

2025-27 SABRS Spring Training Overview

SABRS Coordinators Meeting with SFMS



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

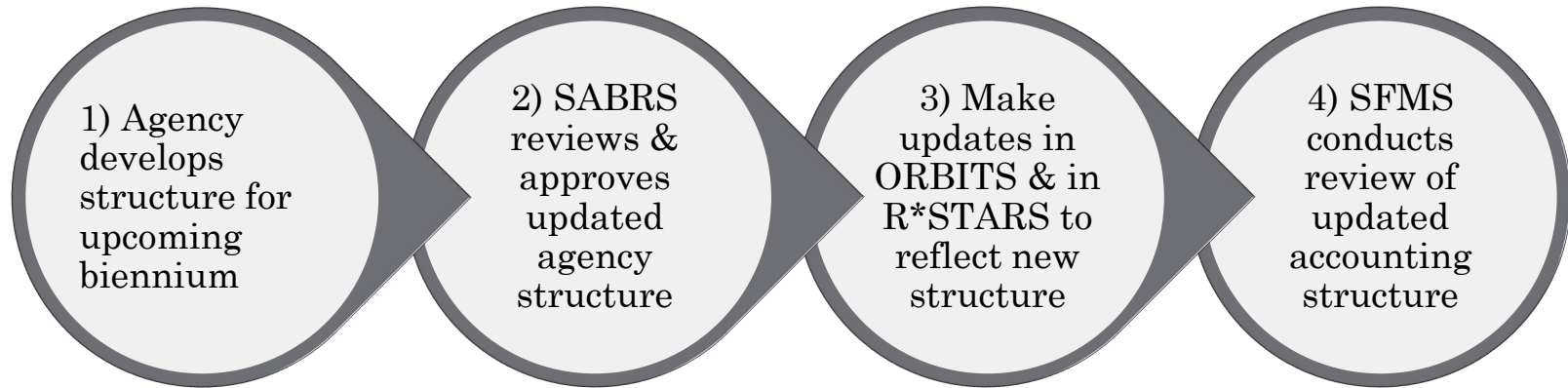
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Program Structure Process



- 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 Type	Lvl 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

Lvl Type	Lvl Num	Description	X Ref #
	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	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.

R★STARS					Title
1	2	3	4	5	
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				R★STARS					
Lvl Type	Lvl 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

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
STATUS CODE: A
EFF START DATE: 02252021 EFF END DATE: 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 2025

- Identify changes needed to your agency program structure for AY27.
- 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 2025

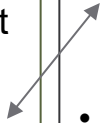
- Review agency changes for alignment with ORBITS.
- Coordinate with agency on D04s to delete. Agency must delete related AY27 PCAs first.
- Input changes into RSTARS D04 profile for AY27.

Agencies May – June 2025

- Delete AY27 PCAs before SABRS deletes the related D04 profiles.
- Review changes to D04 profiles made by SABRS.
- Set up AY27 PCAs for new or updated D04 profiles.
- Notify your SFMS analyst that AY27 profiles are ready for review.

SFMS June 2025

- 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 AY27 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.

<pre>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</pre>	<pre>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</pre>
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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 AY27 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 27 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

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DAS DEPARTMENT OF
ADMINISTRATIVE
SERVICES

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





What actions require program code changes?

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



Things to Review

- In general, agencies should begin review of D04 Program Codes in January of odd numbered years.
- Submit changes on the ORBITS to RSTARS 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 that are listed on the Alignment spreadsheet.** SABRS and SFMS review the full ORBITS structure and RSTARS 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 2025-27 ORBITS Cross Reference structures and proposed 2025-27 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 2025-27 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](#)

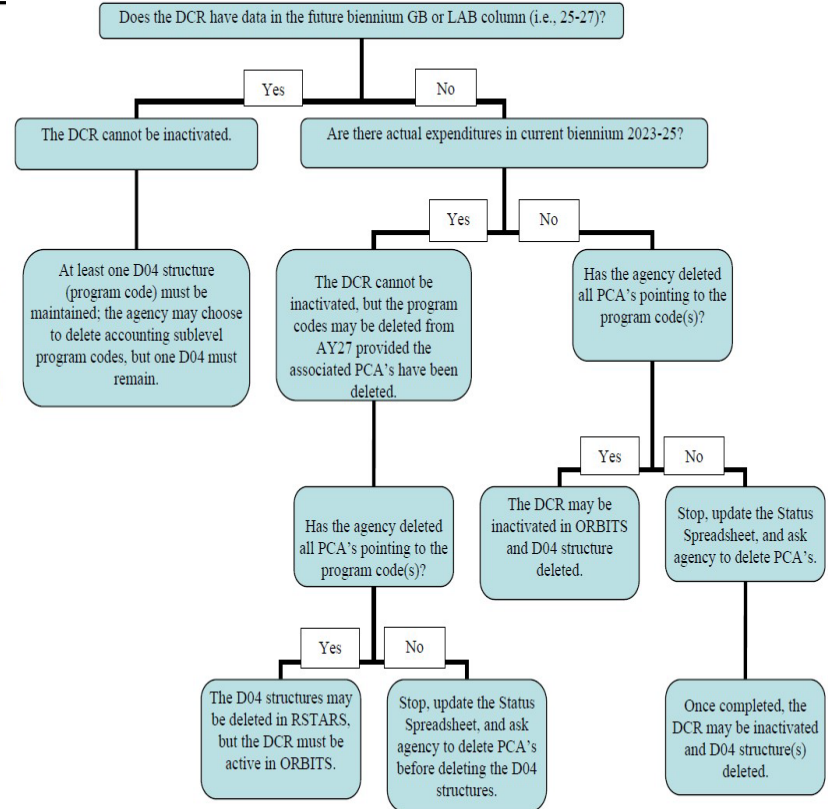
Program Alignment Spreadsheet Initial Review:

- References are current 2023-25 ORBITS Cross Reference structures/D04s and proposed 2025-27 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.

Deletion Flowchart check:



SABRS D04 PROGRAM CODE OVERVIEW

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 Type	Description	X Ref #	Pgm Level						
			1	2	3	4	5	6	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	One 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

1. References to all current 2025-27 ORBITS Cross Reference structures and proposed 2025-27 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 “inactive” 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.

A	B	C	D	E	F	G	H	I	J	K	L	M	
0													
1													
2											Program Level (D04 profile)		
3	Rptng											Comments and Proposed changes	
4	Lvl Type	Description	X Ref #	1	2	3	4	5	6	7	8	Title	
5	Dept	Planning	33200-000-00-00-00000	0010								Dept of Planning	
6					0020							Dept of Planning	
7	B	Planning, Innovation, and Strategy	33200-100-00-00-00000			0100						Planning, Innovation, and Strategy	Title change x-ref and D04
8	A	Planning	33200-100-01-00-00000				1100					Efficiency Services	
9	A	Innovation and Design	33200-100-02-00-00000				1200					Innovation	Title change x-ref
10							1300					Design	New D04
11							1400					Strategic initiatives	New D04. Moved from 5300
12	B	Development Services	33200-200-00-00-00000			0200						Development Services	
13	A	Loan Program	33200-200-04-00-00000				2400					Loan Program	
14	A	Efficiency Financing	33200-200-05-00-00000				2500					Efficiency Financing	
15	A	Incentive Programs	33200-200-06-00-00000				2600					Incentive Programs	Delete D04 and x-ref.
16							2700					eLearning	Please inactivate. This D04 is no longer needed, but it has been used in the new biennium accidentally and transactions were posted.
17													
18		Administrative Services	33200-300-00-00-00000			0500						Administrative Services	
19	A	Administrative Services	33200-300-01-00-00000				5100					Administrative Services	
20	A	Accounting Services	33200-300-02-00-00000				5200					Central Services	
21	A	Strategic initiatives	33200-300-03-00-00000				5300					strategic initiatives	Delete D04 and move to 1400
22	A	Budget Services	33200-300-04-00-00000				5400					Budget Services	new x-ref. and new D04
23													
24													
25													
26													





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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Review requested changes for alignment with ORBITS.• After the SFMS Profile Copy is performed (April 9th) 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

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□ New Appropriations due to Legislative Changes

- Submit the [Appropriation Profile form](#) to SABRS.
- Number, title, appropriated fund and legal reference (Bill No, Section, Subsection).
- New appropriation numbers need to start with the associated appropriated fund type (i.e. GF 8XXXX, OF 3XXXX, FF 6XXXX, and LF 4XXXX)

The screenshot shows an Excel spreadsheet with the following structure:

- Header Row (Row 1):** **APPROPRIATION PROFILE**
- Agency Information (Rows 3-6):**
 - Row 3: Prepared by, Agency No, Agency Name, Phone
 - Row 4: (Empty)
 - Row 5: (Empty)
 - Row 6: (Empty)
- Authorized by (Rows 7-9):**
 - Row 7: Authorized by, Date
 - Row 8: (Empty)
 - Row 9: (Empty)
- Appropriation Details Table (Rows 13-47):**

1.	Appn Yr	Appn No	Ctl Type	Obj Lvl	Allot Sel	Appd Fund	Title:	Legal Ref.
13								
14								
15								
16								
17	2.							
18								
19								
20								
21	3.							
22								
23								
24								
25	4.							
26								
27								
28								
29	5.							
30								
31								
32								
33	6.							
34								
35								
36								
37	7.							
38								
39								
40								
41	8.							
42								
43								
44								
45	9.							
46								
47								

The spreadsheet also shows the standard Excel ribbon (File, Home, Insert, Page Layout, Formulas, Data, Review, View, Acrobat) and the status bar at the bottom indicating the current file is 'App. Profile Form'.





APPROPRIATION SETUP OVERVIEW: Encumbrance Indicator Change

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- Encumbrance Indicator Change: **May 15, 2025**
- 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 15th, 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.



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 AY25 you will enter Fiscal Year 26).
 - Tab to the Last Month Closed field and enter 00.
 - Press F10 to save.
 - Repeat for the next Fiscal Year (Fiscal Year 27)

```
S025 UC: 03 STATE OF OREGON 03/20/25 10:44 AM
LINK TO: _____ AGENCY CONTROL PROFILE PROD

AGENCY: 107 FISCAL YEAR: 26
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: N ENC: Y (Y OR N)
COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: N THRESHOLDS - CAP: _____ INV: _____ CAPTURE: _
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 00 AGY BUD BY ORG IND: N (Y OR N)
OF LAST MONTH/YEAR PURGED: AGY BUD BY PCM IND: Y (Y OR N)
```



- Quarterly Allotments ***Allotment Process will likely change for 2025-27**
 - 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. Revise the amount in a different category if necessary.
 - 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

ADJ BUD: + Balance types 01,02, 04, 06
 - Balance types 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
    
```

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

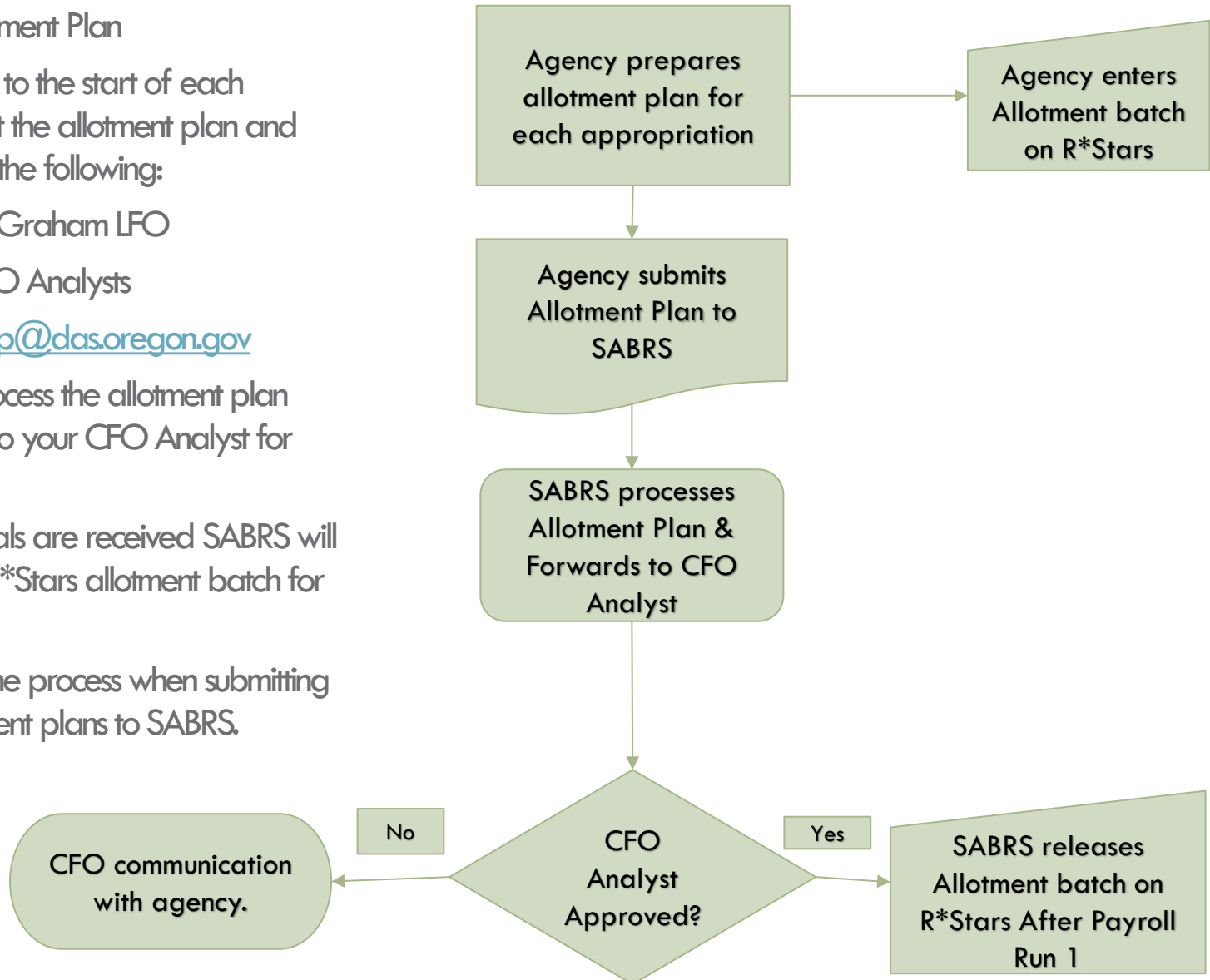
The “Biennial Total” on the Allotment Form equals Balance Type 01 Original Appropriation plus Balance Type 02 Revisions.



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



What do you need?	Resource:	How you access this resource:
Change D04 Program codes for 2025-27	ORBITS to RSTARS Alignment Spreadsheet	Agency Budget or Account shops should have a copy. If not, email orbitshelp@dosareg.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 15th**
- The SABRS team can be reached at orbits.help@das.oregon.gov or by Microsoft Teams;



Thank you for your time!

