

SABRS 2025-27 Budget Presentation

Freeze – Agency Request

As of April 2024



DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

Chief Financial Office: Statewide Audit & Budget Reporting Section (SABRS)

PRESENTATION OVERVIEW

Topics:

- ❑ [ORPICS Start-up / Current Service Level \(CSL\)](#)
- ❑ [ORBITS Essential Pkgs, CSL, Reports, Revenue Forecasts](#)
- ❑ [ORPICS Agency Request Budget \(ARB\)](#)
- ❑ [ORBITS Agency Request Budget \(ARB\)](#)
- ❑ Special Payments Adjustments
- ❑ [Closing](#)
 - ❑ Audit transmittal due dates
 - ❑ Helpful Hints & Resources
- ❑ Demonstration
 - ❑ ORPICS Packages
 - ❑ New Allotment Screen

Presenters:

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- Patrick Sevigny
- Breanna McGehee
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ORPICS Presentation Topics:

- 2025-27 Freeze Factors**
- ORPICS Start-Up**
 - Timeframe
 - Allowable Changes
- ORPICS Current Service Level (CSL) Budget**



ORPICS Start-up / Current Service Level (CSL)

ORBITS ACCT NUMBER	OPE FACTORS	2023-25 LAB	2025-27 FRZ
3210	ERB	\$2.19 /per mth	\$3.00 /per mth
3220	PERS: Agencies w/o significant Police & Fire	17.92%	21.04%
	Judges	36.33%	33.97%*
	Agencies w/ significant Police & Fire:		
	Dept Human Services	18.16%	21.32%
	Dept of Justice	18.03%	21.18%
	OR Military Dept	18.77%	21.73%
	Emergency Management		21.73%
	Oregon State Police	21.45%	24.41%
	State Fire Marshall		24.41%
	Public Safety Standards & Trng	22.80%	25.86%
	Corrections	22.98%	25.66%
	Oregon Youth Authority	22.20%	24.95%
	Forestry	20.51%	23.54%
	Liquor Control Commission	19.19%	22.21%
3230	SOCIAL SECURITY (FICA)	7.65%	7.65%
3221	PENSION BOND CONTRIBUTION (POB)	Provided by CFO	Provided by CFO
3241	PAID FAMILY MEDICAL LEAVE (PFMLI)	.004 = .4%	.004 = .4%
3250	WORKERS' COMP ASSESSMENTS (WBF)	\$1.91 / per mth	\$1.74 / per mth
3260	MASS TRANSIT TAX (MT)	.006 = .6%	.006 = .6%
3270	FLEX BENEFITS (PEBB Core)	\$1,650 /per mth	\$1,767 /per mth

*Includes member contribution of 7% per ORS 238.515

2025-27
"Freeze"
Factors



ORPICS Start-up / Current Service Level (CSL)

ORPICS 2025-27 Start-Up

- ❑ ORPICS Start-Up opens April 19th for agencies.
- ❑ Start-Up transmittals and supporting materials must be received prior to close of business May 3rd .
- ❑ Ensure the “Cycle” field has Prep selected and the “Bien” field has 2027 selected. ORPICS changes are made in the ORPICS “Detail” section by copying the position record using the “Copy” button and Package 001, this is the only package available for Start Up changes.
- ❑ Changes made during Start-Up update the ORPICS Base Personal Services values in the ARB base column on ORBITS at the DCR level (A01 version).
- ❑ Data loaded to ORBITS include salaries/wages, ORPICS-generated OPE, and position/FTE counts. Non-ORPICS personal services items are not included.
- ❑ **Agencies need to submit a Start-Up Audit transmittal regardless of whether or not any changes are performed on ORPICS during Start-Up.**



ORPICS Start-up / Current Service Level (CSL)

Energy, Dept of **Agency Number: 33000**
2021-23 Biennium **PIC102 - ORPICS Freeze Report**

Budget Execution										Freeze Action	
Workday Id	Auth No	Pos No	Classification				Employee Name	Pos Type	Mos	Action	Mos
55753	1047020	6905007	MENN	Z0873	AP	OPERATIONS & POLICY ANALYST 4	Vacant	P	0	Extended	24
108647	1325460	1156006	UA	C1156	AP	UTILITY AND ENERGY ANALYST 2	Vacant	L	24	Dropped - LD	
108648	1325450	1156005	UA	C1156	AP	UTILITY AND ENERGY ANALYST 2	Vacant	L	24	Dropped - LD	
108830	1368250	1921202	UA	C0861	AP	PROGRAM ANALYST 2	Vacant	L	12	Dropped - LD	
108831	1368240	1921201	UA	C0861	AP	PROGRAM ANALYST 2	Vacant	L	12	Dropped - LD	
108833	1368260	1921203	UA	C0856	AP	PROJECT MANAGER 3	Vacant	L	6	Dropped - LD	
122761	1400191	1921205	MMS	X7008	AP	PRINCIPAL EXECUTIVE/MANAGER E	Sadhir, Ruchi	P	24	Phase-Out	



ORPICS Start-up / Current Service Level (CSL)

ORPICS 2025-27

❑ Allowable Changes During Start-Up:

- DCR changes that are within the same SCR
- DCR changes that cross SCRs **must have** CFO Analyst approval
- Adjustments to seasonal position budget rates (returning employee Step rates)
- Changes to permanent part-time phased-in positions
- Any exceptions discussed with, and approved by, your agency CFO Analyst
- Please ensure that all position/segment of positions are not allocated for less than one month

❑ ORPICS editing will be locked down by close of business **May 03, 2024**

- SABRS staff audits all changes and obtains CFO analyst review and approval.
- Once Start-Up audits are complete, ORPICS will be opened for CSL actions and agencies will be notified.



ORPICS Start-up / Current Service Level (CSL)

File - Administration Preparation Execution ORPICS Reporting Publications - Window Help

Position Detail

Cycle: Prep Bien 2023 Agency: 11500 Cross Ref: Pos Type: ALL Auth No: Name: ie 2 n 0 and 25

Pkg	Cross Reference	Employee Name	Auth No	Pos No	Workday	Repr	Class	Class Title	Range	Pos Type	Rate	Step	Mos	Pos Cnt	FTE	Salary	Ope	Total	GF Split	LF Split	OF Split	FF Split	Phase In	Phase Out
* 000	11500-030-01-00-00000	Prim, Jim	000005040	1150001	00000024502	MEAH	MEAH Z7530	HF EMPLOYMENT RELATIONS BRD CHAIR	40X	PF	15,050	4	24	1	1	361,200	117,639	478,839	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-030-01-00-00000	Berry, Mary	000005050	1150002	00000031025	MENN	MENN Z7531	Rf EMPLOYMENT RELATIONS BRD MMBR	38X	PF	13,730	4	24	1	1	329,520	111,923	441,443	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-030-01-00-00000	Ratt, Matt	000005060	1150003	00000048030	MENN	MENN Z7531	Rf EMPLOYMENT RELATIONS BRD MMBR	38X	PF	13,730	4	24	1	1	329,520	111,923	441,443	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-030-01-00-00000	Average, Joe	000004910	0015001	00000003184	UA	UAC0110	RP LEGAL SECRETARY	18	PF	4,310	8	24	1	1	103,440	60,770	164,210	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-030-01-00-00000	Smith, John	000004920	0027001	00000032834	MESN	MESN Z7006	AP PRINCIPAL EXECUTIVE/MANAGER D	31X	PF	7,363	6	24	1	1	176,712	78,809	255,521	0.5599	0	0.4401	0	7/1/2021	6/30/2023
* 000	11500-040-01-00-00000	Doe, Denise	000004860	0013007	000000022114	UA	UAC0108	RP ADMINISTRATIVE SPECIALIST 2	20	PF	3,929	4	12	1	0.5	47,148	29,259	76,407	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-040-01-00-00000	Johnson, Margaret	000004980	0034007	000000062012	UA	UAC1542	RP ERB MEDIATOR	33	PF	10,321	10	24	1	1	247,704	96,287	343,991	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-040-01-00-00000	Mean, Jean	000004990	0034009	00000014429	UA	UAC1542	RP ERB MEDIATOR	33	PF	10,321	10	24	1	1	247,704	96,287	343,991	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-040-01-00-00000	Felon, Ellen	000005020	0632001	00000024497	MESN	MESN Z7010	Rf PRINCIPAL EXECUTIVE/MANAGER F	35	PF	11,373	10	24	1	1	272,952	101,502	374,454	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-050-01-00-00000	Jones, Jeff	000004970	0034006	00000018017	UA	UAC1512	RP ADMINISTRATIVE LAW JUDGE 3	37	PF	11,931	10	24	1	1	286,344	103,970	390,314	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-050-01-00-00000	Very, Terry	000005000	0035001	00000034805	UA	UAC1512	RP ADMINISTRATIVE LAW JUDGE 3	37	PF	8,511	3	24	1	1	204,264	85,593	289,857	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-050-01-00-00000	Cornwell, Michelle	000998060	1150009	00000038629	UA	UAC1512	RP ADMINISTRATIVE LAW JUDGE 3	37	PF	9,849	6	24	1	1	236,376	93,499	329,875	0.56	0	0.44	0	7/1/2021	6/30/2023
* 000	11500-050-01-00-00000	Doe, Denise	000004860	0013007	000000022114	UA	UAC0108	RP ADMINISTRATIVE SPECIALIST 2	20	PF	3,929	4	12	0	0.5	47,148	29,259	76,407	0.5599	0	0.4401	0	7/1/2021	6/30/2023
* 000	11500-050-01-00-00000	Plane, Jane	000004820	0009001	00000040399	UA	UAC0110	RP LEGAL SECRETARY	18	PF	3,929	6	24	1	1	94,296	58,519	152,815	0.56	0	0.44	0	7/1/2021	6/30/2023

Auth No: 000005040 Pos No: 1150001 WD: 000000024502 Pos Count: 1 Total FTE: 1.00 Prim, Jim

Phase: FRZ Pkg: 0 DCR: 11500-030-01-00-00000 Class: MEAH Z7530 HP Pos Type: Permanent Full-Time Current Package: 1 of 1

Step: 4 Mos: 24.00 Pos Count: 1 Fte: 1 Rate: 15,050 Position ID: 107816 Grp 1

Pos Detail ID: 626989 Cur 1

Accounts	GF	LF	OF	FF	Total
Salary	202,272	0	158,928	0	361,200
Ope	65,878	0	51,761	0	117,639
PS Total	268,150	0	210,689	0	478,839
Splits	0.5600	0.0000	0.4400	0.0000	1.0000

Seasonal: J A S O N D J F M A M J

Phase In: 07/01/2021 Phase Out: 06/30/2023

Effective: 3/25/2020 Discontinue:

Update Copy Delete Undo Remove Save As Extract Min/Max Estimate Exit

The ORPICS Reports

Available under the ORPICS drop down menu on the menu bar at the top of the screen in ORBITS

- PIC100 Position Budget Report:** *This report lists all positions by Detail Cross Reference Number based on the phase selected. The first page is the Agency wide summary of Salaries and OPE by Fund Type.*

- POS116 Net Package Fiscal Impact Report:** *This report lists all positions actions performed in a package reflecting the total Salary and total OPE costs by fund type.*

- PIC102 ORPICS Freeze Report:** *This report lists positions that were extended, dropped, etc. during the Freeze process with an “Action” column describing the action that changed the position.*

- PIC130 Position Count by Agency:** *This is a summary report listing all positions for an agency, it does not include Cross Reference numbers for the positions.*

- POS100 PICS Budget Ledger Report:** *This report shows all package records for a select phase from Base through LAB and the entries that were passed into the ORBITS Budget table.*

- New Report in process of all position changes by DCR/SCR, Package, and Fund for all phases.**



ORPICS Start-up / Current Service Level (CSL)

2025-27 ORPICS CSL Process

Agencies begin the 2025-27 Current Service Level (CSL) budget build

ORPICS CSL adjusting entries are restricted to the following essential packages:

- 021 – Phased in Programs and/or Positions
- 022 – Phased out Programs and/or Positions
- 040 – Mandated Caseloads / requires CFO Analyst approval
- 050 – Fund Shifts
- 060 – Technical Adjustments / must result in Net Zero change

ORBITS Presentation Topics

Base Budget Column

- What is it
- What can I do
- Re-Spin of Non-ORPICS accounts

Essential Packages Column

- What are they
- How can I use them

ORBITS Reports – Audit & Reconcile



Base Budget Column

- ❑ **ORPICS Driven accounts are populated based on the ORPICS Freeze process.**
- ❑ **Changes during ORPICS Start-Up affect the ORBITS Base Budget column.**
- ❑ **The Base Budget Column and CSL packages will be opened after Start-up**
- ❑ **Beginning Balances were loaded into the BASE column from the 2023-25 Leg. Approved Budget. Please update these values based on current 23-25 estimated ending balances.**
- ❑ **ORBITS Base Budget column comes from the Bien 25 M01 version, 2023-25 Leg Approved Budget (LAB) for the following account categories:**
 - Revenue accounts excluding beginning balances
 - Non-ORPICS expenditure accounts (excluding payroll-related accounts)
 - Services & Supplies
 - Capital Outlay
 - Special Payments
 - Debt Service
 - Capital Construction



Base Budget Column

Agencies may re-shuffle expenditure accounts in the BASE column within the same SCR, Budget Category and Appropriated Fund also known as Re-Spin. The following protected accounts may not be changed:

- ORPICS-driven accounts (salaries, PERS, etc.)
- Acct 3221 – Pension Bond Contribution
- Acct 3260 – Mass Transit Tax
- Acct 3455 – Vacancy Savings
- Acct 4225 – State Govt. Service Charges
- Acct 4300 – Professional Services
- Acct 4315 – IT Professional Services
- Acct 4325 – Attorney General
- Acct 4425 – Facilities Rental and Taxes



Note: If you need to move protected accounts across DCR's please use a package 060.



Base Budget Column

Re-spin of Non-ORPICS Accounts

- Allowable accounts
 - acct 3160 – Temps
 - acct 3170 – Overtime
 - accts 3180 & 3190 – Shift & Other Differentials
 - acct 3240 – Unemployment

Audit requirement

- The re-spin calculations must include the appropriate 2025-27 OPE values on ORBITS and balance by SCR/appropriated fund types



Essential Packages

Where to start...

Essential Packages:

- 010 – Non-ORPICS Personal Services
- 021 /022 – Phase-In / Phase-Out
- 031 – State Govt Service Charges / Standard Inflation
- 032 – Non-Standard Inflation (Analyst Approved)
- 033 – Exception Committee Approved
- 040 – Mandated Caseloads
- 050 – Fund Shifts
- 060 – Technical Adjustments (net zero)

Versions

- A-01 Agency working (DCR level)
- S-01 Agency Pre-audit (SCR level only)

Screens

- Data entry window (base budget column)
- Package data entry window

Essential Packages

❑ Package 010 – Vacancy Factor and Non-ORPICS Personal Services:

▪ Salaries and Wages

▪ Calculated based on standard inflation of 4.2%

- Temporary wages (acct 3160)
- Overtime (acct 3170)
- Shift Differentials (acct 3180)
- Other Differentials (acct 3190)
- Unemployment (acct 3240)

▪ Mass Transit Tax (acct 3260) see calculation next slide

▪ Vacancy Savings (acct 3455)

▪ Calculated differences between the control value and base budget amount:

- Pension Bond Contribution aka POB (acct 3221) *calculation example*

Account	Appropriated Fund Type	2023-25 Base Budget	2023-25 POB	Package 010 Entry
Pension Obligation Bond	3400 - OF	\$10,150	\$11,500	\$1,350

ORBITS Essential Pkgs, CSL, Reports, Revenue Forecasts

Mass Transit Tax Calculation

- ❑ Once package 010 is populated use the ANA104A – Mass Transit Audit Report to verify the budgeted amount for Mass Transit Tax.
- ❑ Adjust Mass Transit Tax (account 3260) as necessary to balance.
- ❑ Mass Transit is calculated at .006 of Total Salaries and Wages by Fund Type, excluding Federal Funds. See OAM 50.60.00 PO for more details

ANA104A - Mass Transit Audit Report					
Biennium			A - 01 - Agency Working		
10700 Administrative Svcs, Dept of			10700-030-05-02-00000		
<i>Description</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Total Funds</i>
Class/Unclass Sal. and Per Diem - Base					
3110 Class/Unclass Sal. and Per Diem	-	-	3,591,960	-	3,591,960
3160 Temporary Appointments	-	-	60,000	-	60,000
3170 Overtime Payments	-	-	40,000	-	40,000
3190 All Other Differential	-	-	120,000	-	120,000
Class/Unclass Sal. and Per Diem - Base	-	-	\$3,811,960	-	\$3,811,960
Package 010					
3160 Temporary Appointments	-	-	2,220	-	2,220
3170 Overtime Payments	-	-	1,480	-	1,480
3190 All Other Differential	-	-	4,440	-	4,440
Package 010	-	-	\$8,140	-	\$8,140
Total Class/Unclass Sal. and Per Diem	-	-	\$3,820,100	-	\$3,820,100
Mass Transit Rate	0.006	0.006	0.006		
Maximum Mass Transit	-	-	\$22,921	-	\$22,921
3260 Mass Transit Tax	-	-	17,891	-	17,891
Maximum Package 010 Entry	-	-	\$5,030	-	\$5,030
3260 Mass Transit Tax - Package 010 & 022	-	-	5,030	-	5,030
Under/(Over)Maximum Value	-	-	-	-	-

Essential Packages

❑ Package 021 / 022: Phase-In's, Phase-Out's

- Used to add/remove funding, expenditure limitation and program costs that were approved as “one-time” or for only a portion of the biennium.
 - *Audit Tip:* Make sure you enter your Pkg 022 phase-out values first. Standard Inflation is calculated on Base minus Package 22.

❑ Package 031: Standard Inflation

- Most S&S, Capital Outlay and Special Payments accounts inflated @ 4.2%
- Professional Services (accounts 4300 & 4315) inflated @ 6.8%
- Attorney General (acct 4325) as established
- Rent- Published rates for both uniform and non-uniform rent
 - (agencies may inflate up to the amount in the published price list in package 31. Anything above that needs to be in package 33 and approved by their analyst)
- State Govt Service Charges need to balance to the On-Line Price List*

****Appendix A of the Price List document has been updated for the non-DAS assessments and the **dropdown** has been updated as well.***



Automated Inflation Calculation Routine

- ❑ **SABRS has a process to auto-populate Packages 010 and 031 with the standard inflation values into ORBITS**
 - Base Budget minus Package 022 Phase Out values
 - Standard Inflation rates
- ❑ **Automated Inflation procedure is optional:**
 - Contact ORBITS.help@DAS.Oregon.gov when you are ready to have this procedure run for your agency.
 - **NOTES:**
 - This procedure may only be run once per agency.
 - **Clears the 010 and 031 Packages before it populates. So run this before making any other adjustments to these packages.**



Essential Packages...

□ **Package 032: Above Standard Inflation with CFO Analyst Approval**

- Medical inflation – maximum inflation @ 5.6%
 - 1.4% calculated inflation is recorded in this package (The 4.2% *standard inflation* is recorded in package 031)
- Non-state employee personnel costs as applied to Special Payments maximum inflation @ 6.8%
 - 2.6% calculated inflation is recorded in this package (The 4.2% *standard inflation* is recorded in package 031)
- Price List items that are usage-based costs such as printing services
 - Marginal inflation above the 4.2% is recorded in this package

□ **Package 033: Above Standard Inflation with Exception Committee Approval or Statewide Exception**

- Amounts above Standard with documented exception request

Essential Packages...

❑ **Package 040: Mandated Caseloads**

- Refer to the eligible agencies/programs listed on pages 30 and 31 of the 2025-27 Budget & Legislative Concepts instructions
- Based on caseload changes for programs required by the federal government, state constitution, or court actions.
- Agency must request establishment of this package through your assigned CFO Analyst before it is available for use in ORBITS or ORPICS

❑ **Package 050: Fund Shifts**

- Used to change fund type on expenditures and/or restore original funding source of a one-time change approved in the past
- Change must be net-zero at the Total Funds level
- Your CFO Analyst must be aware of and in agreement of your intended use of this package prior to submitting your audit transmittals to SABRS

Essential Packages...

❑ **Package 060: Technical Adjustments**

- Used for Technical Adjustments; result must net zero
- Examples of technical adjustments for package 060:
 - *Moving programs or accounts from one SCR to another SCR*
 - *Re-aligning expenditures across budget categories or protected S&S accounts*
 - *Shifting a Special Payment expenditure to a revenue transfer*



- ❑ **Discuss the intended use of this package with your CFO Analyst and receive their approval prior to submitting your agency audit transmittals for ORPICS or ORBITS**

ORBITS Reports

❑ Audit Reports

- AUD 100 – Audit Error Report (ran from the S version)
- AUD004 – Transfers and Special Payments (ran from the A version)

❑ Budget Development

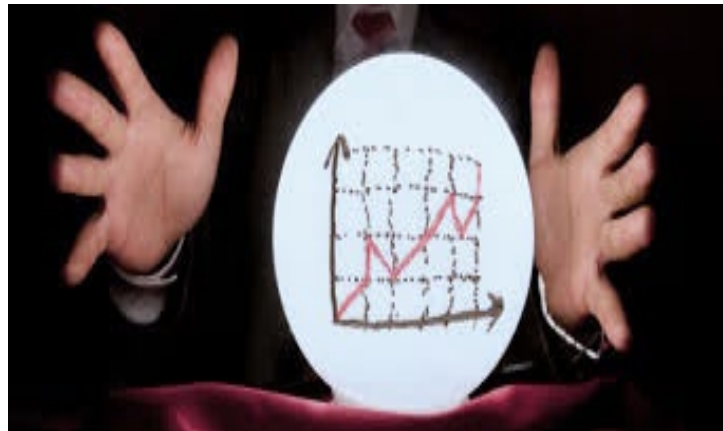
- BDV001A - Agency Worksheets – Revenues & Expenditures
- BDV002A – Detail Revenues & Expenditures – Requested Budget
- BDV004B – Detail Revenues & Expenditures – Essential/Policy Packages
- BDV104 – Biennial Budget Summary (aka Summary of 2025-27 Budget)

❑ Analysis & Comparison

- ANA100A – Version/Column Comparison Report
- ANA102A – Inflation Forecast Report*
 - **Useful report in determining inflation amounts (must have data loaded in the Base Budget column **and** in essential package 022)*
- ANA103A – Inflation Analysis Report
- ANA104A – Mass Transit Audit Report

Revenue Projections

- ❑ **Revenue data in the 2025-27 Base Budget column is copied from the 2023-25 Legislatively Approved Budget column**
 - Agencies should analyze, re-project and modify revenues as appropriate for their programs
 - Total revenues must cover requested expenditures
 - For agencies that produce General Fund Revenues; these values must be consistent with the May 2024 state revenue forecast
 - *SABRS will audit these values to the data provided by the Office of Economic Analysis*



Revenue Categories

❑ Federal Funds (FF)

- Most FF revenues are received on a reimbursement basis
- Total FF revenues generally equal total requested FF expenditures
- FF revenues are normally entered in the Base Budget column and in the Essential/Policy package(s)

❑ Lottery Funds (LF)

- Recipient agencies will be provided specific revenue values by DAS and/or OWEB
- LF revenues should be entered in the Base Budget column and in the Essential package(s)
- Agencies requesting additional LF revenues in Policy packages are directed to use the generic Transfer In Lottery Proceeds account (1040)



**Agency Request Budget
Topics:**

- ORPICS ARB**
- ORBITS ARB Building**
- ORBITS Policy Packages**



2025-27 ORPICS ARB

- ❑ **The ORPICS 2025-27 Agency Request Budget consists of ORPICS Base Budget, Essential Packages and Policy Packages**
- ❑ **Position changes in ORPICS update the Personal Services accounts in the ORBITS A01 Version**
 - This includes Salaries & Wages, ORPICS-driven OPE, and position & FTE counts
- ❑ **Approved Policy Packages can be used to request new positions or make changes to existing positions**
 - New positions are added to ORPICS at the third step of the classification's salary rate...OR
 - New positions may be added to ORPICS at a higher step but will require **written approval from your CFO Analyst**

❑ ORPICS Packages

- The ORPICS “PKG” data field is used to key in the number of the package driving the need for entry into ORPICS (e.g. PKG 040, 060, 101, etc.). The PKG field must be updated for each position action.
- There may be instances where a position is impacted by actions from multiple packages. This is allowed in ORPICS.
 - One example would be a DCR change as a Technical Adjustment in Pkg 060 at CSL and then reclassing the same position in a Policy Option Package (POP). This is achieved in ORPICS by selecting the Pkg 060 record, using the “Copy” button and then assigning the correct POP package number in the PKG field. Then update the record with the POP changes so the end result is the combination of changes from Pkg 060 and the POP. Finish by using the “Update” function.

25-27 ORBITS ARB

❑ Building the ARB in ORBITS:

▪ Base Budget Column

- 2025-27 Base Budget is copied from the 2023-25 Legislatively Approved Budget column
- Position changes during ORPICS Start-up effect the Base column

▪ Essential Packages Column

- Packages 010 - 060 contain the building blocks necessary to maintain programs at the Current Service Level (CSL)

▪ Policy Packages Column

- Agency Policy Packages are used to request budget authority beyond the CSL
- Calculations for package 070 (revenue reduction) is also in this column
- Column will be opened after ORPICS CSL Audit



ORBITS Policy Packages

❑ Establishing Policy Packages ([POP Request Form on website](#))

- Agencies must provide the following data to establish a Policy Package
 - Policy Package number is determined by the agency. Numbers 100 through 499 are reserved for agency use
 - Package titles (45 characters maximum including spaces) are determined by the agency
 - SCR(s) assigned to the package
- All policy packages must be requested through and approved by your CFO Analyst
- No negative ending balances in ARB column
- Account 4225- Do not include SGSC changes (at CSL these values will balance to the Price List and should not be updated at this point/updated at GRB)
- Run the AUD100 and AUD004 reports to check for errors before submittal (see [ORBITS Manual Appendix G](#) for more detail on error messages)
- Prior to submitting for audit copy the A01 to the S01
- Use the 25-27 ARB Audit Points as a guide and checklist



ORBITS Policy Packages

□ Policy Package and Other Considerations

- **Reflect policy and program changes affecting an agency's budget from CSL**
- **Policy Packages 081 and 082 are for E-board actions after April**
 - Amounts are biennialized and inflated using standard inflation rates
- **Deferred Maintenance & Capital Budgeting**
 - ORS 291.215: Agencies that own state buildings and infrastructure should request policy packages that bring the agency's total deferred maintenance and capital improvements budget at a minimum to a level of two percent of the current replacement

ORBITS Policy Packages

□ Policy Package Examples

- Form new programs or expand existing ones
- Implement partnership programs among agencies (This includes actions to formalize)
- Interagency program coordination efforts
- Transfer programs between agencies, if the transfer has not been legislatively approved
- Shift from one fund type to another, if the shift does not match past budget policy (work with SABRS and CFO Analyst)
- Establish or increase fees
- Request new debt service authority
- See Budget Instructions pg. 33 for more detail on packages and examples

Special Payments and Transfers Between Agencies

ORBITS Phases

- ❑ Generally, the agency sending the funds determines the transfer amount, however all agencies affected with the amounts should be included in the conversation
- ❑ Prior transfers might not continue unchanged into the next biennium, but it is important to check with all parties to ensure that is still the case
- ❑ Some things to remember about Special Payments and Transfers adjustments between agencies may be:
 - ❑ Special Payments in Base
 - ❑ Shifting between accounts is allowed as long as there is a net zero change within the Special Payments Category
 - ❑ Transfers should always be made in Base. Special Payments maybe adjusted in Base, CSL packages, or ARB Packages
 - ❑ Special Payments in CSL
 - ❑ One-time Special Payment or Transfers? Will this affect another agency's CSL packages?
 - ❑ Standard inflation, above standard inflation, or expectational inflation
 - ❑ Does the sending agency agree?
 - ❑ Does the sending agency have the revenues to cover the increase? Or will they need a POP? If it requires a POP, is it included in the POP narrative?
 - ❑ Special Payments in ARB
 - ❑ Is this a new Special Payment between agencies?
 - ❑ Is this related to another agency's CSL Package or POP? Is it the impact to other agencies included in the POP narrative?
 - ❑ Will the Special Payment POP need an accompanying POP by the other agency or is it within the sending agencies resources?



Helpful Hints & Other Useful Information

- 2025-27 Budget Schedule**
- Early Submittal Agencies**
- Resources and Contact Information**
- ORPICS 2025-27 Budget Build**



Closing

2025-27 Budget Schedules

March

- 03/25 – Feb Session Actions
- 03/25 – ORPICS Permanent Finance Plans
- 03/31 – SCR/DCR Changes
 - *Revenue Estimates*
 - *CSL Exception Requests*

April

- 04/19 – ORPICS Freeze
- 04/22 – ORPICS Start-Up Begins
- 04/22 forward – ORPICS & ORBITS CSL Open for agencies with Start-Up completed

May

- 05/03 – Start-Up Transmittals Due
- 05/31 – ORPICS CSL Due/All Agys
 - *ORBITS CSL Due/Early Agys*

June

- 06/28 – ORPICS ARB Due / All Agys
 - *ORBITS CSL Due/All Other Agys*
 - *ORBITS ARB Due/Early Agys*

July

- 07/31 – ORBITS ARB Due/All Other Agys

TBD

- GRB Audit Requests Due
- LAB Audit Requests Due



Closing

Early Submittal Agencies

Accountancy (120)

Advocacy (131)

Aviation (109)

Commission for the Blind (585)

Chiropractic Exam (811)

Licensed Clinical Soc. Workers (124)

Columbia River Gorge (350)

Construction Contractors (915)

Consumer & Bus Svcs. (440)

Criminal Justice (213)

Dentistry (834)

District Attorneys (196)

Emergency Management (258)

Employment (471)

Employment Relations (115)

Energy (330)

Geology & Mineral (632)

Govt. Ethics (199)

Health Related Licensing (833)

Labor & Industries (839)

Land Conservation & Dev (660)

Land Use (662)

Library (543)

Liquor Control (845)

Marine Board (250)

Medical Board (847)

Mental Health Regulatory (108)

Military (248)

Nursing (851)

Parole/Post Prison Supervision (255)

Pharmacy (855)

Psych Sec Review (399)

Public Employee Retirement (459)

Public Records Advocate (104)

Public Safety Standards/Trng. (259)

Public Utility (860)

Racing Commission (862)

Real Estate (919)

State Lands (141)

Tax Practitioners Board (119)

Teacher Standards/Pract. (584)

Veteran's (274)

Water Resources (690)



QUESTIONS & RESOURCES



37

What do you need?	Resource:	How you access this resource:
ORBITS reports	ORBITS system, through CITRIX	https://orbits.das.oregon.gov Contact your agency computer support for installation.
ORBITS or CITRIX password reset	ORBITS Help	ORBITS.Help@DAS.Oregon.gov
ORPICS data entry guidelines	ORPICS Quick Start Guide	https://www.oregon.gov/das/Financial/Documents/ORPICS%20Data%20Entry%20Guide.pdf
ORBITS end user help	ORBITS Reports Manual	http://www.oregon.gov/das/Financial/Documents/ORBITS_Reports_Manual.pdf
ORBITS end user help	ORBITS User Manual	http://www.oregon.gov/das/Financial/Documents/ORBITS_Manual.pdf
SABRS Forms	Check the “Development” and “Execution” sections of the SABRS website.	http://www.oregon.gov/das/Financial/pages/SABRS.aspx
Agency Quick Reference Guide	ORBITS	http://www.oregon.gov/das/Financial/Documents/Agency%20Quick%20Reference%20Guide.pdf
POP Setup	POP Setup Request Form	https://www.oregon.gov/das/Financial/SiteAssets/Pages/SABRS/POP_Request_Form.xlsx
Introduction to State Budget	Background information for new agency budget staff	http://www.oregon.gov/das/Financial/Documents/Introduction%20to%20Budget.pdf
Other questions	The SABRS team!	ORBITS.Help@Oregon.gov



SABRS Contact Information

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