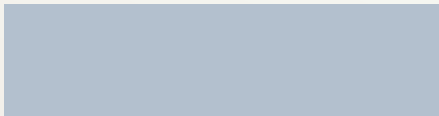# 2025-27 GOVERNOR'S BUDGET (GB)

ORPICS & ORBITS RECONCILIATION PROCESS

SABRS Coordinator Meeting

December 2024

DAS **DEPARTMENT OF ADMINISTRATIVE SERVICES**

Chief Financial Office: Statewide Audit & Budget Reporting Section (SABRS)
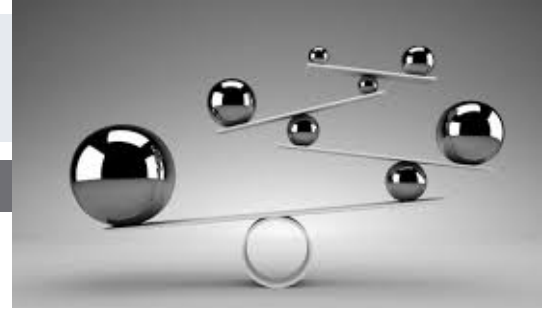
PRESENTATION OVERVIEW

- ☐ Reconciliation Overview
- ☐ Systems and Versions
- ☐ Statewide Packages
- ☐ Information & Details
- ☐ Current ORPICS – What to Expect
- ☐ ORPICS Audit Points & Reconciliation
- ☐ ORPICS Audit Submittal
- ☐ First Steps
- ☐ ORBITS Audit Points & Reconciliation
- ☐ ORBITS Audit Submittal
- ☐ Questions & Resources
- ☐ Conclusion & Contact Information

Update and reconcile ORPICS & ORBITS to changes made in the Governor's Budget.

Your control totals are in the ORBITS G01 version.

- Run and review the BDV200 report to identify changes from ARB to GB

  - Key ORPICS-related changes first (position actions).

  - Reconcile the differences in Personal Services, position & FTE counts to the G01 in ORBITS using the reconciliation accounts as necessary (3465-Recon $$, 8180-Recon Position Counts and 8280-Recon FTE).

  - Contact SABRS if any 2023-25 budget execution (BX) actions are pending for your agency (see slide 14). *Agencies will need to reconcile again after the BX actions have been keyed into ORPICS 2023-25 budget and identify reconciliation amounts by reason on the input form.*

  - Input ORBITS reconciliation changes by DCR, package, appropriated fund and account.

□ ORPICS Budget Prep (BP) file
  ▪ Use the Prep cycle, Bien 2027 Position Detail screen to enter/adjust position information.

□ ORBITS versions used by agency

  A01 Agency Working (DCR level data)

  V01 Agency Request Budget (SCR level data)
    ▪ Use this version to run comparison reports.
      (V01-ARB version compared to G01-GB version)

  J01 Agency GB Working (DCR level data) ◀ Make entries here

  G01 Governor's Printed Budget (SCR level data only)
    ▪ Agency control totals are in the G01 Version.

  T01 Governor's Rec Pre-audit (SCR level data only)
    ▪ Copy the J01 version (DCR level) to the T01 version (SCR level) prior to submitting for ORBITS Audit.

STATEWIDE PACKAGES

☐ 081 - June 2024 Emergency Board

☐ 082 - September 2024 Emergency Board

☐ 090 - CFO Analyst Adjustments

☐ 091 - Additional Analyst Adjustments (Parks Only)

☐ 092 - Attorney General Fee Adjustment (7.47% reduction)

☐ 093 - DAS Charges Adjustment

☐ 095 – ODHS/OHA Reshoot (ODHS/OHA only)

☐　Governor's Budget Reconciliation Resources:

- ORBITS BDV200 Analyst/Appeal Report

- Agency Budget Decisions memo (if applicable)

- Other ORBITS reports

  - ANA100A Version/Column Comparison Report

  - ANA101A Package Comparison Report

- Governor's printed budget

- DAS Pricelist (May not be available yet)

- CFO Analyst can provide details if necessary

Now that I know what to do, how do I do it?

2025-27 Other Payroll Expense (OPE) Rates

ORBITS ACCT NUMBER	OPE FACTORS	2023-25 LAB	2025-27 PREPARATION
3210	ERB	$2.19 /per mth	$3.00 /per mth
3220	PERS: Agencies w/o significant Police & Fire	17.92%	21.04%
	Judges	36.33%	38.97%
	Agencies w/ significant Police & Fire:		
	Dept Human Services	18.16%	21.32%
	Dept of Justice	18.03%	21.18%
	OR Military Dept	18.77%	21.73%
	Emergency Management		21.73%
	Oregon State Police	21.45%	24.41%
	State Fire Marshall		24.41%
	Public Safety Standards & Trng	22.80%	25.86%
	Corrections	22.98%	25.66%
	Oregon Youth Authority	22.20%	24.95%
	Forestry	20.51%	23.54%
	Liquor Control Commission	19.19%	22.21%
3230	SOCIAL SECURITY (FICA)	7.65%	7.65%
3221	PENSION BOND CONTRIBUTION (POB)	Provided by CFO	Provided by CFO
3241	PAID FAMILY MEDICAL LEAVE (PFMLI)	.004 = .4%	.004 = .4%
3250	WORKERS' COMP ASSESSMENTS (WBF)	$1.91/ per month	$1.74 / per month
3260	MASS TRANSIT TAX (MT)	.006 = .6%	.006 = .6%
3270	FLEX BENEFITS (PEBB Core)	$1,650 /per mth	$1,767 /per mth

ORPICS Actions – What to Expect

❑ Position related changes were made by your CFO Analyst in ORBITS which may require agencies to process position adjustments in ORPICS.

☐ Changes made by CFO Analysts are at the Summary Cross Reference (SCR) level

- ▪ The accounts used by the Analysts for position related adjustments in ORBITS G01 are:
  - • 3990 - Personal Services (salary, OPE, etc.)
  - • 8190 - Position (increase/decrease)
  - • 8290 - Full-time Equivalent (FTE)

☐ Examples of Position / Personal Services-related adjustments *(see slide 13):*

- ▪ Elimination (denial) of a position from a policy package
- ▪ Addition of a position within an existing policy package
- ▪ New position(s) added in an Analyst recommended package
- ▪ Change to the classification of a position
- ▪ Change in position type (i.e., from permanent full-time to limited duration full-time)
- ▪ Decrease or increase in months on a position (FTE)
- ▪ Change in position funding (i.e., the fund split or shifting from GF to OF)

ORPICS AUDIT POINTS & RECONCILIATION

- [ ] Identify position-related changes from the ORBITS reports then key the corresponding entries into ORPICS BIEN 2027 Prep using Position Detail entry screen.
    - **Only update ORPICS for the changes identified in the BDV200 report from G01.**
    - **DO NOT make any changes to "clean up" or correct errors identified after the ARB audit.**

- [ ] All ORPICS changes should be made in packages (NOT in Base). Please refer to the ORPICS User Guides on the SABRS website for data entry instructions:
https://www.oregon.gov/das/Financial/Documents/ORPICS%20Data%20Entry%20Guide.pdf

- [ ] The numbers analysts use for Personal Services are based on estimates and may not precisely match to the calculations made by ORPICS due to more recent Workday compensation plan changes.

- [ ] It is very likely the updates made in ORPICS, even if correct, will **<u>not</u>** balance exactly between the J01 to the amounts in ORBITS G01 made by the CFO Analysts.

- [ ] Use of position reconciliation accounts for these variances are fully expected and appropriate and just need to be properly documented.

- [ ] If you encounter ORPICS data entry errors, please notify ORBITS.Help@das.oregon.gov and include information on the specific error message.

☐ Assuming all ORPICS keying entries are accurate, any differences between GB control totals in G01 and actual ORPICS-generated amounts in J01 should be handled as Personal Services, Position, and FTE reconciliation entries in ORBITS J01 (Accts. 3465, 8180 & 8280).

☐ Reconciling amounts must be identified (at the SCR and package level) by fund type and by reason on the "PS Recon form". (See samples on slides 11 and 17)

☐ Be as specific as possible with entries in the "Reason/Comment" field to save time during the audit process. Generic comments may be questioned by SABRS.

☐ A very common reason for a recon entry is Personal Services estimates in ORBITS G01 do not match ORPICS generated amounts in J01. The reason would simply be "ORPICS driven costs are more than control totals" in the PS Recon form Reason/Comment field.

☐ If the reconciled item is related to a specific position, please note the position number in the Reason/Comment field.

PERSONAL SERVICES / POSITION / FTE RECON WORKSHEET

In this example, Personal Services (PS) Total Fund amount in the GB control total (ORBITS G01) from Pkg. 214 is 100,000 in SCR 001. The PS amount from ORPICS-generated actions totaled 102,060 in the J01 version. Since J01 must match G01 you will reduce J01 by (2,060) in reconciliation account 3465 on ORBITS (by fund type) and prepare the recon worksheet and include the Reason/Comment.

Governor's Budget
ORBITS Accounts 3465, 8180, 8280

Sum. X-Ref	Pkg	GF	OF	FF	LF	TF	POS	FTE	Cycle	Reason / Comment
001	214	$ (1,030)	$ -	$ (1,030)	$ -	$ (2,060)	0	0.00	GB	ORPICS driven costs different from cntrl totals
Pkg Subtotal		$ (1,030)	$ -	$ (1,030)	$ -	$ (2,060)	0	0.00		
001		$ -	$ -	$ -	$ -	$ -	0	0.00		
Pkg Subtotal		$ -	$ -	$ -	$ -	$ -	0	0.00		
Sum. XRef TOTAL		$ (1,030)	$ -	$ (1,030)	$ -	$ (2,060)	0	0.00		
002		$ -	$ -	$ -	$ -	$ -	0	0.00		
Pkg Subtotal		$ -	$ -	$ -	$ -	$ -	0	0.00		
Sum. XRef TOTAL		$ -	$ -	$ -	$ -	$ -	0	0.00		
AGENCY TOTAL		$ (1,030)	$ -	$ (1,030)	$ -	$ (2,060)	0	0.00		

Cycle -- GB = Governor's Budget Cycle

==At ARB the POP requested the establishment of four new PF positions:==

OR DEPARTMENT OF STATE				**2025-27 ARB POP 202**								
Action	POS #	Repr	Class #	P/Rng Option	Class Title	Salary	Type	DCR #	Count	FTE	Months	Phase-In	Phase-Out
Establish	0000010	OAS	C0107	AP	Administrative Specialist 1	$3,952	PF	100-10-99-00000	1	0.88	21.00	10/1/2025	6/30/2027
Establish	0000016	OAS	C0323	AP	Public Service Rep 3	$3,651	PF	100-10-99-00000	1	1.00	24.00	7/1/2025	6/30/2027
Establish	0000017	OAS	C0323	AP	Public Service Rep 3	$3,651	PF	100-10-99-00000	1	1.00	24.00	7/1/2025	6/30/2027
Establish	0000018	MMS	X7075	AP	Budget and Fiscal Mngr 1	$7,863	PF	100-10-99-00000	1	1.00	24.00	7/1/2025	6/30/2027

==At GB two positions were denied, one was modified for position type, FTE, and months, and a new position was added.==

OR DEPARTMENT OF STATE				**2025-27 GRB POP 202**								
Action	POS #	Repr	Class #	P/Rng Option	Class Title	Salary	Type	DCR #	Count	FTE	Months	Phase-In	Phase-Out
Establish	0000010	OAS	C0107	AP	Administrative Specialist 1	$3,952	PF	100-10-99-00000	1	0.88	21.00	10/1/2025	6/30/2027
Establish	0000016	OAS	C0323	AP	Public Service Rep 3	$3,651	==PP==	100-10-99-00000	1	==0.50==	==12.00==	==7/1/2026==	6/30/2027
==Abolish==	0000017	OAS	C0323	AP	Public Service Rep 3	$3,651	PF	100-10-99-00000	(1)	(1.00)	24.00	7/1/2025	6/30/2027
==Abolish==	0000018	MMS	X7075	AP	Budget and Fiscal Mngr 1	$7,863	PF	100-10-99-00000	(1)	(1.00)	24.00	7/1/2025	6/30/2027
==Establish==	==0000019==	==MMN==	==X1190==	==AP==	==Actuary==	==$8,658==	==PF==	==100-10-99-00000==	==1==	==1.00==	==24.00==	==7/1/2025==	==6/30/2027==

✓ **Double check you have the correct position before abolishing**
✓ **New positions are added at the 3rd Step in ORPICS, unless an exception is granted**
✓ **Verify position type, FTE, and months for a new position entry**
✓ **Watch for phased-in versus part-time position indicators**

☐ ORPICS Common Actions include *(see slide 8):*

- Establish a new Position
- Delete a new Position created within a Package
- Reclassification in existing Package i.e., REPR, classification

- Fund shift in existing Package i.e., SCR, funding source
- Change in existing Package i.e., dollars, FTE
- Revert a position back to the original base record

Please see the ORPICS Data Entry Guide for details on these & other command codes:

https://www.oregon.gov/das/Financial/SiteAssets/pages/SABRS/ORPICS%20Data%20Entry%20Guide.pdf

:

ORPICS AUDIT POINTS & RECONCILIATION

☐ <u>The following agencies have pending budget execution (BX) actions:</u>

AGENCY NUMBER	AGENCY NAME
10000	ODHS
10700	DAS
12300	OBDD
24800	Military
25800	Emergency Mgmt
26000	State Fire Marshal
29100	DOC
44300	OHA
47100	Employment
58100	Education
60300	Agriculture
62900	Forestry
63500	ODFW
73000	ODOT
86000	PUC

❖ Please contact SABRS if you believe you have BX actions, but your agency is not listed above.

ORPICS AUDIT POINTS & RECONCILIATION

☐ For 2023-25 Budget Execution (BX) actions consider the following steps:

- Complete all ORPICS GB actions and update the PS Recon Form with any reconciliation values.

- Contact Orbits.Help@das.oregon.gov to verify your agency's BX actions and request SABRS to complete the ORPICS entries.

- **Do not** key any additional changes into ORPICS while SABRS is updating the BP file with BX actions. SABRS will notify agencies when finished keying BX actions into ORPICS.

- ORPICS BX actions create mismatches between Personal Services control totals in G01 Base and Personal Services totals in J01 Base and will need to be reconciled.

- Identify and capture the recon amounts due to the BX actions, add them to the PS Recon Form, and note "2023-25 BX actions" in the reason column.

ORPICS AUDIT POINTS & RECONCILIATION

☐ BX Action entries will be made in ORPICS Base Package 4 by SABRS

❖ Use ORBITS ANA100A Report and compare A01 to J01 Base to get the reconciliation amounts that will need to be entered into the ORBITS Base column at the DCR level.

ORPICS AUDIT POINTS & RECONCILIATION

Example of a ORPICS Budget Execution (BX) Reclassification Action:

Step 1

25-27 Position Base Record Budget as an OS2

This is the Base record in ORPICS prior to BX Action entered

	GF = 50%	**OF = 50%**	**TF/AF=100%**
Base	$100	$100	$200

Step 2

SABRS Entry of 23-25 BX Reclass (OS2 to AS1) into 25-27 BP File

Position reclassified in 23-25 after the PICS Freeze. This sample shows changes after SABRS keys this action into 23-25 BP file.

	GF = 50%	**OF = 50%**	**TF/AF=100%**
Base	$150	$150	$300

Step 3

DUE TO THE CHANGE IN STEP 2 ABOVE, "PS RECON" ACTIONS MUST BE DONE IN ORBITS J01 USING ACCOUNT 3465 WITH THE FOLLOWING NEGATIVE VALUES:

Base change entries as a result of updating 23-25 BP file with the 21-23 AS1 reclassification:
        <$50> GF   <$50> OF   <$100> TF in Base

*Use the ANA100A report and compare A01 to J01Base at the **SCR** level to get reconciliation worksheet amounts.*

❖ Refer to next page for PS Recon Form example of above actions highlighted in yellow.

ORPICS AUDIT POINTS & RECONCILIATION

PERSONAL SERVICES / POSITION / FTE RECON WORKSHEET

ORBITS Accounts 3465, 8180, 8280

Sum. X-Ref	Pkg	GF	OF	FF	LF	TF	POS	FTE	Cycle	Reason / Comment
001	214	$ (1,030)	$ -	$ (1,030)	$ -	$ (2,060)	0	0.00	GB	PICS driven costs more than control totals
Pkg Subtotal		$ (1,030)	$ -	$ (1,030)	$ -	$ (2,060)	0	0.00		
001		$ -	$ -	$ -	$ -	$ -	0	0.00		
Pkg Subtotal		$ -	$ -	$ -	$ -	$ -	0	0.00		
Sum. XRef TOTAL		$ (1,030)	$ -	$ (1,030)	$ -	$ (2,060)	0	0.00		
002	000	$ (50)	$ (50)	$ -	$ -	$ (100)	0	0.00	GB	21-23 BX Actions
Pkg Subtotal		$ (50)	$ (50)	$ -	$ -	$ (100)	0	0.00		
Sum. XRef TOTAL		$ (50)	$ (50)	$ -	$ -	$ (100)	0	0.00		
AGENCY TOTAL		$ (1,080)	$ (50)	$ (1,030)	$ -	$ (2,160)	0	0.00		

Cycle -- GB = Governor's Budget Cycle

□ After ORPICS entries are done copy the ORBITS J01 version to the T01 Version. Run and review the following comparison reports to validate that Personal Service entries balance to the Governor's Budget.:

   ▪ ORBITS Reports - ANA100A Version 1= G01 and Version 2= T01. To compare differences in Base

      ANA101A Version 1= G01 and Version 2 =T01. To compare differences in Packages

□ When reconciled to GB, email the following to ORBITS.Help@das.oregon.gov:

   ▪ ORPICS Audit Transmittal
   ▪ Personal Services / Position / FTE Reconciliation Worksheet

Friendly reminders:

   o ORPICS Audit Transmittal Forms still need to be submitted even if your agency had no position changes.

   o A copy of the PS Recon Form (worksheet) must be turned in with both the ORPICS and ORBITS audit transmittals. If you do not have any reconciliation entries, please note that on the top of each transmittal.

   o If you are ready to submit both ORPICS and ORBITS transmittals at the same time, please do so in separate e-mails due to the audits being processed separately and by multiple SABRS staff.

ORBITS AUDIT POINTS & RECONCILIATION

Analyst G01 adjustments:

☐ Analyst Adjustments are at the SCR level only

☐ Adjustments are by specific accounts in the following categories:
  - Revenue accounts (00xx – 2xxx series)
  - Special Payment accounts (6xxx series)
  - Debt Service accounts (7xxx series)

☐ Analyst adjustments re-entered as lump-sum entries by category level:
  - Personal Services (account 3990)
  - Services & Supplies (account 4990)
  - Capital Outlay (account 5990)
  - Authorized Positions/FTE (accounts 8190 & 8290)
- **The G01 amounts are your Control Totals**

ORBITS Reconciliation for GB:

☐ Apply the GB adjustments in the ORBITS J01 version at the DCR account detail level.

☐ The J01 must reconcile to the G01 by SCR, Appn Fund and Category and/or Account.

☐ Enter reconciliation amounts from the PS Recon worksheet into ORBITS accounts 3465, 8180 and 8280 (budget, positions and FTE respectively).

☐ You can use Comparison reports ANA100A Base and/or ANA101A Packages to compare changes

FIRST STEPS

Reference reports

- Before keying any changes into ORBITS, agencies should review the following reports for reference:

Report	Title	Purpose	Versions
BDV200	Analyst/Appeal Report	Shows net changes between ARB and GB and Analyst Notes	V01 to G01
AUD100	Audit Error Report	Displays existing errors	G01
ANA100A	Version/Column Comparison	Identifies base budget changes – run at SCR level	V01 to G01
ANA100A	Version/Column Comparison	Identifies base budget changes – run at DCR level	A01 to J01
ANA101A	Package Comparison Report	Identifies changes to essential & policy packages – run at SCR level	V01 to G01
ANA101A	Package Comparison Report	Identifies changes to essential & policy packages – run at DCR level	A01 to J01

- [2025-27 Governor's Budget: Helpful Hints – ORBITS](#)

FIRST STEPS

Data Entry Screen Base Column: Generally revenue updates and transfer amounts

Package Date Entry Screen: Revenue updates to packages, expenditure updates, ORPICS changes

☐ White cells are opened for entry and Greyed out cells are locked. If a grayed out cell (i.e. 1060/6060) email SABRS to be unlocked

What is allowed:

- ☐ Distributing the Governor's Budget adjustments to DCR's within the same SCR.
  - ➢ SABRS will reconcile by SCR, package, category and fund type.
- ☐ Distributing entries in CFO Analyst adjustment accounts (i.e.: 4990) to detail accounts within the same category.
  - ➢ **Refer to the BDV200 Report narrative for direction.**
  - ➢ **Packages 90 – 95 Statewide and Agency-specific Adjustments.**
    - ➢ **Balance account 4225 to the updated Price List**
    - ➢ **Use appropriate S & S accounts based on how Charges for Services are budgeted for your agency**
    - ➢ **Use the BDV200 Bam Text narrative (and your CFO Analyst) to determine appropriate distribution to ORBITS accounts**

What isn't allowed:

- ☐ No deviations from the GB control totals; i.e. no shifting of fund types.
- ☐ Do not include any proposed changes or fixes during this audit.
  - ➢ If errors are discovered, make a list of technical corrections for LFO review and approval. Please be sure to keep your CFO analyst in the loop.
- ☐ Adjustments moved between packages, SCRs, categories, or fund types.

When all ORBITS changes have been entered into the J01…

☐ Copy J01 to create the T01 (Summary roll-up) version for audit
☐ Run the Audit Error Report (AUD100) and **correct any new errors in J01 that differ from any AUD100 errors in the G01 version.**
☐ Run the Comparison Reports (ANA100A and ANA101A) comparing G01 to T01 to make sure the control totals are maintained.
☐ Run the AUD004 Transfers and Special Payments Report to validate transfers with other agencies are in balance.

When T01 is balanced to G01 it's time to submit for ORBITS audit!

Send an email to ORBITS.Help@das.oregon.gov with the following information:

(E-mail Subject: Agency 123 ORBITS Audit Transmittal)

☐ ORBITS Audit Request Transmittal Form

☐ AUD100, run from the T01 version

☐ Final PS Reconciliation Form (Worksheets)

☐ Submit any other documentation that would help in the audit process.

QUESTIONS & RESOURCES

SABRS HELP
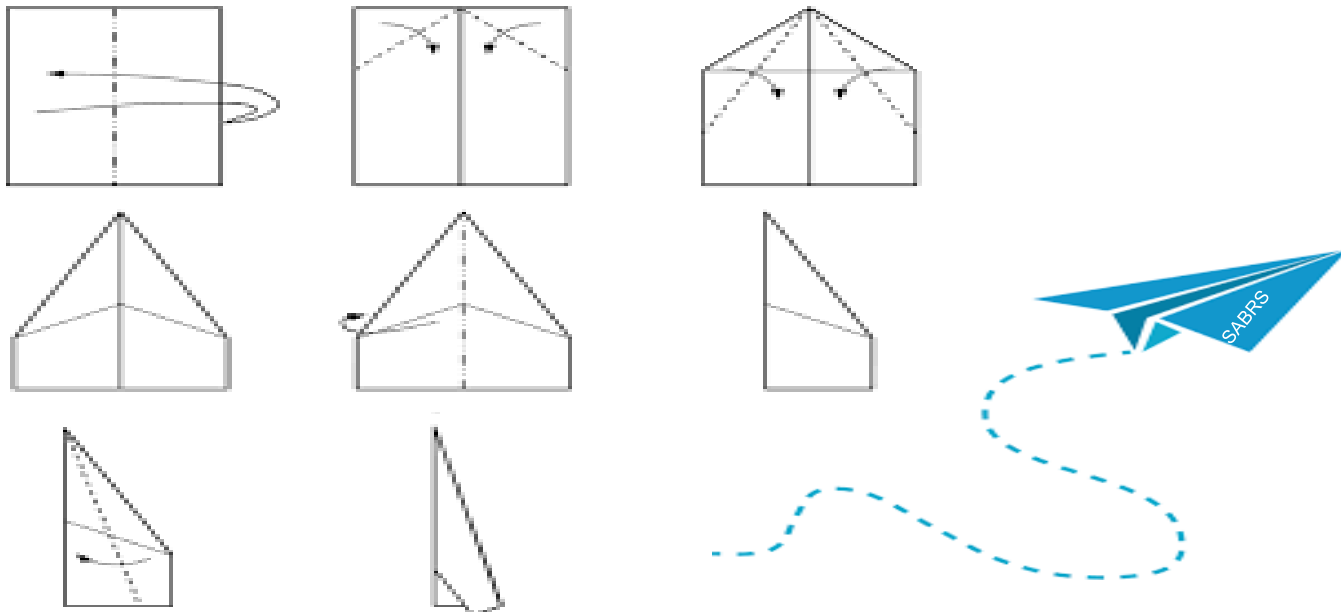
What do you need?	Resource:	How you access this resource:
Helpful Hints (job aid)	2025-27 Governor's Budget: Helpful Hints - ORBITS	https://www.oregon.gov/das/Financial/Documents/2024-Gov-Bud-Helpful-Hints.pdf
ORBITS reports	ORBITS system, through CITRIX	Contact your computer support for installation.
ORBITS or CITRIX password reset	ORBITS Help	ORBITS.Help@das.oregon.gov
ORPICS data entry guidelines	ORPICS Data Entry Guide	https://www.oregon.gov/das/Financial/Documents/ORPICS%20Data%20Entry%20Guide.pdf
ORBITS end user help	ORBITS Reports Manual	http://www.oregon.gov/das/Financial/Documents/ORBITS_Reports_Manual.pdf
ORBITS end user help	ORBITS User Manual	https://www.oregon.gov/das/Financial/Documents/ORBITS%20User%20manual.pdf
More detail about GB changes	Your CFO Analyst	http://www.oregon.gov/das/Financial/pages/BAM.aspx
SABRS Forms	For GB, check the "Budget Preparation" section of the SABRS website.	http://www.oregon.gov/das/Financial/pages/SABRS.aspx
Other questions	The SABRS team!	ORBITS.Help@das.oregon.gov and phone contact following.

Conclusion & Contact Information

☐ ORPICS & ORBITS will be unlocked when the Governor's Budget is published, SABRS will send out a notice to coordinators when the system is unlocked

☐ ORPICS and ORBITS Transmittal Deadline: As Soon As Possible after unlocking system

☐ Program Structure changes/updates: Due early Spring 2025

☐ Upcoming Spring Training on Allotments, PFPs, & ORBITS Input Forms

☐ The SABRS team can be reached at ORBITS.Help@das.oregon.gov or by phone;

- Breanna McGehee, SABR Auditor: (971) 719-3559

- Patrick Sevigny, SABR Auditor: (971) 719-3510

- Greg Budreau, SABR Systems Manager: (971) 719-3077

- Jennifer Friesen, Senior SABR Auditor: (971) 453-1621

- Shawn Miller, SABR Manager: (971) 719-3181

Thank you for your time!