Requesting new SCRs, DCRs, and Title Changes in ORBITS

Below is a highlight overview for agencies requesting new SCRs, DCRs, and titles to ORBITS structure. Note that this is a different process than the budget structure review process. More information on complete budget structure review can be found on the SABRS website call Budget Structure Process (SCRs/DCRs). Please contact SABRS ORBITS.help@oregon.gov for more information and any questions.

**Agency**
- Request cross-reference updates title change or new DCR/SCR
- Description/title and if it is an SCR or DCR
- Parent’ cross-reference number
- Requested cross-reference number and title or title change

**CFO Analyst**
- Approval is required prior to input into ORBITS for new structures. Agency should discuss with analyst

**SABRS**
- Verify new structure aligns within ORBITS
- Adds new, or makes changes to existing cross-reference numbers as requested by agency
- SABR Section staff notifies agencies that their cross-reference modifications are completed and ready for review

**Agency**
- Can start using structure for budget data entry
- May submit new program codes for the new structure as needed