

Program Structure Review

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Program Structure Reviews

- R*STARS Program Structure.
- Responsibilities & Timelines.
- Recommended practices.
- Tips to avoid common pitfalls.



R*STARS Program Structure



Oregon Budget Information Tracking System

Central repository of budgeting
information for the state



Relational Statewide Accounting & Reporting System

Central repository of accounting
information for the state

ORBITS & R*STARS share certain common data elements to allow agency accounting & budgetary structures to be aligned between the two systems.

Structure Alignment Spreadsheet



Rptng		Rptng				Pgm Level				
LVI	LVI									
Type	Num	Description		X Ref #	1	2	3	4	Title	
	1	Oregon Department of Weather Program		60000-000-00-00-00000					Oregon Department of Weather Program	
					0001				Department of Weather Program	
B	2	Wind Program		60000-010-00-00-00000		1000			Wind Program	
A	3	Wind Monitoring		60000-010-01-00-00000			1100		Wind Monitoring	
A	3	Wind Monitoring*		60000-010-01-00-00000				1110	Wind Monitoring*	
A	3	Wind Capture		60000-010-02-00-00000			1200		Wind Capture	
A	3	Wind Capture*		60000-010-02-00-00000				1210	Wind Capture*	
B	2	Rain Program		60000-020-00-00-00000		2000			Rain Program	
A	3	Rain Monitoring		60000-020-01-00-00000			2100		Rain Monitoring	
A	3	Rain Monitoring*		60000-020-01-00-00000				2110	Rain Monitoring*	
A	3	Rain Capture		60000-020-02-00-00000			2200		Rain Capture	
A	3	Rain Capture*		60000-020-02-00-00000				2210	Rain Capture*	
A	3	Rain Capture Flood Control**		60000-020-02-00-00000				2220	Rain Capture Flood Control**	
A	3	Rain Capture Drinking Water**		60000-020-02-00-00000				2230	Rain Capture Drinking Water**	

Alignment Spreadsheet - ORBITS



1	2	Description	3
Type	Num		X Ref #
	1	Oregon Department of Weather Program	60000-000-00-00-00000
B	2	Wind Program	60000-010-00-00-00000
A	3	Wind Monitoring	60000-010-01-00-00000
A	3	Wind Monitoring*	60000-010-01-00-00000
A	3	Wind Capture	60000-010-02-00-00000
A	3	Wind Capture*	60000-010-02-00-00000
B	2	Rain Program	60000-020-00-00-00000
A	3	Rain Monitoring	60000-020-01-00-00000
A	3	Rain Monitoring*	60000-020-01-00-00000
A	3	Rain Capture	60000-020-02-00-00000
A	3	Rain Capture*	60000-020-02-00-00000
A	3	Rain Capture Flood Control**	60000-020-02-00-00000
A	3	Rain Capture Drinking Water**	60000-020-02-00-00000

- 1** Reporting Level Type
 B = Summary Cross Reference (SCR) Level
 A = Detail Cross Reference (DCR) Level
- 2** Reporting Level Number
 ORBITS Budget Level Number
- 3** ORBITS Cross Reference Number (X Ref #)
 Digits 1–5 (Level 1) = Agency number followed by 00
 Digits 6–8 (Level 2) = Reporting Level B
 Digits 9–10 (Level 3) = Reporting Level A
 Digits 11–17 (Lower Levels) = Agency defined

Alignment Spreadsheet - R*STARS

4 R*STARS Program Level (D04 Profile)

Up to nine levels available to define the agency budgetary structure for reporting purposes.

Level 0 = System required default - "0000"

Level 1 = Agency level - typically "0001"


Level 2 = Appropriation level – typically SCR level *

Level 3 = Appropriation level – typically DCR level *

Level 4 – 9 = Lower Levels – Agency defined *

** Program structures will vary based on agency needs.*

Agencies must maintain a one-to-one relationship between R*STARS D04 Profile and ORBITS X-Ref # down to Detail Cross Reference (DCR) Level.

4 

Pgm Level				Title
1	2	3	4	
				Oregon Department of Weather Program
0001				Department of Weather Program
	1000			Wind Program
		1100		Wind Monitoring
			1110	Wind Monitoring*
		1200		Wind Capture
			1210	Wind Capture*
	2000			Rain Program
		2100		Rain Monitoring
			2110	Rain Monitoring*
		2200		Rain Capture
			2210	Rain Capture*
			2220	Rain Capture Flood Control**
			2230	Rain Capture Drinking Water**

How does this look in R*STARS?

ORBITS				R★STARS				
Rptng		Rptng		Pgm Level				
LVI	LVI			1	2	3	4	
Type	Num	Description	X Ref #	Title				
	1	Oregon Department of Weather Program	60000-000-00-00-00000					Oregon Department of Weather Program
				0001				Department of Weather Program
B	2	Wind Program	60000-010-00-00-00000		1000			Wind Program
A	3	Wind Monitoring	60000-010-01-00-00000			1100		Wind Monitoring
A	3	Wind Monitoring*	60000-010-01-00-00000				1110	Wind Monitoring*
A	3	Wind Capture	60000-010-02-00-00000			1200		Wind Capture
A	3	Wind Capture*	60000-010-02-00-00000				1210	Wind Capture*
B	2	Rain Program	60000-020-00-00-00000		2000			Rain Program
A	3	Rain Monitoring	60000-020-01-00-00000			2100		Rain Monitoring
A	3	Rain Monitoring*	60000-020-01-00-00000				2110	Rain Monitoring*
A	3	Rain Capture	60000-020-02-00-00000			2200		Rain Capture
A	3	Rain Capture*	60000-020-02-00-00000				2210	Rain Capture*
A	3	Rain Capture Flood Control**	60000-020-02-00-00000				2220	Rain Capture Flood Control**
A	3	Rain Capture Drinking Water**	60000-020-02-00-00000				2230	Rain Capture Drinking Water**

How does this look in R*STARS?

R*STARS D04 Screen

```

SD04 UC: 01 STATE OF OREGON 05/05/09 04:56 PM
LINK TO: PROGRAM CODE PROFILE ACPT

AGENCY: 600 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 09
PROGRAM CODE: 1210
TITLE: WIND CAPTURE
ORBITS XREF: 63500 - 010 - 02 - 00 - 00000

REPORTS TO PGM: 1200

PROGRAM LEVEL: 04 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 1000 3: 1200 4: 1210 5: 6: 7: 8: 9:
STATUS CODE: A
EFF START DATE: 07012007 EFF END DATE: LAST PROC DATE: 05052009
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
  
```

The D04 profile is centrally maintained by SABRS.

The ORBITS XREF field aligns R*STARS to ORBITS.

Program hierarchy is displayed on this screen.

Program code level of 4 in this example.

R*STARS 26 Screen

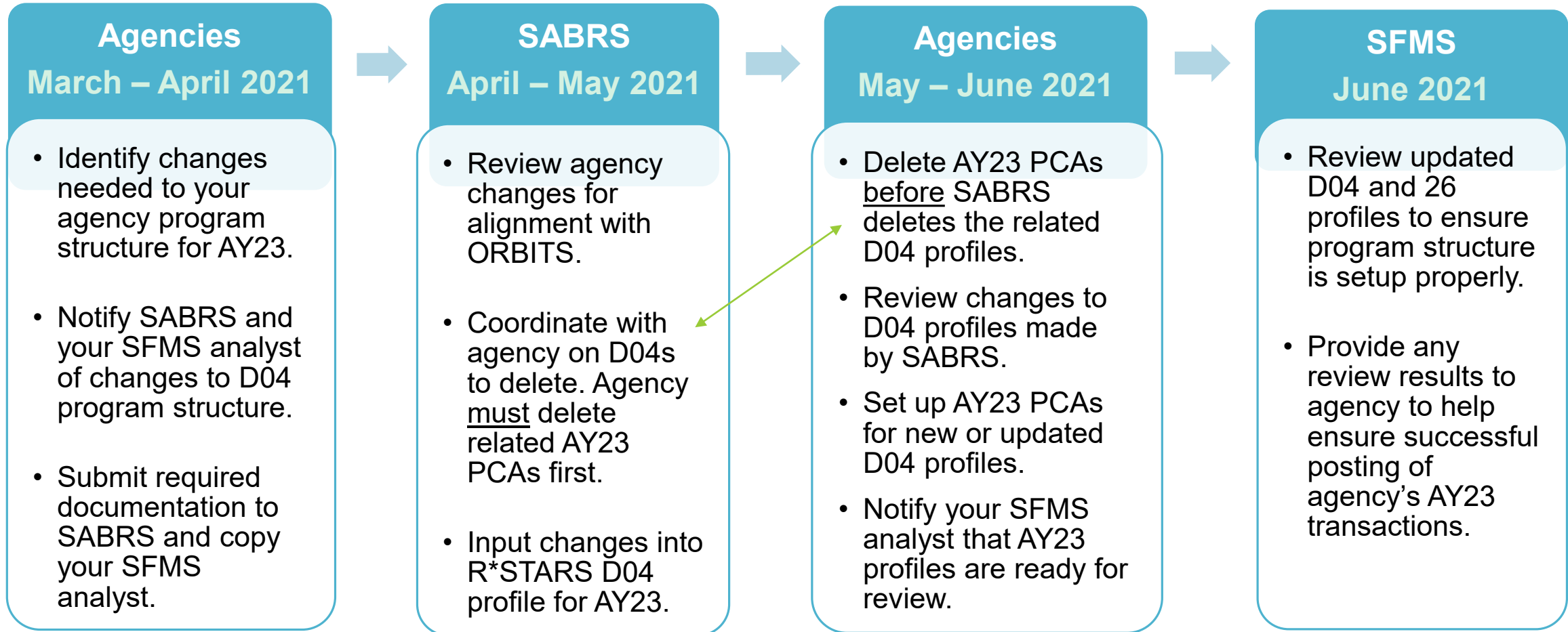
```
S026 UC: 01 STATE OF OREGON 05/02/09 02:22 PM
LINK TO: PROGRAM COST ACCOUNT PROFILE ACPT
AGENCY: 600 APPN YEAR: 09 PCA: 27122
PCA TYPE: D TITLE: WIND CAPTURE SALEM FIELD FF ARRA
PROGRAM CODE: 1210 PCA GROUP: AGY BUD PRG LEVEL IND: 4
FUNCTION CODE: AGY BUD FUNC LEVEL IND:
NACUBO FUND: NACUBO SUBFUND:
APPN NUMB: 66001 FUND: 0641 INDEX: 22000
GRANT NO/PH: 600002 00 PROJECT NO/PH: RTI:
MPCODE: AGENCY CODE - 1: 2: 3: 00401
GRANT REQ IND: Y PROJECT REQ IND: N
STATUS CODE: A
EFF START DATE: 07012007 EFF END DATE: LAST PROC DATE: 05022009
Z06 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D04 program code is included on 26 PCA profile maintained by agency.

PCA identifies program code to use to summarize accounting activity.

Agy Bud Prg Level Ind should match program code level on D04 screen.

Responsibilities & Timelines



Recommended Practices (1 of 4)

1. Keep program codes in a logical numbering sequence.

All program codes associated with the agency's Rain Program begin with a '2'.

All program codes related to Rain Capture begin with a '22'.

Pgm Level				Title
1	2	3	4	
				Oregon Department of Weather Program
0001				Department of Weather Program
	1000			Wind Program
		1100		Wind Monitoring
			1110	Wind Monitoring*
		1200		Wind Capture
			1210	Wind Capture*
	2000			Rain Program
		2100		Rain Monitoring
			2110	Rain Monitoring*
		2200		Rain Capture
			2210	Rain Capture*
			2220	Rain Capture Flood Control**
			2230	Rain Capture Drinking Water**

Recommended Practices (2 of 4)

2. SABRS recommends separate PCAs that point to a Level 2 program code for legislatively approved budget appropriation & allotment entries.

Set up a PCA that references program code 2000. Include 'Budget Only' in the PCA title.

Only use this PCA to post appropriation & allotment entries.

Budget is recorded at Program Level 2. Actuals are recorded using the lowest program level.

Pgm Lvl				Title	Budget	Actuals	Remaining Budget
1	2	3	4				
	2000			Rain Program	\$ 10,000.00		
		2100		Rain Monitoring			
			2110	Rain Monitoring		\$2,000.00	
		2200		Rain Capture			
			2210	Rain Capture		\$1,500.00	
			2220	Rain Capture Flood Control		\$3,000.00	
			2230	Rain Capture Drinking Water		\$2,500.00	
						\$9,000.00	
							\$ 1,000.00

Recommended Practices (3 of 4)

3. SFMS recommends all other PCAs use lowest level program code in hierarchy.

For consistency, consider inserting program levels so all PCAs use the same program code level.

In this example, the lowest level program code for all agency program codes is program level 4.

If you have PCAs using program codes or agency budget indicators at different levels, this will impact how your agency data is summarized and displayed in DAFR reports, Datamart queries & the 61 Agency Budget Financial Inquiry screen.

Pgm Level				Title
1	2	3	4	
				Oregon Department of Weather Program
0001				Department of Weather Program
	1000			Wind Program
		1100		Wind Monitoring
			1110	Wind Monitoring*
		1200		Wind Capture
			1210	Wind Capture*
	2000			Rain Program
		2100		Rain Monitoring
			2110	Rain Monitoring*
		2200		Rain Capture
			2210	Rain Capture*
			2220	Rain Capture Flood Control**
			2230	Rain Capture Drinking Water**

Recommended Practices (4 of 4)

4. Make sure the Agency Budget Program Level Indicator on the 26 PCA screen matches the program code level shown on the D04 screen.

<pre> SD04 UC: 01 STATE OF OREGON 05/05/09 04:56 PM LINK TO: PROGRAM CODE PROFILE ACPT AGENCY: 600 (MUST BE IN D02 AGENCY PRO APPROPRIATION YEAR: 09 PROGRAM CODE: 1210 TITLE: WIND CAPTURE ORBITS XREF: 63500 - 010 - 02 - 00 - 00000 REPORTS TO PGM: 1200 PROGRAM LEVEL: 04 (SYSTEM GENERATED) HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED): 1: 0001 2: 1000 3: 1200 4: 1210 5: 6: 7: EFF START DATE: 07012007 EFF END DATE: Z06 RECORD SUCCESSFULLY RECALLED F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR </pre>	<pre> S026 UC: 01 STATE OF OREGON 05/02/09 02:22 PM LINK TO: PROGRAM COST ACCOUNT PROFILE ACPT AGENCY: 600 APPN YEAR: 09 PCA: 27122 PCA TYPE: D TITLE: WIND CAPTURE SALEM FIELD FF ARRA PROGRAM CODE: 1210 PCA GROUP: AGY BUD PRG LEVEL IND: 4 FUNCTION CODE: AGY BUD FUNC LEVEL IND: NACUBO FUND: NACUBO SUBFUND: APPN NUMB: 66001 FUND: 0641 INDEX: 22000 GRANT NO/PH: 600002 00 PROJECT NO/PH: RTI: MPCODE: AGENCY CODE - 1: 2: 3: 00401 GRANT REQ IND: Y PROJECT REQ IND: N EFF START DATE: 07012007 EFF END DATE: STATUS CODE: A Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 05022009 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT </pre>
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Tips to Avoid Common Pitfalls #1

The tips below are to help you avoid some common pitfalls. These can result in a loss of accounting integrity and often require a lot of work to correct!

#1 - Inactivate or delete related PCAs prior to inactivating or deleting the program code. If these PCAs remain active, R*STARS will not prevent transactions from continuing to post.

Only delete profiles if they had no transaction activity in that AY.

Tips to Avoid Common Pitfalls #2

The tips below are to help you avoid some common pitfalls. These can result in a loss of accounting integrity and often require a lot of work to correct!

#2 - Do NOT make changes to existing program codes or PCAs if they already have transactions posted to them during that AY.

Program codes and PCA can be changed for the new biennium prior to having any transactions post to these profiles.

Tips to Avoid Common Pitfalls #3

The tips below are to help you avoid some common pitfalls. These can result in a loss of accounting integrity and often require a lot of work to correct!

#3 - When requesting SABRS update higher-level program codes, make sure all D04 program code profiles that roll up to that program code were resaved (F10) to reflect the new program hierarchy.

Tips to Avoid Common Pitfalls #4

The tips below are to help you avoid some common pitfalls. These can result in a loss of accounting integrity and often require a lot of work to correct!

#4 – Do not delay on finalizing your AY23 program structure. Many of these common pitfalls can be avoided if your program structure is completed and reviewed by SFMS prior to July 1.

Some delays may be outside of your control if legislation for a new program is not finalized before the start of the new biennium.

AY 23 Program Structure Reviews

SFMS conducts full or partial reviews of agency structure changes depending on the extent of the changes. If there are no program structure changes from the prior AY, a review will not be conducted.

During these reviews, we review the following:

- D04 screens match to agency approved spreadsheet.
- Program code hierarchy is correctly established within R*STARS.
- PCAs have been established and inactivated as appropriate.

Please let your SFMS agency support analyst know if you have any questions or need assistance with this process.

R*Stars Structure Presentation

DAS CHIEF
FINANCIAL
OFFICE

SABR SECTION

Overview

- What actions require Program Code changes?
- Deadlines
- Required documentation
- Responsible Parties
- Final Thoughts



What actions require program code changes?

- ORBITS Structures have changed due to the following:
 - ❖ Policy Decisions
 - ❖ Legislative Changes
- Additional D04 programs are necessary to meet accounting needs.

Required Documentation

- ORBITS to R*Stars Alignment spreadsheet (see p.6)
 - ❖ Copies of this document may be requested from ORBITS.help@Oregon.gov.
 - ❖ Update spreadsheet as necessary.
 - Include all current 2021-23 ORBITS Cross Reference structures and proposed 2021-23 R*Stars D04 Programs.

Required Documentation Cont.

- Highlight the requested changes. These can be additions, changes or deletions.

Note: Deletions are only allowed at the change of a biennium. This requires that the agency update all existing PCAs associated with the D04 to be deleted and the D04 can not have any activity in the 2021-23 biennium.

- Use the Comments field to explain what needs to be done.

Structure spreadsheet example

ORBITS 2017-2019			R*STARS Proposed 2017-2019							
Rptg Lvl Type	Description	X Ref #	Pgm Level						Title	Comments
			1	2	3	4	5	6		
	Oregon Youth Authority	41500-000-00-00-00000							Oregon Youth Authority	
			0010						Oregon Youth Authority	<i>Same</i>
				0100					Oregon Youth Authority	<i>Same</i>
B	Community Programs	41500-020-00-00-00000			1000				Community Programs	<i>Same</i>
A	County Programs	41500-020-10-00-000				1100			County Programs	<i>Same</i>
								1101	County Programs	<i>Title Change</i>
								1111	County Diversion	<i>New</i>
								1113	Juvenile Crime Prevention Basic	<i>New</i>
A	Community Services	41500-020-020-00-000				2100			Community Services	<i>Same</i>
								2101	Individualized Services	<i>Same</i>
								2111	Individualized Services/Transition Services	<i>New</i>
								2104	Sex Offender Treatment	<i>Level Change</i>
								2113	Interstate Compact	<i>New</i>
								2106	Alcohol & Drug Treatment	<i>Level Change</i>
								2107	General Therapy	<i>Level Change</i>
								2116	County Contracts	<i>New</i>
								2120	Residential Treatment	<i>New</i>
								2121	Residential Treatment	<i>New</i>
								2130	OIIR - Transition Services	<i>New</i>
								2131	OIIR - Transition Services	<i>New</i>
								2200	<i>Community Services</i>	<i>Title Change</i>
								2201	Parole & Probation	<i>New</i>
								2220	Community Resources	<i>New</i>
								2221	Community Resources	<i>New</i>
								2250	<i>Foster Care</i>	<i>New</i>
								2251	Foster Care	<i>New</i>

Deadlines

- March 20, 2021
 - ❖ Notification to SABRS at ORBITS.help@Oregon.gov that D04 Program structure changes will be needed. Please include your SFMS Agency Support Analyst on this notification.
- May 1, 2021 or Sooner!
 - ❖ Provide SABRS with an alignment spreadsheet displaying the D04 Program structure changes needed.
- ASAP
 - ❖ If additional changes are necessary based on Legislative action please provide these to SABRS.

Responsible Parties

AGENCIES

- Notify SABRS and SFMS Analysts of pending D04 Program Structure changes.
- Provide required documentation to SABRS via ORBITS.Help@oregon.gov and CC SFMS Analyst.
- Review changes made by SABRS.
- Work with SFMS Staff on additional R*Stars structure changes as necessary.

SABRS

- Review requested changes for alignment with ORBITS.
- After the SFMS Profile Copy is performed (April 21) and once the structure is finalized; input changes into the R*Stars D04 profile.

Final thoughts

- D04 programs on R*Stars must be set up for each ORBITS Summary and Detail Cross Reference Number. Lower level structures may be set up based on accounting needs.
- Updates to your D04 program codes may require updates to additional R*Stars structures. Please communicate with your SFMS Analysts during this time.
- Please contact ORBITS.help@Oregon.gov with questions.