

# **2023-25 LEGISLATIVELY ADOPTED BUDGET ORPICS & ORBITS RECONCILIATION PROCESS**

**SABR Coordinators Meeting  
July 11<sup>th</sup>, 2023**



**DAS** DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

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

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# TIMELINE / DUE DATES



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- July – Sept 2023: Agencies update ORPICS and ORBITS with legislative changes.
  - ORBITS input forms for approved 2021-23 actions (Pkg. 5002) – due by Thursday, August 24<sup>th</sup>. Agencies that have AY23 adjustments to their limitation/appropriations will need to submit an allotment plan to get those funds available for expenditure
  - Provide SABRS with new appropriation and PCA information as applicable
  - Submit for ORPICS 2023-25 reconciliation audit – due by Friday, September 1<sup>st</sup>
  - Submit 1<sup>st</sup> quarter allotment plans on substantive bills for planned expenditures
  - Submit 2<sup>nd</sup> quarter allotment plans – due by Thursday, September 7<sup>th</sup>
  - Submit for ORBITS 2023-25 reconciliation audit – due by Friday, September 8<sup>th</sup>
- July – Oct 2023: SABRS will:
  - Conduct ORPICS and ORBITS agency 2023-25 budget reconciliation audits
  - Load appropriation on SFMA, process 1<sup>st</sup> quarter allotments (generally 15%) for main budget bills (does not include substantive or omnibus bills)
  - “Roll” agency ORPICS actions from Budget Prep to ORPICS & Workday for 2023-25
- LAB “Binder” due to CFO within 30 days of the date the agency is through SABRS Audit





## Budget Prep versions going forward:

### Legislatively Adopted Budget (LAB) Reconciliation

- ▶ K01 Version (Agency Legislatively Adopted Working)
  - Used to reconcile to the LAB
  - K01 Version is created from the J01 Version
  - Use the Data Entry window to reconcile the Base column to the LAB
  - Use the Package Data Entry window for Policy Package adjustments
  - Agency enters data at the detail cross reference level.
- ▶ U01 Version (Legislatively Adopted Pre-Audit)
  - Data at the summary cross reference level
- ▶ “I” Versions (Legislatively Adopted Audit)
  - Used for SABRS audit purposes
  - Data only at the summary cross reference level
  - Sequential versions created for each audit point

Make entries here

Users create this version for audit submission.



# STATEWIDE PACKAGES

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- Agencies can be impacted by more than one budget report. The expenditure data entered in ORBITS and position data entered in ORPICS must balance to the sum of all approved budget reports that impact the agency.

**Gather your agency's budget reports and identify what package the changes will be entered into.**

Budget Report	Bill Number	ORBITS Package #	Examples
Agency Appropriation	Agency-specific	Pkg. numbers listed in ORBITS reports	Pkg. 100, 401, 801
Capital Construction	HB 5006	Pkg 816 if new; otherwise, ARB Package	Pkg 816, 405
End of Session Bill	SB 5506	810 – “Statewide Adjustments”	Section 318: SGSC, AG Rates, etc.
End of Session Bill	SB 5506	811 – “Budget Reconciliation Adjustments”	Non-statewide items
Substantive bills	Agency-specific	813 – “Policy Bills”	Agency-specific bills
Program Change Bill	SB1049	SABRS will create if necessary	Revenue only

**SB5506 Helpful Hint:** Use Package 810 for changes identified in Section 318. All other changes use Package 811.



# FIRST STEP: BUDGET REPORTS



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## Where do I start?

- ▶ You will find your agency's budget report(s) on the Oregon Legislative Information System (OLIS) website: <https://olis.oregonlegislature.gov/liz/2023R1>
- ▶ Make sure the 2023 Regular Session is selected, and use the “Bills” icon to search by bill number, bill text or bill sponsor.

**Oregon State Legislature**  
Oregon Legislative Information  
Expand Groups | Collapse Groups | Help | Staff Login

**2023 Regular Session**

Session Details for Monday, July 3, 2023 Pick a new date

Senate Chamber not scheduled House Chamber not scheduled

**Meetings Today**

Senate Third Readings	House Third Readings
Senate Second Readings	House Second Readings
Senate First Readings	House First Readings
Senate Committee Referrals	House Committee Referrals
Senate Committee Reports	House Committee Reports
Today's Publications	



# FIRST STEP: BUDGET REPORTS

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## Where can I find budget reports?



- ▶ Once you find a bill's summary page on OLIS, there is useful information in the “Overview” tab, a link to the latest version of the bill under “Text” and the Budget Report and Impact Statements (for reference) can be found under “Analysis”.
- ▶ There may be more than one Budget Report (House and Senate); they should not differ in content.

### 2023 Regular Session

SB 5506 Enrolled

e-S



Overview	Text ▾	Analysis	Amendments	Testimony	Register to Testify	Submit Testimony
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**Overview ▾**

<b>At the request of:</b>	(at the request of Oregon Department of Administrative Services)
<b>Chief Sponsors:</b>	
<b>Regular Sponsors:</b>	Introduced and printed pursuant to House Concurrent Resolution 23 (2023)
<b>Bill Title:</b>	Relating to state financial administration; and declaring an emergency.
<b>Catchline/Summary:</b>	Appropriates moneys from General Fund to Emergency Board for allocations during biennium. <a href="#">+</a>
<b>Chapter Number:</b>	
<b>Fiscal Impact:</b>	Budget Report Issued
<b>Revenue Impact:</b>	Revenue Impact Issued
<b>Measure Analysis:</b>	<a href="#">Staff Measure Summary / Impact Statements</a>



# FIRST STEP: BUDGET REPORTS

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## What are budget reports?

- ▶ Budget reports are written for any impact on expenditure limitation and/or appropriation. They are not written for bills impacting revenue only.
- ▶ Each agency will be impacted by one or more budget reports.
- ▶ **Budget reports are your control documents** – SABRS will audit both ORPICS and ORBITS data to the level outlined in the report narrative and table at the end of the report.
  - Most often, this means the agency must balance to the report by SCR, funding type, package number, budget category, position/FTE count and position type.
  - When no level of detail is available, the data input defaults to the agency's discretion, as long as that falls within the audit parameters that we will review later in the presentation.
  - Approved revenue or fee changes not yet in ORBITS will need to be keyed into K01.

**Do not reconcile to the LFO version L01 reports** – entries are not audited by SABRS.  
Only use for substantive reference material





# FIRST STEP: BUDGET REPORTS

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## How do I read budget reports?



- ▶ Make sure the cover page lists the 2023-25 biennium. Prior biennium adjustments are entered into the M01 version in ORBITS, not the K01.
- ▶ ORBITS input forms are needed for 2021-23 changes and SABRS will enter them in pkg 5002.
- ▶ **For expenditure and position control totals**, see the “2023-25 Committee Recommendation” column in the table on page 2.
- ▶ Agencies must balance to the sum of all their approved Budget Reports.
- ▶ Carefully read the narrative for details on legislatively directed changes, including revenue and beginning balances.



### **Budget Summary\***

	2021-23 Legislatively Approved Budget <sup>(1)</sup>	2023-25 Current Service Level	2023-25 Committee Recommendation	Committee Change from 2021-23 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 300,000	\$ -	\$ -	\$ (300,000)	(100.0%)
Other Funds Limited	\$ 5,186,427	\$ 5,401,035	\$ 5,774,268	\$ 587,841	11.3%
Total	\$ 5,486,427	\$ 5,401,035	\$ 5,774,268	\$ 287,841	5.2%

### **Position Summary**

Authorized Positions	14	13	15	1
Full-time Equivalent (FTE) positions	14.00	13.00	15.00	1.00

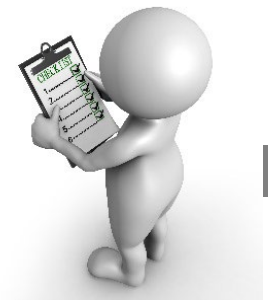
<sup>(1)</sup> Includes adjustments through January 2023

\* Excludes Capital Construction expenditures



# FIRST STEP: BUDGET REPORTS

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## What am I looking for?

- ▶ The details in the table at the end of the report will be used for audit.
- ▶ The “Subcommittee Recommendation” line at the bottom should balance to the data found in the Budget Summary table on page 2 of the report.
- ▶ Note any accounts specifically called out in the detailed table and narrative. If listed, the agency must balance to the detail by fund type, SCR, package, category and account to pass audit.
- ▶ Agency budget bills will have the package number listed. Policy bills will not have a package.

### DETAIL OF JOINT COMMITTEE ON WAYS AND MEANS ACTION

Oregon Department of Education  
Dustin Ball -- 971-720-0987

DESCRIPTION	GENERAL FUND	LOTTERY FUNDS	OTHER FUNDS		FEDERAL FUNDS		TOTAL ALL FUNDS	POS	FTE
			LIMITED	NONLIMITED	LIMITED	NONLIMITED			
<u>SUBCOMMITTEE ADJUSTMENTS (from CSL)</u>									
<b>SCR 100 - Department Operations</b>									
Personal Services	\$ -	\$ -	\$ 295,392	\$ -	\$ -	\$ -	\$ 295,392	3	2.00
Services and Supplies	\$ -	\$ -	\$ 81,575	\$ -	\$ -	\$ -	\$ 81,575		
Special Payments (6040 Dist to Local School Districts)		\$ -	\$ 1,123,033	\$ -	\$ -	\$ -	\$ 1,123,033		
Special Payments (6060 Intraagency GF Transfer)	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000		
TOTAL ADJUSTMENTS	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 3,000,000	3	2.00
SUBCOMMITTEE RECOMMENDATION *	\$ 1,500,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 3,000,000	3	2.00



# BUDGET REPORT CORRECTIONS

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## I found an error, what do I do?



- ▶ The budget report correction process is coordinated between DAS CFO and LFO to approve and make formal corrections.
- ▶ If corrections are needed, please submit a detailed request for approval to your assigned DAS CFO and LFO analysts with a CC to [ORBITS.Help@das.oregon.gov](mailto:ORBITS.Help@das.oregon.gov) specifying the below information:
  - Bill number
  - Explanation of the issue
  - Proposed solution or correction — how should the end result look?

SABRS will not finalize an agency's audit based on budget report corrections until after the proposed corrections are approved.



# BUDGET REPORT CORRECTIONS

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## Common examples:

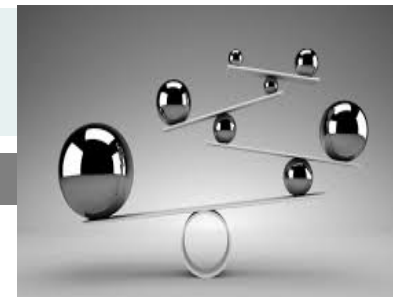


- ▶ An agency appropriation bill does not match the corresponding Budget Report.
- ▶ The Budget Report Summary table on page 2 does not match the detailed table in the back of the report.
- ▶ The expenditures, positions or FTE are negative instead of positive, or vice versa.
- ▶ There is an unexpected change in budget category split or account level detail for a specific package.
- ▶ You notice an unexpected change or split between SCR's for a specific package.
  - This is allowable as long as the change is not in conflict with the agency's appropriation bill, since some agencies are appropriated at the SCR level.



# RECONCILIATION OUTLINE

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- ▶ Agencies are responsible for updating and reconciling ORPICS & ORBITS to incorporate all legislatively directed changes.

**Your control documents are the Budget Reports for each bill.**

- Starting point for LAB changes is the Governor's Budget CSL; from the Y01 version (summary level) or J01 (detail level).
- Identify all budget, position and FTE changes in the Budget Reports that impact your agency.
- Key ORPICS-related changes first, using the information provided in the report narrative and tables.
- Adjust account and DCR details in ORBITS K01, maintaining SCR control totals from budget reports.
- Reconcile K01 to the budget reports by SCR, package, category & account if specified. If there is no detail available, then the data input is up to agency discretion.



# ORPICS – What to Expect

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## 2023-25 Other Payroll Expense (OPE) Rates

ORBITS ACCT NUMBER	OPE FACTORS		2021-23 LAB	2023-25 LAB
3210	ERB		\$2.40 /per mth	\$2.19 /per mth
3220	PERS:	Agencies w/o significant Police & Fire	17.13%	17.92%
		Judges	31.56%	36.33%
		Agencies w/ significant Police & Fire:		
		Dept Human Services	17.32%	18.16%
		Dept of Justice	17.33%	18.03%
		OR Military Dept	17.80%	18.77%
		Oregon State Police	20.52%	21.45%
		Public Safety Standards & Trng	21.44%	22.80%
		Corrections	21.96%	22.98%
		Oregon Youth Authority	21.36%	22.20%
		Forestry	19.37%	20.51%
		Liquor Control Commission	18.25%	19.19%
3230	SOCIAL SECURITY (FICA)		7.65%	7.65%
3221	PENSION BOND CONTRIBUTION (POB)		Provided by CFO	Provided by CFO
<b>3241</b>	<b>PAID FAMILY MEDICAL LEAVE (PFMLI)</b>		<b>N/A</b>	<b>.004 = .4%</b>
3250	WORKERS' COMP ASSESSMENTS (WBF)		\$1.91 / per mth	\$1.91 / per mth
3260	MASS TRANSIT TAX (MT)		.006 = .6%	.006 = .6%
3270	FLEX BENEFITS (PEBB Core)		\$1,593 /per mth	\$1,650 /per mth



- ▶ Personal Services related adjustments were made by your LFO Analyst in the Legislative Budget Reports, this could include updates to classifications, months/FTE, etc.
- ▶ Agencies will start to process the personal services related adjustments from the Budget Reports in ORPICS now.
- ▶ Examples of Position / Personal Services-related adjustments:
  - Elimination (denial) of a position from a policy package
  - Addition of a position within an existing policy package
  - New position(s) added in an Analyst recommended package
  - Change to the classification of a position
  - Change in position type (i.e. from permanent full-time to limited duration full-time)
  - Decrease or increase in months on a position (FTE)
  - Change in position funding (i.e. the fund split or shifting from GF to OF)



# ORPICS AUDIT POINTS & RECONCILIATION

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## Key LAB changes into ORPICS



- ▶ Once LAB changes have been identified from the budget reports, key corresponding entries into ORPICS BP using the Position Detail option from the ORPICS drop down menu.
  - Only update ORPICS for the actions identified in the budget reports
  - DO NOT make any changes to “clean up” or correct errors identified after the GB audit.
- ▶ All ORPICS changes should be made in packages, rather than Base. Please refer to the ORPICS Data Entry Guide for ORPICS entry instructions:  
<https://www.oregon.gov/das/Financial/Documents/ORPICS%20Data%20Entry%20Guide.pdf>
- ▶ The numbers used in budget reports for Personal Services are based on estimates and may not precisely mirror calculations made by ORPICS.
- ▶ It is very likely that changes made by you in ORPICS, even if correct, will not produce amounts for Personal Services in the budget reports.
- ▶ Please do not adjust steps or use non-PICS accounts in ORBITS in order to avoid using reconciliation accounts. ORPICS reconciliations are fully expected and appropriate, they just need to be properly documented.





# ORPICS AUDIT POINTS & RECONCILIATION

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## The Personal Services (PS) Recon Form

- ▶ Assuming all ORPICS entries have been accurately keyed into the system, any differences between LAB control totals in budget reports and actual ORPICS-generated amounts in K01 should be handled as Personal Services, Position, and FTE reconciliation entries in Accts. 3465, 8180 & 8280.
- ▶ Reconciling amounts must be identified (at the SCR and package level) by fund type and by reason on the [“PS Recon form”](#). If the agency had reconciling entries in the 23-25 Governor’s Budget then use the same reconciliation worksheet from GB. Simply add rows where necessary and input LAB information. If the form is not prepared at SCR level it may be returned.
- ▶ Be as specific as possible with entries in the “Reason/Comment” field to save time during the audit process. Generic comments may be questioned by SABRS.
- ▶ An example of an anticipated reason for a recon entry is that Personal Services estimates in budget reports do not match the ORPICS generated amounts in ORBITS K01. This can be noted by simply stating “ORPICS driven costs are more than control totals” in the Reason/Comment field.
- ▶ If the reconciled item is related to a specific position, note the position number in the Reason/Comment field.



# ORPICS AUDIT POINTS & RECONCILIATION

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## PERSONAL SERVICES / POSITION / FTE RECON WORKSHEET

For this example the Total Fund amount in the LAB control total for Personal Services in the Budget Report for Pkg. 810 is 100,000 in SCR 001. After position updates are keyed into ORPICS the total in the ORBITS K01 version for this package is 102,060. The totals in the K01 version must match the Budget Report. Reduce K01 by keying a total decrease of (2,060) in reconciliation account 3465 in ORBITS (**by fund type**) and prepare the recon worksheet.

### ORBITS Accounts 3465, 8180, 8280

Sum. X-Ref	Pkg	GF	OF	FF	LF	TF	POS	FTE	Cycle	Reason / Comment
001	810	\$ (1,030)	\$ -	\$ (1,030)	\$ -	\$ (2,060)	0	0.00	LAB	PICS driven costs are more than control totals
<b>Pkg Subtotal</b>		<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (2,060)</b>	<b>0</b>	<b>0.00</b>		
001		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
<b>Pkg Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0.00</b>		
<b>Sum. XRef TOTAL</b>		<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (2,060)</b>	<b>0</b>	<b>0.00</b>		
002		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
<b>Pkg Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0.00</b>		
<b>Sum. XRef TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0.00</b>		
<b>AGENCY TOTAL</b>		<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (2,060)</b>	<b>0</b>	<b>0.00</b>		

Cycle -- LA = Legislatively Adopted Budget Cycle



# ORPICS AUDIT POINTS & RECONCILIATION

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Identify the ORPICS changes from GB to LAB

For example; this POP requested establishment of four PF positions @ GB:

OR DEPARTMENT OF STATE													
2023-25 GB POP 202													
Action	POS #	Repr	Class #	P/Rng Option	Class Title	Salary	Type	DCR#	Count	FTE	Months	Phase-In	Phase-Out
Establish	0000010	OAS	C0107	AA	Administrative Specialist 1	\$ 2,510	PF	100-10-99-00000	1	0.88	21.00	10/1/2023	6/30/2025
Establish	0000016	OAS	C0323	AA	Public Service Rep 3	\$ 2,318	PF	100-10-99-00000	1	1.00	24.00	7/1/2023	6/30/2025
Establish	0000017	OA	C0323	AA	Public Service Rep 3	\$ 2,118	PF	100-10-99-00000	1	1.00	24.00	7/1/2023	6/30/2025
Establish	0000021	MMS	X7004	AA	PEM C	\$ 4,302	PF	100-10-99-00000	1	1.00	24.00	7/1/2023	6/30/2025

At LAB two positions were not approved, one new position was added, and another position was modified for position type, FTE, and months:

OR DEPARTMENT OF STATE													
2023-25 LAB POP 202													
Action	POS #	Repr	Class #	P/Rng Option	Class Title	Salary	Type	DCR#	Count	FTE	Months	Phase-In	Phase-Out
Establish	0000010	OAS	C0107	AA	Administrative Specialist	\$ 2,510	PF	100-10-99-00000	1	0.88	21.00	10/21/2021	6/30/2025
Establish	0000016	OAS	C0323	AA	Public Service Rep 3	\$ 2,318	PP	100-10-99-00000	1	0.50	12.00	7/1/2023	6/30/2025
Denied	0000017	OA	C0323	AA	Public Service Rep 3	\$ 2,118	PF	100-10-99-00000	(1)	(1.00)	0.00	7/1/2023	6/30/2025
Denied	0000021	MMS	X7004	AA	PEM C	\$ 4,302	PF	100-10-99-00000	(1)	(1.00)	0.00	7/1/2023	6/30/2025
Establish	0000022	MMN	X0113	AA	Support Supervisor 3	\$ 3,274	PF	100-10-99-00000	1	1.00	24.00	7/1/2023	6/30/2025

- ✓ Double check you have the correct position before abolishing
- ✓ New positions are added at the 3<sup>rd</sup> Step in ORPICS, unless an exception is granted
- ✓ Verify position type, FTE, and months for a new position entry
- ✓ Watch for phased-in versus part-time position indicators



# ORPICS AUDIT POINTS & RECONCILIATION

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## Outstanding 2021-23 BX Actions



- ▶ After completing all ORPICS actions and identifying and recording any reconciliation values in the PS Recon Form:
  - If your agency has pending 2021-23 Budget Execution (BX) actions, send an e-mail to [ORBITS.Help@das.oregon.gov](mailto:ORBITS.Help@das.oregon.gov) with the following subject line “LAB actions complete, update ORPICS with BX Actions”.
  - Do not key any additional changes into ORPICS while SABRS is updating the BP file with BX actions or it will be difficult to isolate recon amounts specific to the BX actions on your end.
  - SABRS will notify agencies when finished keying BX actions into ORPICS.
  - 2021-23 BX actions contribute to a mismatch between LAB Personal Services control totals for Base in K01 and ORPICS Personal Services totals on the budget reports.
  - Agencies should identify and capture the recon amounts on the form with “21-23 BX actions” noted in the reason column.
  
- ▶ A list of agencies with BX actions is on the next slide.



# ORPICS AUDIT POINTS & RECONCILIATION

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## Outstanding 2021-23 BX Actions

The following agencies have pending budget execution (BX) actions requiring updates in the 2023-25 Budget Preparation (BP) file:

Agency No.	Agency Name	Agency No.	Agency Name
<b>10700</b>	Department of Administrative Services	<b>84500</b>	Oregon Liquor and Cannabis Commission
<b>13700</b>	Department of Justice	<b>84700</b>	Oregon Medical Board
<b>15000</b>	Department of Revenue	<b>86000</b>	Public Utility Commission
<b>15000</b>	Department of Revenue	<b>91900</b>	Oregon Real Estate Agency
<b>29100</b>	Department of Corrections		
<b>34000</b>	Department of Environmental Quality		
<b>41500</b>	Oregon Youth Authority		
<b>62900</b>	Oregon Department of Forestry		
<b>63400</b>	Oregon Parks and Recreation Department		
<b>66000</b>	Department of Land Conservation and Development		
<b>73000</b>	Oregon Department of Transportation		

► Please let SABRS know if you believe your agency has BX actions but are not listed here.



# ORPICS AUDIT POINTS & RECONCILIATION

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Example of an ORPICS Budget Execution (BX) Action:

## Step 1

### 21-23 BX Action Impacts Base Record

*This BX action shifts funding from 50/50 GF-OF to 75/25 GF-OF*

#### Base

<b>GF = 50%</b>	<b>OF = 50%</b>	<b>TF/AF=100%</b>
\$100	\$100	\$200

#### Base after BX Action Entered

<b>GF = 75%</b>	<b>OF = 25%</b>	<b>TF/AF=100%</b>
\$150	\$50	\$200

## Step 2

**DUE TO THE CHANGES ABOVE, “RECONCILING” ACTIONS MUST BE DONE ON ORBITS USING ACCOUNT 3465 WITH THE FOLLOWING VALUES:**

**Base change entries as a result of updating 23-25 BP file with a fund shift:**

**<\$50> GF      \$50 OF**

See reconciliation actions above and how they're entered in the Reconciliation Worksheet on the next page.

# ORPICS AUDIT POINTS & RECONCILIATION

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## PERSONAL SERVICES / POSITION / FTE RECON WORKSHEET

ORBITS Accounts 3465, 8180, 8280										
Sum. X-Ref	Pkg	GF	OF	FF	LF	TF	POS	FTE	Cycle	Reason / Comment
001	801	\$ (1,030)	\$ -	\$ (1,030)	\$ -	\$ (2,060)	0	0.00	LAB	ORPICS driven costs more than control totals
<b>Pkg Subtotal</b>		<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (2,060)</b>	<b>0</b>	<b>0.00</b>		
001		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
<b>Pkg Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0.00</b>		
<b>Sum. XRef TOTAL</b>		<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (2,060)</b>	<b>0</b>	<b>0.00</b>		
002	000	\$ (50)	\$ 50	\$ -	\$ -	\$ -	0	0.00	LAB	21-23 BX Actions
<b>Pkg Subtotal</b>		<b>\$ (50)</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0.00</b>		
<b>Sum. XRef TOTAL</b>		<b>\$ (50)</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>	<b>0.00</b>		
<b>AGENCY TOTAL</b>		<b>\$ (1,080)</b>	<b>\$ 50</b>	<b>\$ (1,030)</b>	<b>\$ -</b>	<b>\$ (2,060)</b>	<b>0</b>	<b>0.00</b>		

Cycle -- LAB = Legislatively Adopted Budget Cycle





- ▶ After all ORPICS entries, including BX action and ORBITS reconciliation items, are final confirm that the amounts (dollars, position counts, FTE) balance to LAB control totals
- ▶ Send the following to SABRS:
  - [ORPICS Audit Transmittal](#)
  - [Personal Services / Position / FTE Reconciliation Worksheet](#)

## Friendly reminders:

- ▶ If applicable, a copy of the Recon Worksheet must be turned in with both the ORPICS and ORBITS audit transmittals. If you do not have any reconciliation entries in ORBITS please note that on the top of the Additional Information section of each transmittal.
- ▶ Submit an ORPICS Audit Transmittal Form for audit, even if your agency had no changes and please make note of this in the “Additional Information” section of the form.
- ▶ Please submit your ORPICS and ORBITS audits in separate e-mails to ensure audits are performed in a timely manner.





# ORBITS AUDIT POINTS & RECONCILIATION

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## Now that ORPICS is squared away:



- ▶ Agencies must apply all the approved legislative adjustments in the ORBITS version K01.
- ▶ If you haven't already done so, enter your reconciliation amounts from the worksheet into ORBITS accounts 3465, 8180 and 8280 (budget, positions and FTE respectively).
- ▶ Accounts 4995 and 5995 (LFO Analyst Adjustments by category) must be spread across their respective categories into appropriate accounts. Accounts 3995, 8195 and 8295 will be addressed through ORPICS keying and reconciliation.
- ▶ The sum of the budget reports, as control totals, **have to be maintained** by fund type, SCR, package, category and account (if account is specifically directed).
- ▶ If errors are discovered, document any budget report corrections for CFO and LFO review and approval. Please be sure to keep SABRS in the loop. For more detail on budget report corrections, see [slide 12](#).



# ORBITS AUDIT POINTS & RECONCILIATION

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## What is allowed:

- ▶ Unless specified in the budget reports, it is up to the agency to distribute legislatively approved budget adjustments to DCR's within the same SCR, package, category and fund type.
- ▶ Distributing single account entries for LFO Analyst Adjustments (3995, 4995, 5995, 6995 and 7995) to other accounts within the category, as appropriate.
- ▶ You can make changes to revenue during your reconciliation in most cases since LFO does not make changes to revenue usually. If they did make changes to your revenue then you will need to match to what they entered. This is different than GB recon.
- ▶ If you have recalculated your beginning balances you can make changes in the Base column using account 0030. You will want to get CFO/LFO Analyst approval for these

## What isn't allowed:

- ▶ No deviations from the budget report control totals; i.e. no shifting of fund types
- ▶ The same protected accounts from GB are still protected and should not be adjusted unless specifically directed by the Budget Report.
- ▶ Do not include any proposed changes, clean-ups or fixes during this audit.
- ▶ No adjustments moved between packages, SCRs, categories, or fund types.



# ORBITS AUDIT POINTS & RECONCILIATION

27



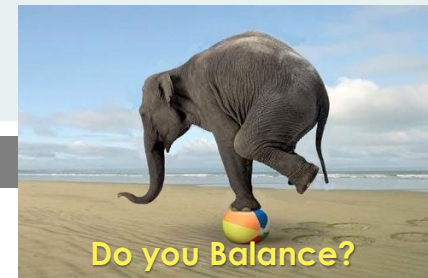
When all ORBITS changes have been entered into the K01 and values reconcile to the sum of your agency's budget reports...

- ☐ Copy K01 to create the U01 version for audit.
- ☐ Run the Audit Error Report (AUD100) from the new U01 version and correct errors in K01.
- ☐ You will need to delete and recreate the U01 each time changes are made to K01.
- ☐ Run the AUD004 "Transfers and Special Payments" report in K01 to balance with other agencies. If you are out of balance, include email communication of agreement.
- ☐ Some common audit errors include:
  - Negative fund balances
  - Negative expenditure accounts
  - Negative revenue accounts, unless it is a transfer out
  - Intrafund transfers are out of balance (accounts 1010 and 2010)



# ORBITS AUDIT POINTS & RECONCILIATION

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## □ Run the Column Comparison Report (ANA100A)

- Compare Y01 CSL to U01 LAB (summary level detail) to confirm that variances balance to the sum of the budget report adjustments; by SCR, fund type, category etc.
- The J01 is the detailed version of the Y01. So, you may compare J01 CSL to K01 LAB at the DCR level to isolate the differences.

Description	Governor's Budget (Y-01)	Leg. Adopted Pre-Audit (U-01)	Column 2 minus Column 1	% Change from Column 1 to Column 2
	2023-25 Current Service Level	2023-25 Leg. Adopted Pre-Audit		
	Column 1	Column 2		
EXPENDITURES				
PERSONAL SERVICES				
P.S. BUDGET ADJUSTMENTS				
3465 Reconciliation Adjustment				
3400 Other Funds Ltd	-	(5,255)	(5,255)	100.00%
SERVICES & SUPPLIES				
4175 Office Expenses				
3400 Other Funds Ltd	50,510	45,333	(5,177)	-10.25%
4225 State Gov. Service Charges				
3400 Other Funds Ltd	90,910	85,182	(5,728)	-6.30%
4250 Data Processing				
3400 Other Funds Ltd	70,156	66,951	(3,205)	-4.57%
4325 Attorney General				
3400 Other Funds Ltd	250,730	423,103	172,373	68.75%
4425 Facilities Rental and Taxes				
3400 Other Funds Ltd	152,609	152,605	(4)	-0.00%
4650 Other Services and Supplies				
3400 Other Funds Ltd	168,807	156,515	(12,292)	-7.28%
TOTAL SERVICES & SUPPLIES				
3400 Other Funds Ltd	783,722	929,689	145,967	18.62%
TOTAL EXPENDITURES				
3400 Other Funds Ltd	783,722	924,434	140,712	17.95%
ENDING BALANCE				
3400 Other Funds Ltd	(783,722)	(924,434)	(140,712)	-17.95%

Balance by  
SCR, category,  
fund type, etc.



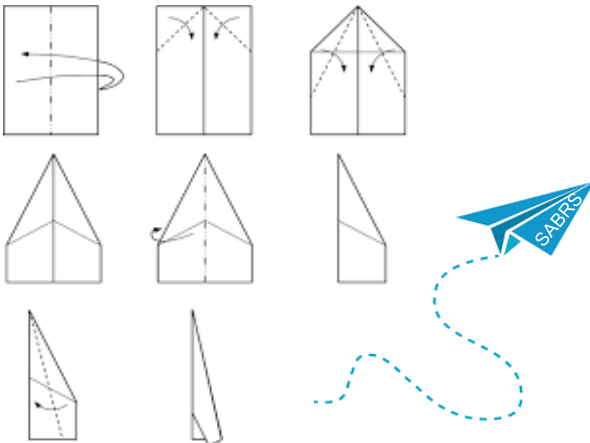


✓ If variances between Y01 CSL & U01 LAB balance to the sum of the budget report adjustments,  
**submit for ORBITS audit!**

Send an email, separate from the ORPICS submittal, email to

[ORBITS.Help@das.oregon.gov](mailto:ORBITS.Help@das.oregon.gov) with the following information:

- ☐ Attach (or submit via the button) a completed [ORBITS Audit Request Transmittal Form](#)  
→ Please make sure to include your agency's bill numbers on the form!
- ☐ Attach a copy of the AUD100, run from the U01 version
- ☐ Attach the final PS Reconciliation Worksheet
- ☐ Submit any other necessary documentation that would help in the audit process



# Bill Summary Reports

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**new**

For your reference

Two new Bill Summary reports are available under Reporting → Budget Execution. These reports are for your reference only and shouldn't be used as control totals.

- BSM002A - Leg and Approved Budget Detail: Lists appropriations by bill and section.

BSM002A - Leg Adopted & Approved Budgets - Detail						
2021-23 Biennium						
Select Agencies Chosen						
Description	Appropriated Fund	Appn No	Legislatively Adopted	Legislatively Approved	E-Board & Other Session Actions	Admin Actions
ADMINISTRATION PGM						
10700 Administrative Svcs, Dept of						
HB5002						
Chap Law						
01.01.00 Chief Operating Office	8000 General Fund	89901	346,644	346,644	-	-
01.02.00 CASA Volunteer Program	8000 General Fund	89903	2,890,327	2,890,327	-	-
01.03.00 OR Public Broadcasting	8000 General Fund	89926	500,000	500,000	-	-
01.04.00 Oregon Historical Society	8000 General Fund	89921	750,000	750,000	-	-
01.05.00 Oregon State Fair	8000 General Fund	89944	1,015,299	1,015,299	-	-

- BSM005A – Appropriation Detail: Summary by appropriation number.

Agency Number: 10700						Administrative Svcs, Dept of			
BSM005A - Appropriation Detail									
Appn No	Description	Bill No	Chap Law	Section	Appd Fund	2021-23 Agg. Leg. Adopted	2021-23 Leg Approved Budget	Administrative Actions	EBD & Other Session Actions
10700 Administrative Svcs, Dept of									
30489	DAS Capital Improvement	HB5002		02.09.00	3010 Other Funds Cap Improve	5,017,028	5,017,028	-	-
Appropriation Total 30489						5,017,028	5,017,028	-	-
30600	Treasury Fees	HB5002		02.11.00	3400 Other Funds Ltd	674,708	674,708	-	-
Appropriation Total 30600						674,708	674,708	-	-





- ▶ Once your ORBITS and ORPICS audits are complete and approved, your positions will be “Rolled” to 2025 Execution.
  - ▶ The “current” version which is the latest package of each position is copied and the budget cycle is changed to Execution.
  - ▶ The Classification Rates and OPE Rates are copied from 2025 Prep
- ▶ It is important that all positions for your agency have Workday ID’s. If not, the positions will appear unbudgeted in Workday.



ORBITS - bamtest

File - Administration Preparation Execution ORPICS Reporting Publications - Window Help

Position Detail - The last package represents the final result for the position

Cycle  Bien  Agency  Cross Ref  Pos Type

Current ☐ Package  Class  Class Title  Repr

Pkg	Cross Reference	Employee Name	Auth No	Pos No	Workday	Repr
* 000	10700-030-01-00-00000		001377554	2300005	OAS	OAS
* 000	10700-030-01-00-00000		001377553	2300004	OAS	OAS
* 000	10700-030-01-00-00000		001377552	2300003	MMN	MMN
* 000	10700-030-01-00-00000		001300380	1987311	00000036387	MMS
* 000	10700-030-01-00-00000		001377551	2300002	OAS	OAS





- ▶ ORPICS sends some position budget information including Budget Authorization Number to Workday.
  - ▶ This data can be found under position information in the additional data tab under “Position Budget Details from ORPICS”

## Board and Commission Member (Unfilled)

Position Overview Requisitions Incumbent

Position Overview Hiring Restrictions Position Description (BIRT) Default Compensation Qualifications Business Process History **Additional Data**

View As Of 07/08/2021

Edit

### Position Budget Details from ORPICS

Modify Date 09/03/2019

Authorization Number 389120

Workday ID from ORPICS 42527

Phase In Date 07/01/2019

Phase Out Date 06/30/2021

Months 0

ETC n







- ▶ ORPICS does not add or reclassify positions in Workday. This must be done by agency HR staff.
  - ▶ Agencies may enter new positions or update classifications in Workday prior to bills being signed
  - ▶ Provide the Workday ID to SABRS for positions that do not have a Workday ID in ORPICS

## Position Details

PPDB Position Number	0260012
PDC Number	210
RDC Number	210
Position Pending Budget Approval	✓

Info



# QUESTIONS & RESOURCES

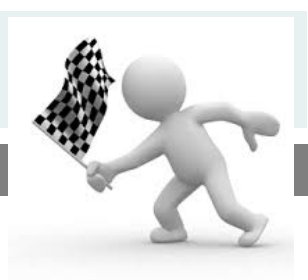
34



What do you need?	Resource:	How you access this resource:
ORBITS reports	ORBITS system, through CITRIX	ORBITS Reporting Menu
ORBITS or CITRIX password reset	ORBITS Help	<a href="mailto:ORBITS.Help@das.oregon.gov">ORBITS.Help@das.oregon.gov</a>
ORPICS data entry guidelines	ORPICS Data Entry Guide	<a href="https://www.oregon.gov/das/Financial/Documents/ORPICS%20Data%20Entry%20Guide.pdf">https://www.oregon.gov/das/Financial/Documents/ORPICS%20Data%20Entry%20Guide.pdf</a>
ORBITS end user help	ORBITS Reports Manual	<a href="https://www.oregon.gov/das/Financial/Documents/ORBITS_Reports_Manual.pdf">https://www.oregon.gov/das/Financial/Documents/ORBITS_Reports_Manual.pdf</a>
ORBITS end user help	ORBITS User Manual	<a href="https://www.oregon.gov/das/Financial/Documents/ORBITS%20User%20manual.pdf">https://www.oregon.gov/das/Financial/Documents/ORBITS%20User%20manual.pdf</a>
More detail about LAB changes	Your CFO Analyst	<a href="https://www.oregon.gov/das/Financial/pages/BAM.aspx">https://www.oregon.gov/das/Financial/pages/BAM.aspx</a>
SABRS Forms	For LAB, check the “Budget Preparaton” section of the SABRS website.	<a href="https://www.oregon.gov/das/Financial/Pages/sabrs.aspx">https://www.oregon.gov/das/Financial/Pages/sabrs.aspx</a>
Other questions	The SABRS team!	<a href="mailto:ORBITS.Help@das.oregon.gov">ORBITS.Help@das.oregon.gov</a> and phone contact following.
Other Resources	SABRS Website	<a href="https://www.oregon.gov/das/Financial/Pages/sabrs.aspx">https://www.oregon.gov/das/Financial/Pages/sabrs.aspx</a>
BSM002 or BSM005	Reporting/Budget Execution, additional information in the Report Guide	<a href="https://www.oregon.gov/das/Financial/Documents/ORBITS_Reports_Manual.pdf">https://www.oregon.gov/das/Financial/Documents/ORBITS_Reports_Manual.pdf</a>



# CONCLUSION



- ❑ ORPICS and ORBITS Transmittal Deadline:
  - ORPICS – Friday, September 1<sup>st</sup>.
  - ORBITS – Friday, September 8<sup>th</sup>.
- ❑ 2023-25 ORBITS Input Form deadline: Thursday, August 24<sup>th</sup>.
- ❑ Agencies that have AY23 adjustments to their limitation/appropriations they will need to submit an allotment plan to get those funds available for expenditure.
- ❑ 2nd Quarter Allotment Plans due Thursday, September 7<sup>th</sup>.
- ❑ ORPICS & ORBITS will be unlocked for you Tuesday, July 11<sup>th</sup>.
- ❑ LAB Book due to CFO within 30 days of the date the agency is through SABRS Audit process and receives ORBITS budget support documents
- ❑ The SABRS team can be reached at [ORBITS.Help@das.oregon.gov](mailto:ORBITS.Help@das.oregon.gov) or by phone;
  - Breanna McGehee, SABR Auditor: (971) 719-3559
  - Patrick Sevigny, SABR Auditor: (971) 719-3510
  - Robert Otero, Senior SABR Auditor: (971) 719-3539
  - Shawn Miller, Interim SABR Manager: (971) 719-3181

**Thank you for your time!**

