



# Winter 2012 Update

SABR Section

January 11, 2012

**DAS** DEPARTMENT OF  
ADMINISTRATIVE  
S E R V I C E S  
**BUDGET AND MANAGEMENT**

# Agenda

- Upcoming February 2012 Session
- 2009-11 Actuals Audit Process
- ORBITS Structures
- PICS Housekeeping
- Tentative Budget Prep Schedule
- Quarterly Vacancy Reporting



# February 2012 Session

- Session adjustments will be made in the 2013 “M” version
  - Agency will submit ORBITS (by DCR) and PICS input forms to SABRS
    - Forms can be found @
      - <http://www.das.state.or.us/DAS/BAM/forms.shtml>
      - Submit to: [ORBITS.Help@state.or.us](mailto:ORBITS.Help@state.or.us)
    - SABRS will key the data
      - Note: Entries into PICS (LA file) do not automatically feed into ORBITS
    - Goal to have all data entry done and audited before March 30<sup>th</sup>

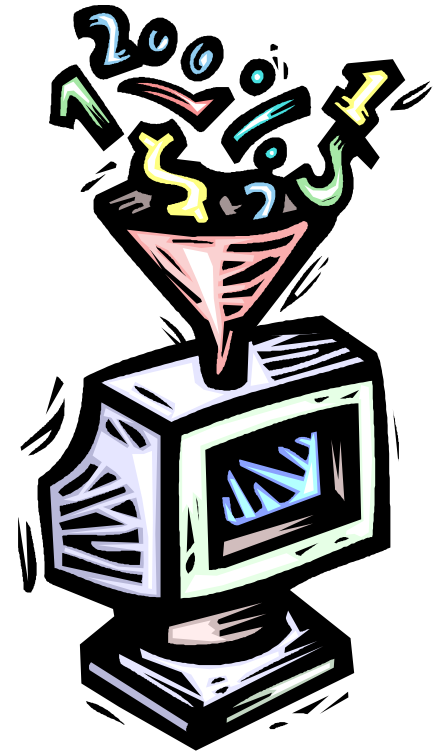
# February 2012 Session



- Package 819 Supplemental Statewide Ending Balance (2011-13 Leg Adopted)
  - Agencies who used the recon and undistributed accounts (3465, 4675, 5950, 6090 & 7990) will need to submit ORBITS input forms to zero out these accounts and apply to actual ORBITS accounts and/or PICS actions
    - Note: No change in limitation/appropriation just redistribution of accounts within ORBITS
  - Refer to Bien 2013 K-01 version for DCR and account details

# 2009-11 Actuals Process

- SABRS will load 2009-11 Actuals into the new Bien 2015 budget prep files
  - Source data is SFMA or other accounting systems (ODOT, DOC)
    - OUS will manually enter their own data
  - Data is loaded based on the Detail Cross Reference (DCR) to Program Code (D04) alignment
  - Expenditure data is reconciled to DAFR 6150 report



# 2009-11 Actuals Process

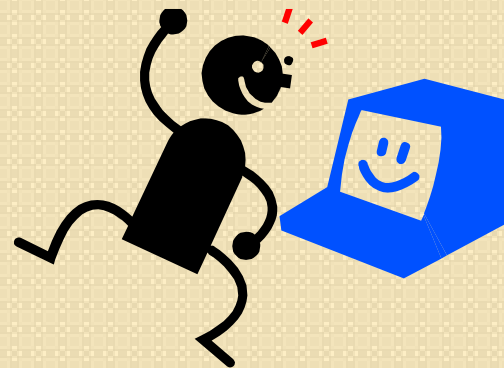
- Testing of New Reconciliation Process
  - Audit of actuals will be completed on an “as needed” basis
    - SABRS will run both the Audit Error (AUD 100) and Transfer and Special Payments (AUD 004) reports
      - If no errors and transfers are in balance, no action needed
      - If any discrepancies, SABRS will notify the affected SABR Coordinator to make the required correction(s)
      - If your agency transferred monies to DHS (agency 100) programs that moved to Oregon Health Authority (agency 443), SABRS reclassified the data

## SABRS Tasks

- Automatically load the following ORBITS accounts
  - Acct 0025 – Beginning Balance
  - Acct 0050 – GF Appropriation
  - Acct 9900 – GF Reversion
  - Accts 8150 & 8250 – Pos & FTE Counts
  - 2009-II Capital Construction budget authority
    - 12 agencies

## Agency Tasks

- Basically nothing for the majority of agencies unless contacted by SABRS



# 2009-II Actuals Process

# 2009-11 Actuals Process



- Using ORBITS for Bien 2015
  - Versions used:
    - “A01” agency working version (DCR level)
    - “S01” agency request pre-audit version (SCR level only)
  - Screens used:
    - Data entry window
      - Menu path: Preparation → Data Entry
  - Reports used:
    - BDV001A – Agency Worksheet – Revenues & Expenditures
    - AUD 100 – Audit Error
    - AUD 004 – Transfers and Special Payments
      - Menu path: Reporting → Budget Development or Audit Reports

# ORBITS 13-15 Structures

- Proposed changes due by January 31, 2012
- Aligned to R\*STARS structure (D04) and mapped to outcome areas for the 10-Year Plan
- Consider impact to positions (PICS) and ORBITS historical data columns
  - For more detailed instructions, please refer to the Nov 15, 2011 email sent to all SABR Coordinators

# PICS Housekeeping

- Clean-up of DCR structures on 2011-13 positions
  - If proposed changes cross SCRs then BAM analyst approval is required
- Month-end PICS reports are available on-line @
  - <https://columbia.das.state.or.us:3045/cics/pw55/ppdpw055>
- Form (PICS DCR Change Request) can be found @
  - <http://www.das.state.or.us/DAS/BAM/publications.shtml>

## January 2012

- 2009-11 Biennium close
- Load 2009-11 Actuals
- January E-Board meeting
- Bonnie's retirement



## February 2012

- February Session
- Finalize 2009-11 Actuals Audits
- OEA Revenue Forecast
- Janet's vacation (1/27 – 2/10)



# Tentative Budget Prep Schedule

## March 2012

- Load February Session actions
- Prep PICS for upcoming “Freeze” process
- Current Service Level (CSL) exceptions due to BAM
- State furlough: 3/23

## April 2012

- Quarterly vacancy report
- BAM/SABRS “Kick-off” meeting(s)
- PICS “Freeze” & “Start-up”
- Open ORBITS and PICS
- Begin budget build of CSL
- Michele’s vacation (4/27 – 5/7)



# Tentative Budget Prep Schedule

## May 2012

- Continue budget build of CSL
- OEA Revenue Forecast
- May E-Board meeting
- State furlough: 5/25
- Denver's vacation (5/10 -5/25)



## Tentative Deadlines

- Early Submittal Agencies
  - 5/31/12 – CSL transmittals due
  - 6/29/12 – ARB transmittals due
- Late Submittal Agencies
  - 5/31/12 – PICS CSL transmittals due
  - 6/29/12 – PICS ARB due, ORBITS CSL transmittals due
  - 7/27/12 – All ORBITS ARB transmittals due

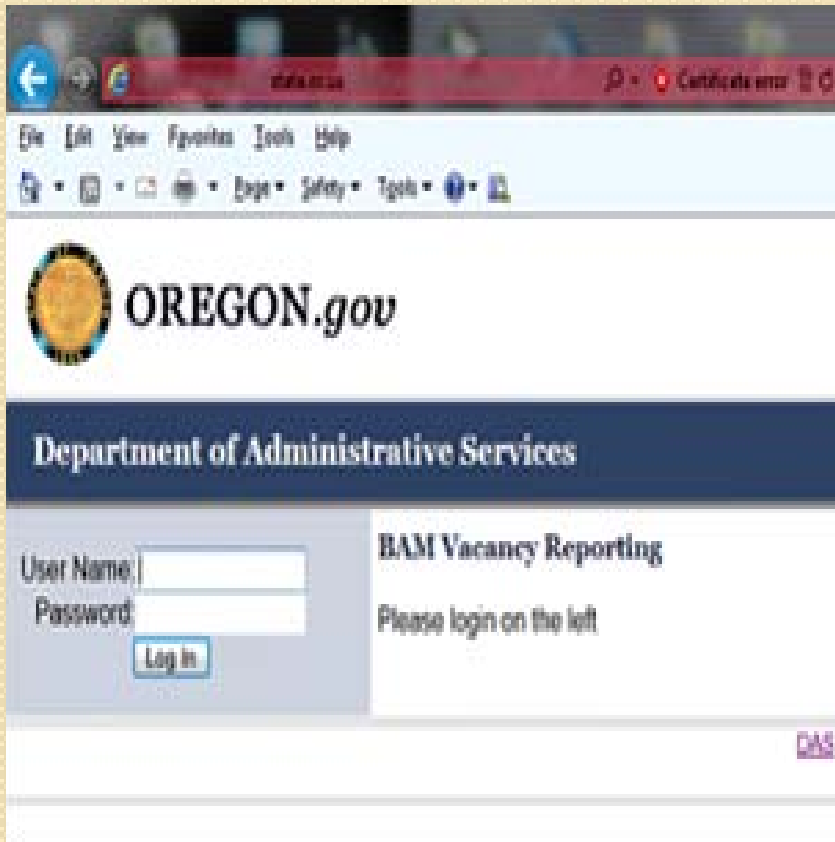
# Tentative Budget Prep Schedule

# Quarterly Vacancy Reporting



- Developed a new database accessed via the web
- Currently testing with a few agencies
- Full implementation by July 2012

The “Login “ screen - use current Mainframe ID and password



OREGON.gov

Department of Administrative Services

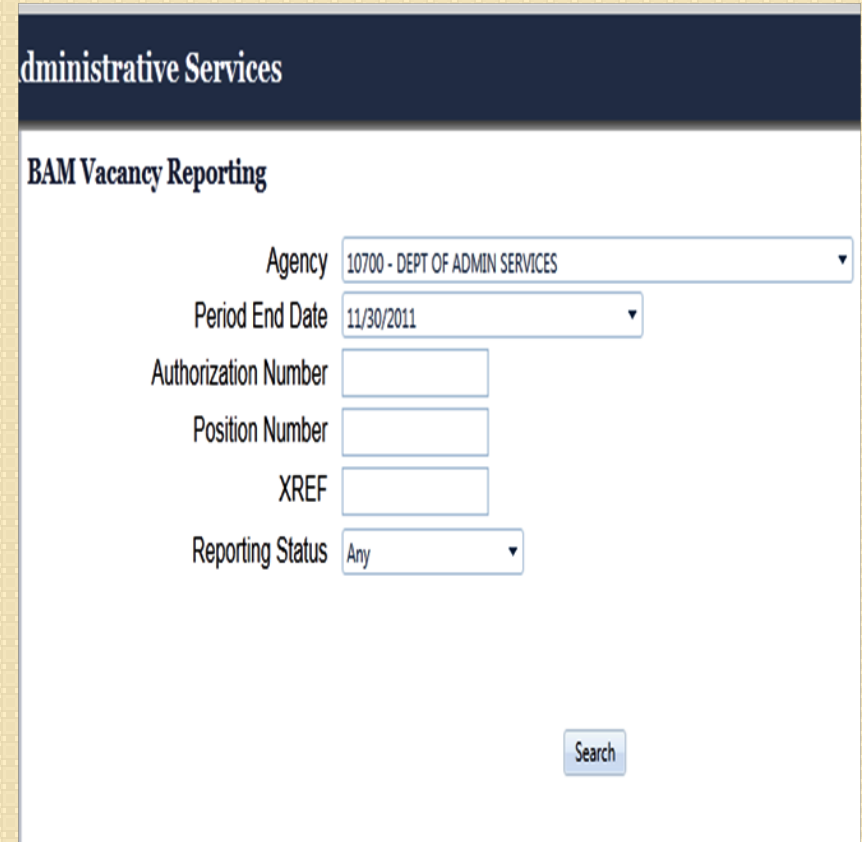
User Name:

Password:

BAM Vacancy Reporting

Please login on the left

Select the appropriate “Period End Date”



Administrative Services

BAM Vacancy Reporting

Agency: 10700 - DEPT OF ADMIN SERVICES

Period End Date: 11/30/2011

Authorization Number:

Position Number:

XREF:

Reporting Status: Any

# Quarterly Vacancy Report

## Example of agency data

Agency: 10700 - DEPT OF ADMIN SERVICES

Period End Date: 11/30/2011

Authorization Number:

Position Number:

XREF:

Reporting Status: Any

Note: Once data has been submitted, it will not be editable!

	Agency	Authorization	Position	RDC	Pos Type	Anticipated Fill Date	Reason Narrative	Reason Category	XRE
<a href="#">Edit</a>	10700	000010240	2052901	730	PF				011
<a href="#">Edit</a>	10700	000011130	3160701	751	PP				011
<a href="#">Edit</a>	10700	000012290	6410149	753	PF				011
<a href="#">Edit</a>	10700	000012490	6410169	753	PF				011
<a href="#">Edit</a>	10700	000012680	6440907	757	PF				011
<a href="#">Edit</a>	10700	000671470	1210102	753	PF				011
<a href="#">Edit</a>	10700	000728870	1141016	757	PF				011
<a href="#">Edit</a>	10700	000814660	1141018	757	PF				011
<a href="#">Edit</a>	10700	000855360	0611899	640	PF				006
<a href="#">Edit</a>	10700	000857320	0101141	280	PF				022
<a href="#">Edit</a>	10700	000999600	1304372	942	PF				013

## Example of position data

**Edit Vacancy**

Agency: 10700 - DEPT OF ADMIN SERVICES  
 Authorization #: 000728870  
 Position #: 1141016

Vacant for 7-11 Months  
 RDC: 757  
 Type: PF, Non-management

XREF	Title	General	Other	Federal	Lottery	Total
011-03-00-00000	Operations and Maintenance	0	0	57,120	0	57,120

Using data from previous period

Reason Narrative:

Anticipated Fill Date:

Reason Category:

PositionEditForm.aspx?VacantPositionId=95410

# Quarterly Vacancy Report

# Staff Resources

- Staff Hours

- Janet Savarro
  - 8 am – 5 pm
- Michele Nichols
  - 7 am – 4 pm
- Denver Peterson
  - 7:30 am – 4:30 pm
- Bonnie Lanning
  - 8 am – 5 pm (retiring as of 1/31/12)

- [ORBITS.Help@state.or.us](mailto:ORBITS.Help@state.or.us)

- Please send all questions, requests, and other SABR-related assignments to this email address

