



R*STARS Structure Training

Presented by SFMS
March 31, 2009

Training Objectives

- Alignment of budget and accounting structure
- Importance of changes to R*STARS structure profiles
- Timeframes for structure changes
- Who to contact for questions



Topics Covered

- I. ORBITS Budget Structure
- II. ORBITS/R*STARS Alignment
- III. Agency Proposed Structure Changes
- IV. DAFM355 Profile Rollover Program
- V. R*STARS Structures
- VI. Final Review Process
- VII. New Legislation



One to One Relationship

Required for AY 2009 & Beyond:

- The Program Codes in R*STARS need to align with ORBITS B and A level cross reference numbers on a one-to-one basis.

ORBITS Structure on the Worksheet

Proposed 2007 - 09 ORBITS

Rptng Lvl Type	Rptng Lvl Num	Description	X Ref #
		Administrative Svcs, Dept of	10700-000-00-00-00000
B	2	Office of the Director	10700-001-00-00-00000
A	3	Director's Office Administration	10700-001-01-00-00000
A	3	DO - Highway Cost Allocation Study	10700-001-02-00-00000
A	3	DO - Office of Economic Analysis	10700-001-03-00-00000
B	2	Budget and Management Division	10700-002-00-00-00000
A	3	BAM Operations	10700-002-01-00-00000
A	3	BAM - Capital Investments Section	10700-002-02-00-00000
A	3	BAM - ORBITS Project	10700-002-03-00-00000

Explanation of ORBITS Column Headings

Rptng Lvl Type

- B = Summary Cross Reference Level – Required for LFO and BAM
- A = Detail Cross Reference Level – Agency Use
- Blank – Agency levels in R*STARS

Rptng Lvl Num

- ORBITS Budget Level Number

Description

- Budget / Program Titles

The ORBITS X-Ref Number (Cross Reference Number)

- The ORBITS X Ref Number is a 17 digit number representing 9 ORBITS levels
- Digits 1 thru 5 are the always the agency number plus two zeroes – this is level (1).
- Digits 6 thru 8 are level (2) - rptng lvl B
- Digits 9 thru 10 are level (3) - rptng lvl A
- Digits 11 thru 12 are level (4) - agency defined.
- Digits 13 thru 17 are each separate levels – (5), (6), (7), (8), (9) - agency defined.

R*STARS on the ORBITS Worksheet

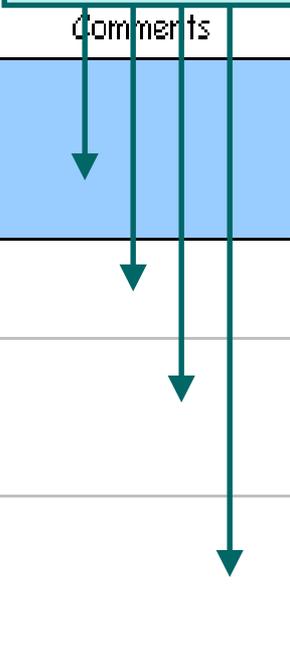
Proposed 2007 - 09 R*STARS (based on 05-07)								
Pgm Level								
1	2	3	4	5	6	7	8	Title
								Administrative Svcs, Dept of
0001								Operating Budget
	0010							Operations
		0020						Divisions
			1210					Director's Office
				1211				Director's Office Admin
				1212				DO - Hwy Cost Alloc Study
				1215				DO - Economic Analysis
					1220			DO - Economic & Demographic Analysis

R*STARS on the ORBITS Worksheet

- GOOD NEWS** - the R*STARS titles reflect the ORBITS titles (at each level) and there are no suggested changes.

Proposed 2007 - 09 ORBITS				Proposed 2007 - 09 R*STARS (based						
Rptng	Rptng			Pgm Level						
Lvl	Lvl			1	2	3	4	5	Title	
Type	Num	Description	X Ref #							Comments
B	2	Office of the Director	10700-001-00-00-00000				1210		Director's Office	
A	3	Director's Office Administration	10700-001-01-00-00000					1211	Director's Office	
A	3	DO - Highway Cost Allocation Study	10700-001-02-00-00000					1212	DO - Hwy Cost Alloc Study	
A	3	DO - Office of Economic Analysis	10700-001-03-00-00000					1215	DO - Economic Analysis	

Aligned correctly – No Comments!



Comments on ORBITS Worksheet

- The Comments column contains recommendations made by ORBITS project staff to aid agency staff in their set up of the AY 09 R*STARS structure.
- The suggested R*STARS changes will ensure the one-to-one alignment with ORBITS at the:
 - ORBITS Summary Level (B) and
 - Detail Cross Reference Level (A).

R*STARS Changes

- For AY 09, each R*STARS program code will need an ORBITS X-Ref #.
- What happens if there isn't one on the worksheet?

Proposed 2007 - 09 ORBITS				Proposed 2007 - 09 R*STARS (based on 05-07)								
Rptng Lvl Type	Rptng Lvl Num	Description	X Ref #	Pgm Level								
				1	2	3	4	5	6	7	8	Title
A	3	DO - Office of Economic Analysis	10700-001-03-00-00000					1215				DO - Economic Analysis
									1220			Demographic Analysis
									1221			Justice POP Forecast - GF
									1222			Do - Criminal Justice POP Forecast - OF

R*STARS Changes

- If the X-Ref field is blank, assign the X-Ref number of the next highest level roll up program code.

Proposed 2007 - 09 ORBITS				Proposed 2007 - 09 R*STARS (based on 05-07)								
Rptng Lvl	Rptng Lvl	Description	X Ref #	Pgm Level								Title
Type	Num			1	2	3	4	5	6	7	8	
A	3	DO - Office of Economic Analysis	10700-001-03-00-00000					1215				DO - Economic Analysis
			10700-001-03-00-00000						1220			Demographic Analysis
			10700-001-03-00-00000						1221			Justice POP Forecast - GF
			10700-001-03-00-00000						1222			Do - Criminal Justice POP Forecast - OF



IV. Agency Proposed Structure Changes

- Each agency will now review the worksheet
 - Are the suggested R*STARS changes appropriate?
 - How do I implement the changes required
- Unless your questions are budget related, we want you to consider your Agency Support Analyst a partner in this process.
- Our time and resources are dedicated to helping insure the one-to-one relationship for AY 09.

Agency Proposed Changes

- You have made all the changes needed to align your program structure on a one-to-one basis with the ORBITS budget structure – this is your proposed structure for AY 09.
- Submit it to your SFMS Agency Support Analyst

Agency Proposed Changes

- We will compare it to the ORBITS worksheet.
- If we have any comments or concerns, we will work with you on these.
- Resubmit to your SFMS Agency Support Analyst.
- SFMS review and approval are needed prior to AY 09 modifications being entered in R*STARS.

Agency Proposed Changes

- The AY 09 proposed structure changes can be sent to SFMS in a format that works for the agency.
- The two formats we generally prefer:
 - Flowchart
 - Spreadsheet
- **NEW: the ORBITS X-Ref Number must be included!!**

Flowchart

PROPOSED 07-09 Structure

Lvl 0

OR Ergonomic 0000 50000-000-00-00-00000

Lvl 1

OR Ergonomic 0001 50000-000-00-00-00000

Lvl 2

Industrial

0003

50000-100-00-
00-00000

Office

0004

50000-101-00-
00-00000

Home

0005

50000-102-00-
00-00000

Athletics

0006

50000-200-00-
00-00000

Spreadsheet

Generic Agency #

OREGON ERGONOMIC DEPARTMENT				
PROPOSED New PGM Level Structure (07-09 Biennium)				
Rstars		Rstars	ORBITS	Report to
Level	Description	Prog Code	X-Ref Number	Program #
00	Oregon Ergonomic Department	0000	50000-000-00-00-000000	
01	Oregon Ergonomic Department	0001	50000-000-00-00-000000	0000
02	Major Program Categories			
	1 - Industrial	0002	50000-100-00-00-000000	0001
	2 - Office	0003	50000-101-00-00-000000	0001
	3 - Home	0004	50000-102-00-00-000000	0001
	4 - Athletics	0005	50000-200-00-00-000000	0001
03	Division			
	1 - Training			
	First District	0100	50000-100-01-00-000000	0002
	Second District	0200	50000-100-02-00-000000	0002



V. DAFM355 Profile Rollover Program

- The purpose of this program is to automatically create profile records for the next appropriation and fiscal year.
- This reduces the manual effort required of agency staff.

DAFM355 Profile Rollover Program

- DAFM355 'clones' profiles in active status and without an effective end date prior to 07/01/07.
 - Inactive AY 07 profiles will not roll.
 - Active (or inactive) AY 07 profiles with an effective end date of 06302007 (agency populated) or earlier will not roll into AY 09.
 - The Effective End Date field is blank unless populated by the agency.

DAFM355 Profile Rollover Program

- We recommend you let all your active profiles roll forward to AY 09.
- Inactivating AY 07 profiles so they won't roll can cause double the work.
- Why? Because there will still be at least six months of AY 07, and chances are you will have to activate the profile during that period.

DAFM355 Profile Rollover Program

- On the ORBITS worksheet, the R*STARS program codes are from the current AY 07 structure.
- These are the program codes which will ‘roll forward’ to the new AY 09, which begins July 1, 2007.

DAFM355 Profile Rollover Program

- DAFM355 is normally run in May of each odd-numbered year which gives agencies two months to make necessary modifications for the new AY.
- Preparing for AY 09 will require more time, so we have scheduled this program for March 6, 2007.
- Does this give you enough time, or would you like it run even earlier in the year?

Go Figure !

\$1,000

\$ 40

\$1,000

\$ 30

\$1,000

\$ 20

\$1,000

\$ 10

\$4,100



VI. R*STARS Program Structure

R*STARS Program Structure

Program Codes & PCAs:

- The D04 Program Code Profile is the main topic of this training.
- The 26 Program Cost Account Profile (PCA) will be discussed as it relates to the D04.
- The dependent relationship between these two profiles will be explored.

Program Codes

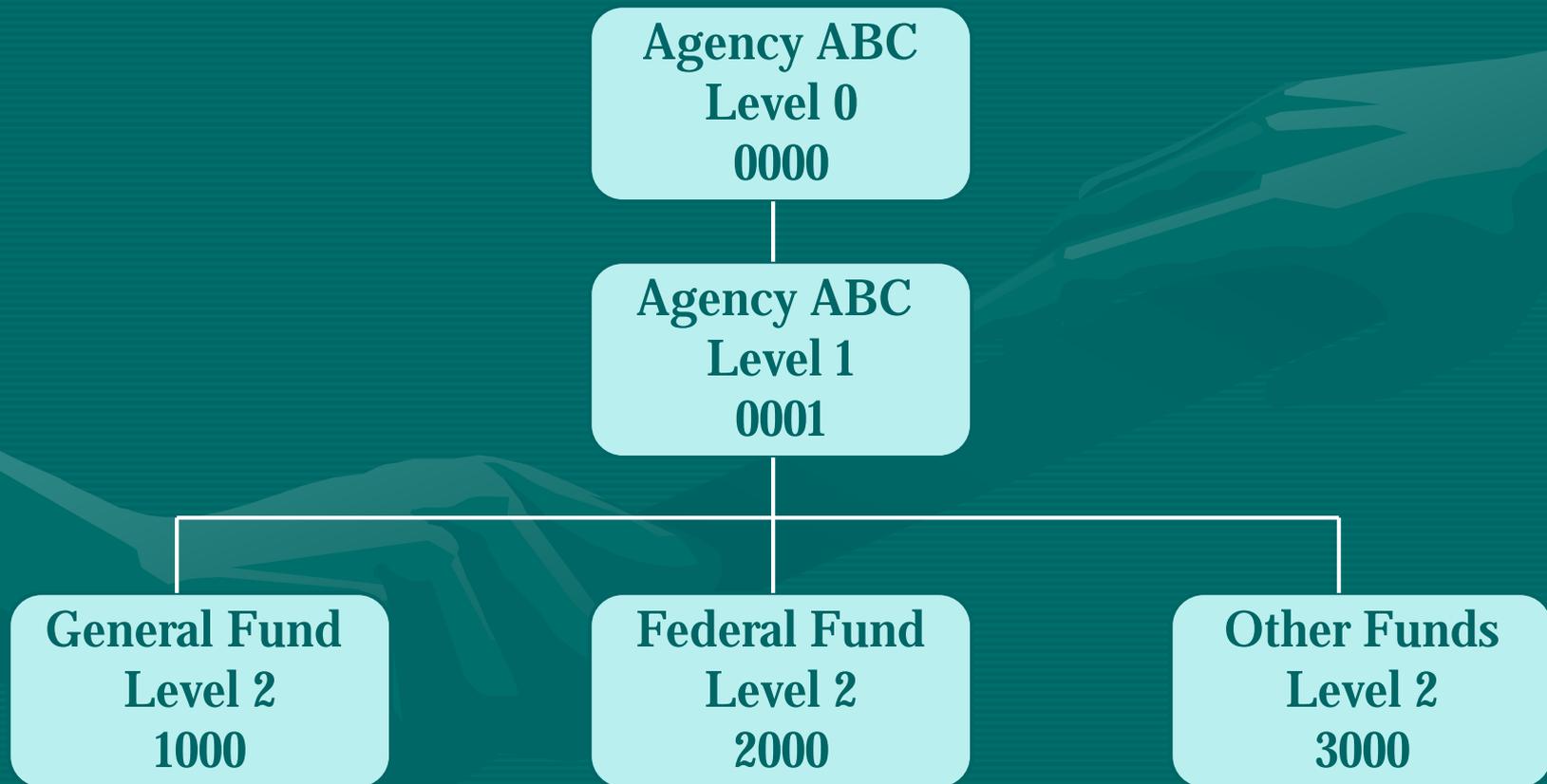
- Program codes are used to define the budgetary structure of an agency and are created on the D04 Program Code Profile in R*STARS
- This profile is maintained by the agency and reviewed by SFMS
- The Program Code uniquely defines each program unit within an agency for budgetary purposes.
- Users can also establish program levels for reporting purposes.

Program Codes

- There are nine program levels available in R*STARS. Level one is the highest and level nine the lowest.
- Level 0 is always '0000'. It represents a 'dummy' program to tie all of the real programs together at the top for one agency.
- Level 1 is usually '0001'.
- Level 2 is for appropriations.
- Levels 3 through 9 define budget tracking and reporting structure.

Program Codes

- The following diagram illustrates these concepts:



Program Codes

These special coding rules apply:

- A Program Code cannot report to itself.
- If the Program Code equals '0000', the 'Reports to Program' must be blank.
 - This is the only time the 'Reports to Program' field can be blank!
- If the “Reports to Pgm” is entered, it must already exist in the Program Code profile and must be the next higher level.

Program Codes

```
SD04 UC: 01 STATE OF OREGON 09/28/06 09:23 AM
LINK TO: PROGRAM CODE PROFILE

AGENCY: 107 (MUST BE IN D02 AGENCY)
APPROPRIATION YEAR: 07
PROGRAM CODE: 0000
TITLE: AGENCY DAS
ORBITS XREF: 10700 - 000 - 00 - 00 - 00000
REPORTS TO PGM:

PROGRAM LEVEL: 00 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 2: 3: 4: 5: 6: 7: 8: 9:
STATUS CODE: A
EFF START DATE: 07012005 EFF END DATE: LAST PROC DATE: 09132006
```

Note the new field for the X-Ref Number!

This field will be required by ORBITS on the D04 for all program codes starting AY 09.

Program Codes

Control Key for the D04 Profile

- **Agency** - Three-digit Agency Code. It must exist in the D02 Agency Profile
- **Appropriation Year** - Two-digit Appropriation Year
- **Program Code** - Four-digit Program Code

Program Codes

Information Elements on the D04 Profile

- **Title** - Description of up to 40 characters
- **ORBITS XRef** – 17 digit # provided by ORBITS
- **Reports To Pgm** – Equals the first four-digit Program Code to which this Program Code will roll up.

Program Codes

Other Information Elements

- **Status Code** - Enter a one-character Status Code.
 - A – Active (defaults)
 - I – Inactive
- **Eff Start Date** - Eight-digit Effective Start Date (mmddyyyy format). Identifies when record becomes effective or leave blank to default to current date.
- **Eff End Date** - Eight-digit Effective End Date (mmddyyyy format) or leave blank.

Program Codes

D04 – Program Code Profile

```
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [FF] [FFF] [Icons] [?] [X] [PA1] [PA2] [PA3] [ENT] [CLR]

SD04 UC: 01 STATE OF OREGON 09/18/06 01:17 PM
LINK TO: PROGRAM CODE PROFILE ACPT

AGENCY: 100 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 07
PROGRAM CODE: 3700
TITLE: OTHER IN-HOME CARE
ORBITS XREF: 10000 - 050 - 01 - 02 - 20000
REPORTS TO PGM: 3699

PROGRAM LEVEL: 06 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 3000 3: 3010 4: 3500 5: 3699 6: 3700 7:
8: 9:
STATUS CODE: A
FFF START DATE: 07012005 FFF END DATE: LAST PROC DATE: 09152006
```



Program Structure Modifications

- Agencies have the option to create brand new structure.
- When using 'rolled' Program Structure as a basis for new structure, modifications will include additions, changes and deletions.
- Program codes are set up in descending levels.

Program Structure Modifications

Here is a simplified example of a Program Structure.

Orbits Level Type	Orbits Level Num	Description Budget Title	X-Ref Number	Lvl1	Lvl2	Lvl3	Lvl4	Lvl5	Lvl6	Lvl7	Lvl8	Lvl9
	2	agency name	10000-050-00-00-00		3000							
B	3	Title	10000-050-01-00-0000			3001						
A	4	Title	10000-050-01-01-0000				3005					
								3010				
								3015				
								3020				
A	4	Title	10000-050-01-01-0000				3105					
								3110				
								3115				
								3120				
B	3	Title	10000-050-02-00-0000		4000							

The diagram illustrates the program structure with callouts:

- 'Tree Trunk' from "B" to "B"':** A bracket on the left side of the table, spanning from the row with Lvl2=3000 down to the row with Lvl2=4000, indicating the main vertical path.
- 'Branch' or 'Path'':** Two brackets on the right side of the table. The upper one spans from Lvl3=3001 down to Lvl3=3120, and the lower one spans from Lvl3=3105 down to Lvl3=3120, indicating sub-branches.



Adding A Program Code

Adding a Program Code

- This new program code must be incorporated into the existing structure.
- Adding a new program code often leads to changes and/or deletions of other program codes.
- The new program code is there for budgetary and reporting reasons, which means lower level program codes may report to and/or roll up to this new code.

Adding a Program Code

- Here is an example where a new R*STARS D04 program code needs to be created:

Proposed 2007 - 09 ORBITS			Proposed 2007 - 09 R*STARS (based on 05-07)					
Rptng								
Lvl Type	Description	X Ref #	4	5	6	Title	Appn #	Comments
B	Office of the Director	10700-001-00-00-00000	1210			Director's Office		
A	DO - Internal Audits	10700-001-04-00-00000		New		New		Create New R*STARS Pgm

Adding a Program Code

```
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [FF] [FF] [Icons] [?] [X] [PA1] [PA2] [PA3] [ENT] [CL]

SD04 UC: 01
LINK TO: STATE OF OREGON
PROGRAM CODE PROFILE

AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 09
PROGRAM CODE: 1211
TITLE: DO-INTERNAL AUDITS
ORBITS XREF: 10700 - 001 - 04 - 00 - 00000

REPORTS TO PGM: 1210

PROGRAM LEVEL: 05 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 0010 3: 0020 4: 1210 5: 1211 6: 7: 8: 9:
STATUS CODE: A
EFF START DATE: 07012007 EFF END DATE: LAST PROC DATE: 05092005
```

New program code added - effective July 1, 2007.

Note that the title reflects the ORBITS title, and the XREF number has been added.

Adding a Program Code

- Do existing programs need to be modified to report to or roll up to this new program code?
 - We'll cover modifications under Changing a Program Code and Deleting a Program Code.
- Are lower level program codes needed that report to or roll up to this new program code?
- Should this new program code have a PCA?
- Once these decisions have been made, additional profiles may need to be created.



Changing A Program Code

Changing a Program Code

- Sometimes it's necessary to change an existing program code to obtain alignment with the ORBITS structure. **NO CHANGES** should ever be made to program codes that have transactions posted to them.
- When changes are made to high level program codes all program codes at lower levels that roll up to the changed program code must be resaved (F10).
- These changes must be done from the highest level to the lowest level of the 'branch'.

Changing a Program Code

For example:

When a change is made to a program code at level '4', levels '5-9' program codes within that same branch must be resaved (F10) in order for them to properly roll up to the changed program code in level '4'.

Changing a Program Code

Useful Tools:

- Worksheet from ORBITS.
- DAFQA030 – Program Hierarchy.
- DAFQD040 – Program Code Profile Listing
- Brio Queries
 - Program_Code – The D04 table
 - PCA – the 26 profile

Changing a Program Code

- Change R*STARS D04 Program Code 3000 'Reports To' from 0030 to 0020

Proposed 2007 - 09 ORBITS			Proposed 2007 - 09 R*STARS (based on 05-07)					
Rptng			Pgm Level					
Lvl								
Type	Description	X Ref #	4	5	6	Title	Appn #	Comments
B	OR Health Policy & Research	10700-016-00-00-00000	3000			OHPPR		Change Rstars Rollup to 0020

- All programs that have a level 4 of 3000 must be F10'd to ensure accurate rollup.

Changing a Program Code

```
File Edit Transfer Fonts Options Macro View Window Help
[Icons: Home, Back, Forward, Stop, Print, Copy, Paste, Find, Help, Close, PA1, PA2, PA3, ENT, CL]
SD04 UC: 01 STATE OF OREGON 10/31/06 03:36 PM
LINK TO: PROGRAM CODE PROFILE ACPT

AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 09
PROGRAM CODE: 3000
TITLE: QHPR
ORBITS XREF: 10700 - 016 - 00 - 00 - 00000
REPORTS TO PGM: 0030

PROGRAM LEVEL: 04 (SYSTEM GENERATED)
HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 0010 3: 0030 4: 3000 5: 6: 7: 8:
STATUS CODE:
EFF START DATE: 07012007 EFF END DATE: LAST PROC DATE: 10312006
```

Currently reports to program 0030

To find out which programs are affected by the change in 'reports to', use the DAFQ030, the ORBITS worksheet and a brio query where level 4 is 3000.

Changing a Program Code

This example uses the Brio Query tool

The screenshot shows the Brio Intelligence interface with the query editor. The query is configured to filter by Agency and Appn Year. Two callouts point to the values 107 and 2007 in the query configuration.

Query Configuration:

- Request: Agency, Appn Year, Program Code, Program Code Title, Program Level
- Limit: Agency AND Appn Year

Callouts:

- = 107 (points to Agency)
- = 2007 (points to Appn Year)

The screenshot shows the Brio Intelligence results window. The results are displayed in a table with columns for Agency, Appn Year, and Program Level. A callout box highlights the results for Program Level 4.

Results:

Agency	Appn Year	Program Level
107	2007	3000
107	2007	3001

Callout Box:

Results:
Program Level 4 = 3000
Based on the D04 for 3000

Changing a Program Code

Brio Query - Pivot

The screenshot shows the Brio Intelligence interface for a query named 'Orbits-d04 query 107.bqy'. The main window displays a Pivot2 view with a grid of data. The grid has columns labeled 'Program Level 1' through 'Program Level 9'. The first row contains the values '0001', '0010', '0030', and '3000' under levels 1, 2, 3, and 4 respectively. Under level 5, there are three rows with values '3001', '3002', and '3004'. The status bar at the bottom indicates '22 rows used' and '1x22'.

There are 21 level 5 programs that roll up to 3000. After the 'reports to' program is changed on 3000, each of these lower level codes must be 'F10d' to ensure proper roll up.

Changing a Program Code Brio Query - Pivot

- If you do NOT F10 each of them, here is what the Brio query will show: TWO level4 program code 3000 – only one of them has a roll up path – the others go nowhere.

The screenshot shows the Brio Intelligence interface with a Pivot table. The table has the following data:

CI Prog Level 1	CI Prog Level 2	CI Prog Level 3	CI Prog Level 4	CI Prog Level 5	CI Prog Level 6	CI Prog Level 7	CI Appn Yr
0001	0010	0020	3000				2007
		0030	3000	3001			2007
				3002			2007
				3004			2007
				3006			2007

The interface also shows a 'Sections' pane on the left with 'Query', 'Results', and 'Pivot' options. Below the table, there are fields for 'Top Labels' and 'Facts'. The status bar at the bottom indicates '20 rows used' and '1x20' grid.

Changing a Program Code

Brio Query - Pivot

- If you F10 the descending program codes, the Brio pivot will look like this:

The screenshot shows the Brio Intelligence interface with a Pivot table. The table has columns for CI Prog Level 1 through 7, and CI Appn Yr. The data is sorted by CI Prog Level in descending order. The table shows data for the years 2007 and 2008.

CI Prog Level 1	CI Prog Level 2	CI Prog Level 3	CI Prog Level 4	CI Prog Level 5	CI Prog Level 6	CI Prog Level 7	CI Appn Yr
0001	0010	0020	3000				2007
				3001			2007
				3002			2007
				3004			2007
				3016			2007

Side Labels: CI Prog Level1
CI Prog Level2
CI Prog Level3
CI Prog Level4
CI Prog Level5
CI Prog Level6
CI Prog Level7

Top Labels: Drag columns here to create top labels

Facts: CI Appn Yr

A Changed Program Code

- And the D04 will look like this.

```
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [F] [F] [Icons] [PA1] [PA2] [PA3] [ENT] [CL]

SD04 UC: 01 STATE OF OREGON 10/31/06 03:32 PM
LINK TO: PROGRAM CODE PROFILE ACPT

AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 09
PROGRAM CODE: 3001
TITLE: OHPPR - OMAP-MATCH
ORBITS XREF: 10700 - 016 - 02 - 00 - 00000

REPORTS TO PGM: 3000

PROGRAM LEVEL: 05 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 0010 3: 0020 4: 3000 5: 3001 6: 7: 8: 9:
STATUS CODE: A
EFF START DATE: 07012007 EFF END DATE: LAST PROC DATE: 10312006
```



The Good, The Bad, and the Ugly

- The GOOD – Structure is set up as recommended with a good numbering system.
- The BAD – If structure is changed and not all the lower levels are resaved.
- The UGLY– If the bad structure is used, this creates havoc for your accounting records.



REMINDE RS

1. Do NOT change a Program Code if any transactions have posted to it
2. Remember to F10 lower level Program Codes that roll up to the changed Program Code.

Break Time!

Copyright ©2006 Creators Syndicate, Inc.



Charles Gary

©2006 Charles Gary Dist. by Creators Syndicate, Inc. www.creators.com

10-5

"I'd like a refill, please."

Surprising Odds!

Answer as **QUICKLY** as possible !!

WHAT IS:

- $2 + 2$
- $4 + 4$
- $8 + 8$
- $16 + 16$
- Pick a number between 12 and 5

Deleting A Program Code

Deleting a Program Code

- Before you delete a program code you need to know:
 - Does this program code have transactions posted to it in the biennium being deleted? If so, **DO NOT DELETE!** This wreaks havoc on the system.
“THE UGLY”
 - Which program codes ‘report to’ the one being deleted, and
 - Which program codes roll up to the one being deleted.

Deleting a Program Code

- You also need to know -
 - Do any PCAs carry the program code being deleted?
 - If so they should be deleted for the new biennium.
 - The PCA can, of course, be changed for the new biennium, prior to having transactions post to it.
 - Do any PCAs carry a program code that rolls up to the code being deleted?
 - If so, is the AGY BUD PRG LEVEL IND: still at the right level?

Deleting a Program Code

Let's follow a program code deletion in agency 100

Proposed 2007 - 09 ORBITS			Proposed 2007 - 09 R*STARS (based on 05-07)					
Rptng			Pgm Level					
Lvl								
Type	Description	X Ref #	5	6	7	8	Title	Comments
A	Other Care	10000-050-01-02-20000	3699				Other In-Home Care	
				3700			Other In-Home Care	Delete if Not Needed
						3701	Other In-Home Care	Change Rollup to 3699 - moves to level 6
						3702	Client Pay In (CPI)	F10 - moves to level 7
						3705	OIHC - OHP	Change Rollup to 3699 - moves to level 6

Delete

Delete if Not Needed

Deleting a Program Code D04 Profile

```
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [F] [F] [Icons] [?] [X] [PA1]
SD04 UC: 01 STATE OF OREGON 09//
LINK TO: PROGRAM CODE PROFILE

AGENCY: 100 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 09
PROGRAM CODE: 3700
TITLE: OTHER IN-HOME CARE
ORBITS XREF: 10000 - 050 - 01 - 02 - 20000

REPORTS TO PGM: 3699

PROGRAM LEVEL: 06 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 3000 3: 3010 4: 3500 5: 3699 6: 3700 7: 8: 9:
STATUS CODE: A
LAST PROC DATE: 09132006
EFF START DATE: 07012007 EFF END DATE: █
```

Every program that has a level 6 of 3700 will be affected by the deletion of 3700.

To find out which programs will be affected by deleting 3700, find all where level 6 is 3700.



Deleting a Program Code DAFQA030

- If you are deleting program code 3700 level 6, then all programs in that 'branch' will be affected
- The DAFQA030 is useful in determining which program codes and PCAs will be affected.

Deleting a Program Code

DAFQA030

1DAFQA030 000 NAME 01 07 ***** DEPARTMENT OF HUMAN SERVICES (100) *****AGCY NUMBER 000																				
PROGRAM HIERARCHY																				
DAFMQA03 APPROPRIATION YEAR 07																				
AS OF 08/09/06																				
LEVEL 1 0001 DEPARTMENT OF HUMAN SERVICES																				
LVL	LVL	LVL	LVL	LVL	LVL	LVL	LVL	LVL	PCA											
2	3	4	5	6	7	8	9	PCA	TITLE	TYPE	FUND	INDEX	GRANT/PH	PROJ/PH	APPN	B LVL	B LVL	ACD1	ACD2	ACD3

			3699						OTHER IN-HOME CARE	D			100100	50			6		5031	
			3700						OTHER IN-HOME CARE											
			3701						OTHER IN-HOME CARE											
			3702						CLIENT PAY IN (DPI)											
									3709											40100
									OHHP	OHHP	NEW									

This report shows not only the program code structure but the corresponding PCAs. If the program codes were set up in a logical descending order, this report will agree with the Brio query and the ORBITS worksheet.

Deleting a Program Code

DAFQ030

LDAFQA030 000 NAME 01 07 ***** DEPARTMENT OF HUMAN SERVICES (100) *****AGCY												
PROGRAM HIERARCHY												
DAFMQA03 APPROPRIATION YEAR 07												
AS OF 08/09/06												
LEVEL 1 0001 DEPARTMENT OF HUMAN SERVICES												
LVL	LVL	LVL	LVL	LVL	LVL	LVL	LVL	PCA	TITLE	PCA		
2	3	4	5	6	7	8	9			TYPE		
					3699				OTHER IN-HOME CARE	D	100100	50
					3700				OTHER IN-HOME CARE			
					3701				OTHER IN-HOME CARE			
						3702			CLIENT PAY			
							30105		OTHER IN-H			
					3705				OTHER IN-H			
						3706			OIHC OHP C			
						3707			OIHC OHP A			
						3708			OIHC OHP C			
						3709			OIHP OHP NEW			

Program code 3700 is to be deleted.

Change the Reports To Pgm field to 3699 for all level 7 program codes with 3700 in level 6. This moves them to level 6. F10 each of the level 8 program codes – they move to level 7.

Deleting a Program Code

Brio Pivot – D04

Brio Intelligence - [Orbits-d04 query 100.bqy]

File Edit View Insert Format Pivot Tools Window Help

Sort Program Level1 by Label using Sum

Program Level 1	Program Level 2	Program Level 3	Program Level 4	Program Level 5	Program Level 6	Program Level 7	Program Level 8	Program Level 9	Program Code	Appn Year
0001	3000	3010	3500	3699	3700				3700	2007
						3701			3701	2007
							3702		3702	2007
						3705			3705	2007
							3706		3706	2007
							3707		3707	2007
							3708		3708	2007

Side Labels: Program Level1 ♦ Program Level2 ♦ Program Level3 ♦ Program Level4 ♦ Program Level5 ♦ Program Level6 ♦ Program Level7 ♦ Program Level8 ♦ Program Level9 ♦ Program Code

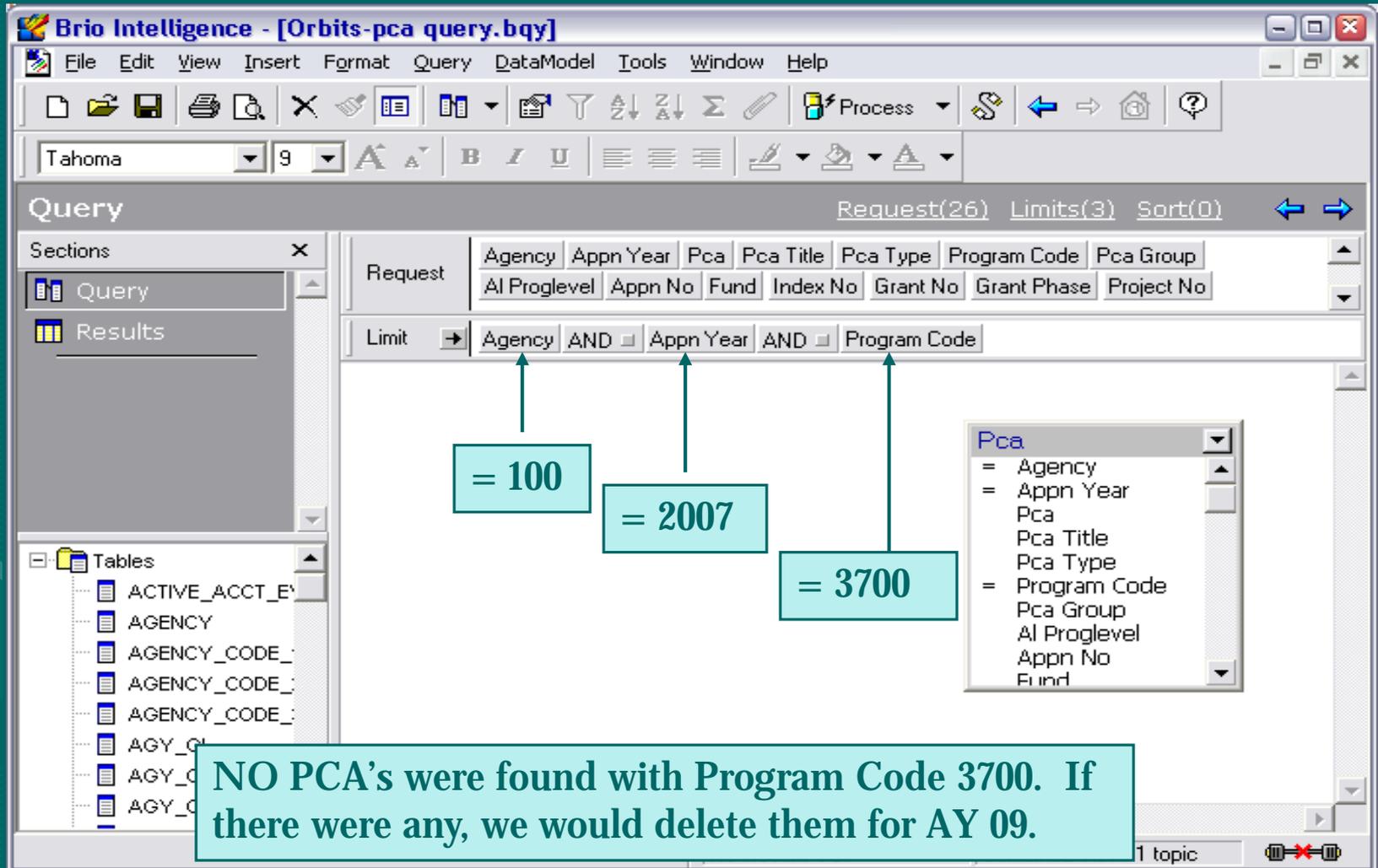
Top Labels: Drag columns here to create top labels

Facts: Appn Year

107 rows used 1x107

These level 7 program codes report to level 6 3700. When their Reports To Pgm is changed from 3700 to 3699, they move from level 7 to level 6.

Deleting a Program Code Brio Query (PCA)



The screenshot shows the Brio Intelligence interface with the following details:

- Query:** Request(26) Limits(3) Sort(0)
- Request:** Agency, Appn Year, Pca, Pca Title, Pca Type, Program Code, Pca Group, AI Proglevel, Appn No, Fund, Index No, Grant No, Grant Phase, Project No
- Limit:** Agency AND Appn Year AND Program Code
- Results:** = 100 (Agency), = 2007 (Appn Year), = 3700 (Program Code)
- Tables:** ACTIVE_ACCT_E..., AGENCY, AGENCY_CODE_..., AGENCY_CODE_..., AGENCY_CODE_..., AGY_Q..., AGY_C..., AGY_C...
- Pca List:** Agency, Appn Year, Pca, Pca Title, Pca Type, Program Code, Pca Group, AI Proglevel, Appn No, Fund

NO PCA's were found with Program Code 3700. If there were any, we would delete them for AY 09.

Deleting a Program Code

DAFQD040 Program Code Profile Listing

Another Useful Tool

```

IDAFQD040 000 NAME 01          ( ) ( ) ( )          RUN DATE: 08/09/06 TIME 19:30:26
CYCLE: 08/10/06 19:26 5971    CFY:07 CFM:02 LCY:05 LCM:12 INAR:N  FICHE:
                                DEPARTMENT OF HUMAN SERVICES (100)
                                PROGRAM CODE PROFILE LISTING
                                AS OF 08/09/06

```

PROG	RPTS	PROG	LEVEL										
AY CODE TITLE	TO	LEVEL	1	2	3	4	5	6	7	8	9		

EFFECT	EFFECT												
BEGIN	END	LASTPROC	UPDATE										
STAT	DATE	DATE	DATE	NO									

07	3699	OTHER IN-HOME CARE	3500	05	0001	3000	3010	3500	3699				
A	20050701	99991231	20050606	0									
07	3700	OTHER IN-HOME CARE	3699	06	0001	3000	3010	3500	3699	3700			
A	20050701	99991231	20050606	3									
07	3701	OTHER IN-HOME CARE	3700	07	0001	3000	3010	3500	3699	3700	3701		
A	20050701	99991231	20050606	2									
07	3702	CLIENT PAY IN (CPT)	3701	07	0001	3000	3010	3500	3699	3700	3701 3702		
A	20050701	99991231	20050606	2									
07	3705	OTHER IN-HOME CARE-OHP	3700	07	0001	3000	3010	3500	3699	3700	3705		

Each Program Code is part of a 'branch' or 'path'. It is the lowest level on that 'branch'. The first part of its roll up is the next highest level, which is the "Rpts to Pgm". Its roll up continues to the level 1 Program Code in its 'branch'.

Deleting a Program Code

First Things First

- This error message occurs when an attempt is made to delete program code 3700 prior to changing the codes that 'report to' 3700.

```
S090 UC: 01 STATE OF OREGON 08/23/06 02:40 PM
LINK TO: NEWS/HELP TABLE ACPT
ACTIVE
KEYWORD: D65 PAGE: 01

CODE: D65 PGM REPORTS TO IT

DATA ELEMENT: PROGRAM CODE

EXPLANATION: WHEN DELETING A PROGRAM CODE IN THE D04 PROGRAM CODE
              PROFILE, THE PROGRAM CODE BEING DELETED CANNOT
              EQUAL THE DATA ELEMENT 'REPORTS TO PROGRAM' FOR
              ANY OTHER PROGRAM CODE THAT EXISTS IN THE D04.
              IN OTHER WORDS, A PROGRAM CODE CANNOT BE DELETED
              IF ANOTHER PROGRAM CODE REPORTS TO IT.
```

Deleting a Program Code

- In this structure there are two level 7 programs that 'report to' 3700.
- These need to be changed to report to 3699.
- F10 will move them up a level, to level 6.
- You must press enter or leave the screen and return to it to see the changes on the D04 screen.
- Once this step is complete, 3700 can be deleted.

Deleting a Program Code

```
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [F] [F] [Icons] [?] [X] [PA1] [PA2] [PA3] [ENT] [CL]
SD04 UC: 01 STATE OF OREGON 09/28/06 04:23 PM
LINK TO: PROGRAM CODE PROFILE ACPT

AGENCY: 100 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 09
PROGRAM CODE: 3701
TITLE: OTHER IN-HOME CARE
ORBITS XREF: 10000 - 050 - 01 - 02 - 20000

REPORTS TO PGM: 3699 ←

PROGRAM LEVEL: 06 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 3000 3: 3010 4: 3500 5: 3699 6: 3701 7:

EFF START DATE: 07012007 EFF END DATE: STATUS CODE: A
LAST PROC DATE: 09152006
```

The 'Reports To Pgm' field was changed from 3700 (which was to be deleted) to 3699. This had to be done to all programs that reported to 3700. This changed the program level from '07' to '06'.

Deleting a Program Code

F10 to Correct/Ensure Rollup

- F10 each of the level 8 programs. This is another place where the logical sequencing is useful since you can F5-Next through most of the programs.
- All are now level 7 programs and roll up to program code 3699.

Deleting a Program Code

```
File Edit Transfer Fonts Options Macro View Window Help
[Icons] [F] [F] [F] [Icons] [PA1] [PA2] [PA3] [ENT] [CL]
SD04 UC: 01 STATE OF OREGON 09/28/06 04:24 PM
LINK TO: PROGRAM CODE PROFILE ACPT

AGENCY: 100 (MUST BE IN DO2 AGENCY PROFILE)
APPROPRIATION YEAR: 09
PROGRAM CODE: 3702
TITLE: CLIENT PAY IN (CPI)
ORBITS XREF: 10000 - 050 - 01 - 02 - 20000

REPORTS TO PGM: 3701

PROGRAM LEVEL: 07 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 3000 3: 3010 4: 3500 5: 3699 6: 3701 7: 3702 8: 9:
STATUS CODE: A
EFF START DATE: 07012007 EFF END DATE: LAST PROC DATE: 09282006
```

This was a level 8 program that had 3700 as a level 6. After 3700 was deleted, and this and similar programs were F10'd, it moved their level 7 (3701) to level 6, and moved them from level 8 to level 7.

Program Codes & PCAs

- To enable financial transactions to post to the appropriate program, the program code is placed on a PCA (Program Cost Account).
- When adding or changing a PCA, the D04 program code listed on the 26 profile must exist and be active.
- When using the PCA in a transaction, the D04 is not edited to make sure the code is Active or if it even exists!

Program Codes & PCAs

- Inactivating a program code which is carried on a PCA, without also inactivating the PCA, will cause a loss of accounting integrity. “THE UGLY”
- PCA’s need to be inactivated prior to inactivation of the program code. “THE GOOD”

Program Codes and PCAs

```
S026 UC: 01 STATE OF OREGON
LINK TO: PROGRAM COST ACCOUNT PROFILE

AGENCY: 100 APPN YEAR: 09 PCA: 30105

PCA TYPE: D TITLE: OTHER IN-HOME CARE RE

PROGRAM CODE: 3702 PCA GROUP: AGY BUD PRG LEVEL IND: 6
FUNCTION CODE: AGY BUD FUNC LEVEL IND:
NACUBO FUND: NACUBO SUBFUND:
APPN NUMB: FUND: INDEX:

GRANT NO/PH: PROJECT NO/PH: RTI:
MPCODE: AGENCY CODE - 1: 2: 3:

GRANT REQ IND: Y PROJECT REQ IND: N

STATUS CODE: A
EFF START DATE: 07012007 EFF END DATE: LAST PROC DATE: 06232005
```

This PCA points to program code 3702, which is one of the programs involved when 3700 was deleted. Although the program code had to be F10'd, no action is necessary on the PCA, unless you determine the AGY BUD PRG LEVEL IND is now incorrect.

Program Codes & PCAs

- Have you wondered which level of program codes should be on PCAs?
 - SFMS suggests the lowest program code in a sequence be put on the PCA
 - There are circumstances, mainly for loading appropriation, when the PCA will carry a higher level program code

VII. Final Review Process

- Once approved changes have been made in R*STARS, a final review will be performed by SFMS staff.
- The final review will be a comparison between the Agency Approved Spreadsheet and the following system reports:
 - DAFQA030 – Program Hierarchy
 - DAFQD040 – Program Code Profile Listing
 - Brio Queries

Final Review Process

- DAFQA030 – Program Hierarchy:
 - Verification that the program codes and ORBITS x-ref #'s match the agency approved spreadsheet and that the levels are appropriate
 - Verification that PCA's have been established and contain appropriate coding structure (i.e. Appropriation #'s, D23 Funds, Agency Code 3's, agency budget level, etc).
 - Overall review for program flow and consistency.

Final Review Process

- DAFQD040 – Program Code Profile Listing:
 - Verification that program codes are rolling up appropriately
 - Look for added, changed and deleted program codes where lower levels have not been F10'd (Resaved)

Final Review Process

Program Code Profile Listing

- This report helps find changed or deleted program codes where the lower levels have not been F10'd - look at Last Proc Date & Update No.

IDAFQD040 PROGRAM CODE PROFILE LISTING													
PROG			RPTS	PROG	LEVEL								
AY	CODE	TITLE	TO	LEVEL	1	2	3	4	5	6	7	8	9

	EFFECT	EFFECT											
	BEGIN	END	LASTPROC	UPDATE									
STAT	DATE	DATE	DATE	NO									

07	3699	OTHER IN-HOME CARE	3500	05	0001	3000	3010	3500	3699				
A	20050701	99991231	20050606	1									
07	3700	OTHER IN-HOME CARE	3699	06	0001	3000	3010	3500	3699	3700			
A	20050701	99991231	20050529	0									
07	3701	OTHER IN-HOME CARE	3700	07	0001	3000	3010	3500	3699	3700	3701		
A	20050701	99991231	20050529	0									

Final Review Process

Program Code Profile Listing

- A new or rollover code has a '0' (zero) in the Update No column.
 - As changes are made, the Update No increases by one, and the Last Proc Date is revised.
 - Failure to F10 descending programs in the path leads to inaccurate posting and reporting.
- ****Keeping the program codes in a logical sequence helps in the review of the structure.

Final Review Process

Program Code Profile Listing

- This example shows that there was an update for 3699 – but no updates for the programs that report to or roll up to it.
- Each of the programs with 3699 as their level 5 must be F10'd.

DAFQD040 PROGRAM CODE PROFILE LISTING				
PROG				
AY	CODE	TITLE		

	EFFECT	EFFECT		
	BEGIN	END	LASTPROC	UPDATE
STAT	DATE	DATE	DATE	NO

07	3699	OTHER IN-HOME CARE		
A	20050701	99991231	20050606	1
07	3700	OTHER IN-HOME CARE		
A	20050701	99991231	20050529	0
07	3701	OTHER IN-HOME CARE		
A	20050701	99991231	20050529	0

Final Review Process

- Brio Query:
- When transactions are entered, the PCA does not verify that the Program Code is still active, or even if it exists. Only when F10 is pressed on the 26 profile is the Program Code verified.
- This can result in PCAs 'posting' to non-existent Program Codes. "THE UGLY"
- Agencies can see this on their 62 screens.

Final Review Process

File Edit Transfer Fonts Options Macro Vie

S062 VER 2.0 STATE OF
 LINK TO: █ APPROPRIATION FINA
 AGY: XXX APPN YEAR: 07 APPN #: 31037 C
 APPR FUND: 3010 FUND: COMP SRCE
 PRG CD: LVL:
 INQ TYPE: MC INQ YEAR: 07 INQ MONTH:
 CASH BASIS BUD: .00
 ACCR BASIS BUD: .00
 ENC BASIS BUD: .00
 EXP TO BUDG % : 0.00

BT	TITLE	AMOUNT
01	ORIG BUDGT	.00
15	CASH EXPEN	.00
23	ALLOTMENT-	.00

F1-HELP F2-DOC INQ F3-NEXT F9-INTB

Note – there is no program code here. Transactions with a deleted program code on the PCA were entered then reversed. F5 to move to the next screen > > >

File Edit Transfer Fonts Options Macro Vie

S062 VER 2.0 STATE OF
 LINK TO: APPROPRIATION FINA
 AGY: XXX APPN YEAR: 07 APPN #: 31037 C
 APPR FUND: 3010 FUND: COMP SRCE
 PRG CD: 6000 LVL: 02 CAPITAL IMPROVEMEN
 INQ TYPE: MC INQ YEAR: 07 INQ MONTH:
 CASH BASIS BUD: 750,885.45
 ACCR BASIS BUD: 750,885.45
 ENC BASIS BUD: 743,010.45
 EXP TO BUDG % : 31.50

BT	TITLE	AMOUNT
01	ORIG BUDGT	487,009.00
02	REVISIONS-	610,042.00
15	CASH EXPEN	346,165.55
17	ACCRD EXPE	.00
18	ENCUM OUTS	7,875.00
23	ALLOTMENT-	746,967.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTB

This screen is the 'real' 62 screen indicating where transactions posted correctly for this appropriation.

Final Review Process

To find any PCAs with Program Codes that no longer exist, we run a BRIO Query, set up with left joins.

The screenshot shows the Brio Intelligence interface for a query named "Query2 AY07". The query is configured with a left join between the "Pca" table and the "Program Code" table. The "Pca" table fields include Agency, Agency Code 1, Agency Code 2, Agency Code 3, AI Proglevel, Appn No, Appn Year, Eff Beg Date Pa, and Eff End Date Pa. The "Program Code" table fields include Agency, Appn Year, Program Code, Program Code T, Program Level, Program Level1, Program Level2, Program Level3, and Program Level4. The query results show 39709 rows. The status bar indicates "Combined View: 2 topics".

Brio Intelligence - [pca with deleted prog code.bqy]

File Edit View Insert Format Query DataModel Tools Window Help

Request: Agency Agency Code 1 Agency Code 2 Agency Code 3
AI Proglevel Appn No Appn Year Eff Beg Date Pa Eff End Date Pa

Limit: Agency AND Appn Year

Pca

- = Agency
- Agency Code 1
- Agency Code 2
- Agency Code 3
- AI Proglevel
- Appn No
- = Appn Year
- Eff Beg Date Pa
- Eff End Date Pa

Program Code

- Agency
- Appn Year
- Program Code
- Program Code T
- Program Level
- Program Level1
- Program Level2
- Program Level3
- Program Level4

39709 Rows Combined View: 2 topics

Final Review Process

- This pivot table shows us the PCAs with deleted Program Codes and the LastProcDate. Delete these for AY 2009.

The screenshot shows the Brio Intelligence interface with a pivot table titled "Left Side Join of PCA and Program Code Tables". The query limits are "Agency = 107, AY = 2007" and the results limits are "PCA >0 and Program Level2 is Null". The table displays the following data:

Pca	Program Code	Status Code	Program Code2	Appn No	Fund	Lastproc Dt Pa
04219	4219	A		31501	4240	05/09/05
04275	4275	I		31557	5240	07/08/05
04276	4276	I		31556	5241	07/08/05
04279	4279	A		31556	5241	05/09/05
04296	4287	I		31557	5240	07/08/05

Summary statistics: Agency: 107, Appn Year: 2007. The status bar at the bottom indicates "Sorting Complete" and "Page 1 of 1".

Final Review Process

- Agencies will need to start working with SFMS in December
- We realize that agencies as well as SFMS have limited resources to dedicate to this process
- All agencies will need to enter the ORBITS X-Ref # on the D04 Program Code Profile
- 60 agencies have structure changes in order to align

VIII. New Legislation

- On occasion agency structures will need to be revised based on Legislation that passes.
- This is normally outlined in the Budget Report and is identified as part of the reconciliation process that is performed on ORBITS.
- The following slide identifies the steps to follow if this occurs.

New Legislation

Agency Staff Responsibility:

- Request ORBITS Cross Reference changes through the SABRS section of Budget and Management
- Add new (or changed) Cross References to the alignment spreadsheet, along with the reflected changes to the R*STARS program
- Submit spreadsheet to the following for review:
 - ORBITS Project Staff
 - SFMS Agency Support Analyst
- Enter R*STARS program changes

New Legislation

ORBITS Project Staff and SFMS Agency Support Analyst Responsibility:

- Review Alignment prior to agency entry in R*STARS
- Final review of R*STARS programs and alignment with ORBITS after all approved structure is entered in R*STARS.

IX. Changes to R*STARS Security

In order to maintain alignment between budget and accounting structures the following objectives need to be met:

1. Provide agencies update authority to the D03 Organization Code and D04 Program Code profiles during a controlled window of time
2. Allow ORBITS and SFMS staff the opportunity to review and give final approval of alignment
3. Remove update authority to prevent uncontrolled changes to approved structures

Changes to R*STARS Security

We requested that SARS make the following changes to R*STARS Security:

- Create a new user class solely for updating the D03 and D04 profiles
- Agency staff will be given this new user class at the request of their agency security officer
- Remove update authority for the D03 and D04 profiles from current user classes (23, 27 & 54)

Changes to R*STARS Security

- The new user class will be active until your agency's AY09 R*STARS structure is finalized
- The new user class will remain inactive at all other times
- If agencies need to make changes to the D03 or D04 profiles, they will need to send a request through SFMS to have the user class activated

Changes to R*STARS Security

- ORBITS and SFMS will review the changes to these profiles for appropriateness
- Once the changes have been approved, security for that agency will be opened temporarily
- These changes to R*STARS security are to ensure that the two structures remain aligned

Review of Training Objectives

- Alignment of budget and accounting structure
- Importance of changes to R*STARS program profiles (The Good, The Bad & The Ugly)
- Timeframes and resources requirements of agency and central staff
- Who to contact for questions

Who to Contact

- SFMS Agency Support Analysts
 - Judy Cooper 503-373-1044 ext 256
 - Karen Morin 503-373-1044 ext 233
 - Silvar Rys 503-373-1044 ext 224

- ORBITS Project Staff
 - Michele Nichols 503-373-1863
 - Janice Jamison 503-378-3149