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Welcome to ORBITS

The Oregon Budget Information Tracking System (ORBITS) User's Manual is a reference and training document designed to facilitate statewide budget preparation in Oregon. It is a companion to the Budget and Legislative Concept Instructions distributed by the Department of Administrative Services.

This document is a "nuts and bolts" tool for agency employees who have responsibility for development and communication of budget information to the Department of Administrative Services, the Governor, and the Legislature. It focuses on technical requirements of the process rather than policy or budget document organization issues. Those are covered in detail in the 2003-2005 Budget and Legislative Concept Instructions.

ORBITS is the vehicle by which all agency budgets are combined into a single State of Oregon Governor's budget and ultimately used for the production of a statewide legislatively adopted budget document. The concepts, definitions, timetables, processes, subsystems, reference tables and instructions needed for successful completion of this task are discussed in the following pages.

Detailed tables, compensation and other payroll expense (OPE) rates, and form samples are included as Appendices rather than incorporated as part of the manual narrative. These will be updated and distributed throughout the budget process, as new information is available.

Questions or comments about the material enclosed and all correspondence related to the ORBITS budget process should be addressed as follows:

SABR Section
Budget and Management Division
155 Cottage St. N.E., U10
Salem, OR 97301-3965

This manual has been designed in a show-as-you-go style using screen prints to demonstrate procedures. For each window discussed in the manual, the instructions regarding content and technical completion of the window are presented.

User Guide Standard Symbols

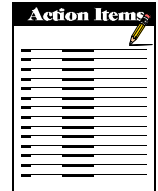
Prerequisite

Prior to every phase of the budget preparation process there are specific tasks that must be complete before continuing on in the budget preparation process. This symbol identifies those items that must be complete before continuing into a particular process.



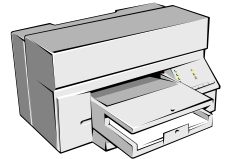
Responsibilities

The “to do list” format will lead the user to explanation of the various roles that each user has for a specific phase. This will give the user a high level view of what tasks are carried out by an Agency, SABRS staff, BAM Analysts or LFO Analysts.



Reports

A list of all the reports that can be run during a particular phase of budget development will be found in this section. A link to a more complete definition of each specific report will be found in this section.



Checklist

Similar to the responsibilities section, the check mark indicates to the user a list of all tasks that must be completed in a given phase of the budget cycle.



Audits

At various points in the budget development process, audits are performed to ensure that agency budgets adhere to policy and approved funding levels. The stop sign is an indication that a budget is at an audit point.



Section A – 2003-2005 Budget Development

2003-2005 Budget Preparation Schedule

Due Date	All Transmittal noted below are to be sent to the Budget and Management Division, SABR Section	Reference Page No.
March 29, 2002	TRANSMITTAL REQUIRED – Cross-Reference Audit transmittal due	
April 25, 2002	PICS FREEZE – Creation of the PICS Budget Preparation file occurs. Agencies have two weeks to “clean-up” allowable position actions not addressed in the freeze	
April 30, 2002	SABR Coordinator “Kick-Off” Meeting – To be held from 9:00 am - 12:00 noon at the Employment Auditorium. PICS budget preparation worksheets (from the freeze) will be available for distribution and the systems will be open	
May 15, 2002	TRANSMITTAL REQUIRED – 2003-2005 PICS Start-up Audit transmittal due – all agencies	
May 15, 2002	TRANSMITTAL REQUIRED – 1999-2001 Actual History Audit transmittal due – all agencies	
June 3, 2002	TRANSMITTAL REQUIRED -- 2001-2003 Emergency Boards and Biennial Estimates Audit transmittal due – all agencies (includes 2001-2003 Emergency Board actions, Special Session actions and administrative increases approved by Budget and Management Division)	
June 28, 2002	TRANSMITTAL REQUIRED -- 2003-2005 PICS Agency Request Audit transmittal due – all agencies	
June 28, 2002* or August 1, 2002	TRANSMITTAL REQUIRED -- 2003-2005 ORBITS Agency Request Audit transmittal due	
August 1, 2002* or September 3, 2002	2003-2005 Agency Request Budget document submitted to Budget and Management Division	
To be Announced	TRANSMITTAL REQUIRED – 2003-2005 Governor’s Budget ORBITS and PICS Audit Transmittals due – all agencies	

2003-2005 Budget Preparation Schedule cont.:

- To be Announced Agency's 2003-2005 Governor's Recommended Budget document submitted to Budget and Management Division

- To be Announced TRANSMITTAL REQUIRED – 2003-2005 Legislatively Adopted Budget ORBITS and PICS Audit Transmittals due – all agencies

- To be Announced Agency's 2003-2005 Legislatively Adopted Budget document submitted to Budget and Management Division

*Early submission is required for agencies with an August 1, 2002 Agency Request due date. See page 7 of Budget and Legislative Concept Instructions for list of early submittal agencies.

Changes From Prior Budget System

How is ORBITS different than ABIS?

You will access ORBITS through the Web

ORBITS is a web-enabled application that you will login to via the Internet. ORBITS project staff worked with agency LAN staff prior to ORBITS System training, so problems should be minimal.

ORBITS is a windows-based application

ABIS was a mainframe-based application. ORBITS is a PowerBuilder client server application that uses an Oracle database. It has a windows look and feel. You will use menu paths, control keys and command buttons to navigate.

You will print reports at your local printer

ORBITS allows users to view reports on-line and to print them at your local (LAN) printer. You can print summary or detail data, for many or one functional unit. You can print just one page of a report, several pages, or the whole report. PICS reports will continue to be ordered from SABRS staff.

You will run a “pre-audit” report that edits for basic errors

Agencies will run a pre-audit report before sending in an audit transmittal. This will allow you to fix basic problems (e.g. ending balance/beginning balance don't match) before an audit takes place. This should facilitate the auditing process for everyone. The audit process will be discussed further with agencies during the regular agency training sessions.

ORBITS has a Current Service Level (CSL) extract

Currently, agencies maintain a separate spreadsheet for the “Summary of 2003-05 Budget” form (107BF03) submitted as part of their agency request. Agencies will be able to download the CSL data from ORBITS into a spreadsheet. This should reduce the “why don't these numbers match?” questions that frequently arise. More CSL information will be provided at the regular SABRS agency training sessions. See Appendix E for instruction.

Account and budget data is more closely linked

ORBITS and the R*STARS accounting system will “share” account and appropriated fund numbers. Account numbers in ORBITS line up with the R*STARS D09, Comptroller Source/Group. ORBITS will use the same appropriated fund structure as R*STARS.

Changes From Prior Budget System cont.:

The Accounting Crosswalk table in ORBITS will define the relationship between detail accounting data and detail cross reference numbers. Agencies will update this table using the Accounting Crosswalk window.

BAM will have better auditing tools available

When an agency's data is being audited, a version and column comparison report will allow SABRS staff to quickly compare the changes made between multiple audit versions, therefore speeding up the re-audit process.

PICS

Other than being linked to ORBITS for cross reference verification, PICS has not changed. Screens and reports have been updated to reflect ORBITS naming conventions.

Interagency Revenue Transfers and Special Payments Report

The data reflected on this report is updated in "real time" providing current information.

Budgeting in Oregon

Oregon uses a modified zero-based budgeting concept called the Alternative Program Levels System (APLS). It entails the identification of program units, which are groupings of related issues about which the Governor and the Legislature make decisions. It requires the development of a Base Budget, Essential packages and prioritized Policy packages.

State law requires budgets to be balanced within the estimate of available revenues. The General Fund and lottery revenue forecasts are used in budget preparation to determine the available revenues for the coming biennium.

The 2003-2005 General Fund and Lottery Funds forecasts are provided in Appendix B of the 2003-2005 Budget and Legislative Concept Instructions.

Budget Preparation and Execution

Budget Preparation

Budget preparation refers to the process and time period when agencies are developing revenue and expenditure information. Budget preparation generally begins during the early months of even-numbered years and continues through printing of the agency's legislatively adopted budget in the fall of the next odd-numbered year.

Budget preparation involves three distinct cycles: agency request, Governor's budget, and legislatively adopted budget. Agencies have specific task requirements in each of these cycles; these are explained in detail in later sections. Audits are conducted by SABR Section staff at the completion of many of these tasks. The AGENCY CHECKLIST highlights the key steps, deadlines, and audit requirements throughout the process.

Because the PICS and ORBITS systems provide different information and have different requirements, they are often referred to as the ORBITS budget preparation and PICS budget preparation processes.

Budget Execution

Budget execution is the implementation of an adopted budget during the biennial period for which the budget was approved.

ORBITS legislatively adopted budget information is entered into the R*STARS allotment system at appropriation levels by SABR Section staff and at detailed levels in the agency's accounting system by agency staff. The R*STARS allotment system is updated for all approved Emergency Board, special legislative session and administrative actions during the current biennium.

A PICS execution file is created based on approvals from the Legislature. This file is used by the payroll and personnel systems and serves as the control in maintaining an inventory of legislatively authorized positions. The PICS execution file is also updated for all approved Emergency Board, special legislative session and administrative actions during the current biennium.

Automated Budget Systems

Several computerized systems are used in the State of Oregon to develop budgets and maintain financial information for state agencies.

Oregon Budget Information Tracking System (ORBITS)

ORBITS provides a common system for budget development and presentation. It is designed to provide alternative levels of detail and summarization based on the needs of various users. All agencies are required to use this system.

Position Information Control System (PICS)

PICS is a system used to develop and manage authorized positions at the statewide level. It contains information needed to develop budgets for Personal Services and other payroll expenses. Position counts and Full Time Equivalent (FTE) values are also maintained in the system. This system is used to generate ORBITS Personal Services budget requirements for agency budgets. PICS is a part of the Position Personnel Database (PPDB) System.

Collective Bargaining Information System (CBIS)

CBIS is a Personal Services forecasting system for calculation of salary and employee benefit requirements consistent with budget policy and the collective bargaining process. This system is used only by the Department of Administrative Services.

Statewide Financial Management System (SFMS)/R*STARS

R*STARS is the statewide accounting system used by most state agencies to issue state warrants (or checks), control expenditures within legislatively approved appropriations and cash accounts, and administer the allotment system for state agencies. To accomplish this the system processes vouchers, bank deposits, allotment transactions, and transfers of funds. The allotment plans sent to Budget and Management Division are the sources used to enter quarterly authorized budgets. Information from agency accounting records is used in the development of budgets and is presented for historical comparison for decision-makers. Relational cross-reference tables are used to copy prior biennium accounting information from R*STARS into ORBITS.

Revenues and Expenditures

REVENUES

Agencies must develop revenue budgets sufficient to support requested expenditure budgets. Four summary fund types are used for both revenues and expenditures: General Fund, Lottery Funds, Other Funds, and Federal Funds. ORBITS input is done at the appropriated fund level, providing a further distinction of the four summary fund types. All revenue receipts and expenditures of the State of Oregon should be included in the agency's proposed budget and recorded in the accounting systems. Revenue estimates should only reflect amounts expected to be received; unexpended portions of grants or entitlement levels should not be reflected in budgeted estimates. The Oregon Accounting Manual (OAM) provides revenue recognition criteria and instructions in section 01-08-00 PR.

General Fund appropriation is not a true revenue. It is an amount authorized by the Legislature to be expended from the state General Fund for approved state programs.

General Fund revenues are moneys collected by state agencies that are required by statute to be deposited in the state General Fund. These funds are available to the state for general governmental purposes and are allocated by the Legislature through the appropriation process. A complete list of ORBITS revenue accounts is included in Appendix C.

Lottery Fund revenues are moneys that include any of the following: (1) funds allocated to an agency by the legislature as Lottery Funds; (2) Lottery Fund revenue transfers between agencies, i.e., Lottery funds transferred by an agency must be receipted by the receiving agency as Lottery fund revenues; (3) all interest earned on Lottery Funds while held by an agency. Lottery funds lose their identity, for budget purposes, when expended. Ballot Measure 66 requires that Lottery Funded agencies track and report Lottery fund expenditures at a more detailed level.

Other Fund revenues are moneys received by state agencies that are used to finance agency operations or transferred to other entities.

Federal Fund revenues are moneys received directly from various branches of the federal government. These moneys support programs approved with a Federal Funds expenditure limitation. Federal Fund revenues are recorded in account #0995.

EXPENDITURES

Expenditures are the operating costs of legislatively approved programs. They are identified by account, fund type, and category. ORBITS input is done at the appropriated fund level, providing a further distinction of the four summary fund types. A complete listing of ORBITS expenditure accounts is contained in Appendix C.

Use of Reduction of Expense

Payment of revenue refunds related to prior biennia should be recorded as an expense, not as a reduction of current period revenue. Current period revenues will be reduced only to the extent they do not meet the revenue recognition criteria identified in OAM 01-08-00 PR.

Reductions of expense will be made in accordance with Department of Administrative Services Rule 15-055-05 and OAM 05-04-00 PO/PR. Questions regarding the recording of these financial transactions should be directed to your SFMS accounting analyst.

Compliance with these policies should not result in expenditures beyond legislatively approved appropriation or limitation levels. Increases in appropriation or limitation required to comply with this policy should be reflected in the appropriate columns. Current biennium expenditure estimates should reflect any expected revenue refunds.

Appropriation/Limitation Extensions

Agency budgets and estimates should reflect the total cost of products and services received by June 30 of odd numbered years. Services and products expected to be received after June 30 must be budgeted and charged to the following biennium. If payment for services received on or before June 30 has not been made by December 31st, it must be charged to the following biennium. OAM 20.30.00 PO/PR describes budgetary expenditure recording and statutory exceptions.

Appropriations and limitations are reverted or canceled as of December 31 following the end of the biennium except for unusual circumstances.

Section B – ORBITS Overview

Cross-Reference Numbers

Cross-reference numbers are formatted, meaningful numbers used by ORBITS and PICS users to designate a specific hierarchy for selection, review and data entry purposes. Cross-reference numbers are similar to ABIS structure numbers in function and format.

Two types of cross-reference numbers are used in ORBITS

1. Detail Cross-Reference Number (“A” Level)

The ORBITS detail cross-reference number, or “A” level, replaces the organization structures used in ABIS and PICS. Agencies will input budgets in PICS and ORBITS at the detail (A) level.

2. Summary Cross-Reference Number (“B” Level)

The ORBITS summary cross-reference number, or “B” level, replaces the budget structures used in ABIS and PICS. These are the levels that are presented to the Governor and Legislature. When a report is run at a “B” or summary level, all related lower level “A” cross-reference data will roll-up to create the summary report.

A simple example of how the ORBITS Cross-Reference Number compares to ABIS is:

ORBITS Cross-Reference Type	ORBITS Cross-Reference Number	Description	Comparable ABIS Structure
	Agency	12300-000-00-00-00000	Agency-wide Budget
B	Summary	12300-100-00-00-00000	Program “A” Budget
A	Detail	12300-100-10-00-00000	Section A Organization
A	Detail	12300-100-20-00-00000	Section B Organization
A	Detail	12300-100-30-00-00000	Section C Organization
B	Summary	12300-200-00-00-00000	Program “B” Budget
A	Detail	12300-200-10-00-00000	Section C Organization

Reporting Levels

This term refers to an internal coding structure that is generated by ORBITS. Agencies need to be aware of the term, but will not use reporting levels.

Category Group

Category groups are the same as ABIS categories. Accounts are summarized into Category Groups such as Personal Services, Services and Supplies, Capital Outlay, Special Payments and Debt Service. Another code (default category) allows accounts to be subtotaled within a category group. An example is Personal Services (category group) is broken into Salaries and Wages and Other Payroll Expense (default categories).

Versions

A version is a collection of columns of data. It can be detailed (contains all “A” cross-reference data) or summarized (contains only “B” cross-reference data). Agencies build budgets in “A” versions and BAM Analysts make changes to agency budgets in a “B” version. Versions are described in more detail below.

As the budget is developed by the agency and passed on to BAM and finally the Legislature it goes through many different phases. The most familiar phases include Agency Request, Governor’s Recommended and Legislatively Adopted. The budget and each of its components, such as packages, look different in each phase. The different phases of the budget are called **Versions**. Different **Version Types** distinguish accounting downloads, agency work, audits, analyst work, the Governor’s recommendation, and the legislative phases.

What’s in a Version

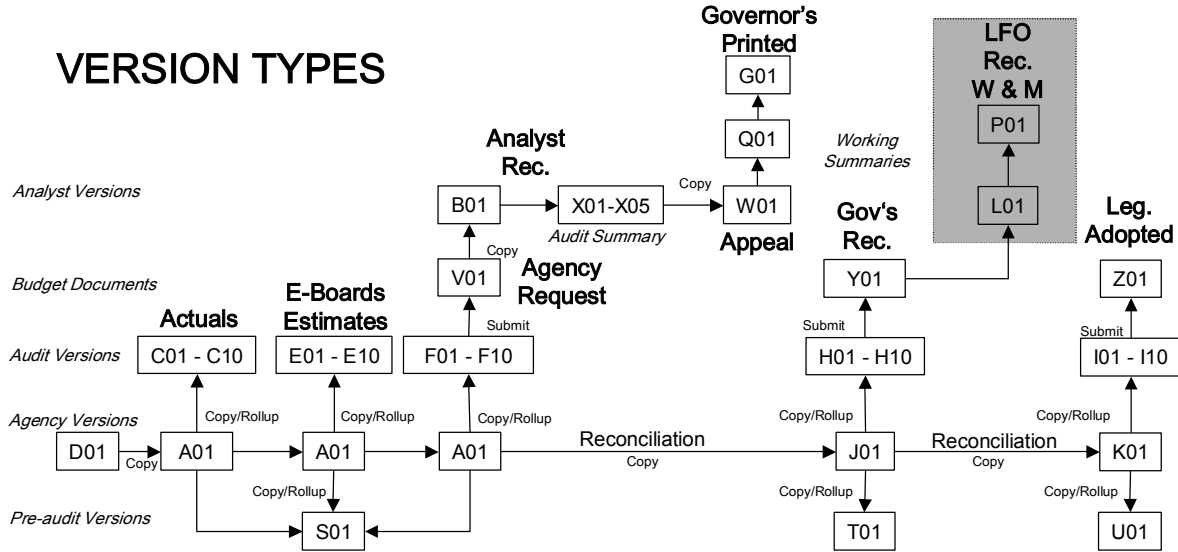
A version is comprised of multiple columns of data that reflect prior biennium revenues and expenditures, the current biennium budget and estimates, changes required to support existing programs, and changes required to meet new legislation. Typically, various sub-total columns are presented for ease of data review. Each time a version is copied, all of the columns are copied to the new version.

Version ID

A **Version Id** uniquely identifies each “copy” of your budget data. A version ID is established for each valid budget version in ORBITS. The Version Id includes the biennium, version type, version sequence number and agency number. (Example: ‘2005-A-01-12000’ is the 2003-2005 biennium budget development, Agency version type, version sequence number 01, Agency 12000.)

Most reports you print will automatically default to the version you are in. There are some reports where you will choose which version you want on the report.

VERSION TYPES



- | | | | |
|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| A = Agency Working | G = Governor's Printed Budget | P = Reserved for LFO | W = Appeals/Gov's Adj Working |
| B = Analyst Rec. Working | H = Governor's Rec. Audit | Q = Appeals/Gov's Adj. Audit | X = Analyst Rec. Audit |
| C = Actuals Audit | I = Leg. Adopted Audit | S = Agency Request Pre-audit | Y = Governor's Rec. Budget |
| D = Download | J = Agency GRB Working | T = Governor's Rec. Pre-audit | Z = Leg. Adopted Budget |
| E = E-Boards/Estimates Audit | K = Agy. Leg. Adopted Working | U = Leg. Adopted Pre-audit | |
| F = Agency Request Audit | L = LFO Analyst Working | V = Agency Request Budget | |

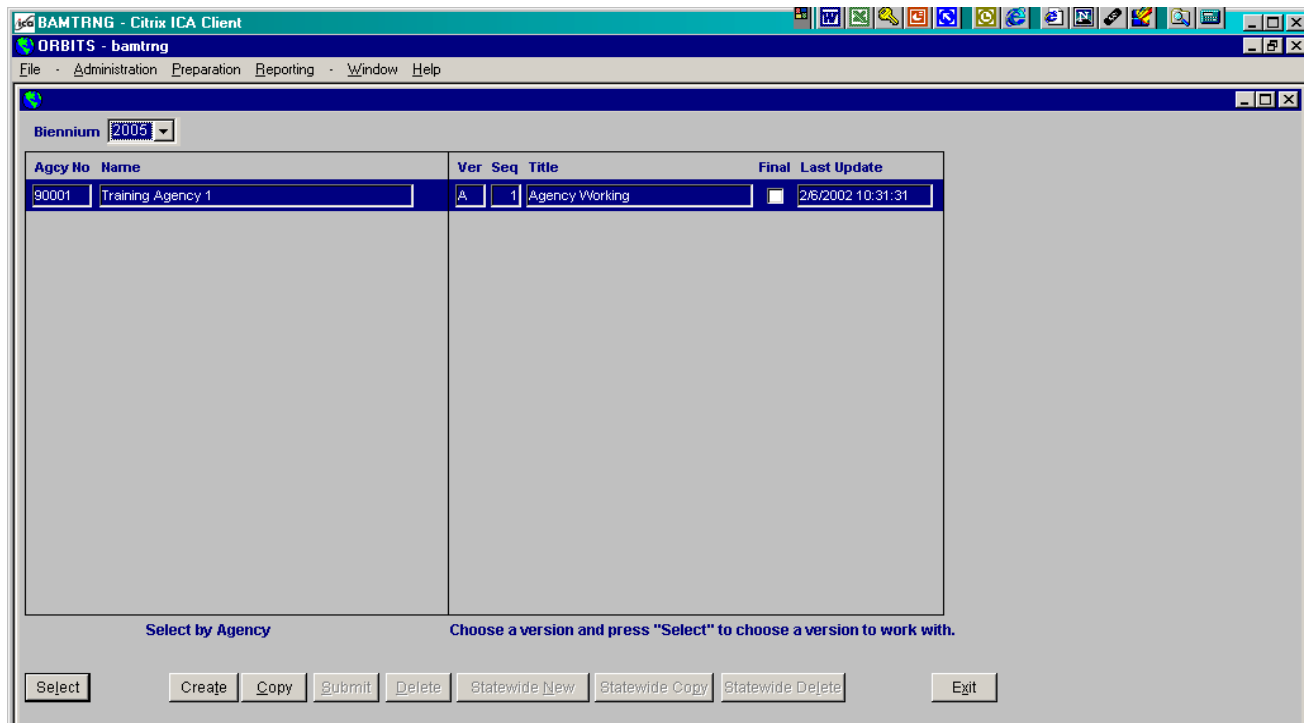
1/31/2002

Version Control

- **Version Control** is a centrally maintained window.
- Agency Users will use this window for selecting versions.
- The majority of ORBITS windows and functions require a Version ID which contains info needed to retrieve budget data.
- ORBITS will bring you to this window when you log in if you have not already selected a version.

NOTE:

Version Control is the first window you will see the very first time you log in. After that, the first window you see will be the **System Message** window.



Selecting a Version

⇒ File ⇒ Version Control

- Click on the **Agcy No** for the desired agency.
- Click on the desired version on the right side of the screen.
- Click **Select** at the bottom of the window *OR* double-click on the version.
- A pop-up message screen will tell you that you have successfully selected a version.
- Click on **OK** and user is returned to the prior window.

NOTE:

The application uses the user's security profile to build the list of agencies and versions the user is authorized to view. The window then retrieves and displays all versions the user is authorized to work in.

Columns

Many of the columns will be familiar to users such as Prior Biennium Actuals, Legislatively Adopted Budget, Emergency Boards, Estimates and Legislatively Approved Budget. Most column features remain the same including the ability to work in multiple columns and the ability to lock an agency out of a specific column for an audit while leaving the other columns unlocked.

Column Descriptions

- Prior Biennium Actuals - Aggregated accounting records are downloaded from R*STARS into the D01 version. The system administrator copies the D01 version to the A01 version. Agencies make necessary adjustments to prior biennium actuals in the A01 version.
- Current Biennium Legislatively Adopted Budget - The system administrator establishes the records for this column in the D01 version and copies them into the A01 version. *This column is always locked.*
- Current Biennium Emergency Boards - Records for this column are input by agencies using the input screens. By policy, only Emergency Board actions, special legislative session actions and administrative adjustments made through a certain date are included in this column.
- Current Biennium Legislatively Approved Budget - This column is the calculated sum of the Legislatively Adopted Budget column and the Emergency Board column. *This column is always locked.*
- Current Biennium Estimates – Estimated revenue and expenditure data for this column is manually entered by agencies using the input screens.

New Columns

There are new columns to work with in ORBITS including Essential Packages, Policy Packages and Current Service Level. Policy packages are viewed separately from essential packages and ORBITS users will be able to view a current service level budget down to a detail cross-reference.

- Base Budget - This column is automatically updated by PICS and data entered by agencies using the input screens.
- Summary of Base Adjustments - This calculated column is the difference between the Base Budget and the Current Legislatively Approved Budget. *This column is always locked.*
- Essential Packages – Essential package data is entered into and summarized in this column.

- Current Service Level – This column is the calculated sum of the Base Budget column and the Essential Packages column. *This column is always locked.*
- Policy Packages – Policy package data is entered into and summarized in this column.
- Total Budget – This column is the calculated sum of the Current Service Level column and the Policy Packages column. The column will have different titles based on the version type. It will start as the Agency Request in the A01 version and end as the Legislatively Adopted Budget in the Z01 version. *This column is always locked.*

Listed on the next page are all of the columns available in ORBITS. The matrix also lists the default view for each version. Later, you will learn how a user can override the default view and display more or fewer columns than are listed.

Note:

Customizing your view is like hiding columns on a spreadsheet. Just because you do not see the columns does not mean they are not there. If you do not see columns that you think should be there, check the Column Labels – Select Column User tab.

Database Columns

	(3) Prior Biennium Actuals	(6) Current Leg. Adopted	(9) Current E-Boards	(12) Current Leg. Approved (6 + 9)	(15) Current Estimates	(19) Base Budget	(22) Summary of Base Adjust. (19 – 12)	(25) Essential Packages	(28) CSL (19 + 25)	(31) Policy Packages	(34) Total Budget
D	Download	Current Leg. Adopted	R*STARS Interface & Download	Current Leg. Adopted	Current Leg. Adopted	PICS Freeze					
A/S	Agency Working	Current Leg. Adopted	Prior Biennium Actuals	Current Leg. Adopted	Estimated Expenditures	Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Agency Request
C	Actuals Audit		Prior Biennium Actuals								
E	E-Board/ Estimates Audit	Current Leg. Adopted	Prior Biennium Actuals	Current Leg. Adopted	Estimated Expenditures	Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Agency Request
F	Agency Request Audit			Current Leg. Adopted	Estimated Expenditures	Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Agency Request
V	Agency Request Budget	Current Leg. Adopted	Prior Biennium Actuals	Current Leg. Adopted	Estimated Expenditures	Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Agency Request
B	BAM Analyst Rec. Working	Current Leg. Adopted	Prior Biennium Actuals	Current Leg. Adopted	Estimated Expenditures	Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	BAM Analyst Rec.
X	Analyst Rec. Audit					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	BAM Analyst Rec.
W	Appeal/Gov. Adjust Working					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Adjusted Budget
Q	Appeal/Gov. Adjust Audit					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	BAM Analyst Rec.
G	Governor's Printed Budget					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Gov. Printed Budget
J/T	Agency GRB Working					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Gov. Rec. Budget
H	Governor's Rec. Audit					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Gov. Rec. Budget
Y	Governor's Rec. Budget					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Gov. Request Budget
K/U	Agy. Leg. Adopted Working					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	LAB
I	Leg. Adopted Audit					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	LAB
Z	Leg. Adopted Budget					Base Budget	Sum of Base Adjust.	Essential Packages	CSL	Policy Packages	Leg. Adopted Budget

The information shown is the default view. All columns exist in all versions. Shaded areas represent the points where data entry occurs. All others are view only.

Appropriated Funds

Fund information is entered into ORBITS at a lower level than in ABIS. In ABIS, amounts were input and displayed by fund type: General Fund (GF), Lottery Funds (LF), Other Funds (OF) and Federal Funds (FF). In ORBITS, users will input data at the appropriated fund level, (the same appropriated fund structure used in R*STARS). Appropriated funds are then rolled up to the traditional fund types on presentation reports and summary screens. Agency worksheets and SABRS audits are available at the appropriated fund level.

The majority of entries in ORBITS will have one of the following four appropriated funds:

- 8000 General Fund
- 4400 Lottery Funds – Limited
- 3400 Other Funds – Limited
- 6400 Federal Funds – Limited

Appropriated Funds Eliminate Dedicated Class/Packages

The remaining 16 appropriated funds are for non-limited, capital improvement, capital construction, debt service (limited and non-limited) and General Fund revenue. Using appropriated funds replaces the ABIS class/package system, such as package 520 Non-Limited and 550 Debt Service Limited.

Below is a complete listing of all of the appropriated funds in the order they appear on screens, drop-down lists and detail reports. General Fund is the highest priority fund and will always appear first followed by Lottery Funds, Other Funds and then Federal Funds.

PICS on-line screens and reports will continue to use Fund Type. Programming has been added to the PICS/ORBITS interface to convert fund types to correct appropriated funds.

Number	Fund Type	Description
8000	GF	General Fund
8010	GF	General Fund Capital Improvement
8020	GF	General Fund Capital Construction
8030	GF	General Fund Debt Service
4010	LF	Lottery Funds Capital Improvement
4020	LF	Lottery Funds Capital Construction
4400	LF	Lottery Funds Limited
4430	LF	Lottery Funds Debt Service Limited
3010	OF	Other Funds Capital Improvement
3020	OF	Other Funds Capital Construction
3200	OF	Other Funds Non-Limited
3230	OF	Other Funds Debt Service Non-Limited
3400	OF	Other Funds Limited
3430	OF	Other Funds Debt Service Limited
8800	OF	General Fund Revenue
6010	FF	Federal Funds Capital Improvement
6020	FF	Federal Funds Capital Construction
6200	FF	Federal Funds Non-Limited
6400	FF	Federal Funds Limited
6430	FF	Federal Funds Debt Service Limited

PICS Relationships

The most significant change to PICS is the shift from ABIS organization structure to ORBITS detail cross-reference number. When positions are changed in PICS Preparation or PICS Execution, ORBITS will be accessed to validate the cross-reference number. Agencies will enter position changes and additions using the same procedures as in prior biennia. ORBITS will be updated immediately as position data is changed.

Interagency Revenue Transfers and Special Payments

Transfers-In, -Out and Special Payments accounts will carry the agency number as part of the account number. Transfers-In account numbers begin with a '1', Transfers-Out begin with '2' and Special Payments begin with a '6'. The last 3 characters of the account number are the agency number. For example, a Special Payment to the Department of Administrative Services is recorded in account 6107. There is a complete Account listing in the Appendix as well as a crosswalk from ABIS accounts to ORBITS accounts.

Section C – Using ORBITS

Set-Up – Security

ORBITS security is based on user-ID rather than the terminal ID used by ABIS. The user-ID ORBITS will use is the state-generated RACF-ID assigned by the personnel system (PPDB). Please note that each time your RACF-ID changes, you must send a new security form to the ORBITS system administrator. Your RACF-ID changes every time there is a personnel action that changes your position number. Position numbers change for several reasons including transfers, promotions or termination.

To add or change security access please submit the ORBITS/PICS Agency Security Form, included in the appendix of this manual.

Windows Settings

For the best viewing results, the window resolution settings should be set to 800x600.

To define or check this setting in most MS Windows operating systems:

1. Click the START menu button.
2. Point to SETTINGS.
3. Click CONTROL PANEL.
4. Double-click the DISPLAY icon.
5. Click on the SETTINGS tab.
6. Modify the SCREEN AREA TO 800X600.
7. Click ADVANCED.
8. Click on the GENERAL tab.
9. Change the DISPLAY FONT SIZE to Small Fonts.
10. Click OK to return to the Display Properties dialog box.
11. Click OK again.
12. Close the Control Panel window.

Navigating

Listed below are a few tools you need to know about when navigating through the application. Using ORBITS is much like using any other windows-based software application. The functions and commands of the application can be executed by using your mouse or keyboard.

Command Buttons



The following is a discussion of command buttons that appear on various ORBITS screens. The appearance of command buttons on screens is controlled by window security, which is based on the user's profile. A single mouse click will execute a command button's function. You can do the same thing using your keyboard with the <Alt> key and the underlined letter shown on the command button. For instance, <Alt> + <U> will update your entry.

Update

Used to save newly entered or modified data. To use this function, click on **Update** and click **Yes** to save changes or **No** to exit without saving changes. If a user selects **Exit** prior to updating, the user will be prompted to save changes.

TIP

On most screens, the <Enter> key is the same as clicking **Update**.

Insert

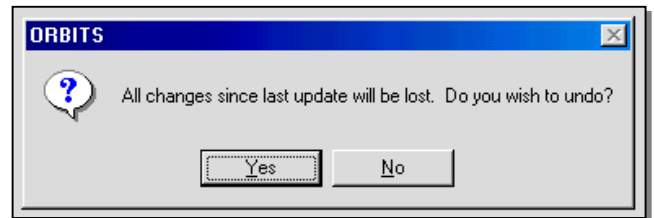
Used to insert a new row or add a new record to a table. Click the **Insert** button on the Data Entry screen to add a new account and appropriated fund to the budget.

Delete

Used to delete the current row or selection, which the user is working on. Click on **Delete**. Note: Generally the delete function is operational for the system administrator only.

Undo

Used to reverse changes made since the last update. Click on **Undo**. When prompted with the message 'All changes since last update will be lost. Do you wish to undo?' click **Yes** to Undo and **No** to cancel the undo. *It is important to note you will lose all of the changes you have made since the last update or save, not just the most recent input. That can mean one transaction or many transactions.*



TIP

If you get 'hung up' in a window due to invalid data, clicking on **Undo** often clears the problem.

Exit

On most windows, the **Exit** button takes the user back to the previous window. Think of using this button like you would use the 'Back' button in your Internet browser. Selecting **Exit** from **File** in the Main Menu exits the user from the ORBITS application.

Note:

You can **Exit** the Budget Request Checklist while one of the windows is still open. Upon exiting that window, the user will go back to the Main Menu since the Budget Request Checklist (the previous window) is closed.

Open

This button is used to open a subsequent window based on the selection made in the current window. Upon selecting **Open**, the option that is selected (highlighted, or that has a hand pointing to it) will be opened.

Notepad

Use the **Notepad** to record notes such as why you changed a base budget amount. The notes are stored in reverse chronological order and are attached to the version. Notes are generally copied forward to the next version. Notes are for your use only.

Attachment

Users can create an **Attachment** to document budget information. These attachments are for your use only.

Vertical and Horizontal Scroll Bars

When there is more data than space available on a window, the vertical and horizontal scroll bars are used to view the data that doesn't appear on the window. Clicking on the up and down arrows at the right side of a window, or left and right arrows at the bottom of a window, will allow the user to scroll through all of the data in a window.

Drop-down Boxes

An arrow appearing in a window next to a particular field indicates the presence of a drop-down box. A drop-down box provides the user the available options to select for a particular field.



Formatting Data Entry

Each ORBITS window has been specifically formatted to meet the needs of the data obtained. The formatting affects both the appearance of a window, along with the calculations applied to data entered on a window.

Budget amounts should be entered as whole numbers. Decimal places only apply to FTE amounts.

Negative amounts should be entered as a minus sign and then the number.

Do not enter commas, dollar (\$) signs or other symbols; these will automatically be formatted as necessary.

Note:

If you accidentally change the structure or formatting of a window, don't panic - even if you update and save the data that has been entered and exit the window. Close and reopen the window. The formatting will return to the default settings.

Menu Paths

ORBITS screens are operated mainly by menus like windows applications generally operate. Menus are located at the top of the window. Move the cursor over the main menu name and click once. A drop down listing of the menu will appear. Move the cursor to the command you wish to execute and click once on it. There is a listing of menu commands available to users in the data entry guide, Appendix A, page 4 under menu options.

Getting into ORBITS

Logging In

The ORBITS system is available on the Internet by using a front-end software product called Citrix. This allows the application to be accessed from any computer that has access to the World Wide Web, 24 hours a day, 7 days a week. Access to Citrix, and ultimately ORBITS, is based on your user ID and password.

To gain access to Citrix you will need to know your RACF-ID and password.

Citrix and ORBITS have been successfully tested using both Internet Explorer and Navigator.

BAM Process for Setting Up New Users

The process for setting up new users in Citrix and ORBITS is very similar to setting up new users in PICS or ABIS. Your first point of contact will be the ORBITS system administrator. You will need to provide some basic information such as your RACF-ID, agency number and the name and phone number of your local area network (LAN) support person. Your LAN administrator may be needed to install the Citrix client onto your desktop machine.

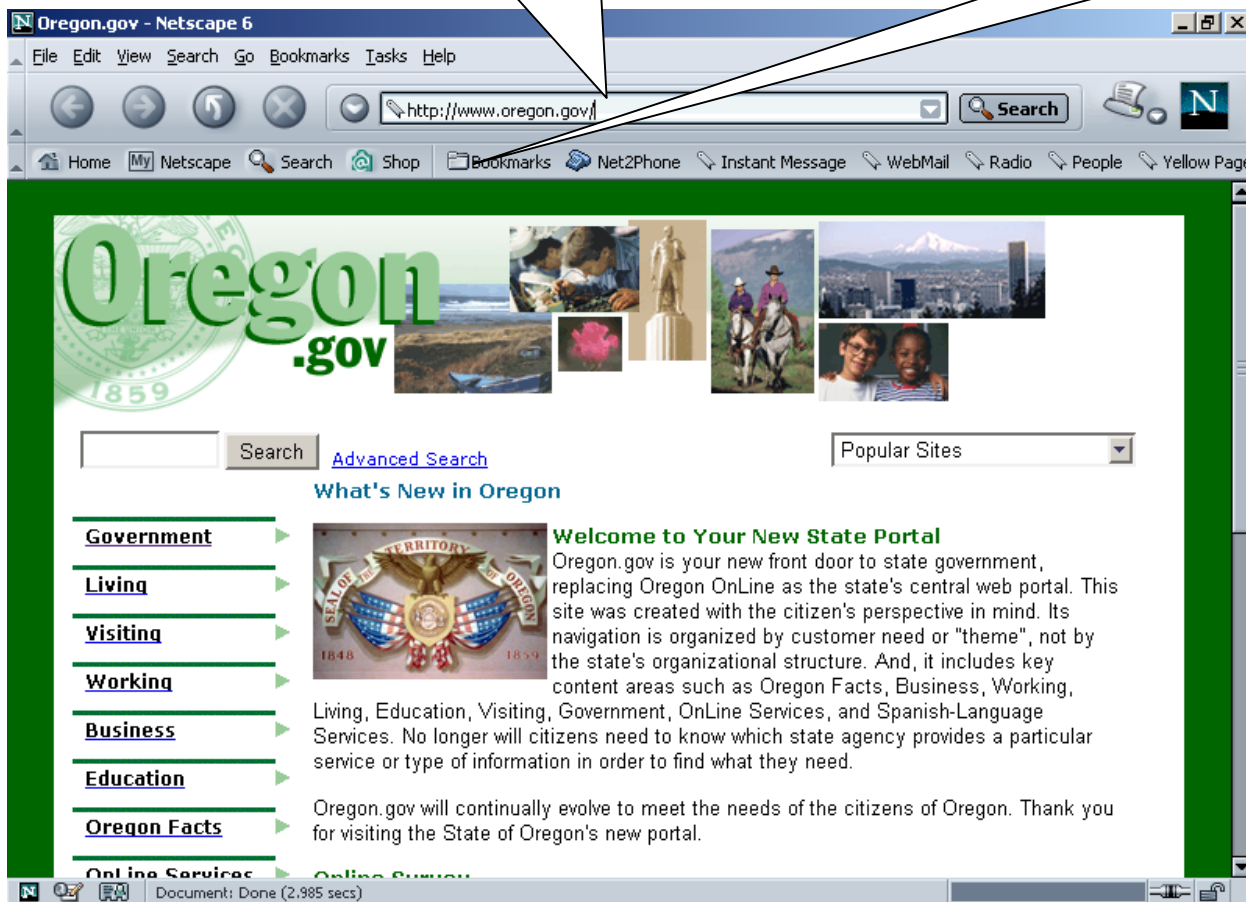
When the system administrator has the needed information, it will be forwarded to the DAS General Government Data Center (GGDC). GGDC will establish access rights for your RACF-ID and establish a temporary password for both Citrix and ORBITS. The ORBITS system administrator will forward the password to you via e-mail with instructions to change both passwords during your first session. The process takes 1 – 5 days to complete.

Just like other state systems, your ability to access Citrix and ORBITS is revoked when your RACF-ID changes. This occurs when you terminate or are transferred from your current position in the PICS-Personnel Data Base (PPDB).

Logging in for the First Time

Address line where you will type in the Citrix address.

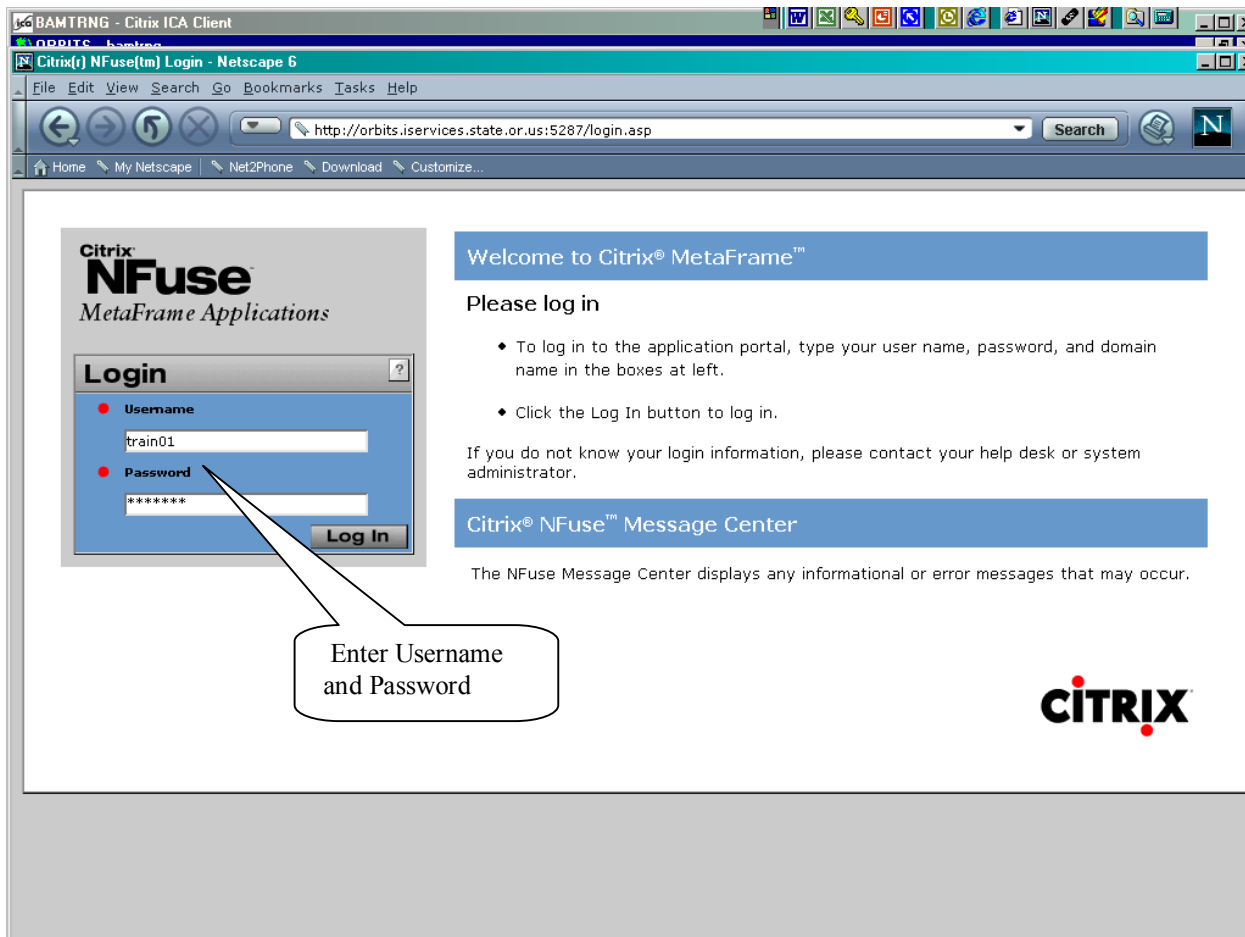
Hint: Create a bookmark for your Citrix address.



The Internet

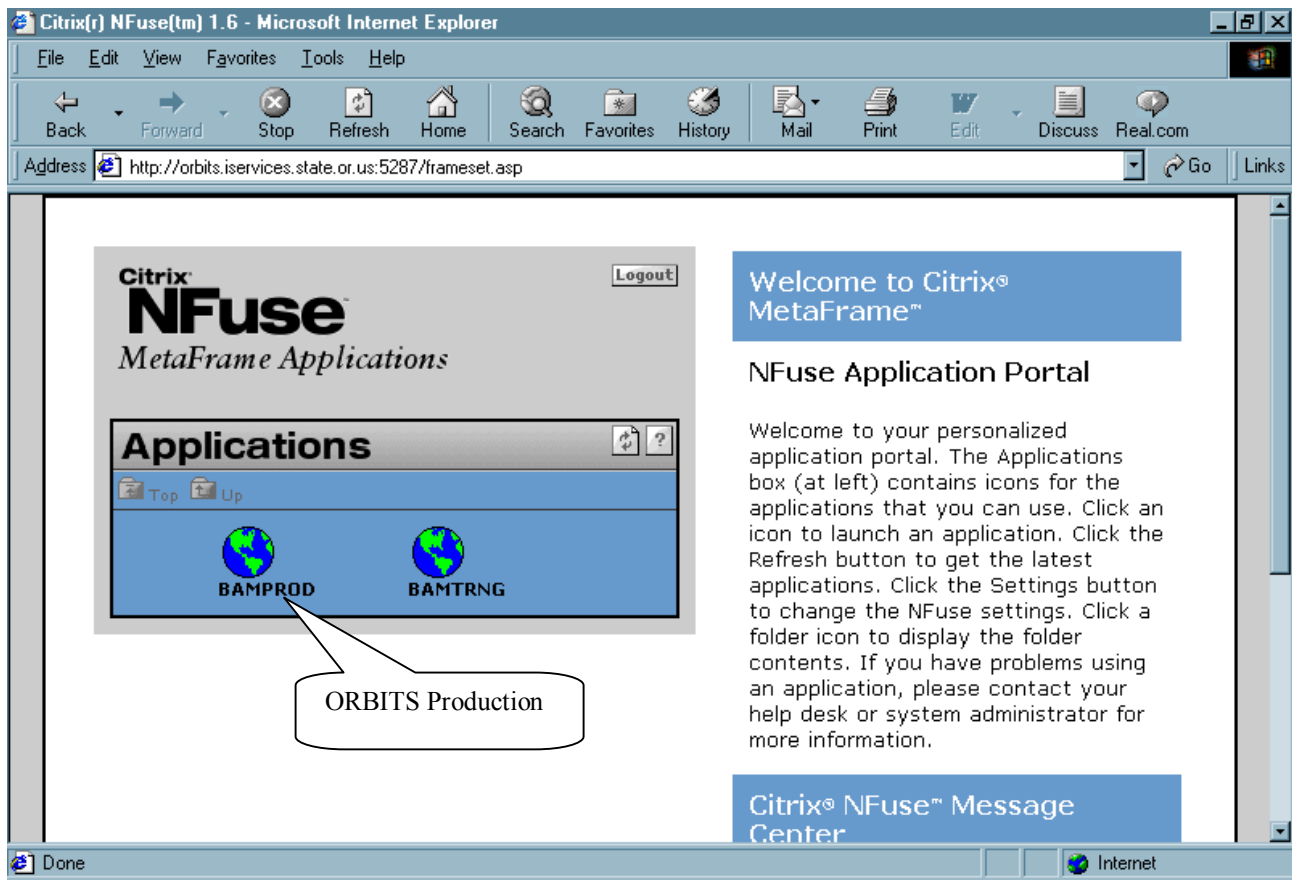
- Access the Internet using a web browser (Internet Explorer or Netscape Navigator)
 1. Double click on the web browser icon found on the desktop. (It may be part of your desktop, toolbar or program files at your office.)
 2. Type in the following address: **http://orbits.iservices.state.or.us:5287/**
 3. Click the **GO** button, or use the **<enter>** key, to navigate to the site.
 4. You should now see the Citrix Login screen.

Citrix Login



- Login to the Citrix Server farm
 1. Type in the Citrix Username provided via e-mail from ORBITS Security Administrator.
 2. Type in the Citrix Password provided via e-mail from ORBITS Security Administrator.
 3. Click the **Log In** button.
 4. You should now be logged in to the Citrix farm and see the available **Application(s)**.

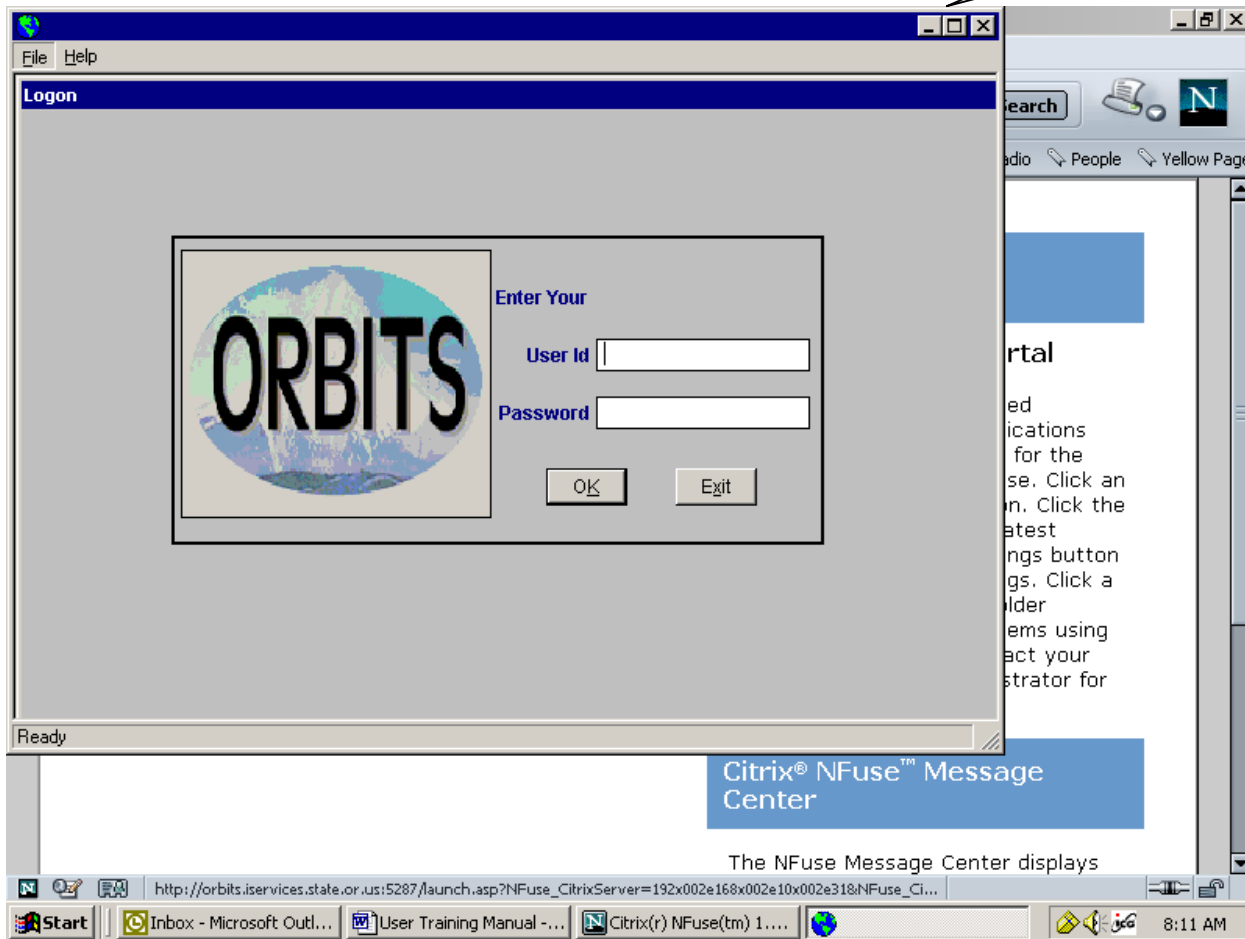
Launch the ORBITS Production Application



- Open the ORBITS Production Application
 1. Click on the **BAMPROD** icon. This will now take you in to the ORBITS application.

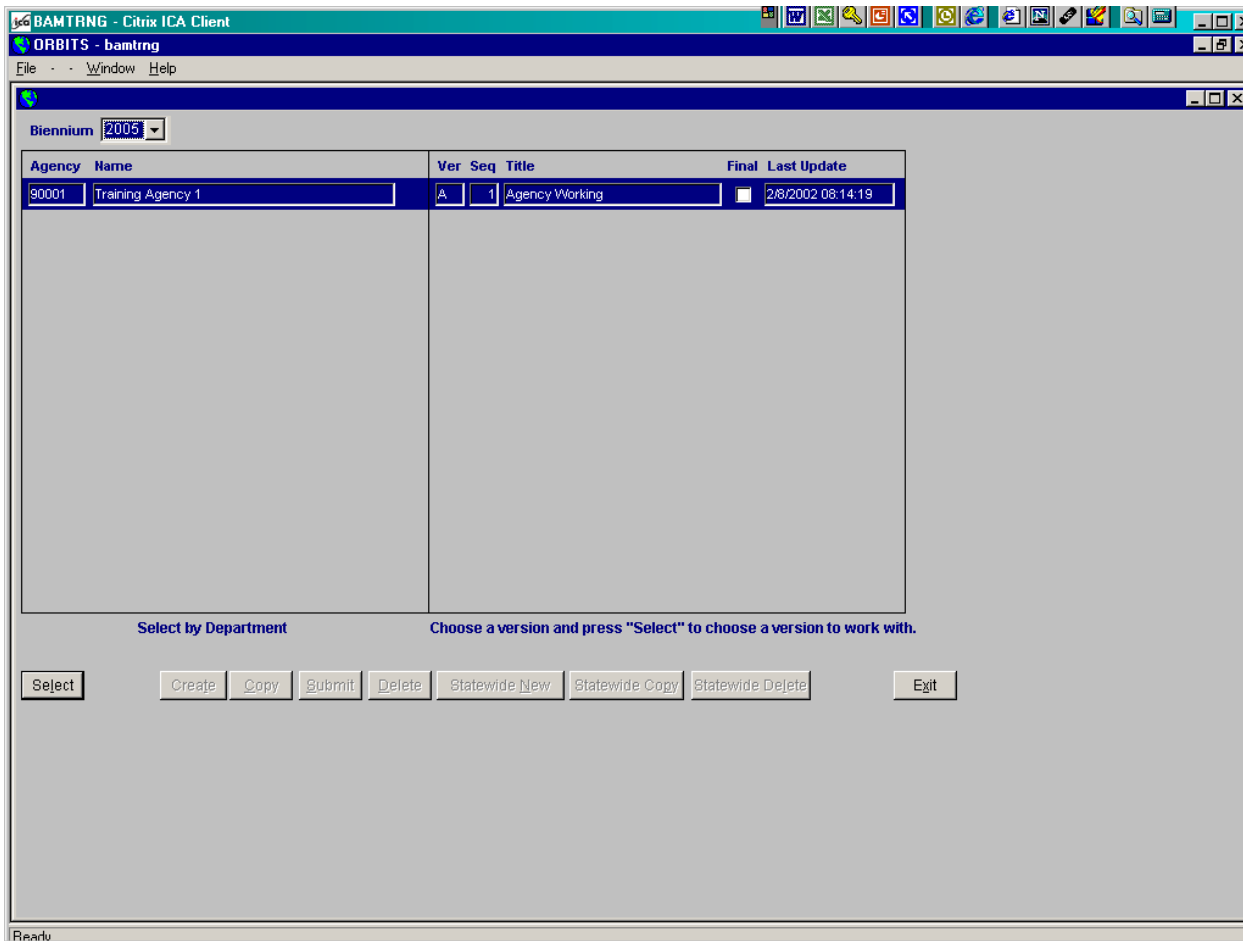
Login to ORBITS

Maximize the login screen.



- Login to ORBITS
 1. Maximize the ORBITS login screen
 2. Type your User Id
 3. Type your Password
 4. Click the **OK** button

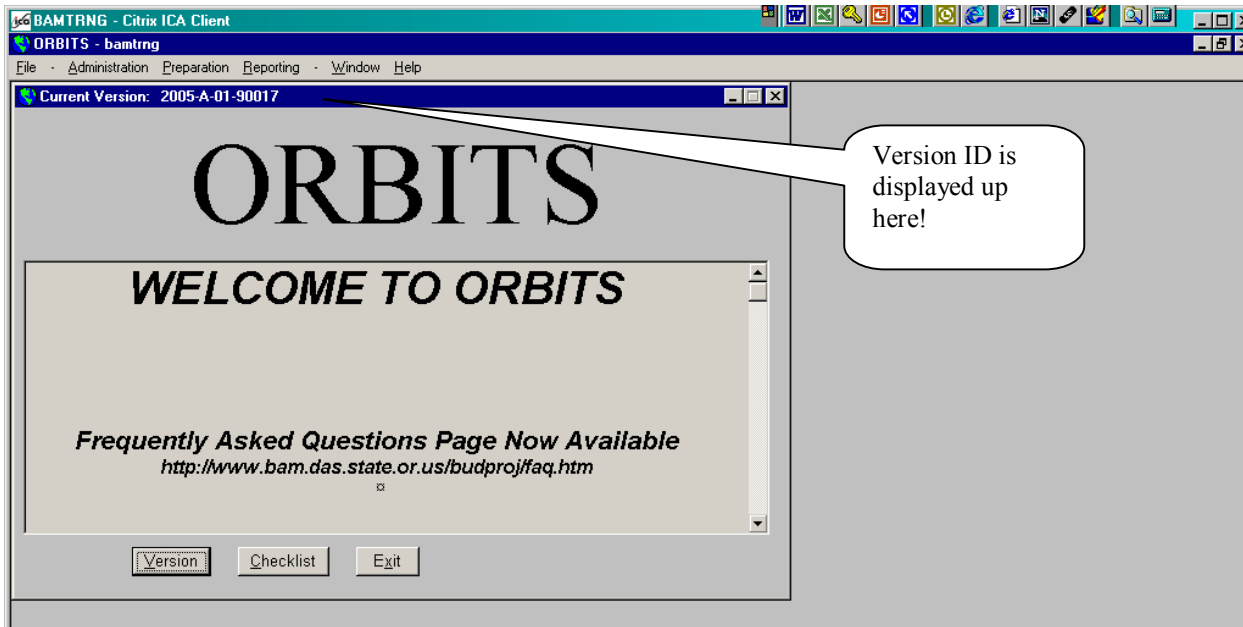
Select a Version



- Select a Version

The first time you log into the ORBITS application you will be required to select a version. After than initial selection, the application will remember the last version you were working on and will automatically log you into that version with your next log on.

1. Select the **A-1** version by double-clicking on **A-1**. Or, you can select the **A-1** version with a single mouse click and then click on the **Select** command button.
2. The application will return you to the **Welcome** screen.



- Congratulations! You have successfully logged in to the ORBITS application.

Changing Passwords

Citrix Password

Changing your Citrix password is a little tricky because you have to be logged into ORBITS in order to do it. There are two password rules to remember:

Citrix Password Rules

- Must differ from the previous three passwords
- Case sensitive

There is not currently an expiration date on Citrix passwords, although that may change in the future.

ORBITS Password

Changing your ORBITS password is much more straightforward than Citrix and is like changing the password in any windows-based application. ORBITS passwords expire every 99 days and have several rules to comply with.

ORBITS Password Rules

6 – 8 characters long

At least 2 characters alpha

At least 1 numeric or special (#\$^&) character

The first and last characters must be alpha

Must differ from your User ID (RACF) and cannot be a reverse or circular variation of it

Must differ from the previous password by at least 3 characters

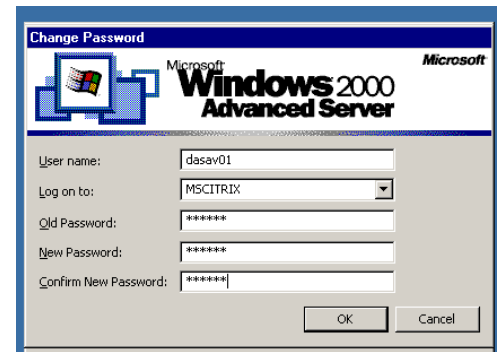
Uppercase/lowercase difference do not qualify as a character change

Case sensitive

Expire every 99 days

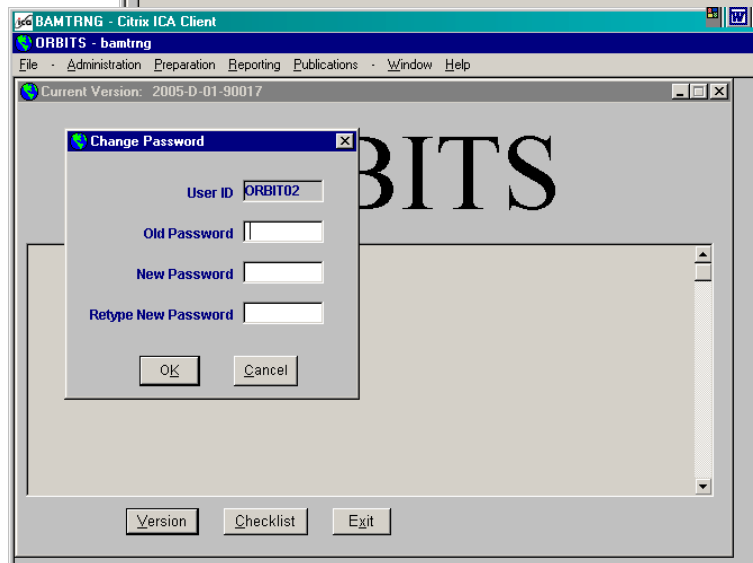
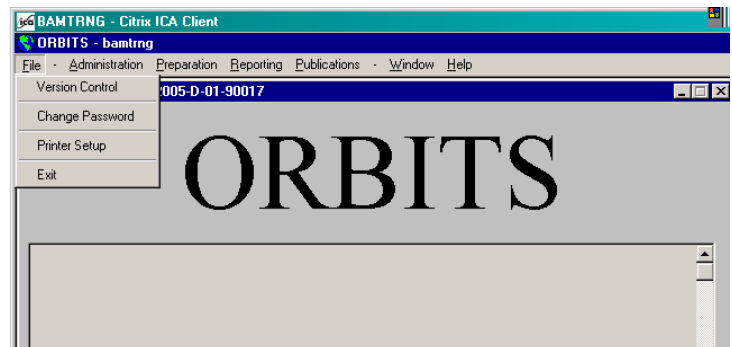
To change your Citrix password:

- From the ORBITS Welcome screen, depress the <ctrl> + <F1> keys simultaneously
- You will be in the Windows Security on the Citrix server
- With your mouse, click **Change Password**
- Type the existing password in **Old Password**
- Type your new password in **New Password** and **Confirm New Password**
- Click **OK**
- Your new password will take effect the next time you log in to Citrix
- Click **Cancel** to close the Window Security pop-up window



To change your ORBITS Password

- Navigate to the ORBITS Welcome screen
- From the File menu select **Change Password**
- Type in the **Old Password**
- Type in a **New Password** and **Retype New Password**
- Click **OK**
- Your new password will take effect the next time you log in to ORBITS



Menu Paths

In this section you will walk through the standard menu items and options.

Welcome Window



The **Welcome Window** is normally the first window a user will see after logging in to the application. System messages and budget related notices are posted on the **Welcome Window** by SABRS staff. Announcements regarding new or improved functions, windows and reports will appear here.

There are three navigation buttons at the bottom of the screen to quickly navigate the user to the **V**ersion Control window, **B**udget **C**hecklist window, or **E**xit the application. Each of the navigation commands can also be executed using the keyboard or from menu options.

File



⇒ File

⇒ Version Control

The Version Control window can also be accessed from the Version command button at the bottom of the welcome screen. The Version Control window is where you select the version you want to work with.

⇒ Change Password

This is where Users may change their ORBITS password.

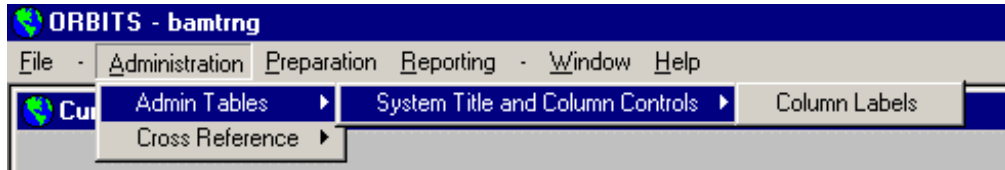
⇒ Printer Setup

Use Printer Setup to change which printer you would like ORBITS to print to. ORBITS defaults to the default printer setup for Windows.

⇒ Exit

Clicking Exit from the menu closes the application.

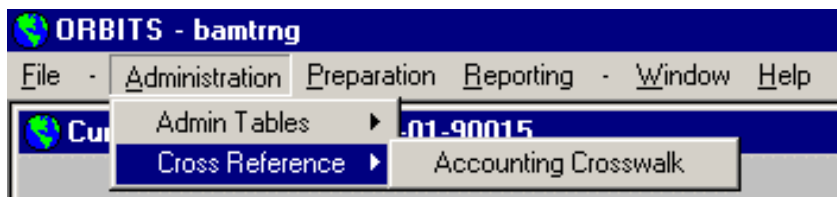
Administration



⇒ Administration

⇒ Admin Tables ⇒ System Title and Column Controls ⇒ Column Labels

Agency Users may only update the Select Column User tab. This tab determines which columns are viewed with your User ID. All other tabs in the Column Labels window are view only.



⇒ Cross Reference ⇒ Accounting Crosswalk

The Accounting Crosswalk window is used to establish the relationship between accounting data and budget data for the prior biennium Actuals column.

Preparation



⇒ Preparation

⇒ Budget Request Checklist

This menu option takes you to the Budget Request Checklist. You may also navigate to the checklist using the Checklist command button on the bottom of the welcome window.

⇒ Data Entry – Refer to page 44 of the Data Entry Guide

The **Data Entry** window is useful when inputting large volumes of non-package data into the Actuals, E-Board, Estimates and Base Budget columns. The **Budget Request Detail** window is more useful when analyzing data or modifying individual budget amounts.

⇒ Package Data Entry

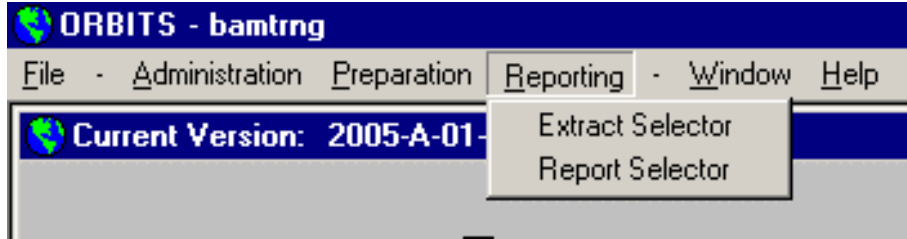
The **Package Data Entry** window is useful when inputting large volumes of package data into the Essential and Policy Package columns. The **Package Detail** window is more useful when analyzing data or modifying individual budget amounts



⇒ Transfers / Special Payments View

The **Transfers / Special Payments View** screen is a view only screen that displays ‘**Transfers Generated by Agency**’ (summary of revenue transfers and special payment transactions generated by the agency) and ‘**Transfers External to Agency**’ (summary of revenue transfers and special payment transactions generated by other agencies). This view-only screen is similar to the AB50 screen in ABIS.

Reporting



⇒ Reporting

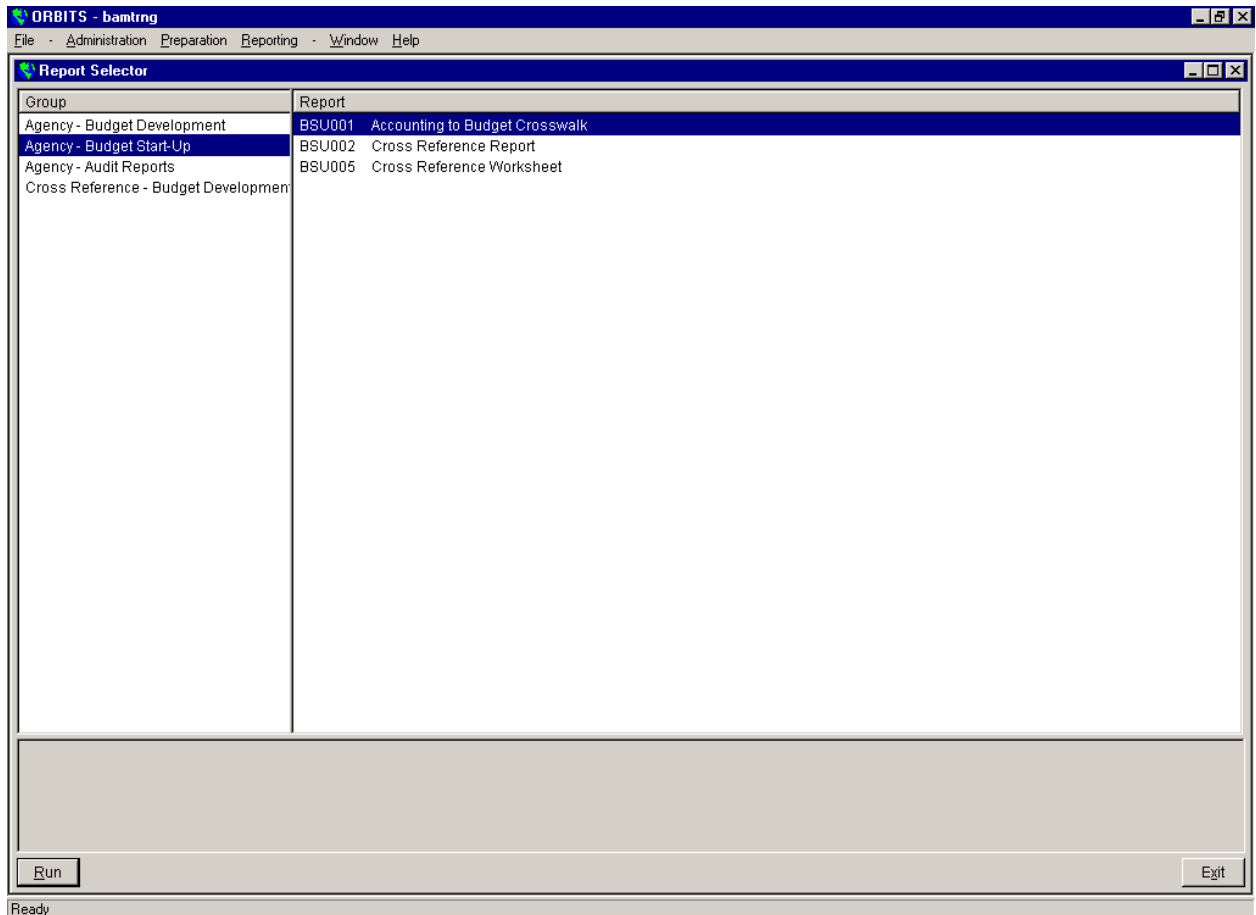
⇒ Extract Selector

This menu option takes you to the 'Select an Extract' window, where you may choose an extract to run.

⇒ Report Selector

This menu option takes you to the Report Selector window that displays all of the reports available for your online viewing and printing.

Report Selector



Users can order and print ORBITS reports locally without having to contact the SABR section. Report Security determines the reports available to the user. User Security determines the agencies and data available to the user.

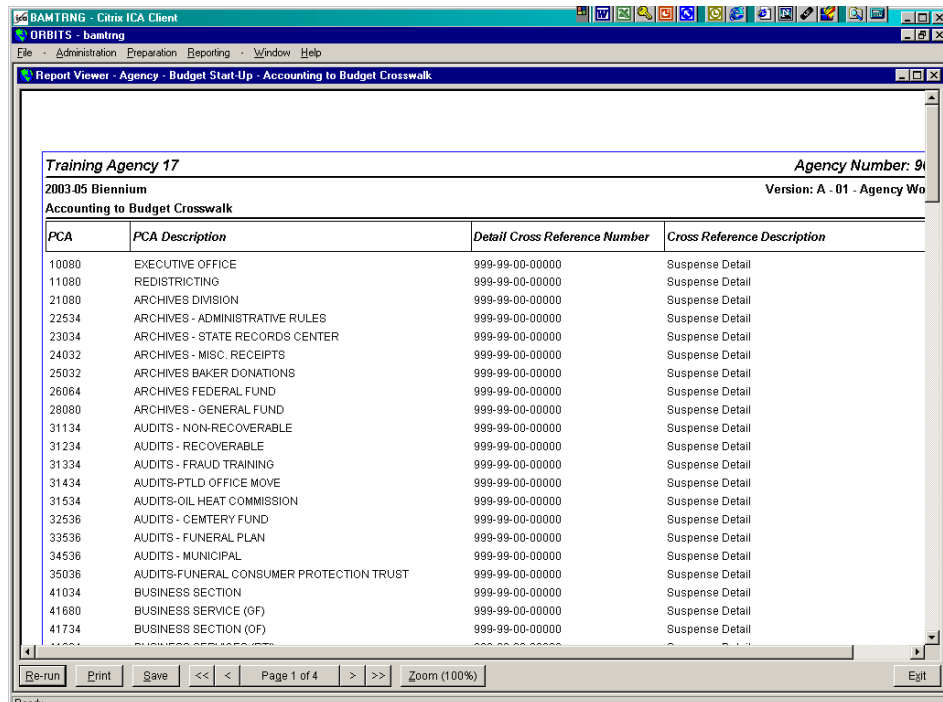
Menu Path: ⇒ Reporting ⇒ Report Selector

- Select a report **Group** to display the reports available in that Group.
- Click on the **Report** in the right-hand side of the window.
- Click **Run** (or <Enter>) to run the report.

The report will run and be displayed in a print preview mode. The user can choose to review the report and/or print the report at a local printer. User's can also choose to save the report in a generic text file for later use or analysis.

Application users have many options available to them when a report is run:

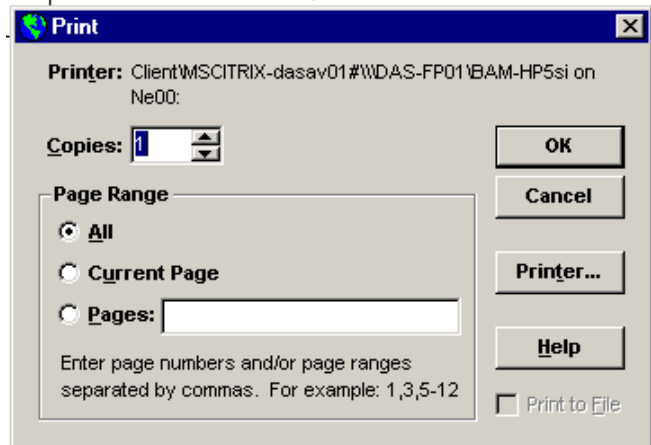
- **Re-run:** Run the report again
- **Print:** Print the report
- **Save:** Save the report
- <<: Navigate to Page 1
- <: Navigate 1 page back
- **Page _ of _:** Select which page to navigate to
- >: Navigate 1 page forward
- >>: Navigate to the last page of the report
- **Zoom:** Change the zoom on the report (the size of the view)
- **Exit:** Exit the report



One of the handiest options from Print Preview is **Re-run**. Users can toggle between a data entry window and the report screen to enter and review budget data. This can be especially handy when using high-level summary reports.

When you **Print** a report the application will ask you how you want the report printed. You have many options to choose from on the pop-up Print window. You can:

- Print one or multiple **Copies**
- Print **All** pages
- Print the **Current Page**
- Print a specific **Page** or **Pages**
- Choose another **Printer ...**
- **Cancel** the print job
- **OK** the job for printing

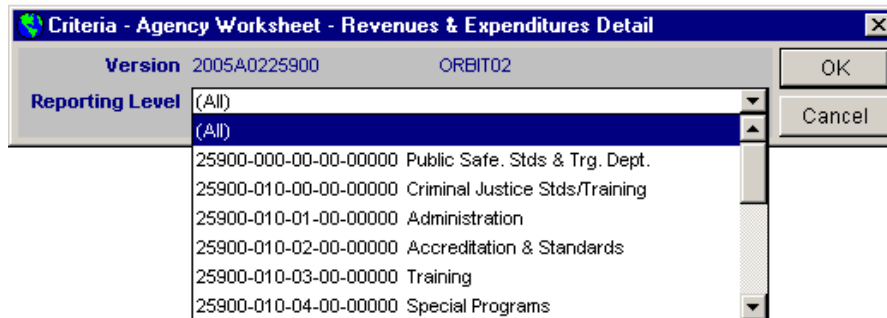


Note:

Reports come back 'blank' when there is no data to report, leaving the impression the report did not run. A future release will include an informational message to explain this to the user.

Using the Aggregation Function on Reports

Some reports are designed to provide information at either the Detail Cross-Reference level or the Summary Cross-Reference level, such as the BDV-001A. The report can be ordered for one or all Detail Cross-References, and it can be ordered for a Summary Cross-Reference with all of the lower-level detail data aggregated up.

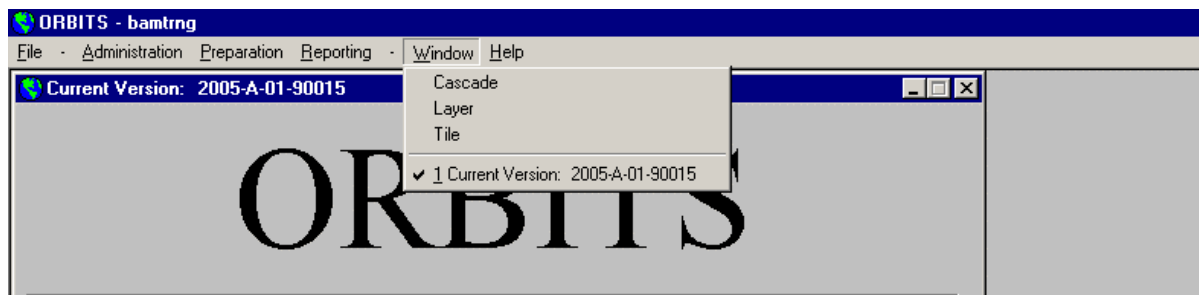


- **(All)** = Reports for all Detail Cross-References that have data entered. The report will not be aggregated to the Summary Cross-Reference or Agencywide. For the BDV-001A, this selection is similar to the last section of agency worksheets.
- **xxxxx-000-00-00-00000** = Reports information aggregated to the Agency-wide level. For the BDV-001A, this selection is similar to the first section of agency worksheets.
- **Summary Cross-Reference** = Reports information aggregated to the specific

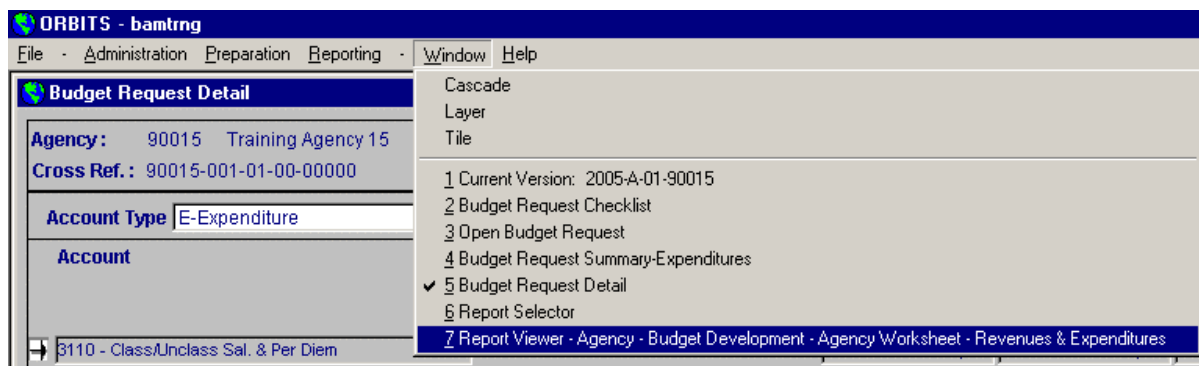
Summary Cross-Reference level. For the BDV-001A, this selection is similar to the middle section of agency worksheets. However, each Summary Cross-Reference would have to be ordered individually.

- **Detail Cross-Reference** = Reports data for the specific Detail Cross-Reference level.

Window



This menu option works much like the Window menu in other applications. You can view and choose from the windows that are open in the application. You can also choose how to display the windows. In the example below, the user is about to navigate (toggle) back to the Budget Request Detail window.



Section D – 2003-2005 Budget Preparation Process

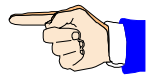
Overview

The following section describes the steps necessary to complete the budget preparation process. It will tell you what to do to complete each step, who is responsible for what actions, and what approvals you need. Please try to work through the steps to the best of your ability. If you have experienced agency staff available use them as a resource. If you have exhausted all other resources refer to the help call list on page 44. Due to the high volume of activity during the budget season it may be up to one working day before your call is returned.

Development of 2003-2005 Cross-Reference Numbers

Prerequisite to Developing Cross-Reference Numbers

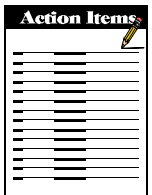
- ◆ User has security set up for the application.
- ◆ User is established as official agency SABR Coordinator.
- ◆ Changes to Summary Cross-References and major changes to Detail Cross-References have been discussed and approved with BAM and LFO Analysts.



Responsibilities

Agency

- ❖ Requests cross-reference updates (changes and additions) in writing. Include all required information.
- ❖ SABR Section staff obtains BAM Analyst approval prior to input into ORBITS, if necessary. Agency should discuss with analyst prior to submitting.
- ❖ Ensure that cross-reference hierarchy is accurate.
- ❖ Complete and submit Cross-Reference Audit Transmittal form to the SABR Section prior to or by deadline. All changes need to be in system prior to submitting transmittal. Do not submit changes with transmittal.



SABR Section

- ❖ Adds new, or makes changes to existing cross-reference numbers as requested by agency.
- ❖ Agencies will be notified by SABR Section staff that their cross-reference modifications have been completed and are ready for review either on line or in printed format from their remote location.
- ❖ Performs audit of cross-reference hierarchy for accuracy.
- ❖ Provides agency with a copy of the approved cross-reference audit transmittal.

BAM Analysts

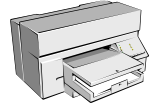
- ❖ Approves all summary cross-reference numbers and, at times, detail cross-reference numbers.

Development of 2003-2005 Cross-Reference Numbers (Cont'd)

Reports

The following reports will be utilized during this phase to assist agencies.

- ❖ BSU002 Cross-reference Report



Checklist

- My request to change existing or add new cross-reference numbers contains all necessary information?

Changes to existing cross-reference numbers – Changes to the title or description are the only changes allowed. Description can be no longer than 45 characters.



Addition of new cross-reference numbers – Required data elements are:

- 45 character title/description
 - 12 digit cross-reference number
 - Is it an “A” (detail) or “B” (summary) level
 - If it’s an “A” level, what is the “B” level it points to
- All Detail Cross Reference numbers rolling to the correct Parent and Summary Cross Reference number?
 - My Summary Cross Reference numbers reflect budget presentation level agreed to by BAM and LFO Analysts.
 - Cross-reference changes have prior approval from BAM Analyst?

Audits for this phase

- Cross-reference audit at beginning of Budget Preparation to determine Summary Cross References for budget presentation.



Screens

- Logon Screen -- Data Entry Guide, Page 12

Pointing of PCAs / Indexes to Cross-Reference Numbers

Prerequisite

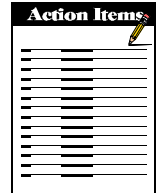
- ◆ Agency must notify the SABR Section whether they are using PCAs or Indexes to record accounting data in R*STARS.
- ◆ SABRS has loaded PCA/Index information into Accounting Crosswalk Table.



Responsibilities

Agency

- ❖ Re-points PCAs or Indexes from the Suspense Cross Reference number to appropriate Detail Cross Reference number in Accounting Crosswalk window.
- ❖ Runs a BSU001 ORBITS report after completing crosswalk exercise to use as a starting point for cleaning up actuals load.
- ❖ Submits PCA/Index to Cross-Reference Crosswalk Audit Transmittal to SABR Section.



SABR Section

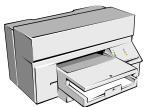
- ❖ Performs PCA/Index to Cross-Reference Crosswalk audit.

BAM Analysts

- ❖ N/A

Reports

- ❖ BSU001 Accounting to Budget Crosswalk



Checklist to complete this Phase

- Re-point PCAs or Indexes from the detail Suspense Cross-Reference number to appropriate Detail Cross Reference number.
- Run a BSU001 ORBITS report after completing crosswalk exercise to use as a starting point for cleaning up actuals load.
- Verify that PCAs/Indexes are no longer pointed to the ORBITS Suspense Detail Cross-Reference number (xxxxx-999-99-00-00000). If you have PCAs/Indexes you feel need to remain pointed to the Suspense Cross-Reference number, you must have SABRS prior approval to do so.
- Submit PCA/Index to Cross-Reference Crosswalk Audit Transmittal to SABR Section.



Pointing of PCAs / Indexes to Cross-Reference Numbers (Cont'd)

Audits for this phase

- PCA/Index to Cross-Reference Crosswalk Audit



Screens

- Logon Screen -- Data Entry Guide, Page 12
- Accounting Crosswalk -- Data Entry Guide, Page 32
Menu Path
Administration → Cross Reference → Accounting Crosswalk

1999-2001 Actuals Audit Preparation

Prerequisite

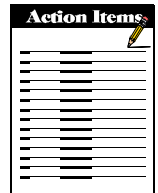
- ◆ Agency must complete the “Pointing of PCAs / Indexes to Cross-Reference Numbers” process and have passed audit.



Responsibilities

Agency

- ❖ Performs the tasks noted in the ‘Checklist’ portion of this process, in order to verify 1999-2001 information and reconcile to the SABRS provided DAFR6150 Report from R*STARS.
- ❖ Is responsible for manual revisions if the actual amounts do not reconcile with R*STARS balances for this period. Revisions are made online in ORBITS.
- ❖ Runs Audit Error Report – Report AUD100 -- and resolves any discrepancies.
- ❖ When 1999-2001 Actuals information is complete, the agency submits an ORBITS 1999-2001 Actuals Audit Transmittal form to the SABR Section.



SABR Section

- ❖ Coordinates with IRMD what date the Actuals Load data will be captured.
- ❖ Provides a copy of the DAFR 6150 report to each agency, which provides the control totals to which the agencies will need to balance to.
- ❖ Runs program to load R*STARS data into ORBITS.
- ❖ Verify actuals load totals against DAFR 6150.
- ❖ Working with IRMD, resolves any discrepancies.
- ❖ Unlocks Actuals column for agency access.
- ❖ Receives Actuals Audit Transmittal.
- ❖ Locks Actuals Column for agency submitting transmittal.
- ❖ Prints Actuals Audit Report.
- ❖ Performs Actuals audit, working with agency to resolve any problems.
- ❖ Obtains BAM analyst approval.
- ❖ Mails a copy of the approved ORBITS 1999-2001 Actuals Audit Transmittal and a current ORBITS Actuals audit to the agency for its files. If disapproved, the agency is notified with instructions for corrections.

BAM Analysts


- ❖ Reviews Actuals Audit and either approves or denies.

1999-2001 Actuals Audit Preparation (Cont'd)

Reports

- ❖ BDV001 Agency Worksheet – Revenues & Expenditures Detail – Agency-wide Level
- ❖ BDV001A Agency Worksheet – Revenues & Expenditures Detail – Cross Reference Level
- ❖ BDV006 Consolidated Summary by Appropriated Fund
- ❖ AUD100 Audit Error Report

Checklist to complete this Phase

- Verify that total expenditures balance to R*STARS data (DAFR 6150 report as of 2/22/02) by fund type. 
- Enter Beginning Balances (Account #0025) if applicable.
 - Beginning Balance amounts must equal the Ending Balances, by fund type (Lottery, Other, and Federal Funds) in the 1997-1999 Actuals column in the agency's 2001-2003 Legislatively Adopted ABIS budget documents.
 - No General Fund Beginning Balances are allowed.
 - This is audited at the agency-wide level.
- Enter the total General Fund appropriation (Account #0050) approved by the Legislature, including all Emergency Board actions, into appropriate Detail Cross Reference number.
 - Remember this value is total approved, not total expended.
 - If approved General Fund was not expended, the balance must be entered (as a negative number) into the General Fund Reversion account (Account #9900).
 - This is audited at the agency-wide level as well as at the Summary Cross Reference number level.
- Verify that revenue and expenditure transfers between agencies balance. These accounts are audited at the agency-wide level.
 - Accounts involved are:
 - 1xxx -- For Revenue Transfers-In the first digit of the account number is a 1 followed by the first three digits of the transferring agency number, i.e., 1107 would be a transfer from Department of Administrative Services.
 - 2xxx – For Revenue Transfers-Out the first digit of the account number is a 2 followed by the first three digits of the agency number to whom you are transferring to, i.e., 2330 would be a transfer to the Office of Energy.
 - 6xxx – For Special Payments the first digit of the account number is a 6 followed by the first three digits of the agency number to whom you are making a special payment to, i.e., 6114 would be a Special Payment to the Long Term Care Ombudsman.
- Verify that Lottery Proceeds are equal to lottery allocation from the Department of Administrative Services or the Oregon Watershed Enhancement Board. Lottery Proceeds account number is 1040. This is audited at the agency-wide level.

1999-2001 Actuals Audit Preparation (Cont'd)

- ❑ Review and reclassify generic Revenue Transfers In, Revenue Transfers Out and Special Payments using more appropriate accounts. Accounts to reclass are #1050, #2050, and #6085. These are audited at the agency-wide level.
- ❑ Enter position and FTE counts that match to June 30, 2001 PICS Budget Execution month-end reports into the appropriate Detail Cross Reference numbers. This is audited at the agency-wide level.
- ❑ Verify General Fund reversions with R*STARS records and enter at the Detail Cross Reference number level.
- ❑ Run Audit Error Report – Report AUD100 – from the “B” level S01 version and resolve discrepancies. If audit errors remain and you feel they are appropriate, please discuss with ORBITS auditor prior to submitting audit transmittal.
- ❑ Submit ORBITS 1999-2001 Actuals Audit Transmittal form to the SABR Section. Please attach a copy of the audit error report and documentation describing the issue as agreed to with the ORBITS auditor in the above step. If no errors remain, please note on the audit transmittal that there is “no audit error report”.

NOTE:

- The agency’s total approved General Fund budget is audited against the DAS Statewide Budget Summary document. This document tracks agency Legislatively Approved budgets by appropriation bill and all Emergency Board actions. Agencies should use the allotment 62 screen in R*STARS to verify this value. Agencies cannot use their 2001-2003 Budget Preparation ABIS worksheets as they do not contain all approved 1999-2001 Emergency Board actions. This is audited at the agency-wide and/or Summary Cross Reference number level if applicable.
- Personal Services expenditures must be spread throughout appropriate Salaries and Wages accounts and appropriate Other Payroll Expenses (OPE) accounts. Use of the Other OPE account #3280 is restricted and requires prior approval by the ORBITS Auditor.
- Services and Supplies expenditures must appropriately reflect actual expenses of the agency. Consolidation of expenditures into a minimal number of accounts will be reviewed and questioned during the audit process.
- The ORBITS Auditor will be reviewing account postings as compared to other columns displayed on the ORBITS worksheets/audit documents and note any unusual differences between columns to discuss with the agency and/or Budget and Management (BAM) analyst.

1999-2001 Actuals Audit Preparation (Cont'd)

Audits for this phase

- ORBITS 1999-2001 Actuals Audit.



Screens

- Logon Screen -- Data Entry Guide, Page 12
- Budget Request Detail -- Data Entry Guide, Page 42
Menu Path
Preparation → Budget Request Checklist → Open Budget Request → [select appropriate cross reference number] → Expenditures – or – Revenue → Go to Screen Button → Detail Command Button

2001-2003 Estimates Audit Preparation

Prerequisite

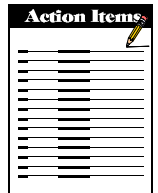
- ◆ ORBITS 1999-2001 Actuals Audit must be completed and approved by the BAM Analyst and the Emergency Board column must be ready for audit before the 2001-2003 Estimates column audit can be started by SABRS staff.



Responsibilities

Agency

- ❖ Enters 2001-2003 Estimates data on-line in ORBITS.
- ❖ Enters information, noted in the 'Checklist' portion of this process, into ORBITS.
- ❖ Runs Audit Error Report – Report AUD100 -- and resolves any discrepancies.
- ❖ A combined audit is conducted on the 2001-2003 Emergency Boards, and Estimates columns. When both columns are complete, the agency submits an ORBITS 2001-2003 Emergency Boards and Estimates Audit Transmittal form to the SABR Section.



SABR Section

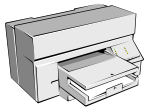
- ❖ Unlocks Estimates column.
- ❖ Locks Estimates column.
- ❖ Prints Estimates audit.
- ❖ A combined audit is conducted on the 2001-2003 Emergency Boards and Estimates columns.
- ❖ Completes Estimates column audit, working with agency to resolve any problems.
- ❖ Obtains BAM analyst approval.
- ❖ Mails a copy of the approved ORBITS 2001-2003 Estimates Audit Transmittal and a current ORBITS Estimates audit to the agency for its files. If disapproved, the agency is notified with instructions for corrections.

BAM Analysts

- ❖ Reviews Estimates Audit and either approves or denies.

Reports

- ❖ AUD100 Audit Error Report
- ❖ BDV001 Agency Worksheet – Revenues & Expenditures Detail – Agency
- ❖ BDV001a Agency Worksheet – Revenues & Expenditures Detail – Cross Reference Level



Checklist to complete this Phase

- Enter Beginning Balances (Accounts #0025) by appropriated fund type.
 - These amount(s) must equal the 1999-2001 Actuals ending balance, by appropriated fund type, as approved in the 1999-2001 ORBITS Actuals audit.
 - This is audited at the agency-wide level.



2001-2003 Estimates Audit Preparation (Cont'd)

- Enter the total General Fund appropriation (Account #0050) approved by the Legislature, including all Emergency Board actions, into appropriate Detail Cross Reference numbers.
 - Remember this value is total approved, not total of projected expenditures.
 - If approved General Fund is not anticipated to be fully expended, the balance must be entered (as a negative number) into the General Fund Reversion account #9900.
 - General Fund appropriation must be equal to or greater than expenditures by Summary Cross Reference number.
 - This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- Lottery, Other and Federal Funds revenues should reflect current estimates, and must be sufficient to fund projected expenditures. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- Verify that revenue and expenditure transfers between agencies balance.
 - Accounts involved are:
 - 1xxx -- For Transfers-In the first digit of the account number is a 1 followed by the first three digits of the transferring agency number, i.e., 1107 would be a transfer from Department of Administrative Services.
 - 2xxx – For Transfers-Out the first digit of the account number is a 2 followed by the first three digits of the agency number to whom you are transferring to, i.e., 2330 would be a transfer to the Office of Energy.
 - 6xxx – For Special Payments the first digit of the account number is a 6 followed by the first three digits of the agency number to whom you are making a special payment to, i.e., 6114 would be a Special Payment to the Long Term Care Ombudsman.

These accounts are audited at the agency-wide level.
- The subtotal of General Fund revenues (ORBITS Appropriated Fund #8800) must be equal to the Transfer to the General Fund (ORBITS Account #2950 / Appropriated Fund #8800). This is audited at the agency-wide level.
- Revenue transfers (Intrafunds) must balance within the agency. Account #1010 must equal account #2010. This is audited at the agency-wide level.
- Indirect Cost Transfers must balance within the agency. Account #1020 must equal account #2020. This is audited at the agency-wide level.
- Residual Equity Transfer-In and Out must balance. Account #1030 must equal account #2030. This is audited at the agency-wide level.

2001-2003 Estimates Audit Preparation (Cont'd)

- ❑ Verify that transfer from General Fund, recorded as Other Funds, is equal to Intraagency General Fund Transfers, posted as General Fund. Account #1060 must equal account #6060. This is audited at the agency-wide level.
- ❑ Verify that Lottery Proceeds are equal to lottery allocation from the Department of Administrative Services or the Oregon Watershed Enhancement Board, if applicable. Lottery Proceeds Account number is 1040. This is audited at the agency-wide level.
- ❑ Verify that there are no negative Lottery, Other or Federal Funds ending balances (these are not allowed). Also verify that there are no General Fund ending balances, either positive or negative (these too are not allowed). General Fund reversions must be entered as negative numbers in account #9900. Revenues must be sufficient to cover expenditures. Ending balances are system generated and are altered by changing revenues and/or expenditures. These things are audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Run Audit Error Report – Report AUD100 from the “B” level S01 version -- and resolve any discrepancies. If audit errors remain and you feel they are appropriate, please discuss with ORBITS auditor prior to submitting audit transmittal.
- ❑ Submit the ORBITS 2001-2003 Emergency Boards and Estimates Audit Transmittal form to the SABR Section once both this process as well as the Emergency Board process is completed. Please attach a copy of the audit error report and documentation describing the issue as agreed to with the ORBITS auditor in the above step. If no errors remain, please note on the audit transmittal that there is “no audit error report”.

NOTE:

- Expenditures are audited against the 2001-2003 Approved Budget column in ORBITS, with large deviations between accounts in these columns noted for the BAM Analyst review. Expenditures are audited at the agency-wide as well as at the Summary Cross Reference number level.
- Expenditure projections cannot exceed the 2001-2003 Approved Budget amounts, agency-wide. Agencies need to account for unscheduled amounts in the allotment system as they prepare their Estimates. Variances from Approved Budget amounts at the Summary Cross Reference number level are allowable, depending on the detail approved in the agency budget bill and specificity of the Emergency Board actions and will be noted for the BAM analyst review. Again, these items are audited at the agency-wide as well as at the Summary Cross Reference number level.
- Future Emergency Board (post April 2002 meeting) Nonlimited adjustments or special session actions are not allowed in the Biennial Estimate column. Agencies are to request post-April 2002 Emergency Board items in Policy Packages in the 2003-2005 Agency Request, Governor’s Budget or Legislatively Adopted budget cycles, if desired. See Budget Instructions page 25 for new Policy Package 080 guidelines.

2001-2003 Estimates Audit Preparation (Cont'd)

- Personal Services expenditures must be entered into appropriate Salaries and Wages accounts and be distributed appropriately in the OPE accounts. Personal Services projections should include actions from permanently financed reallocation packages and DAS administratively approved Limited Duration positions. Use of the Other OPE account #3280 is restricted and requires prior approval from the ORBITS Auditor.
- Position and FTE counts from the latest set of agency PICS Month-End reports are to be used in this column. These values include all actions to date due to reallocation packages and administratively approved Limited Duration positions.
- Services and Supplies projections must be distributed appropriately to individual accounts to reflect an accurate picture of anticipated expenditures. Consolidation of expenditures into a minimal number of accounts will be questioned during the audit process.

Audits for this phase

- ORBITS 2001-2003 Emergency Boards and Estimates Audit.



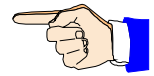
Screens

- Logon Screen -- Data Entry Guide, Page 12
- Budget Request Detail -- Data Entry Guide, Page 37
 - Menu Path
Preparation → Budget Request Checklist → Open Budget Request → [select appropriate cross reference number] → Expenditures – or – Revenue → Go to Screen Button → Detail Command Button

2001-2003 Emergency Boards Audit Preparation

Prerequisite

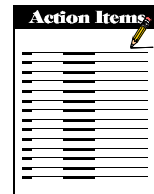
- ◆ ORBITS 1999-2001 Actuals audit must be completed and approved by the BAM Analyst before the Emergency Boards column audit can be started by SABRS staff.



Responsibilities

Agency

- ❖ Enters 2001-2003 Emergency Boards, Special Session, and Nonlimited Administrative Actions on-line in ORBITS.
- ❖ Enters information, noted in the 'Checklist' portion of this process, into ORBITS.
- ❖ A combined audit is conducted on the 2001-2003 Emergency Boards and Estimates columns. When both columns are complete, the agency submits an ORBITS 2001-2003 Emergency Boards and Estimates Audit Transmittal form to the SABR Section.
- ❖ Runs Audit Error Report – Report AUD100 -- and resolves any discrepancies.



SABR Section

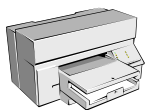
- ❖ Unlocks Emergency Boards column.
- ❖ Locks Emergency Boards column.
- ❖ Prints Emergency Boards column audit.
- ❖ A combined audit is conducted on the 2001-2003 Emergency Boards, and Estimates columns.
- ❖ Completes Emergency Boards column audit, working with agency to resolve any problems.
- ❖ Obtains BAM analyst approval.
- ❖ Mails a copy of the approved ORBITS 2001-2003 Emergency Boards Audit Transmittal and a current ORBITS Emergency Boards audit to the agency for its files. If disapproved, the agency is notified with instructions for corrections.

BAM Analysts

- ❖ Reviews Emergency Boards column Audit and approves or denies.


Reports

- ❖ AUD100 Audit Error Report
- ❖ BDV001 Agency Worksheet – Revenues & Expenditures Detail – Agency
- ❖ BDV001A Agency Worksheet – Revenues & Expenditures Detail – Cross Reference Level



2001-2003 Emergency Boards Audit Preparation (Cont'd)

Checklist to complete this Phase

- ❑ Beginning Balance (Account #0025) changes are not allowed unless specifically directed by the Emergency Board and noted in Emergency Board minutes or through special session actions. This is audited at the agency-wide as well as at the Summary Cross Reference number level. 
- ❑ Verify that the General Fund appropriation (Account #0050) is updated to reflect Emergency Board or Special Session approval of additional General Fund expenditure limitation. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Enter Lottery, Other and/or Federal Funds limitation and revenue changes approved by Emergency Board action, Special Session actions, or by the Department of Administrative Services for Nonlimited increases. These items are audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Verify that revenue and expenditure transfers between agencies balance.
 - Accounts involved are:
 - 1xxx -- For Transfers-In the first digit of the account number is a 1 followed by the first three digits of the transferring agency number, i.e., 1107 would be a transfer from Department of Administrative Services.
 - 2xxx – For Transfers-Out the first digit of the account number is a 2 followed by the first three digits of the agency number to whom you are transferring to, i.e., 2330 would be a transfer to the Office of Energy.
 - 6xxx – For Special Payments the first digit of the account number is a 6 followed by the first three digits of the agency number to whom you are making a special payment to, i.e., 6114 would be a Special Payment to the Long Term Care Ombudsman.

These accounts are audited at the agency-wide level.
- ❑ The subtotal of General Fund Revenues (ORBITS Appropriated Fund #8800) must be equal to the Transfer to the General Fund (ORBITS Account #2950 / Appropriated Fund #8800). This is audited at the agency-wide level.
- ❑ Intrafund transfers within the agency must balance. Account #1010 must equal account #2010. This is audited at the agency-wide level.
- ❑ Indirect Cost Transfers must balance within the agency. Account #1020 must equal account #2020. This is audited at the agency-wide level.
- ❑ Residual Equity Transfers-In and Out must balance. Account #1030 must equal account #2030. This is audited at the agency-wide level.
- ❑ Verify that transfer from General Fund, recorded as Other Funds, is equal to Intraagency General Fund Transfers, posted as General Fund. Account #1060 must equal account #6060. This is audited at the agency-wide level.

2001-2003 Emergency Boards Audit Preparation (Cont'd)

- ❑ Verify that changes to the Transfer In Lottery Proceeds (Account #1040) to support increased Lottery Funds expenditure limitation is equal to the lottery allocation from DAS or from the Oregon Watershed Enhancement Board, if applicable. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Emergency Board and special session actions to Position and FTE counts for an agency are entered by the agency. Actions approved administratively by DAS through the reallocation process or the administrative establishment of Limited Duration positions are not reflected in this column. These items are audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Increases to Nonlimited expenditure limitations (Other and Federal Funds) may have been approved administratively by DAS through the allotment process. If such approval was received and processed in the allotment system prior to May 1, 2002, reflect the increased expenditure and revenue information in the appropriate Summary Cross Reference number and appropriated fund type in ORBITS. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Other DAS administratively approved changes through the allotment and reallocation processes are not to be entered in the 2001-2003 Emergency Board column, but if approved and processed prior to May 1, 2002, may be recorded in the 2001-2003 Estimates column.
- ❑ Run Audit Error Report – Report AUD100 – from the “B” level S01 version and resolve any discrepancies. If audit errors remain and you feel they are appropriate, please discuss with ORBITS auditor prior to submitting audit transmittal.
- ❑ Submit the ORBITS 2001-2003 Emergency Boards and Estimates Audit Transmittal form to the SABR Section once both this process as well as the Emergency Boards process is completed. Please attach a copy of the audit error report and documentation describing the issue as agreed to with the ORBITS auditor in the above step. If no errors remain, please note on the audit transmittal that there is “no audit error report”. Please also note on face of transmittal the dates of Emergency Board meetings and which item numbers were used to complete data in the Emergency Boards columns. Also include all bill numbers (both revenue and expenditure related) from both special legislative sessions.

NOTE:

- Other Funds revenues may change in this column, but not necessarily. If additional Other Funds expenditure limitation was granted by the Emergency Board or special session, existing revenues reflected in the 2001-2003 Adopted budget column in the Ending Balance account may be sufficient to cover the increased expenditures.

2001-2003 Emergency Boards Audit Preparation (Cont'd)

- Federal Funds (Account #0995) revenue is usually updated if additional Federal Funds expenditure limitation is granted.
- As long as there are sufficient revenues in the 2001-2003 Approved column in ORBITS to cover the sum of the 2001-2003 Adopted and 2001-2003 Emergency Board and special session expenditures with no negative ending balances in the 2001-2003 Approved Budget column, the agency may carry negative ending balances in the 2001-2003 Emergency Boards column. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- Increases to Nonlimited expenditure limitations/revenues (Other and Federal Funds) may have been approved administratively by DAS through the allotment process. If such approval was received and processed in the allotment system prior to May 1, 2002, reflect the increased expenditure and revenue information in ORBITS. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- Adjustments between accounts are not allowed unless they are part of approved Emergency Board or special session actions. This is not an opportunity to “clean up” revenue accounts. Updated revenue projections are to be recorded in the 2001-2003 Estimates column. These are audited at the agency-wide as well as at the Summary Cross Reference number level.
- Expenditures are audited at the level of detail, by fund type, provided by the Emergency Board minutes and special session appropriation bills and Budget Reports. These things are audited at the agency-wide as well as at the Summary Cross Reference number level.
- Expenditure entries in the Emergency Board column cannot result in negative expenditures by account at the Summary Cross-Reference or Agency-wide levels in the 2001-2003 Legislatively Approved column. These are audited at the agency-wide as well as at the Summary Cross Reference number level.
- Personal Services expenditure increases must be entered into appropriate Salaries and Wages and OPE accounts. Use of the Other OPE account #3280 is restricted and requires prior approval from the ORBITS Auditor.

Audits for this phase

ORBITS 2001-2003 Emergency Boards and Estimates Audit.



Screens

- Logon Screen -- Data Entry Guide, Page 12
- Budget Request Detail -- Data Entry Guide, Page 37
Menu Path
Preparation → Budget Request Checklist → Open Budget Request → [select appropriate cross reference number] → Expenditures – or – Revenue → Go to Screen Button → Detail Command Button

2003-2005 Agency Request – Base Budget Development

Prerequisite

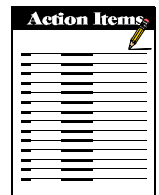
- ◆ Cross-Reference Numbers developed and Audit completed
- ◆ ORBITS 1999-2001 Actuals Audit completed
- ◆ ORBITS 2001-2003 Emergency Board Audit completed
- ◆ ORBITS 2001-2003 Estimates Audit completed
- ◆ PICS Start-up Audit completed



Responsibilities

Agency

- ❖ Enters all Agency Request information into the ORBITS system.
- ❖ Runs Audit Error Report – Report AUD100 -- and resolves any discrepancies.
- ❖ When the agency's ORBITS 2003-2005 complete (Base + Essential Packages + Policy Packages) Agency Request Budget is complete, the agency submits an ORBITS 2003-2005 Agency Request Audit Transmittal and a completed Summary of 2003-2005 Budget (CSL) form (107BF03) to the SABR Section. This form must be submitted at the agency-wide and Summary (B) Cross-Reference levels.



SABR Section

- ❖ Unlocks Agency Request column.
- ❖ Locks Agency Request column.
Note: An agency's 2001-2003 Emergency Boards and Estimates and 2003-2005 Agency Request PICS audits must be completed and approved by the BAM analyst before the SABR Section will begin the ORBITS 2003-2005 Agency Request audit. See PICS tab of manual for PICS audit guidelines.
- ❖ Prints Agency Request audit.
- ❖ Completes Agency Request audit, working with agency to resolve any problems.
- ❖ Obtains BAM analyst approval
- ❖ Mails a copy of the approved ORBITS 2003-2005 Agency Request Audit Transmittal and a current ORBITS Agency Request audit to the agency for its files. If disapproved, the agency is notified with instructions for corrections.
- ❖ Produces and provides ORBITS budget and budget support documents to the agency. These are provided to the agency for inclusion in the agency printed budget.

BAM Analysts

- ❖ Reviews Agency Request Audit and approves or denies


Reports

- ❖ BDV002 Detail Revenues & Expenditures – Requested Budget – Agency
- ❖ BDV002A Detail Revenues & Expenditures – Requested Budget – Cross Reference
- ❖ AUD100 Audit Error Report



2003-2005 Agency Request – Base Budget Development (Cont'd)

Checklist to complete the Agency Request phase

- ❑ Beginning Balance (Account #0025) must equal the ending balance, by appropriated fund type, from the 2001-2003 Estimates column. This is audited at the agency-wide level. 
- ❑ Verify that the General Fund appropriation (Account #0050) is equal to the total requested General Fund expenditures for both base and packages. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Verify that the Lottery, Other and Federal Funds revenues are sufficient to cover requested expenditures for both base and packages. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Verify that revenue and expenditure transfers between agencies balance.
 - Accounts involved are:
 - 1xxx -- For Transfers-In the first digit of the account number is a 1 followed by the first three digits of the transferring agency number, i.e., 1107 would be a transfer from Department of Administrative Services
 - 2xxx – For Transfers-Out the first digit of the account number is a 2 followed by the first three digits of the agency number to whom you are transferring to, i.e., 2330 would be a transfer to the Office of Energy.
 - 6xxx – For Special Payments the first digit of the account number is a 6 followed by the first three digits of the agency number to whom you are making a special payment to, i.e., 6114 would be a Special Payment to the Long Term Care Ombudsman.

These accounts are audited at the agency-wide level.
- ❑ The subtotal of General Fund Revenues (ORBITS Appropriated Fund #8800) must be equal to the Transfer to the General Fund (ORBITS Account #2950 / Appropriated Fund #8800). This is audited at the agency-wide level.
- ❑ Intrafund transfers within the agency must balance. Account #1010 must equal account #2010. This is audited at the agency-wide level.
- ❑ Indirect Cost Transfers must balance within the agency. Account #1020 must equal account #2020. This is audited at the agency-wide level.
- ❑ Residual Equity Transfers-In and Out must balance. Account #1030 must equal account #2030. This is audited at the agency-wide level.
- ❑ Verify that transfer from General Fund, recorded as Other Funds, is equal to Intraagency General Fund Transfers, posted as General Fund. Account #1060 must equal account #6060. This is audited at the agency-wide level.

2003-2005 Agency Request – Base Budget Development (Cont'd)

- ❑ Verify that Transfer In Lottery Proceeds (Account #1040) is equal to new lottery allocation from DAS or from the Oregon Watershed Enhancement Board, if applicable. This is audited at the agency-wide.
- ❑ Verify that there are no negative Lottery, Other or Federal Funds ending balances (these are not allowed). Also verify that there are no General Fund ending balances, either positive or negative (these too are not allowed). Posting to the General Fund reversion account #9900 is not allowed in this column. General Fund appropriation must match expenditures exactly. Revenues must be sufficient to cover expenditures. Ending balances are system generated and are altered by changing revenues and/or expenditures. These things are audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Verify that the Vacancy Savings line item (Account #3455) in the 2003-2005 base budget is equal to the 2001-2003 Approved Budget value by appropriated fund type. Increases or decreases to this account are to be reflected in Essential Package 010. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- ❑ Runs Audit Error Report – Report AUD100 – from the “B” level S01 version and resolves any discrepancies. If audit errors remain and you feel they are appropriate, please discuss with ORBITS auditor prior to submitting audit transmittal.
- ❑ Submits the ORBITS 2003-2005 Agency Request Audit Transmittal form to the SABR Section once this complete Agency Request process is completed. Please attach a copy of the audit error report and documentation describing the issue as agreed to with the ORBITS auditor in the above step. If no errors remain, please note on the audit transmittal that there is “no audit error report”.

NOTE:

- The sum of the 2003-2005 Agency Request base budget expenditures for the following Non-PICS generated accounts, is audited against the 2001-2003 Approved Budget in ORBITS. They must match the sum of the 2001-2003 Legislatively Approved Budget values by appropriated fund type:
 - Temporary Appointments – account #3160
 - Overtime – account #3170
 - Shift Differential – account #3180
 - All Other Differentials – account #3190
 - Unemployment Assessments – account #3240
 - Including related OPE – various account numbersAll increases or decreases to these amounts must be requested in Essential or Policy Packages. These are audited at the agency-wide as well as at the Summary Cross Reference number level.

2003-2005 Agency Request – Base Budget Development (Cont'd)

- The 2001-2003 Legislatively Approved Budget values in the reconciliation accounts for Personal Services, Positions and FTE (Account #s 3465, 8180, 8280) are not to be carried forward to the 2003-2005 Agency Request base budget. These accounts are not to be used in developing Agency Request budgets. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- Services and Supplies base budget expenditures are also audited against the 2001-2003 Legislatively Approved Budget in ORBITS. Expenditures for the following line items must equal values in the 2001-2003 Approved Budget column by appropriated fund type.
 - State Government Service Charges – account #4225
 - Professional Services – account #4300
 - Attorney General – account #4325
 - Facilities Rental and Taxes – account #4425
- Increases or decreases to these accounts must be requested in Essential or Policy Packages. The Services and Supplies category total must equal the 2001-2003 Legislatively Approved Budget category totals by appropriated fund type. These items are audited at the agency-wide as well as at the Summary Cross Reference number level.
- Capital Outlay base budget expenditures are audited against 2001-2003 Legislatively Approved Budget values in ORBITS and must batch at the category total level by appropriated fund type. Increases or decreases to these accounts are requested in Essential and Policy Packages. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- Special Payment base budget expenditures are audited against the 2001-2003 Legislatively Approved Budget in ORBITS and must match at the category total level by appropriated fund type. Alterations to these category totals for 2003-2005 Agency Request are to be requested in Essential or Policy Packages. This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- Personal Services, Position or FTE reconciliation accounts use is not allowed in base, essential packages nor policy packages. There may be instances where, due to multiple package actions on positions, use of these accounts is required. Please discuss with the PICS and ORBITS Auditor prior to using these accounts.
 - Accounts involved are:
 - Personal Services Recon is account #3465
 - Position Recon is account #8180
 - FTE Recon is account #8280

This is audited at the agency-wide as well as at the Summary Cross Reference number level.
- No negative expenditures by account are allowed at either the agency-wide level or at the Summary Cross Reference number level. Watch for combined effect of account entries in the base, essential and policy packages. This is audited at the agency-wide as well as at the Summary Cross Reference number level.

2003-2005 Agency Request – Base Budget Development (Cont'd)

- SABR Section will audit the Summary of 2003-2005 Budget document (commonly referred to as the CSL document) submitted with the 2003-2005 Agency Request audit transmittal. The document itself will be audited by fund type at the agency-wide, Summary Cross Reference number, and package levels for accuracy of mathematical calculations. The document will then be audited by fund type against ORBITS at the agency-wide, Summary Cross Reference number, and package levels to ensure that ORBITS information matches to the CSL document submitted.
- Increases to Nonlimited expenditure limitations (Other and Federal Funds) may have been approved.

Audits for this phase

- ORBITS 2003-2005 Agency Request Audit.



Screens

- Logon Screen -- Data Entry Guide, Page 12
- Budget Request Detail -- Data Entry Guide, Page 37
Menu Path
Preparation → Budget Request Checklist → Open Budget Request → [select appropriate cross reference number] → Expenditures – or – Revenue → Go to Screen Button → Detail Command Button

2003-2005 Agency Request – Essential Package Development

Prerequisite to Essential Package Development

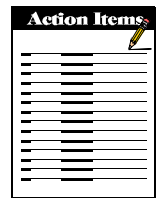
- ◆ Cross-Reference Numbers developed and Audit completed
- ◆ ORBITS 1999-2001 Actuals Audit completed
- ◆ ORBITS 2001-2003 Emergency Board Audit completed
- ◆ ORBITS 2001-2003 Estimates Audit completed
- ◆ PICS Start-up Audit completed



Responsibilities

Agency

- ❖ Ensure that all approved packages are assigned to the appropriate Summary Cross Reference number.
- ❖ Contact BAM Analyst with any changes that are necessary. Enters all Agency Request information into the ORBITS system.
- ❖ Runs Audit Error Report – Report AUD100 – and resolves any discrepancies.
- ❖ When the agency's ORBITS 2003-2005 Agency Request Budget is complete, the agency submits an ORBITS 2003-2005 Agency Request Audit Transmittal and a completed Summary of 2003-2005 Budget (CSL) form (107BF03) to the SABR Section. This form must be submitted at the agency-wide and Summary (B) Cross-Reference levels.



SABR Section

- ❖ Establish Essential Packages 010, 020, and 030 for all Summary (“B” level) Cross-Reference numbers in ORBITS.
- ❖ Assign all packages to the appropriate Summary Cross-Reference numbers as approved by the BAM Analyst.
- ❖ Unlocks access to Essential Package column.
Note: An agency's 2001-2003 Emergency Boards and Estimates, and 2003-2005 Agency Request PICS audits must be completed and approved by the BAM analyst before the SABR Section will begin the ORBITS 2003-2005 Agency Request audit. See PICS tab of manual for PICS audit guidelines.
- ❖ Locks Essential Package column.
- ❖ Prints Agency Request audit.
- ❖ Completes Agency Request audit, working with agency to resolve any problems.
- ❖ Obtains BAM analyst approval.
- ❖ Mails a copy of the approved ORBITS 2003-2005 Agency Request Audit Transmittal and a current ORBITS Agency Request audit to the agency for its files. If disapproved, the agency is notified with instructions for corrections.
- ❖ Produces and provides ORBITS budget and budget support documents to the agency. These are provided to the agency for inclusion in the agency printed budget.

2003-2005 Agency Request – Essential Package Development (Cont'd)

BAM Analysts


- ❖ Ensure that all approved packages are assigned to the appropriate Summary Cross Reference number.
- ❖ Either approves or denies requests for Essential Package establishments.
- ❖ Contacts SABR Section with any changes that are necessary.
- ❖ Reviews Agency Request Audit and approves or denies.

Reports

- ❖ BSU-003 Cross-reference Listing and Packages
- ❖ BSU-004 Package Listing by Priority
- ❖ BDV002 Detail Revenues & Expenditures – Requested Budget – Agency
- ❖ BDV002A Detail Revenues & Expenditures – Requested Budget – Cross Reference
- ❖ BDV004 Detail Revenues & Expenditures – Packages – Agency
- ❖ BDV004A Detail Revenues & Expenditures – Packages – Cross Reference
- ❖ BDV008 Package Summary by Appropriated Fund Group – Agency
- ❖ BDV008A Package Summary by Appropriated Fund Group – Cross Reference
- ❖ AUD100 Audit Error Report



Checklist to complete this Phase –

- Coordinated the development of Essential Packages with BAM Analyst using Current Service Level instructions contained in the 2003-2005 Budget and Legislative Concept Instructions manual, pages 17-24. 
- Written request to establish new Essential Package contains all necessary information?
 - Which Essential Package(s) numbers you are requesting.
 - Which Summary (“B” level) Cross-Reference numbers you want them associated with.
 - ORBITS contains standard titling information for Essential Packages – No need to provide a description for package.
- Packages established in the system by SABR Section staff and are associated to all of the appropriate summary cross-reference numbers?
- Data entered into the appropriate essential packages?

Audits for this phase

- ORBITS 2003-2005 Agency Request Audit



2003-2005 Agency Request – Essential Package Development (Cont'd)

Screens

- Logon Screen -- Data Entry Guide, Page 12
- Budget Request Detail -- Data Entry Guide, Page 37
 - Menu Path
 - Preparation → Budget Request Checklist → Open Budget Request → [select appropriate cross reference number] → Expenditures – or – Revenue → Go to Screen Button → Detail Command Button*
- Package Detail -- Data Entry Guide, Page 44
 - Menu Path
 - Preparation → Budget Request Checklist → Open Budget Request → [select appropriate cross reference number] → Expenditures – or – Revenue → Go to Screen Button → Pkg Detail Command Button*

2003-2005 Agency Request – Policy Package Development

Prerequisite

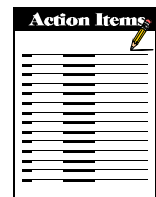
- ◆ Cross-Reference Numbers developed and Audit completed
- ◆ ORBITS 1999-2001 Actuals Audit completed
- ◆ ORBITS 2001-2003 Emergency Board Audit completed
- ◆ ORBITS 2001-2003 Estimates Audit completed
- ◆ PICS Start-up Audit completed



Responsibilities

Agency

- ❖ Identify policy packages needed.
- ❖ Assign agency-wide priorities to packages.
- ❖ Request policy package establishment.
- ❖ Ensure that all approved policy packages are assigned to the appropriate Summary Cross Reference number.
- ❖ Contact BAM Analyst with any changes that are necessary.
- ❖ Enter all Agency Request information into the ORBITS system.
- ❖ Run Audit Error Report – Report AUD100 – and resolves any discrepancies.
- ❖ When the agency's ORBITS 2003-2005 Agency Request Budget is complete, the agency submits an ORBITS 2003-2005 Agency Request Audit Transmittal and a completed Summary of 2003-2005 Budget (CSL) form (107BF03) to the SABR Section. This form must be submitted at the agency-wide and Summary (B) Cross-Reference levels.



SABR Section

- ❖ Establish policy packages into ORBITS.
- ❖ Assign all packages to appropriate summary cross-reference numbers as approved by the BAM Analyst.
- ❖ Notifies agency when packages are available for use.
- ❖ Unlocks Policy Package column.
Note: An agency's 2001-2003 Emergency Boards and Estimates and 2003-2005 Agency Request PICS audit must be completed and approved by the BAM analyst before the SABR Section will begin the ORBITS 2003-2005 Agency Request audit. See PICS tab of manual for PICS audit guidelines.
- ❖ Locks Policy Package column.
- ❖ Prints Agency Request audit.
- ❖ Completes Agency Request audit, working with agency to resolve any problems.
- ❖ Obtains BAM analyst approval.
- ❖ Mails a copy of the approved ORBITS 2003-2005 Agency Request Audit Transmittal and a current ORBITS Agency Request audit to the agency for its files. If disapproved, the agency is notified with instructions for corrections.

2003-2005 Agency Request – Policy Package Development (Cont'd)

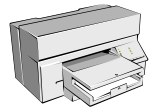
- ❖ Upon approval of the agency's 2003-2005 Agency Request PICS and ORBITS audits, the SABR Section will provide ORBITS budget documents. These are provided to the agency for inclusion in the agency printed budget.

BAM Analysts

- ❖ Ensure that all approved policy packages are assigned to the appropriate Summary Cross-Reference number.
- ❖ Either approves or denies requests for policy package establishment.
- ❖ Contacts SABR Section with any changes that are necessary.
- ❖ Reviews Agency Request Audit and approves or denies.

Reports

- ❖ BSU-003 Cross-reference Listing and Packages
- ❖ BSU-004 Package Listing by Priority
- ❖ BDV002 Detail Revenues & Expenditures – Requested Budget – Agency
- ❖ BDV002A Detail Revenues & Expenditures – Requested Budget – Cross Reference
- ❖ BDV004 Detail Revenues & Expenditures – Packages – Agency
- ❖ BDV004A Detail Revenues & Expenditures – Packages – Cross Reference
- ❖ BDV008 Package Summary by Appropriated Fund Group – Agency
- ❖ BDV008A Package Summary by Appropriated Fund Group – Cross Reference
- ❖ AUD100 Audit Error Report



Checklist to complete this Phase

- Written request to establish new Policy Packages contains all necessary information?
 - Submit written request to BAM Analyst or SABRS staff including the following:
 - 45 character title/description
 - 3 digit package number (070-499)*
 - Summary ("B" level) Cross Reference number(s) it is to be associated with
 - Agency-wide priority numbers
 - SABRS staff will obtain BAM Analyst approval if necessary

* Policy Packages 070 and 080 will have standard statewide titles/descriptions.

- Packages established in the system by SABR Section staff and are associated to all of the appropriate cross-reference numbers?
- Have all packages been assigned an agency-wide priority?



2003-2005 Agency Request – Policy Package Development (Cont'd)

Audits for this phase

- ORBITS Agency Request Audit



Screens

- Logon Screen -- Data Entry Guide, Page 12
- Budget Request Detail -- Data Entry Guide, Page 37
Menu Path
Preparation → Budget Request Checklist → Open Budget Request → [select appropriate cross reference number] → Expenditures – or – Revenue → Go to Screen Button → Detail Command Button
- Package Detail -- Data Entry Guide, Page 44
Menu Path
Preparation → Budget Request Checklist → Open Budget Request → [select appropriate cross reference number] → Expenditures – or – Revenue → Go to Screen Button → Pkg Detail Command Button

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Section E – PICS

System Overview

The Position Information Control System (PICS) is part of the Position-Personnel Data Base (PPDB) system. PICS consists of a Legislatively Approved (LA) execution file that contains detail authorized position information and a Budget Preparation (BP) development file that generates the ORBITS Personal Services budget in the budget building process.

Legislatively Approved (LA)

In the execution phase of an agency budget, the PICS LA file is the agency's authorized position control file. The PPDB-Personnel Position and Employee systems edit against the PICS LA file to ensure authorized position levels, types and totals are not exceeded. SABR Section staff update the PICS LA file throughout the current biennium for approved actions such as Emergency Board activity, permanently financed position reallocations, and miscellaneous agency requested actions.

Additionally, SABRS staff will apply approved execution actions (excluding Detail Cross Reference number changes, post-April 2002 Emergency Board actions and limited duration establishments or changes) to the PICS Budget Preparation file.

The application of these current biennium actions to the PICS BP file may alter the PICS generated Personal Services dollars and the position and full-time equivalent (FTE) counts in ORBITS. During the Agency Request cycle, the agency must ensure that these actions are taken into account when finalizing their base budget. During the Governor's Budget and Legislatively Adopted budget cycles, agencies may be required to use the Personal Services, position and FTE reconciliation accounts in ORBITS in order to balance to the Governor's Budget control totals and the Legislatively Adopted Budget Report totals.

PICS Budget Preparation (BP)

In budget preparation, the PICS BP file calculates Personal Services dollars and compiles position and FTE counts for ORBITS. PICS calculates each position's direct salary costs and most Other Payroll Expenses (OPE). PICS generated OPE calculations are based on legislatively approved negotiated rates, and provisions established by bargaining unit contracts or agreements through the end of the current biennium. Agencies determine positions needed to support programs, reductions and changes necessary to meet directives from the Governor and Legislature and other mandates, and enter detail information for new positions and changes to existing positions for the future biennium in the PICS BP file.

Position actions agencies need to take in the development of their budget may include some or all of the following:

- Add new positions
- Reclassify existing positions
- Change representation on existing positions
- Shift funds from one budgeted source to another
- Discontinue positions
- Reallocate positions between Summary Cross Reference numbers
 - Phase-out positions
 - Delete positions
- Reduce or increase FTE (months) on existing positions

Budget Classifications

Budget packages identify Base Budget, Essential and Policy Package positions.

<u>Pkg</u>	<u>Description</u>
000	Base Budget
010-060	Essential Packages. This series of packages should be used to request position actions associated with current service level. Please refer to pages 17-24 of the 2003-2005 Budget and Legislative Concept Instructions manual for required numbering for essential packages.
070-499	Policy Packages. This series of packages should be used to request items beyond current service level. See pages 67-69 of this manual for additional information.

Non-PICS Personal Services Accounts

Agencies develop and input into ORBITS the amounts for non-PICS generated Personal Services, based on price list; historical use; and projected needs, as applicable.

Non-PICS Personal Services accounts include:

Account Number	Description	OPE Accounts Generated
3160	Temporary Appointments	3230 - Social Security
3170	Overtime Payments	3220 - PERS 3230 - Social Security
3180	Shift Differentials	3220 - PERS 3230 - Social Security
3190	All Other Differentials	3220 - PERS 3230 - Social Security
3240	Unemployment Assessments	N/A
3260	Mass Transit Tax (Price List item)	N/A
3280	Other OPE (restricted use)	N/A
3455	Vacancy Savings (entered as a negative value)	N/A

New Positions

In budget preparation, new positions must be requested in packages. The budgeted rate for **all** new positions is the "vacant step", or second lowest step of the position classification's salary range in the Budget Compensation plan. Any exception to this policy must be approved by the BAM analyst and SABR Section Manager.

FTE (Months) Changes

The FTE value of positions may be altered in the budget preparation process by increasing or decreasing the number of budgeted months. FTE increases must be requested in packages.

Reclassifications

In budget preparation, reclassifications to existing positions, with or without funding level changes, are requested in packages. The system supports a process to maintain the position in the base budget and place the increased or decreased costs of the reclassification in a package. If the package is later denied, the original position, classification, and funding remain in the base budget.

Benchmark positions cannot be reclassified or change representation in the budget preparation process without prior written approval from the DAS Human Resource Services Division's Central Evaluation Team. SABRS staff will require documentation during the audit process if changes are made.

Approved permanently financed budget execution reclassifications will be entered into the PICS Legislatively Approved file AND into the PICS Budget Preparation file by the SABR Section.

Representation Status

The position classification number includes coding to identify the representation group. Changing the position representation status is not considered a reclassification unless a higher or lower salary range results. However, changing a position from represented to management service status, or between union representation, will require DAS Human Resource Services Division approval prior to implementation. In addition, changing a position to Executive Service may require approval by the Director of the Department of Administrative Services. Please refer to HRSD Policy 30.000.01 (2b) Position Management.

Permanent changes approved in budget execution will be entered into the PICS Legislatively Approved file AND the PICS Budget Preparation file by the SABR Section.

Discontinued Activities

Agencies requesting to discontinue or phase out existing programs or activities must use packages to identify positions and related expenditures. Positions involved are not deleted from the file. A system process is used to discontinue or phase out the positions. The positions are maintained in the base budget and the reduction costs are in the package. If the package is later denied, the activity and the positions will remain in the base budget. These packages should be discussed with your budget analyst, since they could have an effect on your Current Service Level.

Deletions

Existing positions can be deleted in the base budget. Deleted positions remain in the PICS Budget Preparation file but will show zero position count, months, rate, and budget amounts. These actions are considered permanent for the next biennium regardless of the employee's status and will require similar actions in the PPDB-Personnel Position and Employee systems.

Fund Shifts

Funding designations on positions cannot be changed in the base budget. All fund shifts must be requested in packages. The system supports a process to maintain positions and original funding in the base budget, and place the position and the new funding designation in the package. If the package is later denied, the original position and funding remain in the base budget.

Permanently Financed Reallocations -- Current Biennium Execution Actions

Permanent reallocations of positions are financed through the combination of downward reclassifications, reductions in months or the abolishment of existing positions. Department of Administrative Services Administrative Rule 14-016-01 outlines the Reallocation and Establishment of Positions process used in budget execution. **Approved permanent reallocations and establishments for the current biennium are entered into the PICS Legislatively Approved (current) and PICS Budget Preparation (future) files by the SABR Section.** An Authorization Code of "R" is used to identify these actions.

Emergency Board Actions

All position related actions approved by the Emergency Board through April 2002 will be included in the agency base budget. Any permanent positions approved after that date must be requested in a package if the position is to continue in 2003-2005. It is the agency's responsibility to ensure that any permanent position-related actions approved by the Emergency Board after the April 2002 meeting are addressed by the BAM analyst during the Governor's budget cycle, or as a technical adjustment during the legislative session, if the intent is to carry the change into the 2003-2005 biennium.

Cycles

The PICS Budget Preparation file generates position information and costs for the Agency Request, Governor's Budget, and Legislatively Adopted Budget processes. Once an agency passes both PICS and ORBITS Legislatively Adopted audits, the PICS Budget Preparation file is used to create the new biennium PICS Legislatively Approved execution file.

System Access

PICS is available for agency access through the use of computer terminals connected to the Department of Administrative Services' mainframe computer system. In budget execution, the agency has the ability to display PICS Legislatively Approved information. In budget preparation, agencies have access to update the PICS Budget Preparation file through the use of on-line screens.

Security for PICS access is controlled by the RACF User ID. This is a system-assigned identification number related to a specific employee. All additions or changes to PICS access rights must be requested in writing using the ORBITS/PICS security form (Appendix H) by the agency SABR Coordinator and submitted to the SABR Section for processing.

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Worksheet Turnaround Process

Agencies that do not have on-line access may use PICS worksheets to request changes to their PICS Budget Preparation file. These input documents are modified by agencies and sent to the SABR Section for system input. New worksheets and agency-supplied input documents are returned to the agency for input verification. This process can be repeated as often as necessary. Additional worksheets can be requested at any time and can be mailed; picked up from the Computer Center on the fifth floor of the Revenue Building; or picked up from the Budget and Management Division, on the fifth floor of the Executive Building. After agency verification of data entry, a Transmittal form is required to indicate the agency is ready for audit of that cycle.

Changes to positions are identified by marking the left margin with the following codes, lining out old information, and writing in the requested changes:

- "A" To request the addition of new positions.
- "C" To request changes on existing positions.
- "D" To request the deletion of positions.
- "P" To request a package action on a position. Some examples may be fund shift requests, reclassification requests, and discontinuation requests. The package number must be supplied on these actions.

Required data fields for adding new positions are identified in the PBPB Field Definitions portion of the On-Line Terminal Procedures section of this manual.

Because agencies with on-line terminal access are allowed to work independently in the system during budget preparation, a Transmittal form is used to notify the SABR Section when a particular cycle has been completed. Once notified, the SABR Section will impose a system "lock" on the PICS Budget Preparation file while the audit is performed. The system lock prevents agency update to data in PICS during the audit. Contact the SABR Section if the file is not accessible when you think it should be.

Budget Preparation File Creation

The PICS Budget Preparation file is created using information contained in the current biennium PICS Legislatively Approved file. A copy of the current biennium file is used to begin the process of establishing the PICS Budget Preparation file. The PICS Legislatively Approved file continues to be updated by SABR Section staff for approved changes such as Emergency Board actions and reallocation package requests through the balance of the current biennium. The initial copy of the position information is automatically modified as follows:

- ◆ Permanent, full-time, phased-in positions are increased to 24 months.
- ◆ All limited duration positions and permanent positions (full and part-time) that are phased-out in the current biennium are dropped. They are not carried forward to the PICS Budget Preparation file.
- ◆ All part-time and seasonal positions retain the current biennium number of months. Seasonal positions must have valid season-month indicators.

- ◆ Salary rates are determined based on the status (filled or vacant) of a position at the time the PICS Budget Preparation file is created and are based on the following criteria:
 - Vacant positions are assigned a rate equal to the second from the bottom, or the only rate of the classification range. This is referred to as the "vacant" rate.
 - Filled positions are initially assigned a rate equal to the incumbent rate of the budget classification. In double-fill situations, the highest paid employee rate is used.
 - If the incumbent rate is not within the position's budget classification, the following occurs:
 - a. if the incumbent rate is lower (underfill) the lowest rate of the classification is used;
 - b. if the incumbent rate is higher (overfill/red-circled) the maximum rate of the classification is used;
 - c. if the incumbent rate is between two rates (off-step) the lower rate of the classification is used.
 - The rate is then increased, on filled positions, to reflect the rate of the employee on June 30, 2004. This increase is based on the annual salary eligibility date on the PPDB-Personnel employee record. The rate cannot exceed the maximum rate of the budgeted classification.
 - Unfunded positions remain unfunded; i.e. the budgeted rate is zero.
- ◆ After an approved rate has been determined, the rate is converted to a comparable rate from the Budget Compensation plan. This plan reflects all negotiated and legislatively approved (through the April 2002 Emergency Board meeting) rates for each classification through the end of the current biennium. These rates will not change during the budget preparation process and will not be updated to reflect employee activity after the initial creation process.
- ◆ Authorized budget amounts are calculated by multiplying the approved budget rate by the budgeted months, based on the current biennium fund types.

For most agencies, the position information created by this process is correct and requires no adjustment. However, some PICS Budget Preparation file updates may be necessary.

Start-Up

A two week period following the PICS Budget Preparation file creation process is provided to make changes to select position information. The only allowable revisions are:

Detail Cross Reference number changes that do not cross Summary Cross Reference number lines (unless prior written authorization is obtained by the agency from the BAM analyst).

Adjustments to seasonal position budget rates. Some seasonal positions are initially budgeted at the "vacant" step due to the file creation process occurring outside the position's designated annual season. Other conditions relating to seasonal positions and employees may also require rate adjustments. These actions must be documented in detail and prior authorized in writing by your BAM analyst.

Permanent part-time positions that were phased-in during the 2003-2005 biennium are carried forward to the 2003-2005 PICS Budget Preparation file with the same number of months as in the current biennium. Written approval to biennialize the FTE on these positions must be obtained from your BAM analyst prior to any changes being made in PICS.

Adjustments can be made to data incorrectly converted in the file creation process. This must be documented by the agency and approved by the SABR Section prior to input.

The policy on full funding of merit increases for small agencies continues for the 2003-2005 biennium. The SABR Section staff will adjust the monthly budgeted rates on all positions for agencies with 10.00 or fewer FTE during the startup period following the PICS Budget Preparation creation process.

At the end of the startup period, the SABR Section staff will lock the PICS Budget Preparation file (whether a PICS Transmittal form has been received or not), audit all changes, and obtain BAM analyst approval.

After updates have been audited and approved, this file becomes available to develop the PICS Agency Request. It is also the beginning point of an agency's Personal Services budget for the Agency Request cycle. This information will be loaded into the Agency Request Base Budget column in ORBITS. The expenditures are loaded by fund type, Detail Cross Reference number, and account, as designated on each position. This data includes salaries and wages, PICS generated OPE, and position and FTE counts.

Start Up Procedure:

1. The SABR Section creates the 2003-2005 PICS Budget Preparation file and provides PICS worksheets to all agencies.
2. The SABR Section loads PICS Personal Services information into ORBITS Agency Request, Base Budget column.
3. Agency verifies information and makes allowable changes in PICS or submits change requests to the SABR Section through the worksheet turnaround process.
4. When Startup information is complete, the agency submits a PICS Transmittal form to the SABR Section. If a PICS Transmittal form is not received at the end of the startup period, SABR Section staff will lock the PICS Budget Preparation file and start the audit.
5. The SABR Section staff completes the audit and obtains BAM analyst approval.
6. The SABR Section staff mails a copy of the approved PICS Transmittal to the agency. The SABR Section staff unlocks the PICS Budget Preparation file for agency use in the Agency Request process. If disapproved, the agency is notified with instructions for corrections.
7. The SABR Section will distribute a report showing the cost of the second merit increase generated by the PICS freeze. This report will be used to fill out the 2003-2005 Summary of Budget (Current Service Level) form.
8. Agencies with 10.00 or fewer FTE will receive a supplemental second merit report. For these agencies this is the report to be used when filling out the 2003-2005 Summary of Budget (Current Service Level) form.

Submit all communications and Transmittal forms to:

SABR Section
Budget and Management Division
Department of Administrative Services
155 Cottage Street NE
Salem, OR 97310

Agency Request

The PICS 2003-2005 Agency Request Budget consists of the PICS Base Budget, Essential Packages, and Policy Packages. Packages are used to request new positions or make changes to existing positions. All new positions must be added to the PICS system at the second salary step. The PICS system will automatically assign that rate.

As position data is revised in PICS, the system recalculates and immediately reloads personal services information to the ORBITS files by Detail Cross Reference number and account. The expenditures are loaded by fund type as designated on each position. This data includes salaries and wages, certain OPE, and position and FTE counts. Subsequent changes to the PICS Budget Preparation file position information may alter the ORBITS Personal Services budget amounts. All new positions must be added to the PICS system at the second salary step. The PICS system will automatically assign that rate.

Agency Request Procedure:

1. Agency updates PICS Budget Preparation file for Agency Request cycle, either on-line or through the worksheet turnaround process.
2. New positions must be added into the PICS system at the second step of the classification salary range. The PICS system will automatically assign that rate.
3. When Agency Request information is complete, the agency submits a PICS Transmittal form to the SABR Section.
4. SABRS completes audit and obtains BAM analyst approval.
5. SABRS mails a copy of the approved PICS Transmittal to the agency for its files. If disapproved, the agency is notified with instructions for corrections.

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Governor's Recommended Budget

In preparation of the Governor's Budget, changes are made by Summary Cross Reference number to Personal Services, position count and FTE count totals on the ORBITS file by BAM staff. Detail position changes in PICS are not made by SABRS staff; therefore the detail position information in the PICS Budget Preparation file must be altered and reconciled by the agency to balance to the Governor's Budget control totals in ORBITS and the Governor's printed budget document.

At this point in time, the PICS Budget Preparation file contains information approved in the Agency Request process, including approved budget execution actions. The agency must delete, revise, or add position information until the PICS file is reconciled to the Governor's Budget. The assigned BAM analyst is the best resource as to the changes needed to reconcile your detail PICS information.

Agency Reconciliation Procedure

As position data is revised in PICS, the system immediately recalculates and reloads personal services information into the ORBITS files. When all necessary position changes directed by the Governor have been made, and the SABR Section has entered all reallocation packages and other applicable budget execution actions to the PICS file, the Personal Services dollars and position and FTE counts in ORBITS may be slightly different than the Governor's Budget control totals. Minor adjustments in ORBITS may be necessary, using Accounts **3465 Reconciliation Adjustment, 8180 Position Reconciliation and 8280 FTE Reconciliation** in order to balance to the control totals.

1. Agency updates PICS Budget Preparation for Governor's Budget cycle, either on-line or through the worksheet turnaround process.
2. When Governor's Budget information is complete, the agency submits a PICS Transmittal form to the SABR Section with a Personal Services / Position / FTE Reconciliation Worksheet (Appendix H), if applicable.
3. SABRS completes the audit and obtains BAM analyst approval.
4. SABRS mails a copy of the approved PICS Transmittal to the agency for its files. If disapproved, the agency is notified with instructions for corrections.

To complete this process:

Take action on positions in PICS to alter Personal Services, position and FTE counts, as directed by the Governor. Reconciliation accounts are to be used only after all directed actions have been taken on positions in PICS. Provide a Personal Services / Position / FTE Reconciliation Worksheet (Appendix H) outlining reconciliation account usage by Summary Cross Reference number, class/package, amounts by fund type, and position / FTE values. These accounts must also be used to adjust for 2001-2003 Budget Execution actions applied to the PICS Budget Preparation file by SABRS staff.

Do not change position data or take actions that were not specifically directed in the Analyst Report or Governor's Appeal notification document. This is NOT an opportunity to "clean up" the file or make additional changes the agency has identified since the completion of the Agency Request Budget.

Legislatively Adopted Budget

Legislative changes to total Personal Services, position and FTE counts are reflected in the Joint Committee on Ways and Means Budget Report(s) prepared by the Department of Administrative Services, Budget and Management Division and approved by the Legislative Fiscal Office and Joint Committee on Ways and Means subcommittee chairperson.

Detail position information in the PICS Budget Preparation file must be reconciled by the agency to the Budget Report(s). The BAM analyst is the best resource as to the changes needed to reconcile your detail PICS information if questions arise.

Agency Reconciliation Procedure

At this point in time, the PICS file contains information approved in the Governor's Budget process, including approved budget execution actions. The agency must delete, revise, or add position information to reconcile to the Budget Report(s). As position data is revised in PICS, the system immediately recalculates and reloads personal services information into the ORBITS files. When all necessary position changes directed by the Legislature have been made, the Personal Services dollars and position and FTE counts in ORBITS may be slightly different than the Budget Report(s). Minor adjustments in ORBITS may be necessary, using Accounts **3465 Reconciliation Adjustment, 8180 Position Reconciliation and 8280 FTE Reconciliation** in order to balance.

PICS Legislatively Adopted Update - Procedure:

1. Agency updates PICS Budget Preparation for Legislatively Adopted cycle, either on-line or through the worksheet turnaround process.
2. When Legislatively Adopted information is complete, the agency submits a PICS Transmittal form to the SABR Section along with a Personal Services / Position / FTE Reconciliation Worksheet (Appendix H), if applicable.
3. SABRS completes audit and obtains BAM analyst approval.
4. SABRS mails a copy of the approved PICS Transmittal to the agency for its files. If disapproved, the agency is notified with instructions for corrections.

Note: The PICS and ORBITS audits must both be completed and approved before the PICS roll will take place.

To complete this process:

Take action on positions in PICS to alter Personal Services and position and FTE counts. Reconciliation accounts are to be used only after all legislatively-directed actions have been taken in PICS. Provide a Personal Services / Position / FTE Reconciliation Worksheet (Appendix H) outlining reconciliation account usage by Summary Cross Reference number, class/package, amounts by fund type, and position / FTE values. Also include explanation as to the source or reason why reconciliation accounts are needed to balance. This account must also be used to adjust for 2001-2003 Budget Execution actions applied to the PICS Budget Preparation file by SABRS staff.

Do not take any actions that were not specifically directed in the Budget Report(s). This is NOT an opportunity to “clean up” the file or make additional changes the agency has identified since the completion of the Governor’s Budget.

Accessing the PICS System

The PICS terminal programs operate through the interactive computer software package called DASCICSP. First time users need to contact their technical support for instructions on access to DASCICSP.

Dept. of Administrative Services
General Government Data Center
Help Desk 378-3181

E1 - ROSCOE	E18 - DASTAOR	C1 - CURRY COUNTY
E3 - LEDSCICS	E21 - DASCICST	D1 - COOS COUNTY
E8 - SWITCH	E23 - DASCICSP	G2 - STATE LIBRARY
E19 - TSO	E24 - SFMSTRN	J1 - JACKSON CNTY
E20 - DASHCF	E25 - SFMSACPT	L1 - LANE CNTY
E27 - CMASPOOL	E26 - SFMSTEST	L2 - CICSPR01
S1 - PRODCICS	E28 - SFMSAGCY	M2 - PPDS
S2 - PUBSCICS	H1 - HCICS	M3 - MULT - PICS
T8 - ODOT-MENU	H2 - GCICS	O1 - OLIS LVM
Y8 - Y2K-SWITCH	H3 - DHR-TSO	

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Sign On: Access the “General Government Data Center” screen (above)

Key: E23, press <ENTER>

Clear screen

Sign Off: Clear Screen

Key: OFF

Press <ENTER>

The CESN screen is used to gain access to the PPDB System. Once you have accessed the General Government Data Center Screen:

```
CICS Sign-on

Type your userid and password:

  Userid  ==>
  Password ==>
  Language ==>

New Password ==>

PF 3=End
DFHCE3520 Please type your userid.
```

1. Key **CESN**, press <ENTER>
2. Key your **RACF Userid (1)** (a maximum 8-character code assigned by the Computer Center or through the PPDB Employee System), press <TAB>
3. Key your **PASSWORD (2)** (a maximum 8-character code – a minimum of 1 character must be numeric), press <ENTER> -- (See NOTE Below)

TO CHANGE YOUR PASSWORD

- a. Key your **RACF UserID**, press <TAB>
- b. Key your **OLD PASSWORD**, press <TAB> (FIRST TIME USERS – TYPE **PPDBMMYY**)*
- c. Key your **NEW PASSWORD**

The message "DFHCE3549 Sign-on is complete (Language E)." should appear at the top of your screen. If the messages "DFHCE3530 – Your userid is invalid. Please retype" or "DFHCE3532 – Your password is invalid. Please retype" appear at the bottom of your screen, return to Step 1 and try again..

**MMYY – This is the month and year you were added to the PICS security system.*

4. Once sign-on is complete, key the PICS program you wish to access.

NOTE: Your **PASSWORD** will expire every 90 days. When entering your new password, you will be asked to type it twice as part of the confirmation process. You may not reuse previous passwords.

Programs / Screens and Descriptions:

- PBGW The PBGW (PPDB General Welcome) display program is a “return” point to most PPDB programs. Refer to page 90 for detailed instructions.
- PBPB The PBPB (PPDB-PICS Position Budget Preparation) update program is used to change existing position information, add new positions and delete positions in budget preparation. Refer to page 91 for detailed instructions.
- PBPD The PBPD (PPDB-PICS Position Display) program is used to display detail and summary information for the total position and segment (Detail Cross Reference number) for Budget Preparation, Legislative Approved, Pending, Budget Execution, and Personnel Position-Related and Employee Information. Refer to page 131 for detailed instructions.
- PBPI The PBPI (PPDB-PICS Inquiry) display program is used to display summary information as well as to access a position’s total and segment data for Budget Preparation, Legislative Approved, Pending, Budget Execution, and Personnel Position-Related and Employee Information. Refer to page 143 for detailed instructions.
- PBPO The PBPO (PPDB-Position OPE Inquiry) program is used to display salary and wages, OPE, total salary & wages, fund split percentages and OPE rate. This screen is also used for your “what if” scenarios to help in budget preparation. Refer to page 149 for detailed instructions.

Welcome (PBGW) Screen

PBGW DEPT OF ADMIN SVCS

WELCOME

to

PPDB

PLEASE ENTER YOUR REQUEST
REFERENCE YOUR COMPUTER SYSTEMS USER MANUALS FOR ASSISTANCE

CANCEL: (1) NXT ACT: (2) AGENCY: (3) SSN: (4) JOBNO: (5) POSNO: (6)
AUTHNO: (7) EFF DTE: (8) OTHER: (9)

MSG AREA: KEY 'PBG' FOR PPDB NEWSLETTER AND LATEST BULLETIN

The **PBGW** (PPDB Welcome) screen is one you will see in your usage of PPDB. It is basically a “Menu” screen that will allow you to access the many PICS program screens.

The **MINI-MENU** that will be frequently referred to is the bottom three lines of the PBGW screen and all other PICS transaction screens. This is your main starting point for initially requesting information.

For quick access to other programs:

1. Access the “General Government Data Center” screen and the CESN screen (refer to page 87-88).
2. Key a PICS Program ID (PBPB, PBPD or PBPI) in **NXT ACT** field (2). Press <TAB>
3. Key your agency number in the **AGENCY** field (3). This is an optional field for those who do input for one agency only. Press <TAB>
4. Key the position number in the **POSNO** field (6) and/or an authorization number in the **AUTHNO** (7) field. Press <ENTER>
5. The position data should be displayed.

Instructions on the various fields to get more detailed information on a position are explained in **FIELD DEFINITIONS** on the following pages.

NOTE: If access is requested by **POSNO**, and the position is doublefilled, you may get the **Cross-reference Function (PBGX)** screen, which requires you to press <ENTER> once more to display the requested position.

PBPB Screen

The PBPB (PPDB-PICS Position Budget Preparation) update program is used to change existing position information, add new positions and delete positions in budget preparation.

The **PBPB** (Budget Preparation Update) screen allows authorized users to alter position information in developing agency budgets.

Any changes to positions or addition of positions that haven't been approved through the budget exception process have to be entered in either an Essential Package or a Policy Package.

The following pages are instructions for making changes in base positions.

NOTE: Agency benchmark positions cannot be reclassified without specific written approval from the Human Resource Management Division Central Evaluation Team. SABRS will require documentation during the audit processes if changes have been made to funding, position classifications or representation on benchmarked positions.

Function Keys

Personal Computer Function keys are used in the PPDB Systems to maneuver from program to program and from page to page on multiple page positions.

F6 = Go to PBD (Position Display) screen

F7 = Go to previous page on a multi-page position

F8 = Go to next page on a multi-page position or go to blank screen to add segments.

F10 = Go to first page on a multi-page position

F11 = Go to last page on a multi-page position

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Special Function Commands

When entering Packages, the PICS system has “Special Function” commands that can be used. The table below lists the different commands and which fields can be changed with each command. A complete description of each command appears on the pages which follow.

DSC = Discontinue

FND = Fundshift

RAL = Reallocate

RCL = Reclassification

OFF = Remove Special Function Command

Function	Segments Generated		Fields Available								
	One Negative	One Positive	Detail	Package	Months	Class Comp	Rate	Position Type	Funding	Phase-In/ Phase-Out	Seasonal Months
			Cross Ref#								
DSC	X			X							
FND	X	X	X	X	X		X	X	X	X	X
RAL	X	X	X	X	X		X	X		X	X
RCL	X	X	X	X	X	X	X	X	X	X	X

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Adding New Positions in Base (Requires Approved Exception)

EXECUTIVE DEPARTMENT
POSITION SYSTEM
BUDGET PREPARATION UPDATE

PBPB

F6=PBPB

AGENCY: (1) AUTHNO: (2) POSNO: (3) RDC: (4) PR DISTR: (5) BNCH: (6)

CLASS COMP: (7) (8) (9) (10) STP: (11)

AUTH CD/DTE: (12) EST/EXP DTE: (13) MOS AVL: (14) ACT TRK: (15) FZS: (16)

FUNC: (17) DET XRF: (18) PKG: (19) FY: (20) MOS: (21) ACT TRK: (22)

CLASS COMP: (23) RATE: (24) POS TYP: (25) POSTED: (26) TRK: (27) FZA: (28)

GF: (29) OF: (30) FF: (31) LF: (32) BF: (33)

COMMENTS: (34) HED AGY: (35) JASONDJFMAMJ JASONDJFMAMJ

PHASE IN: (36) PHASE OUT: (37) MOS AVL: (38) SEA MOS: (39)

POS CNT: (40) SUM XRF: (41)

FUNC: DET XRF: PKG: (42) FY: MOS: 00.00 ACT TRK:
 CLASS COMP: RATE: 0,000.00 POS TYP: POSTED: N TRK: FZA:
 GF: 0 OF: 0 FF: 0 LF: 0 BF: 0

COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: PHASE OUT: MOS AVL: SEA MOS:
 POS CNT: SUM XRF:
 TOTALS: FTE: (43) OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000

SYSTEM: BP ACTION: (44) PAGE: 01 OF 01

CANCEL: . NEXT ACT: . . . AGENCY: 10700 SSN: JOBNO: . . POSNO:
 AUTHNO: EFF DTE: 000000 OTHER:
 MSG AREA:

1. In the mini-menu area, key agency number in **AGENCY -- DO NOT KEY POSITION NUMBER**. Press <ENTER>.
2. If sufficient security authority exists, a blank PBPB screen will be displayed.
3. Key required data fields (3), (18), (19), (21), (23), (25), and (29)*.
4. In mini-menu area, key **ADD** in **ACTION** (39) field. Press <ENTER>.
5. ⇒**POSITION ADDED WITH AUTHNO XXXXXXXXXX**⇐ will be displayed in the mini-menu message area and a blank screen is provided to continue adding positions. **Position is not added to PPDB Database until this message is displayed.**

***The system will default to 100 percent Other Funds unless a different fund source percentage is keyed. (1.00 = 100%, .50 = 50%, 100 = \$100**)**

****Dollar amounts should only be keyed on Board Member positions – key percentages for all other types of positions or for fund splits.**

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Changing Existing Positions in Base

PBPB EXECUTIVE DEPARTMENT POSITION SYSTEM **F6=PBPD**
 BUDGET PREPARATION UPDATE

AGENCY: ① AUTHNO: ② POSNO: ③ RDC: ④ PR DISTR: ⑤ BNCH: ⑥
 CLASS COMP: ⑦ ⑧ ⑨ ⑩ ⑪
 AUTH CD/DTE: ⑫ EST/EXP DTE: ⑬ MOS AVL: ⑭ ACT TRK: ⑮ FZS: ⑯
 FUNC: ⑰ DET XRF: ⑱ PKG: ⑲ FY: ⑳ MOS: ㉑ ACT TRK: ㉒
 CLASS COMP: ㉓ RATE: ㉔ POS TYP: ㉕ POSTED: ㉖ TRK: ㉗ FZA: ㉘
 GF: ㉙ OF: ㉚ FF: ㉛ LF: ㉜ BF:
 COMMENTS: ㉝ HED AGY: ㉞ JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: ㉟ PHASE OUT: MOS AVL: ㊱ SEA MOS: ㊲
 POS CNT: ㊳ SUM XRF: ㊴
 FUNC: DET XRF: PKG: ㊵ FY: MOS: 00.00 ACT TRK:
 CLASS COMP: RATE: 0,000.00 POS TYP: POSTED: N TRK: FZA:
 GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
 COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: PHASE OUT: MOS AVL: SEA MOS:
 POS CNT: SUM XRF:
 TOTALS: FTE: ㊶ OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
 SYSTEM: BP ACTION: ㊷ PAGE: 01 OF 01
 CANCEL: . NEXT ACT: . AGENCY: 10700 SSN: JOBNO: . POSNO:
 AUTHNO: EFF DTE: 000000 OTHER:
 MSG AREA:

1. In the **MINI-MENU** area, key agency number in **AGENCY** and the position number (**POSNO**) and/or authorization number (**AUTHNO**) Press <ENTER>
2. If sufficient security authority exists, the PBPB screen with the requested position information will be displayed.
3. Position the cursor on the field(s) you wish to change and key new data.
4. In **MINI-MENU** area, key **CHG** in **ACTION** (39) field. Press <ENTER>
5. ⇒**POSITION SUCCESSFULLY UPDATED**← will be displayed in the mini-menu message area. **PPDB Database is not updated until this message is displayed.**
6. If an error message appears, correct error and return to step three of this procedure.

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Deleting Existing Positions in Base

PBPB EXECUTIVE DEPARTMENT POSITION SYSTEM **F6=PBPB**
 BUDGET PREPARATION UPDATE

AGENCY: 1 AUTHNO: 2 POSNO: 3 RDC: 4 PR DISTR: 5 BNCH: 6
 CLASS COMP: 7 8 9 10 11
 AUTH CD/DTE: 12 EST/EXP DTE: 13 MOS AVL: 14 ACT TRK: 15 FZS: 16
 FUNC: 17 DET XRF: 18 PKG: 19 FY: 20 MOS: 21 ACT TRK: 22
 CLASS COMP: 23 RATE: 24 POS TYP: 25 POSTED: 26 TRK: 27 FZA: 28
 GF: 29 OF: 30 FF: LF: BF:
 COMMENTS: 31 HED AGY: JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: 32 PHASE OUT: MOS AVL: 33 SEA MOS: 34
 POS CNT: 35 SUM XRF: 36
 FUNC: DET XRF: PKG: 37 FY: MOS: 00.00 ACT TRK:
 CLASS COMP: RATE: 0,000.00 POS TYP: POSTED: N TRK: FZA:
 GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
 COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: PHASE OUT: MOS AVL: SEA MOS:
 POS CNT: SUM XRF:
 TOTALS: FTE: 38 OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
 SYSTEM: BP ACTION: 39 PAGE: 01 OF 01
 CANCEL: . NEXT ACT: . AGENCY: 10700 SSN: JOBNO: . POSNO:
 AUTHNO: EFF DTE: 000000 OTHER:
 MSG AREA:

1. In the **MINI-MENU** area, key agency number in **AGENCY** and the position number (**POSNO**) and/or authorization number (**AUTHNO**) Press <ENTER>
2. If sufficient security authority exists, the PBPB screen with the requested position information will be displayed.
3. If deleting the entire position key **DEL** in the **ACTION** (39) field in mini-menu area. Press <ENTER>. If deleting segment(s) on a multi-segment position, key **DEL** in **FUNC** on segment(s) to be deleted. Press <ENTER>. Key **CHG** in **ACTION** (39) field in mini-menu. Press <ENTER>
4. ⇒**POSITION SUCCESSFULLY UPDATED**⇐ will be displayed in the mini-menu message area. **PPDB Database is not updated until this message is displayed.**
5. If an error message appears, correct error and return to step three of this procedure.

Note: The months (**FTE**), total salary amounts and position count will be zeroed out on deleted segments or positions, but the balance of the position data will remain visible on-line and on reports.

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Positions in Packages

PBPB		EXECUTIVE DEPARTMENT POSITION SYSTEM				F6=PBPD	
BUDGET PREPARATION UPDATE							
AGENCY:	1	AUTHNO:	2	POSNO:	3	RDC:	4
PR DISTR:	5	BNCH:	6				
CLASS COMP:	7	8	9	RNG:	10	STP:	11
AUTH CD/DTE:	12	EST/EXP DTE:	13	MOS AVL:	14	ACT TRK:	15
FZS:	16						
FUNC:	17	DET XRF:	18	PKG:	19	FY:	20
MOS:	21	ACT TRK:	22				
CLASS COMP:	23	RATE:	24	POS TYP:	25	POSTED:	26
TRK:	27	FZA:	28				
GF:	29	OF:	30	FF:	31	LF:	BF:
COMMENTS:				HED AGY:	31	JASONDJFMAMJ	JASONDJFMAMJ
PHASE IN:	32	PHASE OUT:			MOS AVL:	33	SEA MOS:
				POS CNT:	35	SUM XRF:	36
FUNC:	DET XRF:	PKG:	37	FY:	MOS: 00.00	ACT TRK:	
CLASS COMP:	RATE: 0,000.00	POS TYP:	POSTED: N	TRK:	FZA:		
GF: 0	OF: 0	FF: 0	LF: 0	BF: 0			
COMMENTS:				HED AGY:	JASONDJFMAMJ	JASONDJFMAMJ	
PHASE IN:	PHASE OUT:	MOS AVL:	SEA MOS:				
		POS CNT:	SUM XRF:				
TOTALS: FTE:	38	OPE: 0.000	SAL AF 0000,000	OPE AF 0000,000	PS AF 0000,000		
SYSTEM: BP ACTION:							
				39	PAGE: 01 OF 01		
CANCEL: ..	NEXT ACT: ..	AGENCY: 10700	SSN:	JOBNO: ..	POSNO:		
AUTHNO:	EFF DTE: 000000	OTHER:					
MSG AREA:							

Packages are used to present base position change requests in packages. The function codes (17) are used to present changes on an individual segment of a position while the action codes (39) are used to present changes on the entire position.

The system “freezes” the existing information in the base budget, while presenting the requested change in the package. This type of request is accomplished by the system creating a negative “offset” segment of base information in the package. A corresponding positive segment presenting the change request is also created in the package. The package number is added in the **PKG** (19) field on the negative “offset” segment and again in the corresponding positive **PKG** (37) field. If the package results in an increase/decrease in dollars, a shift between fund sources, or movement between Summary Cross Reference numbers, the ORBITS system will immediately reflect the net impact of the request.

The following are step-by-step instructions for adding, discontinuing, changing funding, or reclassifying positions in a package.

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ADD – Adding New Positions in Packages

PBPB		EXECUTIVE DEPARTMENT POSITION SYSTEM				F6=PBPB	
BUDGET PREPARATION UPDATE							
AGENCY:	(1)	AUTHNO:	(2)	POSNO:	(3)	RDC:	(4)
PR DISTR:	(5)	BNCH:	(6)	CLASS COMP:	(7)	RNG:	(10)
STP:	(11)	AUTH CD/DTE:	(12)	EST/EXP DTE:	(13)	MOS AVL:	(14)
ACT TRK:	(15)	FZS:	(16)	FUNC:	(17)	DET XRF:	(18)
PKG:	(19)	FY:	(20)	MOS:	(21)	ACT TRK:	(22)
CLASS COMP:	(23)	RATE:	(24)	POS TYP:	(25)	POSTED:	(26)
TRK:	(27)	FZA:	(28)	GF:	(29)	OF:	(30)
FF:	(31)	LF:	(32)	BF:	(33)	COMMENTS:	(34)
HED AGY:	(35)	JASONDJFMAMJ	(36)	JASONDJFMAMJ	(37)	PHASE IN:	(38)
PHASE OUT:	(39)	MOS AVL:	(40)	SEA MOS:	(41)	POS CNT:	(42)
SUM XRF:	(43)	FUNC:	(44)	DET XRF:	(45)	PKG:	(46)
FY:	(47)	MOS: 00.00	(48)	ACT TRK:	(49)	CLASS COMP:	(50)
RATE: 0,000.00	(51)	POS TYP:	(52)	POSTED: N	(53)	TRK:	(54)
FZA:	(55)	GF: 0	(56)	OF: 0	(57)	FF: 0	(58)
LF: 0	(59)	BF: 0	(60)	COMMENTS:	(61)	HED AGY:	(62)
JASONDJFMAMJ	(63)	JASONDJFMAMJ	(64)	PHASE IN:	(65)	PHASE OUT:	(66)
MOS AVL:	(67)	SEA MOS:	(68)	POS CNT:	(69)	SUM XRF:	(70)
TOTALS: FTE:	(71)	OPE: 0.000	(72)	SAL AF 0000,000	(73)	OPE AF 0000,000	(74)
PS AF 0000,000	(75)	SYSTEM: BP	(76)	ACTION:	(77)	PAGE: 01 OF 01	(78)
CANCEL: ..	(79)	NEXT ACT: ..	(80)	AGENCY: 10700	(81)	SSN:	(82)
JOBNO: ..	(83)	POSNO:	(84)	AUTHNO:	(85)	EFF DTE: 000000	(86)
OTHER:	(87)	MSG AREA:	(88)		(89)		(90)

1. In the **MINI-MENU** area, key agency number in the **AGENCY** field -- **DO NOT KEY POSITION NUMBER**. Press <ENTER>.
2. If sufficient security authority exists, a blank PBPB screen will be displayed.
3. Key required data field (3), (18), (19), (21), (23), (25), and (29)*.
4. Tab to the **ACTION** (39) field, key **ADD**. Press <ENTER>
5. ⇒**POSITION ADDED WITH AUTHNO XXXXXXXXXX**⇐ will be displayed in the mini-menu message area and a blank screen is provided to continue adding positions. **Position is not added to PPDB Database until this message is displayed.**
6. If an error message appears, correct error and return to step three of this procedure.

*The system default is 100 percent Other Funds unless a different fund source percentage is keyed. (1.00 = 100%, .50 = 50%, 100 = \$100**)

**Dollar amounts should only be keyed on Board Member positions – key percentages for all other types of positions or for fund splits.

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DEL – Deleting Positions Previously in a Package

```

PBPB                                EXECUTIVE DEPARTMENT          F6=PBPD
                                POSITION SYSTEM
                                BUDGET PREPARATION UPDATE

AGENCY: 1 AUTHNO: 2 POSNO: 3 RDC: 4 PR DISTR: 5 BNCH: 6
CLASS COMP: 7 8 9 RNG: 10 STP: 11
AUTH CD/DTE: 12 EST/EXP DTE: 13 MOS AVL: 14 ACT TRK: 15 FZS: 16
FUNC: 17 DET XRF: 18 PKG: 19 FY: 20 MOS: 21 ACT TRK: 22
CLASS COMP: 23 RATE: 24 POS TYP: 25 POSTED: 26 TRK: 27 FZA: 28
GF: 29 OF: 30 FF: LF: BF:
COMMENTS: HED AGY: 31 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 32 PHASE OUT: MOS AVL: 33 SEA MOS: 34
POS CNT: 35 SUM XRF: 36
FUNC: DET XRF: PKG: 37 FY: MOS: 00.00 ACT TRK:
CLASS COMP: RATE: 0,000.00 POS TYP: POSTED: N TRK: FZA:
GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: PHASE OUT: MOS AVL: SEA MOS:
POS CNT: SUM XRF:
TOTALS: FTE: 38 OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
SYSTEM: BP ACTION: 39 PAGE: 01 OF 01
CANCEL: NEXT ACT: AGENCY: 10700 SSN: JOBNO: POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:
  
```

1. In the **MINI-MENU** area, key agency number in the **AGENCY** field and the position number in the **POSNO** field and/or authorization number in the **AUTHNO** field. Press <ENTER>.
2. If sufficient security authority exists, the PBPB screen with the requested position information will be displayed.
3. If deleting the entire position key **DEL** in the **ACTION** (39) field in mini-menu area. Press <ENTER>.
4. ⇒**POSITION SUCCESSFULLY UPDATED**← will be displayed in the mini-menu message area. **PPDB Database is not updated until this message is displayed.**
5. If an error message appears, correct error and return to step three of this procedure.

Note: The months (FTE), total salary amounts and position count will be zeroed out on deleted segments or positions, but the balance of the position data will remain visible on-line and on reports.

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DSC – Discontinuing a Position (or a segment of a position) in a Package

```

PBPB                                EXECUTIVE DEPARTMENT
                                     POSITION SYSTEM
                                     BUDGET PREPARATION UPDATE
                                     F6=PBPB
AGENCY: ..... ① AUTHNO: ..... ② POSNO: ..... ③ RDC: ④ PR DISTR: ..... ⑤ BNCH: ..... ⑥
CLASS COMP: ..... ⑦ ..... ⑧ ..... ⑨ ..... ⑩ ..... ⑪
AUTH CD/DTE: ..... ⑫ EST/EXP DTE: ..... ⑬ MOS AVL: ..... ⑭ ACT TRK: ..... ⑮ FZS: ..... ⑯
FUNC: ..... ⑰ DET XRF: ..... ⑱ PKG: ..... ⑲ FY: ..... ⑳ MOS: ..... ㉑ ACT TRK: ..... ㉒
CLASS COMP: ..... ㉓ RATE: ..... ㉔ POS TYP: ..... ㉕ POSTED: ..... ㉖ TRK: ..... ㉗ FZA: ..... ㉘
GF: ..... ㉙ OF: ..... ⑳ FF: ..... LF: ..... BF: .....
COMMENTS: ..... HED AGY: ..... ㉓ JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: ..... ㉔ PHASE OUT: ..... MOS AVL: ..... SEA MOS: ..... ㉖ ..... ㉗
POS CNT: ..... ㉘ SUM XRF: ..... ㉙ ..... ㉚
FUNC: ..... DET XRF: ..... PKG: ..... ㉜ FY: ..... MOS: 00.00 ACT TRK: .....
CLASS COMP: ..... RATE: 0,000.00 POS TYP: ..... POSTED: N TRK: ..... FZA: .....
GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: ..... HED AGY: ..... JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: ..... PHASE OUT: ..... MOS AVL: ..... SEA MOS: .....
POS CNT: ..... SUM XRF: .....
TOTALS: FTE: ..... ㉜ OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
SYSTEM: BP ACTION: ..... ㉜ PAGE: 01 OF 01
CANCEL: . NEXT ACT: ... AGENCY: 10700 SSN: ..... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 000000 OTHER: .....
MSG AREA:

```

1. In the MINI-MENU area, key agency number in the AGENCY field and the position number in the POSNO field and/or authorization number in the AUTHNO field. Press <ENTER>.
2. If sufficient security authority exists, the PBPB screen with the requested position information will be displayed.
3. Key DSC in the FUNC (17) field on the segment to be discontinued and press <ENTER>
4. The PBPB screen will redisplay with negative "offset" segment(s).
5. Key the Package number(s) in the PKG (19) on negative "offset" field of segment.
6. In the MINI-MENU area, key CHG in the ACTION (39) field. Press <ENTER>
7. ⇒POSITION SUCCESSFULLY UPDATED← will be displayed in the mini-menu message area. PPDB Database is not updated until this message is displayed.
8. Refer to the following pages for step-by-step screen prints.

PBPB

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPB

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FZS: 0

FUNC: dsc DET XRF: 004 03 00 00000 PKG: 000 FY: 0 MOS: 12.00 ACT TRK:

CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA:
GF: 0 OF: 55,848 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1 SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 05 00 00000 PKG: 000 FY: 0 MOS: 12.00 ACT TRK: ...
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: . FZA: .
GF: 0 OF: 55,848 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: .. SUM XRF: 004 05 00 00000

TOTALS: FTE 1.00 OPE 0.3080 SAL AF 111,696 OPE AF 34,402 PS AF 146,098
CONFIRM: . SYSTEM: BP ACTION: ... PAGE: 01 OF 01
CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPB

EXECUTIVE DEPARTMENT

POSITION SYSTEM

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FZS: 0

FUNC: DSC DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 12.00- ACT TRK: DSC

CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 55,848- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1- SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 05 00 00000 PKG: 000 FY: 0 MOS: 12.00 ACT TRK: ...
CLASS COMP: MMS X1455 A A RATE: 4,654.00 POS TYP: PP POSTED: N TRK: . FZA: .
GF: 0 OF: 55,848 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: .. SEA MOS:
POS CNT: .. SUM XRF:

TOTALS: FTE 0.00 OPE 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
CONFIRM: . SYSTEM: BP ACTION: ... PAGE: OF
CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPD

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPD

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: DSC FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 000 FY: 0 MOS: 12.00 ACT TRK: DSC
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 55,848 FF: 0 LF: 0 BF: 0

COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1 SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 12.00- ACT TRK: DSC
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 55,848- FF: 0 LF: 0 BF: 0

COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1- SUM XRF: 004 03 00 00000

TOTALS: FTE 0.00 OPE 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000

CONFIRM: . SYSTEM: BP ACTION: chg PAGE: 01 OF 02

CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO:

AUTHNO: EFF DTE: 000000 OTHER:

MSG AREA:

PBPD

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPD

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: DSC FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 000 FY: 0 MOS: 12.00 ACT TRK: DSC
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 55,848 FF: 0 LF: 0 BF: 0

COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1 SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 12.00- ACT TRK: DSC
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 55,848- FF: 0 LF: 0 BF: 0

COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1- SUM XRF: 004 03 00 00000

TOTALS: FTE 0.00 OPE 0.0000 SAL AF 0 OPE AF 0 PS AF 0

CONFIRM: . SYSTEM: BP ACTION: ... PAGE: 01 OF 02

CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO:

AUTHNO: EFF DTE: 000000 OTHER:

MSG AREA: ==> POSITION SUCCESSFULLY UPDATED <==

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FND – Change Funding on a Position (or segment of a position) in a Package

PBPB		EXECUTIVE DEPARTMENT POSITION SYSTEM BUDGET PREPARATION UPDATE				F6=PBPB	
AGENCY: 1	AUTHNO: 2	POSNO: 3	RDC: 4	PR DISTR: 5	BNCH: 6		
CLASS COMP: 7				RNG: 10	STP: 11		
AUTH CD/DTE: 12	EST/EXP DTE: 13	MOS AVL: 14	ACT TRK: 15	FZS: 16			
FUNC: 17	DET XRF: 18	PKG: 19	FY: 20	MOS: 21	ACT TRK: 22		
CLASS COMP: 23	RATE: 24	POST TYP: 25	POSTED: 26	TRK: 27	FZA: 28		
GF: 29	OF: 30	FF: 31	LF: 32	BF: 33			
COMMENTS: 32		HED AGY: 31		JASONDJFMAMJ	JASONDJFMAMJ		
PHASE IN: 32	PHASE OUT: 33	MOS AVL: 33	SEA MOS: 34				
		POS CNT: 35	SUM XRF: 36				
FUNC: 37	DET XRF: 37	PKG: 37	FY: 37	MOS: 00.00	ACT TRK: 37		
CLASS COMP: 37	RATE: 0,000.00	POST TYP: 37	POSTED: N	TRK: 37	FZA: 37		
GF: 0	OF: 0	FF: 0	LF: 0	BF: 0			
COMMENTS: 38		HED AGY: 39		JASONDJFMAMJ	JASONDJFMAMJ		
PHASE IN: 38	PHASE OUT: 39	MOS AVL: 39	SEA MOS: 39				
		POS CNT: 39	SUM XRF: 39				
TOTALS: FTE: 38	OPE: 0.000	SAL AF 0000,000	OPE AF 0000,000	PS AF 0000,000			
	SYSTEM: BP	ACTION: 39	PAGE: 01 OF 01				
CANCEL: 39	NEXT ACT: 39	AGENCY: 10700	SSN: 39	JOBNO: 39	POSNO: 39		
AUTHNO: 39	EFF DTE: 000000	OTHER: 39					
MSG AREA: 39							

1. In the **MINI-MENU** area, key agency number in **AGENCY**, position number in **POSNO**, and/or authorization number in **AUTHNO**. Press <ENTER>
2. If sufficient security authority exists, the PBPB screen with the requested position information will be displayed.
3. Key **FND** in the **FUNC** (17) field on segment to be fund shifted and press <ENTER>
4. The PBPB screen will redisplay with negative "offset" package segment(s) and positive package segment(s).
5. Key the Package number(s) in the **PKG** (19) / (37) field on all negative and positive system generated segment(s), and enter new fund split(s) in the **GF/OF/FF/LF** (29) fields on system generated positive segment(s). Press <ENTER>
6. In the **MINI-MENU** area, key CHG in the **ACTION** (39) field. Press <ENTER>
7. ⇒**POSITION SUCCESSFULLY UPDATED**← will be displayed in the mini-menu message area. **PPDB Database is not updated until this message is displayed.**
8. Refer to the following pages for step-by-step screen prints.

PBPD

EXECUTIVE DEPARTMENT
POSITION SYSTEM

F6=PBPD

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FZS: 0

FUNC: **fnd** DET XRF: 004 03 00 00000 PKG: 000 FY: 0 MOS: 24.00 ACT TRK:
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA:
GF: 0 OF: 111,696 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1 SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: PKG: ... FY: . MOS: 00.00 ACT TRK: ...
CLASS COMP: RATE: 0,000.00 POS TYP: .. POSTED: . TRK: . FZA: .
GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: .. SEA MOS:
POS CNT: .. SUM XRF:

TOTALS: FTE 1.00 OPE 0.3080 SAL AF 111,696 OPE AF 34,402 PS AF 146,098
CONFIRM: . SYSTEM: BP ACTION: ... PAGE: 01 OF 01
CANCEL: . NXT ACT: AGENCY: 10700 SSN: JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPD

EXECUTIVE DEPARTMENT
POSITION SYSTEM

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FZS: 0

FUNC: FND DET XRF: 004 03 00 00000 PKG: **140** FY: 0 MOS: 24.00- ACT TRK: FND
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1- SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: **140** FY: 0 MOS: 24.00 ACT TRK: FND
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 1
GF: **1.00** OF: **111,696** FF: **0** LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1 SUM XRF: 004 03 00 00000

TOTALS: FTE 0.00 OPE 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
CONFIRM: . SYSTEM: BP ACTION: ... PAGE: OF
CANCEL: . NXT ACT: AGENCY: 10700 SSN: JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPB

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPB

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FND FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00- ACT TRK: FND
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1- SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00 ACT TRK: FND
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 1
GF: 111,696 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1 SUM XRF: 004 03 00 00000

TOTALS: FTE 0.00 OPE 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000

CONFIRM: . SYSTEM: BP ACTION: chg PAGE: 02 OF 03

CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO: ...
AUTHNO: ... EFF DTE: 000000 OTHER: ...
MSG AREA:

PBPB

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPB

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FND FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00- ACT TRK: FND
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1- SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00 ACT TRK: FND
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 1
GF: 111,696 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1 SUM XRF: 004 03 00 00000

TOTALS: FTE 1.00 OPE 0.3080 SAL AF 111,696 OPE AF 34,402 PS AF 146,098

CONFIRM: . SYSTEM: BP ACTION: ... PAGE: 02 OF 03

CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO: ...
AUTHNO: ... EFF DTE: 000000 OTHER: ...
MSG AREA: ==> POSITION SUCCESSFULLY UPDATED <==

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RAL – Reallocation of a Position in a Package

Changing: Detail Cross Reference numbers that cross Summary Cross Reference numbers / Months / Phase-in/out Dates

PBPD EXECUTIVE DEPARTMENT POSITION SYSTEM **F6=PBPD**
 BUDGET PREPARATION UPDATE

AGENCY: 1 AUTHNO: 2 POSNO: 3 RDC: 4 PR DISTR: 5 BNCH: 6
 CLASS COMP: 7 8 9 RNG: 10 STP: 11
 AUTH CD/DTE: 12 EST/EXP DTE: 13 MOS AVL: 14 ACT TRK: 15 FZS: 16
 FUNC: 17 DET XRF: 18 PKG: 19 FY: 20 MOS: 21 ACT TRK: 22
 CLASS COMP: 23 RATE: 24 POS TYP: 25 POSTED: 26 TRK: 27 FZA: 28
 GF: 29 OF: 30 FF: 31 LF: 32 BF: 33
 COMMENTS: 34 HED AGY: 35 JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: 36 PHASE OUT: 37 MOS AVL: 38 SEA MOS: 39
 POS CNT: 40 SUM XRF: 41
 FUNC: 42 DET XRF: 43 PKG: 44 FY: 45 MOS: 00.00 ACT TRK: 46
 CLASS COMP: 47 RATE: 0,000.00 POS TYP: 48 POSTED: N TRK: 49 FZA: 50
 GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
 COMMENTS: 51 HED AGY: 52 JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: 53 PHASE OUT: 54 MOS AVL: 55 SEA MOS: 56
 POS CNT: 57 SUM XRF: 58
 TOTALS: FTE: 38 OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
 SYSTEM: BP ACTION: 39 PAGE: 01 OF 01
 CANCEL: NEXT ACT: AGENCY: 10700 SSN: JOBNO: POSNO:
 AUTHNO: EFF DTE: 000000 OTHER:
 MSG AREA:

1. In the **MINI-MENU** area, key agency number in the **AGENCY** field and position number in the **POSNO** field and/or authorization number in the **AUTHNO** field. Press <ENTER>
2. If sufficient security authority exists, the PBPD screen with the requested position information will be displayed.
3. Key **RAL** in the **FUNC** (17) field on the segment to be reallocated, reduced or phased out and press <ENTER>
4. The PBPD screen will redisplay with a negative "offset" segment(s) and positive package segment(s), both reflecting the full number of months per Detail Cross Reference number (DET XRF).
5. Key the Package number(s) in the **PKG** (19) / (37) fields on both the negative and positive system generated segment(s), and enter new Detail Cross Reference number(s), reduced months or phase in/out, establish/expire dates on system generated positive segment(s). Press <ENTER>
6. In the **MINI-MENU** area, key **CHG** in the **ACTION** (39) field. Press <ENTER>
7. ⇒**POSITION SUCCESSFULLY UPDATED**⇐ will be displayed in the mini-menu message area. **PPDB Database is not updated until this message is displayed.**
8. Refer to the following pages for step-by-step screen prints.

PBPD

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPD

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FZS: 0

FUNC: ral DET XRF: 004 03 00 00000 PKG: 000 FY: 0 MOS: 24.00 ACT TRK:
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TP: PF POSTED: N TRK: FZA:
GF: 0 OF: 111,696 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1 SUM XRF: 004 03 00 00000
FUNC: ... DET XRF: ... PKG: ... FY: . MOS: 00.00 ACT TRK: ...
CLASS COMP: ... RATE: 0,000.00 POS TYP: .. POSTED: . TRK: . FZA: .
GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: ... JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: .. SEA MOS:
POS CNT: .. SUM XRF: ...
TOTALS: FTE 1.00 OPE 0.3080 SAL AF 111,696 OPE AF 34,402 PS AF 146,098
CONFIRM: . SYSTEM: BP ACTION: ... PAGE: 01 OF 01
CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPD

EXECUTIVE DEPARTMENT

POSITION SYSTEM

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FZS: 0

FUNC: RAL DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00- ACT TRK: RAL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1- SUM XRF: 004 03 00 00000
FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 12.00 ACT TRK: RAL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: pp POSTED: N TRK: FZA: 1
GF: 0 OF: 111,696 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1 SUM XRF: 004 03 00 00000
TOTALS: FTE 0.00 OPE 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
CONFIRM: . SYSTEM: BP ACTION: ... PAGE: OF
CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPB

EXECUTIVE DEPARTMENT
POSITION SYSTEM
BUDGET PREPARATION UPDATE

F6=PBPB

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: RAL FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 000 FY: 0 MOS: 24.00 ACT TRK: RAL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1 SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00- ACT TRK: RAL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1- SUM XRF: 004 03 00 00000

TOTALS: FTE 0.00 OPE 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000

CONFIRM: . SYSTEM: BP ACTION: **chg** PAGE: 01 OF 03

CANCEL: . NXT ACT: AGENCY: 10700 SSN: JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPB

EXECUTIVE DEPARTMENT
POSITION SYSTEM
BUDGET PREPARATION UPDATE

F6=PBPD

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: RAL FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 000 FY: 0 MOS: 24.00 ACT TRK: RAL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1 SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00- ACT TRK: RAL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS:
POS CNT: 1- SUM XRF: 004 03 00 00000

TOTALS: FTE 0.50 OPE 0.3898 SAL AF 55,848 OPE AF 21,770 PS AF 77,618

CONFIRM: . SYSTEM: BP ACTION: ... PAGE: 01 OF 03

CANCEL: . NXT ACT: AGENCY: 10700 SSN: JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:

MSG AREA: **===> POSITION SUCCESSFULLY UPDATED <===**

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RCL – Reclassify a Position in a Package

```

          EXECUTIVE DEPARTMENT
          POSITION SYSTEM
          BUDGET PREPARATION UPDATE
    PBPB                                     F6=PBPB

AGENCY: ..... (1) AUTHNO: ..... (2) POSNO: ..... (3) RDC: ..... (4) PR DISTR: ..... (5) BNCH: ..... (6)
CLASS COMP: ..... (7) ..... (8) ..... (9) ..... (10) STP: ..... (11)
AUTH CD/DTE: ..... (12) EST/EXP DTE: ..... (13) MOS AVL: ..... (14) ACT TRK: ..... (15) FZS: ..... (16)
FUNC: ..... (17) DET XRF: ..... (18) PKG: ..... (19) FY: ..... (20) MOS: ..... (21) ACT TRK: ..... (22)
CLASS COMP: ..... (23) RATE: ..... (24) POS TYP: ..... (25) POSTED: ..... (26) TRK: ..... (27) FZA: ..... (28)
GF: ..... (29) OF: ..... (30) FF: ..... (31) LF: ..... (32) BF: .....
COMMENTS: ..... (32) HED AGY: ..... (31) JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: ..... (32) PHASE OUT: ..... (33) SEA MOS: ..... (34)
          POS CNT: ..... (35) SUM XRF: ..... (36)
FUNC: ..... DET XRF: ..... PKG: ..... (37) FY: ..... MOS: 00.00 ACT TRK: .....
CLASS COMP: ..... RATE: 0,000.00 POS TYP: ..... POSTED: N TRK: ..... FZA: .....
GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: ..... HED AGY: ..... JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: ..... PHASE OUT: ..... MOS AVL: ..... SEA MOS: .....
          POS CNT: ..... SUM XRF: .....
TOTALS: FTE: ..... (38) OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
          SYSTEM: BP ACTION: ..... (39) PAGE: 01 OF 01
CANCEL: . NEXT ACT: . . . AGENCY: 10700 SSN: . . . . . JOBNO: . . . . . POSNO: . . . . .
AUTHNO: . . . . . EFF DTE: 000000 OTHER: . . . . .
MSG AREA:
  
```

This code is used **only** in the mini-menu **ACTION** (39) field, as the entire position must be reclassified, not just a segment.

1. In the **MINI-MENU** area, key agency number in the **AGENCY** field and position number in the **POSNO** field and/or authorization number in the **AUTHNO** field. Press <ENTER>
2. If sufficient security authority exists, the PBPB screen with the requested position information will be displayed.
3. Key **RCL** in the **ACTION** (39) field in the **MINI-MENU** area to reclassify position. Press <ENTER>
4. The PBPB screen will redisplay with a negative "offset" package segment(s) and positive package segment(s).
5. Key the Package number(s) in the **PKG** (19) / (37) field on all negative and positive system generated segment(s), and enter new classification, and new rate (if applicable) on system generated positive segment(s). Press <ENTER>
6. In the **MINI-MENU** area, key **CHG** in the **ACTION** (39) area. Press <ENTER>
7. ⇒**POSITION SUCCESSFULLY UPDATED**⇐ will be displayed in the mini-menu message area **PPDB Database is not updated until this message is displayed.**
8. Refer to the following pages for step-by-step screen prints.

PBPB

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPB

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 000 FY: 0 MOS: 24.00 ACT TRK:
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA:
GF: 0 OF: 111,696 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1 SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: PKG: ... FY: . MOS: 00.00 ACT TRK: ...
CLASS COMP: RATE: 0,000.00 POS TYP: .. POSTED: . TRK: . FZA: .
GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: .. SEA MOS: ...
POS CNT: .. SUM XRF:

TOTALS: FTE 1.00 OPE 0.3080 SAL AF 111,696 OPE AF 34,402 PS AF 146,098

CONFIRM: . SYSTEM: BP ACTION: rcl PAGE: 01 OF 01

CANCEL: . NXT ACT: AGENCY: 10700 SSN: JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPB

EXECUTIVE DEPARTMENT

POSITION SYSTEM

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMS X1445 A A MGTSVC SV DATA RESOURCES MGR RNG: 35 STP: 02
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00- ACT TRK: RCL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1- SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00 ACT TRK: RCL
CLASS COMP: mmn x1487 A A RATE: 4962.00 POS TYP: PF POSTED: N TRK: FZA: 1
GF: 0 OF: 111,696 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1 SUM XRF: 004 03 00 00000

TOTALS: FTE 0.00 OPE 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000

CONFIRM: . SYSTEM: BP ACTION: RCL PAGE: OF

CANCEL: . NXT ACT: AGENCY: 10700 SSN: JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPB

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPB

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMN X1487 A A MGTSVC NSV INFO SYSTEMS SPEC 7 RNG: 30I STP: 08
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: RCL FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00- ACT TRK: RCL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1- SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00 ACT TRK: RCL
CLASS COMP: MMN X1487 A A RATE: 4,962.00 POS TYP: PF POSTED: N TRK: FZA: 1
GF: 0 OF: 119,088 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1 SUM XRF: 004 03 00 00000

TOTALS: FTE 0.00 OPE 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000

CONFIRM: . SYSTEM: BP ACTION: chg PAGE: 02 OF 03

CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:
MSG AREA:

PBPB

EXECUTIVE DEPARTMENT

POSITION SYSTEM

F6=PBPB

BUDGET PREPARATION UPDATE

AGENCY: 10700 AUTHNO: 000775810 POSNO: 0000001 RDC: ... PR DISTR: BNCH:
CLASS-COMP: MMN X1487 A A MGTSVC NSV INFO SYSTEMS SPEC 7 RNG: 30I STP: 08
AUTH CD/DTE: L 070103 EST/EXP DTE: 0703 9999 MOS AVL: 24 ACT TRK: RCL FZS: 0

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00- ACT TRK: RCL
CLASS COMP: MMS X1445 A A RATE: 4,654.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 111,696- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1- SUM XRF: 004 03 00 00000

FUNC: ... DET XRF: 004 03 00 00000 PKG: 140 FY: 0 MOS: 24.00 ACT TRK: RCL
CLASS COMP: MMN X1487 A A RATE: 4,962.00 POS TYP: PF POSTED: N TRK: FZA: 1
GF: 0 OF: 119,088 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10700 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 MOS AVL: 24 SEA MOS: ...
POS CNT: 1 SUM XRF: 004 03 00 00000

TOTALS: FTE 1.00 OPE 0.3029 SAL AF 119,088 OPE AF 36,072 PS AF 155,160

CONFIRM: . SYSTEM: BP ACTION: ... PAGE: 02 OF 03

CANCEL: . NXT ACT: AGENCY: 10700 SSN: ... JOBNO: .. POSNO:
AUTHNO: EFF DTE: 000000 OTHER:

MSG AREA: ==> POSITION SUCCESSFULLY UPDATED <===

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OFF – Cancel / Remove a Package from a Base Position (or a segment of a position)

PBPD EXECUTIVE DEPARTMENT POSITION SYSTEM **F6=PBPD**
 BUDGET PREPARATION UPDATE

AGENCY: 1 AUTHNO: 2 POSNO: 3 RDC: 4 PR DISTR: 5 BNCH: 6
 CLASS COMP: 7 8 9 RNG: 10 STP: 11
 AUTH CD/DTE: 12 EST/EXP DTE: 13 MOS AVL: 14 ACT TRK: 15 FZS: 16
 FUNC: 17 DET XRF: 18 PKG: 19 FY: 20 MOS: 21 ACT TRK: 22
 CLASS COMP: 23 RATE: 24 POS TYP: 25 POSTED: 26 TRK: 27 FZA: 28
 GF: 29 OF: 30 FF: LF: BF:
 COMMENTS: 31 HED AGY: JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: 32 PHASE OUT: MOS AVL: 33 SEA MOS: 34
 POS CNT: 35 SUM XRF: 36
 FUNC: DET XRF: PKG: 37 FY: MOS: 00.00 ACT TRK:
 CLASS COMP: RATE: 0,000.00 POS TYP: POSTED: N TRK: FZA:
 GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
 COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: PHASE OUT: MOS AVL: SEA MOS:
 POS CNT: SUM XRF:
 TOTALS: FTE: 38 OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
 SYSTEM: BP ACTION: 39 PAGE: 01 OF 01
 CANCEL: NEXT ACT: AGENCY: 10700 SSN: JOBNO: POSNO:
 AUTHNO: EFF DTE: 000000 OTHER:
 MSG AREA:

This function is used to remove any DSC, FND, RAL or RCL function/action segments on a position that is denied in the Governor’s Budget or Legislatively Adopted budget cycles.

1. In the **MINI-MENU** area, key agency number in the **AGENCY** field and position number in the **POSNO** field and/or authorization number in the **AUTHNO** field. Press <ENTER>
2. If sufficient security authority exists, the PBPD screen with the requested position information will be displayed.
3. Key **OFF** in any frozen (base or negative) segment **FUNC** (17) field and press <ENTER>.
4. The PBPD screen will redisplay with all system generated package segments (negative and positive) deleted and base segment(s) unfrozen.
5. In the **MINI-MENU** area, key CHG in the **ACTION** (39) area. Press <ENTER>.
6. ⇒**POSITION SUCCESSFULLY UPDATED**← will be displayed in the mini-menu message area. **PPDB Database is not updated until this message is displayed.**

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BPB – Field Definitions

BPB

EXECUTIVE DEPARTMENT
POSITION SYSTEM
BUDGET PREPARATION UPDATE

F6=BPB

AGENCY: 1 AUTHNO: 2 POSNO: 3 RDC: 4 PR DISTR: 5 BNCH: 6
 CLASS COMP: 7 8 9 RNG: 10 STP: 11
 AUTH CD/DTE: 12 EST/EXP DTE: 13 MOS AVL: 14 ACT TRK: 15 FZS: 16
 FUNC: 17 DET XRF: 18 PKG: 19 FY: 20 MOS: 21 ACT TRK: 22
 CLASS COMP: 23 RATE: 24 POS TYP: 25 POSTED: 26 TRK: 27 FZA: 28
 GF: 29 OF: 30 FF: LF: BF:
 COMMENTS: 30 HED AGY: 31 JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: 32 PHASE OUT: MOS AVL: 33 SEA MOS: 34
 POS CNT: 35 SUM XRF: 36
 FUNC: DET XRF: PKG: 37 FY: MOS: 00.00 ACT TRK:
 CLASS COMP: RATE: 0,000.00 POS TYP: POSTED: N TRK: FZA:
 GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
 COMMENTS: HED AGY: JASONDJFMAMJ JASONDJFMAMJ
 PHASE IN: PHASE OUT: MOS AVL: SEA MOS:
 POS CNT: SUM XRF:
 TOTALS: FTE: 38 OPE: 0.000 SAL AF 0000,000 OPE AF 0000,000 PS AF 0000,000
 SYSTEM: BP ACTION: 39 PAGE: 01 OF 01
 CANCEL: NEXT ACT: AGENCY: 10700 SSN: JOBNO: POSNO:
 AUTHNO: EFF DTE: 000000 OTHER:
 MSG AREA:

No	Field Name	A/N	Length	Req. N/Y	Comments and Requirements
1	AGENCY	A	5	N	Agency Number.
2	AUTHNO	N	9	N	A statewide unique number assigned for each position by the system.
3	POSNO	N	7	Y	The number assigned to the position by the agency.
4	RDC	A	3	N	A number used by agencies for special processing needs.
5	PR DISTR	A	5	N	A number used by agencies for payroll distribution purposes.
6	BNCH	A	1	N	A code indicating positions determined to be agency benchmarks. Acceptable values are: -- B = Benchmark Position -- (blank) = Not Benchmark Position Benchmark positions are not to be reclassified without written approval from the Human Resource Management Div. Central Evaluation Team. SABR Section will require approval documentation prior to the change being made in PICS.

No	Field Name	A/N	Length	Req. N/Y	Comments and Requirements
7	CLASS COMP	A	12	N	A coding structure that identifies the classification and compensation plan for the Budget Preparation position. The class/comp data group consists of: <ul style="list-style-type: none"> · 4 characters – representation code (e.g., MMS_) · 6 characters - classification (e.g., X0318_) · 1 character - pay option code (e.g., A) · 1 character - range option code (e.g., A)
8	ST	A	9	N	Service type description for the position (e.g., Exec Svc).
9	CLS	A	19	N	The classification title.
10	RNG	A	3	N	The salary range assigned to the position classification.
11	STEP	N	2	N	Budget Preparation salary step budgeted for the position.
12	AUTH CD/DTE	A	7	N	A code and date denoting the authority and date for a position. The group consists of: <ul style="list-style-type: none"> · 1 character - authorization code <ul style="list-style-type: none"> A = Administrative E = Emergency Board L = Legislative Session (System Default) R = Reallocation Package Process · 6 characters - authorized date (System Default)
13	EST/EXP DTE	N	8	N	The Est (establish) date is the month/year the position is authorized to be established (phased-in). The system default is set to "07/03". The Exp (expire) date is the month/year the position is authorized to expire (phase-out). For permanent positions, the system default is set to "9999" to indicate a continuing position. These dates take the place of the former Phase In/Out dates. Expiration dates are required on limited duration positions. If an expire date other than 9999 is used on any other position type, the position will not carry forward to the following biennium (e.g., 2005-2007). Note: Just because a phased-in position is less than 24 months does not necessarily mean that the position is part-time. Make sure the position type keyed is accurate. This will affect the position during the freeze process.
14	MOS AVL	N	2	N	The number of months available for a position are calculated by the system. Generally, the months available will be 24 for a biennium. However, if the position is phased in/out or seasonal, the months available will reflect the number of months within the phase in and phase out dates or the number of season months selected.

No	Field Name	A/N	Length	Req. N/Y	Comments and Requirements
15	ACT TRK	A	3	N	The code used to specify the last action taken on the position. Possible codes include: ABK = Position Added Back BAS = Base Segment Change DEL = Position Flagged for Deletion DSC = Position Discontinued in Package FND = Fund Shift NEW = New Position RAL = Reallocation in Package RCL = Reclassification
16	FZS	A	1	N	This code indicates the number of step increases the position received in the creation of the Budget Preparation file. Values are: 0, 1, 2, 3 and 4
17	FUNC	A	3	N	The functions that are available to change a <u>segment</u> of the position. The possible codes which can be used are: ADD = Add a new segment (system supplied) CHG = Change an existing segment (system supplied) DEL = Delete an existing segment DSC = Discontinue a base segment in a package FND = Fund shift a base segment in a package OFF = Remove a package action or function code PRG = Purge an existing segment (SABRS use only) RAL = Reallocate a base segment in a package
18	DET XRF	A	12	Y	Detail Cross Reference number identifies the position to budget organizational or program entities within an agency. Each Detail Cross Reference number will also be referred to as a segment .
19	PKG	A	3	Y	The package code identifies the segment to the agency's base budget (000), with a reduction or enhancement packages (010-499).
20	FY	A	1	Y	NOT USED
21	MOS	N	2.nn	Y	The months budgeted for the segment.
22	ACT TRK	A	3	N	The code used to specify the last action taken on the <u>segment</u> . See possible codes under Element No. 15.

No	Field Name	A/N	Length	Req. N/Y	Comments and Requirements
23	CLASS COMP	A	12	Y	A coding structure that identifies the classification and compensation plan for the segment. See Element No. 7 for the coding structure.
24	RATE	N	5.nn	N	The salary rate budgeted for the segment. System default to “vacant” step on adds. Board Member positions (class Y7500) do not carry rates. Total Board Member salary <u>dollars</u> for the biennium are entered in field 29.
25	POS TYPE	A	2	Y	The description of the position as authorized to be filled. 1 st character: P = Permanent L = Limited Duration S = Seasonal 2 nd character: P = Part-time F = Full-time
26	POSTED	A	1	N	A code used to indicate whether the position is part of a post staffed 24 hours a day. Y = YES, the position is a posted position. N = NO, the position is not a posted position. (System default)
27	TRK	A	1	N	This code is used by SABRS staff to identify certain categories of positions. Valid codes include: B = Board Position blank = All other positions not specifically categorized
28	FZA	A	1	N	The Freeze for Action Code indicates whether a segment may or may not be updated. Codes include: 0 = Frozen Segment (may not be updated) 1 = System supplied segment (may be updated) blank = Segment available for update

No	Field Name	A/ N	Length	Req. N/Y	Comments and Requirements
29	GF/OF/FF/LF	N	7	N	The Funds line for the segment is calculated as Salary Amount = (Months X Rate) X Fund Split. Possible fund sources are: GF = General Fund OF = Other Funds FF = Federal Funds LF = Lottery Funds BF = Budget Other Fund (Not used at this time) Total Funds are calculated and appear in the TOTALS area, see Element No. 37. Default to 100 percent Other Funds on additions of segments or positions if no other value is keyed.
30	COMMENTS	A	20	N	For agency use.
31	HED AGY	A	5	N	NOT USED
32	PHASE IN / OUT	N	8	N	The Month/Year a position segment is scheduled to start and end. The system default is begin and end date of the biennium.
33	MOS AVL	N	2	N	The number of months available for the segment are calculated by the system. Generally, the months available will be 24 for a biennium. However, if the segment is phased in or out, or is a seasonal, the months available will reflect the number of months within the phase in and phase out dates or the number of season months selected for that segment.
34	SEA MOS	A	24	N	A 24 element array representing each month for a biennium. The non-blank elements of the array indicate the months in which a seasonal position may be filled. The season months selected fall within the phase in and phase out dates for the segment. The selection of season months is required on all seasonal positions. (May be referred to as the "JASON ticks").
35	POS CNT	N	1	N	The position count contains either a zero or a one (1). Board members will always have a count of zero. For each budgeted position there will always be a count of one. If a position is multi-segmented, the segment with the most months will contain the position count of one; the others will contain a count of zero.
36	SUM XFR	N	12	N	NOT USED AT THIS TIME

No	Field Name	A/N	Length	Req. N/Y	Comments and Requirements
37	PKG - 2 nd SEGMENT	N	3	Y/N	This field is a required when it is associated with a package that has a 2 nd segment
38	TOTALS			N	The position's TOTALS summary includes all funds and is calculated by the system as position changes occur.
38	FTE	N	1.nn	N	This is the position's Full Time Equivalent value and is calculated by the system. The FTE is calculated by dividing the total positions months by 24
38	OPE	N	1.nnnn	N	Other Payroll Expense is the percentage of OPE amount to Salary amount and is calculated by the system.
38	SAL AF	N	7	N	All Funds Position Salary Amount
38	OPE AF	N	7	N	All Funds Position OPE Amount
38	PS AF	N	7	N	All Funds Personal Services Amount = (Total Salary + Total OPE)
39	ACTION	A	3	Y	The mini-menu action code used to update the position. The database is not updated until a value of ADD, CHG or DEL is keyed. Available action codes include: ADD = Add a position CHG = Change a position DEL = Delete a position DSC = Discontinue a position in a package FND = Fund shift a position in a package OFF = Remove a special package action/function PRG = Purge a position (SABRS use only) RAL = Reallocate a position in a package RCL = Reclassify a position in a package TOG = Toggle to the PBPD (Position Display) screen NXT = Next page on a multi-page position PRV = Previous page on a multi-page position BOT = Last page on a multi-page position TOP = First page on a multi-page position

PBPD Screen

The PBPD (PPDB-PICS Position Display) program is used to display detail and summary information for the total position and segment (Detail Cross Reference number) for PICS Budget Preparation, PICS Legislative Approved, PICS Pending, PICS Budget Execution, and Personnel Position-Related and Employee Information

GENERAL INSTRUCTIONS

The PBPD screen enables any authorized user to display selected total or segment (Detail Cross Reference number) information for a single position from the following databases:

BP PICS Budget Preparation - This database reflects the position information contained in the 2003-2005 Budget Preparation file.

LA PICS Legislative Approved - This database reflects the position information that was approved during the last Legislative session as well as any permanent changes made during execution of the budget.

Function Keys

The Position Total Display screen contains the summary information for the position. If the position only has one Detail Cross Reference number, the information will be the same as that displayed on the Position Segment Display screen, except for the season months which display only on the Position Segment Display screen.

F1 Position Total Display = Displays the summarized data for the position.

F2 Position Locator Display = Displays the multiple Detail Cross Reference numbers (segments) and allows you to choose the one you wish to display by positioning the cursor and pressing <ENTER>

F3 Position Segment Display = Displays the detail information for the Detail Cross Reference numbers (segment).

For multiple-segmented positions the following function keys are used:

F7 Browse to the previous segment screen (multiple segments).

F8 Browse to the next segment screen (multiple segments).

The following pages have the field definitions for the displays to aid you in reading the screen.

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Field Definitions

PBPD		EXECUTIVE DEPARTMENT PPDB POSITION SYSTEM POSITION TOTAL DISPLAY				F6=PBPI
AGENCY: (2)	AUTHNO: (3)	POSNO: (4)	AGY DISTR: (5)	RDC: (6)		
CLASS COMP: (7)				RNG: (10)		
RATE: (11)	STEP: (12)	FTE: (13)	MOS: (14)	MOS AVL: (15)	PR DISTR: (16)	
AMOUNTS SALARY:	GF (17)	OF	FF	LF	BF	AF
OPE:	(18)					
PS TOT:	(19)					
SPLITS:	(20)					
POS TYPE: (23)	POSTED: (24)	TRK: (25)	ACT TRK: (26)	OPE RTE: (21)	MIN ADJ: (22)	
AUTH DC: (27)	AUTH DTE: (28)	FZP: (29)	PN XREF: (30)	OLD AUTHNO: (31)		
EST DTE: (32)	EXP DTE: (33)	OLD CLASS COMP: (34)				
STAMP: ACT (35)	UPDT D/T (36)	USER ID (37)	TERM (38)	TRAN (39)		
SYSTEM: .. ACTION: ... PAGE: .. OF ..						
CANCEL: . NEXT ACT: ... AGENCY: SSN: JOBNO: .. POSNO:						
AUTHNO: EFF DTE: OTHER:						
MSG AREA:						

No.	Field Name	Comments and Requirements
1	FILE LOCATOR	A code identifying the file currently being displayed: BP = Budget Preparation Position Display LA = Legislative Approved Position Display
2	AGENCY	Agency Number.
3	AUTHNO	A statewide unique number assigned for each position by the system.
4	POSNO	The number assigned to the position by the agency.
5	AGY DISTR	A number used by agencies for special processing needs.
6	RDC	A number used by agencies for special processing needs.
7	CLASS COMP	A coding structure that identifies the classification and compensation plan for the position. The class/comp data group consists of:
8		-- representation code (e.g., MMS or OA__)
9		-- classification title (e.g., X0138_)
		-- pay option code & range option code (e.g., AA)
10	RNG	The salary range assigned to the position classification.
11	RATE	The salary rate budgeted for the position.

No.	Field Name	Comments and Requirements
12	STEP	The salary step budgeted for the position.
13	FTE	This is the total position's Full Time Equivalent and it is calculated by the system. A full-time position is equal to 1.00. The FTE is calculated by dividing the position months by 24.
14	MOS	The months budgeted for the position.
15	MOS AVL	Number of months available for a position or segment are calculated by the system. Generally, the months available will be 24 for a biennium. However, if the position is phased in/out or seasonal, the months available will reflect the number of months within the phase in and phase out dates or the number of season months selected.
16	PR DISTR	A number used by agencies for payroll distribution purposes.
	AMOUNTS	<p>The AMOUNTS section of PBPD reflect Salary & Wages, Other Payroll Expenses, a Total Personal Services Amount, and Fund Splits for the total and segment position by the following fund sources:</p> <ul style="list-style-type: none"> GF = General Fund OF = Other Funds FF = Federal Funds LF = Lottery Funds BF = Budget Other Funds (Not used at this time) AF = All Funds Total
17	SALARY	Salary Amount = (Months X Rate) X Fund Split
18	OPE	OPE Amount = Total Other Payroll Expense X Fund Split
19	PS TOT	Personal Services Total Amount = Salary Amount + OPE Amount
20	SPLITS	Fund splits represent the percentage of funding for a position by budgetary fund source (GF, OF, FF, LF).
21	OPE RTE	OPE Rate -- percentage of OPE to Salary amount and is calculated by the system.
22	MIN ADJ	Minimum Adjustment is the percentage that the budget rate is above the minimum salary rate on the appropriate Rate Table compensation plan. Computed by the system.
23	POS TYPE	<p>The description of the position as authorized to be filled.</p> <p>1st character:</p> <ul style="list-style-type: none"> P = Permanent L = Limited Duration S = Seasonal <p>2nd character:</p> <ul style="list-style-type: none"> P = Part-time F = Full-time
24	POSTED	<p>A code used to indicate whether the position is part of a post staffed 24 hours a day.</p> <ul style="list-style-type: none"> Y = YES, the position is a posted position. N = NO, the position is not a posted position.

No.	Field Name	Comments and Requirements
25	TRK	This code is used by SABRS staff to identify certain categories of positions. Valid codes include: B = Board Position blank = All other positions are specifically categorized
26	ACT TRK	The code to specify the last action taken on the position. Possible codes include: ABK = Position Added Back BAS = Base Segment Change CHG = Position Change CLS = Class-Comp Change DEL = Position Deleted DSC = Discontinued in Package FND = Funding Change MOS = Months Change NEW = New Position PN = Pending Action Exists RAL = Reallocation in Package RAT = Rate Change RCL = Reclassification in Package REP = Representation Code Change TYP = Position Type Change XFR = Transfer of Position
27	AUTH CD	Denotes the authority which approved a change in the position. Possible codes include: A = Administrative E = Emergency Board L = Legislative Session R = Reallocation Package Process
28	AUTH DTE	The date a permanent change was authorized for the position.
29	FZP	This code will indicate if the position has a pending action associated with it. A "Y" code will indicate that the position has a pending change and no action may occur on the position. A "blank" will indicate that no pending action exists.
30	PN XREF	Pending Cross-reference is a number assigned to uniquely identify a pending action. The pending system is not in use at this time.
31	OLD AUTHNO	Prior authorization number allocated to the position. Used for tracking purposes only.
32	EST DTE	Establish date indicates the month/day/year the position is authorized to be established (phased-in). This date takes the place of the former Phase In date.
33	EXP DTE	Expiration date indicates the month/day/year the position is authorized to expire (phase-out). For permanent positions, the system default is set to 9999, indicating a continuing position. This date takes the place of the former Phase Out date.
34	OLD CLASS COMP	The prior representation code, classification number, pay option and range option for the position.

No.	Field Name	Comments and Requirements
35	STAMP	Identifies the last action on position records. Codes are: A = Last action was to ADD the position. C = Last action was to CHANGE the position. P = Last action was to PURGE the position. R = Last action was to REPLACE the position.
36	UPDT D/T	Indicates the date (MMDDYY) and time (HHMMSS) the record was last updated.
37	USER ID	Indicates last person or automated process that updated the position record.
38	TERM	Indicates the terminal identification number or automated batch system from which the position records was updated.
39	TRAN	Identifies the automated batch program or on-line transaction which was last used to update the position record.

F2 – Position Locator Display – Field Definitions

EXECUTIVE DEPARTMENT
PPDB POSITION SYSTEM
LOCATOR DISPLAY

PBPD F6=PBPI

1 AGENCY: 2 AUTHNO: 3 POSNO: 4 AGY DISTR: 5 RDC: 6
 ? DET XRF: 7 PKG: 8 FY: 9 ACT TRK: 10 SUM XRF: 11
 CLASS COMP: 12 RATE: 13 MOS: 14 FTE: 15 FZA: 16
 ? DET XRF: PKG: FY: ACT TRK: SUM XRF:
 CLASS COMP: RATE: MOS: FTE: FZA:
 ? DET XRF: PKG: FY: ACT TRK: SUM XRF:
 CLASS COMP: RATE: MOS: FTE: FZA:
 ? DET XRF: PKG: FY: ACT TRK: SUM XRF:
 CLASS COMP: RATE: MOS: FTE: FZA:
 ? DET XRF: PKG: FY: ACT TRK: SUM XRF:
 CLASS COMP: RATE: MOS: FTE: FZA:
 ? DET XRF: PKG: FY: ACT TRK: SUM XRF:
 CLASS COMP: RATE: MOS: FTE: FZA:
 TOTALS: FTE 17 OPE: 18 SAL AF: 19 OPE AF: 20 PS AF: 21
 SYSTEM: ACTION: PAGE: OF:
 CANCEL: NEXT ACT: AGENCY: SSN: JOBNO: POSNO:
 AUTHNO: EFF DTE: OTHER:
 MSG AREA:

No.	Field Name	Comments and Requirements
1	FILE LOCATOR	A code identifying the file currently being displayed: BP = Budget Preparation Position Display LA = Legislative Approved Position Display PN = Pending Action (Not in use at this time) BX = Budget Execution Position Display
2	AGENCY	Agency Number
3	AUTHNO	A statewide unique number assigned for each position by the system.
4	POSNO	The number assigned to the position by the agency.
5	AGY DISTR	A number used by agencies for special processing needs.
6	RDC	A number used by agencies for special processing needs.
7	DET XRF	Detail Cross Reference number identifies the position to budget organizational or program entities within an agency. Each Detail Cross Reference number will also be referred to as a segment .
8	PKG	The package code identifies the segment to the agency's base budget (000). During the budget preparation cycle, other numbers are used (010 - 499) which denote packages in an agency's budget.
9	FY	NOT USED

No.	Field Name	Comments and Requirements
10	ACT TRK	Code used to specify last action taken on the segment. Possible codes include: BAS = Base Segment Change CHG = Change CLS = Class-Comp Change DEL = Deleted Segment DSC = Discontinued Segment FND = Fund shift on Segment MOS = Months Change NEW = New PN = Pending Action Exists RAL = Reallocated Segment RAT = Rate Change RCL = Reclassified Segment REP = Representation Code Change TYP = Position Type Change XFR = Transfer of Position
11	SUM XRF	Summary Cross Reference number identifies the segment to budget Summary Cross Reference numbers within an agency.
12	CLASS COMP	A coding structure that identifies the classification and compensation plan for the segment. The class/comp data group includes: -- representation code (e.g., MMS or OA__) -- classification (e.g., X0138_) -- pay option code & range option code (e.g., AA)
13	RATE	The salary rate budgeted for the segment.
14	MOS	The months budgeted for the segment.
15	FTE	This is the Full Time Equivalent for the segment and is calculated by the system.
16	FZA	The Freeze for Action Code indicates whether a segment may or may not be updated. Codes include: 0 = Frozen Segment (may not be updated) 1 = System supplied segment (may be updated) Blank = Segment available for update
17	TOTAL FTE	This is the total position's Full Time Equivalent and is calculated by the system. A full-time position is equal to 1.00. The FTE is calculated by dividing the position months by 24.
18	TOTAL OPE	The Other Payroll Expense percent is calculated by the system and is the percentage of OPE amount to Salary amount.
19	TOTAL SAL AF	The salary amount for all fund sources is a total amount calculated from all segments (Months X Salary Rate).
20	TOTAL OPE AF	The Other Payroll Expense amount for all fund sources is a total amount calculated from all segments.
21	TOTAL PS AF	The Personal services amount for all fund sources = Salary amount + Other Payroll Expense amount.

F3 – Position Segment Display – Field Definitions

EXECUTIVE DEPARTMENT
PPDB POSITION SYSTEM
SEGMENT DISPLAY

F6=PBPI

PBPD

AGENCY: (2) AUTHNO: (3) POSNO: (4) AGY DISTR: (5) RDC: (6)

DET XRF: (7) DET TITLE: (8) FY: (9)

AGENCY: (10) SUM XRF: (11) PKG: (12) RANK: (13) ISSUE: (14)

CLASS COMP: (15) FTE: (16) MOS: (17) RNG: (18)

RATE: (19) STEP: (20) MOS AVL: (23) POS CNT: (24)

AMOUNTS: GF (25) OF (26) FF (27) LF (28) BF (29) AF (30)

SALARY: (25)

OPE: (26)

PS TOT: (27)

SPLITS: (28)

POS TYPE: (31) POSTED: (32) TRK: (33) ACT TRK: (34) OPE RTE: (29)

AUTH CD: (35) AUTH DTE: (36) FZP: (37) JASONDJFMAMJ (38) JASONDJFMAMJ (39)

PHASE IN: (38) PHASE OUT: (39) SEA MONTHS: (40)

COMMENTS: (41) SUM XRF: (42) HED AGY: (43)

CANCEL: (41) SYSTEM: (42) ACTION: (43) PAGE: (44) OF (45)

AUTHNO: (41) NEXT ACT: (42) AGENCY: (43) SSN: (44) JOBNO: (45) POSNO: (46)

MSG AREA: (47) EFF DTE: (48) OTHER: (49)

No.	Field Name	Comments and Requirements
1	FILE LOCATOR	A code identifying the file currently being displayed: BP = Budget Preparation Position Display LA = Legislative Approved Position Display PN = Pending Action (Not in use at this time) BX = Budget Execution Position Display
2	AGENCY	Agency Number.
3	AUTHNO	A statewide unique number assigned for each position by the system.
4	POSNO	The number assigned to the position by the agency.
5	AGY DISTR	A number used by agencies for special processing needs.
6	RDC	A number used by agencies for special processing needs.
7	DET XRF	Detail Cross Reference number identifies the position to budget organizational or program entities within an agency. Each Detail Cross Reference number will also be referred to as a segment .
8	DET TITLE	The title of the Detail Cross Reference number or segment as defined in the ORBITS system.
9	FY	NOT USED
10	AGENCY	Agency Number.
11	BUD STR	Summary Cross Reference number identifies the segment to budget Summary Cross Reference numbers within an agency.

No.	Field Name	Comments and Requirements
12	PKG	The package code identifies the segment to the agency's base budget (000). During the budget preparation cycle, other numbers are used (010-499) which denote packages in an agency's budget.
13	RANK	Used during budget preparation, the package ranking code identifies the priority of the package in an agency budget.
14	ISSUE	Used during budget preparation, the issue code identifies the budgetary issue (an issue can combine several packages) to which the package is assigned.
15	CLASS COMP	A coding structure that identifies the classification and compensation plan for the segment. The class/comp data group includes: -- representation code (e.g., MMS or OA __) -- classification (e.g., X0138_) -- pay option code & range option code (e.g., AA)
16		The services type description for the position (e.g., Exec Svc).
17		The classification description for the position.
18	RNG	The salary range assigned to the position classification.
19	RATE	The salary rate budgeted for position.
20	STEP	The salary step budgeted for the position.
21	FTE	This is the segment's Full Time Equivalent and is calculated by the system. The FTE is calculate by dividing the segment months by 24.
22	MOS	The months budgeted for the segment.
23	MOS AVL	The number of months available for a position or segment are calculated by the system. Generally, the months available will be 24 for a biennium. However, if the position is phased in/out or a seasonal, the months available will reflect the number of months within the phase in and phase out dates or the number of season months selected.
24	POS CNT	The position count contains either a zero or a one. Board members will always have a count of zero. For each budgeted position there will always be a count of one. If a position is multi-segmented, the segment with the most months will contain the position count of one; the others will contain a count of zero.
	AMOUNTS	The AMOUNTS section of PBPD reflect Salary & Wages, Other Payroll Expenses, a Total Personal Services Amount, and Fund Splits for the total and segment position by the following fund sources: GF = General Fund OF = Other Funds FF = Federal Funds LF = Lottery Funds BF = Budget Other Fund (Not used at this time) AF = All Funds Total
25	SALARY	Salary Amount = (Months X Rate) X Fund Split

No.	Field Name	Comments and Requirements
26	OPE	OPE Amount = Total Other Payroll Expense associated with the segment.
27	PS TOT	Personal Services Total Amount = Salary Amount + OPE Amount
28	SPLITS	Fund splits represent the percentage of funding for a segment by fund source.
29	OPE RTE	OPE Rate is the percentage of OPE amount to Salary amount and is calculated by the system.
30	MIN ADJ	Minimum Adjustment is the percentage that the current salary rate is above the minimum salary rate on the appropriate Rate Table compensation plan. Computed by the system.
31	POS TYPE	<p>The description of the position as authorized to be filled.</p> <p>1st character:</p> <ul style="list-style-type: none"> P = Permanent L = Limited Duration S = Seasonal <p>2nd character:</p> <ul style="list-style-type: none"> P = Part-time F = Full-time
32	POSTED	<p>A code used to indicate whether the position is part of a post staffed 24 hours a day.</p> <ul style="list-style-type: none"> Y = YES, the position is a posted position. N = NO, the position is not a posted position.
33	TRK	<p>This code is used by SABRS staff to identify certain categories of positions. Valid codes include:</p> <ul style="list-style-type: none"> B = Board Position blank = All other positions are specifically categorized
34	ACT TRK	<p>The code to specify the last action taken on the position. Possible codes include:</p> <ul style="list-style-type: none"> BAS = Base Segment Change CHG = Change CLS = Class-Comp Change DEL = Deleted Segment DSC = Discontinued Segment FND = Fund Shift on Segment MOS = Months Change NEW = New PN = Pending Action Exists RAL = Reallocated Segment RAT = Rate Change RCL = Reclassificated Segment REP = Representation Code Change TYP = Position Type Change XFR = Transfer of Position

No.	Field Name	Comments and Requirements
35	AUTH CD	This code denotes the authority which approved a change in the segment. Possible codes include: A = Administrative E = Emergency Board L = Legislative Session R = Reallocation Package Process
36	AUTH DTE	The date a permanent change was made to the segment.
37	FZP	This code will indicate if the position has a pending action associated with it. A "Y" code will indicate that the position has a pending change and no action may occur on the position. A " blank " will indicate that no pending action exists.
38	PHASE IN	The date a position segment is scheduled to start. The default date is the position establishment date.
39	PHASE OUT	The date a position segment is scheduled to end. The default date is the position expiration date.
40	SEA MONTHS	A 24 element array representing each month for a biennium. The non-blank elements of the array indicate the months in which a seasonal position may be filled. The season months selected fall within the phase in and phase out dates for the segment. (May be referred to as the "JASON ticks.")
41	COMMENTS	For agency use.
42	SUM XRF	NOT USED
43	HED AGY	NOT USED

PBPI Screen

The **PBPI** (PPDB-PICS Position Inquiry) screen enables any authorized user to display selected total or segment (Detail Cross Reference number) information for a single position from the following databases:

BP PICS Budget Preparation - This database reflects the position information contained in the 2003-2005 Budget Preparation file.

LA PICS Legislative Approved - This database reflects the position information that was approved during the last Legislative session as well as any permanent changes made during execution of the budget.

EMPLOYEE Employee Data - This database contains employee information.

If basic position information is what you are looking for, it is recommended that you use PBPI for your initial inquiry. You can always see the more detailed information (i.e., OPE breakdown) by using the <F6> key to toggle to the PBPD display.

If you are requesting information by **position** number, and a position is **doublefilled**, you will have a Cross-reference Function (PBGX) screen displayed before you are able to see the PBPI screen. This screen will show you all the employees that are current filling the position. Even though there are multiple employees displayed, when you press <ENTER>, only the **highest paid** employee will display on PBPI. If you wish, you can use the space bar to toggle to another position and press <ENTER>.

Function Keys

Personal Computer Function keys are used in the PPDB Systems to maneuver from program to program and from page to page on multiple page positions.

F6 = Go to PBPD (Position Display) screen

F7 = Go to previous page on a multi-page position

F8 = Go to next page on a multi-page position or go to blank screen to add segments

F10 = Go to first page on a multi-page position

F11 = Go to last page on a multi-page position

EXECUTIVE DEPARTMENT
PPDB POSITION SYSTEM
POSITION INQUIRY DISPLAY

PBPI **F6=PBPD**

AGENCY: (1) AUTHNO: (2) POSNO: (3) AGY DISTR: (4) RDC: (5)

BP CLASS COMP: RNG: STEP: RATE: MOS:

POS TYP: POSTED: .. EST DTE: EXP DTE: FTE: OPE: ...

SPLITS: GF OF FF LF BF ACT TRK: FZP:

LA CLASS COMP: RNG: (8) STEP: (9) RATE: (10) MOS: (11)

POS TYP: (12) POSTED: (13) EST DTE: (14) EXP DTE: (15) FTE: (16) OPE: (17)

SPLITS: GF (18) OF FF LF BF ACT TRK: (19) FZP: (20)

PN CLASS COMP: RNG: STEP: RATE: MOS:

POS TYP: POSTED: EST DTE: EXP DTE: FTE: OPE: ...

SPLITS: GF OF FF LF BF ACT TRK: FZP: ...

PN XREF: REL BAM: .. REL LR:

BX CLASS COMP: RNG: (22) STEP: (23) RATE: (24) MOS: (25)

POS TYP: (26) POSTED: (27) EST DTE: (28) EXP DTE: (29) FTE: (30) OPE: (31)

SPLITS: GF (32) OF FF LF BF ACT TRK: (33)

EMPLOYEE: (34) **CLASS COMP:** (35) RATE: (36)

SYSTEM: .. ACTION: ... PAGE: 01 OF 01

CANCEL: . NEXT ACT: ... AGENCY: SSN: JOBNO: .. POSNO:

AUTHNO: EFF DTE: OTHER:

MSG AREA:

If you have not yet requested the position number or authorization number for the position desired:

1. Key the agency number in the AGENCY field and position number in the POSNO field and/or authorization number in the AUTHNO field.
2. Press <ENTER>

NOTE: If access is requested by POSNO, and the position is doublefilled, the Cross-reference Function screen (PBGX) will display, which requires you to press <ENTER> once more to display the requested position.

If you wish to display more detailed information on the position:

1. Move the cursor to the question mark next to the desired system (file) name (BP, LA, or EMPLOYEE).
2. Press <ENTER>

This action will display the PBPD Position Display Screen if you are requesting PICS information. Please refer to the Operating Instructions for this screen. Access to display additional employee information must be granted by your agency's personnel security administrator.

Field Definitions

EXECUTIVE DEPARTMENT
PPDB POSITION SYSTEM
POSITION INQUIRY DISPLAY

F6=PBPD

AGENCY: ① AUTHNO: ② POSNO: ③ AGY DISTR: ④ RDC: ⑤

BP CLASS COMP: RNG: STEP: RATE: MOS:
 POS TYP: POSTED: .. EST DTE: EXP DTE: FTE: ... OPE: ...
 SPLITS: GF OF FF LF BF ACT TRK: FZP:

⑥ ?
 ?
 ?

LA CLASS COMP: RNG: ⑧ STEP: ⑨ RATE: ⑩ MOS: ⑪
 POS TYP: POSTED: ⑬ EST DTE: ⑭ EXP DTE: ⑮ FTE: ⑯ OPE: ⑰
 SPLITS: GF ⑱ OF FF LF BF ACT TRK: ⑲ FZP: ⑳

PN CLASS COMP: RNG: STEP: RATE: MOS:
 POS TYP: POSTED: .. EST DTE: EXP DTE: FTE: ... OPE: ...
 SPLITS: GF OF FF LF BF ACT TRK: ...
 PN XREF: REL BAM: ... REL LR:

BX CLASS COMP: RNG: ⑳ STEP: ㉓ RATE: ㉔ MOS: ㉕
 POS TYP: POSTED: ㉗ EST DTE: ㉘ EXP DTE: ㉙ FTE: ㉚ OPE: ㉛
 SPLITS: GF ㉜ OF FF LF BF ACT TRK: ㉝

?
 ?
 ?

EMPLOYEE: **CLASS COMP:** RATE: ㉞

SYSTEM: .. ACTION: ... PAGE: 01 OF 01
 CANCEL: . NEXT ACT: ... AGENCY: SSN: JOBNO: ... POSNO:
 AUTHNO: EFF DTE: OTHER:
 MSG AREA:

No.	Field Name	Comments and Requirements
1	AGENCY	Agency Number
2	AUTHNO	A Statewide unique number assigned for each position by the system
3	POSNO	The number assigned to the position by the agency
4	AGY DISTR	A number used by agencies for special processing needs
5	RDC	A number used by agencies for special processing needs
6	? - FILE LOCATOR	A code identifying the various files available for display: BP - Budget Preparation Position Display LA - Legislative Approved Position Display EMPLOYEE - Employee Display
7	CLASS COMP	A coding structure that identifies the classification and compensation plan for the position. The class/comp data group consists of: -- representation code (e.g., MMS or OA __) -- classification title (e.g., X0318_) -- pay option code & range option code (e.g., AA)
8	RNG	The salary range assigned to the position classification
9	STEP	The salary step at which the position was budgeted
10	RATE	The salary rate budgeted for the position.
11	MOS	The number of budgeted months associated with the position.

No.	Field Name	Comments and Requirements
12	POS TYP	The description of the position as authorized to be filled. 1st character: P = Permanent L = Limited Duration S = Seasonal 2nd character: P = Part-time F = Full-time
13	POSTED	A code used to indicate whether the position is part of a post staffed 24 hours a day. Y = YES, the position is a posted position N = NO, the position is not a posted position
14	EST DTE	Establish date indicates the month/day/year the position is authorized to be established (phased in). This date takes the place of the former Phase In date.
15	EXP DTE	Expiration date indicates the month/day/year the position is authorized to expire (phase out). For permanent positions, the system default is set to 9999 to indicate a continuing position. This date takes the place of the former Phase Out date.
16	FTE	This is the position's Full Time Equivalent for the position and is calculated by the system. A full-time position is equal to 1.00. The FTE is calculated by dividing the position months by 24.
17	OPE	Other Payroll Expense is a percentage calculated from the budgeted OPE to salary amount.
18	SPLITS	The Fund splits represent the percentage of funding for a position by fund source. The funding sources include: GF = General Fund OF = Other Funds FF = Federal Funds LF = Lottery Funds
19	ACT TRK	The code used to specify the last action taken on the position. Possible codes include: ABK = Position Added Back BAS = Position Change in Base CHG = Position Change CLS = Class-Comp Change DEL = Position Deleted DSC = Discontinued in Package FND = Funding Change MOS = Months Change NEW = New Position PN = Pending Action Exists RAL = Reallocation RAT = Rate Change RCL = Reclassification REP = Representation Code Change TYP = Position Type Change XFR = Transfer of Position

No.	Field Name	Comments and Requirements
20	FZP	Code that limits update of legislative approved position. This code is not in use at this time but will indicate that a position has a pending action associated with it. A "Y" code will indicate that the position has a pending change and no action may occur on the position. A "blank" will indicate that no pending action exists.
21	CLASS COMP	A coding structure that identifies the classification and compensation budget execution level for the position. This level can be different (equal or lower) than the Legislative Approved level. See element #7 for the definition.
22	RNG	The budget execution salary range.
23	STEP	The budget execution salary step.
24	RATE	The budget execution salary rate.
25	MOS	The number of months budgeted for the execution position.
26	POS TYP	The description of the position as authorized to be filled. 1st character: P = Permanent L = Limited Duration S = Seasonal 2nd character: P = Part-time F = Full-time
27	POSTED	A code used to indicate whether the position is part of a post staffed 24 hours a day. Y = YES, the position is a posted position N = NO, the position is not a posted position
28	EST DTE	See Element No. 14 for definition.
29	EXP DTE	See Element No. 15 for definition.
30	FTE	This is the position's Full Time Equivalent for the position and is calculated by the system. A full-time position is equal to 1.00. The FTE is calculated by dividing the position months by 24.
31	OPE	Other Payroll Expense is a percentage calculated from the budgeted OPE to salary amount.
32	SPLITS	The Fund Splits represent the percentage of funding for a position by fund source. The funding sources include: GF = General Fund OF = Other Funds FF = Federal Funds LF = Lottery Funds BF = Budget Other Fund (Not used at this time)

No.	Field Name	Comments and Requirements
33	ACT TRK	See Element No. 19 for definition.
34	EMPLOYEE	If the position is filled, the name of the highest paid employee filling the position is displayed.
35	CLASS COMP	If the position is filled, the classification compensation plan of the highest paid employee filling the position is displayed.
36	RATE	If the position is filled, the rate of pay of the highest paid employee filling the position is displayed.

PBPO Screen

```
EXECUTIVE DEPARTMENT
POSITION SYSTEM
P.S. CALCULATION POSITION DISPLAY
F6=PBPD

PBPO

AGENCY: 10700 AUTHNO: 000000010 POSNO: 0011001 AGY DISTR: 10700 RDC: 005
ACCTNO: 3110 EST DTE: 0703 EXP DTE: 9999 TOTAL MOS: 24.00 FTE: 1.00

CLASS COMP: MMN X0812 A A RATE: 2,913.00

FUNC: ... DET XRF: 005 04 00 00000 CLS-PKG: 000 FY: 0 FZA: ACT TRK:
GF: 0 OF: 69,912 FF: 0 LF: 0 BF: 0
MOS: 24.00 FTE: 1.00 TRK: JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0703 PHASE OUT: 0605 SEA MONTHS:

FUNC: ... DET XRF: ... CLS-PKG: ... FY: . ACT TRK: ...
GF: 0000,000 OF: 0000,000 FF: 0000,000 LF: 0000,000 BF: 0000,000
MOS: 00.00 FTE: 0.00 TRK: . JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: .... PHASE OUT: .... SEA MONTHS: .....

SYSTEM: BP ACTION: ... PAGE: 01 OF 01
CANCEL: . NEXT ACT: .... AGENCY: 10700 SSN: ..... JOBNO: .. POSNO: .....
AUTHNO: ..... EFF DTE: 000000 OTHER: .....
MSG AREA:
```

Changes to this screen **will not** permanently alter the position.

The **PBPO** screen enables any authorized user to display **Position OPE** information. The is referred to as the “What-If” screen that allows the user to use different scenarios on the position to facilitate budget preparation. With this screen, a user can adjust fund splits, months, and rates to achieve their goal. The calculations here do not alter the position on a permanent basis.

PBPO can be accessed from either the **Position Display (PBPD)**, the **Position Inquiry (PBPI)** screen by keying **PBPO** in the **NEXT ACT** field in the **MINI-MENU** area or after clearing the screen.

Once you have keyed the desired changes you will need to hit the “ENTER” key before using the function keys listed below. Otherwise your changes will not be recognized.

Function Keys

When you access **PBPO**, you will always come to the Position Display screen first. The following 'F' keys allow access to other areas of the PBPO program. See the following pages for more detail.

- <F4> or Key SUM in the **ACTION** field to view the Personal Services Calculation Position **Summary**.
- <F3> or Key OPE in the **ACTION** field to view the Personal Services **Other Payroll Expenses**.
- <F2> or SAL in the **ACTION** field to view the Personal Services Calculation **Salary Adjustments**.
- <F1> or POS in the **ACTION** field to view the Personal Services Calculation **Position Display**. This key works as a toggle key, and will take you back to page 1 from any other page.

F4 – Personal Services Calculation Position Summary

PBPO	EXECUTIVE DEPARTMENT POSITION SYSTEM		F6=PBPD	
P.S. CALCULATION POSITION SUMMARY				
AGENCY: 10700 AUTHNO: 000000010		POSITION SUMMARY		← The "Summary" for the positions is on the last page
CLASS COMP: UA C0812 A A		RATE: 3,483.00 MOS: 12.00 FTE 0.50		
ACCTNO	DESCRIPTION	PCT	OF	AF
	ORIGINAL SAL OR WAGES		41,796	41,796
3110	ADJUSTED SAL OR WAGES	.0000	41,796	41,796
3210	EMPLOYMENT RELATIONS BD AS	.0008	32	32
3220	PUBLIC EMPLOYES' RETIRE CO	.1606	6,712	6,712
3230	SOCIAL SECURITY TAXES	.0765	3,197	3,197
3250	WORKERS' COMP. ASSESS. (WC	.0020	83	83
3270	FLEXIBLE BENEFITS	.2597	10,854	10,854
	OPE TOTAL	.4995	20,879	20,879
	P.S. TOTAL		62,675	62,675
SYSTEM: BP ACTION: ...		PAGE: 02 OF 02		← Depress <F8> to "page" through the segment totals as well
CANCEL: . NXT ACT:		AGENCY: 10700 SSN: JOBNO: .. POSNO:		
AUTHNO:		EFF DTE: 000000 OTHER:		
MSG AREA:				

Access PBPO - Instructions on 149.

Press <F4> or key **SUM** in the **ACTION** field

This screen displays the detail OPE generated for the position.

If you wish to change the classification, month or rate by playing the "what if" games, depress <F1> or key POS in the ACTION field to return to the Position Display screen.

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F3 -- PS Calculation Other Payroll Expenses

PBPO		EXECUTIVE DEPARTMENT POSITION SYSTEM						F6=PBPD			
P.S. CALCULATION OTHER PAYROLL EXPENSES (OPE)											
AGENCY: 10700 AUTHONO: 000000010 POSNO: 0011001 AGY DISTR: 10700 RDC: 005											
ACCTNO: 911001 EST DTE: 0701 EXP DTE: 9999 TOTAL MOS: 24.00 FTE: 1.00											
FUN	ACCTNO	DESCRIPTION	FROM DATE	THRU DATE	P T F	A	RATE	PCT.	GROSS LIMIT	EXP. FACTOR	
...	3210	EMPLOYMENT RELATI	07 03	06 05			1.11	.0000	0.00	1.0000	
...	3220	PUBLIC EMPLOYES'	07 03	06 05			0.00	.1511	0.00	1.0000	
...	3230	SOCIAL SECURITY T	07 03	06 05			0.00	.0765	4322.00	1.0000	
...	3250	WORKERS' COMP. AS	07 03	06 05			3.03	.0000	0.00	1.0000	
...	3270	FLEXIBLE BENEFITS	07 03	06 05	Y		365.70	.0000	0.00	1.0000	
...		00000.00	.0000	00000.00	0.0000	
SALARY AMOUNTS AND SPLITS BEFORE P.S. CALCULATION											
GF	0	OF	69,912	FF	0	LF	0	BF	0	AF	69,912
	0.0000		1.0000		0.0000		0.0000		0.0000		
SYSTEM: BP ACTION: ... PAGE: 01 OF 01											
CANCEL: . NEXT ACT: AGENCY: 10700 SSN: JOBNO: .. POSNO:											
AUTHNO: EFF DTE: 000000 OTHER:											
MSG AREA:											

Access PBPO - Instructions Page 149.

Press <F3> or key **OPE** in the **ACTION** field

This screen displays the OPE accounts used to calculate your personal services costs.

If you wish to change the classification, month or rate by playing the "what if" games, depress <F1> or key POS in the ACTION field to return to the Position Display screen.

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Appendices

Appendix A – Data Entry Guide

Appendix B – Chart of Accounts & D09-D10 (ABIS to ORBITS)

Appendix C – Agency Numbers and Agency SABR Coordinators

Appendix D – Reports

Appendix E – Extracts, Notepad, and Attachments

Appendix F – Error Tables

Appendix G – ORBITS Audit Errors

Appendix H – Forms, Samples

Appendix I – Other Payroll Expense (OPE) Table

Appendix J – Budget Compensation Plan