

2023-25 SABRS Spring Training Overview

SABRS Coordinators Meeting



DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

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

PRESENTATION OVERVIEW

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- ☐ SABRS Introduction
- ☐ SFMS Program Structure Overview
- ☐ SABRS Program Structure Overview
- ☐ Appropriation Setups
 - ☐ Encumbrance Indicator Change
 - ☐ R*STARS 25 Profile
- ☐ Allotments
- ☐ New and Current Resources
- ☐ Closing



Program Structure Review

Liz schultz

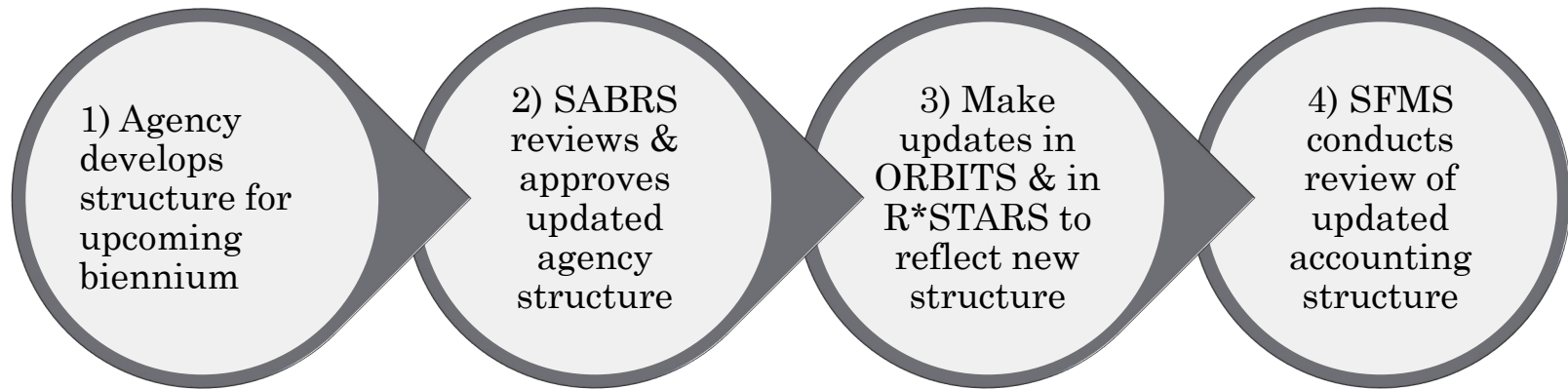
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Program Structure Process



- Best practice for agency budget & accounting to coordinate when updating program structure.
- When you submit your updated alignment spreadsheet to SABRS, keep everyone in the loop.

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											
Lvl	Lvl										
Type	Num	Description		X Ref #		1	2	3	4	5	Title
	1	Oregon Department of Weather Program		60000-000-00-00-00000		0001					Oregon Department of Weather Program
							0100				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

<div> <div>1</div> <div>2</div> </div>		<div>  <div>3</div> </div>	
Lvl	Lvl	Description	X Ref #
Type	Num		
	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/ 2, 2021	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) = Agy 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 = Agency level - optional budget placeholder

Level 3 = Appropriation level – typically SCR level *

Level 4 = Appropriation level – typically DCR level *



Level 5 – 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.

<div>4</div> <div>R★STARS</div>					
1	2	3	4	5	Title
0001					Oregon Department of Weather Program
	0100				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?

								
Rptng	Lvl	Lvl						
Type	Num	Description	X Ref #	1	2	3	4	5
	1	Oregon Department of Weather Program	60000-000-00-00-00000	0001				
					0100			
B	2	Wind Program	60000-010-00-00-00000			1000		
A	3	Wind Monitoring	60000-010-01-00-00000				1100	
A	3	Wind Monitoring	60000-010-01-00-00000					1110
A	3	Wind Capture	60000-010-02-00-00000				1200	
A	3	Wind Capture	60000-010-02-00-00000					1210
B	2	Rain Program	60000-020-00-00-00000			2000		
A	3	Rain Monitoring	60000-020-01-00-00000				2100	
A	3	Rain Monitoring	60000-020-01-00-00000					2110
A	3	Rain Capture	60000-020-02-00-00000				2200	
A	3	Rain Capture	60000-020-02-00-00000					2210
A	3	Rain Capture Flood Control	60000-020-02-00-00000					2220
A	3	Rain Capture Drinking Water	60000-020-02-00-00000					2230

How does this look in R*STARS?

R*STARS D04 Screen

```
SD04 UC: 10 STATE OF OREGON 02/25/21 01:48 PM
LINK TO: PROGRAM CODE PROFILE ACPT

AGENCY: 600 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 21
PROGRAM CODE: 1210
TITLE: WIND CAPTURE
ORBITS XREF: 60000 - 010 - 02 - 00 - 00000
REPORTS TO PGM: 1200

PROGRAM LEVEL: 05 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 0001 2: 0100 3: 1000 4: 1200 5: 1210 6: 7: 8: 9:
STATUS CODE: A
EFF START DATE: 02252021 EFF END DATE: LAST PROC DATE: 02252021

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 5 in this example

R*STARS 26 Screen

```
S026 UC: 10 STATE OF OREGON 02/25/21 01:55 PM
LINK TO: PROGRAM COST ACCOUNT PROFILE ACPT

AGENCY: 600 APPN YEAR: 21 PCA: 27122

PCA TYPE: D TITLE: WIND CAPTURE SALEM FED FUNDS

PROGRAM CODE: 1210 PCA GROUP: AGY BUD PRG LEVEL IND: 5
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: 02252021 EFF END DATE: STATUS CODE: A
LAST PROC DATE:

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

Agencies

March – April 2023

- Identify changes needed to your agency program structure for AY25.
- Notify SABRS and your SFMS analyst of changes to D04 program structure.
- Submit required documentation to SABRS and copy your SFMS analyst.

SABRS

April – May 2023

- Review agency changes for alignment with ORBITS.
- Coordinate with agency on D04s to delete. Agency must delete related AY25 PCAs first.
- Input changes into RSTARS D04 profile for AY25.

Agencies

May – June 2023

- Delete AY25 PCAs before SABRS deletes the related D04 profiles.
- Review changes to D04 profiles made by SABRS.
- Set up AY25 PCAs for new or updated D04 profiles.
- Notify your SFMS analyst that AY25 profiles are ready for review.

SFMS

June 2023

- Review updated D04 and 26 profiles to ensure program structure is setup properly.
- Provide any review results to agency to help ensure successful posting of agency's AY25 transactions.



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'.

1	2	3	4	5	Title
0001					Oregon Department of Weather Program
	0100				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 0100. 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	5				
0001					Oregon Department of Weather Program			
	0100				Department of Weather Program	\$10,000		
		1000			Wind Program			
			1100		Wind Monitoring			
				1110	Wind Monitoring		\$2,000	
			1200		Wind Capture			
				1210	Wind Capture		\$750	
		2000			Rain Program			
			2100		Rain Monitoring			
				2110	Rain Monitoring		\$2,000	
			2200		Rain Capture			
				2210	Rain Capture		\$1,500	
				2220	Rain Capture Flood Control		\$3,000	
				2230	Rain Capture Drinking Water		\$500	
								\$250

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 same program code level.

In this example, the lowest level program code for all agency program codes is program level 5.

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.

1	2	3	4	5	Title
0001					Oregon Department of Weather Program
	0100				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.

```
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
```

```
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
```





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 AY25 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 25 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.

Program Structures, Appropriations Overview, and Allotments

Robert Otero



DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

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





SABRS D04 PROGRAM CODE OVERVIEW

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What actions require program code changes?

- ☐ ORBITS Structures have changed due to the following, but not limited to:
 - ☐ Policy Decisions
 - ☐ Legislative Changes
 - ☐ Agency restructure
- ☐ Additional D04 programs are necessary to meet accounting needs.



Things to Review

- ☐ General, agencies should begin review of D04 Program Codes January of odd numbered years.
- ☐ Submit changes on the ORBITS to R*Stars Alignment Spreadsheet.
- ☐ CFO and LFO require one to one alignment with ORBITS.
 - ☐ Align one to one with ORBITS Summary and Detail Cross References.
 - ☐ Lower level D04 Programs are set up for agency accounting needs.
 - ☐ Refer to the ORBITS to SFMA Structure Alignment guidelines for more details.
 - ☐ [Program Alignment Process](#)
- ☐ Please make sure your Agency's Program Alignment Spreadsheet:
 - ☐ **Does not have references to old biennia and includes all D04s that are in RSTARS are listed on the Alignment spreadsheet.** SABRS and SFMS review the full ORBITS structure and R*STARS D04 structures, not just proposed changes.
 - ☐ Ensuring that your Program Alignment Spreadsheet is up to date and referencing all new proposed changes will help reviewers save time on questions, ensuring we are not reviewing old data that is no longer relevant in the spreadsheet, and to help expedite your review.



Things to Review

- ORBITS to R*Stars Alignment spreadsheet
- Update spreadsheet as necessary.
 - Include all current 2023-25 ORBITS Cross Reference structures and proposed 2023-25 R*Stars D04 Programs.
- Highlight the requested changes. For the most part these can be additions, title changes, or deletions.
- If program codes are not going to be used they need to be deleted, not inactivated. Inactivate program codes should only happen if the program code has been used in the biennium, but is no longer needed (only exception).
- Note: Deletions are only allowed at the change of a biennium. This requires that the agency update all existing pca's associated with the D04 to be deleted and the D04 can not have any activity in the 2023-25 biennium.
- Use the Comments field to explain what needs to be done



Program Structure Helpful Hints Guide

Agency Program Structure Alignment Review Helpful Hints

Pre-review Checklist and resources:

- ☐ Updated Program Alignment Spreadsheet
- ☐ SABRS orbits.help@das.oregon.gov and SFMS Analyst included in email notification.
- ☐ OB1 ORBITS to RStars Program Alignment Analysis for comparison of current structure
- ☐ ORBITS BSU002A Report for comparison of current active ORBITS structures
- ☐ [Program Alignment Spreadsheet Example](#)

Program Alignment Spreadsheet Initial Review:

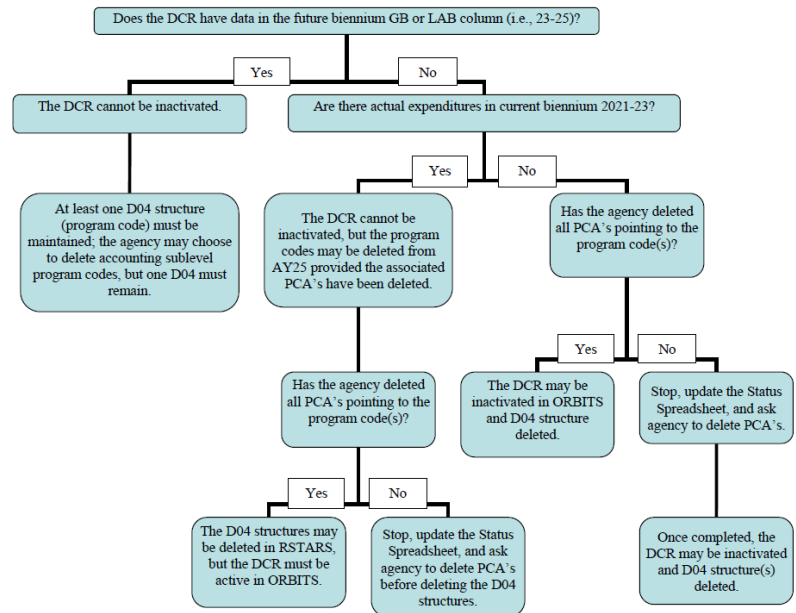
- ☐ References are current 2023-25 ORBITS Cross Reference structures/D04s and proposed 2023-25 changes.
- ☐ Using the BSU002A Report verify that the alignment spreadsheet contains all Active ORBITS Cross Reference numbers.
- ☐ Verify that the hierarchy and one-to-one relationship between the two systems is consistent across the agency. You can use the alignment spreadsheet and compare it against the OB1 ORBITS to RStars Program Alignment Analysis
- ☐ Highlighted proposed changes and used the comments field to explain changes. (Email agency if changes are unclear)
- ☐ **New D04s, title changes, etc.:** Reviewed any title changes for spelling, typos, etc. If deleting one D04 to move to new D04, ensure that the reference is correct in the comments (i.e., D04 5300-Delete D04 and move to 1400/ D04 1400-New D04, moved from 5300)
- ☐ **Inactivation:** The D04 is only being request as "inactive" because it was already used. If not used, it will need to be deleted.
- ☐ **Deletions:** Deletions are only allowed at the change of a biennium (exception is the D04 was never used/see [flowchart](#) for more detail):
 - ☐ ORBITS SCR/DCR: Using ORBITS BDV102A or STW007 reports verify no ORBITS data in the GB/LAB column. Based on timing of the request, there should not be any data in the Actuals column or the prior biennium LAB either. If there is Actuals data, SCR/DCR cannot be deleted. The SCR/DCR need to be active for reporting.
 - ☐ If the DCR does not have data in the coming biennium LAB column but does have current biennium expenditures; it's OK to delete the program code for next biennium and leave the DCR.
 - ☐ Verify the current biennium has no activity/expenditures for the associated DCR and program code.
 - ☐ Have all existing pca's associated with the D04 been deleted?

Program Alignment Spreadsheet Final Review (when SABRS notifies agency that all changes have been entered):

- ☐ Review the changes SABRS made. Helpful options for reviewing:
 - ORBITS to RStars Program Alignment Analysis is useful for reviewing for major changes (i.e., several D04 changes, a restructure, etc.).
 - Checking against the D04 screen. Easy review for agencies with just a few changes
- ☐ Email SABRS with a copy the SFMS Analyst on the e-mail string once changes are verified.

Agency Notes and Comments:

Deletion Flowchart check:



SABRS D04 PROGRAM CODE OVERVIEW

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Level 2 Program Code set to Agencywide level only

Level 3 Program Codes setup at the SCR level

Public Utility Commission - AY 21 Program Cost (D04) Structure						
Final ORBITS 2019-21			R*STARS 2019-21 - SFMA D04 screen			
Rptng Lvl	Description	X Ref #	Pgm Level			
Type			1	2	3	Program Code Title
	Public Utility Commission	86000-000-00-00-00000				Public Utility Commission
		86000-000-00-00-00000	0001			Public Utility Commission
		86000-000-00-00-00000		0002		Public Utility Commission
B	Utility Regulation	86000-001-00-00-00000			1000	Utility Program
A	Utility Regulation	86000-001-10-00-00000			1001	Utility Regulation
		86000-001-10-00-00000			1100	ENERGY
		86000-001-10-00-00000			1111	ELECTRIC
		86000-001-10-00-00000			1121	ENERGY RESOURCES AND PLANNING
		86000-001-10-00-00000			1130	ENERGY RATES, FINANCE AND AUDI
		86000-001-10-00-00000			1131	GAS
		86000-001-10-00-00000			1400	TELECOM AND WATER
		86000-001-10-00-00000			1411	Telecommunications
		86000-001-10-00-00000			1421	Water
		86000-001-10-00-00000			1500	SAFETY, RELIABILITY & SECURITY DI
		86000-001-10-00-00000			1509	PIPELINE SAFETY GRANT
B	Residential Service Protectio	86000-003-00-00-00000			3000	Residential Service Protection Fund
A	Ore Telephone Assistance	86000-003-72-00-00000			3001	Residential Service Protection
		86000-003-72-00-00000			3100	Telephone Deaf Assistance
		86000-003-72-00-00000			3111	TDAP
		86000-003-72-00-00000			3200	One Telephone Assistance



SABRS D04 PROGRAM CODE OVERVIEW

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1. References to all current 2023-25 ORBITS Cross Reference structures and proposed 2023-25 R*Stars D04 Programs
2. Uses the comments field to explain what needs to be done. Highlighted the requested changes.
3. Shows D04 that is only being requested as “inactivated” because it was already used. If not used, it should be deleted.
4. Deletions are only allowed at the change of a biennium. This requires that the agency update all existing pca’s associated with the D04 to be deleted and the D04 can not have any activity

[illegible]



SABRS D04 PROGRAM CODE OVERVIEW

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Roles and Responsibilities

- ❑ After the Profile Roll is done, SABRS will begin entry of D04 Program Code changes based on approved alignment spreadsheet submitted.
- ❑ D04 changes need to be entered by SABRS prior to the start of the biennium.
- ❑ These changes may require updates to other SFMA profiles.

Agencies

- Notify SABRS and SFMS Analysts of pending D04 Program Structure changes.
- Provide required documentation to SABRS via orbits.help@das.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 19st) and once the structure is finalized; input changes into the R*Stars D04 profile.





APPROPRIATION SETUP OVERVIEW

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- ☐ Appropriation Numbers/Profiles
 - ☐ SABRS will provide current Appropriation numbers for agency review.
 - ☐ List will be sent out Mid-May and due back Mid-June
 - ☐ Agencies will provide feedback:
 - ☐ Action to be taken: keep, inactivate, delete.
 - ☐ Introduced Bill No, Section and Subsection for each appropriation.
 - ☐ PCA associated with each appropriation number; used for loading of Appropriations.





APPROPRIATION SETUP OVERVIEW: Encumbrance Indicator Change

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- ☐ Encumbrance Indicator Change: **May 18, 2023**
 - ☐ 20 Appropriation Profile, Encumbrance Indicator
 - ☐ Encumbrance Indicator changes from a '2' Warning to a '1' Fatal.
 - ☐ Mid May prior to the end of the biennium.
 - ☐ Excludes Appropriations for Capital Construction and Non Budgeted.
 - ☐ Why the change?
 - ☐ Will prevent posting of encumbrances that would exceed the available appropriation amount.
 - ☐ Helps ensure that the State of Oregon does not over obligate appropriations for the current biennium.
 - ☐ What needs to be done?
 - ☐ Prior to change:
 - ☐ Prior to the indicator change on May 18th, agencies need to review their appropriations to determine if the remaining allotted and appropriation balances will be positive. Please contact your assigned SFMS Analyst if any balances will be negative and determine the best resolution for clearing this condition.
 - ☐ After the indicator change there may be situations where transactions do not post due to lack of allotment or appropriation. Agencies should monitor their balances closely to ensure that existing encumbrances do not hinder posting of transactions.
 - ☐ Once the indicator is changed monitor your balances to ensure current encumbrances do not hinder posting of transactions.



APPROPRIATION SETUP OVERVIEW

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```
S062 UC: 03 STATE OF OREGON 03/02/21 01:31 PM
LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 119 APPN YEAR: 21 APPN #: 30000 OTHER FUNDS LIMITATION
APPR FUND: 3400 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 4000 LVL: 02 OPERATING REVENUE ORG CD: LVL:
INQ TYPE: MC INQ YEAR: 21 INQ MONTH: 09 DETAIL/SUMMARY: D
CASH BASIS BUD: 322,696.72 ADJ BUD: 1,116,398.00
ACCR BASIS BUD: 319,852.32 REM APPN ALLOT: 153,665.32
ENC BASIS BUD: 319,852.32 ALLOT TO BUD % : 85.10
EXP TO BUD % : 71.30 UNSCHED TO BUD % : 0.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG BUDGT 1,104,037.00
02 REVISIONS- 12,361.00
12 CASH REVEN 714,594.08
14 ACCRD REVE 353,790.66
15 CASH EXPEN 793,701.28
17 ACCRD EXPE 2,844.40
23 ALLOTMENT- 950,211.00
30 UNITS ACCU 6,960.00
```

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
Te TLS R 3 C 7 STCPU90Q

Connected to columbia.state.or.us:2023

CAP: NUM 3, 7 STCPU90Q



APPROPRIATION SETUP OVERVIEW: R*STARS 25 Profile

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□ R*Stars 25 Agency Control Profile

- Agencies will need to create the new 25 Agency Control Profile on R*Stars in June prior to the start of the biennium.
- Required before SABRS may start entering agency appropriation and allotment entries.
- Type over the current Fiscal Year with the first fiscal year of the biennium. (i.e.: for AY23 you will enter Fiscal Year 24).
- Tab to the Last Month Closed field and enter 00.
- Press F10 to save.
- Repeat for the next Fiscal Year (Fiscal Year 24)

```
S025 UC: 03 STATE OF OREGON 03/02/21 01:33 PM
LINK TO: _____ AGENCY CONTROL PROFILE PROD

AGENCY: 581 FISCAL YEAR: 21
COST RUN IND: _____ RUN TYPE: _____ NO STEPS: _____ LAST STEP: _____
ALLOCATION- CA BY IDX: _____ CA BY PROJ: _____ CA BY GRANT: _____ CA POST: _____
CA RANGE FROM: _____ TO: _____ CA TYPES: _____
BILLING DEF- IDX: _____ PCA: _____ EXP COMP/AGY OBJ: _____
DEFAULT- IDX: _____ PCA: _____ REV COMP/AGY OBJ: _____
REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N
DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 1
REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: Y ENC: Y (Y OR N)
COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: N THRESHOLDS - CAP: _____ INV: _____ CAPTURE: _____
AGENCY OBJECT IND: N (R-REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 07 AGY BUD BY ORG IND: Y (Y OR N)
AE LAST MONTH/YEAR PURGED: _____ AGY BUD BY PGM IND: N (Y OR N)
REPORTING MONTH/YR: 01 19 LABOR RUN IND: N (Y, N OR A)
INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A
EFF START DATE: 07012019 EFF END DATE: _____ LAST PROC DATE: 02122021
Z06 RECORD SUCCESSFULLY RECALLED

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





Allotment Process Overview

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☐ Quarter Allotments

- ☐ Using the Allotment Plan form from the SABRS Website, create or update quarterly allotments for each of your agency's appropriations.
 - ☐ SABRS will allot 15% of each main budget appropriation for the first quarter.
 - ☐ When reporting your actual expenditures enter .01 in the Actuals field if your total expenditure value for a quarter is zero. This allows the spreadsheet calculations to work properly.
 - ☐ Round up to the nearest dollar and do not use formulas. Key in estimates and actuals
 - ☐ Any variance for a quarter should be moved to a future quarter to keep the allotment in balance.
 - ☐ Please do not report negative Estimate values. If a variance is negative, correct a future quarter by reducing the estimate. If necessary revise the amount in a different Category.
 - ☐ In R*Stars enter the 'Amount to Allot' value for each appropriation for the batch
- ☐ Prepare the Allotment Plan cover letter and acquire an authorized signature.
- ☐ [Allotment Process Training](#)





Allotment Process Overview

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- Main Appropriation Bills
 - Once signed by the Governor, SABRS will enter an appropriation transaction on R*Stars and an initial allotment of 15% of the appropriation amount.
- Substantive Bills
 - Once signed by the Governor, SABRS will enter an appropriation transaction on R*Stars. These will not include a 15% allotment.
 - If additional allotment is needed as a result of substantive bills please submit a 1st quarter allotment plan.
- If the 15% allotment is not enough to start the biennium then a 1st quarter plan is required.
- [Appropriation Budget Process Overview](#)



Allotment Process Overview

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ADJ BUD: + Balance types 01,02, 04, 06
- Balance types 05 ,05, 07, 08

```
S062 UC: 03 STATE OF OREGON 03/02/21 11:09 AM
LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 119 APPN YEAR: 21 APPN #: 30000 OTHER FUNDS LIMITATION
APPR FUND: 3400 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 4000 LVL: 02 OPERATING REVENUE ORG CD: LVL:
INQ TYPE: MC INQ YEAR: 21 INQ MONTH: 09 DETAIL/SUMMARY: D
CASH BASIS BUD: 322,696.72 ADJ BUD: 1,116,398.00
ACCR BASIS BUD: 322,486.76 REM APPN ALLOT: 156,299.76
ENC BASIS BUD: 322,486.76 ALLOT TO BUD % : 85.10
EXP TO BUD % : 71.10 UNSCHED TO BUD % : 0.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG BUDGT 1,104,037.00
02 REVISIONS- 12,361.00
12 CASH REVEN 714,594.08
14 ACCRD REVE 353,790.66
15 CASH EXPEN 793,701.28
17 ACCRD EXPE 209.96
23 ALLOTMENT- 950,211.00
30 UNITS ACCU 6,960.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
Te TLS R S C 7 STCPU90Q
Connected to columbia.state.or.us:2023 CAP: NUM 3, 7 STCPU90Q
```

The “Allot to Date” field on the Allotment Form equals the Balance Type 23 Allotment.

The “Biennial Total” on the Allotment Form equals Balance Type 01 Original Appropriation plus Balance Type 02 Revisions.

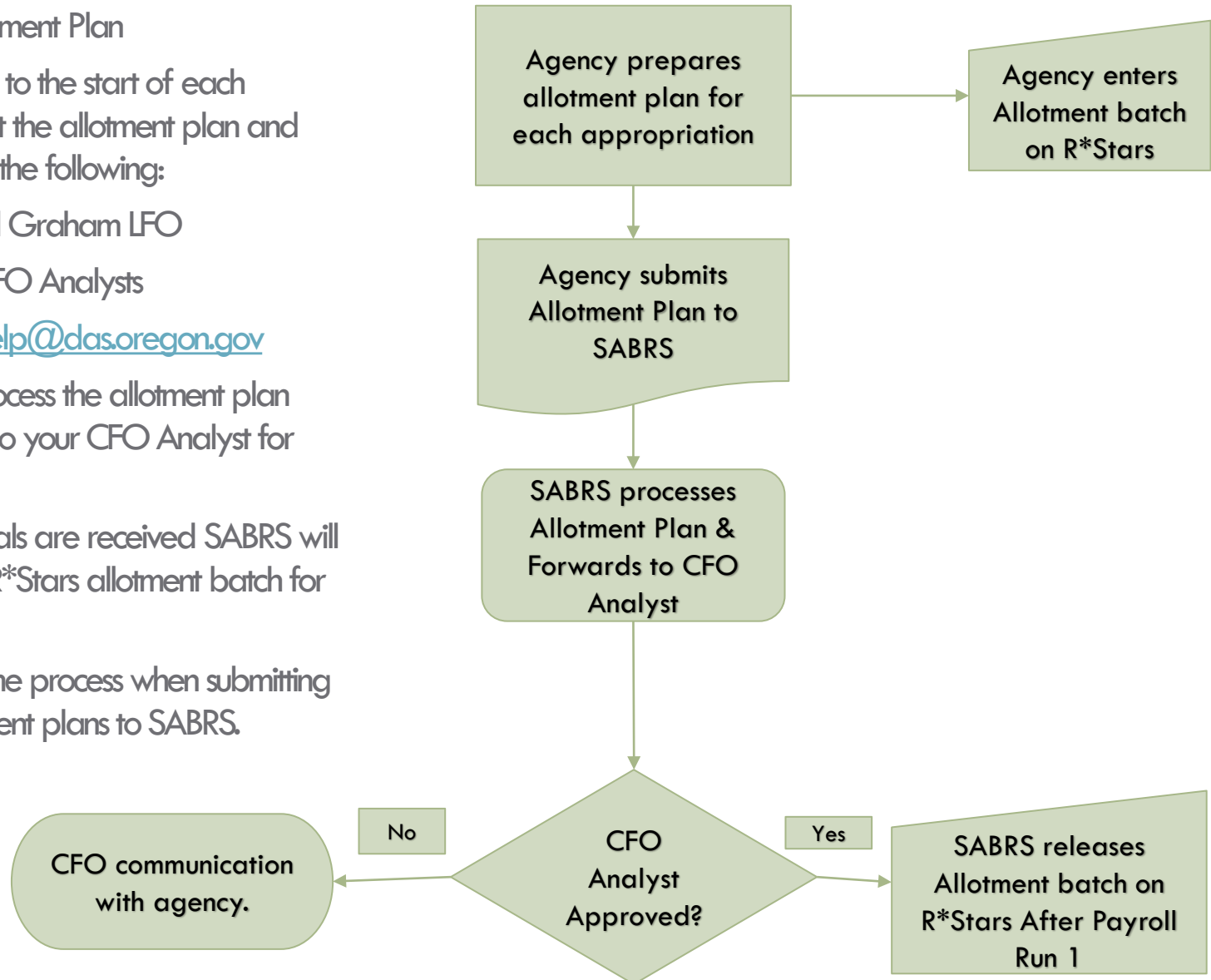


Allotment Process Overview

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□ Submitting your Allotment Plan

- 15 Days prior to the start of each quarter, submit the allotment plan and cover letter to the following:
 - Michael Graham LFO
 - CFO/LFO Analysts
 - orbits.help@das.oregon.gov
- SABRS will process the allotment plan and forward to your CFO Analyst for approval.
- Once approvals are received SABRS will release your R*Stars allotment batch for processing.
- Follow the same process when submitting revised allotment plans to SABRS.





Allotment Process Overview

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- General Allotment Schedule
 - SABRS will send out a listserv with specifics each qtr., this schedule is only for a general reference, but actual deadlines will be +/- a few days from the schedule listed.

Quarter	Expenditure Timeframe	Allotment Form Submission Guide
1st	July-Sept (odd years)	n/a – DAS administers 1st Qtr
2nd	Oct-Dec	Not later than September 16th
3rd	Jan-Mar	Not later than December 13th
4th	Apr-Jun	Not later than March 16th
5th	July-Sept (even years)	Not later than June 16th
6th	Oct-Dec	Not later than September 16th
7th	Jan-Mar	Not later than December 13th
8th	Apr-Jun	Not later than March 16th



QUESTIONS & RESOURCES



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What do you need?	Resource:	How you access this resource:
Change D04 Program codes for 2023-25	ORBITS to RSTARS Alignment Spreadsheet	Agency Budget or Account shops should have a copy. If not, email orbitshelp@dasoregon.gov and SABRS has a copy of the last Program Alignment Spreadsheet received from the agency
Help on my D04 review	Program Structure Alignment Audit Helpful Hints	Program Structure Alignment Audit Helpful Hints (oregon.gov)
Appropriation Process Setup	Appropriation Budget Process Overview	Appropriation Budget Process Overview
Create New Appropriations due to Legislation	Appropriation Profile Form	Appropriation Profile Form
Overview of Allotment Process	Allotment Training Presentation	Allotment Training Presentation
Submit Allotment Plan	Allotment Spreadsheet and Allotment Signature forms	<ul style="list-style-type: none"> • Allotment Form • Allotment Signature Form
A Non-limited appropriation increase	Non-limited Appropriation Increase Process Overview	Non-limited Appropriation Increase Process Overview
Guidance on Non-limited Debt Service Refunding	NL Debt Service Refunding Process Overview	NL Debt Service Refunding Process Overview



CONCLUSION



- Program Structure Deadline: **May 1st**
- Encumbrance Change: **May 18th**
- The SABRS team can be reached at 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, SABRS Manager: 971-719-3181

Thank you for your time!

