

2011-13 Governor's Balanced Budget (GBB) and the Position Information Control System (PICS) Audit Points

DAS Budget & Management
Statewide Audit and Budget
Reporting Section (SABRS)

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Purpose of Presentation

- PICS status- Where are we?
- Review PICS audit points, including reconciling items and the worksheet
- Examine a budget execution action and remind agencies when to enter these actions into PICS
- Define a 'package on package' situation and when it is necessary

PICS Status

- PICS Agency Request Budget (ARB=A01 Version in ORBITS) was the starting point for GBB
- During Analyst Recommended/Appeal processes, analysts made position-related adjustments
- Changes were made at the Summary Cross Reference (SCR) level in ORBITS using personal services accounts (3990, 8190 & 8290); no actual PICS entries were made

Next Steps

- PICS was loaded into the J01 version in ORBITS
- Agencies will enter PICS changes to correspond with An Rec/Appeal documents and will balance to control totals in ORBITS
 - Net effect of the Analyst's position changes and the appeal process = changes the agencies will have to make to PICS
- Review audit points

PICS audit points

- Review all documents in packet
 - Carefully review GBB documents (Analyst Report, Appeal Memo, and ORBITS BDV200 report) to identify required PICS changes.
 - Only update PICS for actions directed in the GBB documents.
 - The agency's BAM Analyst is the best resource for questions, clarifications, or for more detail on the Governor's Balanced Budget. **SABRS does not have that additional information.**

PICS audit points

- It is not appropriate to “clean up” the PICS Budget Prep file, correct errors, or incorporate additional changes identified since the completion of the Agency Request Budget (ARB)

PICS audit points

Some common position-related changes made in the GBB include:

- Elimination (denial) of a position in agency policy packages or in analyst packages
- Addition of a new position in a package
- Decrease or increase in months (FTE) on positions requested by the agency
- Change in a position type, such as from permanent to limited-duration
- Change in a position classification
- Change in the fund split on a position
- Reclassifications approved without any additional funding

PICS audit points

- New positions are added at the 2nd step, unless specifically directed otherwise
- Verify the position type for a new position
- Watch for phased-in versus part-time positions
- When deleting only some of the positions in a package, ensure the correct positions are being removed

PICS audit points

- For position eliminations, verify that both position and FTE counts are removed
- Some required changes, such as a position going from permanent to limited-duration, may not change dollars, position counts, or FTE
- Watch for situations where a position is affected by multiple packages (package on package)
 - **Please consult with the PICS auditor prior to making any PICS changes on a position in this situation**

PICS audit points

- The location and type of PICS actions needed will depend on the designated package(s) and the status of effected positions at Agency Request
- All PICS changes should be made in packages, rather than Base. Please refer to the 2009-11 PICS User's Manual for PICS data entry instructions
- The chart on the bottom of Page 32 of the manual lists PICS action codes and the fields they open for data entry

SPECIAL ACTIONS/FUNCTION CODES

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 Cross Ref #	Package	Months	Class Comp	Rate	Position Type	Funding	Phase-In/Phase-Out	Seasonal Months
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

PICS audit points

- The table on the next slide outlines several position change scenarios, the associated PICS action, and the effect on ORBITS

Position Change Scenarios

Position Change	PICS Action Required	ORBITS Impact
Eliminate position in a package	"DEL"	Decrease in package dollars, position count, and FTE
Eliminate a Base position (eliminate in a package)	"DSC"	No change in Base; decrease in package dollars, position count, and FTE
Add a new position in a package	"ADD"	Increase in package dollars, position count, and FTE
Changes to a position in an existing package	Key new information on end result segment(s), then "CHG" (May require "OFF" or "OFF" plus a new action code, depending on change)	Potential change in package dollars and FTE
Change in months, rate, position type, dates, class, or funding on a Base position (make change in package)	"RAL" "RCL" "FND" (Depends on type of change and fields needed for data entry)	Potential change in package dollars and FTE

Deleting a Position Created in a Package

1 - DEFAULT

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

```
PBPB EXECUTIVE DEPARTMENT
      POSITION SYSTEM F6=PBPD
      BUDGET PREPARATION UPDATE
AGENCY: 10700 AUTHNO: 000000440 POSNO: 0014803 RDC: 130 PR DISTR: 1302 BNCH:
CLASS-COMP: MMN X0873 A A MGT SVC NSV OPS/POLICY ANALYST 4 RNG: 32 STP: 07
AUTH CD/DTE: L 070109 EST/EXP DTE: 0709 9999 MOS AVL: 24 ACT TRK: DEL FZS: 2

FUNC: ... DET XRF: 002 01 00 00000 PKG: 010 FY: 0 MOS: 0.00 ACT TRK: DEL
CLASS COMP: MMN X0873 A A RATE: 6,889.00 POS TYP: PF POSTED: N TRK: FZA:
GF: 0 OF: 0 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10500 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0709 PHASE OUT: 0611 MOS AVL: 24 SEA MOS:
POS CNT: 0 SUM XRF: 002 00 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: 0709 PHASE OUT: 0611 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: 01 OF 01
CANCEL: . NXT ACT: . . . . AGENCY: 10700 EMP: . . . . . JOBNO: . . POSNO: . . . . .
AUTHNO: . . . . . EFF DTE: 000000 OTHER: . . . . .
MSG AREA: ==> POSITION SUCCESSFULLY UPDATED <==
```

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Discontinuing a Position in Base

1 - DEFAULT

File Edit Transfer Fonts Options Macro View Window Help

PA1 PA2 PA3 ENT CLR

```
PBPB EXECUTIVE DEPARTMENT
      POSITION SYSTEM F6=PBPD
      BUDGET PREPARATION UPDATE
AGENCY: 10700 AUTHNO: 000000440 POSNO: 0014803 RDC: 130 PR DISTR: 1302 BNCH:
CLASS-COMP: MMN X0873 A A MGT SVC NSV OPS/POLICY ANALYST 4 RNG: 32 STP: 07
AUTH CD/DTE: 070109 EST/EXP DTE: 0709 9999 MOS AVL: 24 ACT TRK: DSC FZS: 2

FUNC: ... DET XRF: 002 01 00 00000 PKG: 000 FY: 0 MOS: 24.00 ACT TRK: DSC
CLASS COMP: MMN X0873 A A RATE: 6,889.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 165,336 FF: 0 LF: 0 BF: 0
COMMENTS: HED AGY: 10500 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0709 PHASE OUT: 0611 MOS AVL: 24 SEA MOS:
POS CNT: 1 SUM XRF: 002 00 00 00000

FUNC: ... DET XRF: 002 01 00 00000 PKG: 010 FY: 0 MOS: 24.00- ACT TRK: DSC
CLASS COMP: MMN X0873 A A RATE: 6,889.00 POS TYP: PF POSTED: N TRK: FZA: 0
GF: 0 OF: 165,336- FF: 0 LF: 0 BF: 0
COMMENTS: OFFSET HED AGY: 10500 JASONDJFMAMJ JASONDJFMAMJ
PHASE IN: 0709 PHASE OUT: 0611 MOS AVL: 24 SEA MOS:
POS CNT: 1- SUM XRF: 002 00 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 EMP: ... JOBNO: .. POSNO: ...
AUTHNO: ... EFF DTE: 000000 OTHER: ...
MSG AREA: ==> POSITION SUCCESSFULLY UPDATED <==
```

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Reconciling Items

- ❑ It is very likely that changes made in PICS, even if correct, will not produce amounts (dollars, position counts, and FTE) that exactly match the Personal Services adjustments made in GBB
- ❑ The numbers that analysts used for PICS driven changes are based on estimates and may not precisely mirror calculations made by PICS

Reconciling Items

- ❑ Budget execution actions (BX actions), keyed to the PICS budget preparation file, will also contribute to a mismatch between PICS calculations and GBB control totals
- ❑ Budget execution actions are primarily due to permanent finance plan activity
- ❑ Assuming all PICS entries are accurate, any differences between control totals and actual PICS-generated amounts should be handled as Personal Services, Position, and FTE reconciliation entries in ORBITS (Accts. 3465, 8180 & 8280)

Reconciling Items

- ❑ These reconciling items must be identified (at the SCR and package level) by fund type, amount, and by reason on the PICS Reconciliation form (see example on Page 21)
- ❑ Be as specific as possible when recording reasons to save time during the audit process, as generic comments may be questioned by the PICS and/or ORBITS auditor
- ❑ Examples of anticipated reasons include “2009-11 Budget Execution (BX) Actions”
- ❑ If the reconciled item is related to a specific position, note the position number in the Reason/Comment field

Reconciling Items

- ❑ Please do not try to avoid the use of reconciliation accounts by adjusting a position's step or using non-PICS personal services accounts in ORBITS. PICS reconciliations are fully expected and appropriate, they just need to be properly documented.

Reconciling Items

- **After completing all PICS actions for GBB and identifying/recording any PICS reconciliation values, please:**
 - Call Deanne Wachtler @ 503-378-8202, and request that we key all pending budget execution actions (finance plans, administrative changes, etc.) to the PICS budget preparation file. A list of agencies with known pending actions is included in this packet
 - Do not key any changes to PICS while the file is being updated, or it will be difficult to identify reconciliation amounts related to the budget execution actions
 - Review the impact of changes in PICS and ORBITS and update the PICS Reconciliation form and ORBITS accounts as needed
 - Please refer to the Recommended Reconciliation Process schedule on page 28

Personal Services/ Position/ FTE Reconciliation Worksheet

(Insert Agency Name/Number)

Personal Services / Position / FTE Reconciliation Worksheet

Accounts 3465, 8180, 8280

2011-2013 Governor's Balanced Budget Cycle

***** SAMPLE *****

Summary Cross Ref	Pkg	GF	OF	FF	LF	AF	POS	FTE	Cycle	Reason / Comment
001	000	\$ -	\$ 139,347	\$ -	\$ -	\$ 139,347	1	1.00	GBB	BX actions
Pkg Subtotal		\$ -	\$ 139,347	\$ -	\$ -	\$ 139,347	1	1.00		
001	087	\$ -	\$ (64,235)	\$ -	\$ -	\$ (64,235)	0	0.00	GBB	5.5% total personal services adjustment
Pkg Subtotal		\$ -	\$ (64,235)	\$ -	\$ -	\$ (64,235)	0	0.00		
001	100	\$ -	\$ 10	\$ -	\$ -	\$ 10	0	0.00	GBB	PS estimate off
Pkg Subtotal		\$ -	\$ 10	\$ -	\$ -	\$ 10	0	0.00		
Summary XRef TOTAL		\$ -	\$ 75,122	\$ -	\$ -	\$ 75,122	1	1.00		
002	000	\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00	GRB	PERS & Flex Benefits Adjustment - Estimate was off
Pkg Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00		
002	090	\$ -	\$ -	\$ -	\$ -	\$ -	0	0.00	GRB	PERS & Flex Benefits Adjustment - Estimate was off
002	090	\$ -	\$ -	\$ 1	\$ -	\$ 1	0	0.00	LAB	Balance to LFO estimate
Pkg Subtotal		\$ -	\$ -	\$ 1	\$ -	\$ 1	0	0.00		
Summary XRef TOTAL		\$ -	\$ -	\$ 1	\$ -	\$ 1	0	0.00		
AGENCY TOTAL		\$ -	\$ 75,122	\$ 1	\$ -	\$ 75,123	1	1.00		

Cycle: GBB = Governor's Balanced Budget Cycle
 LAB = Legislatively Adopted Budget Cycle

Example of Budget Execution Action

Pos# 1234567	GF % 50%	OF % 50%	Rate	GBB Before BX Actions (equals control total)
Base:	\$100 75%	\$100 25%	\$200	
050 Pkg (fundshift)	\$150	\$50	\$200	
<u>BX Action-reclass</u>	50%	50%		GBB After BX Actions
Base:	\$150 75%	\$150 25%	\$300	
050 Pkg (fundshift)	\$225	\$75	\$300	
Net difference before and after BX actions	\$50 in base \$75 in pkg	\$50 in base \$25 in pkg	\$100 in base \$100 in pkg	neg recon neg recon

Package on Package Situation

- What is a package on package?
 - When two (or more) packages are applied to one position each requesting a special action, i.e., a reclass action in one package and a fund shift action in another package, PICS will not support both.
 - To accommodate these two actions in PICS, one of the actions in a package has to be moved to the other package. The two packages have to be combined into one package. This will cause an offsetting reconciling item.
 - If this situation occurs, please e-mail the PICS auditor before taking any action. Our objective is to ensure all package on package situations are dealt with consistency.

E-Board Process

- SABRS will key Sept. and Dec. 2010 E-Boards (Pkgs. 083 and 084) to the PICS Budget Prep file for current, permanent positions moving forward into 11-13 for the following agencies only:
 - DHS- Agy 100
 - DCBS- Agy 440
 - OHA- Agy 443

Please contact Bonnie Lanning @ 503-378-8203

No OPE Rate Changes in PICS



**NO OPE
RECONS
NECESSARY!**

Reconciling Items

- After PICS entries and reconciliations are final, confirm that the amounts (dollars, position counts, FTE) balance to GBB control totals, then send the following to SABRS:
 - PICS Transmittal
 - Personal Services / Position / FTE Reconciliation Worksheet*

*This form must be turned in with both the PICS and ORBITS transmittals. If you do not have any entries in ORBITS reconciliation accounts, please note that on the top of each transmittal.

PICS Month End Reports

- Many additional PICS reports have been added to this website
- Please refer to the PICS Web Reporting handout
- PICS Month End Reports can be accessed from this link:

<https://columbia.das.state.or.us:3045/cics/pw55/ppdpw055>

Recommended Reconciliation Process

1. Following ORBITS instructions, run the two comparison reports
2. Following ORBITS instructions, complete all ORBITS reconciliation adjustments.
3. For those agencies with Budget Execution (BX) actions listed on the BX action list, please contact Deanne and request the BX actions be keyed.
4. After BX actions have been keyed, Deanne will notify the agency that they have been completed.
5. For those agencies with BX actions, reconcile to the GBB control totals for the final reconciliation.
6. For those agencies without BX actions, please skip numbers 3-6 and continue with number 7.
7. Submit PICS Audit Transmittal with completed Personal Services Reconciliation Worksheet attached.

Conclusion

- ❑ PICS will be unlocked this afternoon
- ❑ For system-related problems, call Denver Peterson at 503-378-2227
- ❑ For PICS related questions, e-mail Bonnie Lanning at Bonnie.L.Lanning@state.or.us or Janet Savarro at Janet.Savarro@state.or.us