ORBITS BUDGET EXECUTION VERSIONS
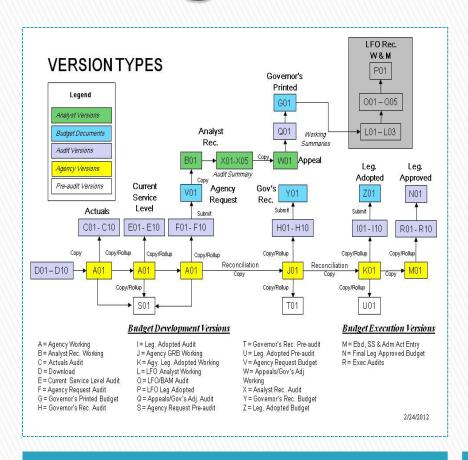
Department of Administrative Services
Chief Financial Office
SABR Section

Budget Execution Versions

▶ Used to track budget changes from the Legislatively Adopted Budget
- Emergency Boards
- Annual (even-year short) Session
- Ways and Means (Regular session)
- Administrative Adjustments
  - Non-limited increases
  - Debt Refinancing
  - Revenue changes
  - Other miscellaneous corrections

Budget Execution Versions

VERSION TYPES

Legend
- Analyst Versions
- Budget Documents
- Audit Versions
- Agency Versions
- Pre-audit Versions

LFO Rec. W & M — P01

Governor's Printed — G01

O01 – O05

Analyst Rec. — Q01 | Working Summaries | L01 – L03

B01 → X01-X05 → Copy → W01 Appeal | Audit Summary

Current Service Level — V01 | Agency Request

Gov's Rec. — Y01 | Leg. Adopted — Z01 | Leg. Approved — N01

Actuals — C01 - C10 | E01 - E10 | F01 - F10 | H01 - H10 | I01 - I10 | R01 - R10

D01 – D10 → A01 → A01 → A01 → Reconciliation → J01 → Reconciliation → K01 → Copy → M01

S01 | T01 | U01

Budget Development Versions

A = Agency Working
B = Analyst Rec. Working
C = Actuals Audit
D = Download
E = Current Service Level Audit
F = Agency Request Audit
G = Governor's Printed Budget
H = Governor's Rec. Audit

I = Leg. Adopted Audit
J = Agency GRB Working
K = Agy. Leg. Adopted Working
L = LFO Analyst Working
O = LFO/BAM Audit
P = LFO Leg Adopted
Q = Appeals/Gov's Adj. Audit
S = Agency Request Pre-audit

T = Governor's Rec. Pre-audit
U = Leg. Adopted Pre-audit
V = Agency Request Budget
W = Appeals/Gov's Adj Working
X = Analyst Rec. Audit
Y = Governor's Rec. Budget
Z = Leg. Adopted Budget

Budget Execution Versions

M = Ebd, SS & Adm Act Entry
N = Final Leg Approved Budget
R = Exec Audits

2/24/2012

- M01 version
  - Starting point is the Leg Adopted Budget data which comes from the audited K01 version
  - Changes are entered at the detail cross reference level
- " R" versions
  - Used for audit purposes
  - Data only at the summary cross reference level
  - Sequential versions created for each audit point
- N01 version
  - Used for the final budget execution budget
  - Deleted and re-created throughout the biennium

ORBITS Version Map | **Three available versions**

Budget Execution Columns

- Agy. Leg. Adopted = Column 34
  - Data source is the previous biennium K01 version
    - Example – Bien 2015 K01
- Ebds, SS & Admin Act = Column 35
  - Data entered for each action
- Leg Approved Budget = Column 36
  - Calculated column that adds columns 34 and 35

Budget Execution Packages

Package Group	Package Type
ADM = Administrative Adjustments	NLA = Non-limited Adjustments
	REF = Debt Refunding
	REV = Revenue Adjustments
	AA = Admin. Adjustments (other)
EBD = Emergency Board	MMYY = Created for each E-Board meeting
	Example: December 2010 = 1210
SPL = Special/Supplemental Session	SS01 = Annual Session (in even-numbered years)
	Example: February 2010, February 2012
WMA = Ways & Means Actions	WMA = Legislative Session (in odd-numbered years)

- Unique packages numbers are created to capture budget execution actions

- Packages numbers are assigned by Package Group and Package Type

- SABRS is responsible for setting up each package and inputting the data

- Agencies are responsible for providing ORBITS input forms to support the budget execution action at the DCR level

Budget Execution Reports

▸ To view package details run ORBITS report BDV004B or STW009 – statewide package

  ◦ Reporting → Budget Development → BDV004B
  ◦ Reporting → Statewide Query→ STW009

▸ To view summary of all budget execution actions run ORBITS report BEX100

  ◦ Reporting → Budget Execution → BEX100

Administrative Adjustments

- Any administrative adjustments, regardless if agency requests it such as Non-limited increases or directed by DAS for debt refinancing, ORBITS input forms are required

ORBITS & PICS Input Forms

- Both forms can be found under the Budget Execution section at the SABRS website:
  - Chief Financial Office Statewide Audit and Budget Reporting
- Any position changes keyed into PICS *are not* automatically updated to ORBITS and will not calculate dollars into any normal PICS generated accounts
  - Agency will estimate their own values for the various Personal Services accounts

Audit Warning

- Remember all the same audit errors used during budget development also applies to budget execution

- Common audit errors:
  - Negative fund balances
  - Negative account
  - Transfers between state agencies are not in balance
  - Intrafund Transfers are out of balance (accounts 1010 & 2010)