

# ORBITS BUDGET EXECUTION Overview



**DAS** DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

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

# TOPICS OVERVIEW

2

- Budget Execution Version
- Budget Execution Columns
- Budget Execution Packages
- Administrative Adjustments
- ORBITS and ORPICS Input Forms
- Audit Warnings

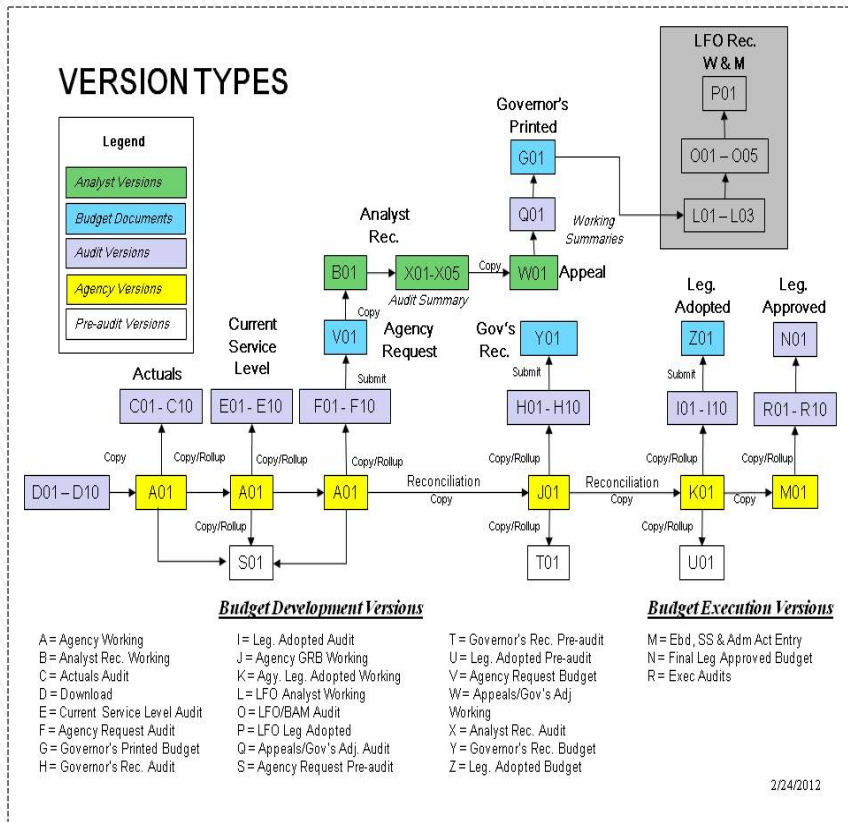


# Budget Execution Versions

- Used to track budget changes from the Legislatively Adopted Budget
  - Emergency Boards
  - Annual (even-year short) Session
  - Ways and Means (Regular session)
  - Administrative Adjustments
    - Non-limited increases
    - Debt Refinancing
    - Revenue changes
    - Other miscellaneous corrections



# Budget Execution Versions



- M01 version
  - Starting point is the Leg Adopted Budget data which comes from the audited K01 version
  - Changes are entered at the detail cross reference level
- “R” versions
  - Used for audit purposes
  - Data only at the summary cross reference level
  - Sequential versions created for each audit point
- N01 version
  - Used for the final budget execution budget
  - Deleted and re-created throughout the biennium

ORBITS Version Map

Three available versions

# Budget Execution Versions

	Version	Description
AGENCY	A	Agencies enter data into this version at the detailed level (DCR) through ARB
	S	This version is created by the agency as a summary (roll-up) version of the A for audit purposes through ARB. They will run audit error reports from this version. This is called a Pre-audit version.
	J	Agencies enter data into this version at the detailed level (DCR) for Governor's Budget
	T	This version is created by the agency as a summary (roll-up) version of the J for audit purposes through Governor's Budget. They will run audit error reports from this version as a Pre-audit version.
	K	Agencies enter data into this version at the detailed level (DCR) for LAB
	U	This version is created by the agency as a summary (roll-up) version of the K for audit purposes through LAB. They will run audit error reports from this version as a Pre-audit version.
SABRS	C	SABRS creates this version to audit the agency's actuals
	E	SABRS creates this version to audit the agency's CSL
	F	SABRS creates this version to audit the agency's ARB
	H	SABRS creates this version to audit the agency's GRB
	I	SABRS creates this version to audit the agency's LAB
AGENCY DOCUMENTS	V	This version is created post-audit for use in the ARB document
	Y	This version is created post-audit for use in the Governor's Budget document (for agencies). This is the final product where the agencies balance their version to the G version. Agencies incorporate the data and changes from G version into their J version, which then creates this Y. There should be no difference between Y and G when all is said and done.
	Z	This version is created post-audit for use in the LAB document. Please reference above (version Y). This version runs through the same process for LAB, reconciling to modified L.
CFO ANALYST AREA CFO ANALYST	B	This is the Analyst Rec. Working version used for analyst data entry
	X	SABRS creates this version to audit the analyst recommended budget entries
	W	This version is created to capture changes from appeals – entries made by CFO Analysts
	Q	SABRS creates this version to audit the entered appeal changes
	G	This version is called the Governor's Printed Budget – it is the final product of what CFO Analysts are working towards
LFO	L	This version represents data entered by the LFO analyst as their working version
	O	This is the audit version created from the L version (not often used)
	P	This version represents the final LFO Leg Adopted (not often used)
AGENCY/SABRS (current biennium)	M	This version is used to enter budget execution changes at the detailed level from E-Boards, Session, Admin Actions, etc.
	R	SABRS creates this version to audit the agency's Execution actions (E-boards, Session, etc.)
	N	This version captures execution items at the summary level for current LAB

# Budget Execution Columns

- Agy. Leg. Adopted = Column 34
  - Data source is the previous biennium K01 version
    - Example – Bien 2015 K01
- Ebds, SS & Admin Act = Column 35
  - Data entered for each action
- Leg Approved Budget = Column 36
  - Calculated column that adds columns 34 and 35

# Budget Execution Packages

Package Group	Package Type
ADM = Administrative Adjustments	NLA = Non-limited Adjustments
	REF = Debt Refunding
	REV = Revenue Adjustments
	AA = Admin. Adjustments (other)
EBD = Emergency Board	MMYY = Created for each E-Board meeting
	Example: December 2010 = 1210
SPL = Special/Supplemental Session	SS01 = Annual Session (in even-numbered years)
	Example: February 2010, February 2012
WMA = Ways & Means Actions	WMA = Legislative Session (in odd-numbered years)

- Unique packages numbers are created to capture budget execution actions
- Packages numbers are assigned by Package Group and Package Type
- SABRS is responsible for setting up each package and inputting the data
- Agencies are responsible for providing ORBITS input forms to support the budget execution action at the DCR level

# Budget Execution Reports

- To view package details run ORBITS report BDV004B or STW009 – statewide package
  - Reporting → Budget Development → BDV004B
  - Reporting → Statewide Query → STW009
- To view summary of all budget execution actions run ORBITS report BEX100
  - Reporting → Budget Execution → BEX100



# Administrative Adjustments

- Any administrative adjustments, regardless if agency requests it such as Non-limited increases or directed by DAS for debt refinancing, ORBITS input forms are required. Below are links to some common administrative adjustment processes:
  - [Non-Limited \(NL\) appropriation increase](#)
  - [Non-Limited \(NL\) Debt Refunding](#)



# ORBITS & ORPICS Input Forms

- Both forms can be found under the Budget Execution section at the SABRS website:

<https://www.oregon.gov/das/Financial/Pages/SABRS.aspx>

- An ORBITS and ORPICS Input Document is used to keep ORBITS and ORPICS up to date with all actions relating to agency budgets (i.e. eboards, Non-limited adjustments, etc.)
  - ORBITS Package is provided by SABRS
  - Agy# and Pkg # for entries is automatically populated
  - DCR requires the 12 digit DCR and is formatted to only allow for this entry
  - This is needed for the entry to load properly into ORBITS
  - AY (Appropriation Year) For example, the 2017-19 biennium is AY 2019
    - The appropriate AY is needed to calculate the Load ID correctly, which is used to upload into ORBITS
  - When entering expenditures do not forget to make appropriate revenue entries if needed so there is no negative ending balances.
  - GF expenditures will need to have 0050 General Fund Appropriation entries
- If receive any positions that affect ORPICS occur, ensure that the ORPICS input form is entered as well as the proper POS and FTE accounts in the ORBITS input form
- Any position changes keyed into ORPICS **are not** automatically updated to ORBITS and will not calculate dollars into any normal ORPICS generated accounts
  - Agency will estimate their own values for the various Personal Services accounts

# Audit Warning

- Remember all the same audit errors used during budget development also applies to budget execution
- Common audit errors:
  - Negative fund balances
  - Negative account
  - Transfers between state agencies are not in balance
  - Intrafund Transfers are out of balance (accounts 1010 & 2010)

