ORBITS to SFMA Structure Alignment
New R*Stars D04 Program Codes

Actions Requiring Program Code Changes

- Policy Decisions: Updates to ORBITS Cross Reference structures due to policy decisions, either requested by the Agency and/or the BAM Analyst. This may include an agency reorganization or an addition of a new program.
- Legislative Direction: During the Legislative budget process changes may be necessary due to new programs or changes as requested by the Legislative Fiscal Office.

When this occurs it requires that those agencies work with their accounting staff to also update their R*Stars D04 Program Structures. R*Stars D04 Program Structures must align with the Agency’s ORBITS Cross Reference Structure at both the Summary and Detail level.

The following is a high level outline of this process, including the responsible parties for each process.

Required Documentation

- ORBITS to R*Stars Structure Alignment Spreadsheet
- A copy of this spreadsheet may be requested from ORBIT.help@oregon.gov.
ORBITS to SFMA Structure Alignment  
New R*Stars D04 Program Codes  
Responsible Parties  

**Agency**

- Notify SABRS and your SFMS Agency Support Analyst of pending structure changes.
- Using the ORBITS to R*Stars Alignment spreadsheet update with the current ORBITS and R*Stars structures.
  - **Complete Restructure:** Include only the new structures for each. (How you want these to look when the start of the 2017-19 biennium begins)
  - **Structure Modifications only:** If there are changes to current structure then highlight the changes and add a note in the comments field to describe the appropriate action. ie: Delete this program code
  - Requested changes may include additions, deletions, description updates or changes.
- E-mail a copy of this spreadsheet to ORBITS.help@oregon.gov with a CC to your SFMS Agency Support Analyst for review.
- Update R*Stars PCA’s as necessary. This is important when asking to Delete R*Stars D04 Program Codes prior to the start of a biennium.  
  *Note: Deleting an R*Stars D04 Program Code is only allowed prior to the start of a biennium. Modifications and/or deletions of pca’s must be done prior to SABRS entering the requested changes.*
- Review entries made by SABRS.
- Work with SFMS Agency Support Analysts on additional R*Stars Structure changes as necessary.

**SABRS:**

- Review the requested changes to validate the following:
  - One to One relationship between the current ORBITS Cross Reference numbers and the current and/or requested D04 Program Codes.
  - Verify that the hierarchy between the two systems is consistent across the agency.
  - Provide questions and feedback to the agency.
- Once structure is final and after the SFMA Profile Copy is performed, enter the revisions into the R*Stars D04 Program Code Profile.