

JANUARY 31, 2022



Operating Budget Management System

OBMS User Manual

Volume 1 v 1.0

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Version Table

[illegible]

Getting Started

Welcome to the Operating Budget Management System (OBMS) where the New Mexico Public Education Department (NMPED or PED) manages and coordinates the budgeting process for all its entities. An entity is any of the following educational institutions:

- School district
- Charter school (local charter school and state charter school)
- Bureau of Indian Education (BIE) school
- Regional educational cooperative (REC)
- State-supported school
- Post-secondary institution
- Community-based organization

NMPED creates and edits budgets during the budget season—April 1 through June 30—for their July 1 through June 30 fiscal year or Budget Year.

Using the New Year Setup process, certain roles at PED create new budgets each year. Next the entities edit those budgets and then PED goes through the budget approval process.

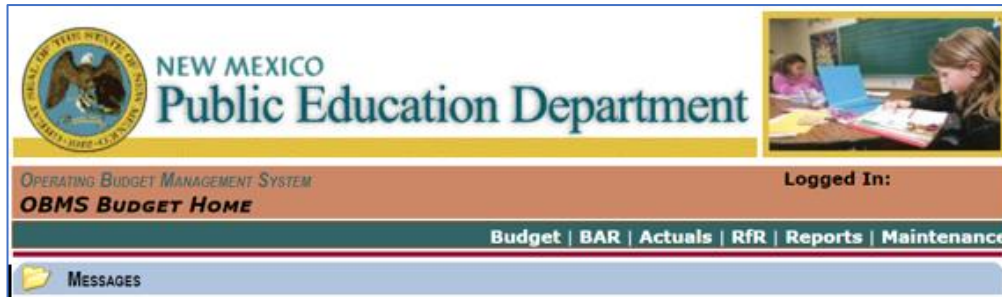
About OBMS

NMPED can safely submit and efficiently manage their budgets and financials online with OBMS. The web-based modules in OBMS automate the submission and email notification approval process for school budgets, budget adjustments, actual costs, and reimbursement requests. OBMS works as a single data repository and includes a set of utilities with role-based security features.

Because OBMS is a fund accounting system, all the budgets are arranged by funds. NMPED uses OBMS to:

- Provide accountability.
- Improve operational efficiencies.
- Save administrative costs and cut administrative time.
- Reduce slowdowns and disconnects between process steps.
- Track and trace data to enhance reporting.
- Compare performance between school entities with data and trend analysis.

The navigation bar across the top of screens helps you quickly go where you want in OBMS. This is the main navigation bar for OBMS.



OBMS User Manual

The *OBMS User Manual, Volumes 1 and 2*, gives an overview of OBMS and the main OBMS procedures for financial staff at NMPED entities, including:

- Overview of processes, roles, and responsibilities
- Procedures and information about Budgets and Budget Actions, Budget Adjustment Requests (BARs), Actuals, and Requests for Reimbursement (RfRs).

Approval procedure names followed by a PED Code in parentheses, such as (PM), mean that role performs the procedure. In this case, a Project Manager.

At the back of each volume of the *OBMS User Manual* is an alphabetical list with descriptions of the acronyms and terms in this manual.

Other Support

The *OBMS User Manual* is one of the support resources available for your OBMS work. As an alternative resource, training videos are available covering the main OBMS procedures from this manual. If you run into an issue while using OBMS, submit a Help Desk Ticket by sending an email to **OBMS_support@respec.com** with a detailed description of the problem. Screenshots are greatly appreciated.

Important Information

- When data is stored on local user computers, the security of the data is the responsibility of the user.
- All data is public so viewing data is unrestricted.
- Round amounts to the dollar for budgets.

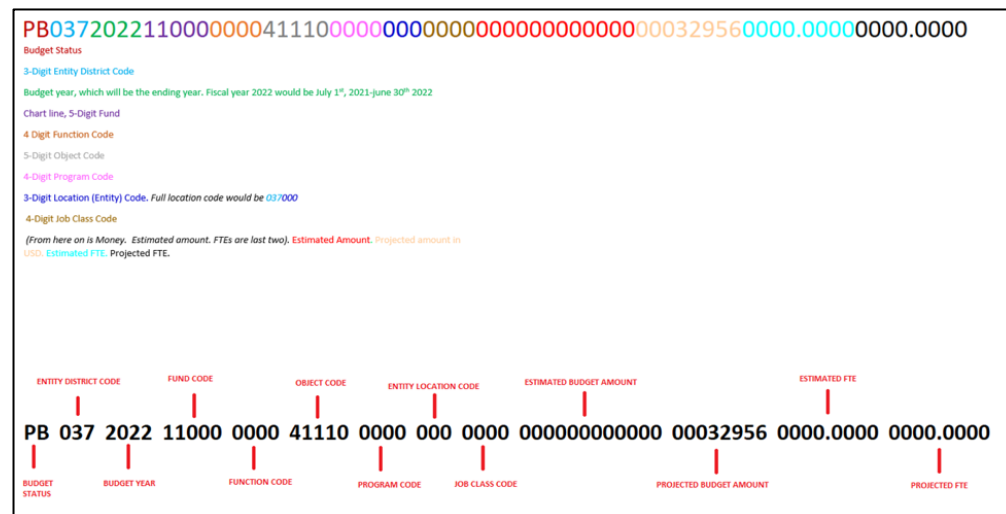
- Only entries with no errors can receive approval.
- You can always go back if you make an approval mistake or other mistake.
- You can display and print all reports. You can also export reports as a PDF, in Excel formats, or in other file formats.

Chart of Accounts

OBMS uses Chart of Accounts (COA) lines throughout the system. The COA is composed of six elements—Fund, Function, Object, Program, Location, Job Class.

COA Element	Description
Fund	Configured for a budget. Same for revenues and expenditures.
Function	Revenue lines: Always 0000. Expenditure lines: What the budget is for. Examples: Student services, instruction, or administrative services.
Object	Revenue lines: Where the money comes from and how it's generated. Expenditure lines: Where the money is going and how it's spent.
Program	Revenue lines: Always 0000. Expenditure lines: Specific program in the object. Example: Object is Salaries Expense and its Program is Fine Arts.
Location	The location of the entity from which the revenue comes. The entity's District Office: Always 000.
Job Class	Type of job budgeted. Examples: Grade 1-12 teachers or instructional assistants.

The next chart describes **PB** (Pending Budget) and the numbers that follow it in a COA line. Try viewing the chart at 200% to read the smaller text.



Folders in OBMS

Many screens in OBMS include folders on the left side. Sometimes they're open and other times they're closed, as you can see here.



The **SELECT BUDGET** folder is open and you can see what's in the folder and make selections. The other three folders are closed.

If you want to open (or expand) closed folders to see their contents, make selections, or enter data, click the folder. If you want more room to see the contents of other folders, just click an open folder to close (collapse) it.

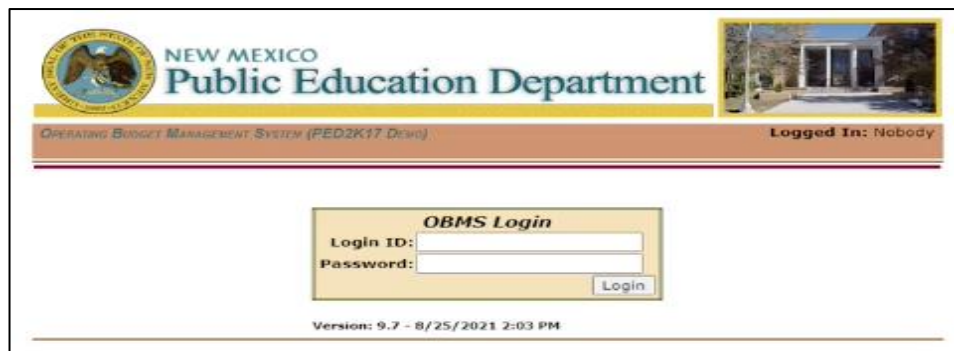
File Formats

All entities that work with budgets can exchange budget data and actual revenues and expenditures with OBMS regardless of the system they use. OBMS makes it possible to import or export this data by using either of these file formats—a fixed length records file format or a comma-separated values (CSV) records file format.

For more information about using file formats to import and export data with OBMS, see *Import and Export File Specifications for the New Mexico Public Education Department (PED) Operating Budget Management System*.

To log into OBMS

1. Go to http://obms.ped.state.nm.us/PED_OBMS/Login.aspx to display the **OBMS Login** screen.



2. Next to **Login ID**, enter the ID your administrator assigned to you.
3. Create a strong password following current requirements, keep it in a safe place, and change it frequently as recommended. Next to **Password**, enter your password and click the **Login** button.

This takes you to the **OBMS BUDGET HOME** page.

NEW MEXICO
Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 Demo) Logged In: OBMSAdministration
OBMS BUDGET HOME

Budget | BAR | Actuals | RFR | Reports | Maintenance

MESSAGES

48844 message(s). Delete ALL Messages !! Msgs per page: 10

From	Subject	Date
OBMS	System has automatically approved the Las Cruces BAR 017-000-2122-0018-IB for Fund 24175:Carl D Perkins Secondary - PY Unliq. Obligations	9/8/2021
OBMS	System has automatically approved the Taos Academy BAR 510-000-2122-0001-IB for Fund 24146:Charter Schools	9/8/2021
OBMS	System has automatically approved the Central BAR 067-000-2021-0174-T for Fund 24312:CRRSA Retention Stipends	9/8/2021
OBMS	System has automatically approved the High Plains REC #3 BAR 991-000-2122-0008-I for Fund 29102:Private Dir Grants (Categorical)	9/8/2021
OBMS	System has automatically approved the Central BAR 067-000-2021-0179-T for Fund 41000:Debt Services	9/8/2021
OBMS	Albuquerque has transmitted supporting documents for Request 001-000-2021-24146-0007 for Fund 24146 to PED	9/7/2021
OBMS	Albuquerque has transmitted supporting documents for Request 001-000-2021-24146-0007 for Fund 24146 to PED	9/7/2021
OBMS	Albuquerque has transmitted supporting documents for Request 001-000-2021-24146-0007 for Fund 24146 to PED	9/7/2021
OBMS	Albuquerque has transmitted supporting documents for Request 001-000-2021-24146-0007 for Fund 24146 to PED	9/7/2021
OBMS	PED requests supporting documents for Request 001-000-2021-24146-0007 for Fund 24146 be transmitted by Albuquerque	9/7/2021

1 2 3 4 5 6 7 8 9 10 ...

CHANGE PASSWORD

Home | Logout | Feedback | Training

On this page are messages and at the bottom left, **CHANGE PASSWORD**. For details about budgets, see the *Budget* section of this manual.

Roles and Responsibilities Table

The next table shows PED roles along with the PED Code and responsibilities of each role. The roles are grouped in categories and then listed by authority level in each category.

Role	PED Code	Responsibilities
Entity		
Superintendent	SP	Approves BARs after Business Managers submit them, then sends them back to the Business Managers to submit to PED.
Business Manager	BM	Submits budget to PED, submits BARs to Superintendent, submits BARs to PED, submits RfRs to PED.
School District	SDOCS	Enters budgets, BARs, and RfRs.
Charter School	SDOCS	Enters budgets, BARs, and RfRs.
District Program Manager	DPM	Approves Dependent Charter Transfer (DCT) Flowthrough for RfRs and Funds.
District Fiscal Manager	DFM	Approves DCT Flowthrough for RfRs and Funds.
Budget Bureau		
Budget Director	BD	Gives final approval of budgets.
Budget Supervisor	BS	Approves and overrides budgets after BA approval.
Budget Analyst	BA	Responsible for all entities that work with budgets, approves budgets and BARs for assigned entities. Belongs to the Budget Bureau and reports to the Budget Supervisor.
Stat Book Staff	SS	Accesses the Stat Book generator.
User Administrator	UA	Sets up or modifies user accounts.
Special Education Administrator	EA	Administrator for Special Education Funds.
Program Bureau		
Deputy Secretary for Programs	DP	Appointed by the Governor of New Mexico.
Program Director	PD	Director of the Program Bureau. Inherits entity and fund authorization from the Program Supervisors and people who report to them.
Program Supervisor	PS	Supervises Program Managers in the Program Bureau. Inherits entity and fund authorizations from their reports and people who report to the Program Managers.

Role	PED Code	Responsibilities
Program Manager	PM	Responsible for specific entities and funds, makes sure funds are spent appropriately, approves RfRs after Business Manger submits them to PED, approves BARs after Business Manger submits them to PED. Belongs to the Program Bureau.
Fiscal Bureau		
Deputy Secretary for Finance Administration	DS	Appointed by the Governor of New Mexico.
Fiscal Director	FD	Manages the Fiscal Bureau.
Fund Supervisor	FS	Approves RfRs after Fund Analyst approval.
Fund Analyst	FA	Responsible for all entities and for specific funds, makes sure proper amount of money is spent appropriately, approves budgets and RfRs after Program Manager approval. Belongs to the Fiscal Bureau. Formerly known as Fund Manager.
Fiscal Clerk	FC	Clerk for Warrant entry only.
Grant Fund Administrator	GFA	Sets up new Federal, State, and Local Grant Funds.
Grant Administrator	GA	Administrator of Grant Allocations.
Internal Control	IC	Fiscal person who performs internal control audits.
Share Clerk	SC	Share synchronization clerk.
Capital Outlay Bureau		
Capital Outlay Director	COD	Sets up or modifies Capital Outlay.
Capital Outlay Analyst	CA	Works on Capital Outlay. Delegated by Capital Outlay Director.
Other Roles		
Secretary of Education	SE	Appointed by the Governor of New Mexico.
OBMS System Administrator	SA	Creates and updates OBMS user profiles, reads and updates data in Maintenance screens including Entities, Messages, Chart of Accounts, and Assessed Valuations.

Budget

From April 1 through June 30, PED creates budgets and the entities edit budgets. All other OBMS budget functions are available from July 1 through June 30. After an entity edits a budget, the budget goes through the approval process.

Going to the Main Budget Pages

1. After you log into OBMS and the **OBMS BUDGET HOME** page displays, you may see a list of messages. At the middle of the screen, click the **Budget** link.



2. This takes you to the **BUDGET ACTIONS** page with the navigation bar where you can click any link to go directly to the page.



This section covers the following budget tasks:

- Viewing Budget Actions
- Editing a Budget
- Approving Funds and Budgets
- Viewing Budgets and Budget Estimates

Viewing Budget Actions

You can view each action taken for a budget, the date and time of the action, and who took the action. Some examples of actions are budget adjustments, approvals, submissions, exports, imports, and schedule creations.

To view budget actions

1. At the far left of the navigation bar, click **Budget Actions**.
2. Select the **Budget Year** and the **Budget**. This opens up the **BUDGET STATUS: ADJUSTED BUDGET** folder, which shows a list of budget actions.



NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 Demo) **Logged In: OBMSAdministration**
[ALBUQUERQUE 2021-2022]

BUDGET ACTIONS
Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities
Reports | Home

SELECT BUDGET
Budget Year: 2021-2022 Budget: Albuquerque

BUDGET STATUS: ADJUSTED BUDGET
Status: 2021-2022 Albuquerque Adjusted Budget

Action	Date	By Whom
Adjusted Budget	9/1/2021 12:30 AM	OBMS Administration
Adjusted Budget	9/1/2021 12:30 AM	OBMS Administration
Adjusted Budget	9/1/2021 12:30 AM	OBMS Administration
Adjusted Budget	8/28/2021 12:30 AM	OBMS Administration
Adjusted Budget	8/3/2021 8:51 AM	Valerie Padilla
Adjusted Budget	7/23/2021 2:38 PM	Susan Lucero
Budget Finalization	7/1/2021 12:32 AM	OBMS Administration
BS Approval	6/30/2021 4:12 PM	Vince Vigil
Approval Override	6/30/2021 3:02 PM	Reiner Martens
Submit Budget	5/25/2021 8:23 PM	Julianne Hix
Import Budget Submission	5/25/2021 9:41 AM	Mihaela Marin
Export Budget Template	5/24/2021 5:52 PM	Mihaela Marin
Reset Exported	5/24/2021 5:52 PM	Mihaela Marin
Export Budget Template	5/24/2021 5:41 PM	Mihaela Marin
Reset Exported	5/24/2021 5:23 PM	Mihaela Marin
Export Budget Template	5/24/2021 4:47 PM	Mihaela Marin
Import Budget Submission	5/20/2021 10:57 AM	Mihaela Marin
Export Budget Template	5/20/2021 9:54 AM	Mihaela Marin
Send Budget Template	4/15/2021 7:55 AM	Reiner Martens
Create Budget Schedule	4/14/2021 11:43 AM	Sara Cordova
Edit Assessed Valuations	4/14/2021 11:43 AM	Sara Cordova
Create Budget Template	4/14/2021 11:43 AM	Sara Cordova

BUDGET TOTALS
Revenues: 1,621,070,270 Expenditures: 1,621,070,270

BUDGET FUNDS

- Click the **BUDGET STATUS: ADJUSTED BUDGET** folder to close it, and then click the **BUDGET FUNDS** folder (near the bottom of the example), to see a list of funds and their approval status.



NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 Demo) Logged In: OBMSAdministration
[ALBUQUERQUE 2021-2022]

BUDGET ACTIONS

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities
Reports | Home

SELECT BUDGET

Budget Year: 2021-2022 Budget: Albuquerque Select

BUDGET STATUS: ADJUSTED BUDGET

BUDGET TOTALS

Revenues: 1,621,070,270 Expenditures: 1,621,070,270

BUDGET FUNDS

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
11000	Operational	776,667,518	776,667,518	0	N/A	
13000	Pupil Transportation	20,081,166	20,081,166	0		
14000	Total Instructional Materials Sub-Fund	292,901	292,901	0		
21000	Food Services	62,486,737	62,486,737	0	N/A	
22000	Athletics	2,522,065	2,522,065	0	N/A	
23000	Non-Instructional Support	15,144,782	15,144,782	0	N/A	
24101	Title I - ESEA	42,882,049	42,882,049	0		
24106	Entitlement IDEA-B	24,160,768	24,160,768	0		
24109	Preschool IDEA-B	503,161	503,161	0		



This Flowthrough fund is fully approved by an NMPED Program Manager (PM) and a Fund Analyst (FA).



An NMPED FA or PM approved the fund. The stamp shows **FM** or **PM**.

Note: The FA approval stamp shows **FM** instead of FA because Fund Manager was the former title of this analyst role.

To see the role of the person who approved the fund

- Hover over the approval stamp  icon.

Editing a Budget

After PED notifies you that the new fiscal year budget is ready, you can edit the budget in OBMS. The procedures in this section cover the following:

- Adding revenues and expenditures
- Exporting a budget
- Resetting a pending budget
- Importing a budget
- Balancing revenues and expenditures
- Submitting a pending budget after balancing it
- Applying funds to a Direct fund (if a BA adds a fund to your budget)

Note: Many entities use their own third-party accounting software and work with their vendors to edit budgets.

The *Approving a Budget* section later in this manual describes PED's typical budget approval procedures that take place after you submit the edits for your budget.

About Adding Revenues and Expenditures

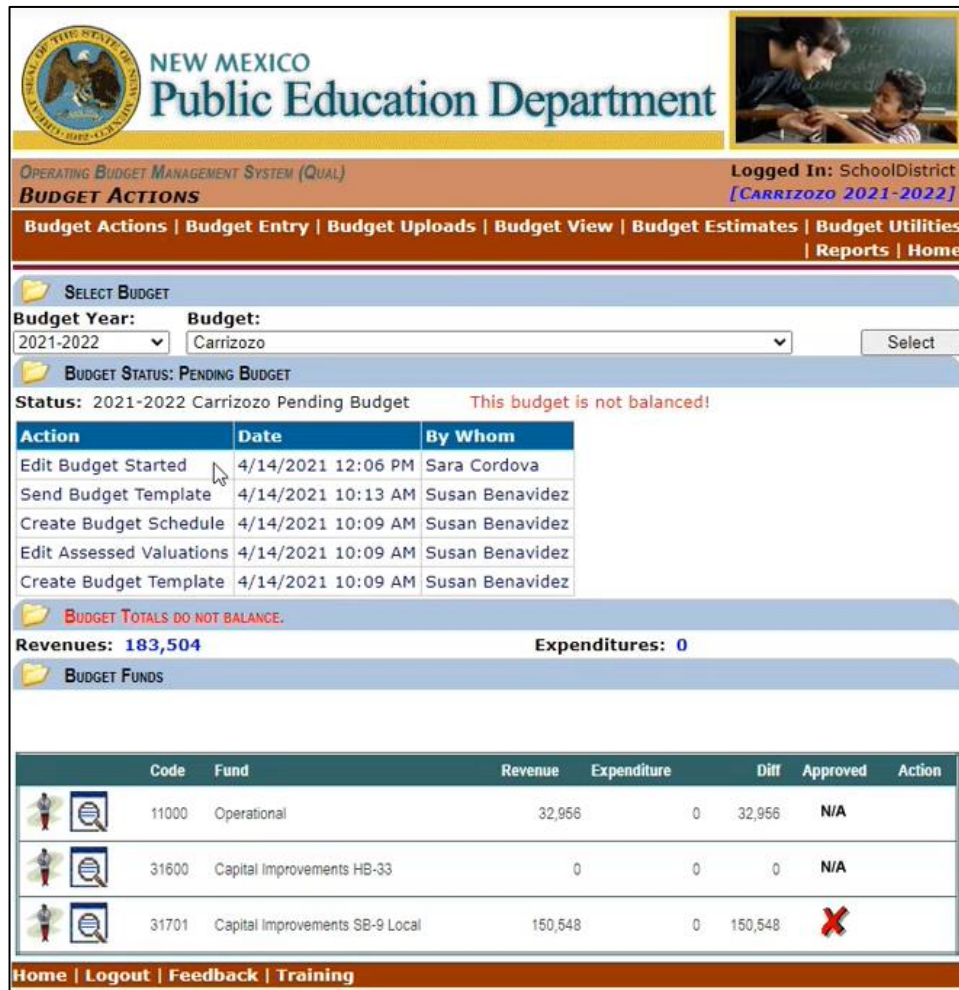
The next procedure describes how to use OBMS to manually add revenues and expenditures.

Important: If you already have a budget file ready to upload from the third-party accounting software your entity uses, see *To import a budget* later in this section.

To add revenues and expenditures

After you receive notification from PED that the new fiscal year budget is ready, you can add revenues and expenditures by following these steps:

1. On the **BUDGET ACTIONS** page, select the **Budget Year** and the **Budget** to see the revenue amount. In this example, **Revenues** are \$183,504.



NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (QUAL) **BUDGET ACTIONS** **Logged In: SchoolDistrict [CARRIZOZO 2021-2022]**

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home

SELECT BUDGET

Budget Year: 2021-2022 **Budget:** Carrizozo **Select**

BUDGET STATUS: PENDING BUDGET

Status: 2021-2022 Carrizozo Pending Budget **This budget is not balanced!**

Action	Date	By Whom
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

BUDGET TOTALS DO NOT BALANCE.

Revenues: 183,504 **Expenditures: 0**

BUDGET FUNDS

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
11000	Operational	32,956	0	32,956	N/A	
31600	Capital Improvements HB-33	0	0	0	N/A	
31701	Capital Improvements SB-9 Local	150,548	0	150,548		X

Home | Logout | Feedback | Training

2. Click the **Budget Entry** link to go to the **BUDGET ENTRY** page to spend the revenue. Click **Revenue**, select your entity's location, the fund to source the revenue, and **< ALL >** to see all available objects. Then click **Retrieve**.

Note: Function and Program are always 0000 for Revenue.

NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (QUAL) Logged In: SchoolDistrict

BUDGET ENTRY

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home

BUDGET SEARCH

Account Type: ☐ Expenditure ☒ Revenue

Budget: Carrizozo 2021-2022

Location: 037000 - CARRIZOZO DIST OFF

Fund: 11000 - Operational

Function: 0000 - No Function


Objects: << ALL >>

Program: 0000 - No Program

Retrieve

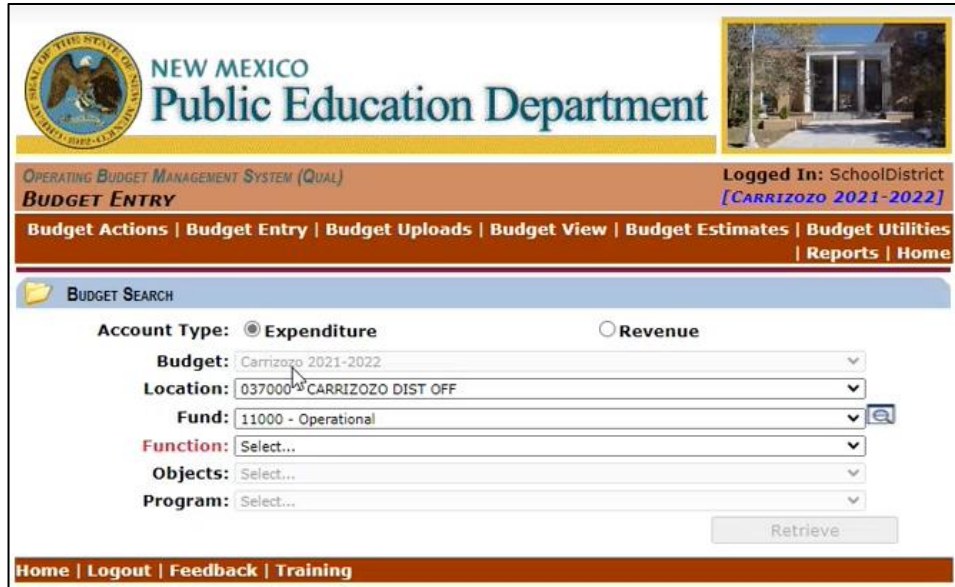
Home | Logout | Feedback | Training

- If you need to add additional revenue based on your entity's allowance, enter it in the **Proj Amt** column shown in the next screen. After entering all your revenue values, above **Proj Amt**, click **Save**.

Note: The  icon means the line is locked. Those lines are taxes and you can't arbitrarily increase the amount you receive from taxes. You can, however, enter the amount you receive from tuition or fees.

BUDGET LINES FUND: 11000 FUNCTION: 0000 PROGRAM: 0000			
Object	EST Amt	Proj Amt	Lock
11111 - Unrestricted Cash			
11112 - Restricted Cash			
41110 - Ad Valorem Taxes - School District	0	32,956	
41113 - Oil and Gas Taxes	0	0	
41114 - Copper Production	0	0	
41280 - Revenue In Lieu Of Taxes			
41310 - Tuition from Foreign Nationals			
41331 - Tuition From School Districts outside the State			
41500 - Investment Income			
41701 - Fees - Activities			
41702 - Fees - Educational			
41705 - Fees - Users			
41706 - Fees - Summer School			
41910 - Rental Income			

4. Now return to the top of the page to add additional expenditures.



NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (QUAL) **BUDGET ENTRY** Logged In: SchoolDistrict [CARRIZOZO 2021-2022]

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home

BUDGET SEARCH

Account Type: ☒ Expenditure ☐ Revenue

Budget: Carrizozo 2021-2022

Location: 037000 - CARRIZOZO DIST OFF

Fund: 11000 - Operational

Function: Select...

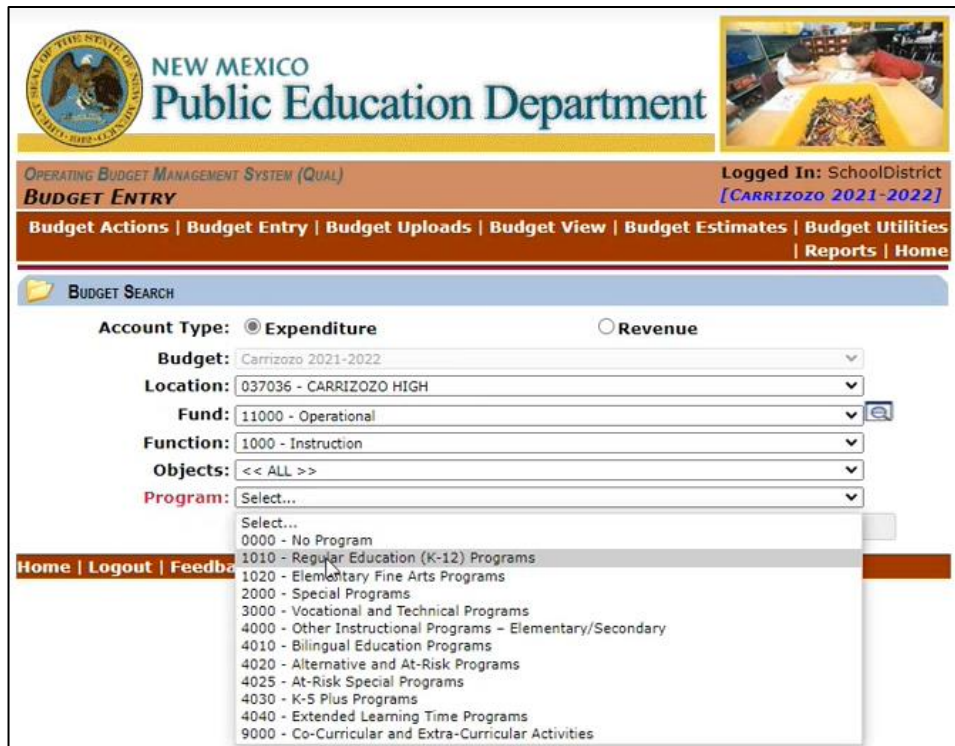
Objects: Select...

Program: Select...

Retrieve

Home | Logout | Feedback | Training

5. Click **Expenditure** and select your entity's location. Then identify where you want to budget the money by selecting the fund, the function, the object (or << ALL >> to see all available objects), and the program. You can see a list of programs in this example.



NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (QUAL) **BUDGET ENTRY** Logged In: SchoolDistrict [CARRIZOZO 2021-2022]

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home

BUDGET SEARCH

Account Type: ☒ Expenditure ☐ Revenue

Budget: Carrizozo 2021-2022

Location: 037036 - CARRIZOZO HIGH

Fund: 11000 - Operational

Function: 1000 - Instruction

Objects: << ALL >>




Program: Select...


Home | Logout | Feedback | Training

Select...

- 0000 - No Program
- 1010 - Regular Education (K-12) Programs
- 1020 - Elementary Fine Arts Programs
- 2000 - Special Programs
- 3000 - Vocational and Technical Programs
- 4000 - Other Instructional Programs - Elementary/Secondary
- 4010 - Bilingual Education Programs
- 4020 - Alternative and At-Risk Programs
- 4025 - At-Risk Special Programs
- 4030 - K-5 Plus Programs
- 4040 - Extended Learning Time Programs
- 9000 - Co-Curricular and Extra-Curricular Activities

6. After you click **Retrieve**, the **Object** column displays under **BUDGET LINES**. The first three lines in this example are staff related.

BUDGET LINES FUND: 11000 FUNCTION: 1000 PROGRAM: 1010			
	Save	Clear Data	
Object	EST Amt	Proj Amt	Lock
51100 - Salaries Expense			
51200 - Overtime Expense			
51300 - Additional Compensation			

To see the available job classes, staff, or faculty positions, click the  icon.

BUDGET LINES FUND: 11000 FUNCTION: 1000 PROGRAM: 1010

Save

Clear Data

Object:

51100 - Salaries Expense (1 of 3)

<< Back

Lock All Job Classes

Unlock All Job Classes

JobClass Name	EST Amt	EST FTE	Proj Amt	Proj FTE	Lock
1411 - Teachers- Grades 1-12					<div></div>
1412 - Teachers- Special Education					<div></div>

7. In the **Proj Amt** column, enter the amount allocated for payroll, and in the **Proj FTE** (full-time equivalent) column, enter the number of job positions to pay. Then click **Save**.

Example: If you enter \$100,000 under **Proj Amt** and 4 under **Proj FTE**, then \$25,000 per year is available for each of the 4 FTEs.

8. Now you can enter expenditures for the objects starting at **52111** in the next example. Those objects aren't related to Job Class. In the **Proj Amt** column, enter the amounts you want and then click **Save**.

BUDGET LINES FUND: 11000 FUNCTION: 1000 PROGRAM: 1010			
		Save	Clear Data
Object	EST Amt	Proj Amt	Lock
51100 - Salaries Expense			
51200 - Overtime Expense			
51300 - Additional Compensation			
52111 - Educational Retirement	<input type="text"/>	<input type="text"/>	
52112 - ERA - Retiree Health	<input type="text"/>	<input type="text"/>	
52210 - FICA Payments	<input type="text"/>	<input type="text"/>	
52220 - Medicare Payments	<input type="text"/>	<input type="text"/>	
52311 - Health and Medical Premiums	<input type="text"/>	<input type="text"/>	
52312 - Life	<input type="text"/>	<input type="text"/>	
52313 - Dental	<input type="text"/>	<input type="text"/>	
52314 - Vision	<input type="text"/>	<input type="text"/>	
52315 - Disability	<input type="text"/>	<input type="text"/>	
52316 - Other Insurance	<input type="text"/>	<input type="text"/>	
52500 - Unemployment Compensation	<input type="text"/>	<input type="text"/>	
52710 - Workers Compensation Premium	<input type="text"/>	<input type="text"/>	

About Budget Exports

With OBMS, you can export a budget to a spreadsheet as described in the next procedure. For layout details, see the specifications manual, *Import and Export File Specifications for the New Mexico Publication Education Department (PED) Operating Budget Management System*.

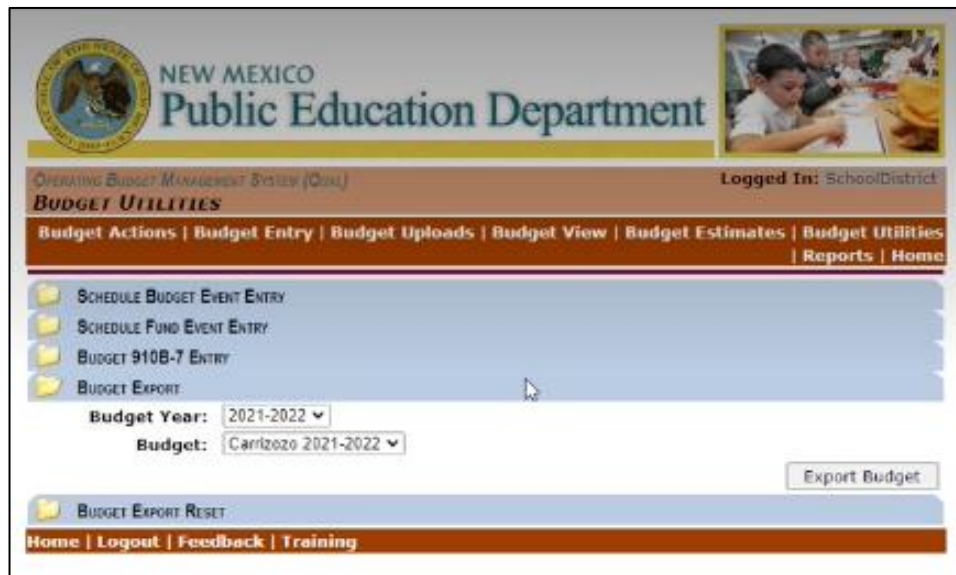
Note: Many entities use their own third-party accounting software and work with their vendors to export budgets.

To export a budget

1. On the **BUDGET ACTIONS** page, at the end of the navigation bar, click **Budget Utilities**.

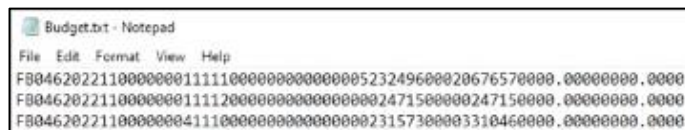


2. On the **BUDGET UTILITIES** page, click the **BUDGET EXPORT** folder to select the budget you want to export and then click the **Export Budget** button.

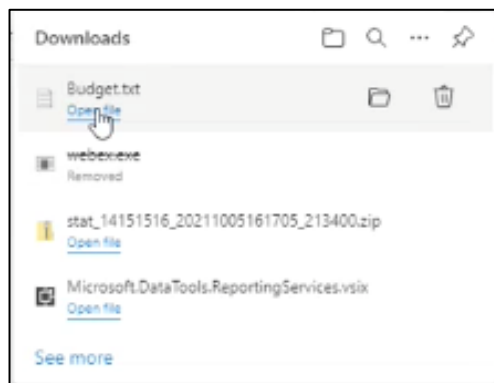


3. In some browsers, the **Budget.txt - Notepad** window often displays automatically. A few lines are shown next as an example.

Note: The information shown in **Budget.txt** is for Alamogordo, not Carrizozo.



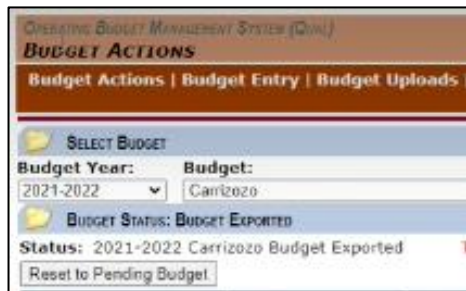
If you don't see a **Notepad** window and instead see the **Downloads** window shown next, click [Open file](#) to display the **Budget.txt - Notepad** window.



Each line in the **Budget.txt - Notepad** window shows FB, which is the Budget Status Code, followed by numbers indicating the Entity, Budget Year, Fund, Function, Project, Program, Location, Job Class, and monies. For a full description of the layout, see the specifications manual.

Note: Different screens appear when downloading a file depending on the browser you're using.

4. Close the **Budget.txt - Notepad** window and click **Budget Actions** to check the export status. Under **SELECT BUDGET**, choose your budget.
5. The **BUDGET STATUS: BUDGET EXPORTED** folder displays. Next to **Status**, look for **Budget Exported** to verify the budget successfully exported. The last line of the next example shows the status for the 2021-2022 Carrizozo Budget.



Note: You can reset a pending budget export during the budget season. Notice that a **Reset to Pending Budget** button displays in the previous screen under the verification that the budget was exported. To immediately reset the budget, click the button.

If later you realize a budget was accidentally exported or if you don't have a budget to import, you can reset the budget to pending status by following the next steps.

To reset a pending budget

1. On the **BUDGET ACTIONS** page, at the end of the navigation bar, click **Budget Utilities**.

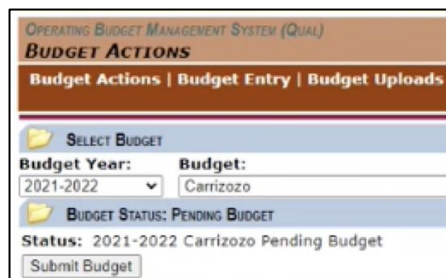


2. On the **BUDGET UTILITIES** page, click the **BUDGET EXPORT RESET** folder to select the budget you want to export.

Note: If you click the down arrow next to **Budget** during the off season, no budgets display. You can only reset budgets during the budget season.



3. Next to **Budget**, select the budget you want to reset.
4. Click the **Reset to Pending Budget** button to reset the status. Now the screen shows **BUDGET STATUS: PENDING BUDGET**.



5. If you need to import the budget, see *To import a budget*, which is the next procedure.

About Budget Imports

To import a Budget in OBMS, you first need to export it. This generates a .txt file with the COA lines.

For layout details, see the specifications manual, *Import and Export File Specifications for the New Mexico Public Education Department (PED) Operating Budget Management System*.

Note: Many entities use their own third-party accounting software and work with their vendors to import budgets.

To import a budget

1. On the **BUDGET ACTIONS** page, near the center of the navigation bar, click **Budget Uploads**.



2. The **BUDGET UPLOAD SUMMARY** displays where you can:
 - In the **UPLOAD BUDGET SUMMARY SEARCH** folder, next to **Budget**, search for and select a budget.
 - Or
 - In the **UPLOAD BUDGET** folder, click the **Browse** button to find and select the budget file, as shown in the next example.

The screenshot shows the 'BUDGET UPLOAD SUMMARY' page. At the top, it says 'NEW MEXICO Public Education Department' and 'Logged In: SchoolDistrict'. Below this is a red bar with the text 'BUDGET UPLOAD SUMMARY'. Underneath that is a white bar with a red border containing the following links: 'Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home'. The 'Budget Uploads' link is highlighted.

The main content area is divided into two sections:

- UPLOAD BUDGET SUMMARY SEARCH**: This section has a dropdown menu for 'Budget' set to 'Carrizozo 2021-2022'. Below the dropdown are three checkboxes: 'Errors', 'No Errors', and 'Deleted'. A 'Retrieve' button is located to the right of these checkboxes.
- UPLOAD BUDGET**: This section has a heading 'OBMS Budget Uploader' and a sub-heading 'Click "Browse" to add files for upload.' Below this is a table with the following data:

File	Status	Action
Carrizozo Budget 2021-2022.txt	ready to upload	Remove

 Below the table are two buttons: 'Browse' and 'Reset'. Below these is an 'Upload Files' button. At the bottom of this section is a checkbox for 'Replace Budget' and an 'Upload another Budget' button.

At the bottom of the page is a red bar with the text 'Home | Logout | Feedback | Training'.

3. In the **UPLOAD BUDGET** folder, the **Status** column shows **ready to upload**. Under the **Browse** button, click the **Upload Files** button.

Warning: Be careful not to click the **Replace Budget** button (at the bottom left) as you prepare the files to import! Clicking that button replaces the manually edited Budget with the uploaded Budget.

4. In the top folder, **UPLOAD BUDGET SUMMARY SEARCH**, click the **Retrieve** button. This displays the following under the **BUDGET UPLOAD** folder:
 - **Status** shows **Budget Exported** in the tan bar and **Staging Validated** under the green bar along with general information about the newly uploaded budget.
 - At the end of the **Budget** and **Status** line, the **Import Budget** button is now available.

Detail	Filename	Upload Date	Status	# of Lines	Lines w/Errors	Action
	Carrizozo Budget 2021-2022.txt	10/16/2021 3:31:33 PM	Staging Validated	273	0	Delete File

5. To see details about revenues, expenditures, cash, full-time equivalents (FTEs) and upload history, under **Detail** at the far left, click the icon. This expands your view as shown next.

File Name: Carrizozo Budget 2021-2022.txt

Total Revenues:	2,815,785.00	Total Expenditures:	2,769,954.00	Total Cash:	107,306.00	Total FTE's:	30.97
------------------------	--------------	----------------------------	--------------	--------------------	------------	---------------------	-------

Upload History:

Upload Action	Upload Action Date	User
Staging Validated	10/16/2021 3:31:33 PM	schooldistrict
Import File	10/16/2021 3:31:33 PM	schooldistrict
Upload File	10/16/2021 3:31:33 PM	schooldistrict

6. You can upload multiple files for different funds to prepare separately and to stage. If you don't like one file, delete it and upload another file. When all the files are ready, click the **Import Budget** button.



BUDGET UPLOADS : CARRIZOSO 2021-2022						
Budget: Carrizozo 2021-2022				Status: Pending Budget		
Detail	Filename	Upload Date	Status	# of Lines	Lines w/Errors	Action
	Carrizozo Budget 2021-2022.txt	10/16/2021 3:31:33 PM	Accepted Budget	273	0	

When the **Import Budget** button disappears and the **Status** changes in these two places, the imported budget is ready:

- In the tan bar, **Status** changes to **Pending Budget**.
- In the green bar, **Status** changes to **Accepted Budget**.

About Revenue and Expenditure Alerts and Differences

A key part of the budget process is making sure revenues and expenditures in the budget are in balance. If they are out of balance in a pending budget, red text alerts you in the **Status** and the **Revenues** and **Expenditures** areas of the screen, where you can see the different amounts.

You can see these alerts in the next screen along with a list of **BUDGET FUNDS** at the bottom of the screen. Non-zero amounts in the **Diff** column indicate how far a fund is out of balance.

NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (QUAL) **Logged In: SchoolDistrict [CARRIZOZO 2021-2022]**

BUDGET ACTIONS

[Budget Actions](#) | [Budget Entry](#) | [Budget Uploads](#) | [Budget View](#) | [Budget Estimates](#) | [Budget Utilities](#) | [Reports](#) | [Home](#)

SELECT BUDGET

Budget Year: 2021-2022 **Budget:** Carrizozo

BUDGET STATUS: PENDING BUDGET

Status: 2021-2022 Carrizozo Pending Budget **This budget is not balanced!**

Action	Date	By Whom
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

BUDGET TOTALS DO NOT BALANCE.

Revenues: 2,923,091 **Expenditures: 2,769,954**

BUDGET FUNDS

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
11000	Operational	2,510,992	2,508,403	2,589	N/A	
13000	Pupil Transportation	107,702	107,702	0	X	
24101	Title I - ESEA	103,390	103,390	0	X	
24106	Entitlement IDEA-B	50,459	50,459	0	X	
31600	Capital Improvements HB-33	0	0	0	N/A	
31701	Capital Improvements SB-9 Local	150,548	0	150,548	X	

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

In the screen example, two **BUDGET FUNDS** show a difference between the revenue and expenditure amounts:

- 11000 Operational (**Diff** column shows **2,589**)
- 31701 Capital Improvements SB-9 Local (**Diff** column shows **150,548**)

To balance revenues and expenditures

1. Click the **Budget Entry** link.
2. Next to **Account Type**, click **Expenditures**.

3. Select the items you want, as shown in the next screen, and then click the **Retrieve** button. In this example, the **Fund** is **11000 - Operational**, the first fund not in balance. The **Diff** highlighted in blue is the other fund not in balance, **31701 - Capital Improvements SB-9 Local**.

NEW MEXICO
Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (QUAL) Logged In: SchoolDistrict

BUDGET ENTRY

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home

BUDGET SEARCH

Account Type: ☒ Expenditure ☐ Revenue

Budget: Carrizozo 2021-2022

Location: 037036 - CARRIZOZO HIGH

Fund: 11000 - Operational

Function: 1000 - Instruction

Objects: << ALL >>

Program: 1010 - Regular Education (K-12) Programs

Retrieve

Home | Logout | Feedback | Training

4. After you click the **Retrieve** button, the revenues and expenditures for **11000** display along with its **Associated Functions**.

Note: If next to **Objects**, you select one item instead of < < ALL > > , only that item displays in the next screen.

BUDGET TOTALS DO NOT BALANCE.

Revenues: **2,923,091** Expenditures: **2,769,954**

ACCOUNT DIFFERENCE AS OF 10/16/2021 3:39:44 PM IS: 2,589

Fund: **11000 - Operational**
Last Saved: **4/14/2021 10:09:48 AM**
Fund Account Difference: **2,589**

REVENUE TOTALS FOR 11000 - OPERATIONAL

11000 - Operational:	Estimated Amount:	2,508,557
	Projected Amount:	2,510,992

EXPENDITURE TOTALS FOR 11000 - OPERATIONAL






11000 - Operational:	Estimated Amount:	2,401,251
	Projected Amount:	2,508,403
	Estimated FTE:	27.15
	Projected FTE:	25.97


Associated Functions:

Function	Estimated Amount	Estimated FTE	Projected Amount	Projected FTE
1000 - Instruction	1,275,899	17.33	1,364,451	17.28
2100 - Support Services-Students	276,623	1.00	428,951	1.00
2200 - Support Services-Instruction	23,009	0.44	28,651	0.44
2300 - Support Services-General Administration	182,635	1.07	148,703	1.00
2400 - Support Services-School Administration	129,584	2.00	149,394	2.00
2500 - Central Services	162,586	2.15	125,533	2.00
2600 - Operation & Maintenance of Plant	315,238	3.00	226,986	2.00
2700 - Student Transportation	26,392	0.16	26,374	0.25
3100 - Food Services Operations	9,285	0.00	9,360	0.00

BUDGET LINES FUND: 11000 FUNCTION: 1000 PROGRAM: 1010

Save Clear Data

Object	EST Amt	Proj Amt	Lock
51100 - Salaries Expense	659,839	682,022	
51200 - Overtime Expense			
51300 - Additional Compensation			
52111 - Educational Retirement	<input type="text"/>	<input type="text"/>	
52112 - ERA - Retiree Health	<input type="text"/>	<input type="text"/>	

5. Under the **Lock** column at the right end of the **51200** line, click the  icon to display each **Overtime Expense** item. These items are listed in the **JobClass Name** column.

Note: The **EST Amt** and **Proj Amt** columns are blank for **51200** until you enter expenses for **Proj Amt** in as shown in the next screen.

Object: 51200 - Overtime Expense (2 of 3)

<< Back < > >>

Lock All Job Classes Unlock All Job Classes

JobClass Name	EST Amt	EST FTE	Proj Amt	Proj FTE	Lock
1422 - Teachers-Special Education-Gifted			1,500		
1621 - Summer School/After School			600		
1622 - Bus Drivers					
1624 - Activities Salary					
1711 - Instructional Assistants-Grades 1-12			489		
1713 - Instructional Assistants-Early Childhood Education					
1714 - Instructional Assistants Preschool					

Object: 51200 - Overtime Expense (2 of 3)

<< Back < > >>

Lock All Job Classes Unlock All Job Classes

Save Clear Data

- In the **Proj Amt** column, enter the amount of expenses to total **2,589**, the amount required to balance the fund as shown earlier in the **Diff** column. Then at the right bottom, click **Save**.

BUDGET LINES FUND: 11000 FUNCTION: 1000 PROGRAM: 1010

Budget lines saved successfully (changes shown below).
Proj Amt: 2,589

Save Clear Data

Object: 51200 - Overtime Expense (2 of 3)

<< Back

Lock All Job Classes Unlock All Job Classes

JobClass Name	EST Amt	EST FTE	Proj Amt	Proj FTE	Lock
1422 - Teachers-Special Education-Gifted	0	0.00	1,500	0.00	
1621 - Summer School/After School	0	0.00	600	0.00	
1622 - Bus Drivers					
1624 - Activities Salary					
1711 - Instructional Assistants-Grades 1-12	0	0.00	489	0.00	
1713 - Instructional Assistants-Early Childhood Education					
1714 - Instructional Assistants Preschool					

Object: 51200 - Overtime Expense (2 of 3)

<< Back

Lock All Job Classes Unlock All Job Classes

Save Clear Data

The red alert at the top lets you know your new entries were saved successfully and shows the new **Proj Amt** of **2,589**. Zeros now display in the **EST Amt**, **EST FTE**, and **Proj FTE** columns associated with the new **Proj Amt** expenses.













- Near the bottom of the screen, click the << **Back** button to return to **BUDGET LINES**. The **EST Amt** and **Proj Amt** columns display the new **Overtime Expense** numbers, which were blank earlier.

BUDGET LINES FUND: 11000 FUNCTION: 1000 PROGRAM: 1010

Save Clear Data

Object	EST Amt	Proj Amt	Lock
51100 - Salaries Expense	659,839	682,022	
51200 - Overtime Expense	0	2,589	
51300 - Additional Compensation			
52111 - Educational Retirement			
52112 - ERA - Retiree Health			

8. Scroll to the upper part of the screen and click the **Retrieve** button to check the updated **BUDGET FUNDS** for this budget. The **11000 Operational** fund **Diff** is now **0**.

	Code	Fund	Revenue	Expenditure	Diff	Approved	Action
		11000 Operational	2,510,992	2,510,992	0	N/A	
		13000 Pupil Transportation	107,702	107,702	0		
		24101 Title I - ESEA	103,390	103,390	0		
		24106 Entitlement IDEA-B	50,459	50,459	0		
		31600 Capital Improvements HB-33	0	0	0	N/A	
		31701 Capital Improvements SB-9 Local	150,548	0	150,548		

9. Repeat steps 3 to 8 to balance the expenditures to the revenue for the **31701 - Capital Improvements SB-9 Local** fund.

After you complete the steps for **31701**, the **Diff** column shows all zeros and the **BUDGET TOTALS** for **Revenues** and **Expenditures** match.

BUDGET TOTALS

Revenues: 2,923,091

Expenditures: 2,923,091

BUDGET FUNDS

	Code	Fund	Revenue	Expenditure	Diff	Approved	Action
 	11900	Operational	2,510,992	2,510,992	0	N/A	
 	13000	Pupil Transportation	107,702	107,702	0		
 	24101	Title I - ESEA	103,390	103,390	0		
 	24106	Entitlement IDEA-B	50,459	50,459	0		
 	31600	Capital Improvements HB-33	0	0	0	N/A	
 	31701	Capital Improvements SB-9 Local	150,548	150,548	0		

For this example, we repeated steps 3 to 8 one time. If more than two funds are out of balance, repeat steps 3 to 8 for each additional fund.

To submit a pending budget after balancing it

1. After the **BUDGET TOTALS** for **Revenues** and **Expenditures** match, under **BUDGET STATUS: PENDING BUDGET**, click the **Submit Budget** button.

The screenshot shows the 'NEW MEXICO Public Education Department' header. Below it, the 'OPERATING BUDGET MANAGEMENT SYSTEM (Qual)' is displayed. The user is logged in as 'SchoolDistrict' for 'CARRIZOZO 2021-2022'. The 'BUDGET ACTIONS' menu is visible, with 'Budget Status: PENDING BUDGET' selected. The 'Status' is '2021-2022 Carrizozo Pending Budget'. A 'Submit Budget' button is present. Below this is a table of actions:

Action	Date	By Whom
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

At the bottom, the 'BUDGET TOTALS' section shows 'Revenues: 2,923,091' and 'Expenditures: 2,923,091'.

2. Now you see **BUDGET STATUS: SUBMITTED BUDGET** and the **Status** shows the the name of the budget followed by Submitted Budget. At this point, the entity is done.

The screenshot shows the 'NEW MEXICO Public Education Department' header. Below it, the 'OPERATING BUDGET MANAGEMENT SYSTEM (Qual)' is displayed. The user is logged in as 'SchoolDistrict' for 'CARRIZOZO 2021-2022'. The 'BUDGET ACTIONS' menu is visible, with 'Budget Status: SUBMITTED BUDGET' selected. The 'Status' is '2021-2022 Carrizozo Submitted Budget'.

3. Wait for PED approval.

Note: If you click the **Budget Entry** link now, you may see **No Editable Budget Found**. This means you can't select another budget because the only entity you are authorized for is no longer eligible for edit by the entity.

To apply funds to a Direct fund

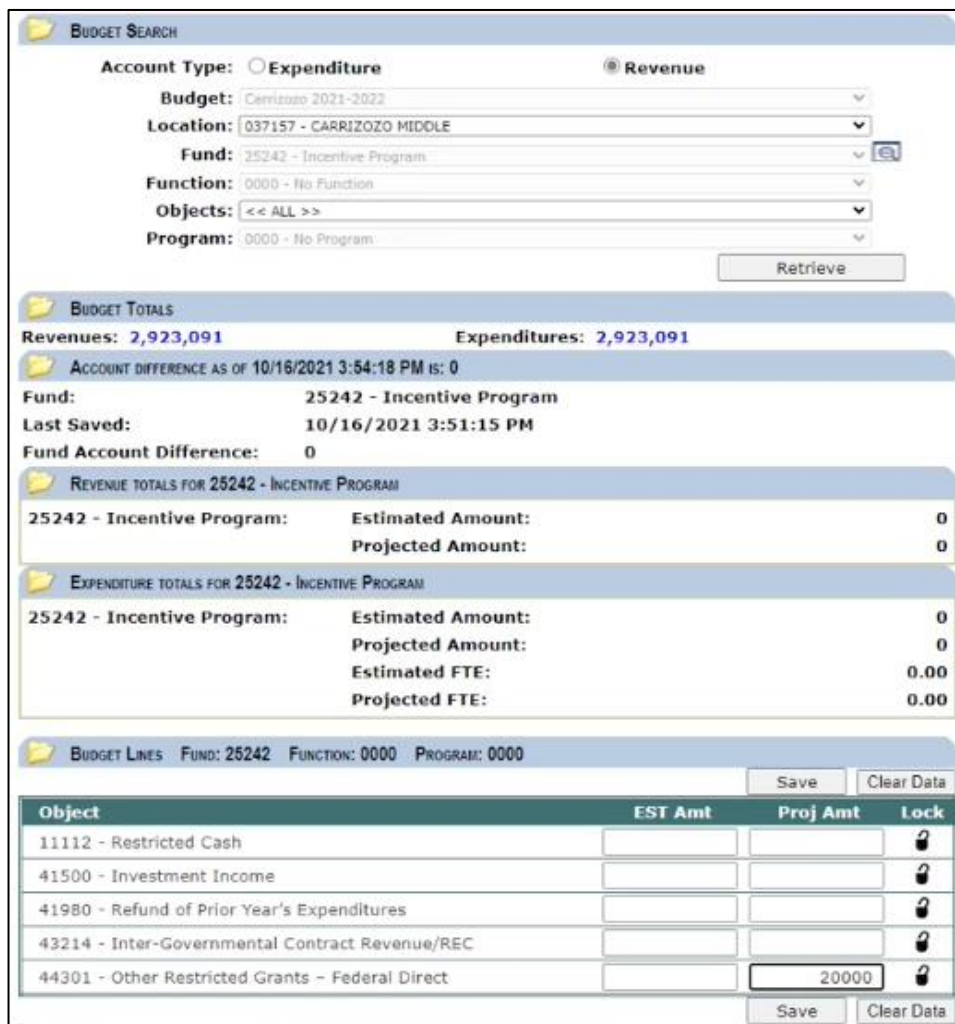
If a BA adds a Direct fund to your budget, you can apply funds to it. When the entity receives an email from the BA with the name of the fund and the amount of money available, follow these steps to apply the funds:

1. Log into OBMS, click the **Budget** link and then click the **Budget Entry** link. Under **SELECT BUDGET**, select the year and budget you want. This example selects the budget of a school district.



The screenshot shows a green header bar with the text '25242 Incentive Program' and a 'Resubmit Fund' button on the right. There are also some numerical values (0, 0, 0) and 'N/A' displayed.

2. Notice the **Resubmit Fund** button for **25242 Incentive Program**, as shown in the previous screen, then click **Revenue**.



The screenshot shows the 'BUDGET SEARCH' and 'BUDGET TOTALS' screens. The 'BUDGET SEARCH' section includes fields for Account Type (Revenue selected), Budget (Cerritos 2021-2022), Location (037157 - CARRIZOZO MIDDLE), Fund (25242 - Incentive Program), Function (0000 - No Function), Objects (<< ALL >>), and Program (0000 - No Program). A 'Retrieve' button is at the bottom right.

The 'BUDGET TOTALS' section shows:

- Revenues: 2,923,091
- Expenditures: 2,923,091
- ACCOUNT DIFFERENCE AS OF 10/16/2021 3:54:18 PM is: 0
- Fund: 25242 - Incentive Program
- Last Saved: 10/16/2021 3:51:15 PM
- Fund Account Difference: 0

The 'REVENUE TOTALS FOR 25242 - INCENTIVE PROGRAM' section shows:

25242 - Incentive Program:	Estimated Amount:	Projected Amount:
	0	0

The 'EXPENDITURE TOTALS FOR 25242 - INCENTIVE PROGRAM' section shows:

25242 - Incentive Program:	Estimated Amount:	Projected Amount:	Estimated FTE:	Projected FTE:
	0	0	0.00	0.00

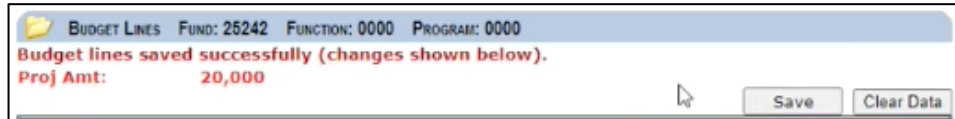
The 'BUDGET LINES' section shows:

Object	EST Amt	Proj Amt	Lock
11112 - Restricted Cash			🔒
41500 - Investment Income			🔒
41980 - Refund of Prior Year's Expenditures			🔒
43214 - Inter-Governmental Contract Revenue/REC			🔒
44301 - Other Restricted Grants - Federal Direct		20000	🔒

Buttons for 'Save' and 'Clear Data' are present at the bottom right of the 'BUDGET LINES' section.

- Under **BUDGET LINES** near the bottom of the screen, enter **20000** to apply revenues for the Incentive Program and click **Save**.

A red alert now displays under **BUDGET LINES** to let you know your new entries were saved successfully and shows the **Proj Amt** of **20,000**.



BUDGET LINES FUND: 25242 FUNCTION: 0000 PROGRAM: 0000
Budget lines saved successfully (changes shown below).
Proj Amt: 20,000

Save Clear Data

- Now scroll to the top of the screen, click **Expenditure**, and next to **Function**, select the item to show how you're going to spend the money.

In this example, the money goes to **3300 - Community Services Operations**.



OPERATING BUDGET MANAGEMENT SYSTEM (QUAL) Logged In: SchoolDistrict
BUDGET ENTRY [CARRIZOZO 2021-2022]

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities
Reports | Home

BUDGET SEARCH

Account Type: ☒ Expenditure ☐ Revenue

Budget: Carrizozo 2021-2022

Location: 037157 - CARRIZOZO MIDDLE

Fund: 25242 - Incentive Program

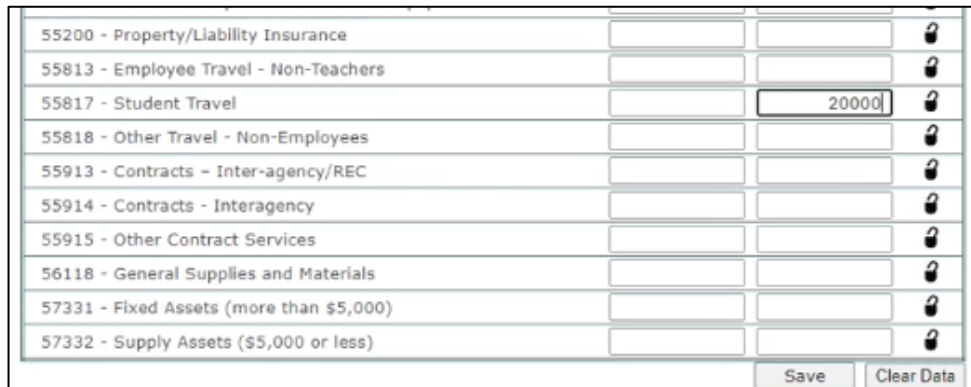
Function: 3300 - Community Services Operations

Objects: << ALL >>

Program: 0000 - No Program

Retrieve

- Click the **Retrieve** button, scroll to **BUDGET LINES**, and under **Proj Amt** for **55817 - Student Travel**, enter **20000**.



55200 - Property/Liability Insurance			
55813 - Employee Travel - Non-Teachers			
55817 - Student Travel		20000	
55818 - Other Travel - Non-Employees			
55913 - Contracts - Inter-agency/REC			
55914 - Contracts - Interagency			
55915 - Other Contract Services			
56118 - General Supplies and Materials			
57331 - Fixed Assets (more than \$5,000)			
57332 - Supply Assets (\$5,000 or less)			

Save Clear Data

- Click **Save**. The budget is now balanced, the revenue and expenditures for this fund are equal, and your updates are successfully saved.

BUDGET TOTALS
Revenues: 2,943,091 Expenditures: 2,943,091

ACCOUNT DIFFERENCE AS OF 10/16/2021 3:55:45 PM IS: 0

Fund: 25242 - Incentive Program
Last Saved: 10/16/2021 3:51:15 PM
Fund Account Difference: 0

REVENUE TOTALS FOR 25242 - INCENTIVE PROGRAM

25242 - Incentive Program:	Estimated Amount:	0
	Projected Amount:	20,000

EXPENDITURE TOTALS FOR 25242 - INCENTIVE PROGRAM

25242 - Incentive Program:	Estimated Amount:	0
	Projected Amount:	20,000
	Estimated FTE:	0.00
	Projected FTE:	0.00

Associated Functions:

Function	Estimated Amount	Estimated FTE	Projected Amount	Projected FTE
3300 - Community Services Operations	0	0.00	20,000	0.00

BUDGET LINES FUND: 25242 FUNCTION: 3300 PROGRAM: 0000
Budget lines saved successfully (changes shown below).
Proj Amt: 20,000

Save Clear Data

- Now check **BUDGET FUNDS** by clicking **Budget Actions** where you see 20,000 in the Revenue and Expenditure columns for Incentive Program.

	Code	Fund	Revenue	Expenditure	Diff	Approved	Action
	11000	Operational	2,510,992	2,510,992	0	N/A	
	13000	Pupil Transportation	107,702	107,702	0	X	
	24101	Title I - ESEA	103,390	103,390	0	X	
	24106	Entitlement IDEA-B	50,459	50,459	0	X	
	25242	Incentive Program	20,000	20,000	0	N/A	Resubmit Fund
	31600	Capital Improvements HB-33	0	0	0	N/A	
	31701	Capital Improvements SB-9 Local	150,548	150,548	0	X	

- Click the **Resubmit Fund** button. This resubmits the fund for approval and the button disappears.

	25242	Incentive Program	20,000	20,000	0	N/A
--	-------	-------------------	--------	--------	---	-----

If you click the **Budget Entry** link, **No Editable Budget Found** lets you know the school district is now waiting for PED approval.

Approving Funds and Budgets

The fund and budget approval process requires reviews by various roles. This section gives examples of their reviews and other actions during the approval process. The basic review process follows this sequence of roles:

Role Review Sequence	Fund and Budget Approval Process Actions
PM	Approve or request changes to funds
FA	Approve or request changes to funds
BA	Approve or request changes to funds
FA/BA	Edit funds they approved
BA	Override funds not yet approved
BS	Approve approval overrides
BD	Approve final budget

Whenever a PM or analyst requests a change, the budget goes back to the person who submitted the budget and the approval process continues from that point.

About Direct Funds

Related to approvals is the action of adding a Direct fund to a budget, which is only performed by a BA. The BA allows a Direct fund already in the COA, but not yet budgeted, to become part of the entity's budget. After the BA adds a Direct fund to the entity's budget, the entity can apply funds to it.

To add a Direct fund (BA)

1. Log into OBMS, click the **Budget** link and then the **Budget Entry** link. Under **SELECT BUDGET**, select the year and budget you want.
2. Under **BUDGET FUNDS**, next to **Add Fund that is not budgeted**, select the Direct fund you want to add. The BA selects **25242 - Incentive Program** in the next example.

Note: A BA isn't authorized to work with Flowthrough funds.

Operating Budget Management System (Qual) Logged In: BudgetAnalyst
[CARRIZOZO 2021-2022]

BUDGET ACTIONS

[Budget Actions](#) | [Budget Entry](#) | [Budget Uploads](#) | [Budget View](#) | [Budget Estimates](#) | [Budget Utilities](#) | [Reports](#) | [Home](#)

SELECT BUDGET

Budget Year: 2021-2022 **Budget:** Carrizozo Select

BUDGET STATUS: SUBMITTED BUDGET

Status: 2021-2022 Carrizozo Submitted Budget

Approval Override

Action	Date	By Whom
Submit Budget	10/16/2021 3:46 PM	School District
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

BUDGET TOTALS

Revenues: 2,923,091 **Expenditures:** 2,923,091

BUDGET FUNDS

Add Fund that is not budgeted: Select...

Code	Fund
11000	Operational
13000	Pupil Transportation
24101	Title I - ESEA
24106	Entitlement IDEA-B
31600	Capital Improvement
31701	Capital Improvement

25226 - Goals 2000 Parental Assistance
25229 - Dev Disabilities Basic Support/Advocacy
25230 - Secondary Agriculture Education Grant
25231 - Foreign Language Incentive Program
25232 - AmeriCorps
25233 - Rural Education Achievement Program
25234 - Projects With Industry
25235 - Literacy through School Libraries
25236 - Transition to Teaching
25237 - School Dropout Prevention
25238 - Substance Abuse & Mental Health Ser
25239 - Public Telecommunications Facilities
25240 - Improvement of Education Fund
25241 - Carol M White Physical Fitness
25242 - Incentive Program
25243 - Safe Drug Free Sch/Comm-National Pro
25244 - Community Mental Health Services
25245 - National Endowment for the Humanities
25246 - Emergency Food/Shelter National Board Pro
25247 - Charter Schools

[Home](#) | [Logout](#) | [Feedback](#) | [Train](#)

3. When you see the **Add** button, click it.

BUDGET FUNDS

Add Fund that is not budgeted: 25242 - Incentive Program Add

This adds **25242 Incentive Program** to the list of **BUDGET FUNDS**, shown in the next screen, with a **Return to Submitter** button to its right.

4. Send an email to the entity letting them know the fund is available and the amount of money for the fund. In this example, the amount is \$20,000.

	Code	Fund	Revenue	Expenditure	Diff	Approved	Action
		11000 Operational	2,510,992	2,510,992	0	N/A	Return to Submitter
		13000 Pupil Transportation	107,702	107,702	0	X	
		24101 Title I - ESEA	103,390	103,390	0	X	
		24106 Entitlement IDEA-B	50,459	50,459	0	X	
		25242 Incentive Program	0	0	0	N/A	Return to Submitter
		View Fund Lines 31600 Capital Improvements HB-33	0	0	0	N/A	Return to Submitter
		31701 Capital Improvements SB-9 Local	160,548	160,548	0	X	

5. Click the **Return to Submitter** button. The button then becomes a **Resubmit Fund** button for the entity.

		25242 Incentive Program	0	0	0	N/A	Resubmit Fund
--	--	-------------------------	---	---	---	-----	-------------------------------

To approve or request changes to funds (PM)

The PM is responsible for specific entities and for specific funds, making sure revenues come from the correct place and funds (expenditures and grant money) are spent appropriately. The PM reviews submitted budgets and approves them or requests changes by following these steps:

1. Log into OBMS, click the **Budget** link and then the **Budget Actions** link. Under **SELECT BUDGET**, select the year and budget you want.

Operating Budget Management System (Qual) Logged In: ProgramManager
[CARRIZOZO 2021-2022]

BUDGET ACTIONS

Budget Actions | Budget Entry | Budget View | Budget Estimates | Budget Utilities | Reports | Home

SELECT BUDGET

Budget Year: 2021-2022 Budget: Carrizozo Select

BUDGET STATUS: SUBMITTED BUDGET

Status: 2021-2022 Carrizozo Submitted Budget

Action	Date	By Whom
Submit Budget	10/16/2021 3:46 PM	School District
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

BUDGET TOTALS

Revenues: 2,943,091 Expenditures: 2,943,091


BUDGET FUNDS

Add Fund that is not budgeted: Select...

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
11000	Operational	2,510,992	2,510,992	0	N/A	
13000	Pupil Transportation	107,702	107,702	0	X	
24101	Title I - ESEA	103,390	103,390	0	X	PM Approve Return to Submitter
24106	Entitlement IDEA-B	50,459	50,459	0	X	PM Approve Return to Submitter
25242	Incentive Program	20,000	20,000	0	N/A	
31600	Capital Improvements HB-33	0	0	0	N/A	
31701	Capital Improvements SB-9 Local	150,548	150,548	0	X	

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The buttons in the **Action** column show the PM in this example is responsible for **24101 Title I - ESEA** and **24106 Entitlement IDEA-B** funds in Carrizozo's 2021-2022 budget.

2. Next to **24101**, click the  to see revenue and expenditure details of that fund. You can hover over each item in each column of the **Revenues** and **Expenditures** tables to see a pop-up window identifying the item.

BUDGET TOTALS

Revenues: 2,943,091

Expenditures: 2,943,091

BUDGET FUNDS

24101 - BUDGET LINES

Revenues

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Proj. Amt
24101	0000	41980	0000	000	0000	1,280	0
24101	0000	445	Chart object: 41980 - Refund of Prior Year's Expenditures				103,390
24101	0000	44504	0000	000	0000	18,647	0
						137,996	103,390

Expenditures

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
24101	1000	51100	1010	000	1411	50,702	1.00	51,463	1.00
24101	1000	51100	1010	000	1711	18,014	1.00	18,398	1.00
24101	1000	52111	0000	000	0000	9,723		10,584	
24101	1000	52112	0000	000	0000	1,374		1,397	
24101	1000	52210	0000	000	0000	4,193		4,331	
24101	1000	52220	0000	000	0000	981		1,013	
24101	1000	52312	0000	000	0000	25		25	
24101	1000	52313	0000	000	0000	392		392	
24101	1000	52314	0000	000	0000	76		76	
24101	1000	52500	0000	000	0000	18		19	
24101	1000	56113	1010	000	0000	6,072		6,200	
24101	1000	56118	1010	000	0000	0		3,876	
24101	2200	51300	0000	000	1211	4,500	0.00	4,500	0.00
24101	2200	52111	0000	000	0000	637		682	
24101	2200	52112	0000	000	0000	90		90	
24101	2200	52210	0000	000	0000	279		279	
24101	2200	52220	0000	000	0000	65		65	
						97,141	2.00	103,390	2.00

3 revenue line(s) found... 17 expenditure line(s) found...

Close

Home | Logout | Feedback | Training

3. In this example under **Revenues**, the cursor hovers over **41980** under **Object** showing it was a refund of the prior year's expenditures. If you recall the paperwork Carrizozo filed last year for the refund, then this item makes sense. Review all revenue items in this way.

- Review the items in the **Expenditures** column to make sure the money is spent as the fund requires. For example, you can spend money from the **Salaries Expense** on teachers.

Expenditures									
Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
24101	1000	51100	1010	000	1411	50,702	1.00	51,463	1.00
24101	1000	51100	1010	000	1711	18,014	1.00	18,398	1.00
24101	1000	52111	0000	000	0000	9,723		10,584	

Expenditures									
Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
24101	1000	51100	1010	000	1411	50,702	1.00	51,463	1.00
24101	1000	51100	1010	000	1711	18,014	1.00	18,398	1.00
24101	1000	52111	0000	000	0000	9,723		10,584	

The lines show about \$10,000 is spent on supplies and \$70,000 on staff, which is what you expect.

- When you finish reviewing the revenues and expenditures, at the bottom left of the screen click the **Close** button.

Expenditures									
Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
24106	1000	51100	2000	000	1712	29,432	2.00	33,618	2.00
24106	1000	52111	0000	000	0000	4,165		5,094	
24106	1000	52112	0000	000	0000	589		673	
24106	1000	52210	0000	000	0000	1,825		2,085	
24106	1000	52220	0000	000	0000	427		488	
24106	1000	52312	0000	000	0000	23		26	
24106	1000	52720	0000	000	0000	17		19	
24106	1000	53330	2000	000	0000	0		500	
24106	1000	55813	2000	000	0000	0		500	
24106	1000	56118	2000	000	0000	0		215	
24106	2100	51300	2000	000	1211	4,445	0.00	5,000	0.00
24106	2100	52111	0000	000	0000	619		758	
24106	2100	52112	0000	000	0000	88		100	
24106	2100	52210	0000	000	0000	258		310	
24106	2100	52220	0000	000	0000	60		73	
24106	2100	53330	2000	000	0000	0		500	
24106	2100	55813	2000	000	0000	0		500	
						41,948	2.00	50,459	2.00
2 revenue line(s) found... 17 expenditure line(s) found...									
									Close

6. On the **BUDGET ACTIONS** page, click **Budget Funds** to display all the budgets again.

OPERATING BUDGET MANAGEMENT SYSTEM (QUAL) Logged In: ProgramManager
[CARRIZOZO 2021-2022]

BUDGET ACTIONS

Budget Actions | Budget Entry | Budget View | Budget Estimates | Budget Utilities | Reports | Home

SELECT BUDGET

Budget Year: 2021-2022 Budget: Carrizozo Select

BUDGET STATUS: SUBMITTED BUDGET

Status: 2021-2022 Carrizozo Submitted Budget

Action	Date	By Whom
Submit Budget	10/16/2021 3:46 PM	School District
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

BUDGET TOTALS

Revenues: 2,943,091 Expenditures: 2,943,091

BUDGET FUNDS

Home | Logout | Feedback | Training

7. If you approve the fund, click the **PM Approve** button in the **Approved** column. This adds your stamp of approval next to the **X**. See the screens in the next step.

Or

If you want the submitter to make changes, click the **Return to Submitter** button. Then send an email to the submitter with information about the corrections you require for approval.

8. Repeat steps 2 to 7 for **24106 Entitlement IDEA-B** to complete this example of two funds.

24106 Entitlement IDEA-B 50,459 50,459 0 **X** PM Approve
Return to Submitter
Action: PM Approve

24106 Entitlement IDEA-B 50,459 50,459 0 **X**


Repeat steps 2 to 7 as many times as you need for the number of funds that require your approval.

To approve or request changes to funds (FA)


The FA is responsible for all entities and for specific funds, making sure that the proper amount of money is spent appropriately. The FA reviews submitted budgets to approve or to request changes by following these steps:

1. Log into OBMS, click the **Budget** link and then the **Budget Actions** link. Under **SELECT BUDGET**, select the year and budget you want. The FA in this example reviews and approves the same two funds as in the previous PM example.





















Action	Date	By Whom
Submit Budget	10/16/2021 3:46 PM	School District
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

 BUDGET TOTALS

Revenues: 2,943,091Expenditures: 2,943,091


 BUDGET FUNDS

All of your available funds are currently budgeted, as shown below.

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
 	11000 Operational	2,510,992	2,510,992	0	N/A	
 	13000 Pupil Transportation	107,702	107,702	0		
 	24101 Title I - ESEA	103,390	103,390	0	 	<div>FA Approve</div> <div>Return to Submitter</div>
 	24106 Entitlement IDEA-B	50,459	50,459	0	 	<div>FA Approve</div> <div>Return to Submitter</div>
 	25242 Incentive Program	20,000	20,000	0	N/A	
 	31600 Capital Improvements HB-33	0	0	0	N/A	
 	31701 Capital Improvements SB-9 Local	150,548	150,548	0		

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The buttons under the **Action** column show the FA is responsible for **24101 Title I - ESEA** and **24106 Entitlement IDEA-B** funds in Carrizozo's 2021-2022 budget.

- Next to **24101**, click the  to see revenue and expenditure details of that fund. You can hover over each item in each column of the **Revenues** and **Expenditures** tables to see the pop-up window identifying the item.

BUDGET TOTALS

Revenues: 2,943,091

Expenditures: 2,943,091

BUDGET FUNDS

24101 - BUDGET LINES

Revenues

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Proj. Amt
24101	0000	41980	0000	000	0000	1,280	0
24101	0000	445	Chart object: 41980 - Refund of Prior Year's Expenditures				103,390
24101	0000	44504	0000	000	0000	18,647	0
						137,996	103,390

Expenditures

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
24101	1000	51100	1010	000	1411	50,702	1.00	51,463	1.00
24101	1000	51100	1010	000	1711	18,014	1.00	18,398	1.00
24101	1000	52111	0000	000	0000	9,723		10,584	
24101	1000	52112	0000	000	0000	1,374		1,397	
24101	1000	52210	0000	000	0000	4,193		4,331	
24101	1000	52220	0000	000	0000	981		1,013	
24101	1000	52312	0000	000	0000	25		25	
24101	1000	52313	0000	000	0000	392		392	
24101	1000	52314	0000	000	0000	76		76	
24101	1000	52500	0000	000	0000	18		19	
24101	1000	56113	1010	000	0000	6,072		6,200	
24101	1000	56118	1010	000	0000	0		3,876	
24101	2200	51300	0000	000	1211	4,500	0.00	4,500	0.00
24101	2200	52111	0000	000	0000	637		682	
24101	2200	52112	0000	000	0000	90		90	
24101	2200	52210	0000	000	0000	279		279	
24101	2200	52220	0000	000	0000	65		65	
						97,141	2.00	103,390	2.00

3 revenue line(s) found... 17 expenditure line(s) found...

Close

Home | Logout | Feedback | Training

- Review all items in the **Revenues** and the **Expenditures** columns to make sure everything looks the way you expect to see it and the money is spent as the fund requires. When you finish your review, at the bottom left of the screen, click the **Close** button.

4. On the **BUDGET ACTIONS** page, click the **BUDGET FUNDS** folder to display all the budgets again.

OPERATING BUDGET MANAGEMENT SYSTEM (OBMS) Logged In: FundAnalyst
[CARRIZOZO 2021-2022]

BUDGET ACTIONS

Budget Actions | Budget Entry | Budget View | Budget Estimates | Budget Utilities | Reports | Home

SELECT BUDGET

Budget Year: 2021-2022 Budget: Carrizozo Select

BUDGET STATUS: SUBMITTED BUDGET

Status: 2021-2022 Carrizozo Submitted Budget

Action	Date	By Whom
Submit Budget	10/16/2021 3:46 PM	School District
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

BUDGET TOTALS

Revenues: 2,943,091 Expenditures: 2,943,091

BUDGET FUNDS

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5. If you approve the fund, click the **FA Approve** button.

24101 Title I - ESEA 103,390 103,390 0 X FA Approve Return to Submitter

This adds your stamp of approval and changes the X to a ✓, indicating this Flowthrough fund is fully approved.

24101 Title I - ESEA 103,390 103,390 0 ✓ Open for Edit

Or

If you want the submitter to make changes, click the **Return to Submitter** button. Then send an email to the submitter with information about the corrections you require for approval.

6. Repeat steps 2 to 5 for **24106 Entitlement IDEA-B** to complete this example with two funds to review. Repeat steps 2 to 5 as many times as you need for your funds.

Note: Notice the new **Open for Edit** button. Clicking the button resets the fund so you can edit it. See *To edit a fund you approved (FB and BA)* later in this manual.


To approve or request changes to funds (BA)

1. Log into OBMS, click the **Budget** link and then the **Budget Actions** link. Under **SELECT BUDGET**, select the year and budget you want.








Action	Date	By Whom
Submit Budget	10/16/2021 3:46 PM	School District
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

 **BUDGET TOTALS**

Revenues: 2,943,091**Expenditures: 2,943,091**

 **BUDGET FUNDS**

All of your available funds are currently budgeted, as shown below.

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
	11000 Operational	2,510,992	2,510,992	0	N/A	
	13000 Pupil Transportation	107,702	107,702	0		
	24101 Title I - ESEA	103,390	103,390	0	 	<div>BA Approve</div> <div>Return to Submitter</div>
	24106 Entitlement IDEA-B	50,459	50,459	0	 	<div>BA Approve</div> <div>Return to Submitter</div>
	25242 Incentive Program	20,000	20,000	0	N/A	
	31600 Capital Improvements HB-33	0	0	0	N/A	
	31701 Capital Improvements SB-9 Local	150,548	150,548	0		

Home | Logout | Feedback | Training

2. Follow the steps in the previous procedure, *To approve or request changes to funds (FA procedure)*. The **BA Approve** and **Return to Submitter** buttons display in the **Action** column.

To edit a fund you approved (FA and BA)

If you approved a fund by mistake, you can always go back and make corrections by following these steps:

- Click the **Open for Edit** button and go through the approval process again, as described in the previous procedure.

Or

- If you left the page, click the **Budget Actions** link, under **SELECT BUDGET**, select the year and budget you want, and then click the **Open for Edit** button.

To override a fund not yet approved (BA)

Overrides are required by midnight June 30. If you notice an **X** in the **Approved** column for an item, such as **31701 Capital Improvements SB-9 Local** in the next example, you can override it by following these steps:


- Log into OBMS, click the **Budget** link and then the **Budget Actions** link. Under **SELECT BUDGET**, select the year and budget you want. Notice the **X** at the bottom of this screen. If you hover over it, the pop-up says **Not Approved**.

The screenshot shows the 'BUDGET ACTIONS' page in the OBMS. At the top, it says 'Logged In: BudgetAnalyst (CARRIZO 2021-2022)'. Below this is a navigation bar with links: 'Budget Actions', 'Budget Entry', 'Budget Uploads', 'Budget View', 'Budget Estimates', 'Budget Utilities', 'Reports', and 'Home'. The 'SELECT BUDGET' section shows 'Budget Year: 2021-2022' and 'Budget: Carrizozo'. Below this, it says 'BUDGET STATUS: SUBMITTED BUDGET' and 'Status: 2021-2022 Carrizozo Submitted Budget'. There is an 'Approval Override' button. A table lists various actions taken, such as 'Submit Budget', 'Import Budget Submission', 'Export Budget Template', 'Edit Budget Started', 'Send Budget Template', 'Create Budget Schedule', 'Edit Assessed Valuations', and 'Create Budget Template'. Below this is a 'BUDGET TOTALS' section showing 'Revenues: 2,943,091' and 'Expenditures: 2,943,091'. The 'BUDGET FUNDS' section has a dropdown menu for 'Add Fund that is not budgeted:'. A table lists budget items with columns: 'Code', 'Fund', 'Revenue', 'Expenditure', 'Diff', 'Approved', and 'Action'. The items are: 11000 Operational, 13000 Pupil Transportation, 24101 Title I - ESEA, 24106 Entitlement IDEA-B, 25242 Incentive Program, 31500 Capital Improvements HB-33, and 31701 Capital Improvements SB-9 Local. The 'Approved' column for item 31701 shows a red 'X' instead of a green checkmark. The 'Action' column for items 11000, 25242, and 31500 has a 'Return to Submitter' button.

Action	Date	By Whom
Submit Budget	10/16/2021 3:46 PM	School District
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
11000	Operational	2,510,992	2,510,992	0	N/A	Return to Submitter
13000	Pupil Transportation	107,702	107,702	0	✓	
24101	Title I - ESEA	103,390	103,390	0	✓	
24106	Entitlement IDEA-B	50,459	50,459	0	✓	
25242	Incentive Program	20,000	20,000	0	N/A	Return to Submitter
31500	Capital Improvements HB-33	0	0	0	N/A	Return to Submitter
31701	Capital Improvements SB-9 Local	150,548	150,548	0	X	


- Near the top left of the screen, under **BUDGET STATUS: SUBMITTED BUDGET**, click the **Approval Override** button to override approval of the Direct funds.

The **X** changes to , the amounts in the **Revenue** and **Expenditure** columns are zeroed out, and the fund is now approved at **0**.

		31701 Capital Improvements SB-9 Local	0	0	0	
---	---	---------------------------------------	---	---	---	---

To approve approval overrides (BS)

1. Log into OBMS, click the **Budget** link and then the **Budget Actions** link. Under **SELECT BUDGET**, select the year and budget you want. Then click **Select**.

Notice the  near the bottom of this example screen for **31701**.

OPERATING BUDGET MANAGEMENT SYSTEM (QUAL)

BUDGET ACTIONS

[Budget Actions](#) | [Budget Entry](#) | [Budget View](#) | [Budget Estimates](#) | [Budget Utilities](#) | [Reports](#) | [Home](#)

Logged In: BudgetSupervisor

[CARRIZOZO 2021-2022]

SELECT BUDGET

Budget Year:

2021-2022

Budget:

Carrizozo

Select

BUDGET STATUS: APPROVAL OVERRIDDEN BUDGET

Status: 2021-2022 Carrizozo Approval Overridden Budget

BS Approve

Action	Date	By Whom
Approval Override	10/16/2021 4:15 PM	Budget Analyst
Submit Budget	10/16/2021 3:46 PM	School District
Import Budget Submission	10/16/2021 3:33 PM	School District
Export Budget Template	10/16/2021 3:23 PM	School District
Edit Budget Started	4/14/2021 12:06 PM	Sara Cordova
Send Budget Template	4/14/2021 10:13 AM	Susan Benavidez
Create Budget Schedule	4/14/2021 10:09 AM	Susan Benavidez
Edit Assessed Valuations	4/14/2021 10:09 AM	Susan Benavidez
Create Budget Template	4/14/2021 10:09 AM	Susan Benavidez

BUDGET TOTALS
























Revenues: 2,792,543

Expenditures: 2,792,543

BUDGET FUNDS

Add Fund that is not budgeted:

Select...

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
	 11000 Operational	2,510,992	2,510,992	0	N/A	
	 13000 Pupil Transportation	107,702	107,702	0		 
	 24101 Title I - ESEA	103,390	103,390	0		 
	 24106 Entitlement IDEA-B	50,459	50,459	0		 
	 25242 Incentive Program	20,000	20,000	0	N/A	
	 31500 Capital Improvements HB-33	0	0	0	N/A	
	 31701 Capital Improvements SB-9 Local	0	0	0		

Home

 |

Logout

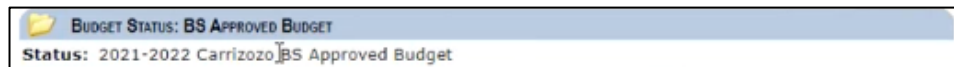
 |


Feedback

 |

Training

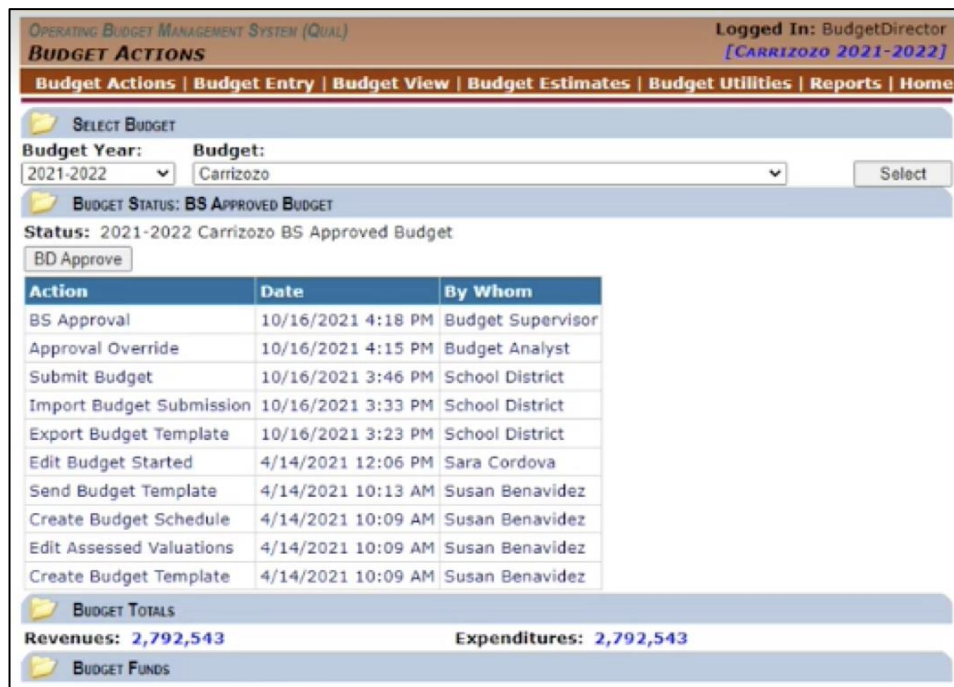
2. Look under **By Whom** to see that the Budget Analyst (highlighted in blue), who reports to you, did their part with an **Approval Override**.
3. Review all fund information to check that everything makes sense.
4. Near the top under **BUDGET STATUS: APPROVAL OVERRIDDEN BUDGET**, click the **BS Approve** button. The **Status** now shows the budget is approved.



Note: In this case, no approval stamp displays next to the  because no one approved the fund before the BS approved it.

To approve a budget (BD)

1. Log into OBMS, click the **Budget** link and then the **Budget Actions** link. Under **SELECT BUDGET**, select the year and budget you want. Then click **Select**.



2. Near the top of the screen under **BUDGET STATUS: BS APPROVED BUDGET**, click the **BD Approve** button. The **Status** now shows the budget is approved.



This budget is now set up for budget finalization. Finalization fixes the **Final Amount** (from the projected amounts) and the **Final FTE** (from the projected FTEs) of the budget.

Stat Books and other reports use the **Final Amount** as a fixed value for the legislature for the entire fiscal year. To make any changes to an authorized budget requires submitting BARs, described later in this manual, and then going through a full approval process.

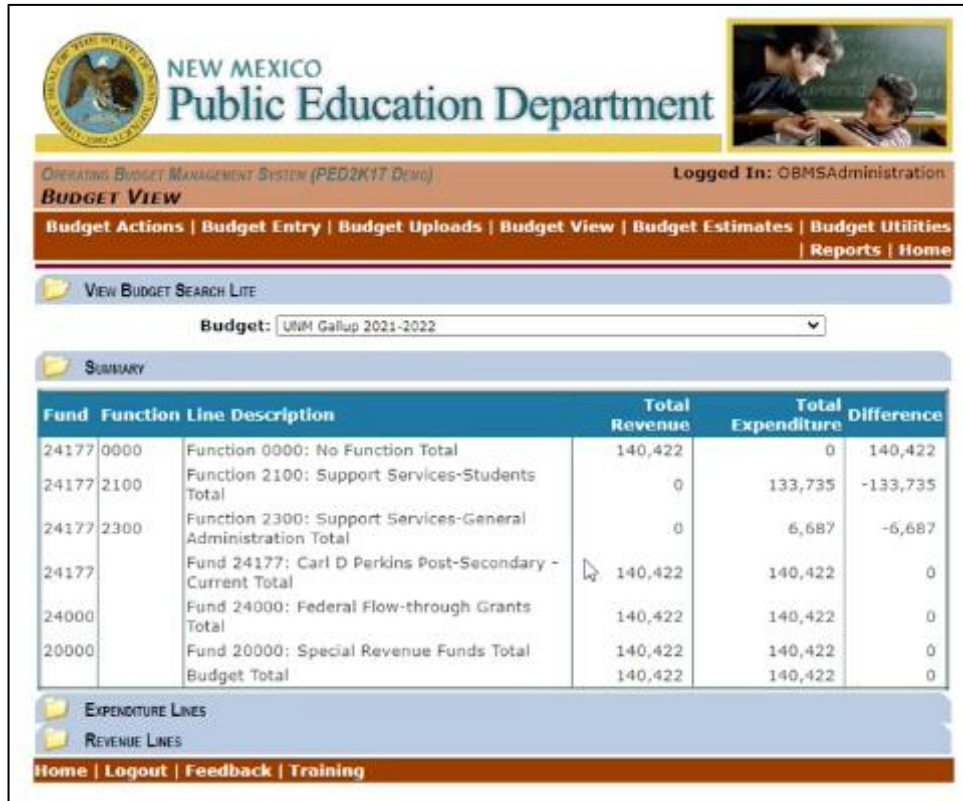
Note: In the past, BDs used the **Emergency Override** button to add some budget for the zeros in the **Revenue** and **Expenditure** columns. Because this requires going back into the budget and working with all the numbers near the season deadline, emergency overrides usually don't happen anymore.

Viewing Budgets and Budget Estimates

You can see expenditures, revenues, and other parts of a budget or a budget estimate at any time.

To view a budget

1. Near the center of the **BUDGET ACTIONS** navigation bar, click **Budget View** to open the **BUDGET VIEW** page.



NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: OBMSAdministration

BUDGET VIEW

[Budget Actions](#) | [Budget Entry](#) | [Budget Uploads](#) | [Budget View](#) | [Budget Estimates](#) | [Budget Utilities](#) | [Reports](#) | [Home](#)

[VIEW BUDGET SEARCH LITE](#)

Budget: UNM Gallup 2021-2022

SUMMARY

Fund	Function	Line Description	Total Revenue	Total Expenditure	Difference
24177	0000	Function 0000: No Function Total	140,422	0	140,422
24177	2100	Function 2100: Support Services-Students Total	0	133,735	-133,735
24177	2300	Function 2300: Support Services-General Administration Total	0	6,687	-6,687
24177		Fund 24177: Carl D Perkins Post-Secondary - Current Total	140,422	140,422	0
24000		Fund 24000: Federal Flow-through Grants Total	140,422	140,422	0
20000		Fund 20000: Special Revenue Funds Total	140,422	140,422	0
		Budget Total	140,422	140,422	0

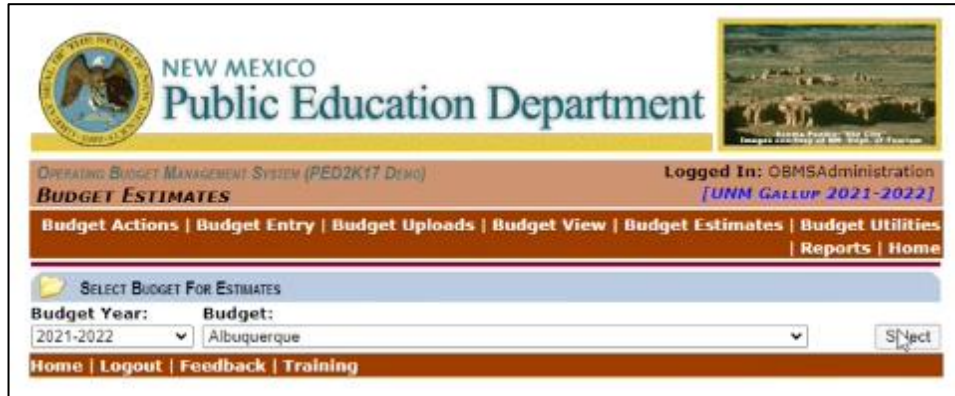
[EXPENDITURE LINES](#)
[REVENUE LINES](#)

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

2. Next to **Budget**, select the budget you want. The UNM Gallup 2021-2022 budget in the example shows basic details of the budget.
3. To see expenditure and revenue lines for the budget, near the bottom left of the screen, click the **EXPENDITURE LINES** folder or the **REVENUE LINES** folder.

To view budget estimates

1. Near the right side of the **BUDGET ACTIONS** navigation bar, click **Budget Estimates** to open the **BUDGET ESTIMATES** page, and select the year and budget you want.



NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: OBMSAdministration [UNM GALLUP 2021-2022]

BUDGET ESTIMATES

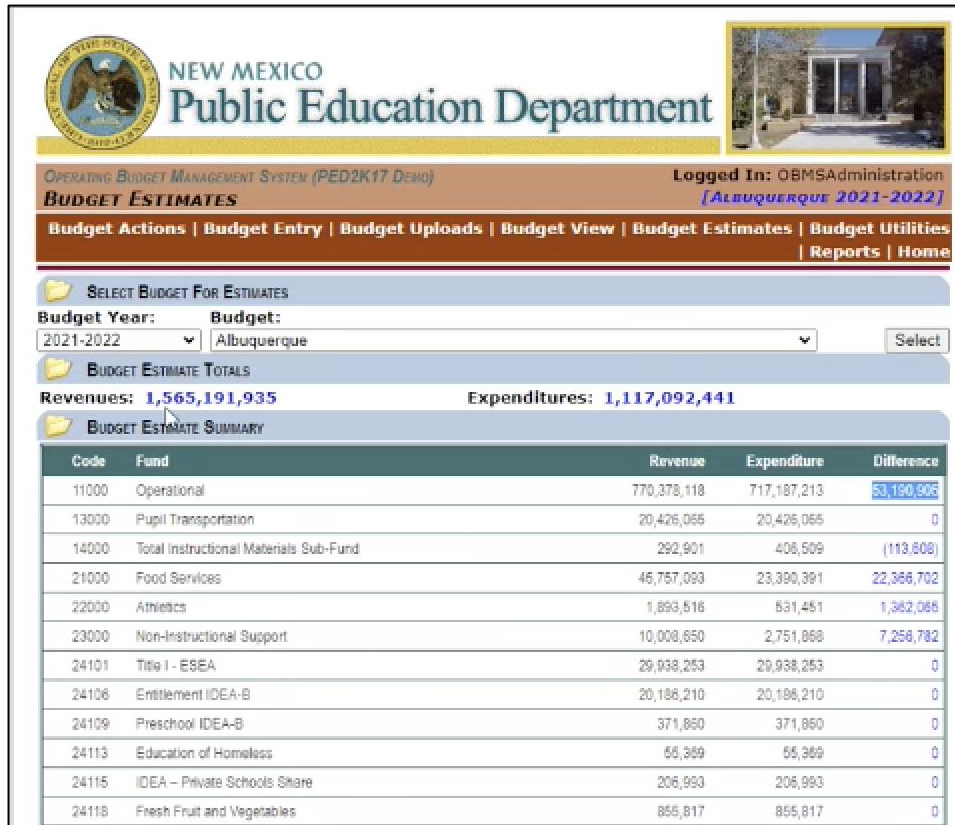
Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home

SELECT BUDGET FOR ESTIMATES

Budget Year: 2021-2022 Budget: Albuquerque

Home | Logout | Feedback | Training

2. At the bottom right, click the **Select** button to display **BUDGET ESTIMATE TOTALS** and **BUDGET ESTIMATE SUMMARY**. In this example, the **Difference** between the revenue and expenditure estimates is highlighted in blue.



NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: OBMSAdministration [Albuquerque 2021-2022]

BUDGET ESTIMATES

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home

SELECT BUDGET FOR ESTIMATES

Budget Year: 2021-2022 Budget: Albuquerque

BUDGET ESTIMATE TOTALS

Revenues: 1,565,191,935 Expenditures: 1,117,092,441

BUDGET ESTIMATE SUMMARY

Code	Fund	Revenue	Expenditure	Difference
11000	Operational	770,378,118	717,187,213	53,190,905
13000	Pupil Transportation	20,426,065	20,426,065	0
14000	Total Instructional Materials Sub-Fund	292,901	406,509	(113,608)
21000	Food Services	45,757,093	23,390,391	22,366,702
22000	Athletics	1,893,516	531,451	1,362,065
23000	Non-Instructional Support	10,008,650	2,751,868	7,256,782
24101	Title I - ESEA	29,938,253	29,938,253	0
24106	Entitlement IDEA-B	20,186,210	20,186,210	0
24109	Preschool IDEA-B	371,860	371,860	0
24113	Education of Homeless	55,369	55,369	0
24115	IDEA - Private Schools Share	206,993	206,993	0
24118	Fresh Fruit and Vegetables	855,817	855,817	0

BARs

You can make a Budget Adjustment Request (BAR) at any time for a Finalized Budget that hasn't been closed to BARs. You can either manually create a BAR in OBMS or upload a BAR .csv file directly into OBMS. A request becomes an adjustment at the end of the approval process. Until then, it remains a request for an adjustment.

You can create a BAR for three types of funds—Direct funds, Flowthrough funds, and Capital Outlay funds. Each fund type has its own procedures to create and approve the BAR, which are described in this section.

Note: Direct funds also include General Funds and Transportation.

About Revenues and Expenses

Revenues and expenses must always balance in BARs. If you increase or decrease the revenue, also increase or decrease the expense so the difference is **0**. And if the revenue you request is approved, plan to spend *all* the revenue.

About BAR Types

In the **BAR SELECTION** folder next to **BAR Type**, you can select one of five types of BARs for various funds in OBMS—Decrease (D), Increase (I), Initial Budget (IB), Maintenance (M), and Transfer (T).

- **Decrease** to decrease the budget for a fund that already exists in the budget.
- **Increase** to increase the budget for a fund that already exists in the budget.
- **Initial Budget** to create a brand new budget for a fund not currently in the budget for that entity. The only requirement is that the fund must exist in the COA. It's not required that the fund is budgeted yet for that entity.
- **Maintenance** to move money between COA lines within Function Codes (see the **Func** column here) that have the same first digit. For example, you can move money from **Object** 56118 to **Object** 53330 because both of their Function Codes start with **1**.

	Acct Type	Func	Object	Location	Program	Job Class	Adj Amt	FTE Adj
From ->	EXP	1000	56118	066000	1010	0000	(964)	N/A
To ->	EXP	1000	53330	066000	1010	0000	964	N/A

- **Transfer** to move money from a single COA line to another line or multiple COA lines. For this BAR type, the Function Code does *not* have the same first digit. For example, you can move money from **Object 55915** to **Object 51300**. One Function Code starts with **1** and the other one starts with **2**.

	Acct Type	Func	Object	Location	Program	Job Class	Adj Amt	FTE Adj
From ->	EXP	1000	55915	066000	1010	0000	(9,000)	N/A
To ->	EXP	2300	51300	066000	0000	1113	2,000	0.00

Note: Transfer and Maintenance BARs deal only with expenses. They do not adjust the revenue.

About BAR Approvals

Decrease BARs, Increase BARs, Initial Budget BARs, and Transfer BARs require PED approval. Their approval process first goes from BM to SP to BM for Local/Governance Board approval. Then the BARs go to PED from BA to BS for full approval. The **BAR SUMMARY** page for these BARs shows **Status: PED Approved BAR**.

Maintenance BARs only go through the entity's Local/Governance Board. Their approval process is BM to SP to BM for full approval.

About BAR Voids and BAR Disapprovals

An entity can void a BAR before submitting it to PED. After an entity submits a BAR to PED, only PED can disapprove the BAR.

Creating Direct and Flowthrough BARs

This section gives the procedures for creating Direct BARs and Flowthrough BARs in OBMS.

Note: For procedures to create Capital Outlay BARs and Dependent Charter Transfer (DCT) BARs, see *OBMS User Manual, Volume 2*.

To create a Direct D, I, or IB BAR

After logging in as a School District and clicking the **Budget** link on the **OBMS BUDGET HOME** page, follow the next steps to create a Direct D, I, or IB BAR.

Note: For steps to create a Direct Maintenance BAR, see the training video.

1. On the **BUDGET ACTIONS** page, under **Budget Year** and **Budget**, select the year and the budget entity for the BAR.

This 2021-2022 Bloomfield example is for a Direct Decrease BAR to decrease **Fees – Users** revenues and add new **Athletics** expenses.

NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: SchoolDistrict [BLOOMFIELD 2021-2022]

BUDGET ACTIONS

Budget Actions | Budget Entry | Budget Uploads | Budget View | Budget Estimates | Budget Utilities | Reports | Home

SELECT BUDGET

Budget Year: 2021-2022 Budget: Bloomfield Select

BUDGET STATUS: ADJUSTED BUDGET


BUDGET TOTALS

Revenues: 67,673,138 Expenditures: 67,673,138

BUDGET FUNDS

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
11000	Operational	30,402,223	30,402,223	0	N/A	
13000	Pupil Transportation	1,076,925	1,076,925	0		
21000	Food Services	2,024,253	2,024,253	0	N/A	
22000	Athletics	109,973	109,973	0	N/A	

N/A in the **Approved** column identifies funds that are Direct funds. This example uses fund **22000 Athletics**.

- Next to **22000 Athletics**, click  to display the fund lines for **Revenues** and **Expenditures**.

Note: For quick reference, consider taking a screenshot of these initial budget lines to compare with the lines after you make changes.

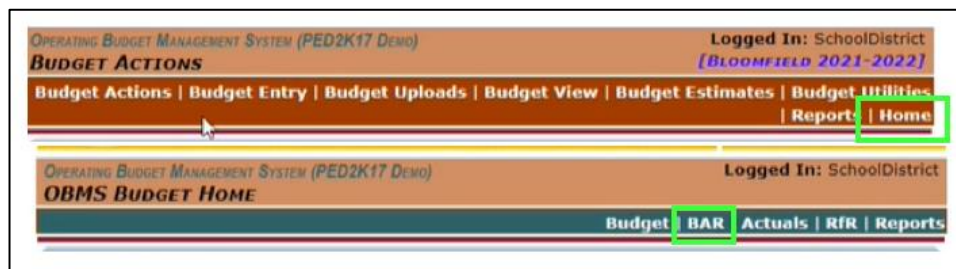
Revenues								
Fund	Function	Object	Program	Location	Job Class	Est. Amt	Proj. Amt	
22000	0000	11111	0000	000	0000	118,318	89,973	
22000	0000	41705	0000	000	0000	15,942	20,000	
						134,260	109,973	

Expenditures									
Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
22000	1000	53330	9000	000	0000	0		1,000	
22000	1000	53711	9000	000	0000	2,631		40,000	
22000	1000	55813	9000	000	0000	1,600		7,000	
22000	1000	55817	9000	000	0000	28,646		50,000	
22000	1000	55915	9000	000	0000	1,545		5,000	
22000	1000	56118	9000	000	0000	9,865		6,973	
						44,287	0.00	109,973	0.00

2 revenue lines(s) found... 6 expenditure line(s) found... [Close](#)

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

3. Click **Home**, then on the **OBMS BUDGET HOME** page, click **BAR**.



The **BAR SUMMARY** page displays.

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: SchoolDistrict

BUDGET ACTIONS [Bloomfield 2021-2022]

[Budget Actions](#) | [Budget Entry](#) | [Budget Uploads](#) | [Budget View](#) | [Budget Estimates](#) | [Budget Utilities](#) | [Reports](#) | [Home](#)

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: SchoolDistrict

OBMS BUDGET HOME

[Budget](#) | [BAR](#) | [Actuals](#) | [Rfr](#) | [Reports](#)

BAR SUMMARY

[BAR Summary](#) | [BAR Actions](#) | [BAR Entry](#) | [BAR Uploads](#) | [BAR Utilities](#) | [Reports](#) | [Home](#)

VIEW BAR SELECTION

Budget Year: 2021-2022

Entity: Bloomfield

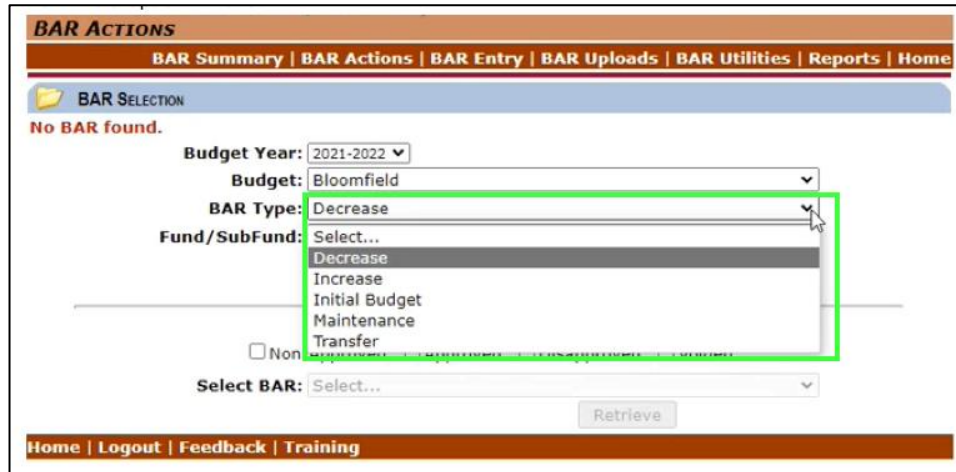
Fund/SubFund: Select...

BAR Type: Select...

- 11000 - Operational
- 13000 - Pupil Transportation
- 24101 - Title I - ESEA
- 24106 - Entitlement IDEA-B
- 24109 - Preschool IDEA-B
- 24113 - Education of Homeless
- 24307 - CARES Act, GEERF, Social Emotional Learning (SEL)
- 24308 - CRRSA, ESSER II
- 24316 - USDE CRRSA ESSER II 84.425D SHARE ID -PED24316GY201 - Air Quality
- 24330 - CRRSA, ESSER III
- 25131 - Johnson O'Malley
- 25145 - Impact Aid Special Education
- 25147 - Impact Aid Indian Education
- 25153 - Title XIX MEDICAID 3/21 Years
- 25184 - Indian Ed Formula Grant
- 26107 - REC/District Fiscal Agent
- 26121 - Kellogg Fund/Kellogg Foundation
- 26200 - Conoco / Phillips School Grants
- 27107 - 27107 GOB Library

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

4. Select the **Budget Year** and **Entity**, and next to **Fund/SubFund**, make sure the fund number you want to create a BAR for is *not* in the list. In this example, **22000** isn't in the list. The numbers jump from 13000 to 24101.
5. Now click the **BAR Actions** link and next to **BAR Type**, select the type of BAR you want.



BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

No BAR found.

Budget Year: 2021-2022 ▼

Budget: Bloomfield ▼

BAR Type: Decrease ▼

Fund/SubFund: Select... ▼

☐ Non

Select BAR: Select... ▼

Retrieve

Home | Logout | Feedback | Training

6. Next to **Fund/Subfund**, select **22000 - Athletics** and then click the **Create** button.



BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

No BAR found.

Budget Year: 2021-2022 ▼

Budget: Bloomfield ▼

BAR Type: Decrease ▼

Fund/SubFund: 22000 - Athletics ▼

Create

This creates and displays a new BAR number, called a BAR Smart Number, for the **22000 - Athletics** fund, as shown next.

Note: OBMS automatically identifies the fund as a Direct fund.

BAR SELECTION

New BAR: 066-000-2122-0047-D created.

Budget Year: 2021-2022
 Budget: Bloomfield
 BAR Type: Decrease
 Fund/SubFund: 22000 - Athletics

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0047-D

Retrieve

BAR STATUS: 066-000-2122-0047-D (DIRECT BAR NUMBER GENERATED) FUND: 22000 - ATHLETICS

Status: Direct BAR Number Generated

Void/Disapprove Reason:

Void BAR

Action	Date	By Whom
Generate Dir. BAR Number	11/20/2021 12:29 PM	School District

This BAR Smart Number is **066-000-2122-0047-D**.

066 District Entity code

000 Location code, the district's central office

2122 Budget Year 2021-2022

0047 Sequence number, the 47th BAR created for this district

D BAR type, a Decrease

Note: If under **BAR SELECTION** you select anything by mistake, you can click the **Void BAR** button at the bottom left of the screen.

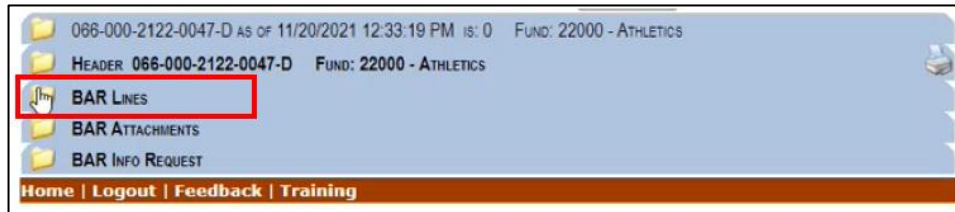
7. Now click the **Bar Entry** link to enter mandatory **Contact** and **Justification** information described next.

- Next to **Contact**, select a person to contact for any questions related to this BAR. OBMS automatically populates the contact's telephone number and email address from the OBMS database.
 - Next to **Justification**, enter your reason for creating this BAR.
8. Click the **Update** button. The next screen that displays shows updated header information and all **Total** types at **0**.

Continue to the next procedure to complete this BAR for a Direct fund, which begins by populating these **0** totals.

To complete a Direct D, I, or IB BAR

1. At the bottom left of the screen, click the **BAR LINES** folder to begin populating the BAR totals that are **0** in the previous screen.



The display expands with a **Revenue** box now under the header and an **Expenditure** box, which shows **Available Amt: 0**. Because this example is a **Decrease BAR**, we need to decrease the revenue and expenditures.

Note: Notice on each side of each **Adjustment** field are (), the accounting symbol for decrease.

2. Next to **Object**, select the one you want to decrease revenue from. In this example we select **Fees – Users**.

The screenshot shows the 'Source: Revenue' form. At the top, 'Budgeted Amt: 109,973' and 'Available Amt: 109,973' are displayed. Below this, the 'Function' is set to '0000 - No Function'. The 'Object' dropdown menu is open, showing a list of options: 'Select...', '11111 - Unrestricted Cash', and '41705 - Fees - Users'. The 'Program' is 'Select...', 'Location' is '066000 - BLOOMFIELD DIST OFF', and 'Job Class' is '0000 - No Job Class'. The 'Adjustment' field contains '0'. At the bottom, 'FTE Adjustment: N/A' is shown, and an 'Enter' button is on the right.

As shown next, **Budgeted Amt** and **Available Amt** across the top and **Program**, **Location**, and **Job Class** automatically populate.

This screenshot shows the same 'Source: Revenue' form, but with the 'Object' dropdown now set to '41705 - Fees - Users'. The 'Program' is '0000 - No Program', 'Location' is '066000 - BLOOMFIELD DIST OFF', and 'Job Class' is '0000 - No Job Class'. The 'Adjustment' field still contains '0'. The top section, including 'Budgeted Amt: 20,000', 'Available Amt: 20,000', and the dropdowns for 'Function', 'Object', 'Program', 'Location', and 'Job Class', is highlighted with a red rectangular box. The 'Enter' button remains at the bottom right.

3. Next to **Adjustment**, enter the amount to decrease and then click **Enter**. In this example, we reduce the revenue line by \$1,000.

The screenshot shows the 'Source: Revenue' form with the 'Adjustment' field now containing '1000'. The 'Object' remains '41705 - Fees - Users', and the other fields are the same as in the previous screenshot. The 'Adjustment' field and the 'Enter' button are highlighted with green rectangular boxes. 'FTE Adjustment: N/A' is still at the bottom left.

The **Revenue** box disappears and under **1 BAR Line record(s) found**, a revenue BAR line displays with **REV** in the **Acct Type** column.

066-000-2122-0047-D AS OF 11/20/2021 12:35:41 PM IS: (1,000) FUND: 22000 - ATHLETICS

HEADER 066-000-2122-0047-D FUND: 22000 - ATHLETICS

BAR LINES: DECREASE 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Destination: Expenditure

Budgeted Amt: 109,973 Available Amt: 1,000
Budgeted FTEs: 0.00 Available FTEs: 0.00

Function: 1000 - Instruction
Object: Select...
Program:
Location:
Job Class:
Adjustment: (0)
FTE Adjustment: N/A

1 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
REV	0000	41705-Fees - Users	066000	0000	0000	20,000	(1,000)	N/A	19,000
Total:							0 0.00		

Save

4. If you added one or more incorrect BAR lines and want to delete them, do one of the following:

- To delete a specific line, click the box to the left of **REV** and then click the **Delete Selected BAR Lines** button.

Or

- To delete all lines, click the box to the left of **Acct Type** and then click the **Delete Selected BAR Lines** button.

Then return to Step 2 of this procedure. Otherwise, continue to Step 5.

5. Now balance the BAR by decreasing money from an **Object** in the **Expenditure** box. Next to **Object**, select the one you want to decrease the expenditure from.

Destination: Expenditure

Budgeted Amt: 109,973 Available Amt: 1,000
Budgeted FTEs: 0.00 Available FTEs: 0.00

Function: 1000 - Instruction
Object: Select...
Program: Select...
Location: 53330 - Professional Development
Job Class: 53711 - Other Charges
Adjustment: 55813 - Employee Travel - Non-Teachers
FTE Adjustment: 55817 - Student Travel

Enter

6. Next to **Adjustment**, enter the amount you want to decrease for the **Object** and click **Enter**. If you want to decrease money from more than one **Object**, repeat Steps 4 and 5 for each **Object**.

Because we decreased the amount of revenue from **Fees – Users** in Step 2 of this example, we decide to decrease the amount of expenditures from **Professional Development**, **Student Travel**, and **General Supplies and Materials**. Those three lines display under **4 BAR Line record(s) found** with **EXP** in the **Acct Type** column.

Destination: Expenditure

Budgeted Amt:	1,000	Available Amt:	0
Budgeted FTEs:	0.00	Available FTEs:	0.00

Function: 1000 - Instruction
Object: 53330 - Professional Development
Program: 9000 - Co-Curricular and Extra-Curricular Activities
Location: 066000 - BLOOMFIELD DIST OFF
Job Class: 0000 - No Job Class

Adjustment: (0)

FTE Adjustment: N/A

Enter

4 BAR Line record(s) found.

Delete Selected BAR Lines Save

<input type="checkbox"/>	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	REV	0000	41705-Fees - Users	066000	0000	0000	20,000	(1,000)	N/A	19,000	➡
<input type="checkbox"/>	EXP	1000	53330-Professional Development	066000	9000	0000	1,000	(400)	N/A	600	➡
<input type="checkbox"/>	EXP	1000	55817-Student Travel	066000	9000	0000	50,000	(300)	N/A	49,700	➡
<input type="checkbox"/>	EXP	1000	56118-General Supplies and Materials	066000	9000	0000	6,973	(300)	N/A	6,673	➡
Total:								(1,000)	0.00		

Save

7. If you want to change any adjustment amounts, change them in the **Adj Amt** column, and then click **Save**.

<input type="checkbox"/>	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	REV	0000	41705-Fees - Users	066000	0000	0000	20,000	(1,000)	N/A	19,000	➡
<input type="checkbox"/>	EXP	1000	53330-Professional Development	066000	9000	0000	1,000	(400)	N/A	600	➡
<input type="checkbox"/>	EXP	1000	55817-Student Travel	066000	9000	0000	50,000	(310)	N/A	49,690	➡
<input type="checkbox"/>	EXP	1000	56118-General Supplies and Materials	066000	9000	0000	6,973	(290)	N/A	6,683	➡
Total:								(1,000)	0.00		

Save

After you balance the revenues and expenditures, the **BAR Difference Total** is 0.

066-000-2122-0047-D AS OF 11/20/2021 12:39:44 PM IS: 0 FUND: 22000 - ATHLETICS

BAR Lines Last Saved: 11/20/2021 12:39:44 PM

BAR Type: Decrease

BAR Revenue Total: (1,000)

BAR Expenditure Total: (1,000)

BAR Difference Total: 0

BAR FTE Total: 0.00

- Click the **BAR Actions** link and make sure the status of the new BAR you created shows **Status: Pending Direct BAR**.

BAR ACTIONS

BAR Summary | **BAR Actions** | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

Budget Year: 2021-2022

Budget: Bloomfield

BAR Type: Decrease

Fund/SubFund: 22000 - Athletics

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0047-D

Retrieve

BAR STATUS: 066-000-2122-0047-D (PENDING DIRECT BAR) FUND: 22000 - ATHLETICS

Status: Pending Direct BAR

9. If for any reason you want to void the BAR, enter a comment in the **Void/Disapprove Reason** box and then click the **Void BAR** button.

Or

If you're ready to submit this request for a budget adjustment, click the **Submit BAR to BM** button.

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: SchoolDistrict

BAR ACTIONS

[BAR Summary](#) | [BAR Actions](#) | [BAR Entry](#) | [BAR Uploads](#) | [BAR Utilities](#) | [Reports](#) | [Home](#)

BAR SELECTION

Budget Year: 2021-2022
Budget: Bloomfield
BAR Type: Decrease
Fund/SubFund: 22000 - Athletics

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0047-D

Retrieve

BAR STATUS: 066-000-2122-0047-D (PENDING DIRECT BAR) FUND: 22000 - ATHLETICS

Status: Pending Direct BAR

Void/Disapprove Reason:

Submit BAR to BM Void BAR

After you submit the BAR, the status changes to **Direct BAR Submitted to BM**.

BAR STATUS: 066-000-2122-0047-D (DIRECT BAR SUBMITTED TO BM) FUND: 22000 - ATHLETICS

Status: Direct BAR Submitted to BM

This completes the School District's procedures to submit a Direct D, I, or IB BAR. Now the district waits for approval.

To create a Direct or Flowthrough Maintenance BAR

In this example of a Direct Maintenance BAR or Flowthrough Maintenance BAR, we want to increase Life Insurance by taking money already budgeted for FICA payments. We decide to move money from FICA payment to Life Insurance.

After logging in as a School District and clicking the **BAR** link on the **OBMS BUDGET HOME** page, follow these steps to create a Direct Maintenance BAR or a Flowthrough Maintenance BAR:

1. On the **BAR ACTIONS** page, do the following:
 - Next to **Budget Year** and **Budget**, select the year and budget entity.
 - Next to **BAR Type** select **Maintenance**.
 - Next to **Fund/SubFund**, select the one you want, and then click **Create**.

This example shows 2021-2022 Capitan creating a Maintenance BAR with 24109 - Preschool IDEA-B.

NEW MEXICO
Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: SchoolDistrict

BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

No BAR found.

Budget Year: 2021-2022
Budget: Capitan
BAR Type: Maintenance
Fund/SubFund: 24109 - Preschool IDEA-B

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: Select...

Retrieve

Home | Logout | Feedback | Training

The **New BAR** message indicates the BAR was created and shows its status.

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: SchoolDistrict

BAR ACTIONS

[BAR Summary](#) | [BAR Actions](#) | [BAR Entry](#) | [BAR Uploads](#) | [BAR Utilities](#) | [Reports](#) | [Home](#)

BAR SELECTION

New BAR: 040-000-2122-0005-M created

Budget Year: 2021-2022 ▼

Budget: Capitan ▼

BAR Type: Maintenance ▼

Fund/SubFund: 24109 - Preschool IDEA-B ▼

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 040-000-2122-0005-M

BAR STATUS: 040-000-2122-0005-M (MAINTENANCE BAR NUMBER GENERATED) FUND: 24109 - PRESCHOOL IDEA-B

Status: Maintenance BAR Number Generated

Void/Disapprove Reason:

Action	Date	By Whom
Generate Maint. BAR Number	11/22/2021 4:04 PM	School District

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

2. Click the **BAR Entry** link and when you see the budget period dates under **Flowthrough Only**, do the following:
 - For a Direct Maintenance BAR, **Approved CarryOver**, **Total Current Year Allocation**, and **Total Approved Budget (Flowthrough)** all are **0**. Leave those entries at **0**.

The screenshot shows the 'Flowthrough Only' form in the OBMS. At the top, the header information includes 'HEADER 064-000-2021-0074-M' and 'FUND: 27178 - SCHOOL BUSES'. Below this, document and federal tax identification details are provided: 'Document Identification: 064-000-2021-0074-M', 'Federal Tax Identification:', 'Fiscal Year: 2020-2021', and 'BAR Type: Maintenance'. The 'Flowthrough Only' section contains several input fields: 'Budget Period From:' (07/01/2020), 'To:' (06/30/2021), 'A. Approved CarryOver:' (0), 'B. Total Current Year Allocation:' (0), 'C. Increase/Decrease:' (0), 'D. Total Funding Available:' (0), and 'Total Approved Budget (Flowthrough):' (0). A red box highlights the 'BAR Changes Intent/Scope of Program?' section, which includes radio buttons for 'Yes' and 'No' (selected). Below this, another red box highlights the 'Entity Name:' (Aztec), 'Contact:' (Garrett, Trish), 'Telephone:' ((505) 334-3695), and 'Email:' (PEDDemoNotify@respec.com) fields. A third red box highlights the 'Justification:' field, which contains the text 'Decreased need for school bus'. At the bottom right, an 'Update' button is highlighted with a red box.

HEADER 064-000-2021-0074-M FUND: 27178 - SCHOOL BUSES

Document Identification: 064-000-2021-0074-M
Federal Tax Identification:
Fiscal Year: 2020-2021
BAR Type: Maintenance

Flowthrough Only

Budget Period From: 07/01/2020 To: 06/30/2021

A. Approved CarryOver: 0
B. Total Current Year Allocation: 0
C. Increase/Decrease: 0
D. Total Funding Available: 0
Total Approved Budget (Flowthrough): 0

BAR Changes Intent/Scope of Program? ☐ Yes ☒ No

Entity Name: Aztec
Contact: Garrett, Trish
Telephone: (505) 334-3695
Email: PEDDemoNotify@respec.com

Justification: Decreased need for school bus

Update

Or

- For a Flowthrough Maintenance BAR, enter the amounts for **Approved CarryOver**, **Total Current Year Allocation**, and **Total Approved Budget (Flowthrough)**.
- Click **Yes** or **No** to answer **BAR Change Intent/Scope of Program?** (Usually No. Yes in rare cases.)
- Select a contact, enter your justification for this BAR, and then click **Update**.

The screenshot displays the 'BAR ENTRY' interface within the 'OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO)'. The user is logged in as 'SchoolDistrict [CAPITAN 2021-2022]'. The navigation bar includes links for 'BAR Summary', 'BAR Actions', 'BAR Entry', 'BAR Uploads', 'BAR Utilities', 'Reports', and 'Home'. The 'BAR SEARCH' section contains dropdown menus for 'Budget Year' (2021-2022), 'Entity' (Capitan), 'Fund/SubFund' (24109 - Preschool IDEA-B), and 'BAR Type' (Maintenance). A 'Select Non-Approved BAR' dropdown shows '040-000-2122-0005-M' with a 'Retrieve' button. The 'HEADER' section identifies the document as '040-000-2122-0005-M' for 'FUND: 24109 - PRESCHOOL IDEA-B', with a 'Fiscal Year' of '2021-2022' and 'BAR Type' of 'Maintenance'. The 'Flowthrough Only' section includes 'Budget Period From' (07/01/2021) and 'To' (06/30/2022) date pickers. Below these, fields for 'A. Approved CarryOver: 3468', 'B. Total Current Year Allocation: 3468', 'C. Increase/Decrease: 0', and 'D. Total Funding Available: 0' are shown. A red box highlights the 'Total Approved Budget (Flowthrough): 3,468' field. Another red box highlights the 'BAR Changes Intent/Scope of Program?' section, where 'No' is selected. The 'Entity Name' is 'Capitan', and the 'Contact' dropdown is set to 'Shepperd, Jamie'. The 'Justification' text area contains 'Slight adjustment of benefits.'. A red box highlights the 'Update' button at the bottom right. The footer includes links for 'Home', 'Logout', 'Feedback', and 'Training'.

3. Click the **BAR LINES** folder to display the next screen where you choose the expenses to reassign.

Source: Expenditure

Budgeted Amt:	4,436	Available Amt:	4,436
Budgeted FTEs:	0.20	Available FTEs:	0.20

Function: 1000 - Instruction
Object: Select...
Program:
Location:
Job Class:
Adjustment: (0)
FTE Adjustment: N/A

Destination: Expenditure

Budgeted Amt:	4,436	Available Amt:	0
Budgeted FTEs:	0.20	Available FTEs:	0

Function: Select...
Object:
Program:
Location:
Job Class:
Adjustment: 0
FTE Adjustment: N/A

No BAR Line records found...

4. In this example, from the money originally budgeted for FICA Payments, we want to take \$5. In the **Source** box, do the following:
- Next to **Object**, select **52210 - FICA Payments**.
 - Next to **Adjustment**, enter \$5, and then click **Enter**.

Source: Expenditure

Budgeted Amt:	226	Available Amt:	226
Budgeted FTEs:	0.00	Available FTEs:	0.00

Function: 1000 - Instruction
Object: 52210 - FICA Payments
Program: 0000 - No Program
Location: 040000 - CAPITAN DISTRICT OFF
Job Class: 0000 - No Job Class
Adjustment: (\$5)
FTE Adjustment: N/A

Enter

5. In the **Destination** box, we need to spend the \$5 we took from the **Object**. Notice in the previous **Destination** box, the **Available Amt** was 0 and in the current **Destination** box, it's 5, the dollar amount taken from the source.

Spend the \$5 by doing the following, as shown in the example:

- Next to **Object**, select **52312 - Life** (for Life Insurance).
- Next to **Location**, select **040000 – CAPITAN DISTRICT OFF** (for office).
- Next to **Adjustment**, enter **5**, and then click **Enter**.

Destination: Expenditure

Budgeted Amt: 3 Available Amt: 5
Budgeted FTEs: 0.00

Function: 1000 - Instruction
Object: 52312 - Life
Program: 0000 - No Program
Location: 040000 - CAPITAN DISTRICT OFF
Job Class: 0000 - No Job Class
Adjustment: 5
FTE Adjustment: N/A

Enter

6. When you see the amounts in the **Adj Amt** column are balanced and the **Total** is **0**, leaving us zeroed out, click **Save**.

Delete Selected BAR Lines Save

	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	EXP	1000	52210-FICA Payments	040000	0000	0000	226	(5)	N/A	221	FROM
<input type="checkbox"/>	EXP	1000	52312-Life	040000	0000	0000	3	5	N/A	8	TO
Total:								0 0.00			

Save

7. Click the **BAR Actions** link, and then do one of the following:
- If for any reason you want to void the BAR, enter a comment in the **Void/Disapprove Reason** box and then click the **Void BAR** button.
- Or
- If you're ready to submit this BAR, click the **Submit BAR to BM** button and wait for Local/Governance Board approval.

BAR STATUS: 040-000-2122-0005-M (PENDING MAINTENANCE BAR) FUND: 24109 - PRESCHOOL IDEA-B

Status: Pending Maintenance BAR

Void/Disapprove Reason:

Submit BAR to BM Void BAR

Action	Date	By Whom
Create Maintenance BAR	11/22/2021 4:06 PM	School District
Generate Maint. BAR Number	11/22/2021 4:04 PM	School District

Home | Logout | Feedback | Training

After you submit the BAR, the **BAR Status** folder shows that information.

BAR STATUS: 040-000-2122-0005-M (MAINTENANCE BAR SUBMITTED TO BM) FUND: 24109 - PRESCHOOL IDEA-B

Status: Maintenance BAR Submitted to BM


To create a Flowthrough Transfer BAR

After logging in as a School District and clicking the **Budget** link on the **OBMS BUDGET HOME** page, follow these steps to create a Flowthrough Transfer BAR:

1. On the **BUDGET ACTIONS** page, under **Budget Year** and **Budget**, select the year and the budget entity for the BAR.

This 2021-2022 Bloomfield example is for a Flowthrough Transfer BAR to transfer money in **24113 Education of Homeless** from one function to one or more other functions.



Next to **24113 Education of Homeless**, click  to display the fund lines for **Revenues** and **Expenditures**.

24113 - BUDGET LINES

Revenues

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Proj. Amt
24113	0000	44500	0000	000	0000	17,329	30,000
						17,329	30,000

Expenditures

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
24113	1000	51300	4020	000	1411	0	0.00	5,000	0.00
24113	2100	56118	0000	000	0000	0		6,387	
24113	2200	53330	0000	000	0000	0		4,000	
24113	2200	56118	0000	000	0000	11,678		880	
24113	2300	53713	0000	000	0000	18		1,413	
24113	2400	53330	0000	000	0000	4,962		5,820	
24113	2700	55915	0000	000	0000	0		2,000	
24113	3300	56118	0000	000	0000	0		4,500	
						16,658	0.00	30,000	0.00

2. Click **Home** to go to the **OBMS HOME PAGE** page, click **BAR**, and then click the **BAR Actions** link.
3. Select the **Budget Year** and **Budget** (entity), and next to **Fund/SubFund**, make sure the fund number you want to create a BAR for isn't in the list.
4. Now click the **BAR Actions** link and do the following:
 - Next to **BAR Type**, select **Transfer**.
 - Next to **Fund/Subfund**, select **24113 - Education of Homeless**, and then click the **Create** button.

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: SchoolDistrict

BAR ACTIONS

[BAR Summary](#) | [BAR Actions](#) | [BAR Entry](#) | [BAR Uploads](#) | [BAR Utilities](#) | [Reports](#) | [Home](#)

BAR SELECTION

No BAR found.

Budget Year: 2021-2022 ▼

Budget: Bloomfield ▼

BAR Type: Transfer ▼

Fund/SubFund: 24113 - Education of Homeless ▼

Create

A **New BAR** message pops up showing the BAR's Smart Code.

BAR SELECTION

New BAR: 066-000-2122-0048-T created.

Budget Year: 2021-2022 ▼

Budget: Bloomfield ▼

BAR Type: Transfer ▼

Fund/SubFund: 24113 - Education of Homeless ▼

Create

5. When you see the budget period dates under **Flowthrough Only**, do the following:
- Enter the amounts for **Approved CarryOver**, **Total Current Year Allocation**, and **Total Approved Budget (Flowthrough)**.
 - Click **Yes** or **No** to answer **BAR Change Intent/Scope of Program?**
 - Select a contact, enter your justification for this BAR, and then click the **Update** button.

The screenshot shows the 'Flowthrough Only' section of the OBMS interface. At the top, a status bar indicates '066-000-2122-0048-T AS OF 11/22/2021 3:39:37 PM IS: 0 FUND: 24113 - EDUCATION OF HOMELESS'. Below this, a summary section shows 'BAR Lines Last Saved:' with 'BAR Type: Transfer', 'BAR Revenue Total: 0', 'BAR Expenditure Total: 0', 'BAR Difference Total: 0', and 'BAR FTE Total: 0.00'. The main header area displays 'HEADER 066-000-2122-0048-T FUND: 24113 - EDUCATION OF HOMELESS', 'Document Identification: 066-000-2122-0048-T', 'Federal Tax Identification:', 'Fiscal Year: 2021-2022', and 'BAR Type: Transfer'. The 'Flowthrough Only' section contains several input fields: 'Budget Period From:' (07/01/2021) and 'To:' (06/30/2022). Below these are four red-bordered boxes: the first contains 'A. Approved CarryOver: 30000'; the second contains 'B. Total Current Year Allocation: 30000'; the third contains 'C. Increase/Decrease: 0'; and the fourth contains 'D. Total Funding Available: 60,000'. Below these is a red-bordered box for 'Total Approved Budget (Flowthrough): 30,000'. Further down is a red-bordered box for 'BAR Changes Intent/Scope of Program?' with radio buttons for 'Yes' (selected) and 'No'. Below that is a red-bordered box for 'Entity Name: Bloomfield' and another for 'Contact: Benavidez, Susan'. Below the contact box are the fields 'Telephone: 505-827-6583' and 'Email: PEDDemoNotify@respec.com'. At the bottom is a large red-bordered box for 'Justification: Adjust the expenditures.' and an 'Update' button at the bottom right.

066-000-2122-0048-T AS OF 11/22/2021 3:39:37 PM IS: 0 FUND: 24113 - EDUCATION OF HOMELESS

BAR Lines Last Saved:
BAR Type: **Transfer**
BAR Revenue Total: 0
BAR Expenditure Total: 0
BAR Difference Total: 0
BAR FTE Total: 0.00

HEADER 066-000-2122-0048-T FUND: 24113 - EDUCATION OF HOMELESS

Document Identification: 066-000-2122-0048-T
Federal Tax Identification:
Fiscal Year: 2021-2022
BAR Type: Transfer

Flowthrough Only

Budget Period From: 07/01/2021 To: 06/30/2022

A. Approved CarryOver: 30000
B. Total Current Year Allocation: 30000
C. Increase/Decrease: 0
D. Total Funding Available: 60,000

Total Approved Budget (Flowthrough): 30,000

BAR Changes Intent/Scope of Program? ☒ Yes ☐ No

Entity Name: Bloomfield
Contact: Benavidez, Susan
Telephone: 505-827-6583
Email: PEDDemoNotify@respec.com

Justification: Adjust the expenditures.

Update

Continue to the next procedure to complete your Flowthrough BAR.

To complete a Flowthrough Transfer BAR

1. Click the **BAR LINES** folder. Notice the two expenditure boxes—one for **Source** and one for **Destination**. Because **Transfer** BARs don't deal in revenue, there's no **Revenue** box.

BAR LINES: TRANSFER 066-000-2122-0048-T FUND: 24113 - EDUCATION OF HOMELESS

Source: Expenditure

Budgeted Amt: 1,413 Available Amt: 1,413
Budgeted FTEs: 0.00 Available FTEs: 0.00

Function: 2300 - Support Services-General Administration
Object: 53713 - Indirect Costs - Program Administration
Program: 0000 - No Program
Location: 066000 - BLOOMFIELD DIST OFF
Job Class: 0000 - No Job Class
Adjustment: (300)
FTE Adjustment: N/A Enter

Destination: Expenditure

Budgeted Amt: 30,000 Available Amt: 0
Budgeted FTEs: 0.00

Function: Select...
Object:
Program:
Location:
Job Class:
Adjustment: 0
FTE Adjustment: N/A Enter

2. Select the **Function** you want to transfer money from (**2300** shown here), check the **Available Amt** above it, and next to **Adjustment**, enter the amount to transfer. In this example, the amount is **300**. Then click **Enter**.

This changes the **Available Amt** under **Destination** from **0** to **300**, the value you entered.

Destination: Expenditure

Budgeted Amt: 30,000 Available Amt: 300
Budgeted FTEs: 0.00

Function: Select...
Object:
Program:
Location:
Job Class:
Adjustment: 0
FTE Adjustment: N/A Enter

If you want to transfer more money from more functions, repeat this step for each function code(s). We also want to transfer money from **General Supplies and Materials**, so we repeat this step for **Function 3300**.

- Transfer the available amount from the **Destination** box by selecting a **Function** to transfer the money to. We select **5000 - Debt Service**.

Note: The available function codes never start with the same digits you chose in the **Source** box. In this example where functions **2300** and **3300** were taken from the **Source**, no **Destination** functions that start with **2** or **3** are available.

Destination: Expenditure

Budgeted Amt: 30,000
Available Amt: 500

Budgeted FTEs: 0.00

Function: Select...
Object: Select...
Program: 1000 - Instruction
Program: 4000 - Capital Outlay
Location: 5000 - Debt Service

Job Class:
Adjustment:

FTE Adjustment: N/A
Enter

2 BAR Line record(s) found.

Delete Selected BAR Lines
Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
<input type="checkbox"/> EXP	2300	53713-Indirect Costs - Program Administration	066000	0000	0000	1,413	(<input type="text" value="300"/>)	N/A	1,113
<input type="checkbox"/> EXP	3300	56118-General Supplies and Materials	066000	0000	0000	4,500	(<input type="text" value="200"/>)	N/A	4,300
Total:							(500)	0.00	

Save

- Select an **Object** where you want to spend the transferred money. In this example, it's **54630 - Rental - Computers and Related Equipment**.

Destination: Expenditure

Budgeted Amt: 30,000 Available Amt: 500
Budgeted FTEs: 0.00

Function: 1000 - Instruction

Object: Select...

Program: 52710 - Workers Compensation Premium
Location: 52720 - Workers Compensation Employer's Fee
Job Class: 52730 - Workers Compensation (Self Insured)
Adjustment: 52911 - Cafeteria Plan Fees
FTE Adjustment: 52912 - Employee Assistance Programs
52913 - Workers Compensation Employee Fees
52914 - Deferred Sick Leave Reserve
53330 - Professional Development
53414 - Other Services
53711 - Other Charges
53760 - Tuition For Concurrent Enrollment
53762 - Tuition To Other School Districts Outside the State
54311 - Maintenance & Repair - Furniture/Fixtures/Equipment
54610 - Rental - Land and Buildings
53754620 - Rental - Equipment and Vehicles
54630 - Rental - Computers and Related Equipment
55813 - Employee Travel - Non-Teachers
55817 - Student Travel
55818 - Other Travel - Non-Employees
55819 - Employee Travel - Teachers

Enter

Save

Acct Type	Func	FTE Adj	Budg As Adj
EXP	2300	N/A	1,113
EXP	3300	N/A	4,300

Total: (500) 0.00

Save

- Select the **Program** and **Location** for the money transfer, along with the **Adjustment** amount you want to spend from **Available Amt**, and then click **Enter**. Here we spend \$400 on computer rental and \$100 on debt.

Destination: Expenditure

Budgeted Amt: 0 Available Amt: 500
Budgeted FTEs: 0.00

Function: 1000 - Instruction

Object: 54630 - Rental - Computers and Related Equipment

Program: 1010 - Regular Education (K-12) Programs

Location: 066095 - MESA ALTA JR HIGH

Job Class: 0000 - No Job Class

Adjustment: 400

FTE Adjustment: N/A

Enter

Destination: Expenditure

Budgeted Amt: 0 Available Amt: 100
Budgeted FTEs: 0.00

Function: 5000 - Debt Service

Object: 55913 - Contracts - Inter-agency/REC

Program: 0000 - No Program

Location: 066026 - BLOOMFIELD HIGH

Job Class: 0000 - No Job Class

Adjustment: 100

FTE Adjustment: N/A

Enter

6. Now we see \$500 for **Func** 2300 and 3300 is ready to transfer to **Func** 1000 and 5000. Because the **Total** is \$0, now balanced, click **Save**.

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/> EXP	2300	53713-Indirect Costs - Program Administration	066000	0000	0000	1,413	(300)	N/A	1,113	FROM
<input type="checkbox"/> EXP	3300	56118-General Supplies and Materials	066000	0000	0000	4,500	(200)	N/A	4,300	FROM
<input type="checkbox"/> EXP	1000	54630-Rental - Computers and Related Equipment	066095	1010	0000	0	400	N/A	400	TO
<input type="checkbox"/> EXP	5000	55913-Contracts - Inter-agency/REC	066026	0000	0000	0	100	N/A	100	TO
Total:									0 0.00	
										Save

7. Click the **BAR Actions** link and on the **BAR ACTIONS** page, do one of the following:

- If for any reason you want to void the BAR, enter a comment in the **Void/Disapprove Reason** box and then click the **Void BAR** button.

Or

- If you're ready to submit this BAR, click the **Submit BAR to BM** button.

BAR ACTIONS

[BAR Summary](#) | [BAR Actions](#) | [BAR Entry](#) | [BAR Uploads](#) | [BAR Utilities](#) | [Reports](#) | [Home](#)

BAR SELECTION

Budget Year: 2021-2022
 Budget: Bloomfield
 BAR Type: Transfer
 Fund/SubFund: 24113 - Education of Homeless
 Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided
 Select BAR: 066-000-2122-0048-T
 Retrieve

BAR STATUS: 066-000-2122-0048-T (PENDING FLOWTHROUGH BAR) FUND: 24113 - EDUCATION OF HOMELESS
 Status: Pending Flowthrough BAR

Void/Disapprove Reason:

Submit BAR to BM Void BAR

Action	Date	By Whom
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

At this point, your request is complete and you need to wait for approval. After Local/Governance Board Approval, this BAR goes through the PED Flowthrough approval process.

Approving Direct and Flowthrough BARs

This section describes the BAR approval process for Direct BARs and Flowthrough BARs.

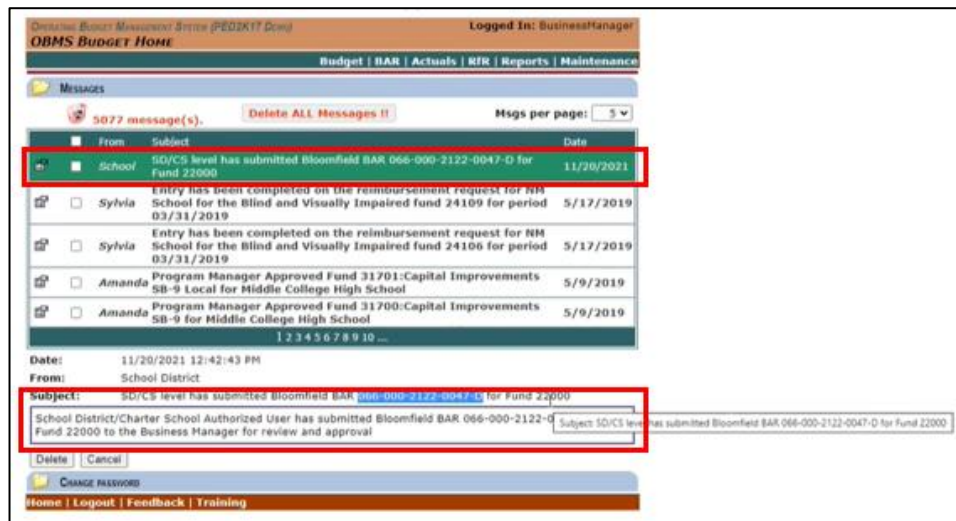
Note: For Capital Outlay BAR and Dependent Charter Transfer (DCT) BAR approval procedures, see *OBMS User Manual, Volume 2*.

To approve a Direct BAR (BM first time)

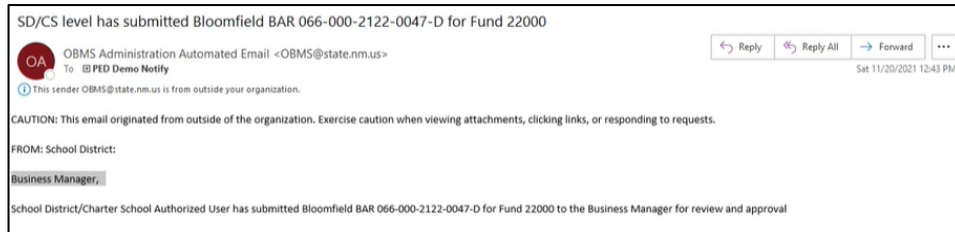
The approval process for a Direct Fund goes from BM to SP to BM and then to PED where it goes from BA to BS for full approval.

The next example shows how the BAR created earlier for 2021-2022 Bloomfield starts its approval process, from BM to SP.

1. After you login, under **MESSAGES** you can see the notification that a school submitted a BAR for approval along with the BAR's number and date.



You and the Bloomfield BM also receive an email notification with the same information, including **BAR 066-000-2122-0047-D**, the BAR's **Doc ID**:



- Click the **BAR** link, select the **Budget Year** and **Entity**, and then click the **View BARs** button. This displays the BAR information and its **Doc ID**.

BAR SUMMARY

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

VIEW BAR SELECTION

Budget Year: 2021-2022
Entity: Bloomfield
Fund/SubFund: Select...
BAR Type: Select...

☒ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

View BARs

VIEW BAR SUMMARY

1 record(s).

Edit	Entity	Date Submitted to PED	BAR Status	Fund Code	Fund Name	Doc ID	BAR Amt
Entry Actions	Bloomfield		Direct BAR Submitted to BM	22000	Athletics	066-000-2122-0047-D	(1,000)

Show BAR History Report

Home | Logout | Feedback | Training

- Click the **BAR Entry** link and then click the **HEADER** folder to view the contact and justification for this BAR.

HEADER 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Document Identification: 066-000-2122-0047-D
Federal Tax Identification:
Fiscal Year: 2021-2022
BAR Type: Decrease

Entity Name: Bloomfield
Contact: Benavidez, Susan
Telephone: 505-827-6583
Email: PEDDemoNotify@respec.com

Justification: Shortage of Athletic fees.

Update

- Click the **BAR LINES** folder to see the requested changes to the BAR. In this example, the school district is decreasing \$1,000 in user fees revenue from **22000 - Athletics**, and decreasing a total of \$1,000 from three different expenditure lines.

BAR LINES: DECREASE 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Destination: Expenditure

Budgeted Amt: 109,973 Available Amt: 0
Budgeted FTEs: 0.00 Available FTEs: 0.00

Function: 1000 - Instruction
Object: Select...
Program:
Location:
Job Class:
Adjustment: (0)
FTE Adjustment: N/A

Enter

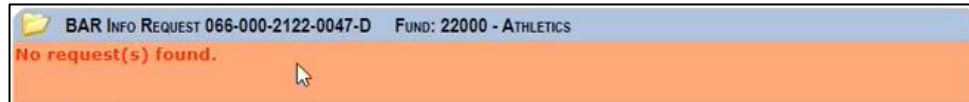
4 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
<input type="checkbox"/> REV	0000	41705-Fees - Users	066000	0000	0000	20,000	(1,000)	N/A	19,000
<input type="checkbox"/> EXP	1000	53330-Professional Development	066000	9000	0000	1,000	(400)	N/A	600
<input type="checkbox"/> EXP	1000	55817-Student Travel	066000	9000	0000	50,000	(310)	N/A	49,690
<input type="checkbox"/> EXP	1000	56118-General Supplies and Materials	066000	9000	0000	6,973	(290)	N/A	6,683
Total:							(1,000)	0.00	

Save

Note: The **BAR INFO REQUEST** folder displays requests for additional information. Because entities don't do these requests, you always see **No request(s) found** when performing this procedure.



5. If the current BAR is satisfactory, click the **BAR Actions** link and then click the **BM Approve BAR** button to submit the BAR to the SP for approval

Or

If the BAR isn't satisfactory, enter the reason in the **Void/Disapprove Reason** box and then click the **Void BAR** button.

A screenshot of the 'BAR ACTIONS' page in the OBMS system. The page has a navigation bar at the top with links: 'BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home'. Below the navigation bar is a section titled 'BAR SELECTION' with several dropdown menus: 'Budget Year: 2021-2022', 'Budget: Bloomfield', 'BAR Type: Select...', and 'Fund/SubFund: Select...'. There is a 'Create' button below these fields. Below the 'Create' button are four checkboxes: 'Non-Approved' (checked), 'Approved', 'Disapproved', and 'Voided'. Below the checkboxes is a 'Select BAR:' dropdown menu showing '066-000-2122-0047-D' and a 'Retrieve' button. Below the 'Retrieve' button is a status bar that reads 'BAR STATUS: 066-000-2122-0047-D (DIRECT BAR SUBMITTED TO BM) FUND: 22000 - ATHLETICS' and 'Status: Direct BAR Submitted to BM'. Below the status bar is a 'Void/Disapprove Reason:' text box. At the bottom of the page are two buttons: 'BM Approve BAR' (highlighted with a green box) and 'Void BAR'. Below the buttons is a table with three columns: 'Action', 'Date', and 'By Whom'. The table contains three rows of data.

Action	Date	By Whom
Direct BAR Submit to BM	11/20/2021 12:42 PM	School District
Create Direct BAR	11/20/2021 12:33 PM	School District
Generate Dir. BAR Number	11/20/2021 12:29 PM	School District

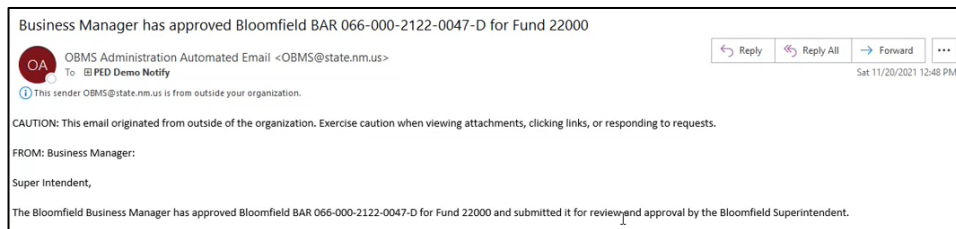
To approve a Direct BAR (SP)

The approval process for a Direct Fund continues when the SP receives notification that a BM approved the BAR. The next example ends when the SP returns the BAR to the BM.

1. After you login, under **MESSAGES** you can see the notification that a BM approved the BAR and submitted it to you for further approval.

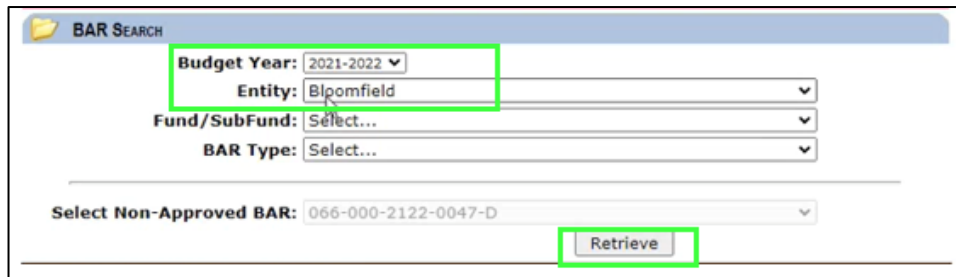


You also receive an email about **BAR 066-000-2122-0047-D** to let you know it's ready for your review and approval.



2. Click the **BAR** link, click the **BAR Entry** link, select the **Budget Year** and **Entity**, and then click the **Retrieve** button.

Note: Next to **Select Non-Approved BAR**, the BAR number displays. When multiple non-approved BARs are outstanding, click the arrow to select the BAR number you want.



- Click the **BAR Entry** link and then click the **HEADER** folder to view the contact and justification for this BAR.

HEADER 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Document Identification: 066-000-2122-0047-D
Federal Tax Identification:
Fiscal Year: 2021-2022
BAR Type: Decrease

Entity Name: Bloomfield
Contact: Benavidez, Susan
Telephone: 505-827-6583
Email: PEDDemoNotify@respec.com

Justification: Shortage of Athletic fees.

Update

- Click the **BAR LINES** folder to see the requested BAR changes. The school district is decreasing \$1,000 in user fees revenue from **22000 - Athletics**, and decreasing a total of \$1,000 from three expenditure lines.

BAR LINES: DECREASE 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Destination: Expenditure

Budgeted Amt: 109,973 Available Amt: 0
Budgeted FTEs: 0.00 Available FTEs: 0.00

Function: 1000 - Instruction
Object: Select...
Program:
Location:
Job Class:
Adjustment: (0)
FTE Adjustment: N/A

Enter

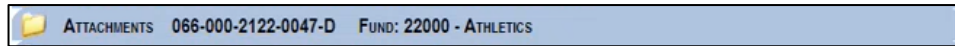
4 BAR Line record(s) found.

Delete Selected BAR Lines Save

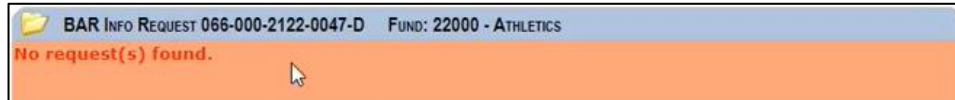
Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
<input type="checkbox"/> REV	0000	41705-Fees - Users	066000	0000	0000	20,000	(1,000)	N/A	19,000
<input type="checkbox"/> EXP	1000	53330-Professional Development	066000	9000	0000	1,000	(400)	N/A	600
<input type="checkbox"/> EXP	1000	55817-Student Travel	066000	9000	0000	50,000	(310)	N/A	49,690
<input type="checkbox"/> EXP	1000	56118-General Supplies and Materials	066000	9000	0000	6,973	(290)	N/A	6,683
						Total:	(1,000)	0.00	

Save

If the SD uploaded any attachments, click the **ATTACHMENTS** folder to open it and then review the attachment(s).



Note: The **BAR INFO REQUEST** folder displays requests for additional information. Because entities don't do these requests, you always see **No request(s) found** when performing this procedure.



5. If the current BAR is satisfactory, click the **BAR Actions** link and then click the **SP Approve BAR** button to submit the BAR back to the BM.

Or

If the BAR isn't satisfactory, enter the reason in the **Void/Disapprove Reason** box and then click the **Void BAR** button.

A screenshot of a software interface showing the "BAR STATUS: 066-000-2122-0047-D (BM APPROVED DIRECT BAR - SUBMITTED TO SP) FUND: 22000 - ATHLETICS". Below this, the status is "Status: BM Approved Direct BAR - Submitted to SP". There is a text input field labeled "Void/Disapprove Reason:". At the bottom, there are two buttons: "SP Approve BAR" (highlighted with a green box) and "Void BAR".

After you approve the BAR, the **Status** updates with this information:



To approve a Direct BAR (BM last time)

1. After you login, click the **BAR** link, click the **BAR Entry** link, select the **Budget Year** and **Entity**, and then click the **HEADER** and **BAR LINES** folders to make sure the SP didn't change anything.

HEADER 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Document Identification: 066-000-2122-0047-D
Federal Tax Identification:
Fiscal Year: 2021-2022
BAR Type: Decrease

Entity Name: Bloomfield
Contact: Benavidez, Susan
Telephone: 505-827-6583
Email: PEDDemoNotify@respec.com

Justification: Shortage of Athletic fees.

Update

BAR LINES: DECREASE 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Destination: Expenditure

Budgeted Amt: 109,973 Available Amt: 0
Budgeted FTEs: 0.00 Available FTEs: 0.00

Function: 1000 - Instruction
Object: Select...
Program:
Location:
Job Class:
Adjustment: (0)
FTE Adjustment: N/A

Enter

4 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
<input type="checkbox"/> REV	0000	41705-Fees - Users	066000	0000	0000	20,000	(1,000)	N/A	19,000
<input type="checkbox"/> EXP	1000	53330-Professional Development	066000	9000	0000	1,000	(400)	N/A	600
<input type="checkbox"/> EXP	1000	55817-Student Travel	066000	9000	0000	50,000	(310)	N/A	49,690
<input type="checkbox"/> EXP	1000	56118-General Supplies and Materials	066000	9000	0000	6,973	(290)	N/A	6,683
Total:							(1,000)	0.00	

Save

- Click the **BAR Actions** link, enter today's date as the date of authorization, and then click the **Submit BAR to PED** button.

BAR STATUS: 066-000-2122-0047-D (SP APPROVED DIRECT BAR - READY TO SUBMIT TO PED) FUND: 22000 - ATHLET

Status: SP Approved Direct BAR - Ready to submit to PED

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on

Void/Disapprove Reason:

Submit BAR to PED **Void BAR**

Action	Date	By Whom
SP Approved Direct BAR - Ready to submit to PED	11/20/2021 12:51 PM	Super Intendent
BM Approved Direct BAR - Submitted to SP	11/20/2021 12:48 PM	Business Manager
Direct BAR Submit to BM	11/20/2021 12:42 PM	School District
Create Direct BAR	11/20/2021 12:33 PM	School District
Generate Dir. BAR Number	11/20/2021 12:29 PM	School District

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

If you don't enter an authorization date, OBMS prompts you to enter it:

Status: SP Approved Direct BAR - Ready to submit to PED

• **Approval Date is required**

After your approval, **Status** changes to **BM Submitted Direct BAR to PED** and shows authorization on the date you entered to authorize the BAR.

BAR STATUS: 066-000-2122-0047-D (BM SUBMITTED DIRECT BAR TO PED) FUND: 22000 - ATHLETICS

Status: BM submitted Direct BAR to PED

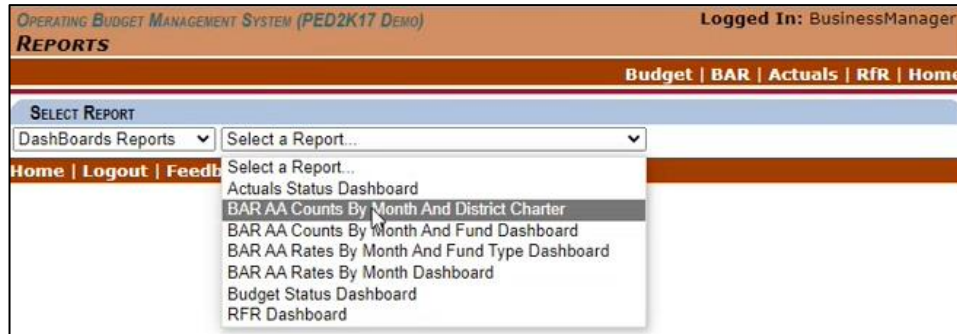
The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 11/20/2021

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/20/2021 12:54 PM

As the next person in the Direct BAR approval process, the BA receives an email with an update of the BAR's status.

Important: According to New Mexico State law, the moment this authorization is complete, PED has 30 days to approve or disapprove the BAR. If the 30-day limit is exceeded without PED intervention, the BAR is automatically approved.

- If you want to see the number of auto-approval (AA) BARs, click the **Home** link and then the **Reports** link. Under **SELECT REPORT**, select **DashBoards Reports** and then select any reports that begin with **BAR AA**.



Under **VIEW BAR SUMMARY**, a pink row indicates a BAR is within one week of its 30-day approval.

VIEW BAR SUMMARY							
45 record(s).				* Auto-Approval Occurs Within One Week			
Edit	Entity	Date Submitted to PED	BAR Status	Fund Code	Fund Name	Doc ID	BAR Amt
Entry Actions	Albuquerque		Flowthrough BAR Submitted to BM	24301	CARES Act	001-000-2122-0016-IB	5,274,460
Entry Actions	Albuquerque		BM Approved Direct BAR - Submitted to SP	26161	Corporation for Public Broadcasting	001-000-2122-0018-D	(113,153)
Entry Actions	Albuquerque	10/29/2021	PM Approved - Submitted to FA	24146	Charter Schools	001-000-2122-0030-I	2,230

About Additional Information Requests

If at any point during the approval process you receive an **Additional Info Request** from the BA, you are required to provide your response by the due date or risk disapproval of the BAR. The five types of responses are the following:


- **Attachment** to attach a file and enter a comment.
- **Comment** to enter a basic response with no attachments.
- **Email** to note information about emails you sent outside of OBMS.
- **Mail** to enter information about mailing any documents.
- **Phone** to document phone calls to discuss requested information.

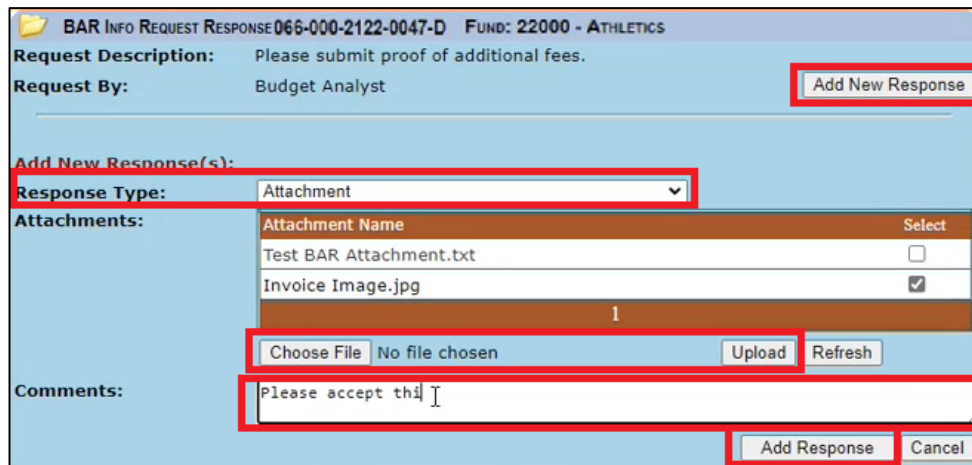
To respond to a BAR information request (BM)

1. Click the **BAR Entry** link and then click the **BAR INFO REQUEST** folder.



Requests:						
Requestor	Request Description	Request Date	Due Date	Closeout Date	Responses	Response
Budget Analyst	Please submit proof of additional fees.	11/20/2021	11/21/2021		0	

2. Click  to open the **BAR INFO REQUEST RESPONSE** folder.
3. Click the **Add New Response** button and select the **Response Type** you want. If you select **Attachment**, do the following:
 - Choose the file to attach from your computer and click the **Upload** button.
 - In the **Comments** box, enter a comment and then click the **Add Response** button.
 - Send the requester an email to notify them that you completed your response in OBMS.



BAR INFO REQUEST RESPONSE 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Request Description: Please submit proof of additional fees.
Request By: Budget Analyst

Add New Response(s):

Response Type: Attachment

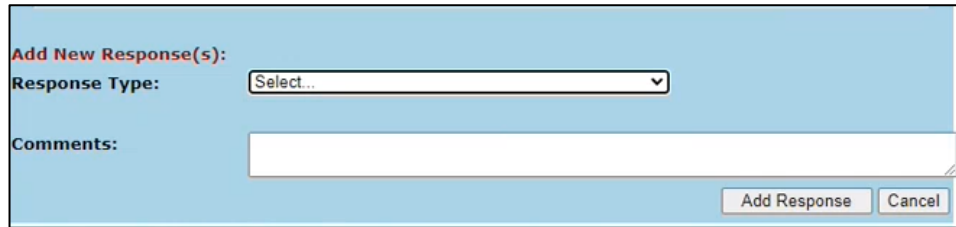
Attachments:

Attachment Name	Select
Test BAR Attachment.txt	<input type="checkbox"/>
Invoice Image.jpg	<input checked="" type="checkbox"/>

Comments: Please accept this

If you select one of the other four response types—**Comment**, **Email**, **Mail**, **Phone**—the next screen displays where you do the following:

- Select the **Response Type**.
- In the **Comments** box, enter a comment and then click the **Add Response** button.



The screenshot shows a light blue rectangular form titled "Add New Response(s):" in red text. Below the title, there is a label "Response Type:" followed by a dropdown menu with "Select..." and a downward arrow. Below that is a label "Comments:" followed by a large white text input box. At the bottom right of the form are two buttons: "Add Response" and "Cancel".

In this case, OBMS automatically emails the requester a notification that you completed your response in OBMS.

To approve a Direct BAR (BA)

1. After you login, click the **BAR** link, click the **BAR Actions** link, and select the **Budget Year** and **Entity**.
2. Verify the basic BAR information, including correct BAR type and appropriate justification, by clicking these folders:
 - BAR number folder
 - **HEADER** folder

066-000-2122-0047-D AS OF 11/20/2021 1:01:05 PM IS: 0 FUND: 22000 - ATHLETICS

BAR Lines Last Saved: 11/20/2021 12:40:43 PM

BAR Type: Decrease

BAR Revenue Total: (1,000)

BAR Expenditure Total: (1,000)

BAR Difference Total: 0

BAR FTE Total: 0.00

HEADER 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Document Identification: 066-000-2122-0047-D

Federal Tax Identification:

Fiscal Year: 2021-2022

BAR Type: Decrease

Entity Name: Bloomfield

Contact: Banavidez, Susan

Telephone: 505-827-6583

Email: PEDDemoNotify@respec.com

Justification: Shortage of Athletic fees.

Update

BAR LINES

BAR ATTACHMENTS

BAR INFO REQUEST

Home | Logout | Feedback | Training

- Click the **BAR LINES** folder to make sure the BAR is balanced and the adjusted amounts are appropriate. If you need to change any amounts, edit the values in the **Adj Amt** column.

BAR LINES: DECREASE 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Destination: Expenditure

Budgeted Amt: 108,973 Available Amt: 0
Budgeted FTEs: 0.00 Available FTEs: 0.00

Function: 1000 - Instruction
Object: Select...
Program:
Location:
Job Class:
Adjustment: (0)
FTE Adjustment: N/A

Enter

4 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
<input type="checkbox"/> REV	0000	41705-Fees - Users	066000	0000	0000	20,000	(1,000)	N/A	19,000
<input type="checkbox"/> EXP	1000	53330-Professional Development	066000	9000	0000	1,000	(400)	N/A	600
<input type="checkbox"/> EXP	1000	55817-Student Travel	066000	9000	0000	50,000	(310)	N/A	49,690
<input type="checkbox"/> EXP	1000	56118-General Supplies and Materials	066000	9000	0000	6,973	(290)	N/A	6,683
Total							(1,000)	0.00	

Save

- If you require additional information about this BAR or any supporting documents for justification, use the box in the **BAR INFO REQUEST** folder to request what you need. Otherwise, continue to Step 6.

Important: Because the calendar function no longer works on newer browsers, please manually enter the due date.

BAR INFO REQUEST 066-000-2122-0047-D FUND: 22000 - ATHLETICS

No request(s) found.

New Request:

Due Date: 

Request Description:

Add Request

Home | Logout | Feedback | Training

- After you receive and approve the information you requested, click the **BAR INFO REQUEST** folder and then click the **Close Request** button.

BAR INFO REQUEST 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Request Description: Please submit proof of additional fees.

Request By: Budget Analyst

Close Request

Existing Response(s):

Response Type	Comment	Response Date
Attachment	Please accept this image of the proof of fees. Attached file name(s) are: 1. Invoice Image.jpg.	11/20/2021
Comment	I have responded.	11/20/2021

1

This Request Is Closed displays with a date in the **Closeout Date** column. At this point, the person who provided information no longer receives emails or messages about additional information requested for this BAR.

Requestor	Request Description	Request Date	Due Date	Closeout Date	Responses	Response
Edit Budget Analyst	Please submit proof of additional fees.	11/20/2021	11/21/2021	11/20/2021	2	11/20/2021 1:49:04 PM

BAR INFO REQUEST RESPONSE 040-000-2122-0004-I FUND: 21000 - FOOD SERVICES

Request Description: Please submit proof of additional fees.

Request By: Budget Analyst

This Request Is Closed.

Close Request

- If all the BAR information meets your expectations, click the **BAR Actions** link and then click the **BA Approve** button.

BAR STATUS: 066-000-2122-0047-D (BM SUBMITTED DIRECT BAR TO PED) FUND: 22000 - ATHLETICS

Status: BM submitted Direct BAR to PED

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 11/20/2021

Void/Disapprove Reason:

Local Board Approval Date **Modified By** **Date Modified**

11/20/2021 12:00 AM Business Manager 11/20/2021 12:54 PM

BA Approve **Disapprove BAR**

Action BAR Action: BA Approve **Date** **By Whom**

Or

If you want to disapprove the BAR, in the **Void/Disapprove Reason** box enter your justification and then click the **Disapprove BAR** button.

The screenshot shows a web interface for the Operating Budget Management System. At the top, there is a text input field labeled "Void/Disapprove Reason:" which is highlighted with a red border. Below this field is a table with three columns: "Local Board Approval Date", "Modified By", and "Date Modified". The table contains one row of data: "11/20/2021 12:00 AM", "Business Manager", and "11/20/2021 12:54 PM". Below the table, there are two buttons: "BA Approve" and "Disapprove BAR". The "Disapprove BAR" button is highlighted with a red border. A mouse cursor is visible over the "Disapprove BAR" button.

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/20/2021 12:54 PM

BA Approve Disapprove BAR

Note: The difference between Disapprove BAR and Void BAR and is that an entity voids a BAR before submitting it to PED, while PED disapproves a BAR only after an entity submit it.

To approve a Direct BAR (BS)

1. After you login, click the **BAR** link, click the **BAR Actions** link, and select the **Budget Year** and **Entity**.
2. Verify the basic BAR information, including correct BAR type and appropriate justification, by clicking these folders:
 - BAR number folder
 - **HEADER** folder

066-000-2122-0047-D AS OF 11/20/2021 1:01:05 PM IS: 0 FUND: 22000 - ATHLETICS

BAR Lines Last Saved: 11/20/2021 12:40:43 PM

BAR Type: Decrease

BAR Revenue Total: (1,000)

BAR Expenditure Total: (1,000)

BAR Difference Total: 0

BAR FTE Total: 0.00

HEADER 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Document Identification: 066-000-2122-0047-D

Federal Tax Identification:

Fiscal Year: 2021-2022

BAR Type: Decrease

Entity Name: Bloomfield

Contact: Banavidez, Susan

Telephone: 505-827-6583

Email: PEDDemoNotify@respec.com

Justification: Shortage of Athletic fees.

Update

BAR LINES

BAR ATTACHMENTS

BAR INFO REQUEST

Home | Logout | Feedback | Training

- Click the **BAR LINES** folder to make sure the BAR is balanced and the adjusted amounts are appropriate.

BAR LINES: DECREASE 066-000-2122-0047-D FUND: 22000 - ATHLETICS

Destination: Expenditure

Budgeted Amt: 108,973 **Available Amt:** 0
Budgeted FTEs: 0.00 **Available FTEs:** 0.00

Function: 1000 - Instruction
Object: Select...
Program:
Location:
Job Class:
Adjustment: (0)
FTE Adjustment: N/A

Enter

4 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budget	Adj Amt	FTE Adj	Budg As Adj
<input type="checkbox"/> REV	0000	41705-Fees - Users	066000	0000	0000	20,000	(1,000)	N/A	19,000
<input type="checkbox"/> EXP	1000	53330-Professional Development	066000	9000	0000	1,000	(400)	N/A	600
<input type="checkbox"/> EXP	1000	55817-Student Travel	066000	9000	0000	50,000	(310)	N/A	49,690
<input type="checkbox"/> EXP	1000	56118-General Supplies and Materials	066000	9000	0000	6,973	(290)	N/A	6,683
Total							(1,000)	0.00	

Save

- If all the BAR information meets your expectations, click the **BAR Actions** link and then click the **BS Approve** button.

BAR STATUS: 066-000-2122-0047-D (BA APPROVED - SUBMITTED TO BS) FUND: 22000 - ATHLETICS

Status: BA Approved - Submitted to BS
The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 11/20/2021

Void/Disapprove Reason:

Local Board Approval Date Modified By Date Modified
11/20/2021 12:00 AM Business Manager 11/20/2021 12:54 PM

BS Approve Disapprove BAR

Action BAR Action: BS Approve **Date** **By Whom**

Or

If you want to disapprove the BAR, in the **Void/Disapprove Reason** box enter your justification and then click the **Disapprove BAR** button.

Void/Disapprove Reason:

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/20/2021 12:54 PM

BS Approve
Disapprove BAR

Now the status changes in various areas to show this BAR has received full PED approval.

BAR STATUS: 066-000-2122-0047-D (PED APPROVED BAR) **FUND:** 22000 - ATHLETICS

Status: PED Approved BAR

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 11/20/2021

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/20/2021 12:54 PM

Action	Date	By Whom
BS Approval - PED Approval	11/20/2021 1:06 PM	Budget Supervisor

Then the BM receives an email that the BAR is fully approved.

Budget Supervisor has approved the Bloomfield BAR 066-000-2122-0047-D for Fund 22000

OBMS Administration Automated Email <OBMS@state.nm.us>

To: PED Demo Notify

ⓘ This sender OBMS@state.nm.us is from outside your organization.

CAUTION: This email originated from outside of the organization. Exercise caution when viewing attachments, clicking links, or responding to requests.

FROM: Budget Supervisor:

Business Manager, I

The Budget Supervisor has approved the Bloomfield BAR 066-000-2122-0047-D for Fund 22000. Bloomfield BAR 066-000-2122-0047-D is fully approved.

To approve a Direct or Flowthrough Maintenance BAR (BM first time)

Approvals for a Direct Maintenance BAR and a Flowthrough Maintenance BAR go from BM to SP to BM for Local/Governance Board approval.

1. After logging in, click **BAR** and then the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year** and **Budget** (entity), and for **BAR Type**, select **Maintenance**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

Budget Year: 2021-2022
 Budget: Capitan
 BAR Type: Maintenance
 Fund/SubFund: Select...

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 040-000-2122-0005-M

Retrieve

3. When the BAR displays, click the **BAR Entry** link and then click the **BAR LINES** folder to verify the funds are moved from and to the appropriate areas. This procedure uses the same example as the one from creating a Direct or Flowthrough Maintenance BAR earlier in this manual.

BAR ACTIONS

BAR Summary | BAR Actions | **BAR Entry** | BAR Utilities | Reports | Home

HEADER

BAR LINES:

2 BAR Line record(s) found.

Delete Selected BAR Lines Save

	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	EXP	1000	52210-FICA Payments	040000	0000	0000	226	(5)	N/A	221	➡
<input type="checkbox"/>	EXP	1000	52312-Life	040000	0000	0000	3	5	N/A	8	⬅
Total:									0 0.00		

Save

4. Click the **BAR Actions** link and then do one of the following:
 - If you approve the BAR, click the **BM Approve BAR** button.

Or

 - If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Void BAR** button.

BAR STATUS: 040-000-2122-0005-M (MAINTENANCE BAR SUBMITTED TO BM) FUND: 24109 - PRESCHOOL IDEA-B

Status: Maintenance BAR Submitted to BM

Void/Disapprove Reason:

BM Approve BAR **Void BAR**

Action	Date	By Whom
Maintenance BAR Submit to BM	11/22/2021 4:08 PM	School District
Create Maintenance BAR	11/22/2021 4:06 PM	School District
Generate Maint. BAR Number	11/22/2021 4:04 PM	School District

After you approve the Direct Maintenance BAR or Flowthrough Maintenance BAR, it goes to the SP for approval.

To approve a Direct or Flowthrough Maintenance BAR (SP)

1. After logging in, click **BAR** and then the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **BAR Type**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

Budget Year: 2021-2022 ▼

Budget: Capitan ▼

BAR Type: Maintenance ▼

Fund/SubFund: Select... ▼

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 040-000-2122-0005-M ▼

Retrieve

3. When the BAR displays, click the **BAR Entry** link and then click the **BAR LINES** folder to verify the funds are moved to the appropriate areas and to review the details of any BM changes.

BAR ACTIONS

BAR Summary | BAR Actions | **BAR Entry** | BAR Utilities | Reports | Home

HEADER

BAR LINES:

2 BAR Line record(s) found.

Delete Selected BAR Lines Save

	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	EXP	1000	52210-FICA Payments	040000	0000	0000	226	(5)	N/A	221	➡
<input type="checkbox"/>	EXP	1000	52312-Life	040000	0000	0000	3	5	N/A	8	⬅
Total:									0 0.00		

Save

4. Click the **BAR Actions** link and then do one of the following:
 - If you approve the BAR, click the **SP Approve BAR** button.
 - Or
 - If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification(s) and then click the **Void BAR** button.

BAR STATUS: 040-000-2122-0005-M (BM APPROVED MAINT. BAR - SUBMITTED TO SP) FUND: 24109 - PRESCHOOL ID

Status: BM Approved Maint. BAR - Submitted to SP

Void/Disapprove Reason:

SP Approve BAR Void BAR

Action	Date	By Whom
BM Approved Maintenance BAR - Submitted to SP	11/22/2021 4:09 PM	Business Manager
Maintenance BAR Submit to BM	11/22/2021 4:08 PM	School District
Create Maintenance BAR	11/22/2021 4:06 PM	School District
Generate Maint. BAR Number	11/22/2021 4:04 PM	School District

Home | Logout | Feedback | Training

Now the Direct Maintenance BAR or Flowthrough Maintenance BAR goes back to the BM for final review and approval.

To approve a Direct or Flowthrough Maintenance BAR (BM last time)

1. After logging in, click **BAR** and then the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **BAR Type**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

Budget Year: 2021-2022
 Budget: Capitan
 BAR Type: Maintenance
 Fund/SubFund: Select...
 Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 040-000-2122-0005-M
 Retrieve

3. When the BAR displays, click the **BAR Entry** link and then click the **BAR LINES** folder to see more details and verify any SP changes.

BAR ACTIONS

BAR Summary | BAR Actions | **BAR Entry** | BAR Utilities | Reports | Home

HEADER
BAR LINES:

2 BAR Line record(s) found.

Delete Selected BAR Lines Save

	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	EXP	1000	52210-FICA Payments	040000	0000	0000	226	(5)	N/A	221	➡
<input type="checkbox"/>	EXP	1000	52312-Life	040000	0000	0000	3	5	N/A	8	⬅
Total:									0 0.00		

Save

4. Click the **BAR Actions** link and then do one of the following:
 - If you approve the BAR, enter today's date as the date of authorization, and then click the **Finalize Maint. BAR** button.

Or

- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Void BAR** button.

BAR STATUS: 040-000-2122-0005-M (SP Approved Maint. BAR - Ready for Board Approval) FUND: 24109 - PRE

Status: SP Approved Maint. BAR - Ready for Board Approval

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: **11/20/2021**

Void/Disapprove Reason:

Finalize Maint. BAR **Void BAR**

Action	Date	By Whom
SP Approved Maint. BAR - Ready for Board Approval	11/22/2021 4:10 PM	Super Intendent
BM Approved Maintenance BAR - Submitted to SP	11/22/2021 4:09 PM	Business Manager
Maintenance BAR Submit to BM	11/22/2021 4:08 PM	School District
Create Maintenance BAR	11/22/2021 4:06 PM	School District
Generate Maint. BAR Number	11/22/2021 4:04 PM	School District

After your approval, the status in various areas shows this is a Local/Governance Board Approved Maintenance BAR. It also shows the authorization date you entered to authorize the BAR.

BAR STATUS: 040-000-2122-0005-M LOCAL / GOVERNANCE BOARD APPROVED BAR FUND: 24109 - PRESCHOOL IDE/

Status: Local / Governance Board Approved BAR

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 11/20/2021

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/22/2021 4:11 PM

Action	Date	By Whom
Board Approved Maintenance BAR	11/22/2021 4:11 PM	Business Manager
SP Approved Maint. BAR - Ready for Board Approval	11/22/2021 4:10 PM	Super Intendent
BM Approved Maintenance BAR - Submitted to SP	11/22/2021 4:09 PM	Business Manager
Maintenance BAR Submit to BM	11/22/2021 4:08 PM	School District
Create Maintenance BAR	11/22/2021 4:06 PM	School District
Generate Maint. BAR Number	11/22/2021 4:04 PM	School District

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Sequence for Approving a D, I, IB, or T Flowthrough BAR

The approval process of Flowthrough BARs is the same for Decrease, Increase, Initial Budget, and Transfer BAR types. Their approval process goes from BM to SP to BM for Local/Governance Board approval and then to PED where it goes from PM to FA to FS to FD for full approval. These approval procedures are described next.

The approval process for a Flowthrough Maintenance BAR is the same as for a Direct Maintenance BAR. For those procedures, see *To approve a Direct or Flowthrough Maintenance BAR (BM first time)* described previously.

To approve a Flowthrough D, I, IB, or T BAR (BM first time)

1. After logging in, click **BAR** and then click the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **Fund/SubFund**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: BusinessManager

BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

Budget Year: 2021-2022 ▼

Budget: Bloomfield ▼

BAR Type: Select... ▼

Fund/SubFund: 24113 - Education of Homeless ▼

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0048-T ▼

Retrieve

3. When the BAR displays, click the **BAR Entry** link and then click the **BAR LINES** folder to verify the funds are transferred to the appropriate areas.

BAR ACTIONS

BAR Summary | BAR Actions | **BAR Entry** | BAR Utilities | Reports | Home

HEADER

BAR LINES:

4. Click the **BAR Actions** link and then do one of the following:
 - If you approve the BAR, click the **BM Approve BAR** button.

Or

 - If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Void BAR** button.

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: BusinessManager

BAR ACTIONS

[BAR Summary](#) | [BAR Actions](#) | [BAR Entry](#) | [BAR Uploads](#) | [BAR Utilities](#) | [Reports](#) | [Home](#)

BAR SELECTION

Budget Year: 2021-2022 ▼
 Budget: Bloomfield ▼
 BAR Type: Select... ▼
 Fund/SubFund: 24113 - Education of Homeless ▼

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0048-T ▼

Retrieve

BAR STATUS: 066-000-2122-0048-T (FLOWTHROUGH BAR SUBMITTED TO BM) FUND: 24113 - EDUCATION OF HOMELESS

Status: Flowthrough BAR Submitted to BM

Void/Disapprove Reason:

BM Approve BAR Void BAR

Action	Date	By Whom
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

At this point, the BAR goes to the SP for approval.

To approve a Flowthrough D, I, IB, or T BAR (SP)

1. After logging in, click **BAR** and then click the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **Fund/SubFund**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

The screenshot shows the 'BAR ACTIONS' page in the Operating Budget Management System (PED2K17 DEMO). The user is logged in as 'SuperIntendent'. The page has a navigation bar with links: 'BAR Summary', 'BAR Actions', 'BAR Entry', 'BAR Uploads', 'BAR Utilities', 'Reports', and 'Home'. Below the navigation bar is a 'BAR SELECTION' section. It contains four dropdown menus: 'Budget Year' (set to 2021-2022), 'Budget' (set to Bloomfield), 'BAR Type' (set to Select...), and 'Fund/SubFund' (set to 24113 - Education of Homeless). There is a 'Create' button below these dropdowns. Below the 'Create' button are four checkboxes: 'Non-Approved', 'Approved', 'Disapproved', and 'Voided'. Below these checkboxes is a 'Select BAR' dropdown menu set to '066-000-2122-0048-T'. There is a 'Retrieve' button below the 'Select BAR' dropdown.

3. When the BAR displays, click the **BAR Entry** link and then click the **BAR LINES** folder to verify the funds are transferred to the appropriate areas and to see the details of any BM changes.

The screenshot shows the 'BAR ACTIONS' page with the 'BAR Entry' link highlighted in the navigation bar. Below the navigation bar is a 'BAR SELECTION' section. It contains two folders: 'HEADER' and 'BAR LINES'.

4. Click the **BAR Actions** link and then do one of the following:
 - If you approve the BAR, click the **SP Approve BAR** button.
 - Or
 - If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Void BAR** button.

BAR STATUS: 066-000-2122-0048-T (BM APPROVED FT BAR - SUBMITTED TO SP) FUND: 24113 - EDUCATION OF HOM

Status: BM Approved FT BAR - Submitted to SP

Void/Disapprove Reason:

SP Approve BAR Void BAR

Action	Date	By Whom
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

Home | Logout | Feedback | Training

Now the BAR goes back to the BM for approval.

To approve a Flowthrough D, I, IB, or T BAR (BM last time)

1. After logging in, click **BAR** and then click the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **Fund/SubFund**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: BusinessManager

BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

Budget Year: 2021-2022

Budget: Bloomfield

BAR Type: Select...

Fund/SubFund: 24113 - Education of Homeless

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0048-T

Retrieve

3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify any SP changes.



4. Click the **BAR Actions** link and then do one of the following:
 - If you approve the BAR, click the **Submit BAR to PED** button.
 - Or
 - If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Void BAR** button.

BAR STATUS: 066-000-2122-0048-T (SP APPROVE FT BAR - READY TO SUBMIT TO PED) FUND: 24113 - EDUCATION O

Status: SP Approve FT BAR - Ready to submit to PED

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: **11/20/2021**

Void/Disapprove Reason:

Submit BAR to PED **Void BAR**

Action	Date	By Whom
SP Approved FT BAR - Ready to submit to PED	11/22/2021 3:47 PM	Super Intendent
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

Home | Logout | Feedback | Training

The status in various locations shows the Flowthrough BAR (FT BAR) was submitted to PED for additional review.

BAR STATUS: 066-000-2122-0048-T (BM SUBMITTED FT BAR TO PED)

FUND: 24113 - EDUCATION OF HOMELESS

Status: BM Submitted FT BAR to PED

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 11/20/2021

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/22/2021 3:48 PM

Action	Date	By Whom
BM Submitted FT BAR to PED	11/22/2021 3:48 PM	Business Manager
SP Approved FT BAR - Ready to submit to PED	11/22/2021 3:47 PM	Super Intendent
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

Action	Date	By Whom
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

Now the Flowthrough BAR goes to the PM at PED for approval.

To approve a Flowthrough D, I, IB, or T BAR (PM)

1. After logging in, click **BAR** and then click the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **BAR Type**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

NEW MEXICO Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO) Logged In: ProgramManager

BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Utilities | Reports | Home

BAR SELECTION

Budget Year: 2021-2022
Budget: Bloomfield
BAR Type: Transfer
Fund/SubFund: Select...

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0048-T

Retrieve

Home | Logout | Feedback | Training

3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify the transfer is appropriate.

BAR ACTIONS

BAR Summary | BAR Actions | **BAR Entry** | BAR Utilities | Reports | Home

HEADER

BAR LINES:

4. Click the **BAR Actions** link and then do one of the following:

- If you approve the BAR, click the **PM Approve** button.

Or

- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Disapprove BAR** button.


BAR STATUS: 066-000-2122-0048-T (BM SUBMITTED FT BAR TO PED) FUND: 24113 - EDUCATION OF HOMELESS

Status: BM Submitted FT BAR to PED

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

Void/Disapprove Reason:

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/22/2021 3:48 PM

Action	Date	By Whom
BM Submitted FT BAR to PED	11/22/2021 3:48 PM	Business Manager
SP Approved FT BAR - Ready to submit to PED	11/22/2021 3:47 PM	Super Intendent
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#)

Now the Flowthrough BAR goes to the FA for approval.

To approve a Flowthrough D, I, IB, or T BAR (FM)

1. After logging in, click **BAR** and then the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **Fund/SubFund**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

The screenshot shows the 'BAR ACTIONS' page with a navigation bar containing 'BAR Summary', 'BAR Actions', 'BAR Entry', 'BAR Uploads', 'BAR Utilities', 'Reports', and 'Home'. Below the navigation bar is a 'BAR SELECTION' section. It contains four dropdown menus: 'Budget Year' (set to 2021-2022), 'Budget' (set to Bloomfield), 'BAR Type' (set to Select...), and 'Fund/SubFund' (set to 24113 - Education of Homeless). A 'Create' button is located below these dropdowns. Below the 'Create' button are four checkboxes: 'Non-Approved', 'Approved', 'Disapproved', and 'Voided'. Below the checkboxes is a 'Select BAR' dropdown menu (set to 066-000-2122-0048-T) and a 'Retrieve' button. The 'Retrieve' button is highlighted with a green box.

3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify the transfer is appropriate and to check any changes.

The screenshot shows the 'BAR ACTIONS' page with a navigation bar containing 'BAR Summary', 'BAR Actions', 'BAR Entry', 'BAR Utilities', 'Reports', and 'Home'. The 'BAR Entry' link is highlighted with a green box. Below the navigation bar are two folder icons: 'HEADER' and 'BAR LINES:'. The 'BAR LINES:' folder is highlighted with a green box.

4. Click the **BAR Actions** link and then do one of the following:

- If you approve the BAR, click the **FA Approve** button.

Or

- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Disapprove BAR** button.

BAR STATUS: 066-000-2122-0048-T (PM APPROVED - SUBMITTED TO FA) FUND: 24113 - EDUCATION OF HOMELESS

Status: PM Approved - Submitted to FA

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 11/20/2021

Void/Disapprove Reason:

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/22/2021 3:48 PM

FA Approve Disapprove BAR

Action	Date	By Whom
PM Approval - Submit to FA	11/22/2021 3:55 PM	Program Manager
BM Submitted FT BAR to PED	11/22/2021 3:48 PM	Business Manager
SP Approved FT BAR - Ready to submit to PED	11/22/2021 3:47 PM	Super Intendent
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

Home | Logout | Feedback | Training

Now this BAR goes to the FS for approval.

To approve a Flowthrough D, I, IB, or T BAR (FS)

1. After logging in, click **BAR** and then the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **Fund/SubFund**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

BAR ACTIONS

[BAR Summary](#) | [BAR Actions](#) | [BAR Entry](#) | [BAR Uploads](#) | [BAR Utilities](#) | [Reports](#) | [Home](#)

BAR SELECTION

Budget Year: 2021-2022 ▼

Budget: Bloomfield ▼

BAR Type: Select... ▼

Fund/SubFund: 24113 - Education of Homeless ▼

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0048-T ▼

Retrieve

3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify the transfer is appropriate and to check any changes.

BAR ACTIONS

[BAR Summary](#) | [BAR Actions](#) | [BAR Entry](#) | [BAR Utilities](#) | [Reports](#) | [Home](#)

HEADER


BAR LINES:

4. Click the **BAR Actions** link and then do one of the following:

- If you approve the BAR, click the **FS Approve** button.

Or

- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Disapprove BAR** button.


BAR STATUS: 066-000-2122-0048-T (FA APPROVED - SUBMITTED TO FS) FUND: 24113 - EDUCATION OF HOMELESS

Status: FA Approved - Submitted to FS

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

Void/Disapprove Reason:

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/22/2021 3:48 PM

Action	Date	By Whom
FA Approval - Submit to FS	11/22/2021 3:56 PM	Fund Analyst
PM Approval - Submit to FA	11/22/2021 3:55 PM	Program Manager
BM Submitted FT BAR to PED	11/22/2021 3:48 PM	Business Manager
SP Approved FT BAR - Ready to submit to PED	11/22/2021 3:47 PM	Super Intendent
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

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Now this BAR goes to the FD for approval.

To approve a Flowthrough D, I, IB, or T BAR (FD)

1. After logging in, click **BAR** and then the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year**, **Budget** (entity), and **Fund/SubFund**.
 - Next to **Select BAR**, select the BAR's Smart Code, and then click the **Retrieve** button.

BAR ACTIONS

BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SELECTION

Budget Year: 2021-2022 ▼

Budget: Bloomfield ▼

BAR Type: Select... ▼

Fund/SubFund: 24113 - Education of Homeless ▼

Create

☐ Non-Approved ☐ Approved ☐ Disapproved ☐ Voided

Select BAR: 066-000-2122-0048-T ▼

Retrieve

3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify the transfer is appropriate and to check any changes.

BAR ACTIONS

BAR Summary | BAR Actions | **BAR Entry** | BAR Utilities | Reports | Home

HEADER

BAR LINES:

4. Click the **BAR Actions** link and then do one of the following:

- If you approve the BAR, click the **FD Approve** button.

Or

- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Disapprove BAR** button.


BAR STATUS: 066-000-2122-0048-T (FS APPROVED - SUBMITTED TO FD) FUND: 24113 - EDUCATION OF HOMELESS

Status: FS Approved - Submitted to FD

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

Void/Disapprove Reason:

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/22/2021 3:48 PM

Action	Date	By Whom
FS Approval - Submit to FD	11/22/2021 3:57 PM	Fund Supervisor
FA Approval - Submit to FS	11/22/2021 3:56 PM	Fund Analyst
PM Approval - Submit to FA	11/22/2021 3:55 PM	Program Manager
BM Submitted FT BAR to PED	11/22/2021 3:48 PM	Business Manager
SP Approved FT BAR - Ready to submit to PED	11/22/2021 3:47 PM	Super Intendent
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
Generate FT BAR Number	11/22/2021 3:37 PM	School District

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Many areas in the **BAR STATUS** folder indicate the Flowthrough BAR is now fully approved by PED.


BAR STATUS: 066-000-2122-0048-T
PED APPROVED BAR
FUND: 24113 - EDUCATION OF HOMELESS

Status: PED Approved BAR

The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: 11/20/2021

Local Board Approval Date	Modified By	Date Modified
11/20/2021 12:00 AM	Business Manager	11/22/2021 3:48 PM

Action	Date	By Whom
FD Approval - PED Approval	11/22/2021 3:58 PM	Fiscal Director
FS Approval - Submit to FD	11/22/2021 3:57 PM	Fund Supervisor
FA Approval - Submit to FS	11/22/2021 3:56 PM	Fund Analyst
PM Approval - Submit to FA	11/22/2021 3:55 PM	Program Manager
BM Submitted FT BAR to PED	11/22/2021 3:48 PM	Business Manager
SP Approved FT BAR - Ready to submit to PED	11/22/2021 3:47 PM	Super Intendent
BM Approved FT BAR - Submitted to SP	11/22/2021 3:46 PM	Business Manager
FT BAR Submit to BM	11/22/2021 3:45 PM	School District
Create Flowthrough BAR	11/22/2021 3:39 PM	School District
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Acronyms and Terms

The next table gives the descriptions of acronyms and terms in the *OBMS User Manual*, Volume 1 and Volume 2, and the acronyms that appear in any of these descriptions. For convenience, this list is the same in both volumes.

For roles, only the acronym and the full spelling of the term are shown here. To see descriptions of each role, go to the *Roles and Responsibilities Table* near the start of Volume 1.

Acronym or Term	Description
AA	auto-approval
Actuals	Expenditures of money spent from a budget
APS	Albuquerque Public Schools
BA	Budget Analyst
BAR	Budget Adjustment Request
BAR Code	Also called BAR Smart Number and Doc ID. A string of numbers composed of the district Entity code, Location code (district's center office), Budget Year, sequence number, and BAR type.
BD	Budget Director
BIE	Bureau of Indian Education
BM	Business Manager
BS	Budget Supervisor
Budget Adjustment Request	BAR. Where you can increase, decrease, or transfer the amount in a fund, maintain the amount in a fund by transferring it within a function, or initiate a new budget (Initial Budget or IB).
Budget Season	April 1 through June 30. When you edit a budget and create a new budget for the next fiscal year.
Budget Year	July 1 through June 30
CA	Capital Outlay Analyst
charter school	A public school created by petition to be separate from Local Educational Authority (LEA) rules and regulations, but funded by a combination of local and state financial resources. Charter schools often take students on a lottery basis if applications exceed capacity. Some specialize in a certain programmatic focus, such as the arts. In New Mexico these schools may be either locally or state chartered.
COA	Chart of Accounts
COD	Capital Outlay Director
csv	comma-separated values
D	Decrease, a BAR type
DC	Dependent Charter

Acronym or Term	Description
DCT	Dependent Charter Transfer. A PED process for funds, objects, and BARs of larger districts with one or many charter schools that receive allocations of money from federal programs. A status entry for DCT is often abbreviated as DC.
DFA	Department of Finance Administration
DFM	District Fiscal Manager
DP	Deputy Secretary for Programs
DPM	District Program Manager
DS	Deputy Secretary for Finance Administration
EA	Education Administrator
entity	A school district, public school, charter school, local charter school, state charter school, state charter administrative office, central office, Bureau of Indian Education (BIE) school, regional educational cooperative (REC), state-supported school, post-secondary institution, and community-based organization.
FA	Fund Analyst. Formerly known as Fund Manager.
FB	Finalized Budget. The budget as approved on July 1 of the Budget Year.
FC	Fiscal Clerk
FD	Fiscal Director
flowthrough	Approved by someone on government side, typically a federally funded source administered by the Program and Fiscal Bureaus as well as the Budget Bureau, all at PED.
FM	On the FA approval stamp instead of FA because Fund Manager was the former title of the Fund Analyst.
folder	Icon at the left side of OBMS screens you can click to see details.
FS	Fund Supervisor
FT BAR	Flowthrough BAR
FTE	Full-time equivalent. For example, four half-time job positions are reported as two FTEs.
GA	Grant Administrator
GFA	Grant Fund Administrator
GY	Grant Year
I	Increase, a BAR type
IB	Initial Budget, a BAR type
IC	Internal Control
JC	Job Class
LEA	Local Educational Authority
M	Maintenance, a BAR type
MOE	Maintenance Of Effort

Acronym or Term	Description
NMPED	New Mexico Public Education Department
NOB	Notice of Obligation
OBMS	Operating Budget Management System. The required online system for entry of accounting and budgeting data used by New Mexico public and charter schools, using the Uniform Chart of Accounts (UCOA).
off season	July 1 through March 31. Not the Budget Season.
PB	Pending Budget
PD	Program Director
PED	[New Mexico] Public Education Department
PM	Program Manager
PS	Program Supervisor
REC	regional education cooperative
RfR	Request for Reimbursement
RTOF	Request To Obligate Funds
SA	OBMS System Administrator
SC	Share Clerk
SDOCS	School District or Charter School
SE	Secretary of Education
SP	Superintendent
SS	Stat Book Staff
staging	A document uploaded into OBMS but not yet submitted
T	Transfer, a BAR type
true up	Adjusting the budget amount to equal another amount, usually a project amount in OBMS
UA	User Administrator
UCOA	Uniform Chart of Accounts