

## Financial Contact Information

Revised 12/28/21

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### SFMS Agency Support Analysts

Every agency has an assigned SFMS agency support analyst. A current list of assignments is available on the [SFMS Contacts webpage](#), and on the R\*STARS 90 screen, Keyword – News, Page 05. Agency analysts are available to assist with problems that the agency has not been able to resolve internally.

SFMS requests agencies to write agency procedures that answer frequently asked questions for their staff. When a staff member has a question or issue, we request that they first utilize these agency procedures and check with their supervisor or manager. The next step is to review electronic SFMS resources. These resources include R\*STARS online help screens, SFMS Desk Manuals, the R\*STARS Training Manual, the R\*STARS Data Entry Guide, and other resources available on the [SFMS website](#).

If the agency still cannot find a resolution, they should contact their agency analyst. It is important to know that although anyone may contact SFMS, agencies should designate one or two primary individuals to contact the agency analyst. This practice will ensure that agencies will develop their own internal experts on the system.

To help us provide quick and uniform assistance, please send copies or screen prints of error messages with your inquiry. This documentation often provides clues to the analyst and helps identify the issue.

Your agency analyst is your best resource for problems encountered when entering transactions, corrections, balancing batches, ordering reports, and other R\*STARS related issues. You should direct budget and allotment questions to your BAM analyst, and prior period adjustments, GASB implementation and other policy questions to your SARS analyst. If you are uncertain of whom to contact, your agency analyst will be happy to help you find the correct resource.

### OTHER SYSTEMS

ORBITS – Oregon Budget Info Tracking System  
OSPA – Oregon State Payroll Application  
ORPICS – Position Information Control System  
Workday – Human Resource Info System  
SARS – Statewide Accounting & Reporting Svcs  
IR Studio/Hyperion Reporting/OBIEE

CFO/SABRS [ORBITS.help@das.oregon.gov](mailto:ORBITS.help@das.oregon.gov)  
Jason Robinson 971-900-7688  
CFO/SABRS [ORBITS.help@das.oregon.gov](mailto:ORBITS.help@das.oregon.gov)  
[oregon.gov/das/HR/Pages/workday.aspx](http://oregon.gov/das/HR/Pages/workday.aspx)  
Robert Hamilton 971-719-3031  
Aaron Wallace 971-900-9988

## R\*STARS

Agency Interfaces	Rose Mattix	971-900-9772
	Alan Park	971-719-3362
Appropriations / Allotments	CFO/SABRS	<a href="mailto:ORBITS.help@das.oregon.gov">ORBITS.help@das.oregon.gov</a>
Backup Withholding / 1099 MISC	Karlene Hancock	971-900-9769
Central Profiles	Karlene Hancock	971-900-9769
Deposit Reconciliation	Agency Analyst	*
Error Corrections	Agency Analyst	*
Interagency Transactions	Agency Analyst	*
Joint Payroll Reimbursement	Meenakshi Dash	971-900-9771
Mass Transit Payments	Meenakshi Dash	971-900-9771
Month End, Year End Closing	Elizabeth Schultz	971-900-7616
OSPA Reconciliation	Meenakshi Dash	971-900-9771
Payment Processing & Cancellations	Agency Analyst	*
Policies	Fabiola Flores	971-900-7635
Project Management	Fabiola Flores	971-900-7635
R*Stars Manual	Agency Analyst	*
Report Distribution	Karlene Hancock	971-900-9769
Reports & Report Guide	Agency Analyst	*
System Balancing (Daily)	Karlene Hancock	971-900-9769
System Documentation	Fabiola Flores	971-900-7635
System Modification / Change Requests	Fabiola Flores	971-900-7635
System Operations	Fabiola Flores	971-900-7635
Training	Julie Tacchini	971-900-9773
Transaction Codes	Agency Analyst	*
Treasury Reconciliation	Juan Maraver	971-900-9774
Vendor Maintenance	Tammy Lyons	971-900-9770
Warrant Pick up / Delivery	Pam Armer	971-900-9761

## ADPICS

ADPICS Manual	Agency Analyst	*
Commodity Codes	Karlene Hancock	971-900-9769
Policies	Fabiola Flores	971-900-7635
Purchasing Guidelines	DAS Procurement	503-378-4642
Reports	Karlene Hancock	971-900-9769
System Documentation	Fabiola Flores	971-900-7635
System Operations	Fabiola Flores	971-900-7635
Statewide Price Agreements	DAS Procurement	503-378-4642
Table Maintenance	Karlene Hancock	971-900-9769
Training	Julie Tacchini	971-900-9773
Vendor Maintenance	Tammy Lyons	971-900-9770

<b>*SFMS Analysts</b> (assigned by agency):	Maria Berglund	971-900-9768
	Devyn Castillo	971-345-1016
	Julie Tacchini	971-900-9773