

SABR COORDINATORS WINTER 2016 UPDATE

**DAS Chief Financial Office
SABR Section
January 12, 2016**

AGENDA

- Upcoming February 2016 Session
- 2013-15 Actual Audit Process
- ORBITS 17-19 Structures
- PICS Housekeeping



FEBRUARY 2016 SESSION

Session Adjustments

- Agencies to submit ORBITS/PICS forms by March 18th
- SABRS will key data
- Entered into the Bien 2017 “M01” version
- Goal to have all data entered and audited by April 1st

2013-15 ACTUALS PROCESS



- SABRS will load 2013-15 Biennium revenues and expenditures into the 2013-15 Actuals column
 - Source data is SFMA or other accounting systems (Aviation, ODOT)
 - Data is loaded at the Detail Cross Reference (DCR) level and is based upon the D04 Program Code alignment
 - Expenditure data is reconciled to DAFR 6150 report
 - Exception is Capital Construction: data reported in the Actuals column is based upon the 2013-15 budget authority
 - Agencies: DAS, Aviation, Legislative Admin, Judicial Dept, Military Dept, DOC, OYA, OHA, HECC, Forestry, ODFW, ODOT

2013-15 ACTUALS PROCESS

SABRS

- Automatically load the following:
 - Acct 0025 – Beginning Balance
 - Acct 0050 – GF Appropriation
 - Acct 9900 – GF Reversion
 - Accts 8150 & 8250 – Pos/FTE Counts
 - 2013-15 Capital Construction budget authority

Agencies

- Review the data in the 2013-15 Actuals column
- Run the AUD100 – Audit Error Report and correct any errors
- Run the AUD004 – Transfer and Special Payments Report
- Submit ORBITS audit transmittal form

2013-15 ACTUALS PROCESS

ORBITS Version Control

- Bien 2019
- A01 – Agency Working version
- S01 – Agency Request Pre-audit version
 - Created by the agency through the A01 version
 - Can be deleted and re-created

Data Entry Window

- Column 3 – 2013-15 Actuals
- If column or account is “grayed out”, then it is locked
- Changes to Beginning Balances are made in account 0030 and must be requested and approved by your assigned CFO analyst before the account is unlocked for use
- Contact ORBITS.help@Oregon.gov if you have questions at any time during the process.

2013-15 ACTUALS PROCESS

Reports

- AUD003A – Agency Actuals Audit Report (new report available to agencies)
- BDV001A – Agency Worksheet – Revenues & Expenditures
- AUD100 – Audit Error Report
 - Create a S01 version then run the report
 - Correct errors in A01 version
- AUD004 – Transfer and Special Payments Report
 - Run report out of the A01 version
 - Document and get agreement for any discrepancies between agencies

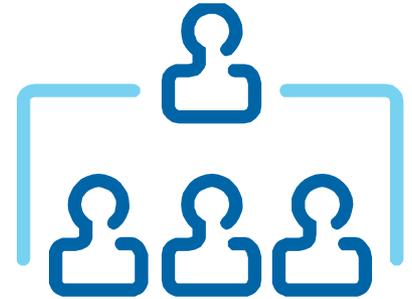


2013-15 ACTUALS PROCESS

Audit Submission

- Agency deadline is March 4th
- Submit audit transmittal form with required attachments
 - AUD001 – Audit Error Report from S01 version
 - Discuss any remaining errors with SABRS before submitting for audit
 - AUD004 – Transfers and Special Payments Report from A01 version
 - Attach a copy of the email confirmation that both agencies agree to the transfer amounts
- Any other pertinent information that will assist in the audit

ORBITS 17-19 STRUCTURES



- Initial changes are due by March 31, 2015
 - Use alignment spreadsheet to illustrate changes.
- Consider impact to positions (PICS) and ORBITS data
 - How does the structure impact the accounting structures and the D04 alignment between ORBITS and R*STARS?
 - Are the proposed changes for 2017-19 budget prep only?
 - How will the new structures be populated with data?
 - Does this include moving positions prior to the PICS freeze?
 - Will the historical data in the 2013-15 Actuals column or the 2015-17 Leg Approved column need to be cross-walked to the new structures?

ORBITS 17-19 STRUCTURES

- Discuss and get approval from your assigned CFO analyst for any DCR or SCR structure changes
 - Any name changes to existing SCR/DCR
 - Creation of new SCR/DCR
 - Any major re-organizations
- If planning to move positions or crosswalk historical data, please work with SABRS to discuss various options

ORBITS EXCEPTIONS

- Exceptions to inflation need to be submitted to your CFO analyst by *March 31, 2016*.
- Use the standard format from prior biennia.
- If you have questions please work with your CFO Analyst

PICS HOUSEKEEPING



- Opportunity to review 2015-17 PICS positions
 - Review Double/Multi Filled positions
 - Review the latest month-end PICS Budget Exec Reports
 - Available @ [PPDG Agency E-reports Available](#)
 - DCR structure changes
 - If proposed changes cross SCRs then CFO analyst approval is required
 - PICS DCR Change Request form available @ [Chief Financial Office Statewide Audit and Budget Reporting](#)
- Review phase-out dates especially on permanent positions
- Consider submitting Permanent Finance Plans prior to Freeze for inclusion in 17-19 Base

UPCOMING SABRS WORKLOAD

February 2016

- 2013-15 Actuals audits
- February Session
- Staff Vacations
 - Patrick February 2 – 10
 - Michele February 15 - 19



March 2016

- Load February session actions
- 4th quarter allotment plans due
- Prep PICS for upcoming “freeze” process
- 2017-19 structure changes

UPCOMING SABRS WORKLOAD

April 2016

- Quarterly vacancy and PLE reports
- PICS freeze
- ORBITS and PICS kick-off for 2017-19 budget build

May 2016

- Continue budget build of CSL

STAFF RESOURCES

	Phone Number	Staff Hours
Sandy Ridderbusch, Section Mgr	503-378-2277	8:00 am – 5:00 pm
Vacant, Lead Auditor		
Michele Nichols, System Design & ORBITS Auditor	503-373-1863	7:00 am – 4:00 pm
Patrick Sevigny, PICS/ORBITS Auditor	503-378-8203	8:00 am – 5:00 pm
Vacant, Systems Analyst		
John Poitras, ORBITS Programmer	503-378-3163	5:30 am – 1:30 pm
Topic	Primary Contact	Secondary Contact
Access to ORBITS & CITRIX	Michele	Sandy
Access to PICS	Patrick	Michele
ORBITS audits	Michele	Patrick
PICS audits including permanent finance & limited duration plans	Patrick	Michele
Cross Reference structure set-up/changes	Michele	
Policy package set-up	Michele	
Allotments	Michele	Patrick
Appropriation set-up/changes	Michele	Patrick
R*STARS D04 profile set-up/changes	Michele	Patrick

ADDITIONAL RESOURCES

Questions: Please direct questions to ORBITS.help@state.or.us

Resources: Handout materials, Manuals, DAFR Report, etc. These items can be found on the SABR Website.

www.oregon.gov/DAS/CFO/Pages/SABRSMainPage