.

In agile projects, you could put a gate every “n” sprints. Typical gates can range from four to eight months.

Q: Can I have a gate that extends across a fiscal year period?

A: Yes, however, be aware of your funding sources and their limitations. Expenditure authority for some funds, such as General Fund State, expires on June 30 of each fiscal year (FY). If you have funding that will expire by June 30, the gate must end with the fiscal year. If you have related questions or concerns, please consult with your WaTech oversight consultant or OFM budget advisor.

Q: Can I have a gate that extends beyond a biennium?

A: No. A project may be a five-year project, but project allocations are limited to a single biennium. Because of this, a gate must close at the end of the biennium. This also accommodates requesting and receiving the holdback on the last gate of the biennium as all deliverables for that gate will need to be completed by June 30 of the biennium.

Deliverables that cannot be completed within the biennium should be listed within gates in future biennia.

Q: How does a project select the appropriate deliverables in a gate?

A: This can often feel more like art than science. Each project should structure its gates and deliverables based on the natural cadence of the project. For example, when are the logical transitions? When are major deliverables due that would demonstrate project progress and tangible value delivery? Every project is different and will have unique artifacts to demonstrate performance at gated intervals (preferably four to eight months in length). Your last deliverable’s estimated completion date should be close to 15 days from the end of your gate to allow for the gate certification process.

Q: What dates are required on the Deliverables tab?

A: You need to indicate the start date and estimated completion date for each identified deliverable. The start date must be before the estimated completion date, and the estimated completion date must be within the duration of the gate.

Q: How much time should there be between the deliverables due in a gate and the gate end date?

A: A good rule of thumb is 15 days. This allows the project team to record deliverable approval, upload applicable deliverables on the statewide IT Dashboard, demonstrate meeting the gate objectives and any conditions of the gate to WaTech and OFM. If there are substantial changes to scope, schedule, deliverables and/or budget, an updated technology budget and project charter may also be needed for WaTech certification and OFM release of funds.

Q: What happens if my project does not complete all deliverables by the certification target date? How is the next gate funded?

A: WaTech cannot certify any gate with deliverables outstanding, and OFM funding contingent to this certification will be delayed. There may be extenuating circumstances that justify the delay of a deliverable or the deferment of a deliverable to a subsequent gate. Your project will be asked to update the project schedule, technology budget, and document a business case for the change. Submit these details to your WaTech oversight consultant and OFM budget advisor. Options for addressing this situation may include a condition placed with the next gate certification.

Q: Are there any deliverables I must include on the Deliverables tab?

A: Yes. See Policy [PM-01 IT Investment Approval and Oversight](#), and [PM-01-04-S Tiered Oversight and Reporting Standard](#) for information on deliverables required for your project based on its Tier.

Gated funding and IT project oversight

Q: Why is my project subject to the IT pool/gated funding oversight?

A: Projects are identified by the Legislature and the governor to be subject to gated funding requirements in the enacted budgets. Some projects are funded through the IT revolving account, (also known as IT Pool) that are subject to gating. All gated funding projects are required to have WaTech oversight.

WaTech oversight provides transparency on statewide IT project investments from initiation through closeout. Gated funding is the best practice to help all projects succeed and to mitigate risks. The gated funding process was designed with the following goals:

- Increase accountability between agency projects, WaTech and OFM.
- Allow greater insight into total project costs.
- Enhance financial and technological oversight.
- Mitigate project risk to help improve project success.
- Meet legislative requirements outlined in the Operating and Transportation Budget session law.

Q: How do I request certification and release of funds for the gate?

A: Project managers can request gate certification via an [online tool \(Salesforce\)](#) WaTech has established for this. The WaTech oversight team will verify that the project has an approved technology budget, that all deliverables of the previous gate are approved, and other prerequisites or conditions are met satisfactorily. With that, WaTech will certify that the project is ready to proceed with the next gate.

Q: How long will it take for me to receive funds after I request them?

A: WaTech sends notification of certification to OFM and the legislative fiscal committee. Upon completion of the required 10-business-day review period by the fiscal committee, OFM will release the funds. Refer to gated funding process documents on [WaTech's website](#) for more information.

Q: Can I get funds released to the project before I have an approved technology budget? When can I access the funds appropriated to the project?

A: No. Per statute, funding for gated projects is not released without an approved technology budget, or before OFM has authorized allotments. Agencies must apply to OFM and WaTech for certification and receive funding. WaTech will certify the gate and notify OFM and fiscal committees. OFM may not approve funding for 10 business days from the date of this notification. Expenditures made prior to OFM approval incur a budgetary risk. If OFM does not authorize their funding, the agency may need to cover those costs within their existing base budget.

Q: Is the holdback negotiable?

A: The statute recommends a 15% holdback for all gated projects unless otherwise stated. However, WaTech and OFM may jointly define a different level of holdback, when appropriate. Please discuss any concerns with your assigned oversight consultant and OFM budget advisor.

...Fifteen percent of total funding allocated by the office of financial management, or another amount as defined jointly by the office of financial management and the office of the state chief information officer, will be retained in the account, but remain allocated to that project. The retained funding will be released to the agency only after successful completion of that stage of the project...

Q: How can I track the progress of a gated funding certification request?

A: Project managers can view the status of gate certification on the project details page of the Salesforce application. Contact your oversight consultant if you do not have access to the "Project Requests" list. If you have received the gate certification and are waiting for funding release contact your OFM budget advisor.

Q: Will we receive a notification to enter allotments?

A: Yes, once the 10-business-day legislative-fiscal-committee-review period has passed, OFM will issue a memo approving the gate funds to enter allotment. If you have not received this letter, contact your OFM budget advisor.

Q: Should we only enter allotments one gate at a time?

A: Yes. Funds are released and allotted for only one gate at a time.

Q: Can the allotment amendment packet be submitted anytime? Normally official allotments are only adjusted quarterly, but gated funding projects can be approved anytime. Do these follow a different process?

A: Yes. The required allotment amendment packet must be submitted to the OFM using one of the quarterly adjustment packet types. These may be submitted at any time.

Updates and Amendments

Q: What is the difference between a technology budget update and a technology budget amendment?

A: It depends on the type of change. If the change(s) affects project financials (i.e., overall budget of the project, moving planned expenditures across gates, gate durations, funding sources, moving deliverables to a future gate), this is an amendment and will require review and approval by WaTech and OFM. However, if the changes are editorial corrections (updating AFRS fields or codes, correcting deliverable dates) this is an update and will be verified and approved by WaTech. Please work with your Oversight Consultant to determine which approach is required for your project.

Q: We asked for \$100 million but now we only plan to spend \$50 million. How do we explain this in our technology budget?

A: The technology budget should reflect the most accurate project budget plan, even if it decreased. Therefore, a change to the planned spend requires an amended technology budget.

If a project technology budget changes and a revised technology budget is completed, a comparison of the revised technology budget to the last approved technology budget must be posted to the dashboard. The comparison should include a narrative rationale on what changed, why and how that impacts the project in scope, budget and schedule.

This narrative rationale will need to be entered onto an Amendment Log tab within the technology budget. Your WaTech oversight consultant and OFM budget advisors are available to help the project team when these types of situations occur.

Q: How often do I have to update the technology budget?

A: The technology budget is updated, reviewed and approved every time there is change in project financials or deliverable schedule. If the project goes through a reorganization or major change you will also have to amend your project charter and seek investment amendment approval.

Q: Should I update the technology budget with actual expenditures at each gate?

A: The actual expenditures are automatically captured using the coding structure provided on the Inputs tab via AFRS and presented on the Statewide IT Dashboard. When amending a technology budget, you will need to align the budget of concluded time periods with actual expenditures to ensure transparency of the overall project cost – whether it was higher or lower. If you have used

contingency, these should be allocated to the appropriate cost category, and the contingency from prior fiscal periods must be cleared.

Q: Why does the technology budget need to be synced with the project charter?

A: Your project charter outlines the vision, mission, and goal of the project and includes estimated project budget and duration. Your technology budget demonstrates how the planned budget will be spent over time and align with the charter. The two artifacts represent a complete planning effort to ensure successful outcomes.

Amendment log tab

Q: Why do I need to complete an amendment log?

A: The amendment log summarizes changes in the project budget for prior, current and future biennia providing transparency of use of state funds to legislative partners and the public.

Q: What information is needed for completing the amendment log?

A: Agency will need to provide budgeted totals for prior, current and future biennia from the last approved technology budget. This worksheet automatically calculates revised totals and the differences. Agency will need to summarize the changes by answering five questions: What changed? Why was there a change? How does this impact scope? Schedule? Budget? Your answers to these questions are posted to the Statewide IT Dashboard along with your amended technology budget.

Q: Is there a limit to the length of my answers for the five questions on the Amendment Log?

A: Yes. Your answers cannot exceed 255 characters.

CSM addendum

Q: Do I need to complete the Central Service Model Addendum?

A: Central Service agencies that provide core services to support agency operations and missions will be required to provide a statewide impact by agency and by fund as a separate worksheet in the technology budget file. Work with your OFM budget advisor and WaTech Oversight Consultant to complete this addendum. If your agency is listed below, or you are receiving CSM funds you may need to complete this addendum:

- Washington Technology Solutions
- Secretary of State
- State Auditor's Office
- Attorney General's Office
- Office of Administrative Hearings
- Department of Enterprise Services

- Office of Financial Management
- Department of Labor and Industries
- Board of Industrial Insurance Appeals

Submission and approval

Q: Should I have some internal quality review before submission?

A: Yes. We encourage all agency project teams to submit strong deliverables. Please confer with agency subject-matter experts, including the appropriate agency financial teams, your project executive sponsor and perhaps your quality assurance (QA) consultant(s). Ideally, you want your technology budget to be approved quickly. A complete submission that has been reviewed and approved by agency leadership is a good start.

Q: I submitted my technology budget a month ago. Why is it taking so long to approve?

A: WaTech makes every effort to review and approve (or provide comments on) agency-submitted technology budgets within 30 days. Project managers can view the status of technology budget review requests via the Salesforce application. We are working to improve response time, however, each project is unique and reviewing a technology budget takes time.

Q: How can I track the status of my technology budget submission?

A: Project managers can view the status of technology budget review requests via the Salesforce application. You may also contact your oversight consultant or email oversightconsultants@watech.wa.gov to track the progress.

Q: I am confused about required WaTech and OFM approvals. Can you clarify?

A: Technology budgets (initial or revised) for gated projects are approved by WaTech and OFM; Technology budgets for non-gated projects are approved by WaTech.

Reporting and Dashboard

Q: What do I need to know about the dashboard?

A: [Washington State IT Project Dashboard](#) is a legislated requirement to present up-to-date information on major IT projects statewide. This public-facing site is a key resource for your agency, legislative members, citizens of the state, and others to better understand IT projects and find information on project status. It provides key project details – description, start and end dates, total planned spend, budget vs actual costs, key deliverables, health assessments and project contacts.

Q: Do I upload my technology budget to the Washington State IT Project Dashboard when it is complete and approved?

A: No. WaTech will post the approved technology budget to the Dashboard. Documents are posted by the approving authority (e.g., project team will post project charter, project management plans, status reports, and key deliverables; WaTech will post approved technology budgets, gate certification memos, investment approval memos, and OFM funding approval memos).

Q: Why doesn't the Washington State IT Project Dashboard reflect my project actuals?

A: Project actual cost must be reported in AFRS using the fields and codes identified in the technology budget. Some agencies use an alternate reporting mechanism. If the reported cost appears incorrect, the first step is to confirm with your agency finance or budget analyst that the correct AFRS fields and codes are being used and match the approved technology budget. Next, contact your oversight consultant and provide some sample expenses from AFRS (or the alternate reporting mechanism) that are missing or incorrectly reported on the dashboard.

Q: Why doesn't my Grand total under "budget vs. actual spend" match my "Total Planned Spend"?

A: For gated projects, the grand total represents total planned cost from the funds the agency receives specifically for the IT project from start to finish, including staff, IT hardware, software, IT services, professional contracted services and labor, and excludes in-kind resources funded through the agency's operating budget. The total planned spend includes the in-kind contribution from the agency operating budget as well. For non-gated projects, these two totals would match.

Q: If the Tech Budget has major changes/amendments that have been submitted, how long will it take to appear on the dashboard? Do I have to request an update?

A: Your oversight consultant will work with you to verify amendments to the Tech Budget. Once the amendment is approved by WaTech and OFM, WaTech will post this to the dashboard

Getting support

Q: Who do I contact if I get stuck completing my technology budget?

A: There are multiple reference documents available on the [WaTech website](https://watech.wa.gov), including a process overview, instruction video, tip sheet and glossary. Your agency's fiscal team should be engaged in this process. Your OFM budget advisor and your WaTech oversight consultant are also available to help.