

2025-27 LEGISLATIVELY ADOPTED BUDGET ORPICS & ORBITS RECONCILIATION PROCESS

**SABR Coordinators Meeting
July 10th, 2025**



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 2025: Agencies update ORPICS and ORBITS with legislative changes.
 - ORBITS input forms for approved 2023-25 actions (Pkg. 5002) – due by Thursday, August 28th. Agencies that have AY25 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 2025-27 reconciliation audit – due by Friday, September 5th
 - Submit 1st quarter allotment plans on substantive bills for planned expenditures
 - Submit 2nd quarter allotment plans – due by Thursday, September 11th
 - Submit for ORBITS 2025-27 reconciliation audit – due by Friday, September 12th
- July – Oct 2025: SABRS will:
 - Conduct ORPICS and ORBITS agency 2025-27 budget reconciliation audits
 - Load appropriation in SFMS, process 1st 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 2025-27
- 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	SB 5506	Pkg 816 if new; otherwise, ARB Package	Pkg 816, 405
End of Session Bill	HB 5006	810 – “Statewide Adjustments”	Section 224: SGSC, AG Rates, etc.
End of Session Bill	HB 5006	811 – “Budget Reconciliation Adjustments”	Non-statewide items
Substantive bills	Agency-specific	812 – “Policy Bills”	Agency-specific bills
Program Change Bill	SB 960	SABRS will create if necessary	Revenue only

HB5006 Helpful Hint: Use Package 810 for changes identified in Section 224. 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/2025R1>
- ▶ Make sure the 2025 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

2025 Regular Session

Session Details for Monday, January 13, 2025 Pick a new date

Senate Convened at 9:30 AM
Senate Convened at 1:00 PM

House Convened at 8:30 AM
House Convened at 1:00 PM

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.

2025 Regular Session

SB 5506 [e-Subscribe](#) [RSS](#)

[Overview](#) [Text](#) [Analysis](#) [Amendments](#) [Testimony](#) [Register to Testify](#) [Submit Testimony](#)

Overview ▾

At the request of:	(at the request of Oregon Department of Administrative Services)
Chief Sponsors:	
Regular Sponsors:	Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with presession filing rules, indicating neither advocacy nor opposition on the part of the President.
Bill Title:	Relating to state financial administration; declaring an emergency.
Catchline/Summary:	Limits for the six-year period beginning July 1, 2025, payment of expenses from fees, moneys or other revenues, including Miscellaneous Receipts, but excluding lottery funds and federal funds, collected or received by various state agencies for capital construction. +
Chapter Number:	
Fiscal Impact:	May Have Fiscal Impact, But No Statement Yet Issued
Revenue Impact:	May Have Revenue Impact, But No Statement Yet Issued
Measure Analysis:	Staff Measure Summary / Impact Statements



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 2025-27 biennium. Prior biennium adjustments are entered into the M01 version in ORBITS, not the K01.
- ▶ ORBITS input forms are needed for 2023-25 changes and SABRS will enter them in pkg 5002.
- ▶ For expenditure and position control totals, see the “2025-27 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*

	2023-25 Legislatively Approved Budget ⁽¹⁾	2025-27 Current Service Level	2025-27 Committee Recommendation	Committee Change from 2023-25 Leg. Approved	
				\$ Change	% Change
General Fund	\$ 23,569,345	\$ 32,265,664	\$ 32,399,279	\$ 8,829,934	37.5%
Lottery Funds	\$ 4,923,010	\$ 5,286,477	\$ 5,183,879	\$ 260,869	5.3%
Other Funds Limited	\$ 4,408,651	\$ 4,787,822	\$ 5,275,412	\$ 866,761	19.7%
Total	\$ 32,901,006	\$ 42,339,963	\$ 42,858,570	\$ 9,957,564	30.3%

Position Summary

Authorized Positions	67	67	68	1
Full-time Equivalent (FTE) positions	67.00	67.00	67.75	0.75

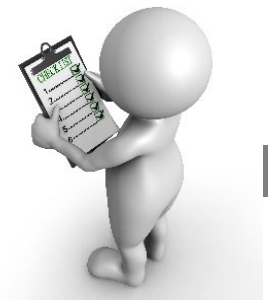
⁽¹⁾ Includes adjustments through March 2025

* 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>									
SCR 100 - Department Operations									
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 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:

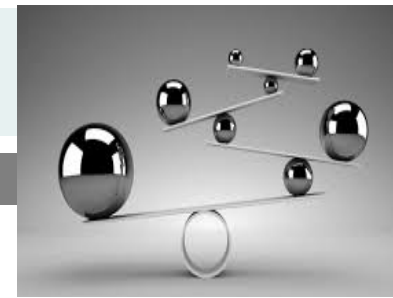


- ▶ An agency appropriation bill does not match the corresponding Budget Report.
- ▶ The Budget Report Summary table on page 2 does not match the detailed table in the back of the report.
- ▶ The expenditures, positions or FTE are negative instead of positive, or vice versa.
- ▶ There is an unexpected 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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2025-27 Other Payroll Expense (OPE) Rates

ORBITS ACCT NUMBER	OPE FACTORS		2023-25 LAB	2025-27 LAB
3210	ERB		\$2.19 /per mth	\$3.00 /per mth
3220	PERS:	Agencies w/o significant Police & Fire	17.92%	21.04%
		Judges	36.33%	38.97%
		Agencies w/ significant Police & Fire:		
		Dept Human Services	18.16%	21.32%
		Dept of Justice	18.03%	21.18%
		OR Military Dept	18.77%	21.73%
		Oregon State Police	21.45%	24.41%
		Public Safety Standards & Trng	22.80%	25.86%
		Corrections	22.98%	25.66%
		Oregon Youth Authority	22.20%	24.95%
		Forestry	20.51%	23.54%
		Liquor Control Commission	19.19%	22.21%
3230	SOCIAL SECURITY (FICA)		7.65%	7.65%
3221	PENSION BOND CONTRIBUTION (POB)		Provided by CFO	Provided by CFO
3241	PAID FAMILY MEDICAL LEAVE (PFMLI)		.004 = .4%	.004 = .4%
3250	WORKERS' COMP ASSESSMENTS (WBF)		\$1.91 / per mth	\$1.74 / per mth
3260	MASS TRANSIT TAX (MT)		.006 = .6%	.006 = .6%
3270	FLEX BENEFITS (PEBB Core)		\$1,650 /per mth	\$1,767 /per mth



ORPICS – What to Expect

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ORPICS Keying Actions

- ▶ 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 into ORPICS now.

□ ORPICS Common Actions include:

- Establish a new Position
- Delete a new Position created within a Package
- Reclassification in existing Package i.e., REPR, classification
- Fund shift in existing Package i.e., SCR, funding source
- Change in existing Package i.e., dollars, FTE
- Revert a position back to the original base record

Auth No	001411972	Pos No	1040001	WD	000000156927	Pos Count	1	Total FTE	1.00	Albert, Todd								
Phase	LAB	Pkg	101	DCR	10400-010-01-00-00000	Class	OAH C0104AP	Pos Type	Permanent Full-Time	Current Package: 1 of 1								
Step	10	Mos	24.00	Pos Count	1	Fte	1.00	Rate	4,943	Position ID 187821 Grp 2								
										Pos Detail ID 1365940 Cur 1								
Accounts					Seasonal					Phase In 07/01/2025								
	GF	LF	OF	FF	Total	J	A	S	O	N	D	J	F	M	A	M	J	Phase Out 06/30/2027
Salary	0	0	118,632	0	118,632													Effective 7/8/2025
Ope	0	0	77,032	0	77,032													Discontinue
PS Total	0	0	195,664	0	195,664													
Splits	0.0000	0.0000	1.0000	0.0000	1.0000													

Update Copy Delete Undo Remove Save As Extract Min/Max Estimate Exit



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 processed 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 make adjusting entries in ORPICS 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 25-27 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
Pkg Subtotal		\$ (1,030)	\$ -	\$ (1,030)	\$ -	\$ (2,060)	0	0.00		
001		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
Pkg Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
Sum. XRef TOTAL		\$ (1,030)	\$ -	\$ (1,030)	\$ -	\$ (2,060)	0	0.00		
002		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
Pkg Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
Sum. XRef TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
AGENCY TOTAL		\$ (1,030)	\$ -	\$ (1,030)	\$ -	\$ (2,060)	0	0.00		

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				2025-27 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	AP	Administrative Specialist 1	\$3,952	PF	100-10-99-00000	1	0.88	21.00	10/1/2025	6/30/2027
Establish	0000016	OAS	C0323	AP	Public Service Rep 3	\$3,651	PF	100-10-99-00000	1	1.00	24.00	7/1/2025	6/30/2027
Establish	0000017	OAS	C0323	AP	Public Service Rep 3	\$3,651	PF	100-10-99-00000	1	1.00	24.00	7/1/2025	6/30/2027
Establish	0000018	MMS	X7075	AP	Budget and Fiscal Mngr 1	\$7,863	PF	100-10-99-00000	1	1.00	24.00	7/1/2025	6/30/2027

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				2025-27 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	AP	Administrative Specialist 1	\$3,952	PF	100-10-99-00000	1	0.88	21.00	10/1/2025	6/30/2027
Establish	0000016	OAS	C0323	AP	Public Service Rep 3	\$3,651	PP	100-10-99-00000	1	0.50	12.00	7/1/2026	6/30/2027
Abolish	0000017	OAS	C0323	AP	Public Service Rep 3	\$3,651	PF	100-10-99-00000	(1)	(1.00)	24.00	7/1/2025	6/30/2027
Abolish	0000018	MMS	X7075	AP	Budget and Fiscal Mngr 1	\$7,863	PF	100-10-99-00000	(1)	(1.00)	24.00	7/1/2025	6/30/2027
Establish	0000019	MMN	X1190	AP	Actuary	\$8,658	PF	100-10-99-00000	1	1.00	24.00	7/1/2025	6/30/2027

- ✓ Double check you have the correct position before abolishing
- ✓ New positions are added at the 3rd 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 2023-25 BX Actions



- ▶ After completing all ORPICS actions and identifying and recording any reconciliation values in the PS Recon Form:
 - If your agency has pending 2023-25 Budget Execution (BX) actions, send an e-mail to 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.
 - 2023-25 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 “23-25 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 2023-25 BX Actions

The following agencies have pending budget execution (BX) actions requiring updates in the 2025-27 Budget Preparation (BP) file:

Agency No.	Agency Name	Agency No.	Agency Name
10000	Oregon Department of Human Services	45900	Public Employees Retirement System
10700	Department of Administrative Services	47100	Employment Department
12300	Oregon Business Development Department	62900	Oregon Department of Forestry
15000	Department of Revenue	63500	Oregon Department of Fish & Wildlife
24800	Oregon Military Department	73000	ODOT
27400	Oregon Department of Veterans' Affairs	84500	Oregon Liquor & Cannabis Commission
29100	Department of Corrections	91400	Oregon Housing and Community Services
34000	Department of Environmental Quality		
41500	Oregon Youth Authority		
44000	Department of Consumer and Business Services		
44300	Oregon Health Authority		

► 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

25-27 Position Base Record Budget as an OS2

**This is the Base record in ORPICS prior to BX Action entered*

	GF = 50%	OF = 50%	TF/AF=100%
Base	\$100	\$100	\$200

Step 2

SABRS Entry of 23-25 BX Reclass (OS2 to AS1) into 25-27 BP File

**Position reclassified in 23-25 after the PICS Freeze. This sample shows changes after SABRS keys this action into 23-25 BP file.*

	GF = 50%	OF = 50%	TF/AF=100%
Base	\$150	\$150	\$300

Step 3

DUE TO THE CHANGE IN STEP 2 ABOVE, “PS RECON” ACTIONS MUST BE DONE IN ORBITS K01 USING ACCOUNT 3465 WITH THE FOLLOWING NEGATIVE VALUES:

Base change entries as a result of updating 23-25 BP file with the 21-23 AS1 reclassification:

<\$50> GF <\$50> OF <\$100> TF in Base

*Use the ANA100A report and compare A01 to J01 Base at the **SCR** level to get reconciliation worksheet amounts.

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
Pkg Subtotal		\$ (1,030)	\$ -	\$ (1,030)	\$ -	\$ (2,060)	0	0.00		
001		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
Pkg Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
Sum. XRef TOTAL		\$ (1,030)	\$ -	\$ (1,030)	\$ -	\$ (2,060)	0	0.00		
002	000	\$ (50)	\$ 50	\$ -	\$ -	\$ -	0	0.00	LAB	21-23 BX Actions
Pkg Subtotal		\$ (50)	\$ 50	\$ -	\$ -	\$ -	0	0.00		
Sum. XRef TOTAL		\$ (50)	\$ 50	\$ -	\$ -	\$ -	0	0.00		
AGENCY TOTAL		\$ (1,080)	\$ 50	\$ (1,030)	\$ -	\$ (2,060)	0	0.00		

Cycle -- LAB = Legislatively Adopted Budget Cycle



ORPICS AUDIT SUBMITTAL

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- ▶ After all ORPICS entries, including BX actions 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 11](#).



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

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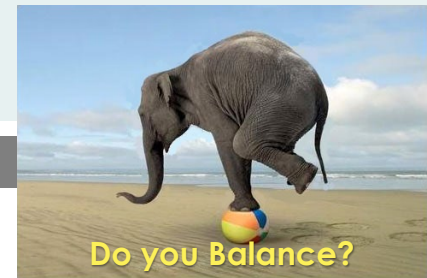
When all ORBITS changes have been entered into the K01 and values reconcile to the sum of your agency's budget reports...

- ☐ 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.

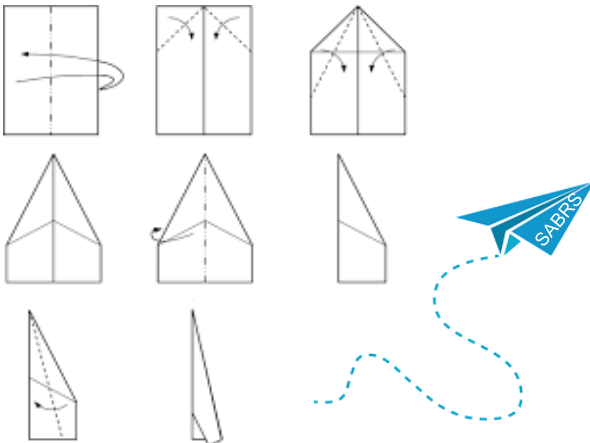




✓ If variances between Y01 CSL & U01 LAB balance to the sum of the budget report adjustments,
submit for ORBITS audit!

Send an email, separate from the ORPICS submittal, email to
ORBITS.Help@das.oregon.gov with the following information:

- ☐ Attach 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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For your reference

Two 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	348,644	348,644	-	-
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 Agy. 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 2027 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 2027 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 MMS
* 000	10700-030-01-00-00000		001377551	2300002		OAS OAS



QUESTIONS & RESOURCES

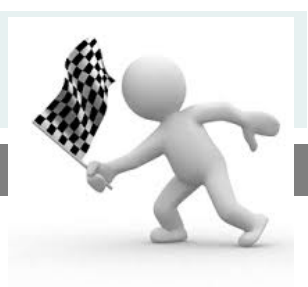


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What do you need?	Resource:	How you access this resource:
ORBITS reports	ORBITS system, through CITRIX	ORBITS Reporting Menu
ORBITS or CITRIX password reset	ORBITS Help	ORBITS.Help@das.oregon.gov
ORPICS data entry guidelines	ORPICS Data Entry Guide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



CONCLUSION



- ❑ ORPICS and ORBITS Transmittal Deadline:
 - ORPICS – Friday, September 5th .
 - ORBITS – Friday, September 12th.
- ❑ 2025-27 ORBITS Input Form deadline: Thursday, August 28th.
- ❑ Agencies that have AY25 adjustments to their limitation/appropriations will need to submit a revised allotment plan for those funds to be available for expenditure.
- ❑ 2nd Quarter Allotment Plans due Thursday, September 11th.
- ❑ ORPICS & ORBITS will be unlocked for you Thursday, July 10th.
- ❑ 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 or by phone;
 - Breanna McGehee, SABR Auditor: (971) 719-3559
 - Patrick Sevigny, SABR Auditor: (971) 719-3510
 - Jennifer Friesen, Senior SABR Auditor: (971) 453-1621
 - Shawn Miller, SABR Manager: (971) 719-3181

Thank you for your time!

