

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@das.oregon.gov.

Final ORBITS 2017 - 19			R*STARS 2017 - 19						
Rptng			Pgm Level						
Lvl			1	2	3	4	5	6	
Type	Description	X Ref #							Title
	Military Dept., Oregon	24800-000-00-00-00000	0001						Military Dept., Oregon
		24800-000-00-00-00000		0010					Military Dept., Oregon
B	Administration	24800-001-00-00-00000			0100				Administration
A	Command Group	24800-001-01-00-00000				1010			Command Group
		24800-001-05-00-00000					1012		Emergency Financial Assistance
		24800-001-01-00-00000					1014		Recruiting Incentives
		24800-001-01-00-00000					1015		Chromium Cancer
		24800-001-04-00-00000					1019		Reintegration Offices
		24800-001-01-00-00000					1041		Hunting & Fishing Licenses
A	Financial Administration	24800-001-02-00-00000				1020			Financial Administration
A	State Personnel	24800-001-03-00-00000				1030			State Personnel
		24800-001-03-00-00000					1031		State Personnel - Safety
		24800-001-03-00-00000					1032		State Personnel - Other Funds
A	Reintegration	24800-001-04-00-00000				1040			Reintegration
A	Emergency Financial Assistance	24800-001-05-00-00000				1050			Emergency Financial Assistance
A	Education and Training	24800-001-08-00-00000				1080			Education and Training
		24800-001-08-00-00000					1082		Museum
		24800-001-08-00-00000					1083		Tuition Waivers
A	Public Affairs Office	24800-001-10-00-00000				1100			Public Affairs Office
		24800-001-10-00-00000					1101		Info campaign-veterans disorders
B	Operations	24800-002-00-00-00000			0200				Operations
A	ARNG Operations and Maintenance	24800-002-01-00-00000				2000			ARNG Operations and Maintenance
		24800-002-01-00-00000					2095		Anti-Terrorismprogram Manager (ATPM)
		24800-002-01-00-00000					2099		Reimburseable Travel
		24800-002-01-00-00000					2100		Armories
		24800-002-01-00-00000					2103		SRM MILCON Other Funds
		24800-002-01-00-00000					2108		SDF OF
		24800-002-01-00-00000					2109		HQ Armory Other Admin
		24800-002-01-00-00000					2110		HQ Complex-Armory
		24800-002-01-00-00000					2111		Albany Armory
		24800-002-01-00-00000					2112		Ashland Armory
		24800-002-01-00-00000					2114		Baker Armory
		24800-002-01-00-00000					2115		Bend AFRC
		24800-002-01-00-00000					2116		Burns Armory
		24800-002-01-00-00000					2117		Coos Bay Armory

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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.