

# 2025-27 Governor's Budget: Helpful Hints - ORBITS

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## **Control Totals – G01 Version**

*BDV200 Analyst/Appeal Report: Compare V01 to G01*

*ANA101A Package Comparison Report: Compare V01 to G01 for all Packages*

Using these two reports identify by SCR and Fund Type where the adjustments need to be made.

- **Base Column**

If the CFO Analyst made adjustments to any of the following items in your Base Budget column, update accordingly in the Base column using the Data Entry window. These must balance by SCR, Appropriated Fund and Category and/or Account.

- Revenues
- Non Limited Appropriations
- Debt Service
- General Fund Revenues
- Lottery Fund Revenues

Pending Budget Execution actions that are keyed into ORPICS may result in adjustments to BASE to reconcile to the Personal Services Category total that was approved at Governor's Budget. Use the following accounts to reconcile; these items will also be added to your Personal Service Reconciliation Spreadsheet.

- 3465 Personal Service Reconciliation
- 8180 Position Reconciliation
- 8280 FTE Reconciliation

- **Package Number**

If the CFO Analyst made adjustments to a Package, update that package using the Package Data Entry window. These must balance by Package, SCR, Appropriated Fund and Category and/or Account.

- Revenues: Reconcile at the account level.
- Personal Services: Reconcile to the adjustment made in Accounts 3990, 8190 and 8290. Because Personal Services are typically ORPICS driven, the following reconciliation accounts may be necessary to balance to GB. These entries need to balance to what is on your Personal Service Reconciliation Spreadsheet.
  - 3465 Reconciliation Adjustment
  - 8180 Position Reconciliation
  - 8280 FTE Reconciliation

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- Services & Supplies:
  - Reconcile to the adjustment made in Account 4990. If the BDV200 report calls out specific account(s); adjust accordingly.
  - Package 92 will be for AG account 4325.
  - Package 93 use account 4225 SGSC to reconcile to the Online Pricelist. Any remaining adjustment in account 4990 will adjust DAS Charges for Service in the appropriate account(s).
  - Note-Pricelist will not be available by Dec 5<sup>th</sup>. It should be available the following week. We will notify you when it has been updated.
- Capital Outlay: Reconcile to the adjustment in Account 5990. If the BDV200 report calls out specific account(s); adjust accordingly.
- Debt Service: Reconcile at the account level.
- Special Payments: Reconcile at the account level.
  
- **Considerations**

Before submitting for Audit.

  - Copy the J01 Version to the T01 Version: This allows you to review your entries at the Summary Cross Reference Level where SABRS Audits to.
  - Run the ANA100A Version/Column Comparison Report: Compare the G01 Version to the T01 Version for the Base column to validate that your entries balance at the SCR, Appropriated Fund and Category/Account level.
  - Run the ANA101A Package Comparison Report: Compare the G01 Version to the T01 Version for all Packages to validate that your entries balance by Package, SCR, Appropriated Fund and Category/Account.
  - Run the AUD100 Audit Error Report: Run this report from the T01 Version. Verify that there are no new audit errors from what was submitted at Agency Request (S01 Version).
    - If there are new errors, you will want to make the correction in the J01 Version and then recopy to the T01 Version. Then rerun the AUD100 report again.
    - Run the AUD004 Transfer and Special Payments Report: Run this report from the J01 Version for the Governor's Rec Pre-Audit column and validate that transfers and special payments balance to the G01 Version. SABRS will accept an out of balance transfer as long as it balances with what is in the Governor's Budget.
  - Review the On Line Pricelist and validate that the Agencywide total in account 4225 balances to the price list amount. Make sure the pricelist says Governor's Budget and not ARB as it may not be updated by the beginning of the GB reconciliation period.

<https://pricelist.dasapp.oregon.gov/>