JANUARY 31, 2022

Operating Budget Management System

OBMS User Manual

Volume 1 v 1.0

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Version Table

Version Number	Section and Revision Description	Revision Date	Approval Date	Approved By
1.0	New document	N/A	Jan 2022	RESPEC, LLC

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.

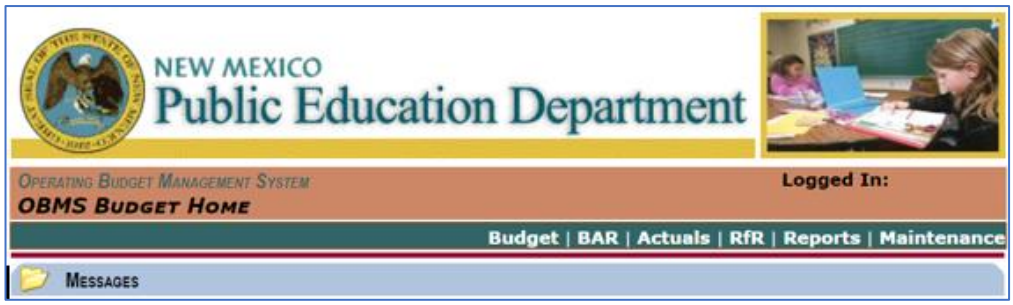
About OBMS

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.

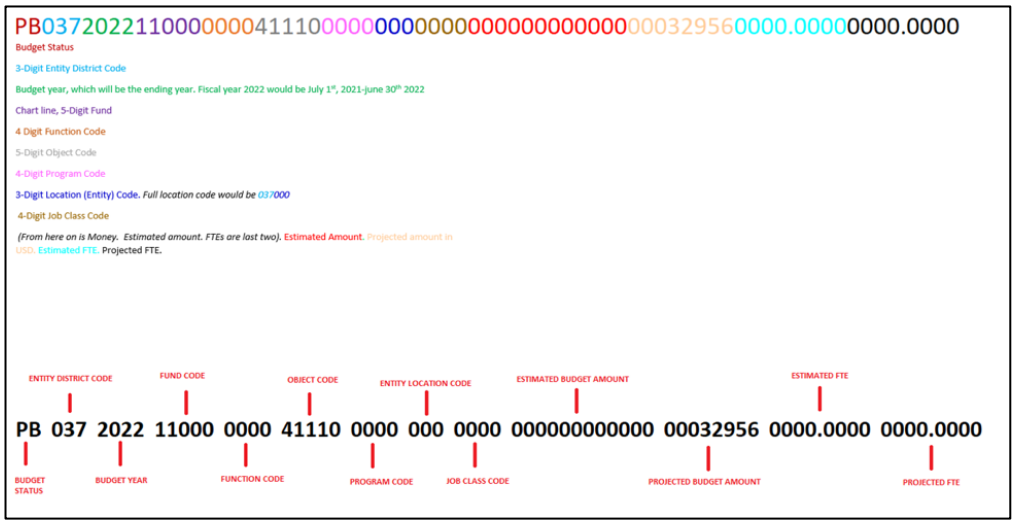
- Only entries with no errors can receive approval.
- You can always go back if you make an approval mistake or other mistake.
- You can display and print all reports. You can also export reports as a PDF, in Excel formats, or in other file formats.

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.

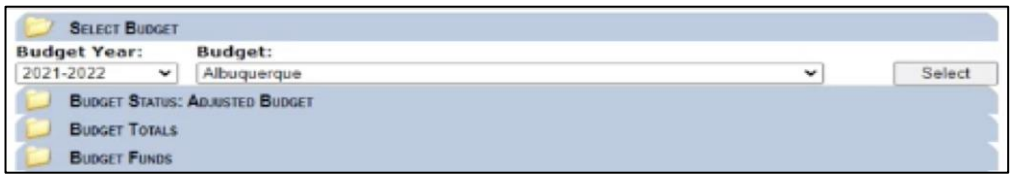
COA Element	Description
Fund	Configured for a budget. Same for revenues and expenditures.
Function	Revenue lines: Always 0000. Expenditure lines: What the budget is for. Examples: Student services, instruction, or administrative services.
Object	Revenue lines: Where the money comes from and how it's 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.

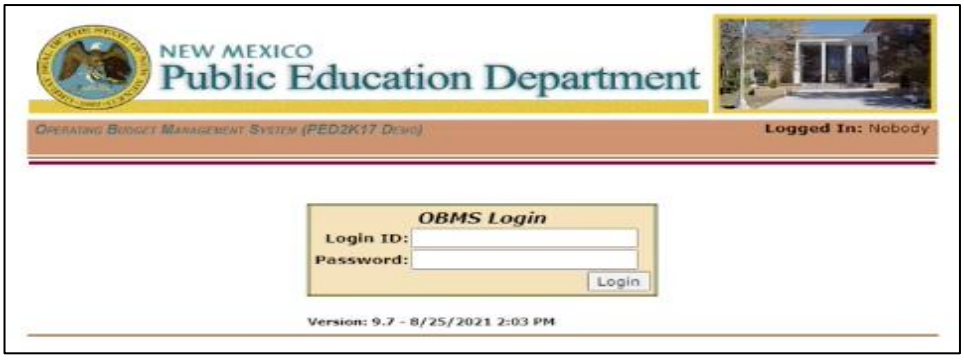
File Formats

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*.

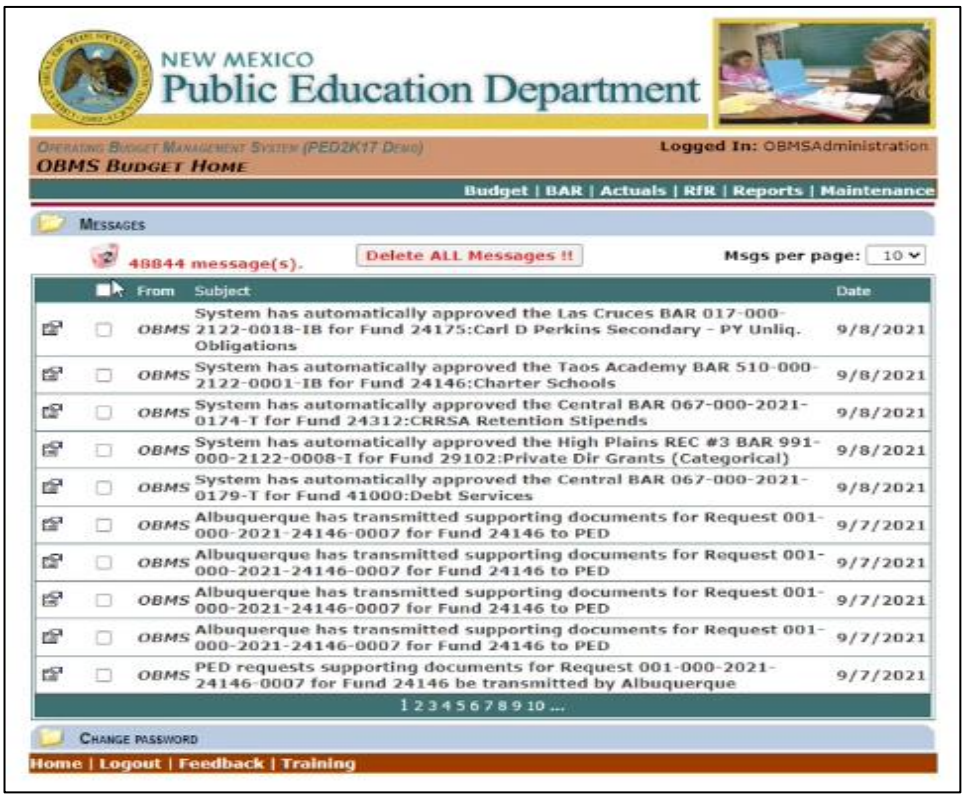
To log into OBMS

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.



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.

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

3. 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.

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.

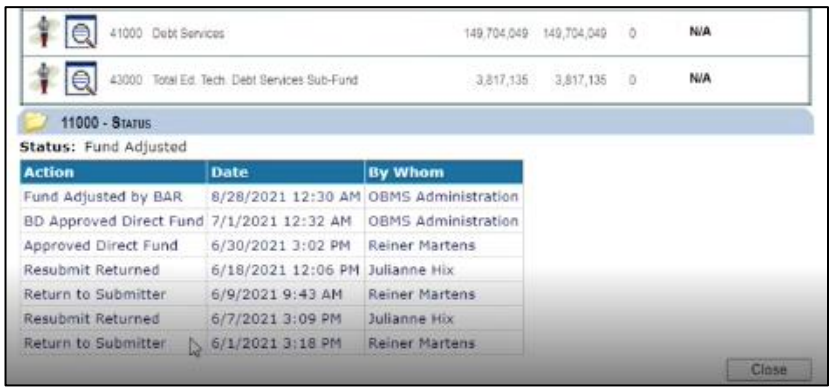
To see the role of the person who approved the fund

- Hover over the approval stamp icon.

To see the status of a fund

- Click the icon to display status details.

The next example shows the contents of the **11000 – STATUS** folder. When you click the icon by **Code 11000**, the folder's contents display.



41000	Debt Services	149,704,049	149,704,049	0	N/A
43000	Total Ed. Tech. Debt Services Sub-Fund	3,817,135	3,817,135	0	N/A

11000 - STATUS

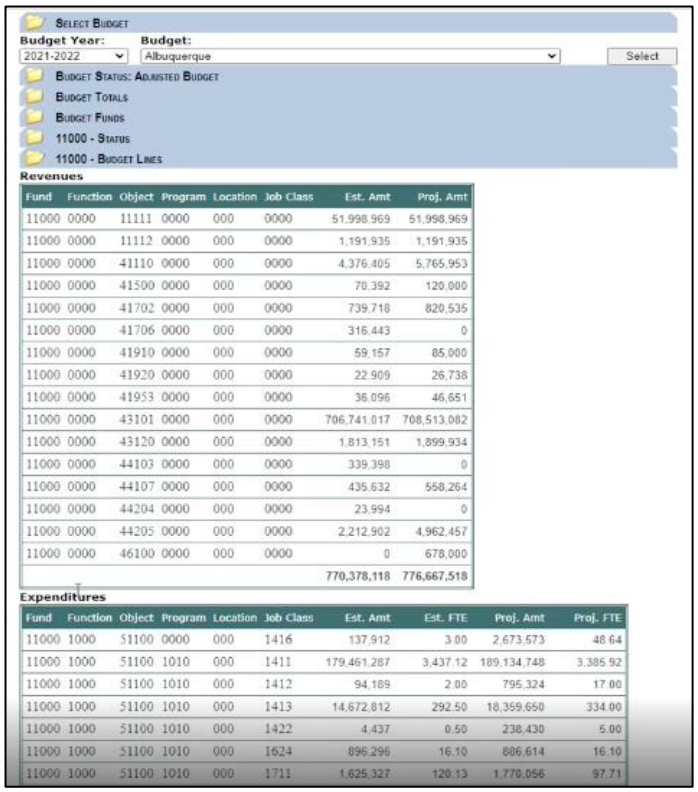
Status: Fund Adjusted

Action	Date	By Whom
Fund Adjusted by BAR	8/28/2021 12:30 AM	OBMS Administration
BD Approved Direct Fund	7/1/2021 12:32 AM	OBMS Administration
Approved Direct Fund	6/30/2021 3:02 PM	Reiner Martens
Resubmit Returned	6/18/2021 12:06 PM	Julianne Hix
Return to Submitter	6/9/2021 9:43 AM	Reiner Martens
Resubmit Returned	6/7/2021 3:09 PM	Julianne Hix
Return to Submitter	6/1/2021 3:18 PM	Reiner Martens

Close

To see revenue and expenditure detail

- Click the icon. This closes the folder and makes new ones visible. Now you can see the **Revenues** and **Expenditures** lines.



SELECT BUDGET

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

BUDGET STATUS: ADJUSTED BUDGET
BUDGET TOTALS
BUDGET FUNDS
11000 - STATUS
11000 - BUDGET LINES

Revenues

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Proj. Amt
11000	0000	11111	0000	000	0000	51,998,969	51,998,969
11000	0000	11112	0000	000	0000	1,191,935	1,191,935
11000	0000	41110	0000	000	0000	4,376,405	5,765,953
11000	0000	41500	0000	000	0000	70,392	120,000
11000	0000	41702	0000	000	0000	739,718	820,535
11000	0000	41706	0000	000	0000	316,443	0
11000	0000	41910	0000	000	0000	59,157	85,000
11000	0000	41920	0000	000	0000	22,909	26,738
11000	0000	41953	0000	000	0000	36,096	46,651
11000	0000	43101	0000	000	0000	706,741,017	708,513,082
11000	0000	43120	0000	000	0000	1,813,151	1,899,934
11000	0000	44103	0000	000	0000	339,398	0
11000	0000	44107	0000	000	0000	435,632	558,264
11000	0000	44204	0000	000	0000	23,994	0
11000	0000	44205	0000	000	0000	2,212,902	4,962,457
11000	0000	46100	0000	000	0000	0	678,000
						770,378,118	776,667,518

Expenditures

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
11000	1000	51100	0000	000	1416	137,912	3.00	2,673,573	48.64
11000	1000	51100	1010	000	1411	179,461,287	3,437.12	189,134,748	3,385.92
11000	1000	51100	1010	000	1412	94,189	2.00	795,324	17.00
11000	1000	51100	1010	000	1413	14,672,812	292.50	18,359,650	334.00
11000	1000	51100	1010	000	1422	4,437	0.50	238,430	6.00
11000	1000	51100	1010	000	1624	896,296	16.10	886,614	16.10
11000	1000	51100	1010	000	1711	1,625,327	120.13	1,770,056	97.71

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

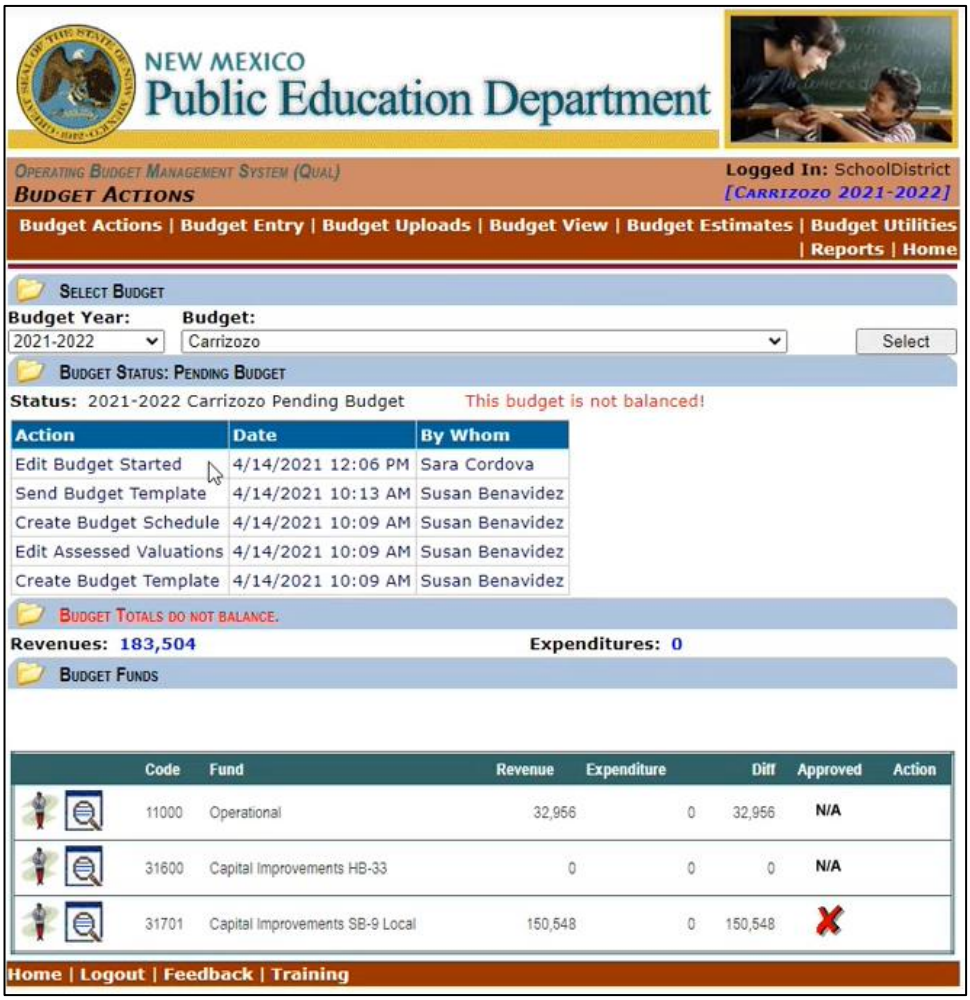
The next procedure describes how to use OBMS to manually add revenues and expenditures.

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

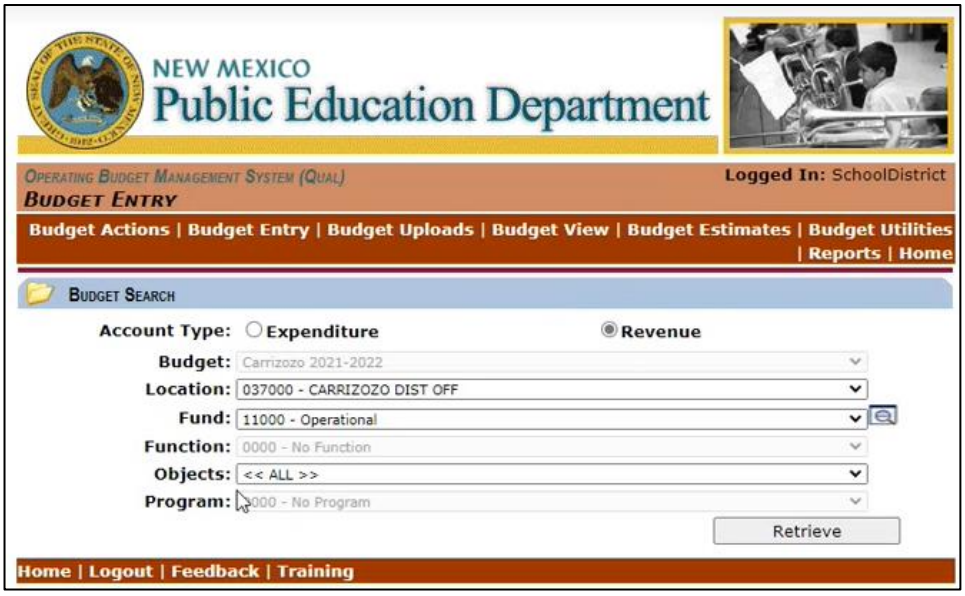
After you receive notification from PED that the new fiscal year budget is ready, you can add revenues and expenditures by following these steps:

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.



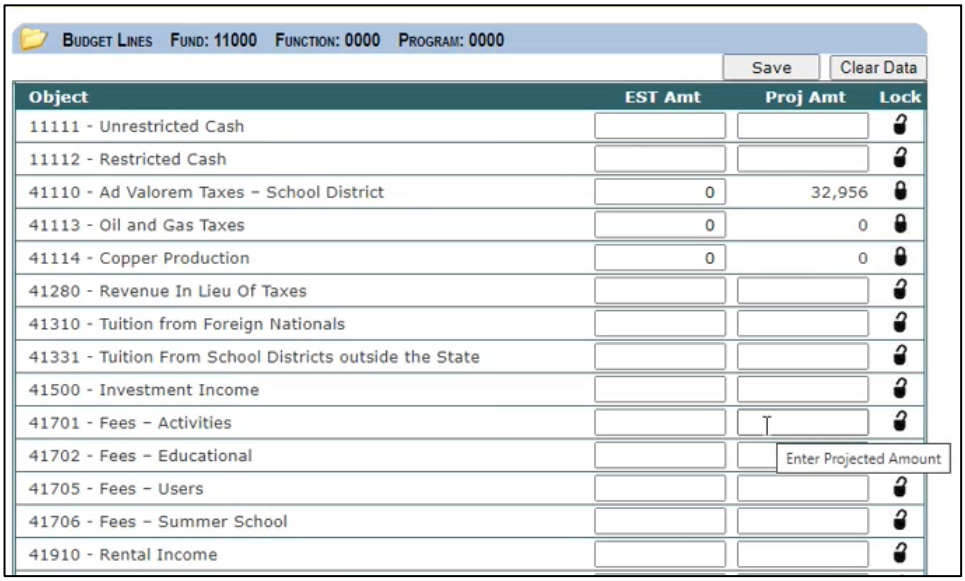
2. Click the **Budget Entry** link to go to the ***Budget Entry*** page to spend the revenue. Click **Revenue**, select your entity's location, the fund to source the revenue, and **< < ALL > >** to see all available objects. Then click **Retrieve**.

Note: Function and **Program** are always **0000** for **Revenue**.



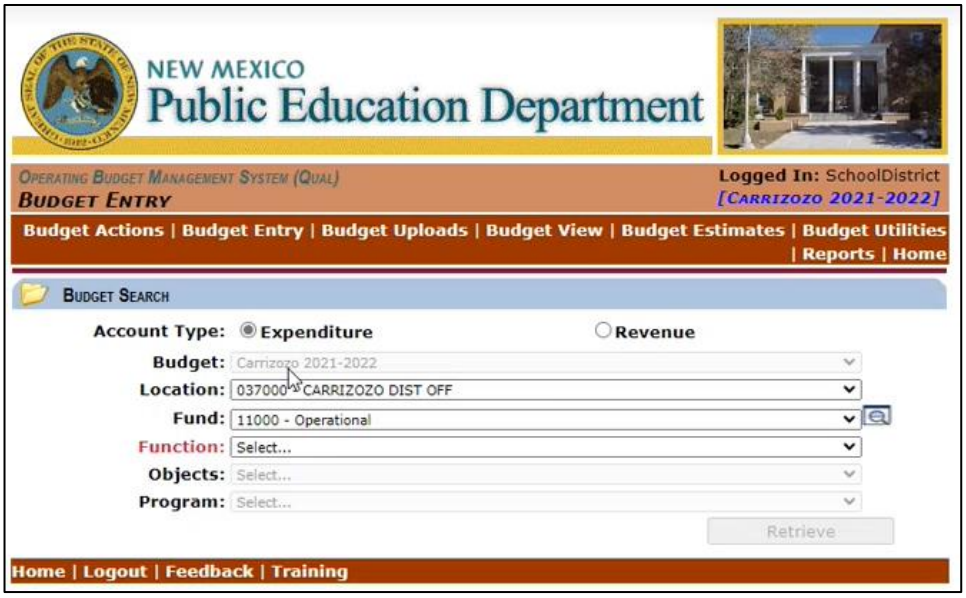
3. If you need to add additional revenue based on your entity's allowance, enter it in the **Proj Amt** column shown in the next screen. After entering all your revenue values, above **Proj Amt**, click **Save**.

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.

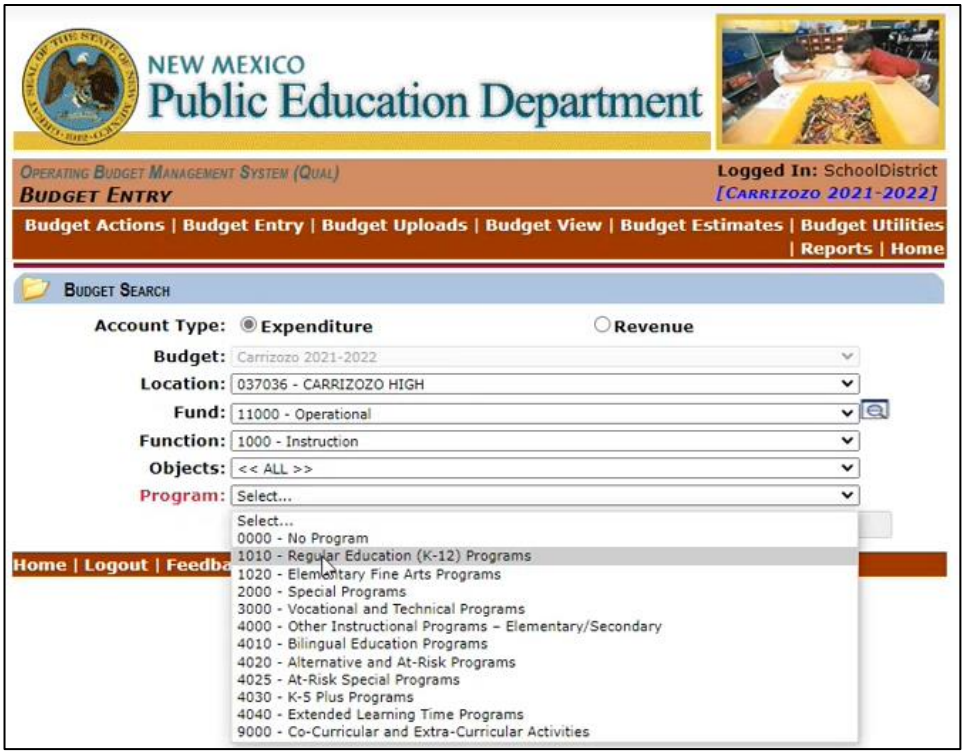


Object	EST Amt	Proj Amt	Lock
11111 - Unrestricted Cash			
11112 - Restricted Cash			
41110 - Ad Valorem Taxes – School District	0	32,956	
41113 - Oil and Gas Taxes	0	0	
41114 - Copper Production	0	0	
41280 - Revenue In Lieu Of Taxes			
41310 - Tuition from Foreign Nationals			
41331 - Tuition From School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

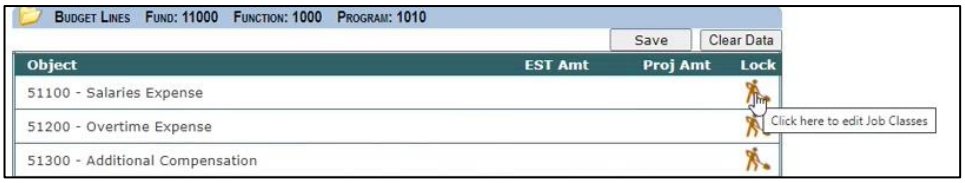
4. Now return to the top of the page to add additional expenditures.



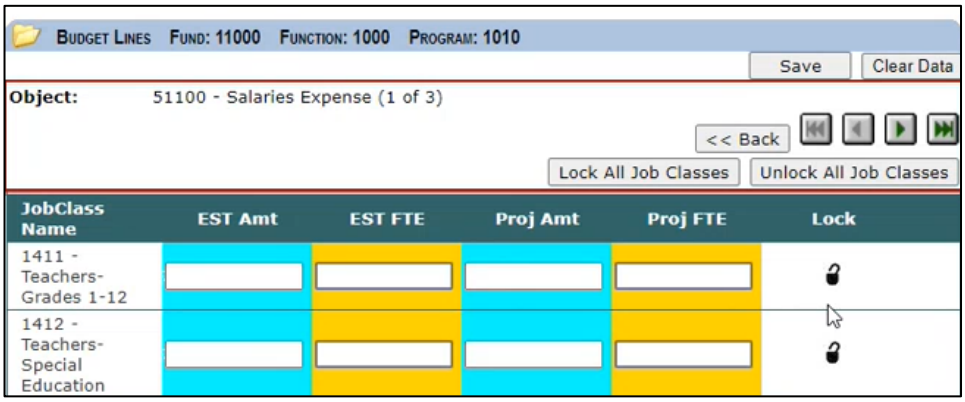
5. Click **Expenditure** and select your entity's location. Then identify where you want to budget the money by selecting the fund, the function, the object (or **< < ALL > >** to see all available objects), and the program. You can see a list of programs in this example.



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



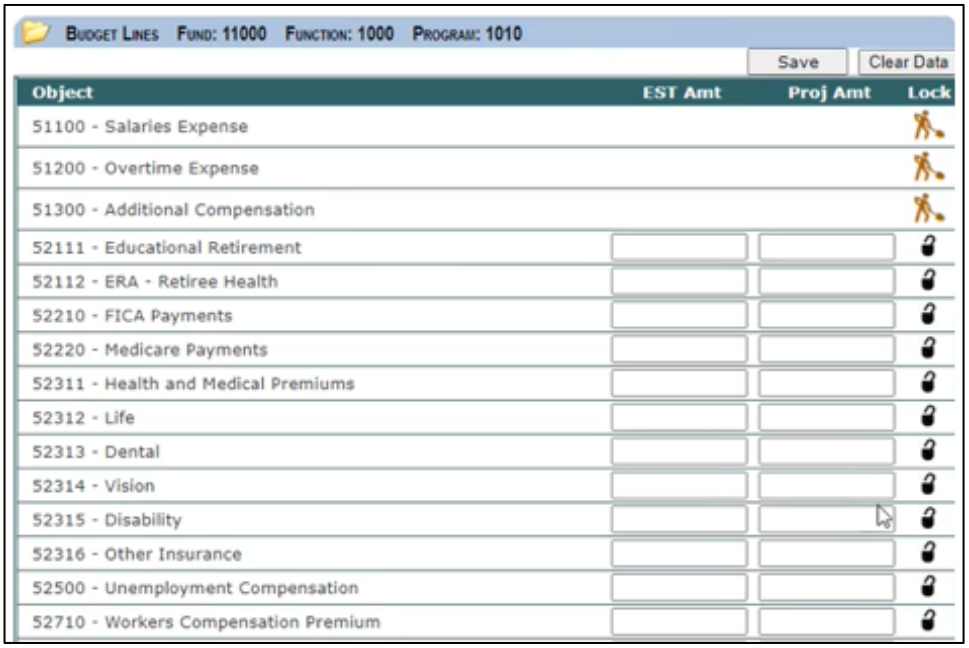
To see the available job classes, staff, or faculty positions, click the icon.



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**.



About Budget Exports

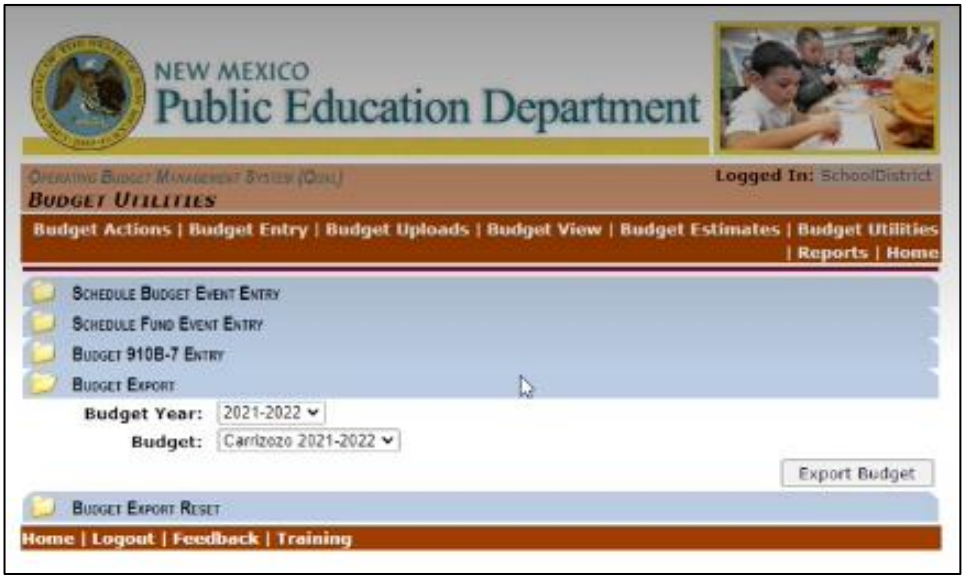
With OBMS, you can export a budget to a spreadsheet as described in the next procedure. For layout details, see the specifications manual, *Import and Export File Specifications for the New Mexico Publication Education Department (PED) Operating Budget Management System*.

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

To export a budget

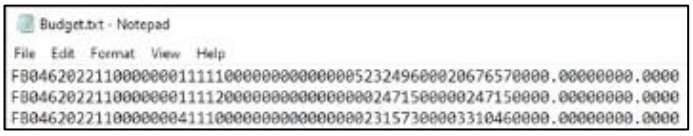
1. On the ***Budget Actions*** page, at the end of the navigation bar, click **Budget Utilities**.

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.

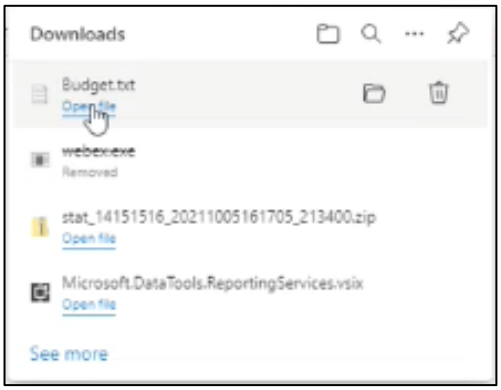


3. In some browsers, the **Budget.txt - Notepad** window often displays automatically. A few lines are shown next as an example.

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.

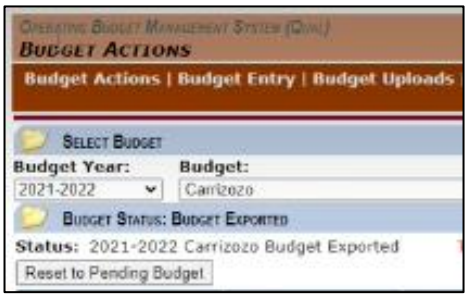


Each line in the **Budget.txt - Notepad** window shows FB, which is the Budget Status Code, followed by numbers indicating the Entity, Budget Year, Fund, Function, Project, Program, Location, Job Class, and monies. For a full description of the layout, see the specifications manual.

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.

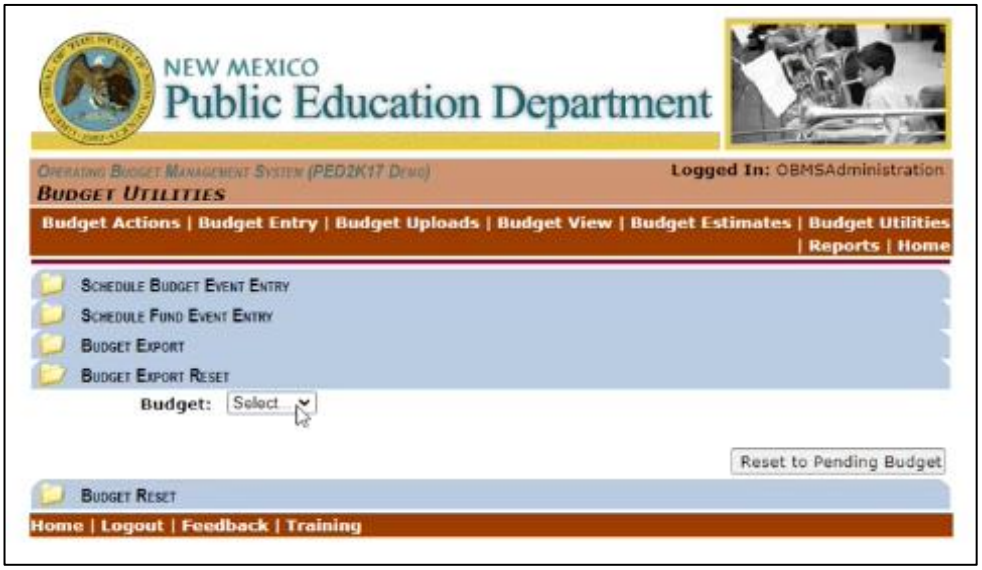
If later you realize a budget was accidently exported or if you don't have a budget to import, you can reset the budget to pending status by following the next steps.

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 Publication 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.

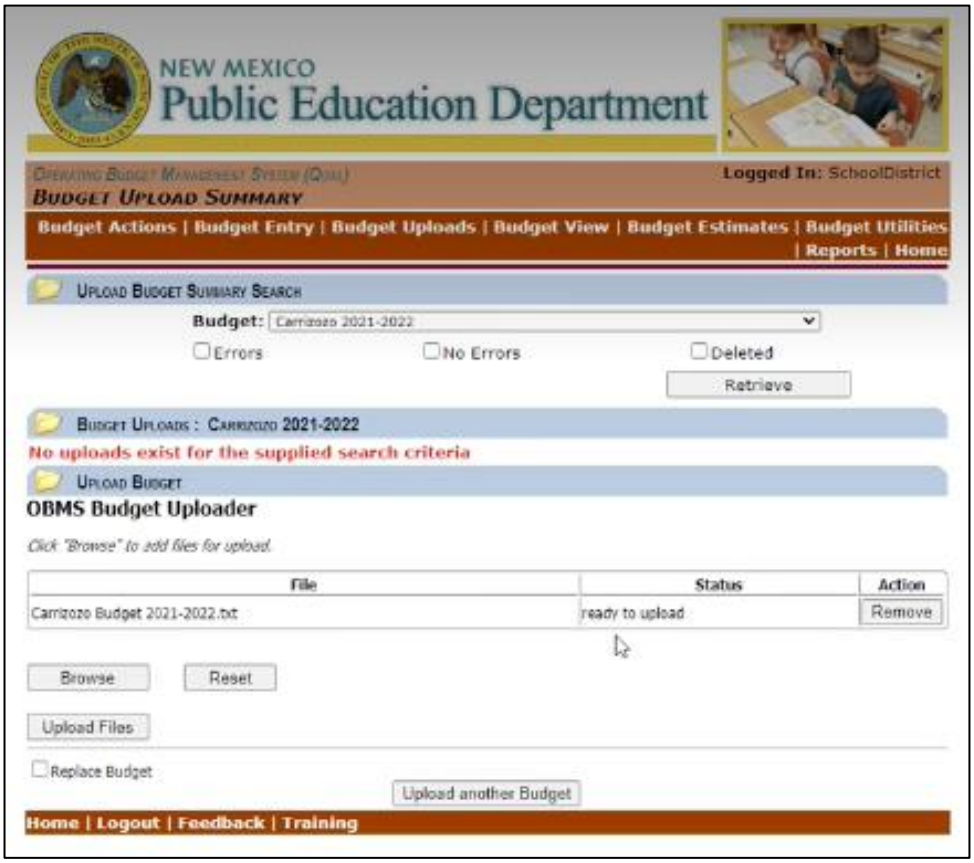
To import a budget

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.

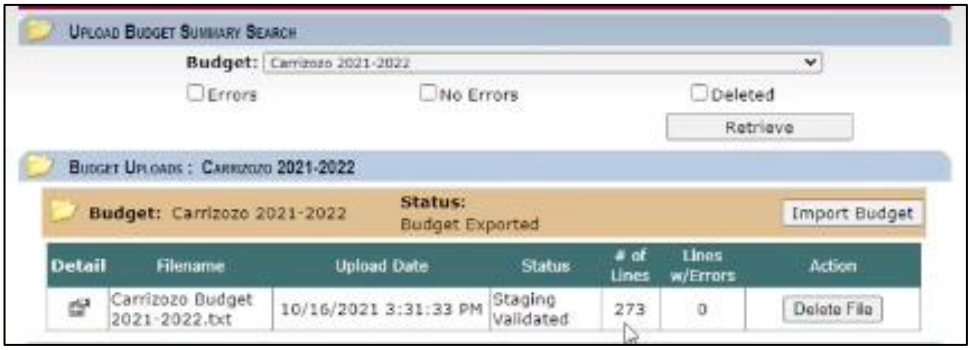


3. In the **Upload Budget** folder, the **Status** column shows **ready to upload**. Under the **Browse** button, click the **Upload Files** button.

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.



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.

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.

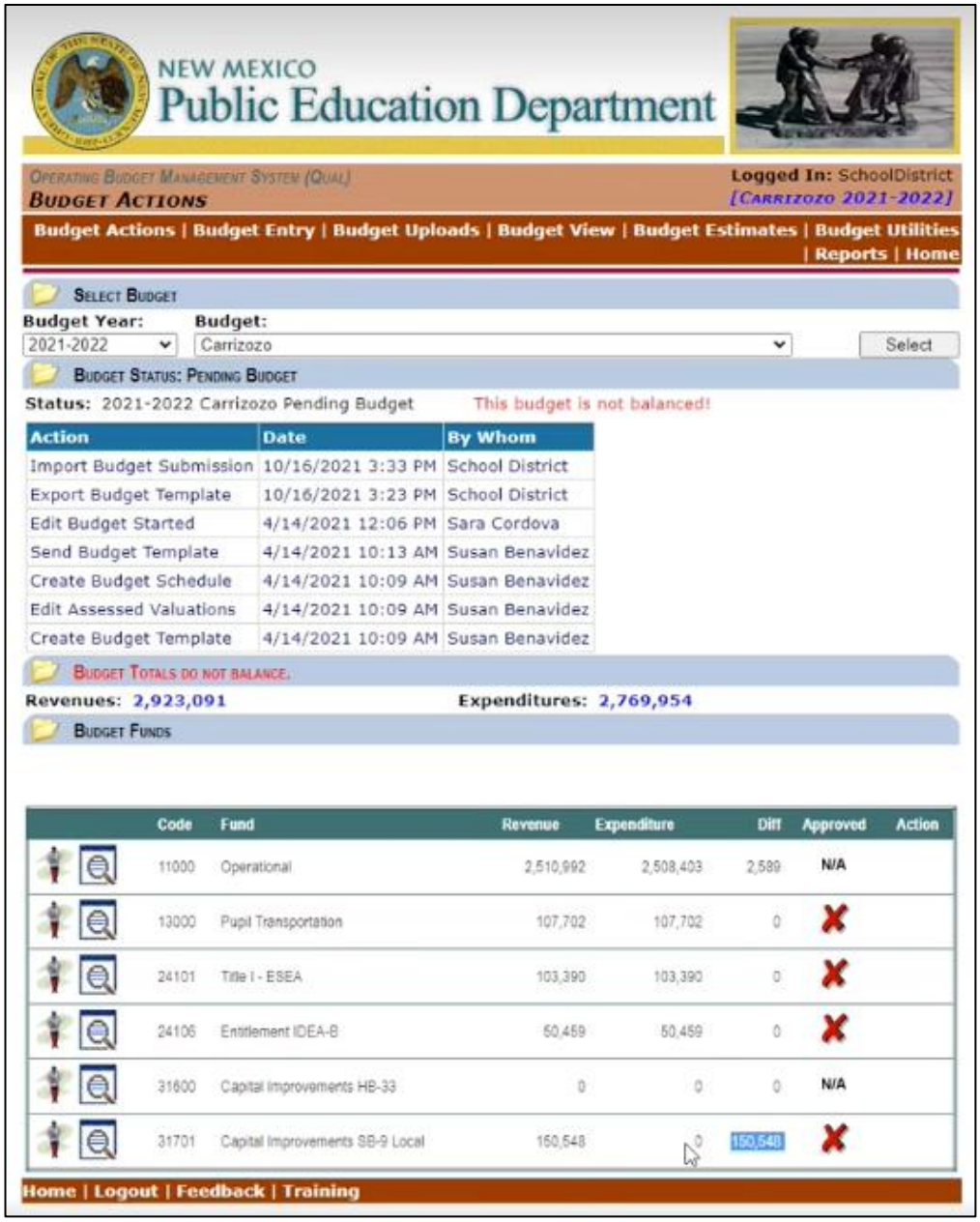
When the **Import Budget** button disappears and the **Status** changes in these two places, the imported budget is ready:

- 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.



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**)

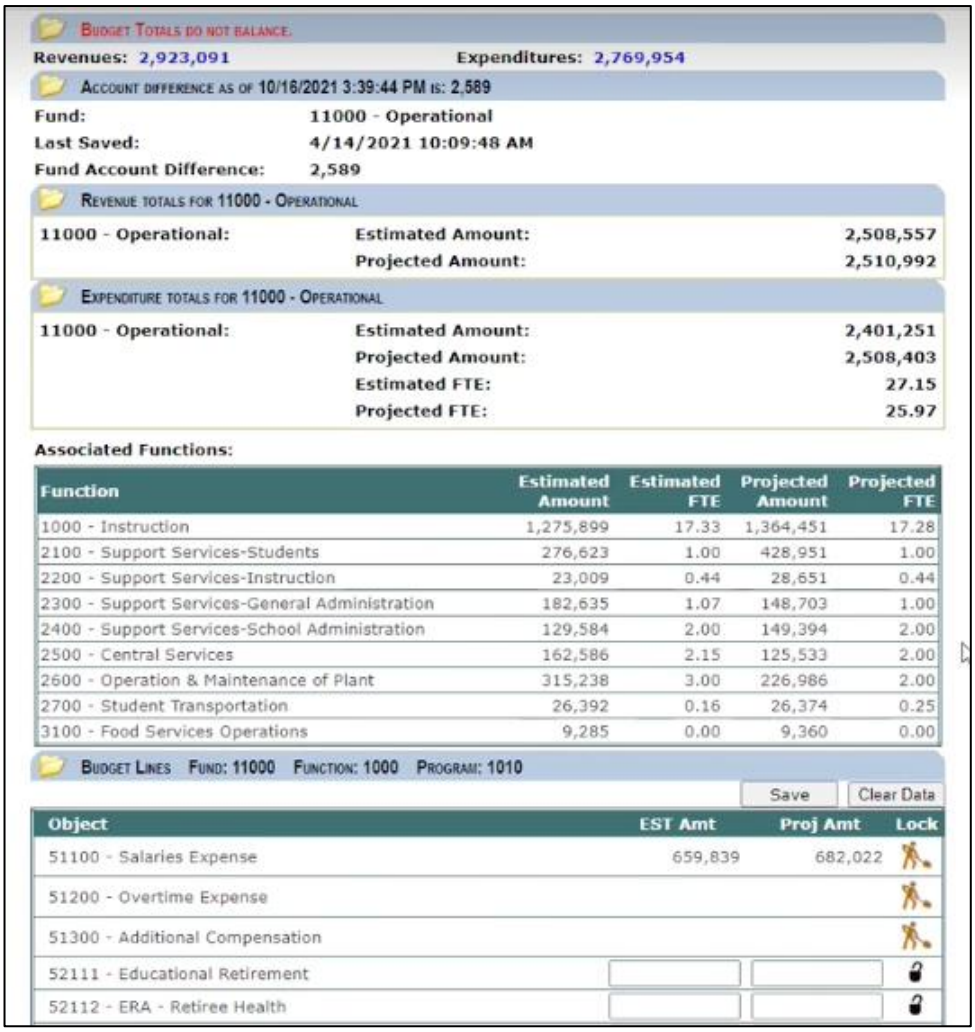
To balance revenues and expenditures

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**.

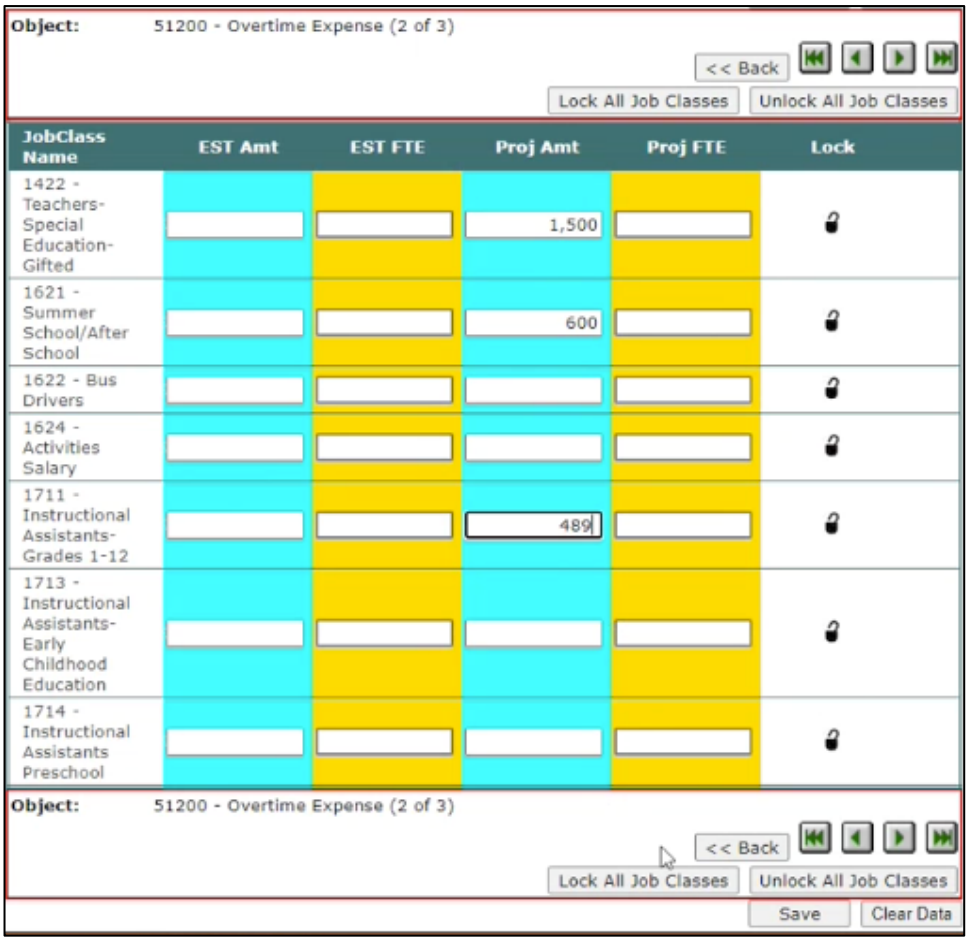
4. After you click the **Retrieve** button, the revenues and expenditures for **11000** display along with its **Associated Functions**.

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

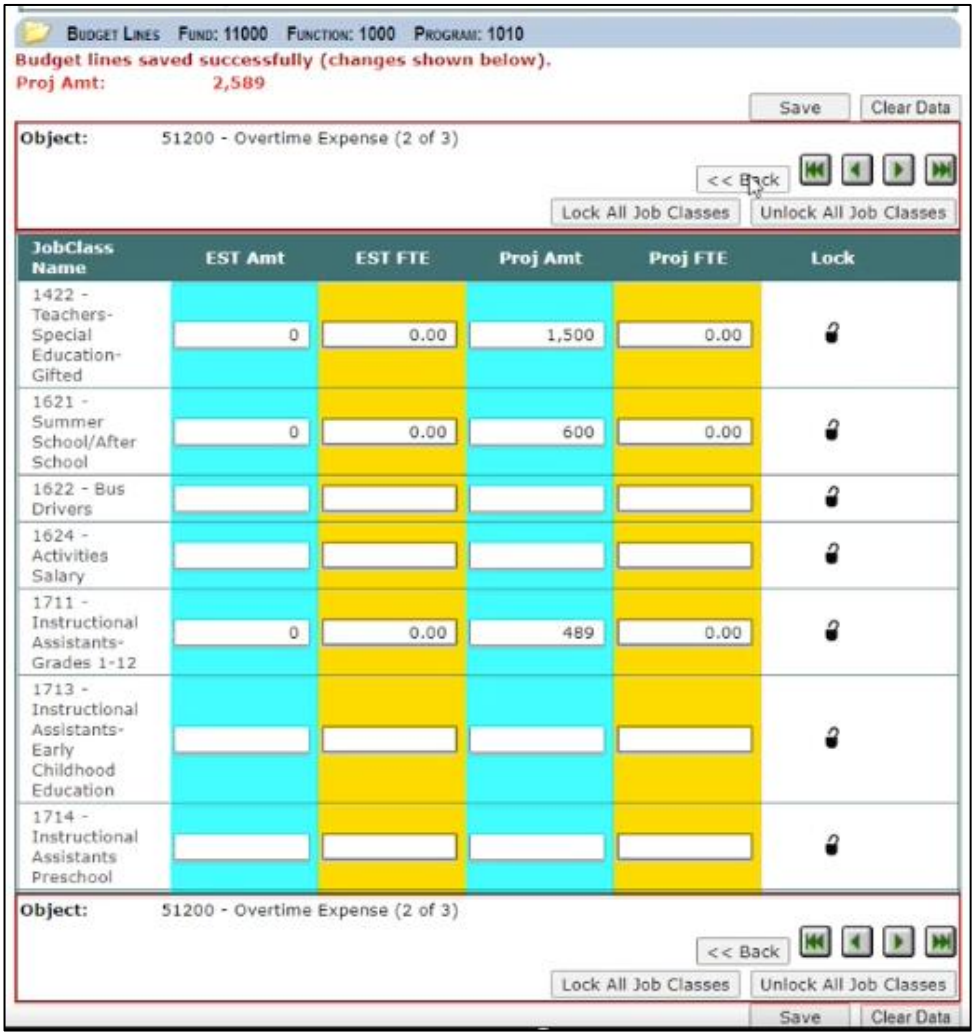


5. Under the **Lock** column at the right end of the **51200** line, click the icon to display each **Overtime Expense** item. These items are listed in the **JobClass Name** column.

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.

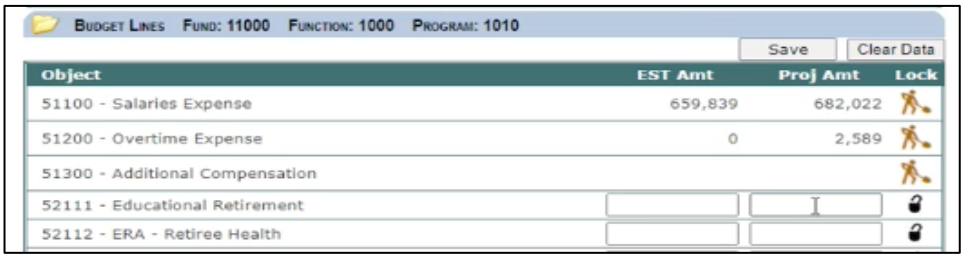


6. In the **Proj Amt** column, enter the amount of expenses to total **2,589**, the amount required to balance the fund as shown earlier in the **Diff** column. Then at the right bottom, click **Save**.



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.

7. 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.



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

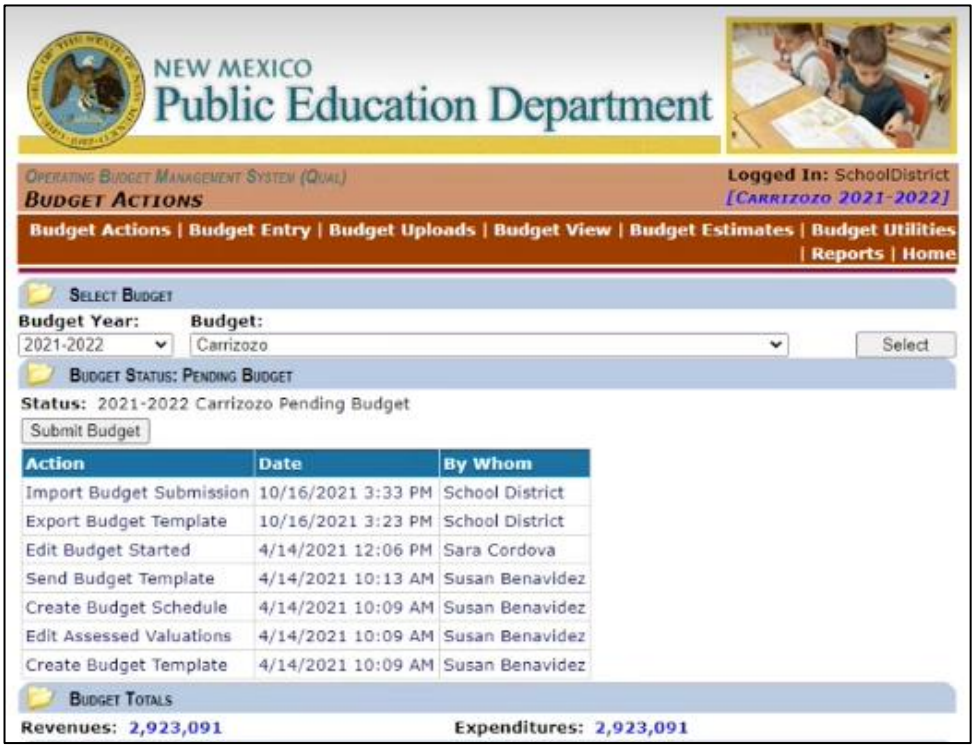
BUDGET FUNDS

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
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	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.



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.

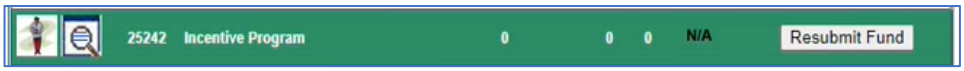
3. Wait for PED approval.

   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.

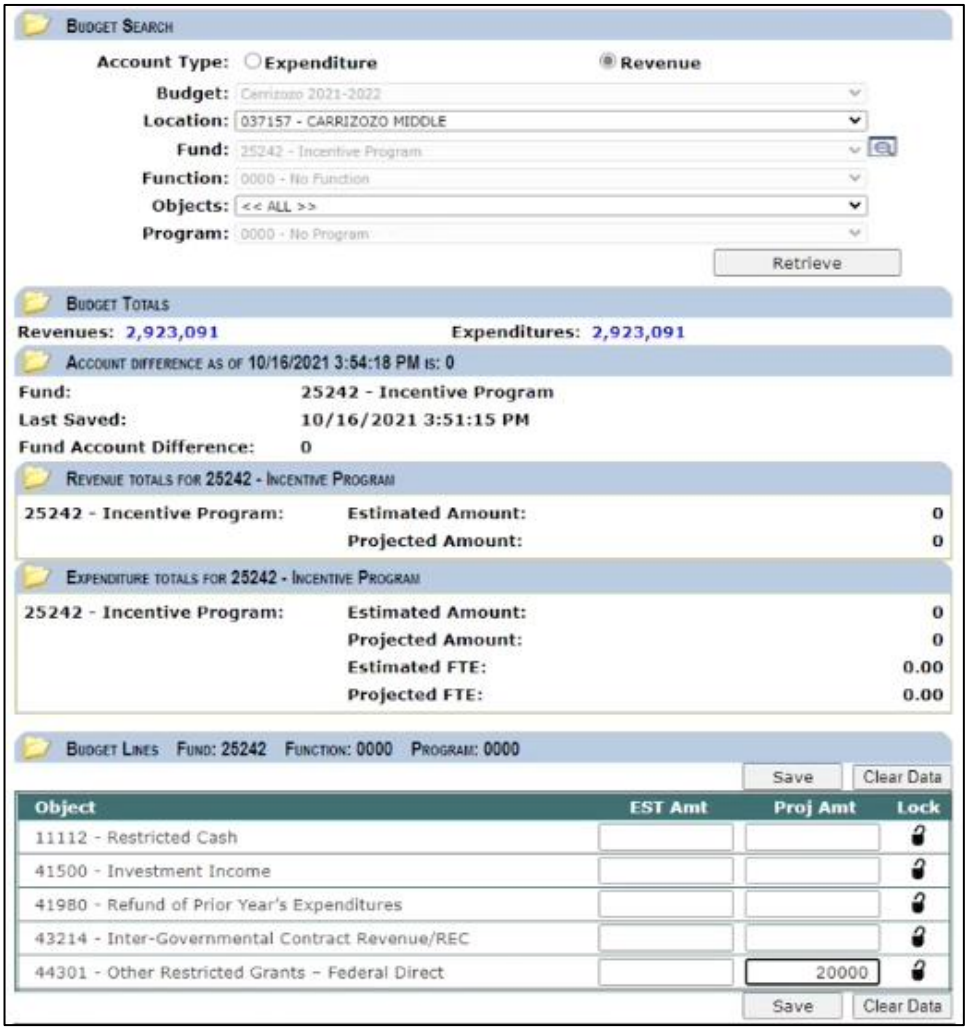
To apply funds to a Direct fund

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.

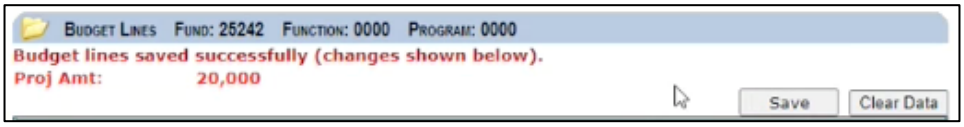


2. Notice the **Resubmit Fund** button for **25242 Incentive Program**, as shown in the previous screen, then click **Revenue**.



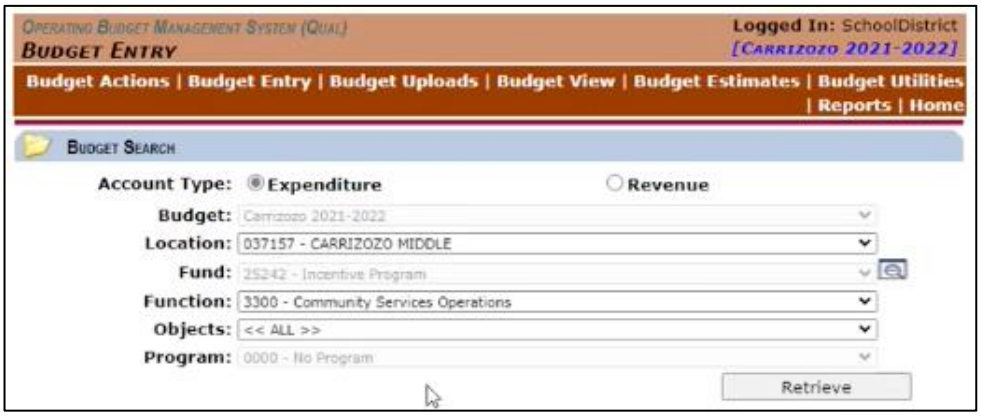
3. Under **BUDGET LINES** near the bottom of the screen, enter **20000** to apply revenues for the Incentive Program and click **Save**.

   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**.

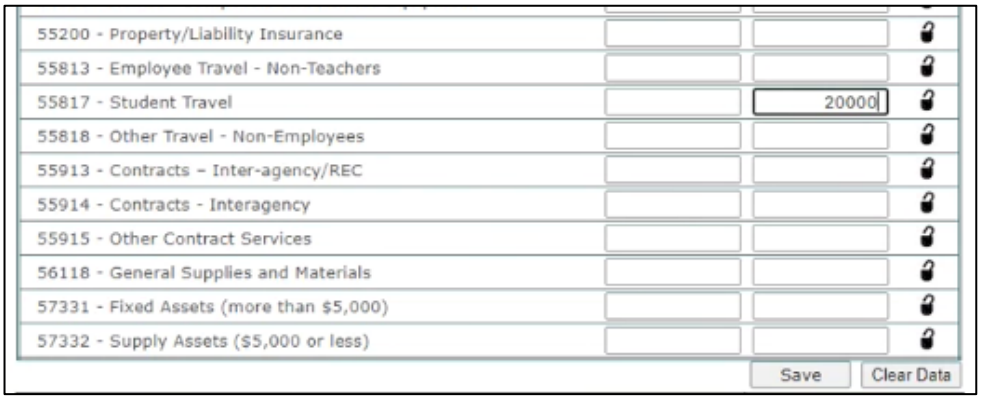


4. Now scroll to the top of the screen, click **Expenditure**, and next to **Function**, select the item to show how you're going to spend the money.

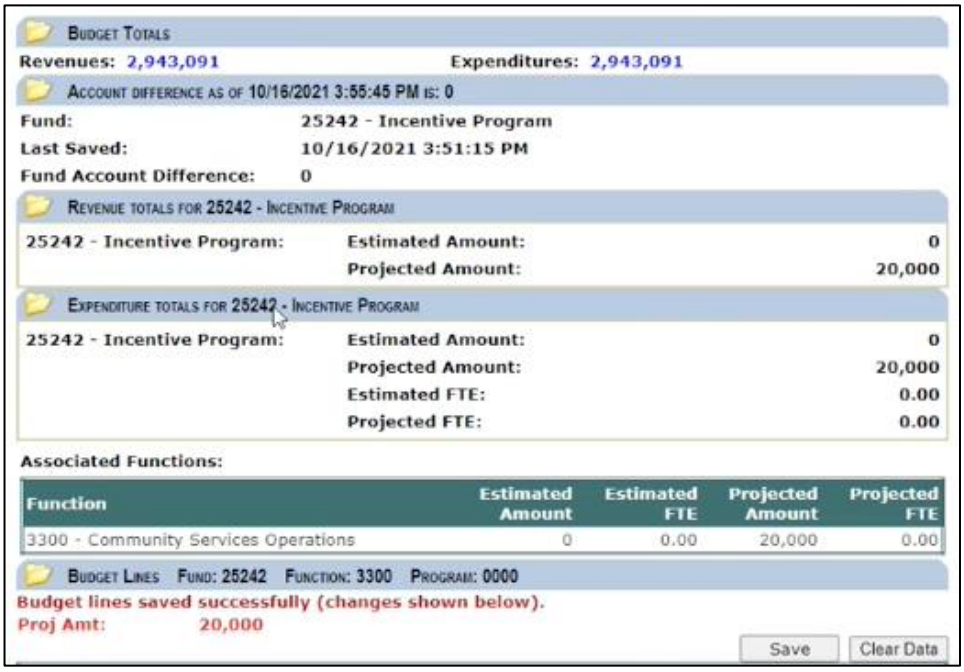
   In this example, the money goes to **3300 - Community Services Operations**.



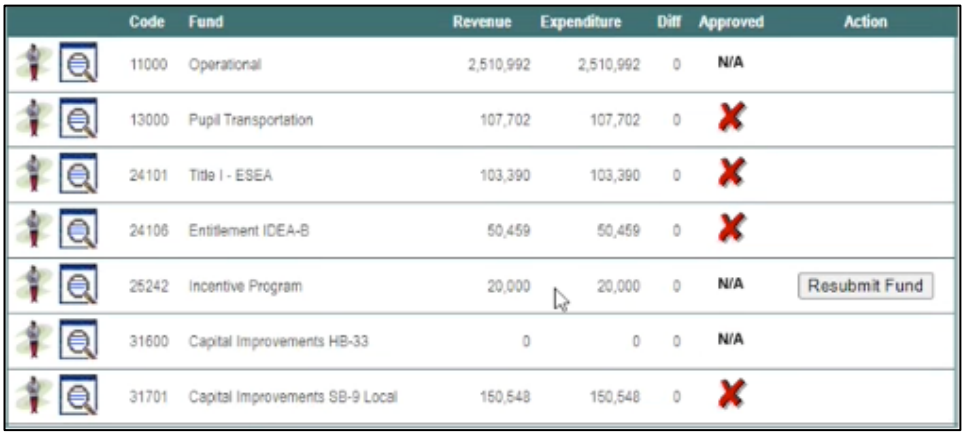
5. Click the **Retrieve** button, scroll to **BUDGET LINES**, and under **Proj Amt** for **55817 - Student Travel**, enter **20000**.



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



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



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

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.

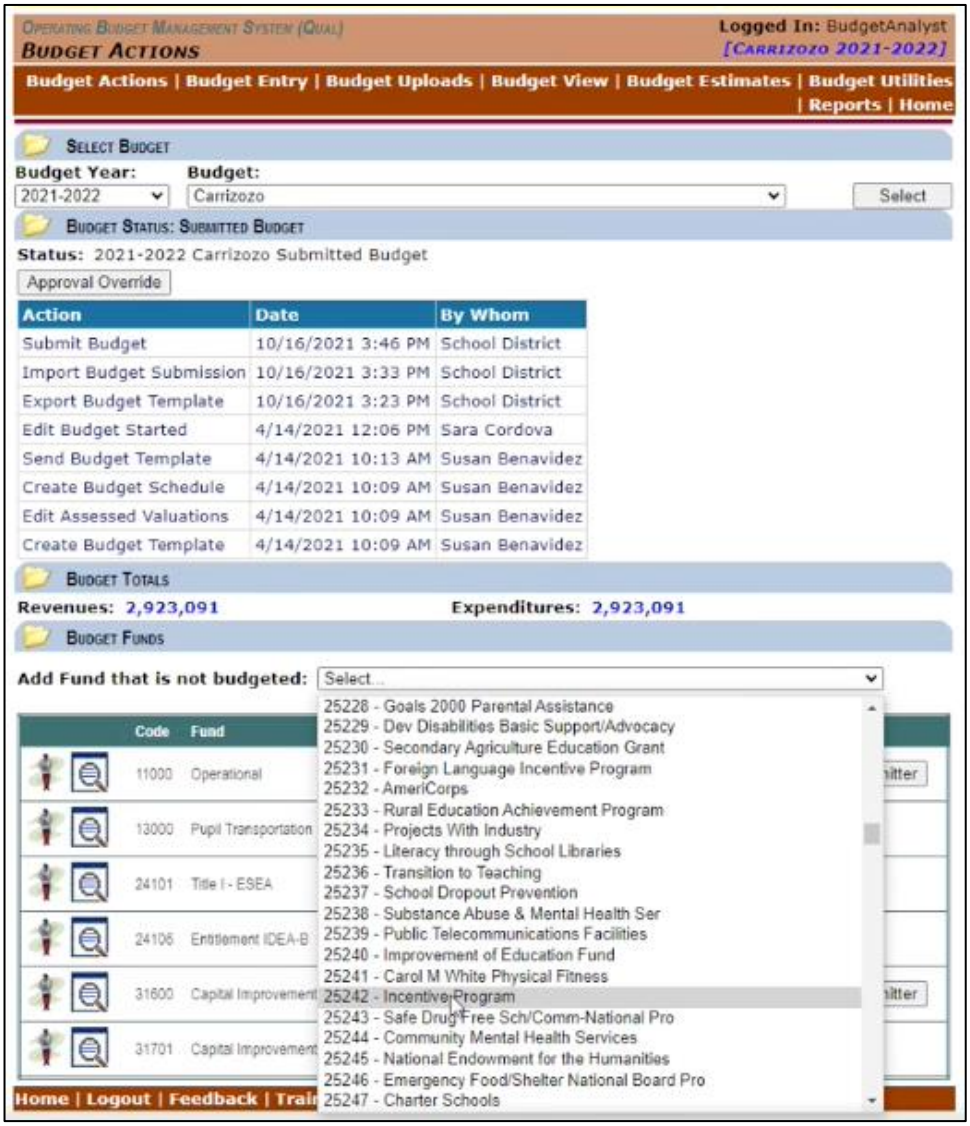
About Direct Funds

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.

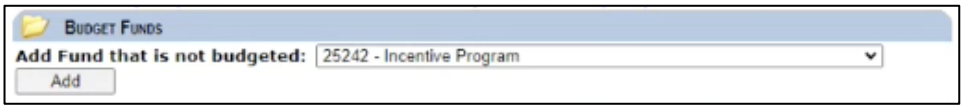
To add a Direct fund (BA)

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.

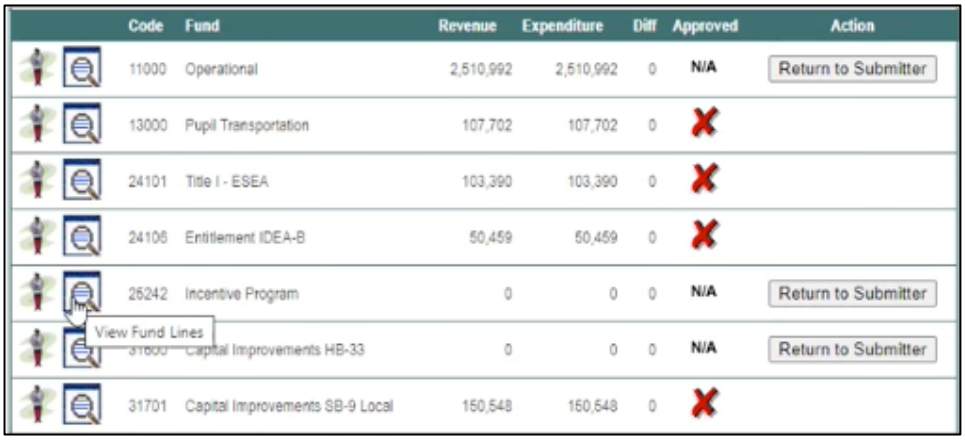


3. When you see the **Add** button, click it.



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.



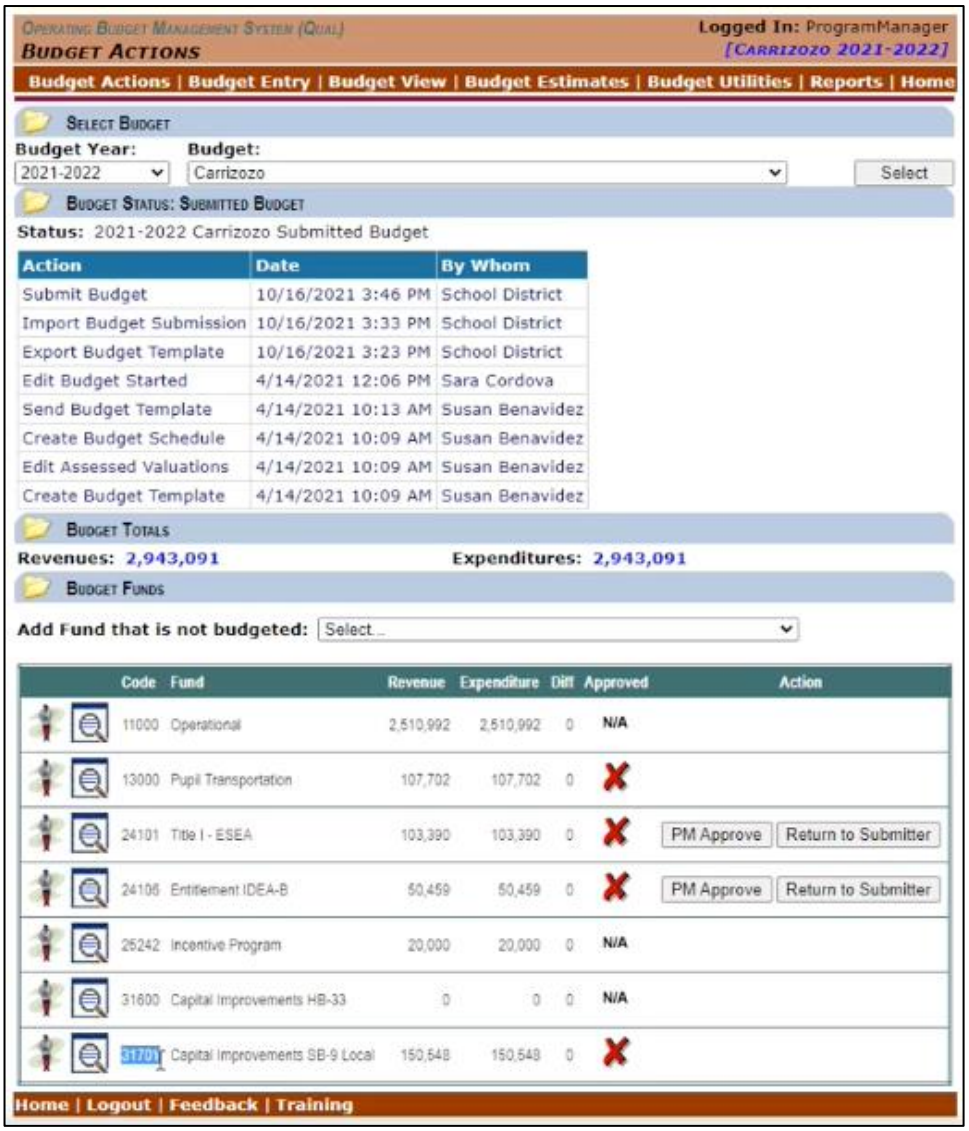
Code	Fund	Revenue	Expenditure	Diff	Approved	Action
11000	Operational	2,510,992	2,510,992	0	N/A	Return to Submitter
13000	Pupil Transportation	107,702	107,702	0	✗	
24101	Title I - ESEA	103,390	103,390	0	✗	
24106	Entitlement IDEA-B	50,459	50,459	0	✗	
25242	Incentive Program	0	0	0	N/A	Return to Submitter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

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

To approve or request changes to funds (PM)

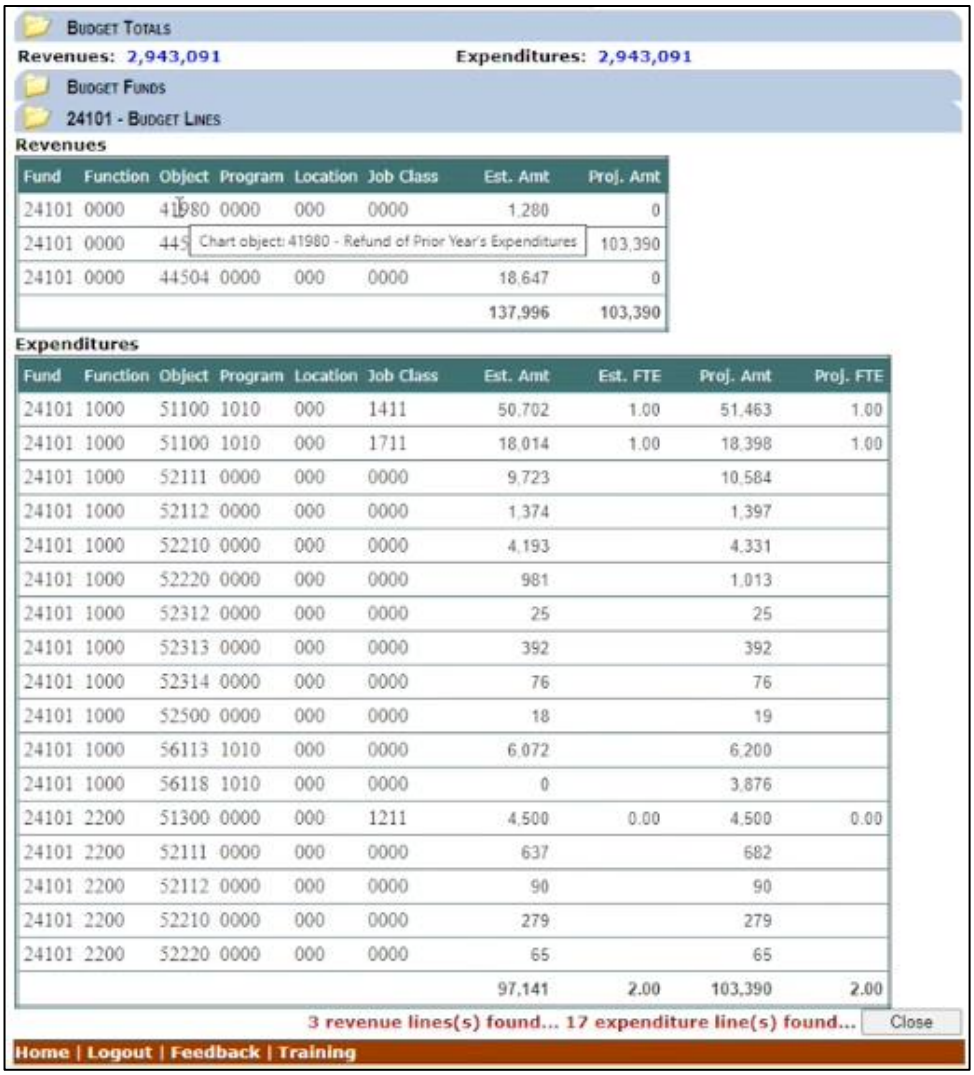
The PM is responsible for specific entities and for specific funds, making sure revenues come from the correct place and funds (expenditures and grant money) are spent appropriately. The PM reviews submitted budgets and approves them or requests changes by following these steps:

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



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 lines(s) found... 17 expenditure line(s) found... Close

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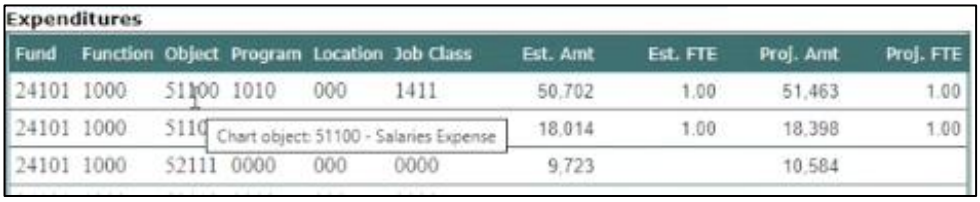
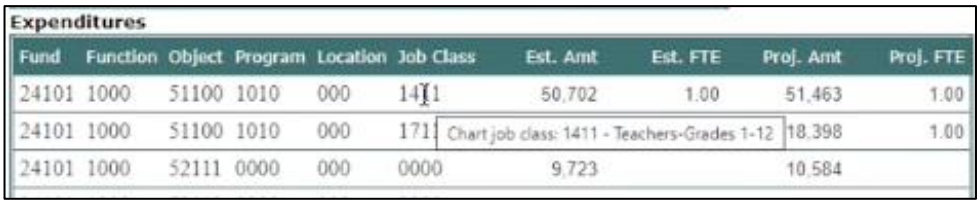
3. In this example under **Revenues**, the cursor hovers over **41980** under **Object** showing it was a refund of the prior year's expenditures. If you recall the paperwork Carrizozo filed last year for the refund, then this item makes sense. Review all revenue items in this way.

4. 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	5110	Chart object: 51100 - Salaries Expense			18,014	1.00	18,398	1.00
24101	1000	52111	0000	000	0000	9,723		10,584	

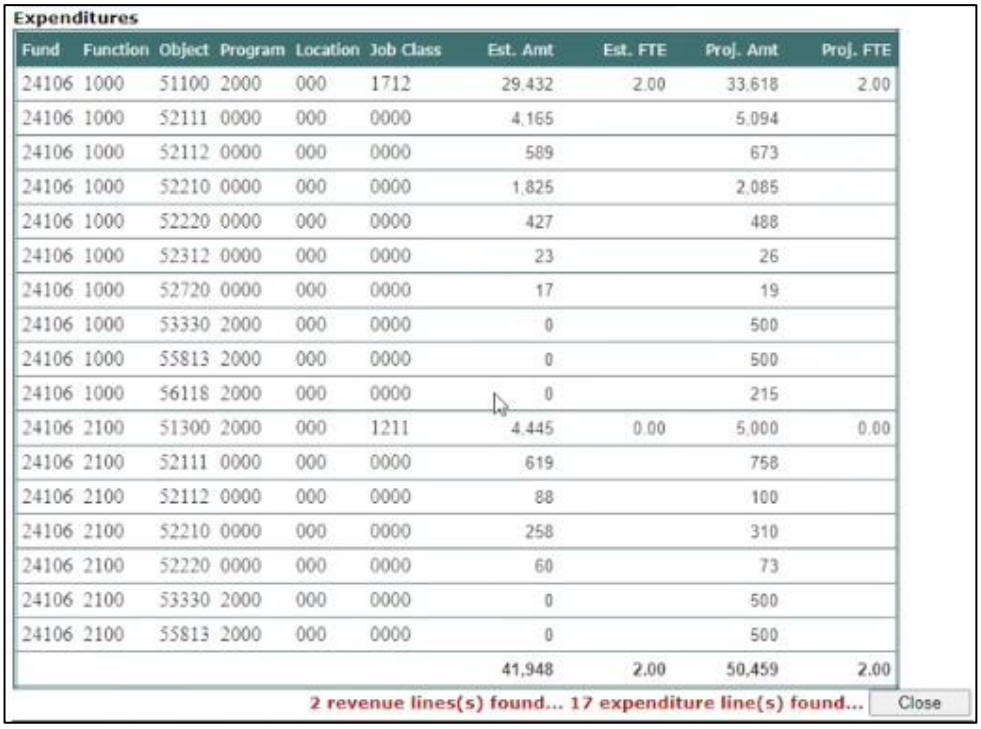


Expenditures

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	171	Chart job class: 1411 - Teachers-Grades 1-12		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.

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

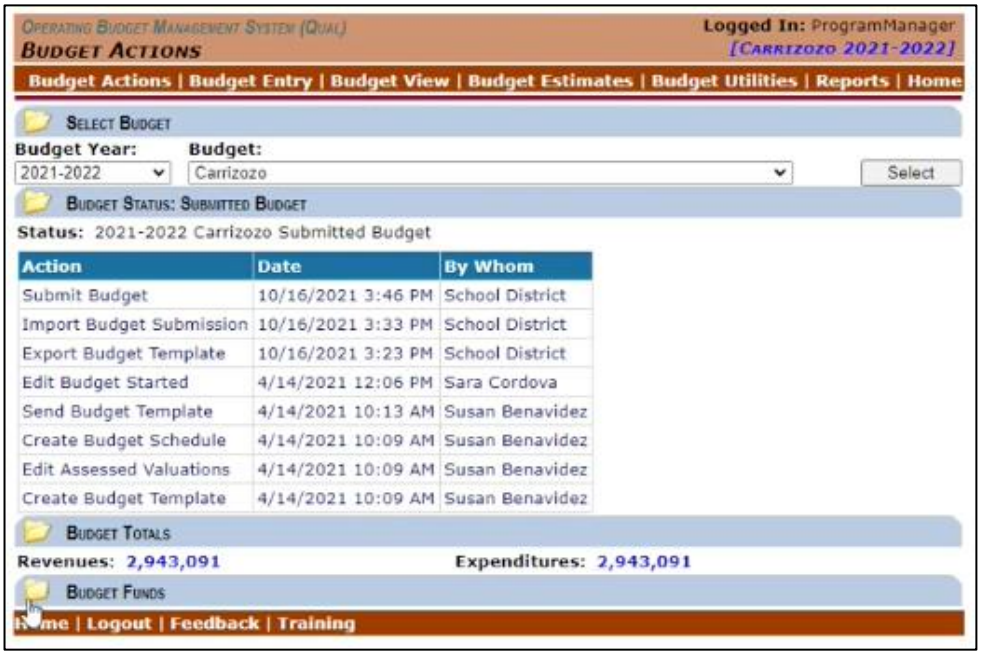


Expenditures

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 lines(s) found... 17 expenditure line(s) found... Close

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

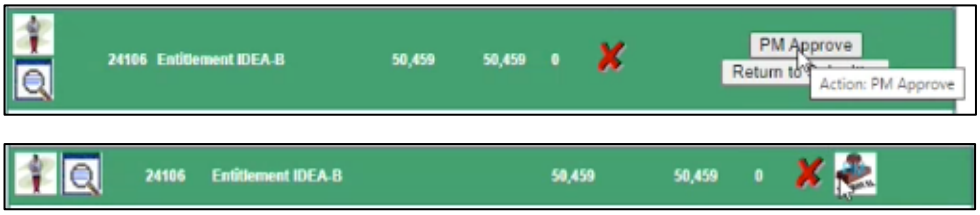


7. If you approve the fund, click the **PM Approve** button in the **Approved** column. This adds your stamp of approval next to the **X**. See the screens in the next step.

   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.

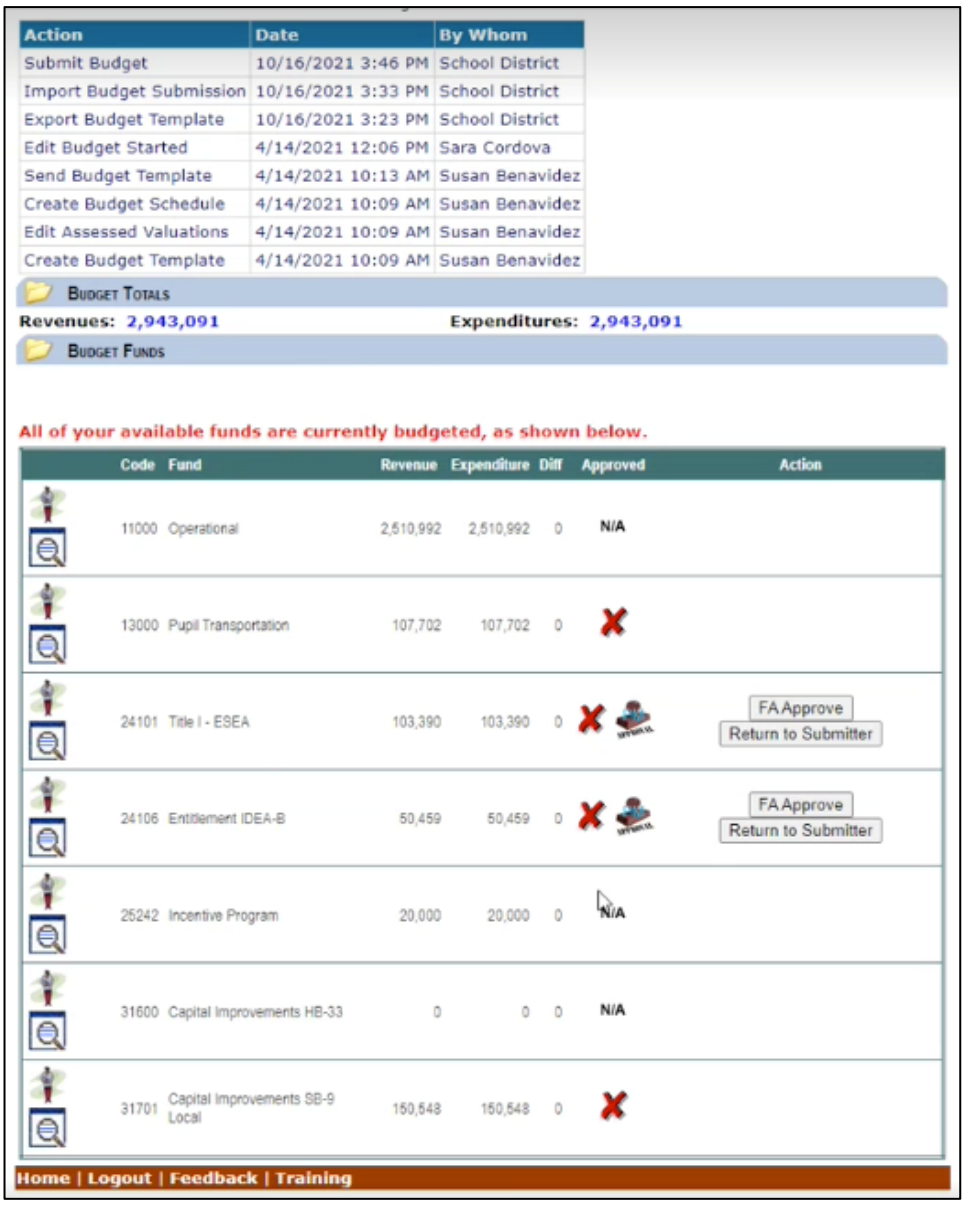


Repeat steps 2 to 7 as many times as you need for the number of funds that require your approval.

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: 2,943,091 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		FA Approve / Return to Submitter
24106	Entitlement IDEA-B	50,459	50,459	0		FA 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		

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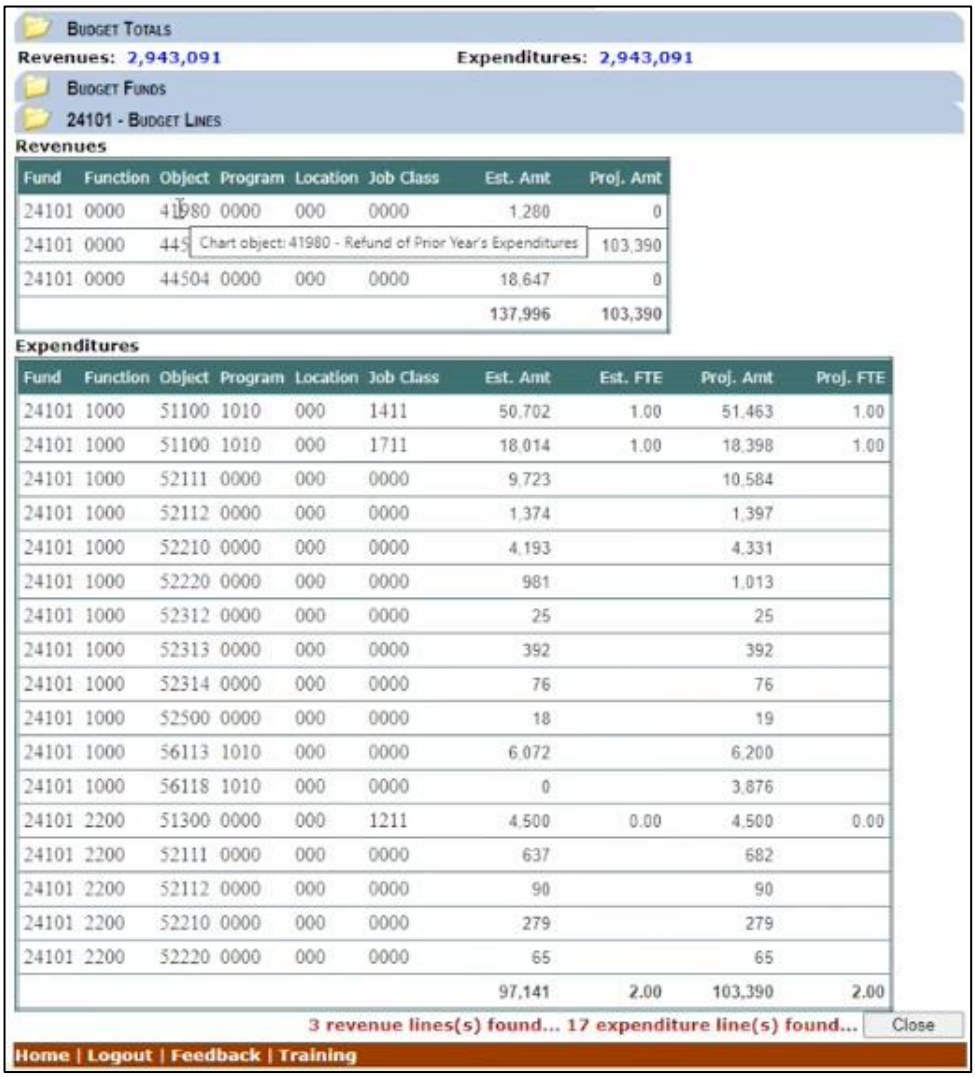
The buttons under the **Action** column show the FA is responsible for **24101 Title I - ESEA** and **24106 Entitlement IDEA-B** funds in Carrizozo's 2021-2022 budget.

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 the pop-up window identifying the item.

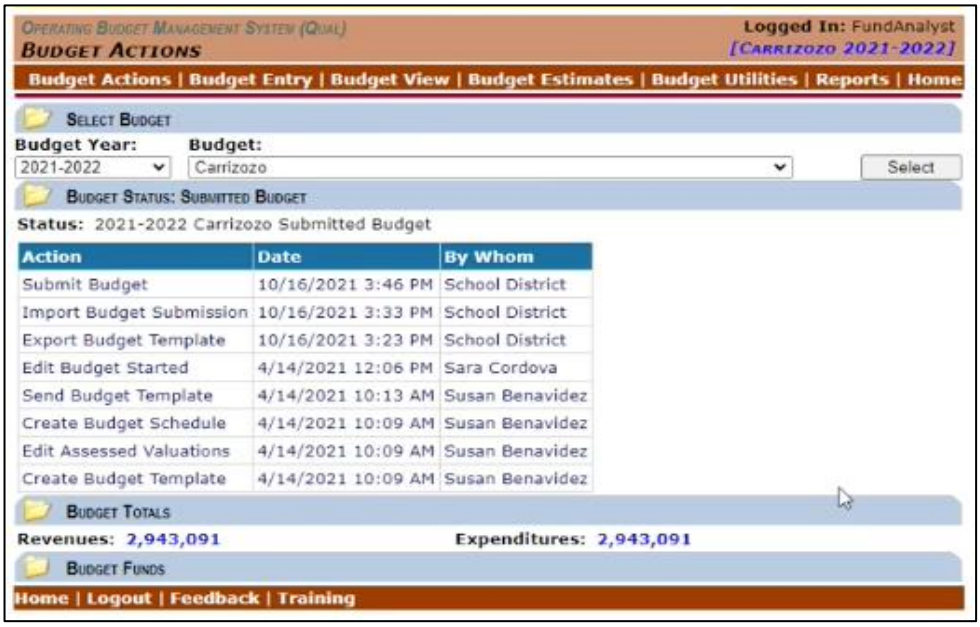


Fund	Function	Object	Program	Location	Job Class	Est. Amt	Proj. Amt
24101	0000	41980	0000	000	0000	1,280	0
24101	0000	445					103,390
24101	0000	44504	0000	000	0000	18,647	0
						137,996	103,390

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. 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.



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

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

Or

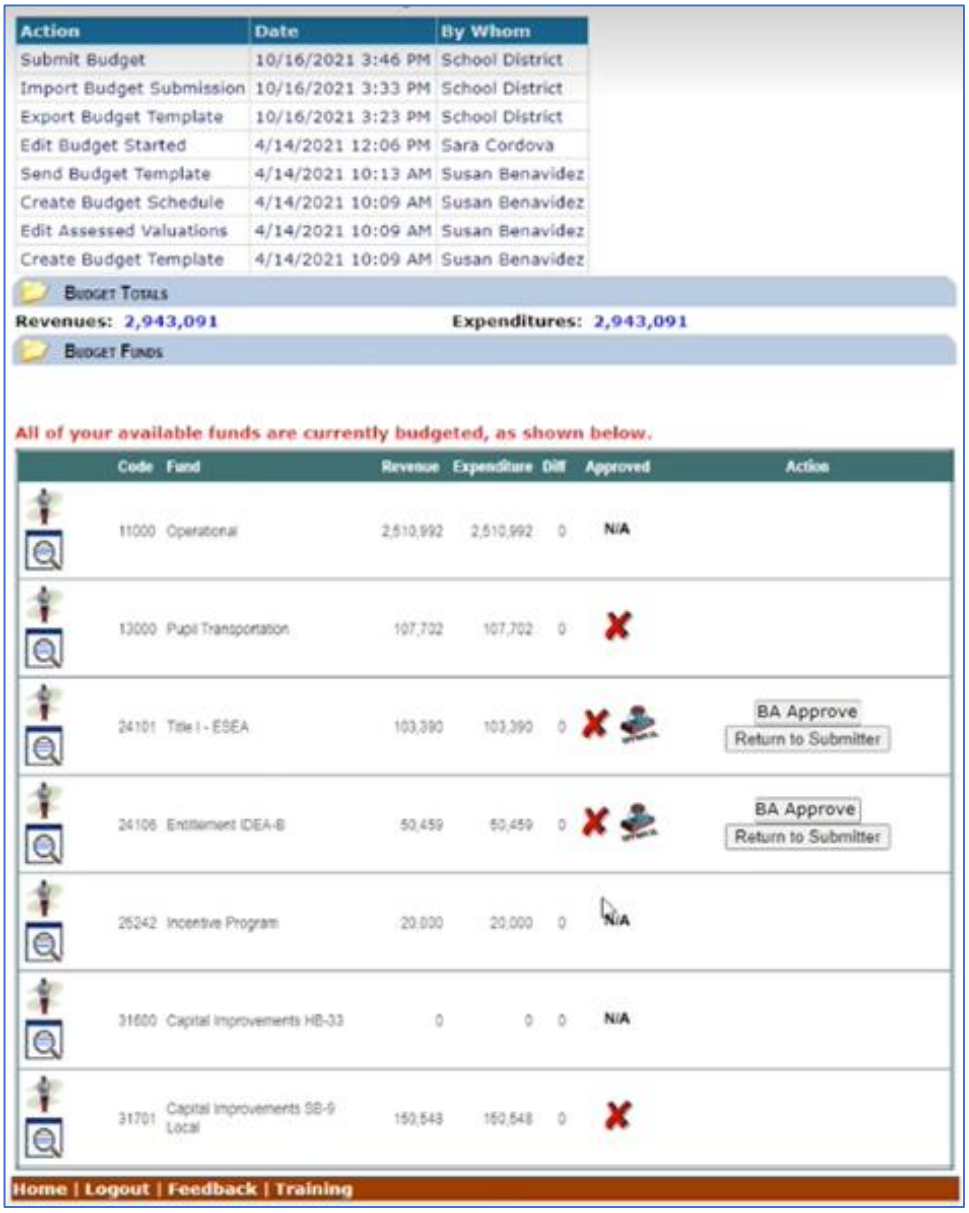
If you want the submitter to make changes, click the **Return to Submitter** button. Then send an email to the submitter with information about the corrections you require for approval.

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.



2. Follow the steps in the previous procedure, *To approve or request changes to funds (FA procedure)*. The **BA Approve** and **Return to Submitte**r 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.

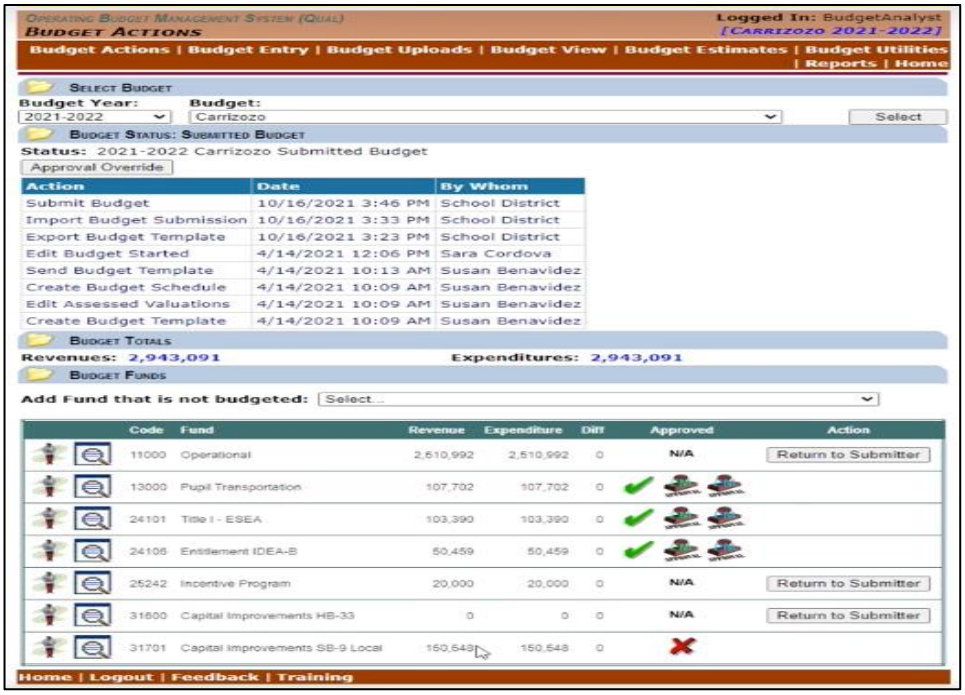
  Or

- 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:

1. 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**.



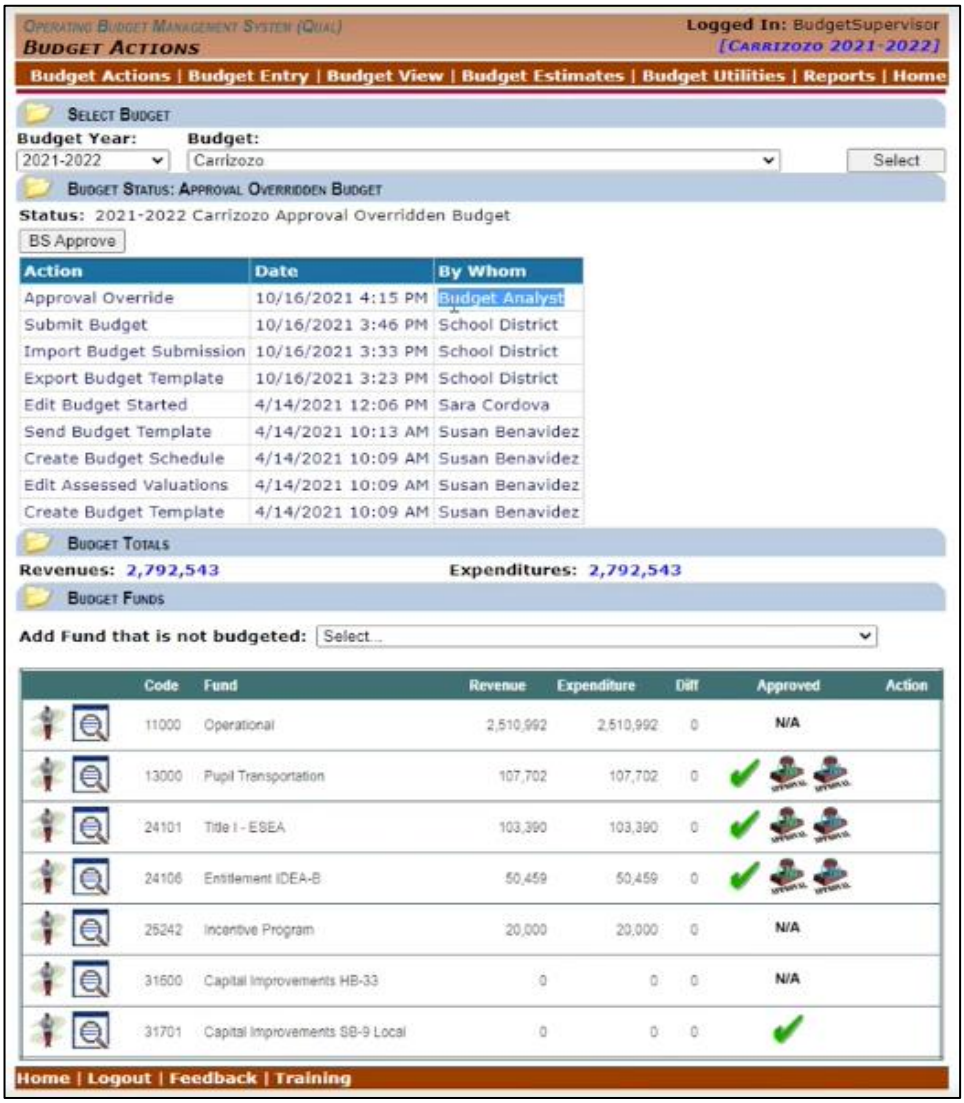
2. Near the top left of the screen, under **BUDGET STATUS: SUBMITTED BUDGET**, click the **Approval Override** button to override approval of the Direct funds.

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

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**.

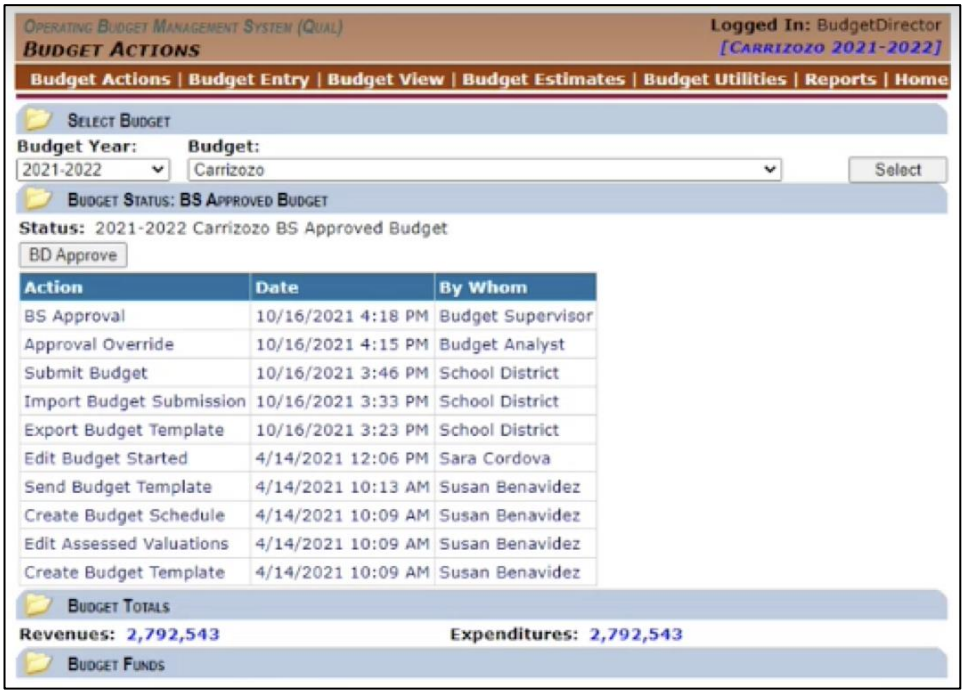


2. Look under **By Whom** to see that the Budget Analyst (highlighted in blue), who reports to you, did their part with an **Approval Override**.
3. Review all fund information to check that everything makes sense.
4. Near the top under **BUDGET STATUS: APPROVAL OVERRIDDEN BUDGET**, click the **BS Approve**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

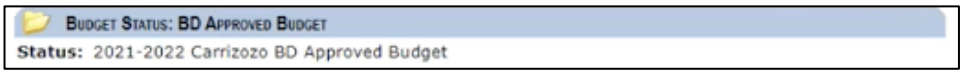
Note: In this case, no approval stamp displays next to the ✔ because no one approved the fund before the BS approved it.

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

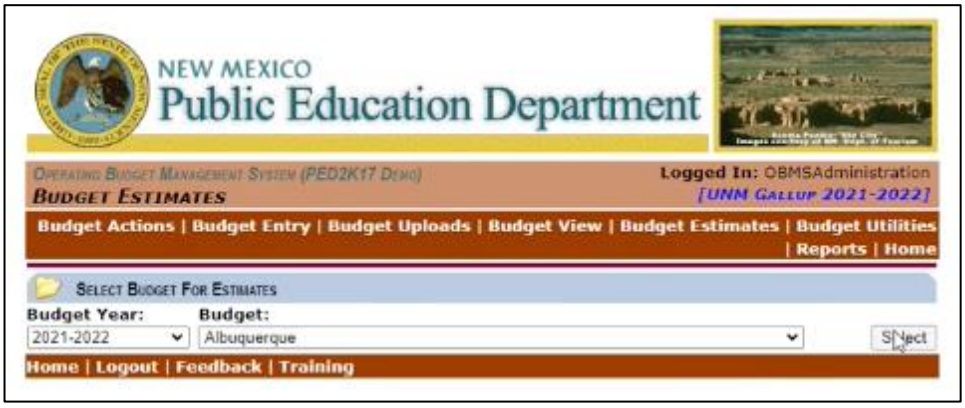
1. Near the center of the ***Budget Actions*** navigation bar, click **Budget View** to open the ***Budget View*** page.

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

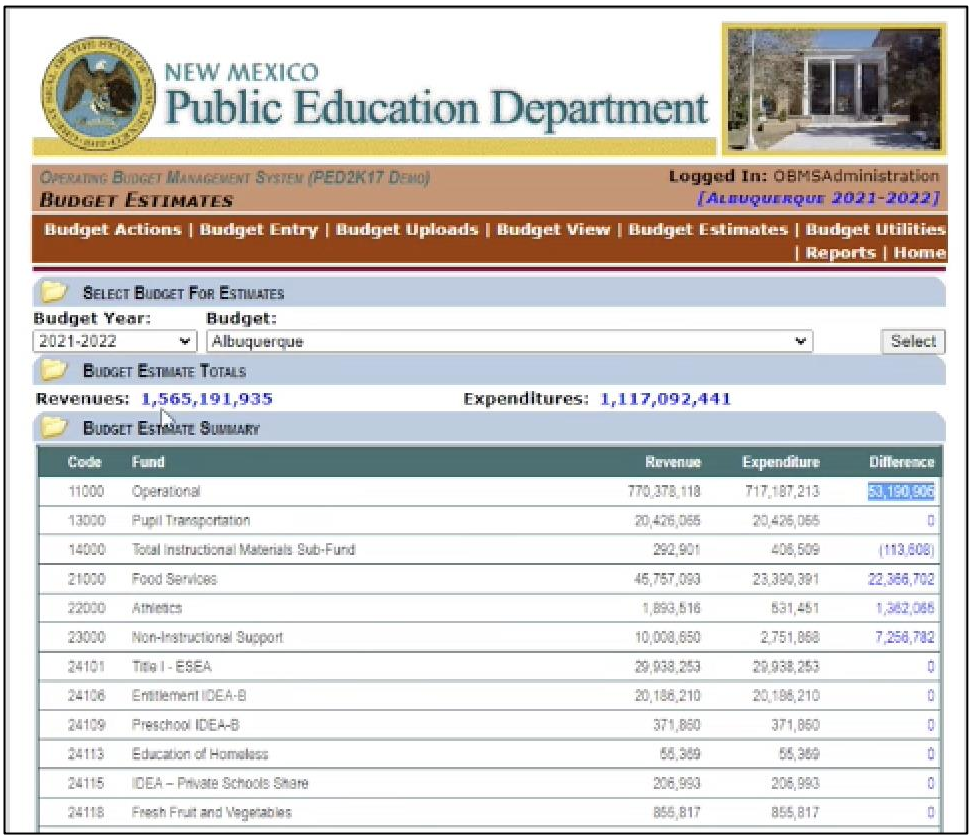
2. Next to **Budget**, select the budget you want. The UNM Gallup 2021-2022 budget in the example shows basic details of the budget.
3. To see expenditure and revenue lines for the budget, near the bottom left of the screen, click the **Expenditure Lines** folder or the **Revenue Lines** folder.

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.



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.



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.

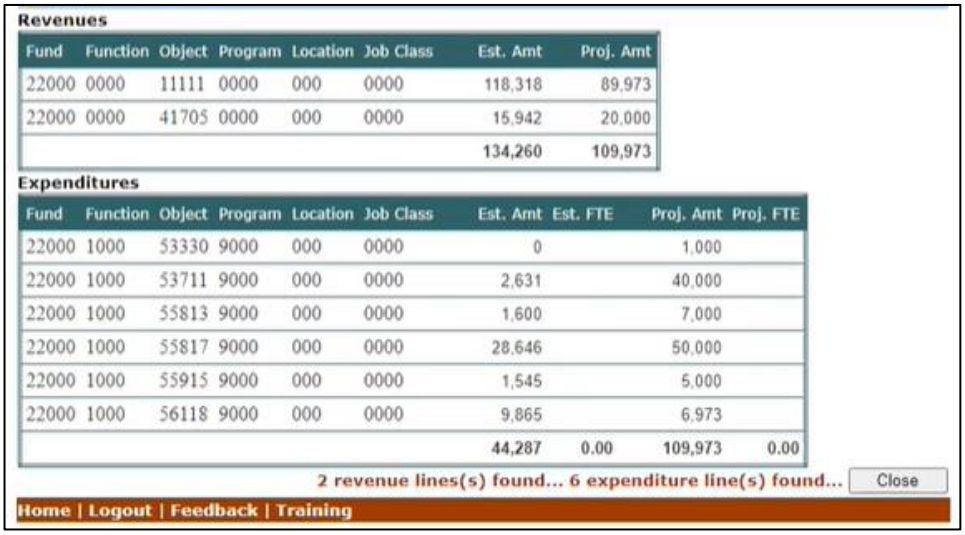
1. On the ***BUDGET ACTIONS*** page, under **Budget Year** and **Budget**, select the year and the budget entity for the BAR.

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

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

2. 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.



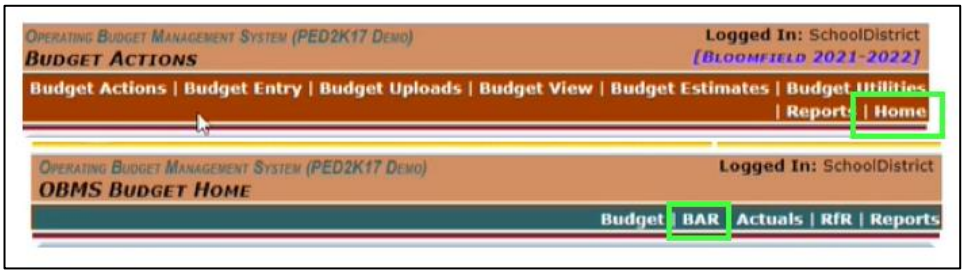
Revenues

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

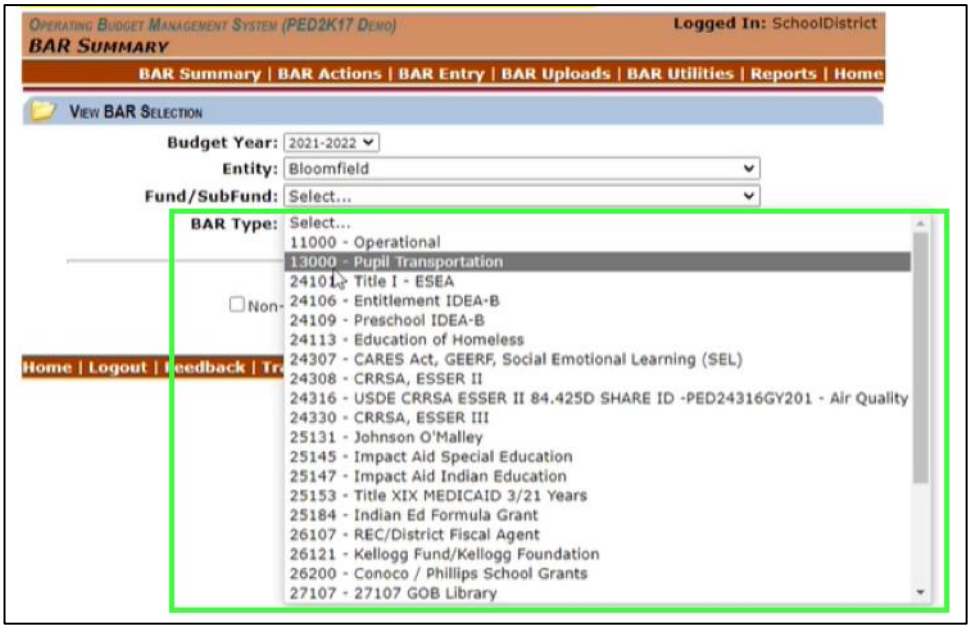
Expenditures

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

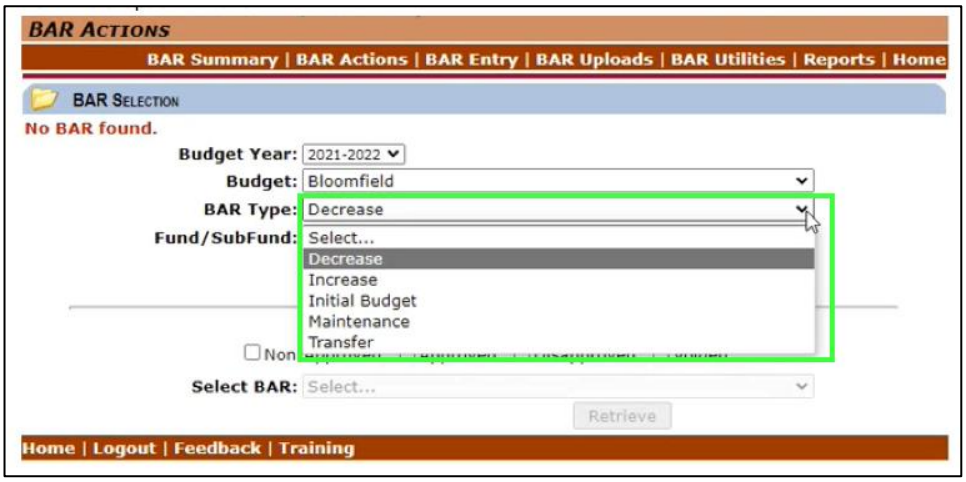
3. Click **Home**, then on the ***OBMS BUDGET HOME*** page, click **BAR**.



The ***BAR SUMMARY*** page displays.



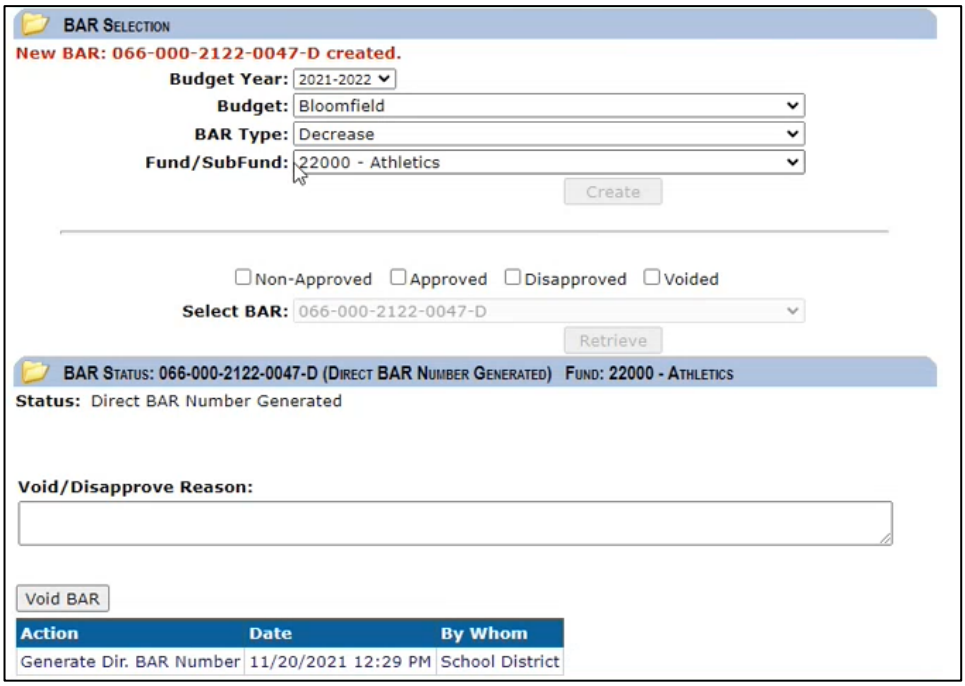
4. Select the **Budget Year** and **Entity**, and next to **Fund/SubFund**, make sure the fund number you want to create a BAR for is *not* in the list. In this example, **22000** isn't in the list. The numbers jump from 13000 to 24101.
5. Now click the **BAR Actions** link and next to **BAR Type**,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



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

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.

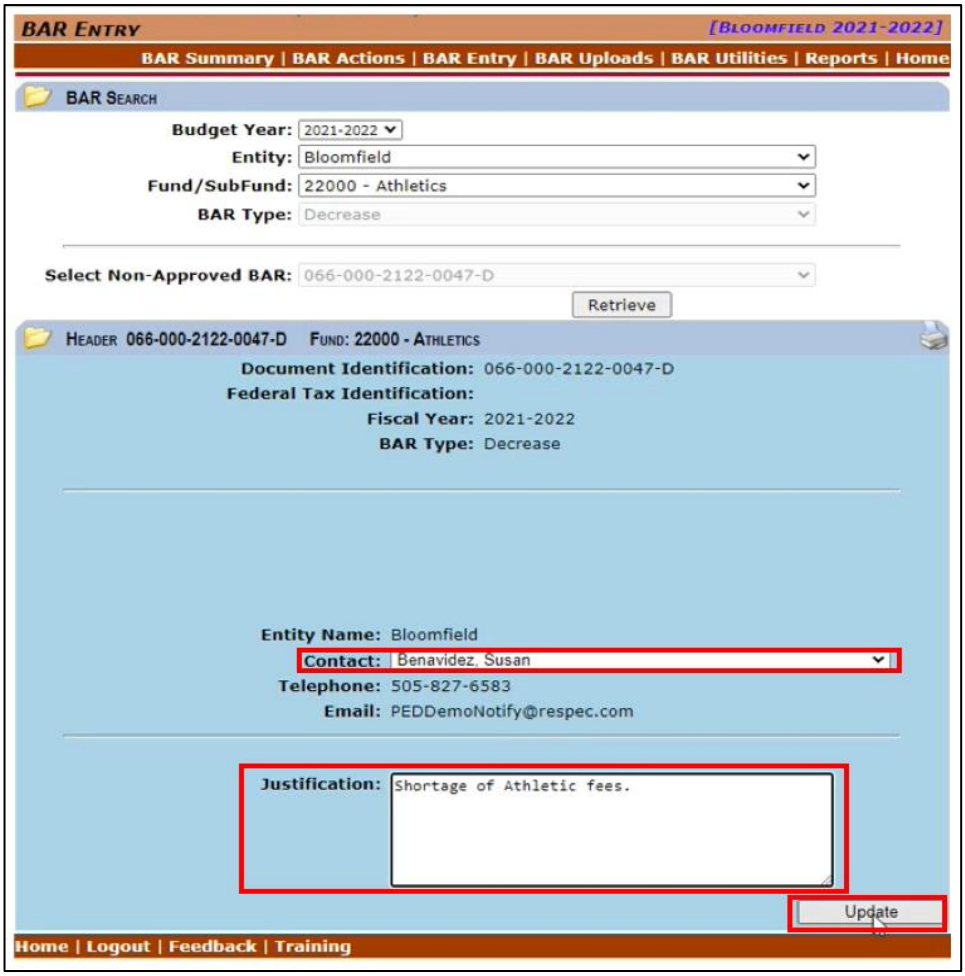


This BAR Smart Number is **066-000-2122-0047-D**.

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

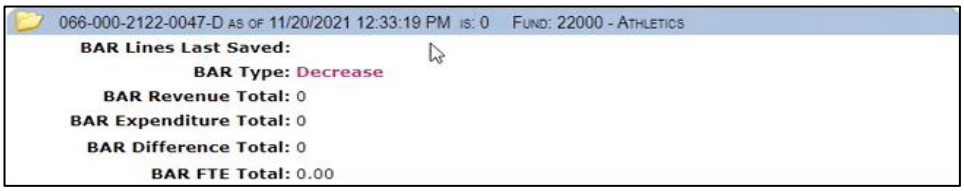
Note: If under **BAR SELECTION** you select anything by mistake, you can click the **Void BAR** button at the bottom left of the screen.

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.

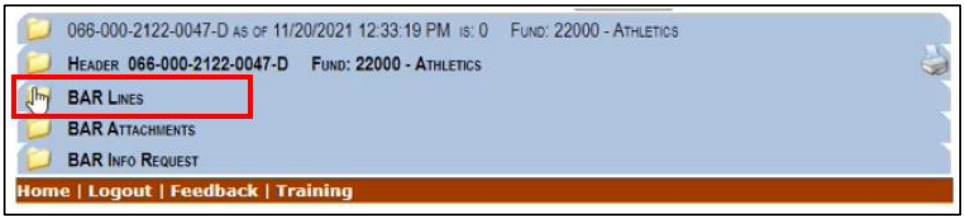
8. Click the **Update** button. The next screen that displays shows updated header information and all **Total** types at **0**.



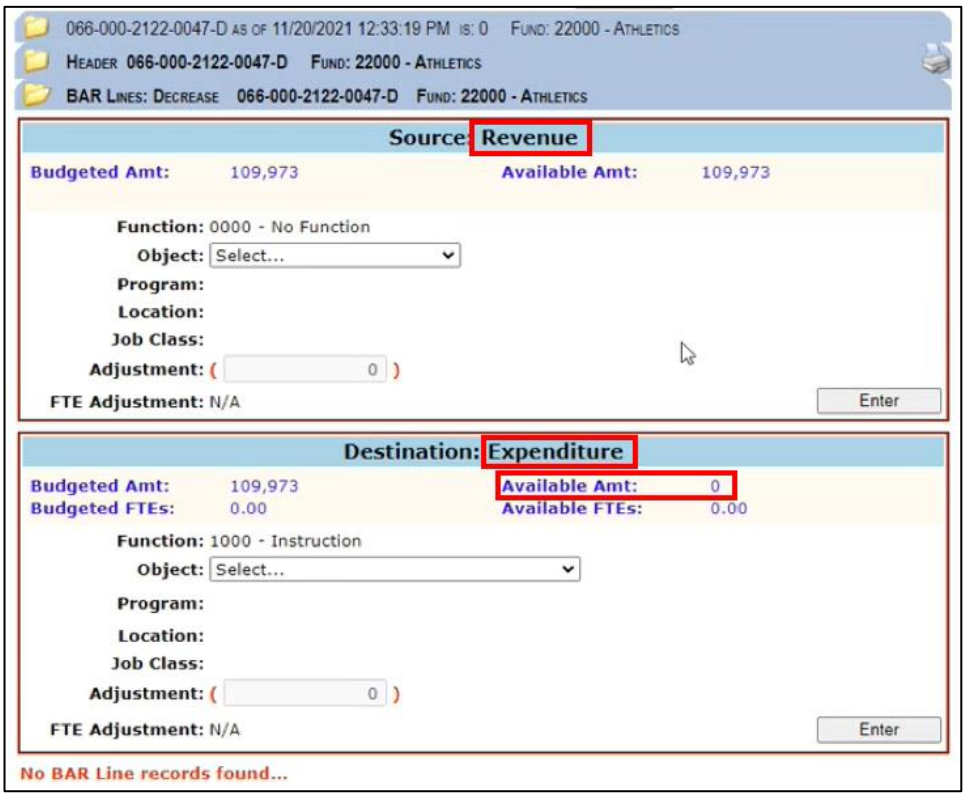
Continue to the next procedure to complete this BAR for a Direct fund, which begins by populating these **0** totals.

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.



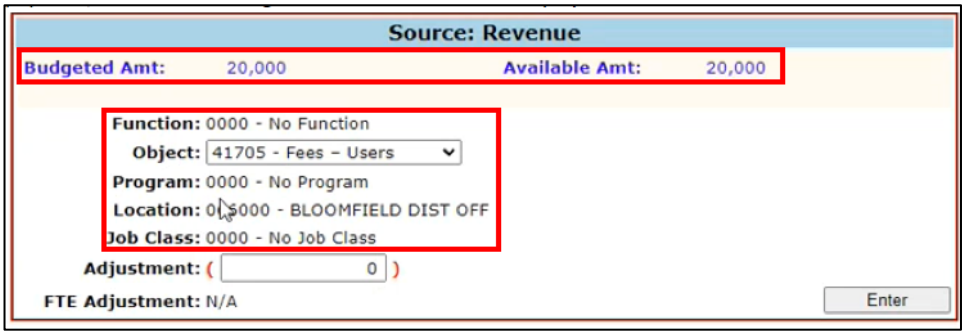
The display expands with a **Revenue** box now under the header and an **Expenditure** box, which shows **Available Amt: 0**. Because this example is a **Decrease** BAR, we need to decrease the revenue and expenditures.



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

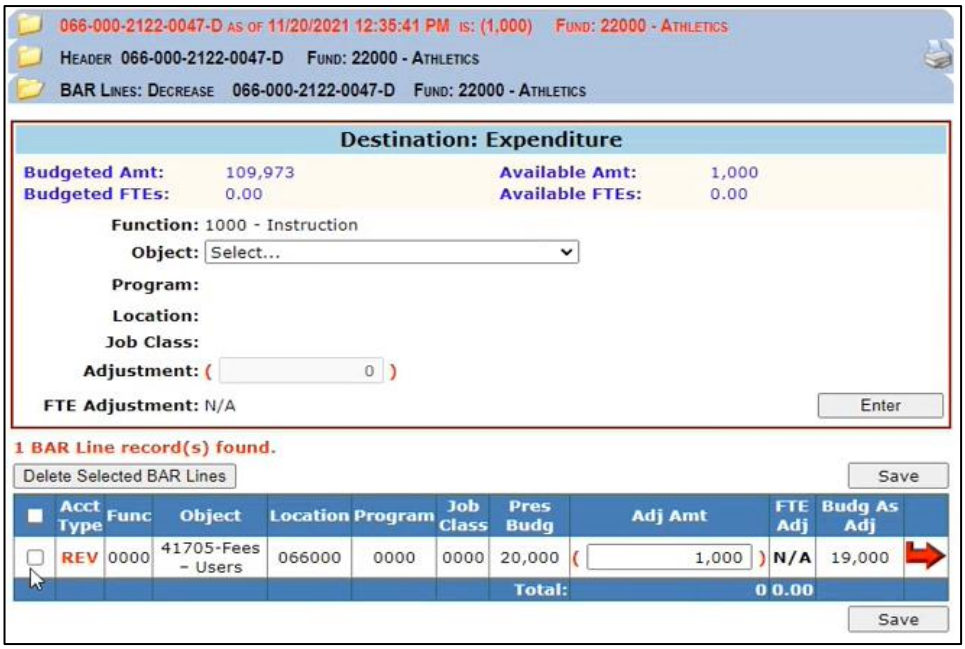
2. Next to **Object**, select the one you want to decrease revenue from. In this example we select **Fees – Users**.

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



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



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

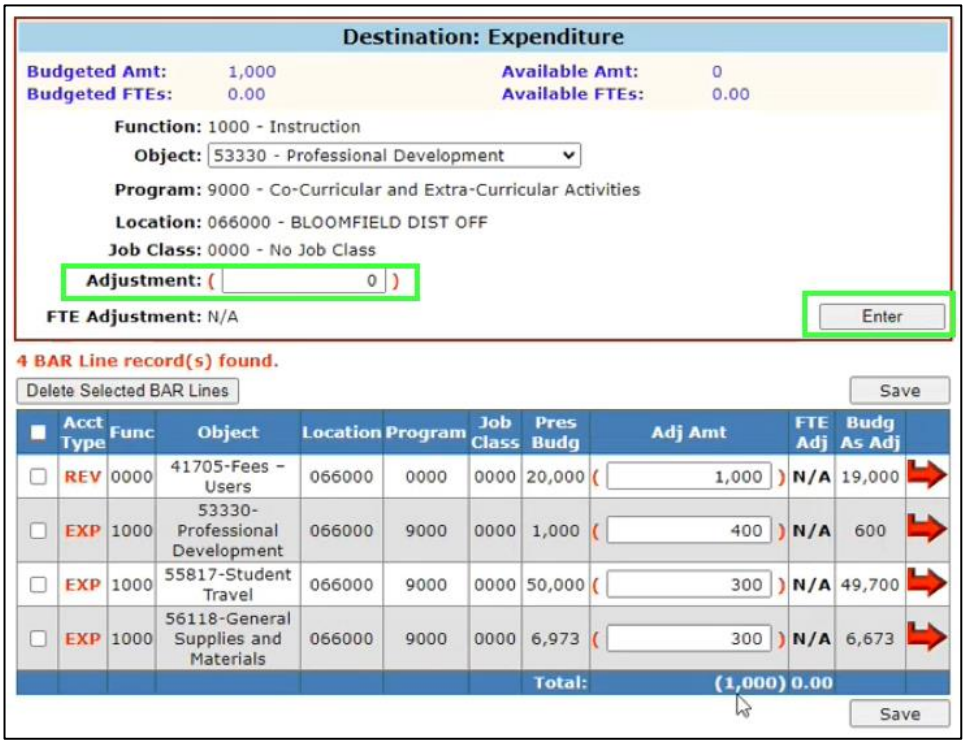
- To delete all lines, click the box to the left of **Acct Type** and then click the **Delete Selected BAR Lines** button.

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

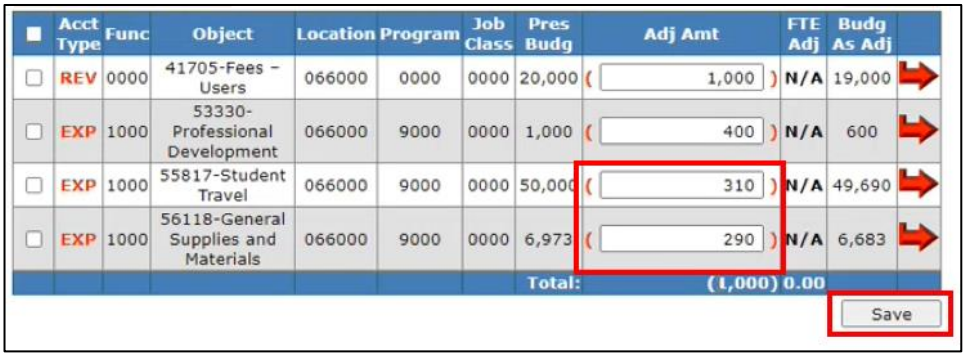
5. Now balance the BAR by decreasing money from an **Object** in the **Expenditure** box. Next to **Object**, select the one you want to decrease the expenditure from.

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**.

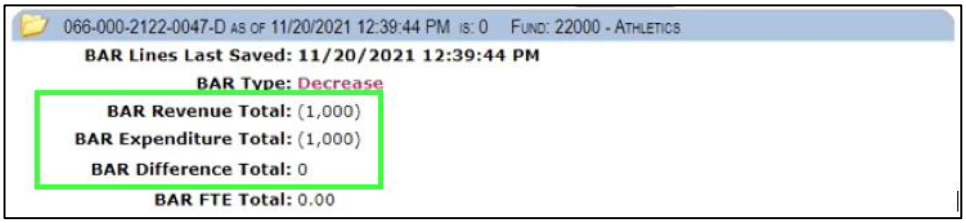
   Because we decreased the amount of revenue from **Fees – Users** in Step 2 of this example, we decide to decrease the amount of expenditures from **Professional Development**, **Student Travel**, and **General Supplies and Materials**. Those three lines display under **4 BAR Line record(s) found** with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



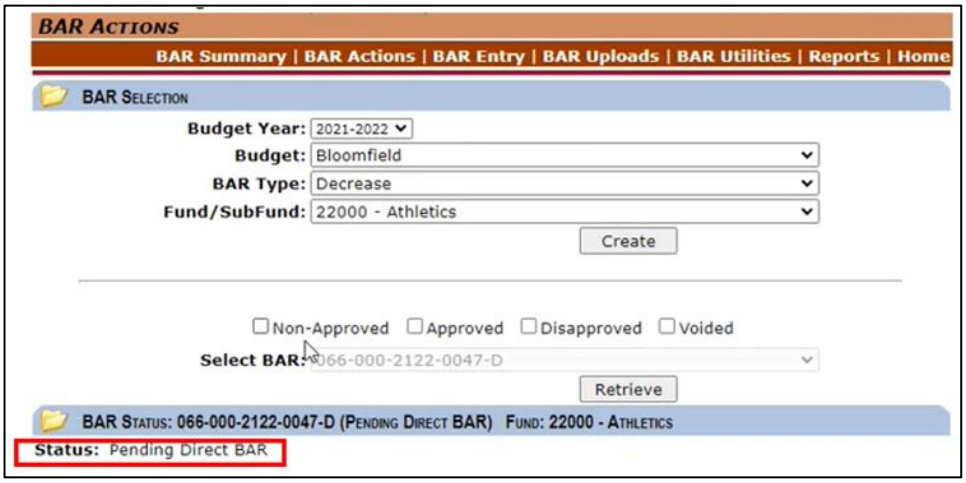
7. If you want to change any adjustment amounts, change them in the **Adj Amt** column, and then click **Save**.



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



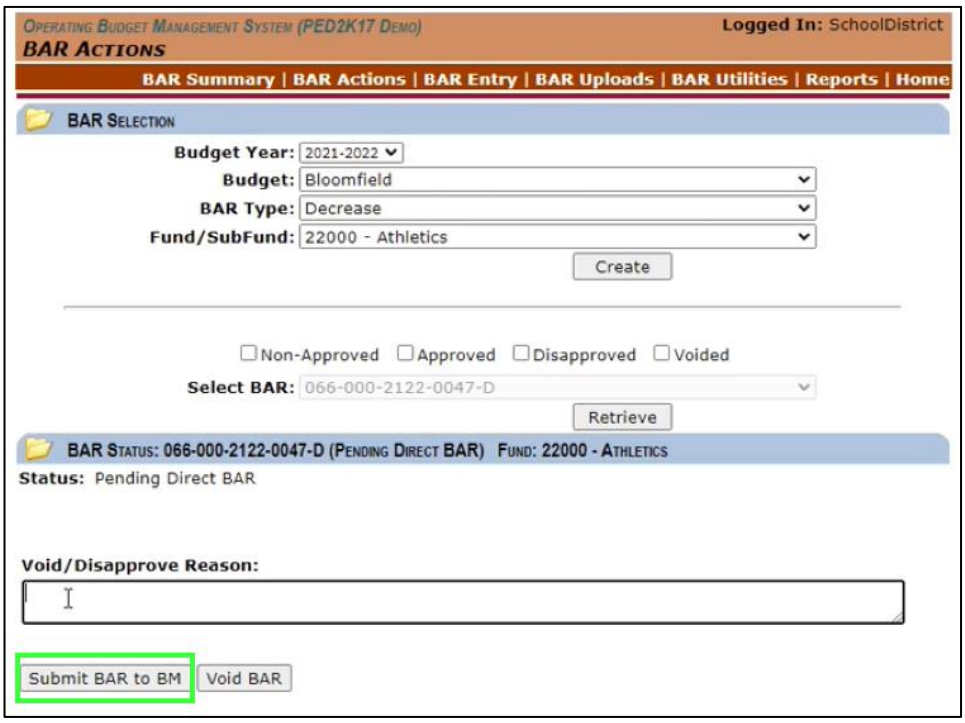
8. Click the **BAR Actions** link and make sure the status of the new BAR you created shows **Status: Pending Direct BAR**.



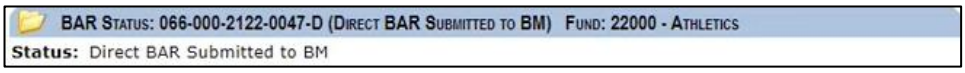
9. If for any reason you want to void the BAR, enter a comment in the **Void/Disapprove Reason** box and then click the **Void BAR** button.

Or

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



After you submit the BAR, the status changes to **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.

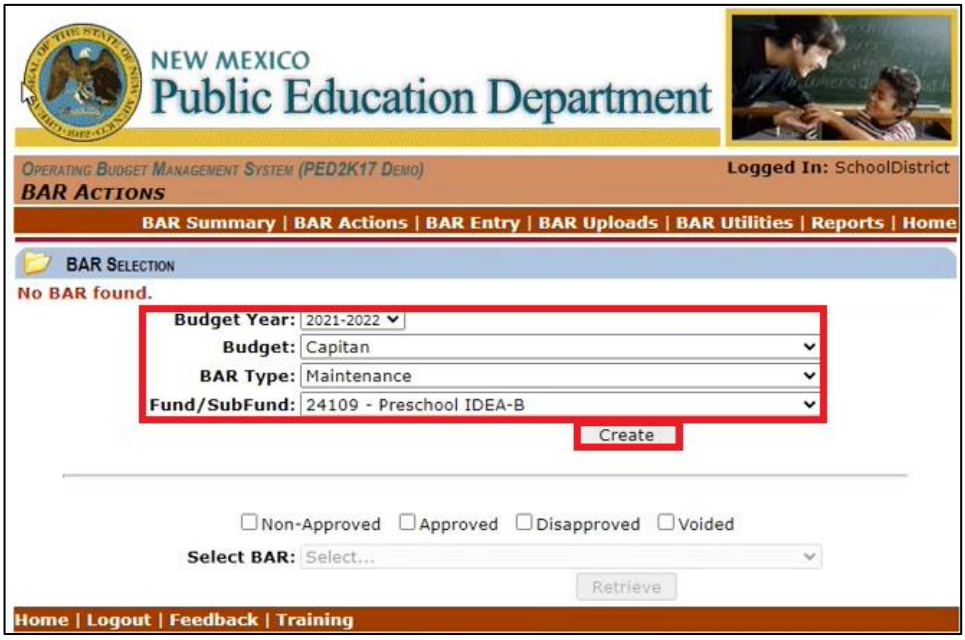
To create a Direct or Flowthrough Maintenance BAR

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.

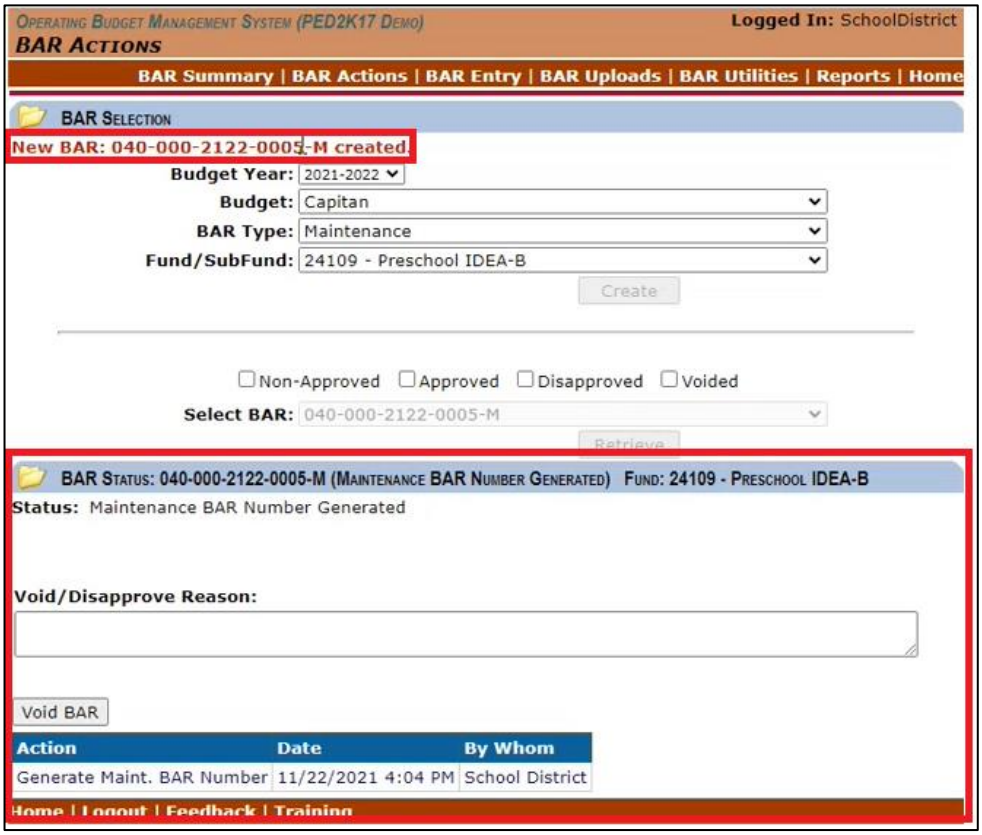
After logging in as a School District and clicking the **BAR** link on the ***OBMS BUDGET HOME*** page, follow these steps to create a Direct Maintenance BAR or a Flowthrough Maintenance BAR:

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**.

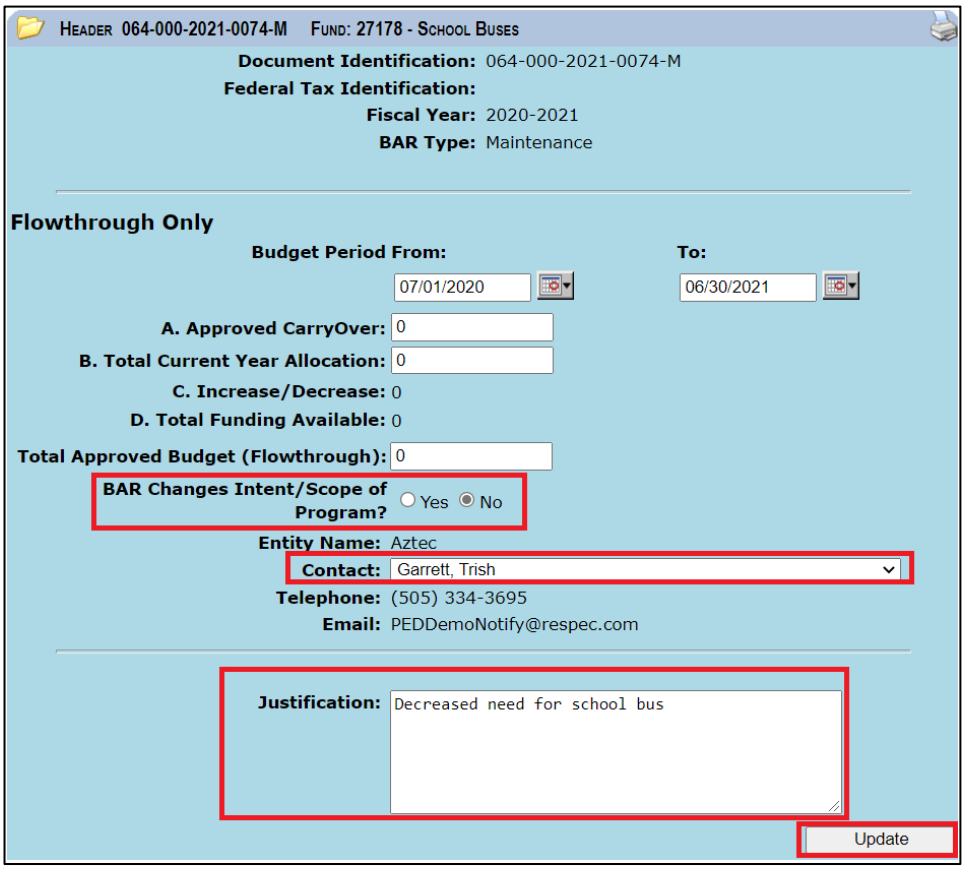
   This example shows 2021-2022 Capitan creating a Maintenance BAR with 24109 - Preschool IDEA-B.



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

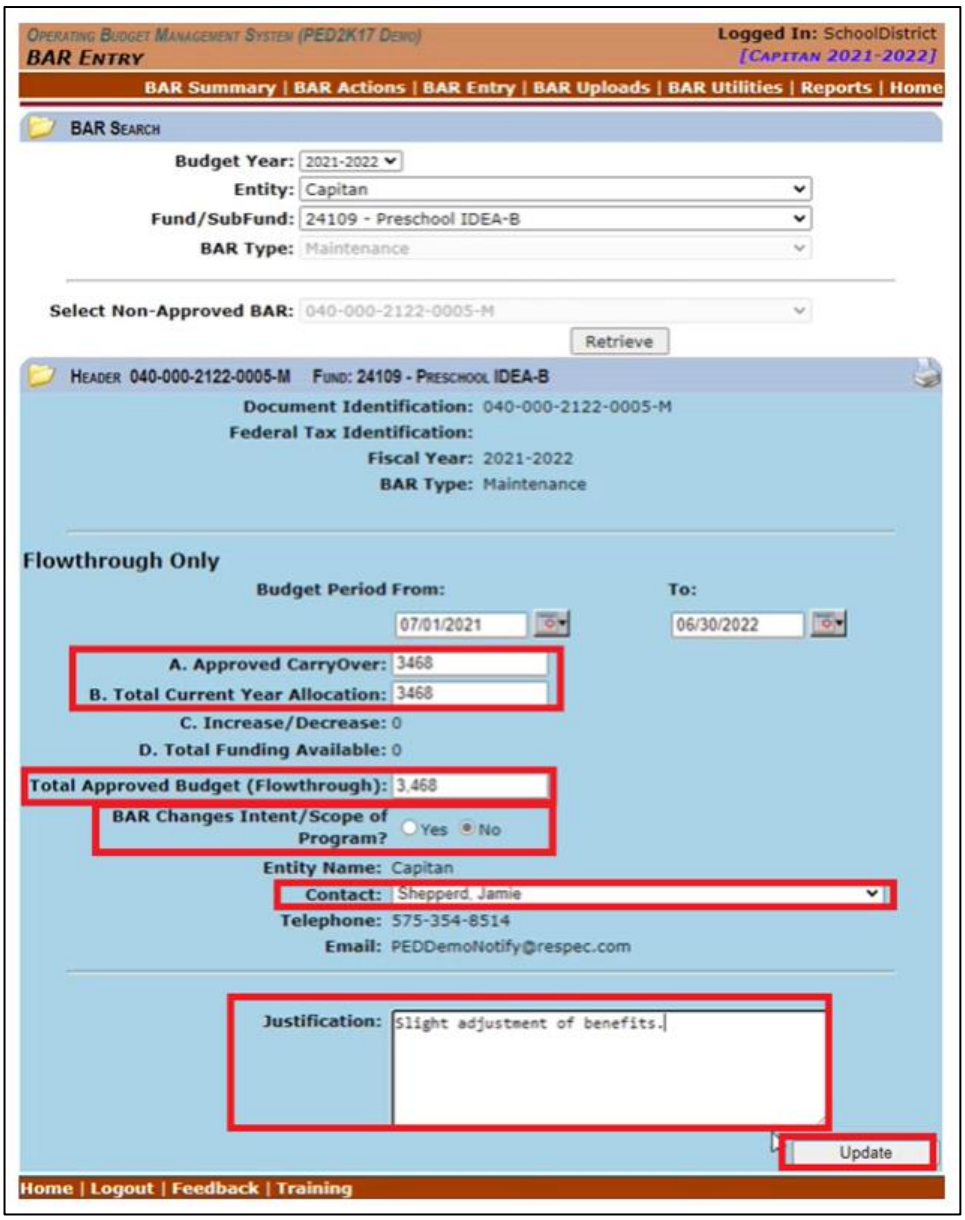


2. Click the **BAR Entry** link and when you see the budget period dates under **Flowthrough Only**, do the following:
   - For a Direct Maintenance BAR, **Approved CarryOver**, **Total Current Year Allocation**, and **Total Approved Budget (Flowthrough)** all are **0**. Leave those entries at **0**.



Or

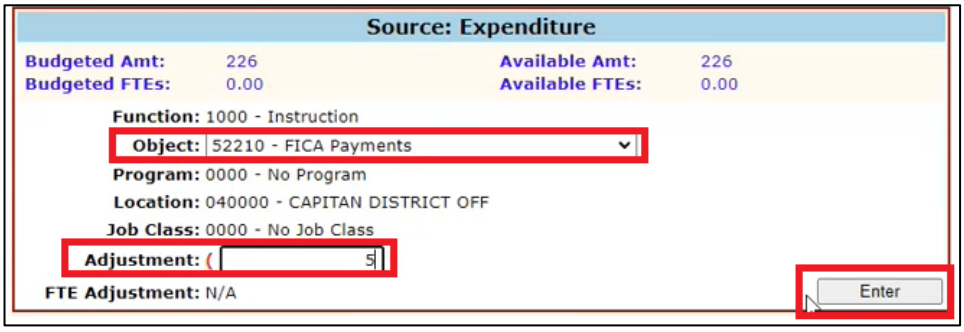
- For a Flowthrough Maintenance BAR, enter the amounts for **Approved CarryOver**, **Total Current Year Allocation**, and **Total Approved Budget (Flowthrough)**.
- Click **Yes** or **No** to answer **BAR Change Intent/Scope of Program**? (Usually No. Yes in rare cases.)
- Select a contact, enter your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



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

4. In this example, from the money originally budgeted for FICA Payments, we want to take $5. In the **Source** box, do the following:

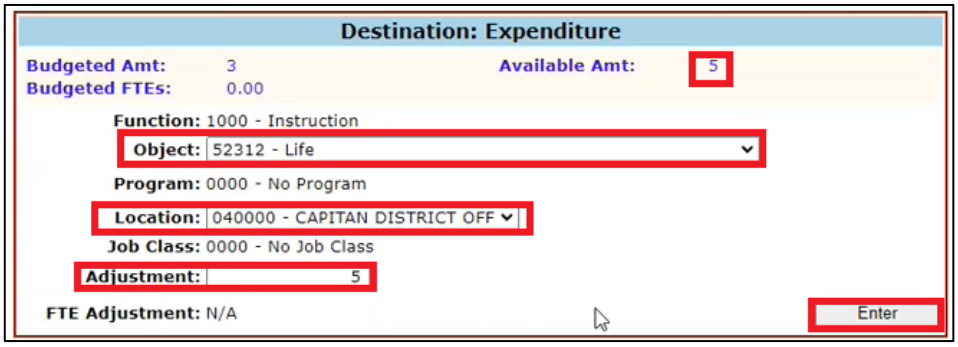
- Next to **Object**, select **52210 - FICA Payments**.
- Next to **Adjustment**, enter $**5**, and then click **Enter**.



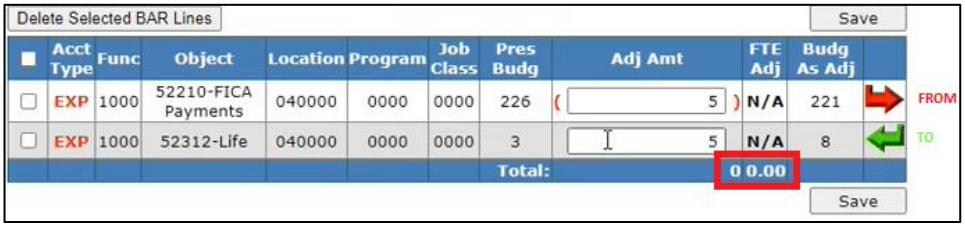
5. In the **Destination** box, we need to spend the $5 we took from the **Object**. Notice in the previous **Destination** box, the **Available Amt** was **0** and in the current **Destination** box, it's **5**, the dollar amount taken from the source.

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**.



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

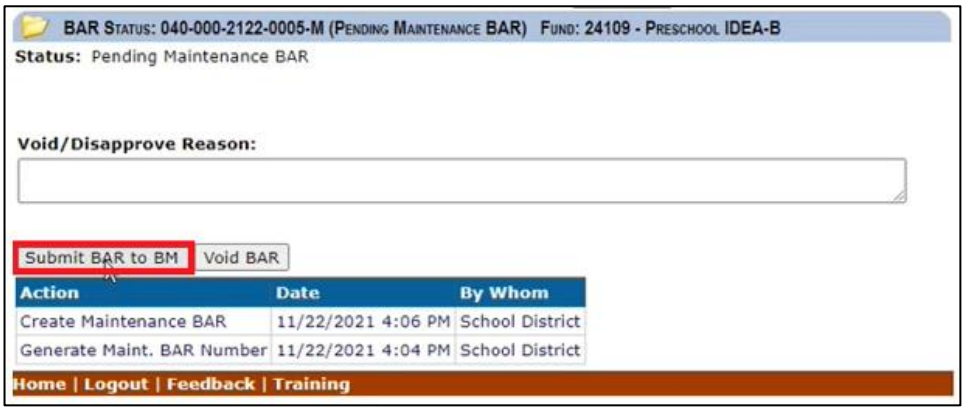


7. Click the **BAR Actions** link, and then do one of the following:

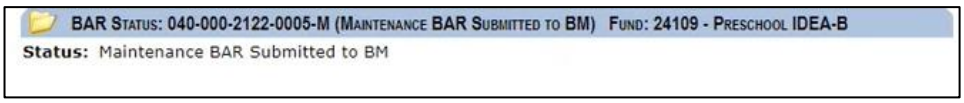
- If for any reason you want to void the BAR, enter a comment in the **Void/Disapprove Reason** box and then click the **Void BAR** button.

  Or

- If you're ready to submit this BAR, click the **Submit BAR to BM** button and wait for Local/Governance Board approval.



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



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**

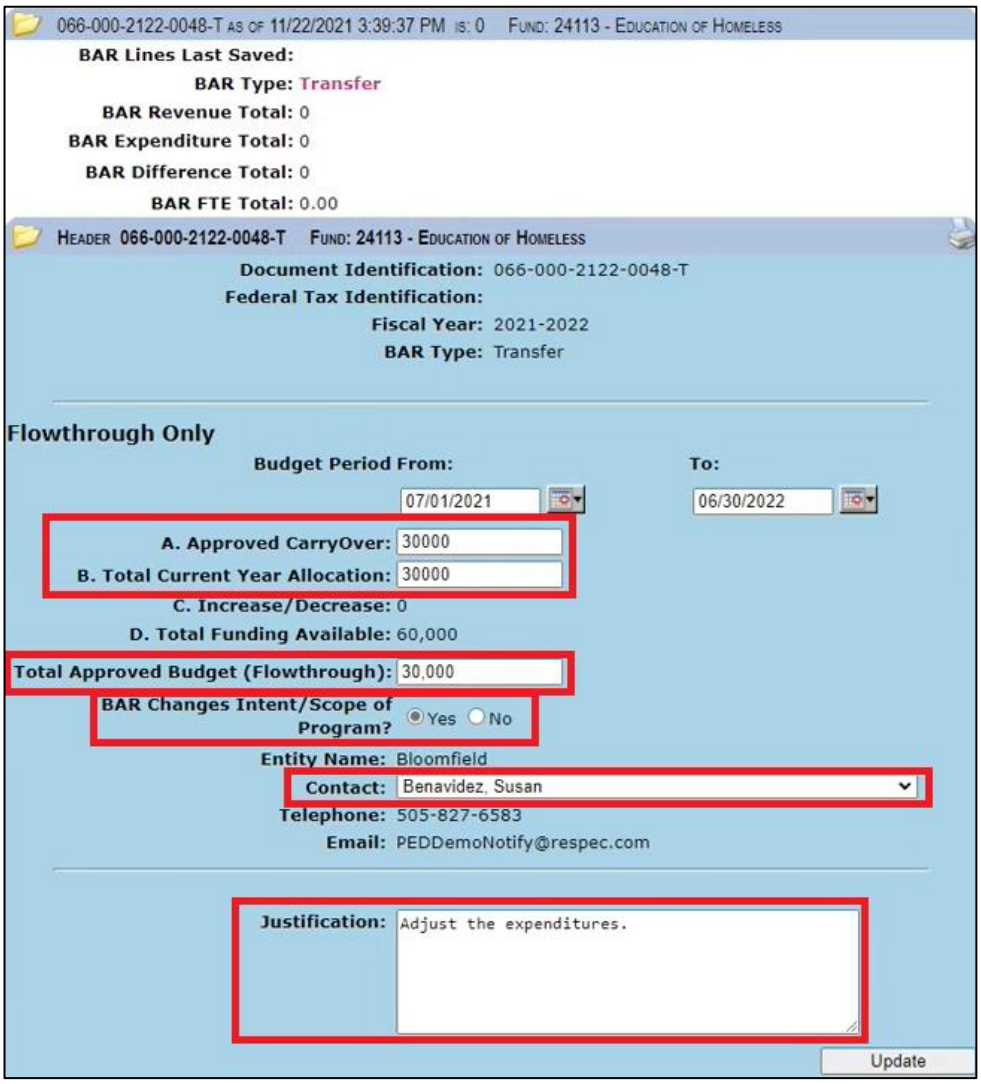
2. Click **Home** to go to the ***OBMS HOME PAGE*** page, click **BAR**, and then click the **BAR Actions** link.

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.

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

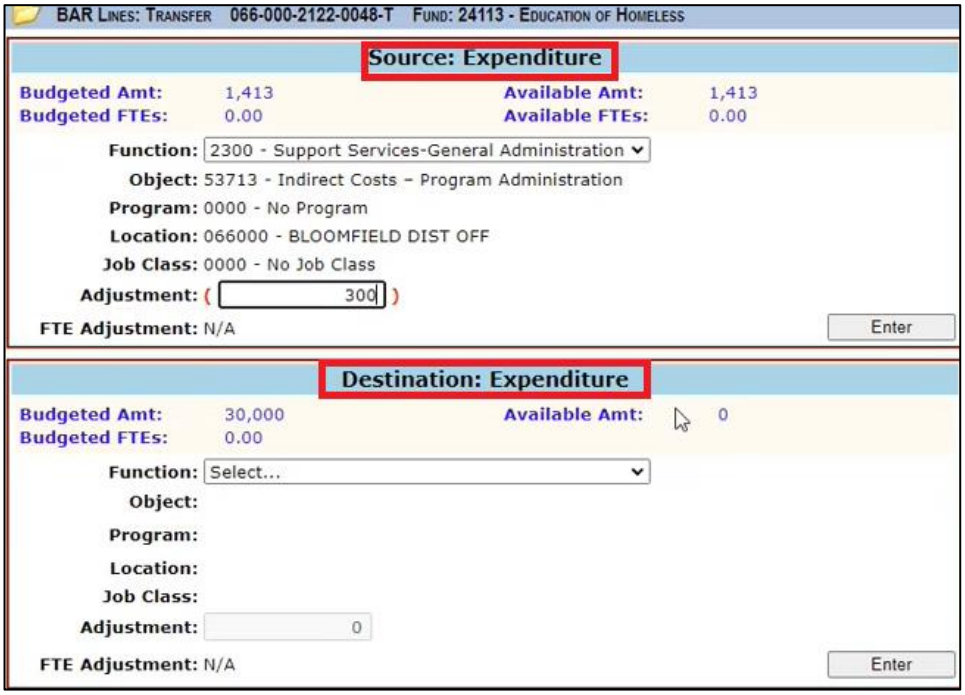
5. When you see the budget period dates under **Flowthrough Only**, do the following:
   - Enter the amounts for **Approved CarryOver**, **Total Current Year Allocation**, and **Total Approved Budget (Flowthrough)**.
   - Click **Yes** or **No** to answer **BAR Change Intent/Scope of Program**?
   -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



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.



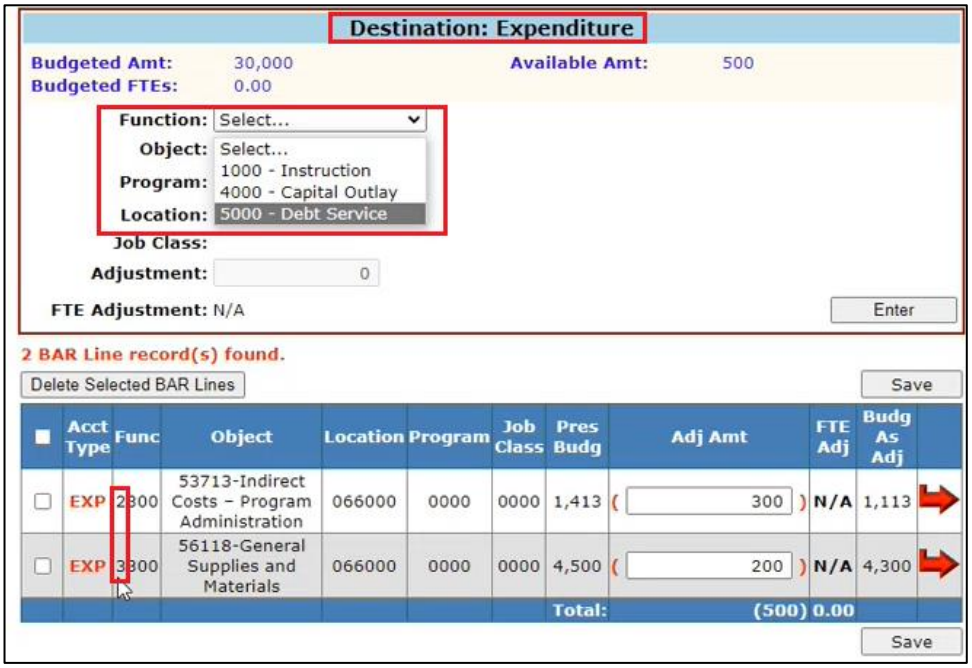
2. Select the **Function** you want to transfer money from (**2300** shown here), check the **Available Amt** above it, and next to **Adjustment**, enter the amount to transfer. In this example, the amount is **300**. Then click **Enter**.

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

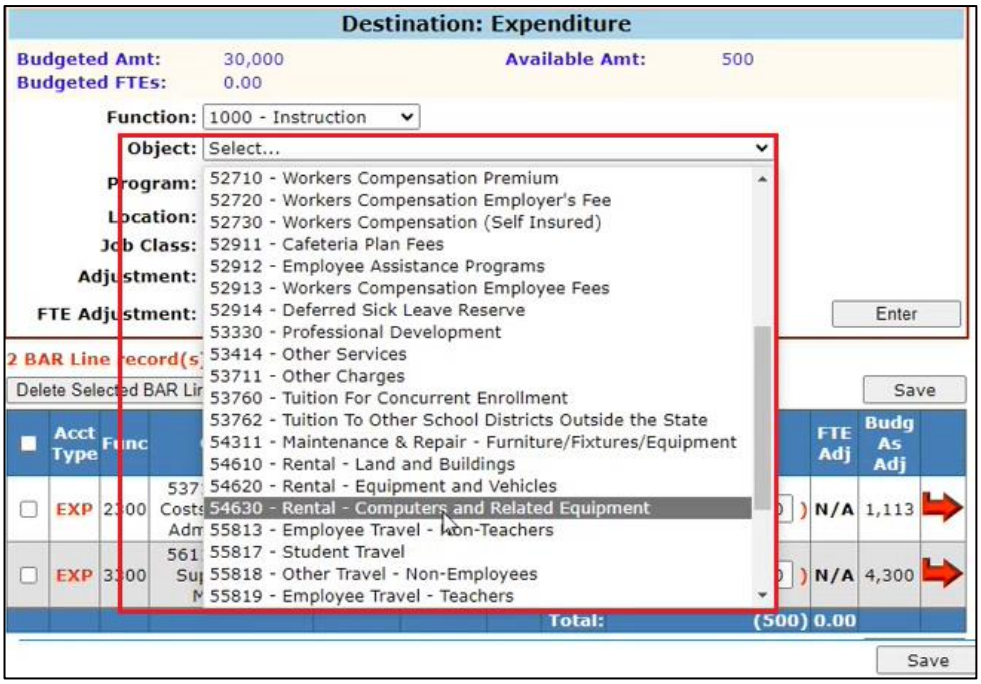
   If you want to transfer more money from more functions, repeat this step for each function code(s). We also want also transfer money from **General Supplies and Materials**, so we repeat this step for **Function 3300**.

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

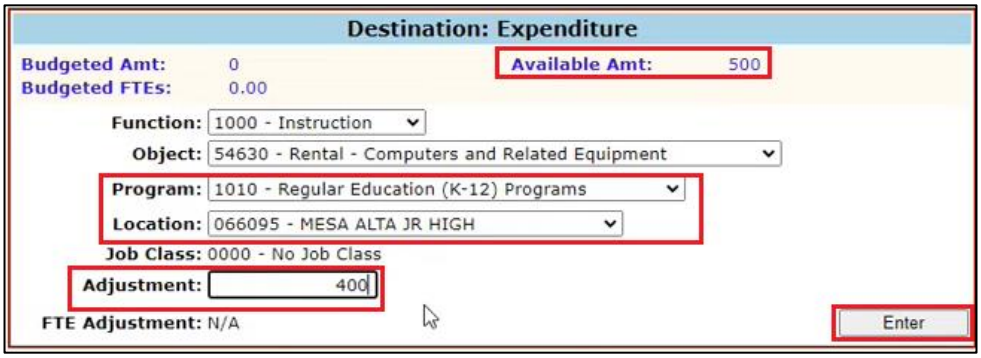
Note: The available function codes never start with the same digits you chose in the **Source** box. In this example where functions **2300** and **3300** were taken from the **Source**, no **Destination** functions that start with **2** or **3** are available.



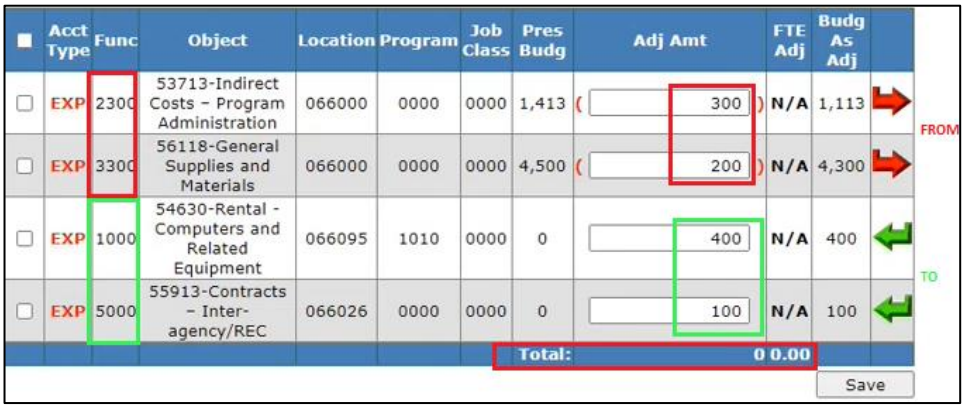
4. Select an **Object** where you want to spend the transferred money. In this example, it's **54630 - Rental - Computers and Related Equipment**.



5. 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.



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	
EXP	2300	53713-Indirect Costs – Program Administration	066000	0000	0000	1,413	(300)	N/A	1,113	FROM
EXP	3300	56118-General Supplies and Materials	066000	0000	0000	4,500	(200)	N/A	4,300	
EXP	1000	54630-Rental - Computers and Related Equipment	066095	1010	0000	0	400	N/A	400	TO
EXP	5000	55913-Contracts – Inter-agency/REC	066026	0000	0000	0	100	N/A	100	
						Total:	0 0.00			

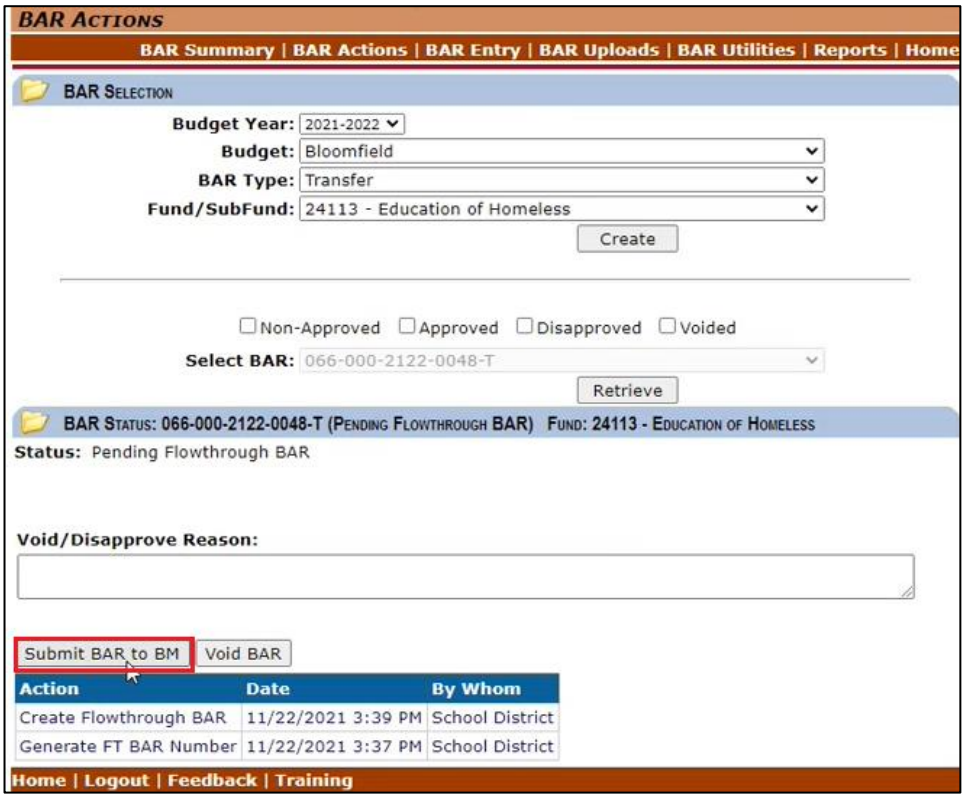
Save

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.



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.

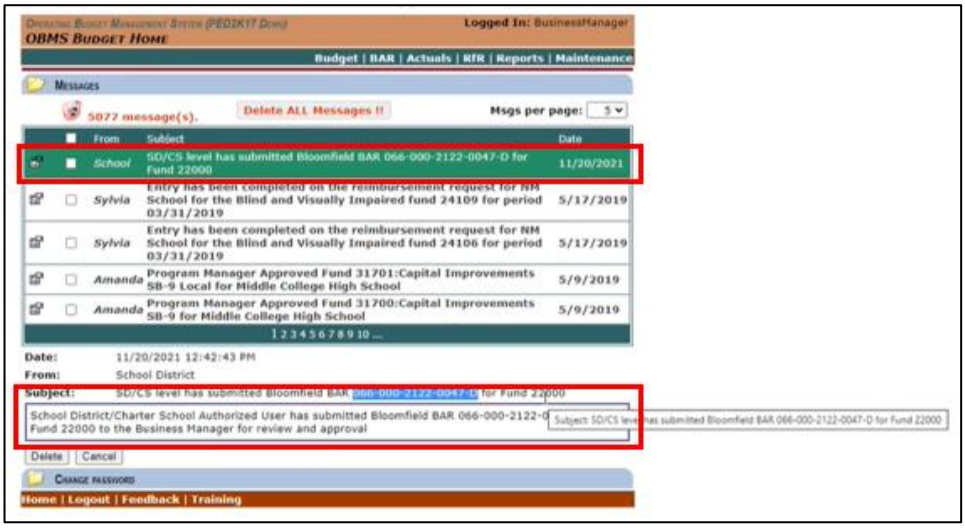
Note: For Capital Outlay BAR and Dependent Charter Transfer (DCT) BAR approval procedures, see *OBMS User Manual, Volume 2*.

To approve a Direct BAR (BM first time)

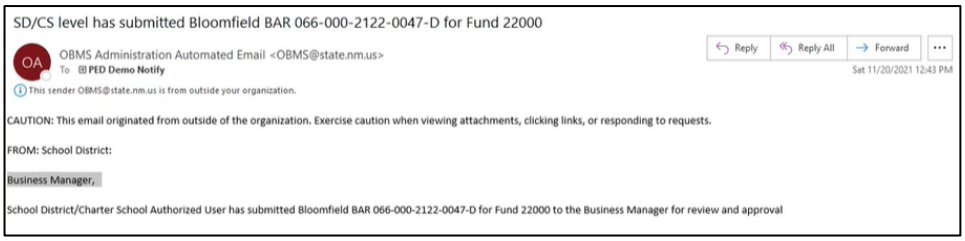
The approval process for a Direct Fund goes from BM to SP to BM and then to PED where it goes from BA to BS for full approval.

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

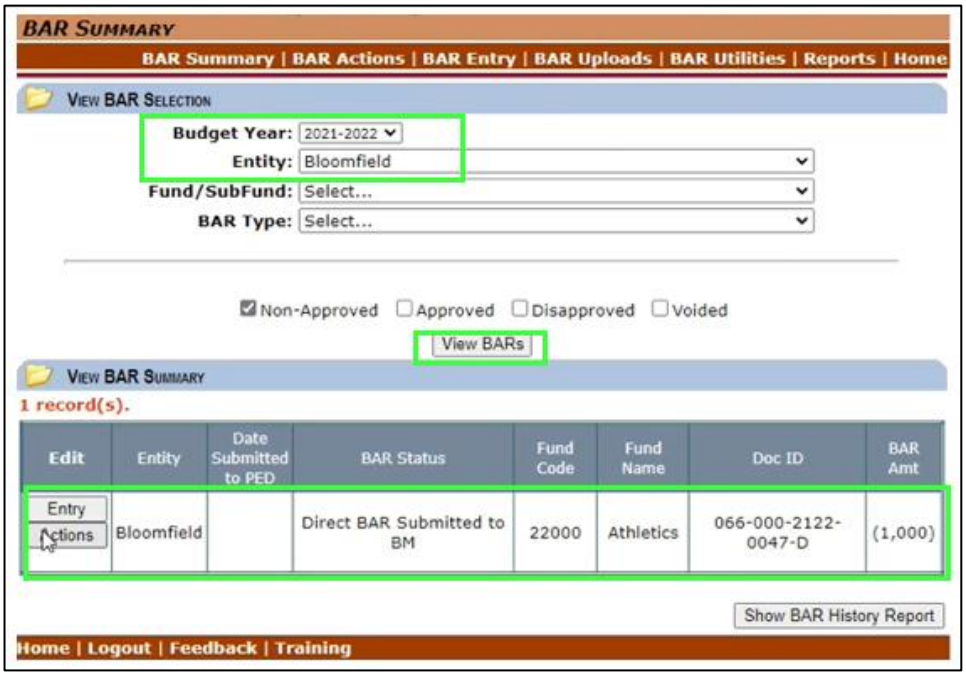
1. After you login, under **MESSAGES** you can see the notification that a school submitted a BAR for approval along with the BAR's number and date.



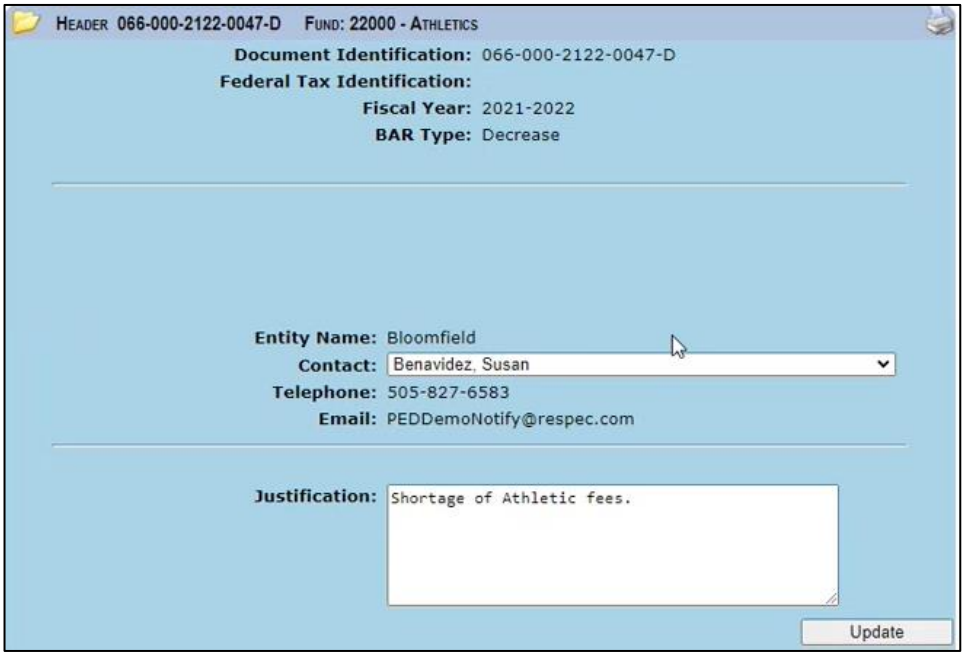
You and the Bloomfield BM also receive an email notification with the same information, including **BAR 066-000-2122-0047-D**, the BAR's **Doc ID**:



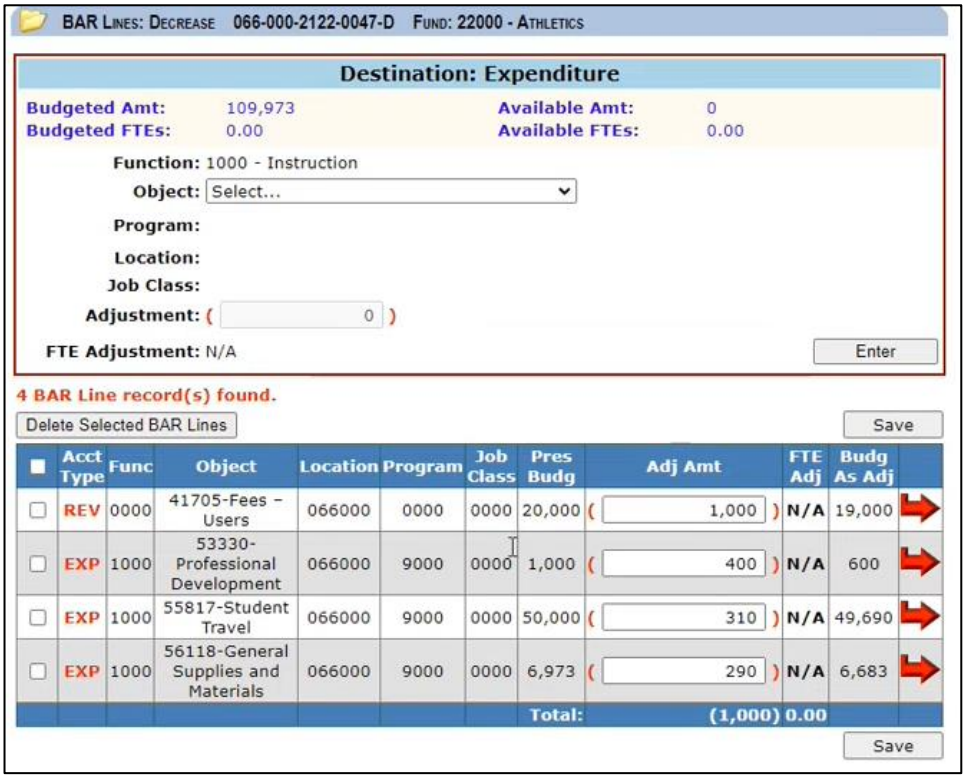
2. Click the **BAR** link, select the **Budget Year** and **Entity**, and then click the **View BARs** button. This displays the BAR information and its **Doc ID**.



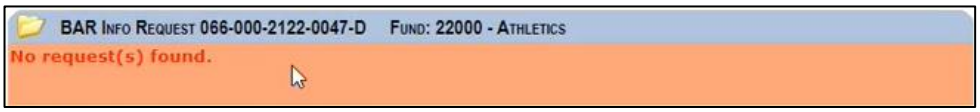
3. Click the **BAR Entry** link and then click the **HEADER** folder to view the contact and justification for this BAR.



4. 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.



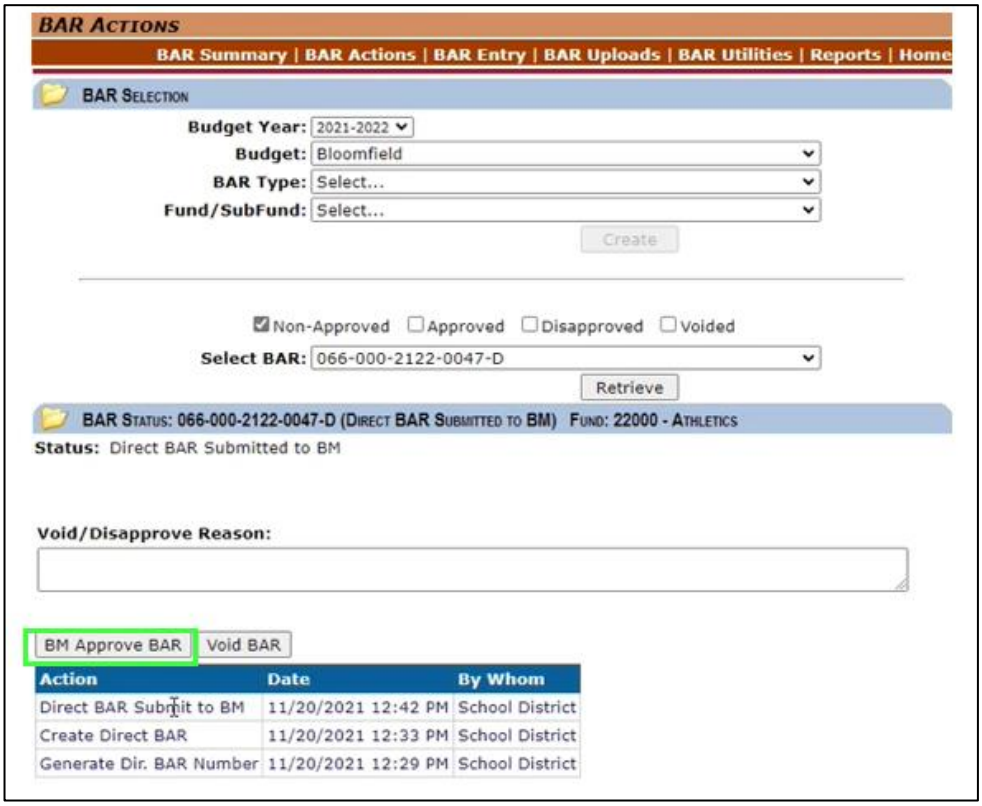
Note: The **BAR INFO REQUEST** folder displays requests for additional information. Because entities don't do these requests, you always see **No request(s) found** when performing this procedure.



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

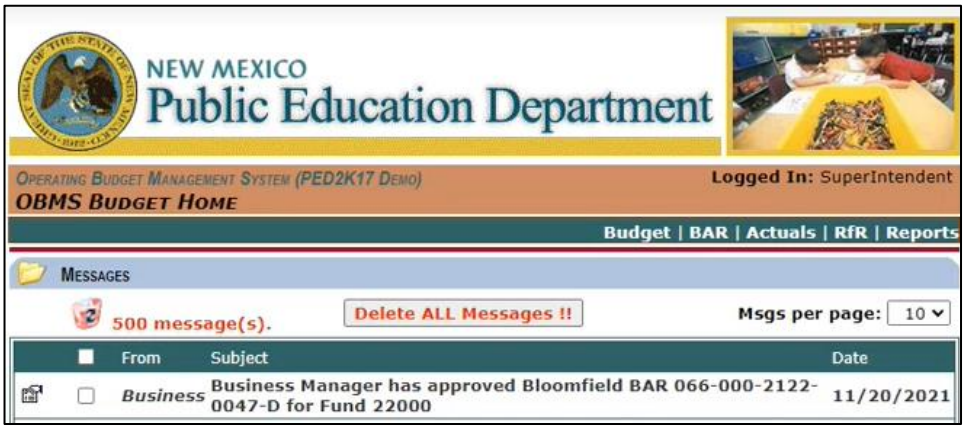
   If the BAR isn't satifactory, enter the reason in the **Void/Disapprove Reason** box and then click the **Void BAR** button.



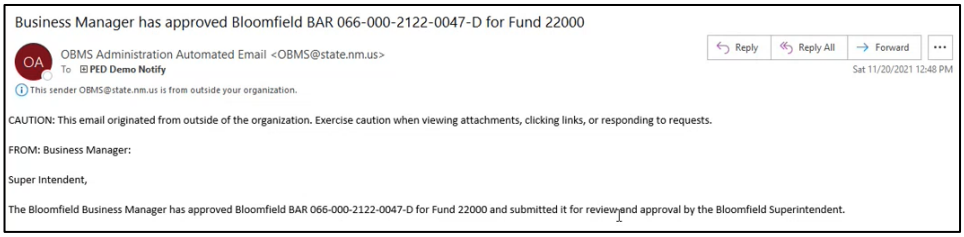
To approve a Direct BAR (SP)

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.

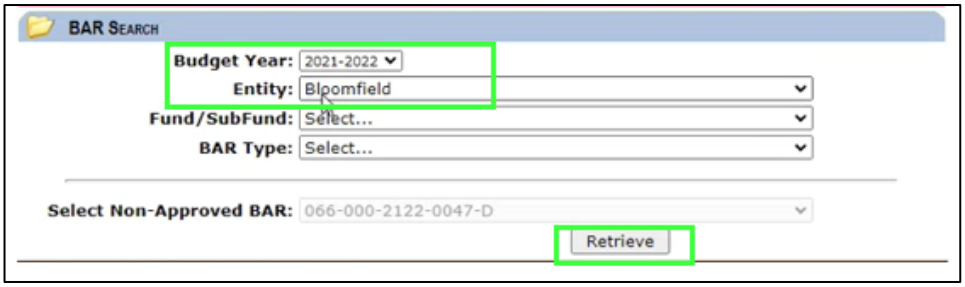


You also receive an email about **BAR 066-000-2122-0047-D** to let you know it's ready for your review and approval.

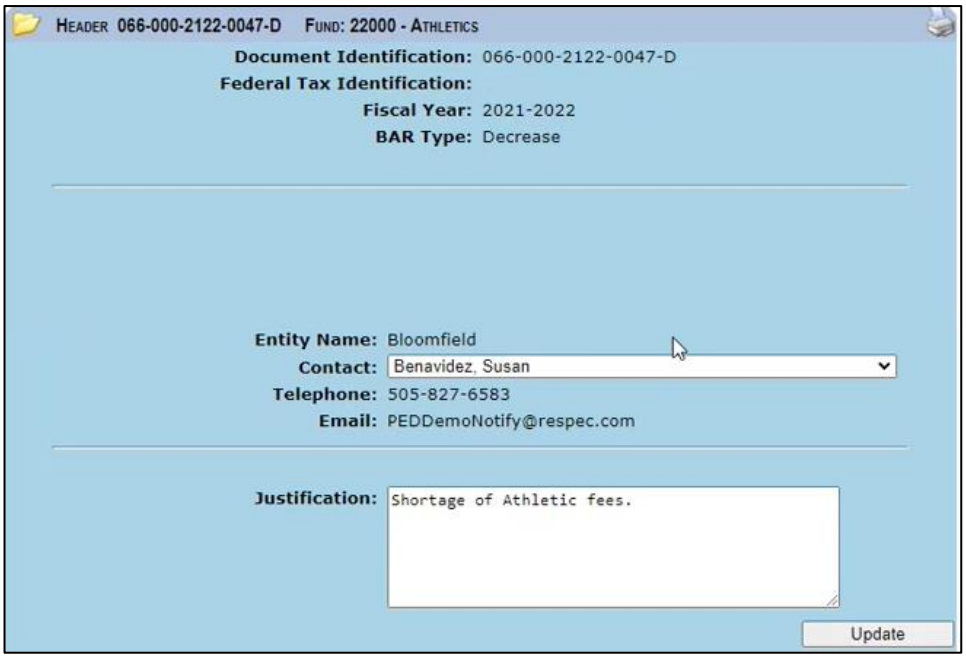


2. Click the **BAR** link, click the **BAR Entry** link, select the **Budget Year** and **Entity**, and then click the **Retrieve** button.

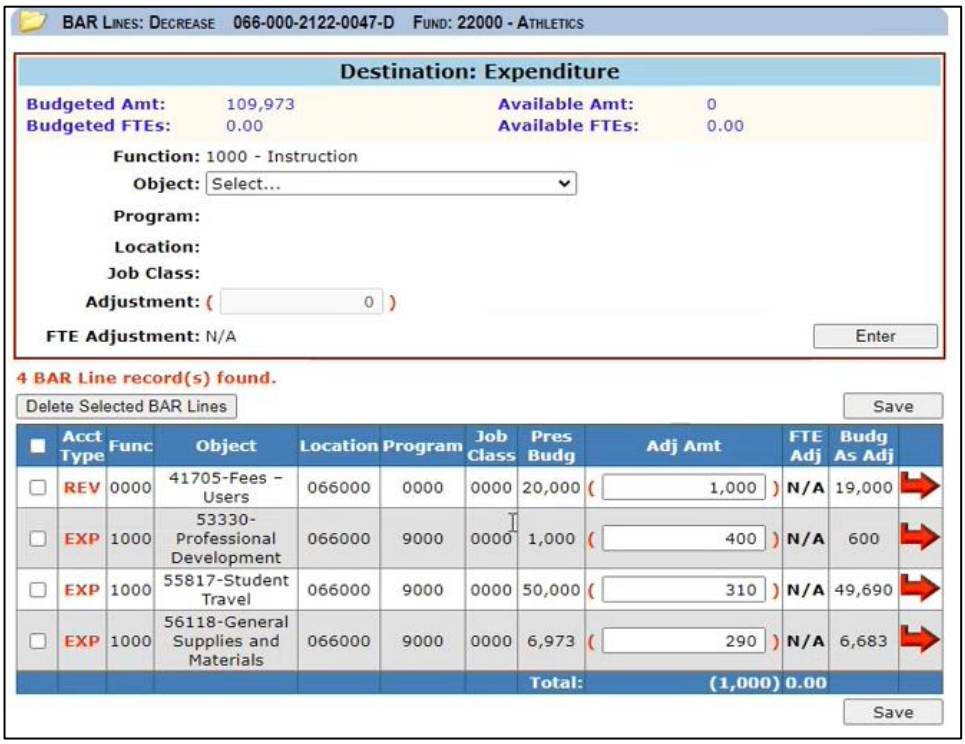
   Note: Next to **Select Non-Approved BAR**, the BAR number displays. When multiple non-approved BARs are outstanding, click the arrow to select the BAR number you want.



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

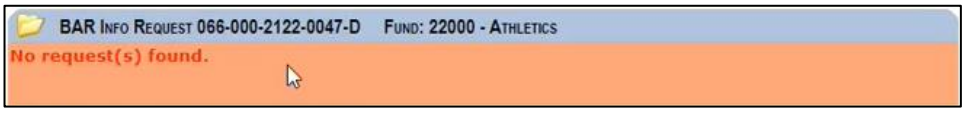


4. Click the **BAR LINES** folder to see the requested BAR changes. The school district is decreasing $1,000 in user fees revenue from **22000 - Athletics**, and decreasing a total of $1,000 from three expenditure lines.



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

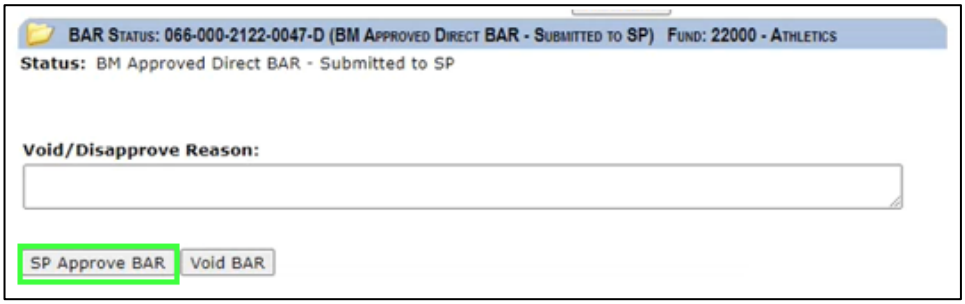
Note: The **BAR INFO REQUEST** folder displays requests for additional information. Because entities don't do these requests, you always see **No request(s) found** when performing this procedure.



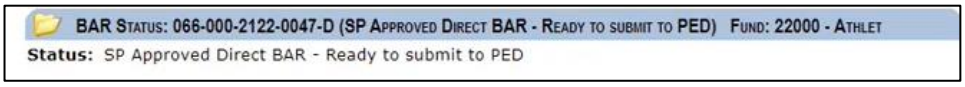
5. If the current BAR is satisfactory, click the **BAR Actions** link and then click the **SP Approve BAR** button to submit the BAR back to the BM.

Or

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

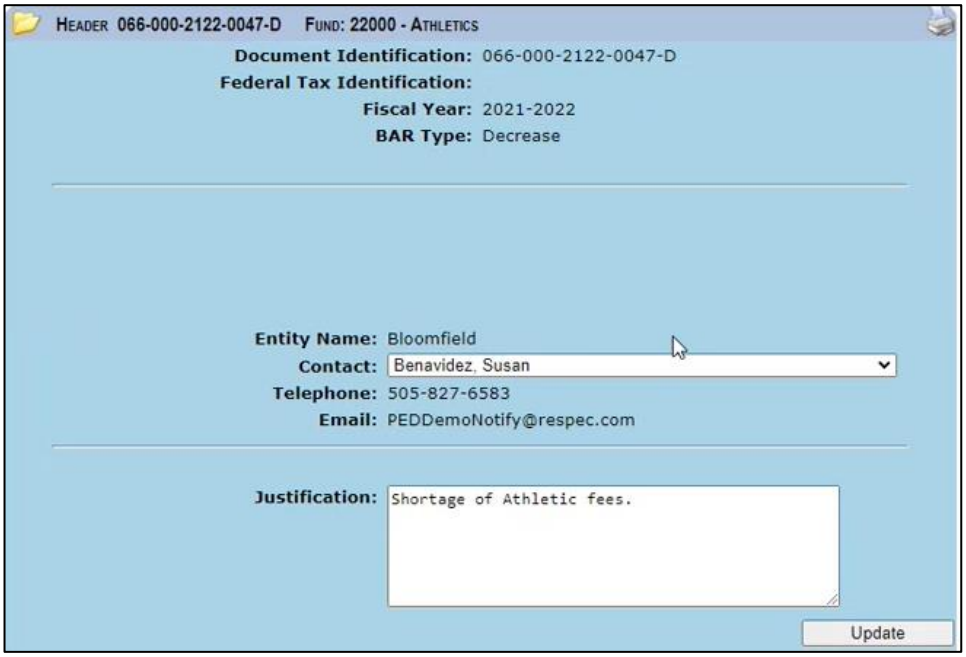


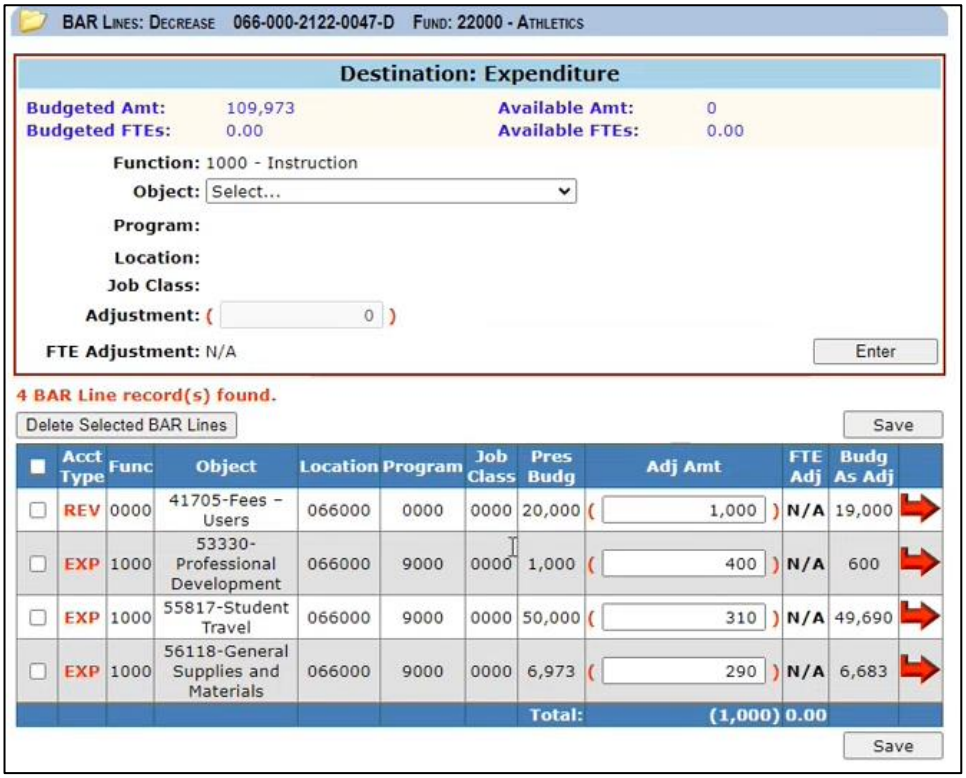
After you approve the BAR, the **Status** updates with this information:



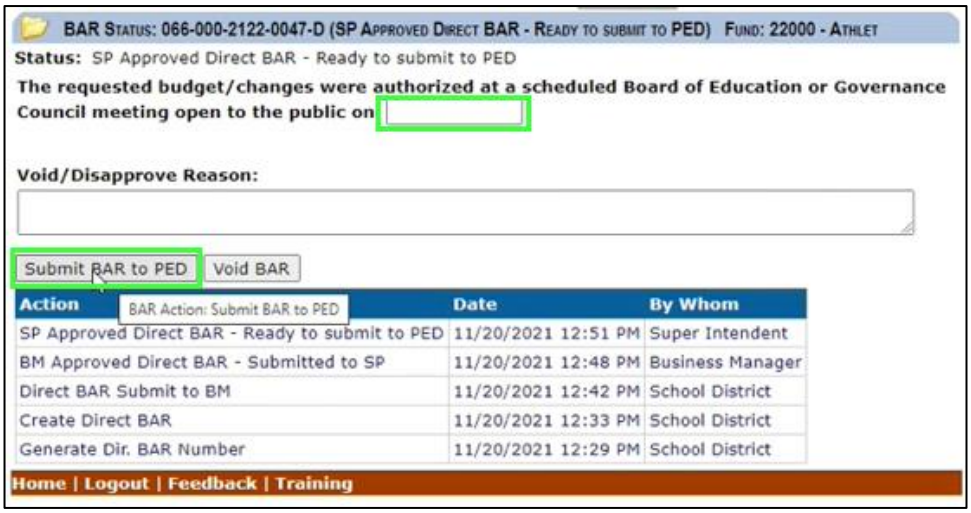
To approve a Direct BAR (BM last time)

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.





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



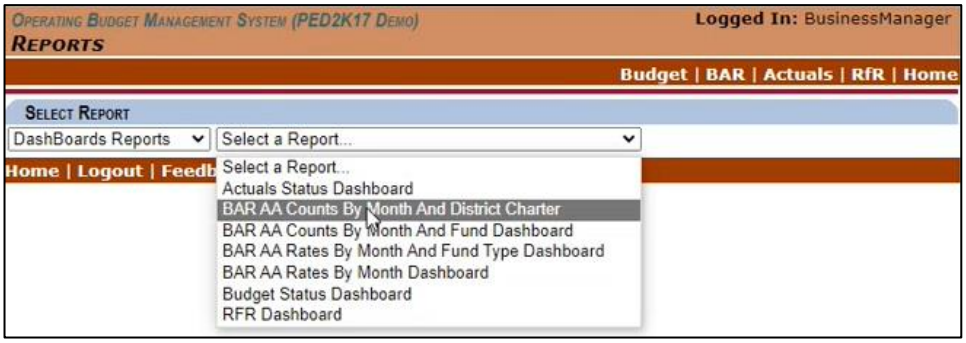
If you don't enter an authorization date, OBMS prompts you to enter it:

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

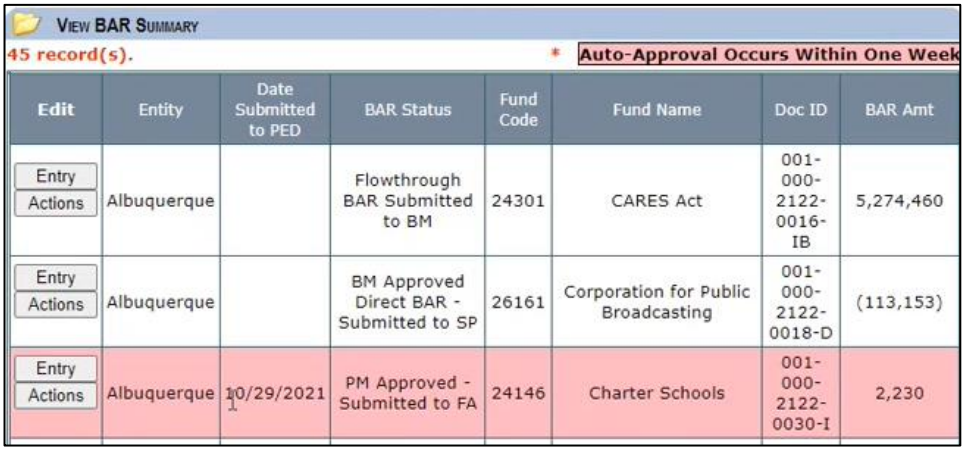
As the next person in the Direct BAR approval process, the BA receives an email with an update of the BAR's status.

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.

3. 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

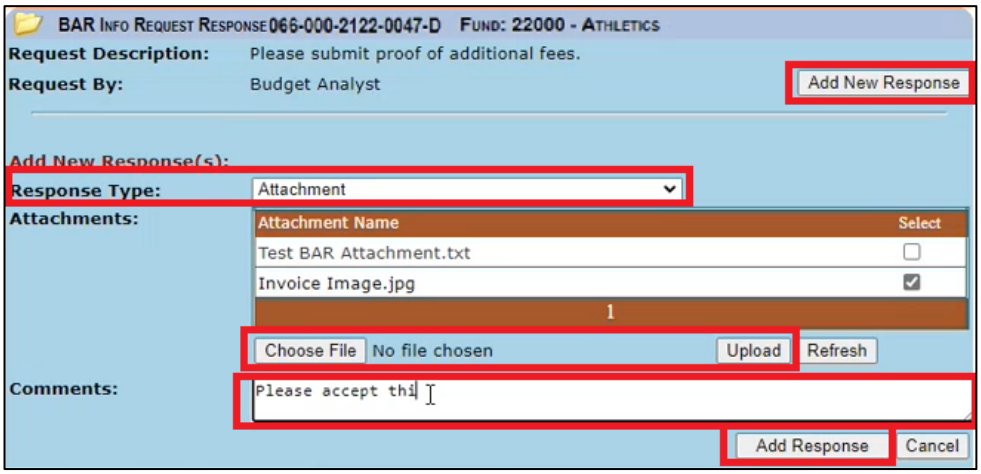
If at any point during the approval process you receive an **Additional Info Request** from the BA, you are required to provide your response by the due date or risk disapproval of the BAR. The five types of responses are the following:

- **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)

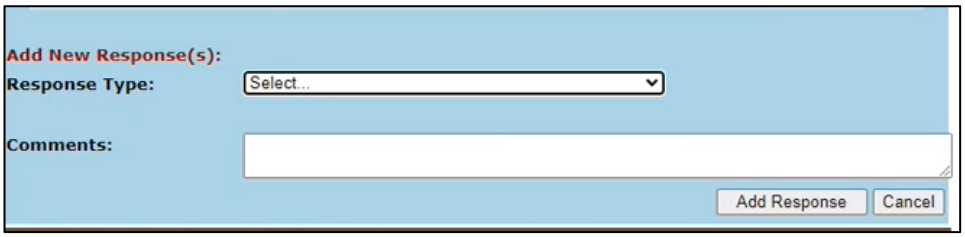
1. Click the **BAR Entry** link and then click the **BAR INFO REQUEST** folder.

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.



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

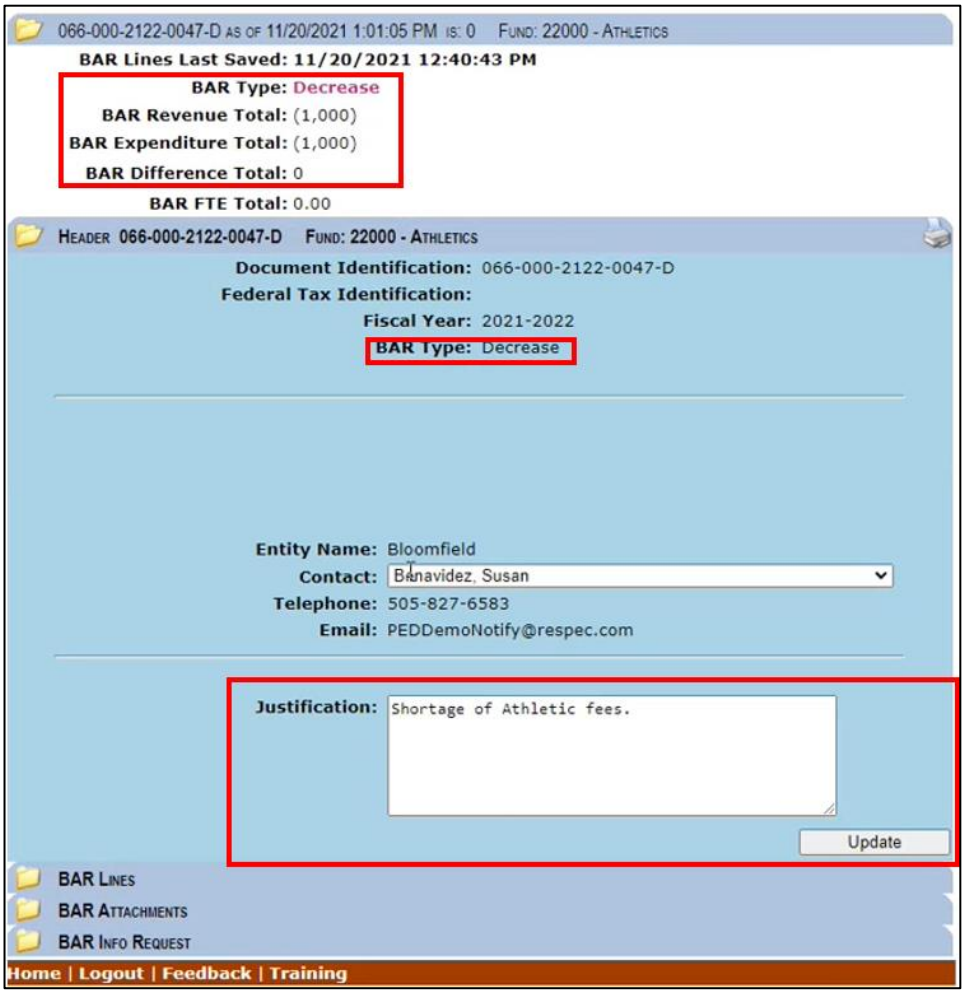
- Select the **Response Type**.
- In the **Comments** box, enter a comment and then click the **Add Response** button.



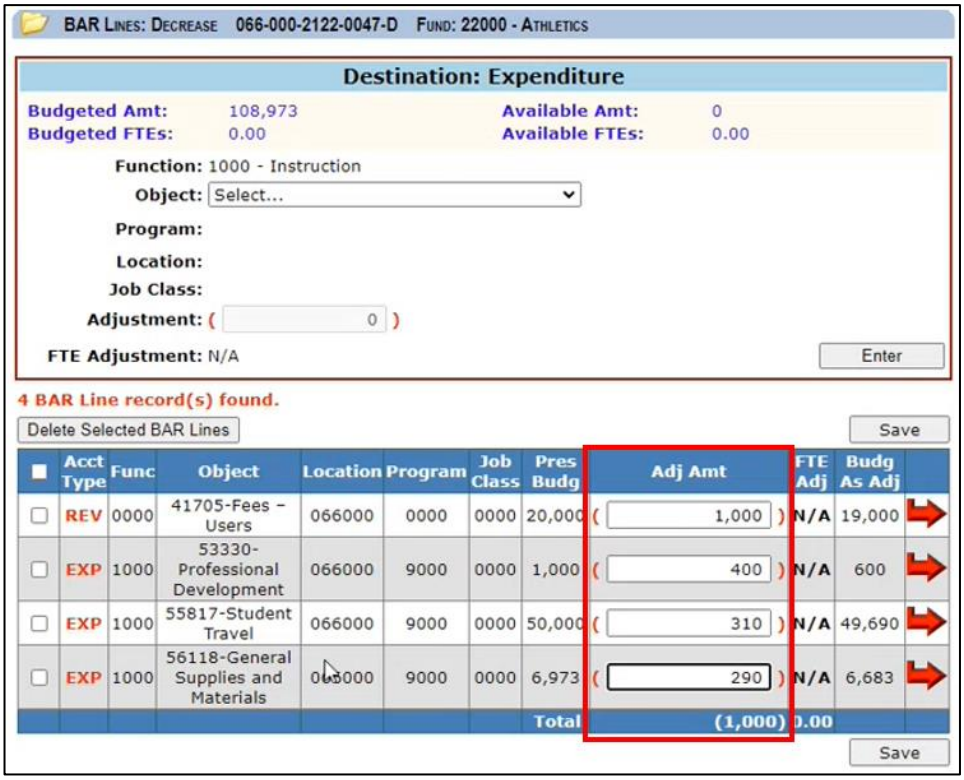
In this case, OBMS automatically emails the requester a notification that you completed your response in OBMS.

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

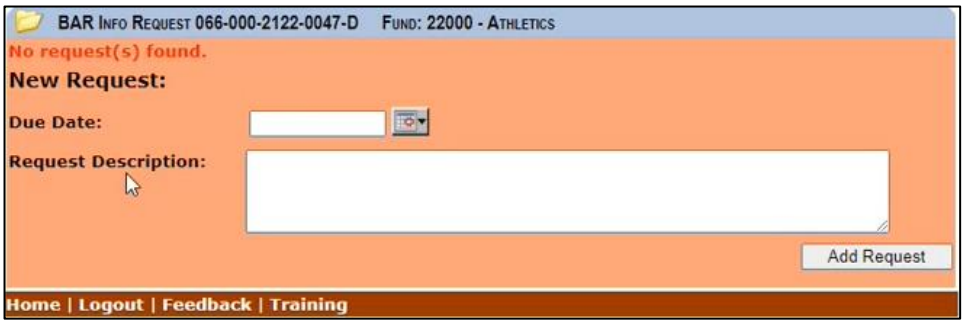


3. Click the **BAR LINES** folder to make sure the BAR is balanced and the adjusted amounts are appropriate. If you need to change any amounts, edit the values in the **Adj Amt** column.

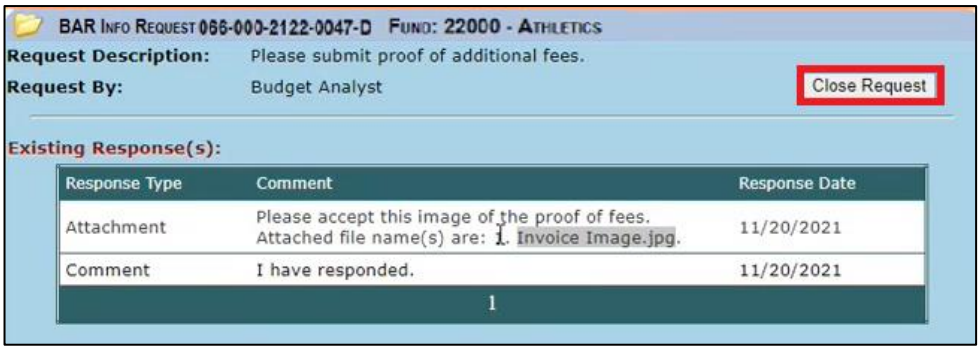


4. If you require additional information about this BAR or any supporting documents for justification, use the box in the **BAR INFO REQUEST** folder to request what you need. Otherwise, continue to Step 6.

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

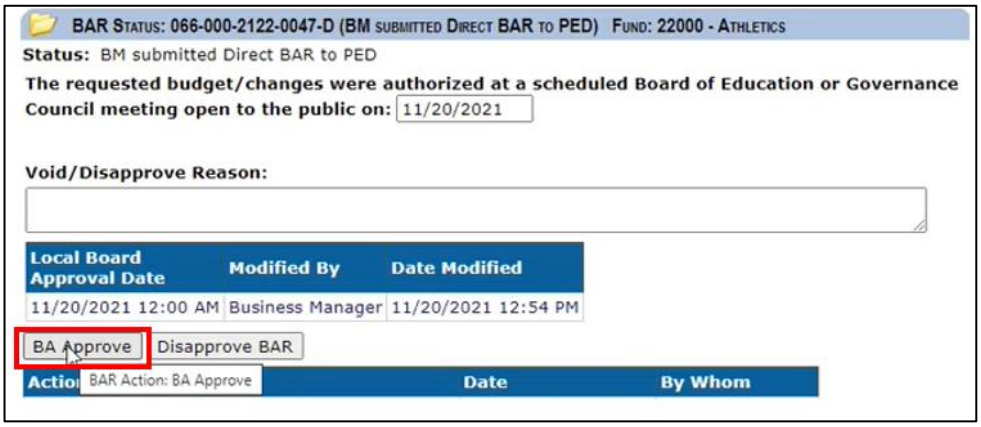


5. After you receive and approve the information you requested, click the **BAR INFO REQUEST** folder and then click the **Close Request** button.



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.

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



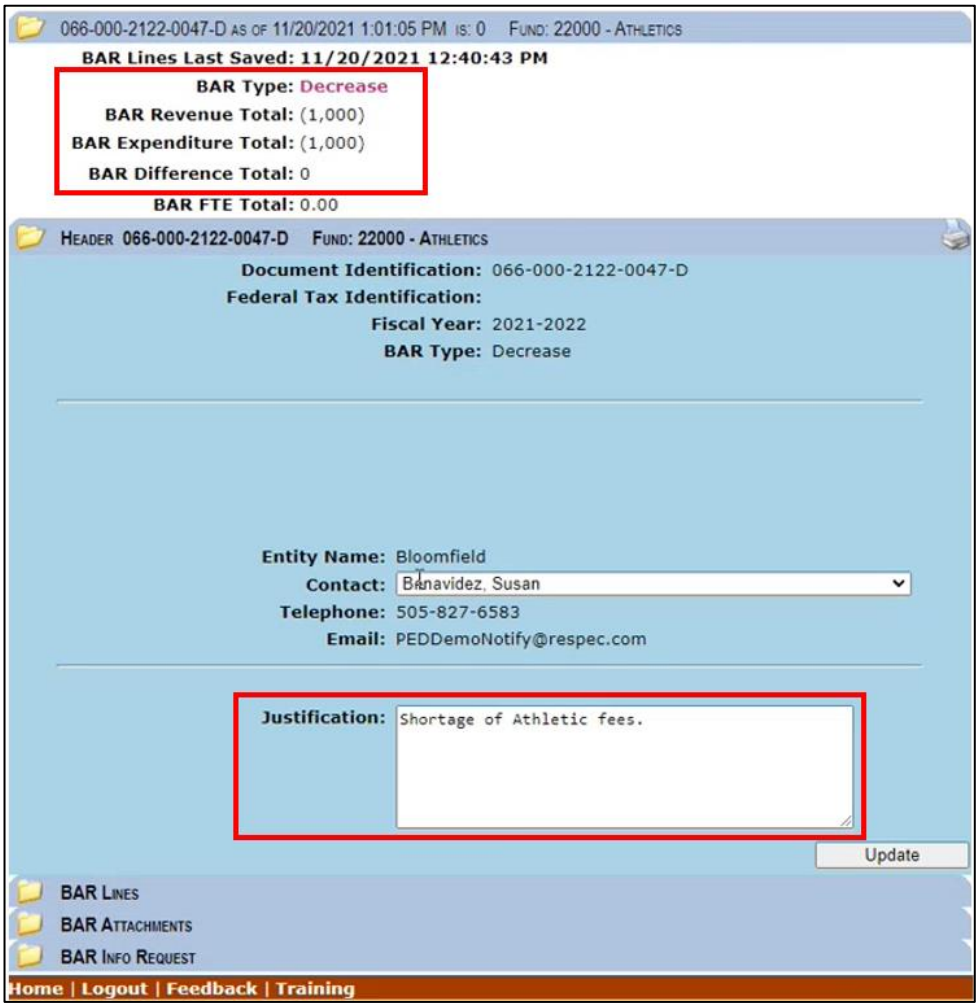
Or

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

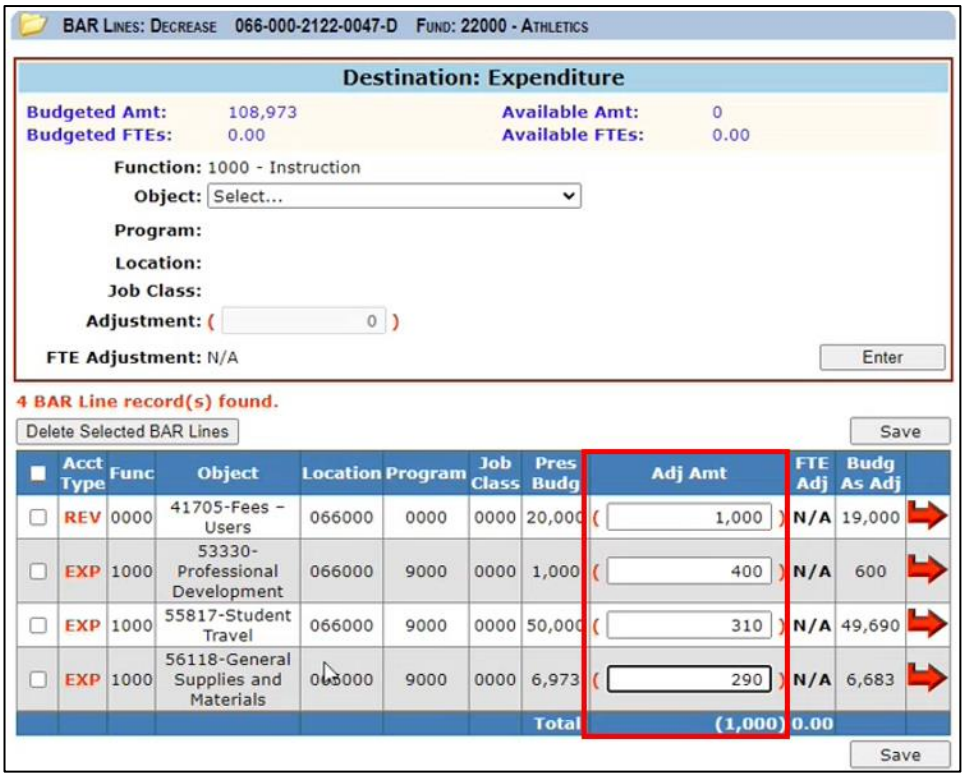
Note: The difference between Disapprove BAR and Void BAR and is that an entity voids a BAR before submitting it to PED, while PED disapproves a BAR only after an entity submit it.

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



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



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

Or

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

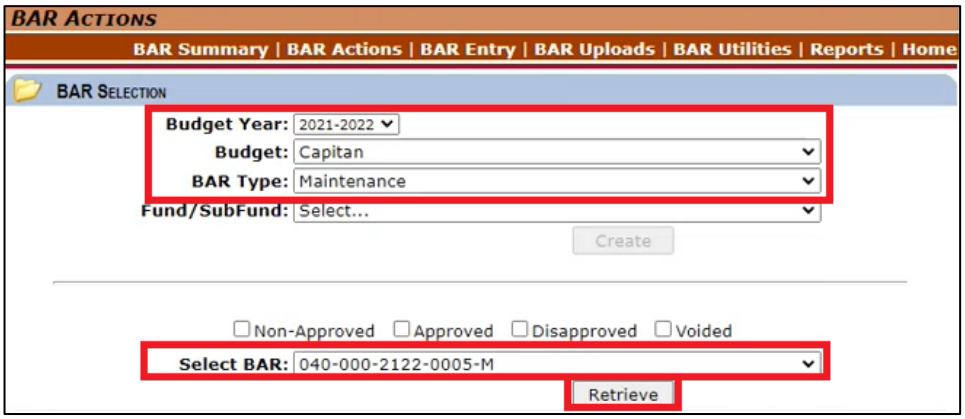
Now the status changes in various areas to show this BAR has received full PED approval.

Then the BM receives an email that the BAR 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.

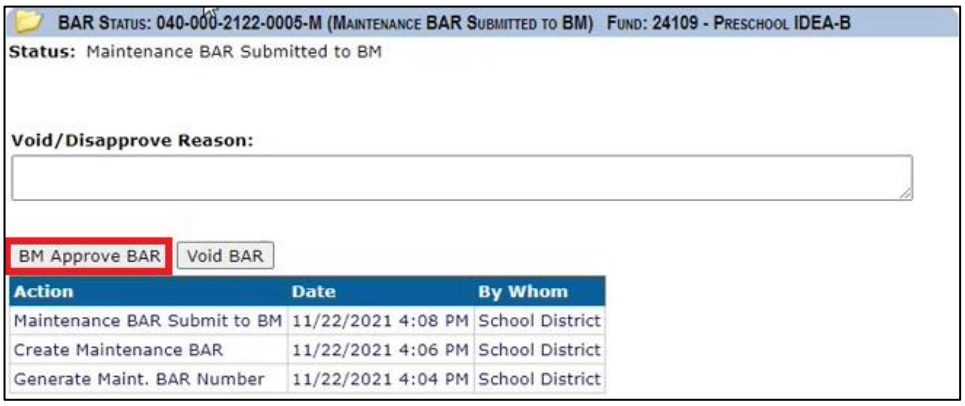
1. After logging in, click **BAR** and then the **BAR Actions** link.
2. On the ***BAR ACTIONS*** page, do the following:
   - Select the **Budget Year** and **Budget** (entity), and for **BAR Type**, select **Maintenance**.
   - Next to **Select BAR**, select the BAR's Smart Code, and then click the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



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.

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

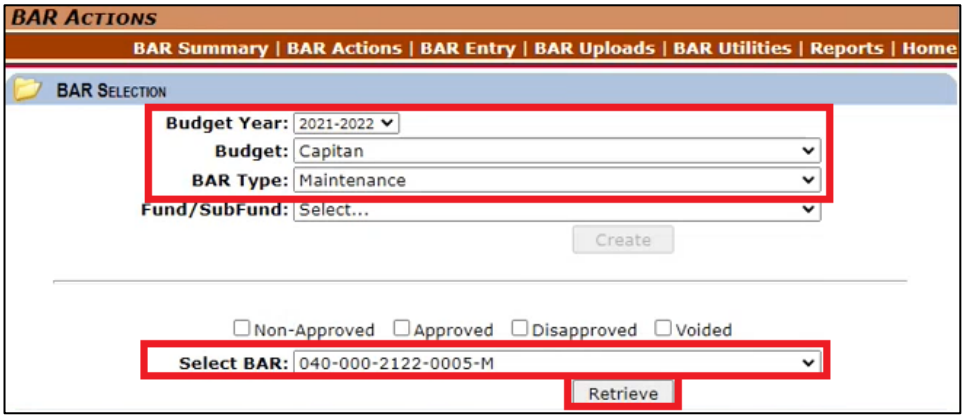
     Or
   - If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Void BAR** button.



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.



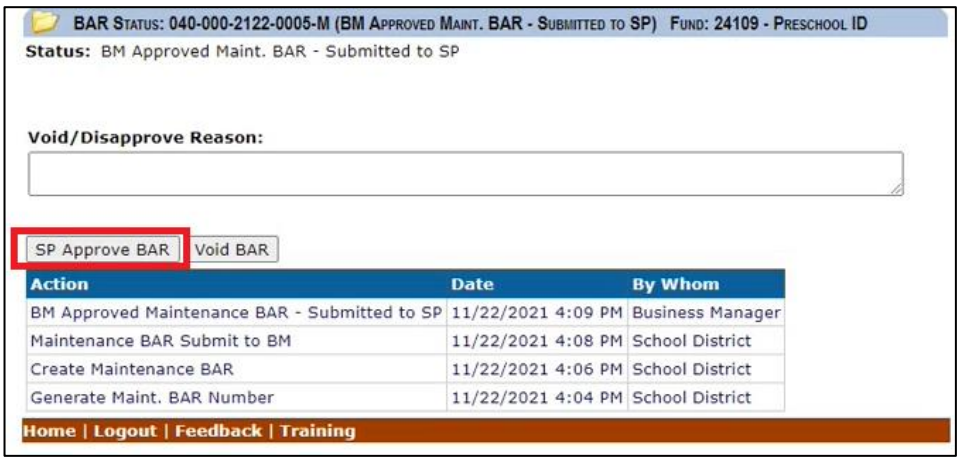
3. When the BAR displays, click the **BAR Entry** link and then click the **BAR LINES** folder to verify the funds are moved to the appropriate areas and to review the details of any BM changes.

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

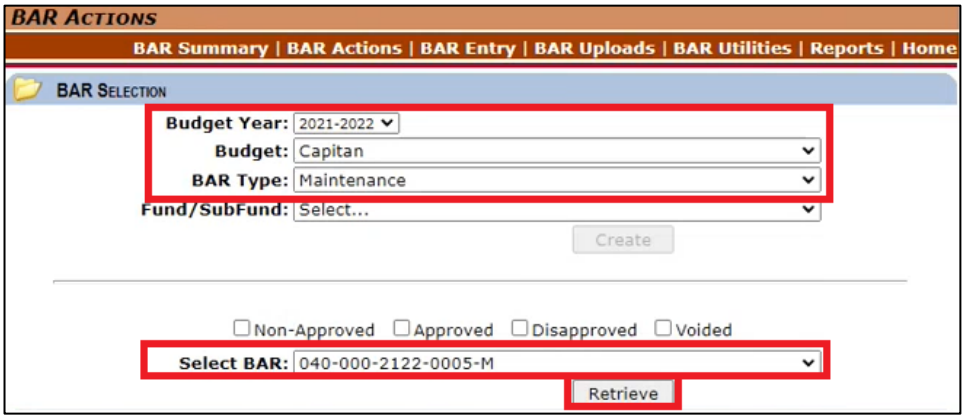
- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Void BAR** button.



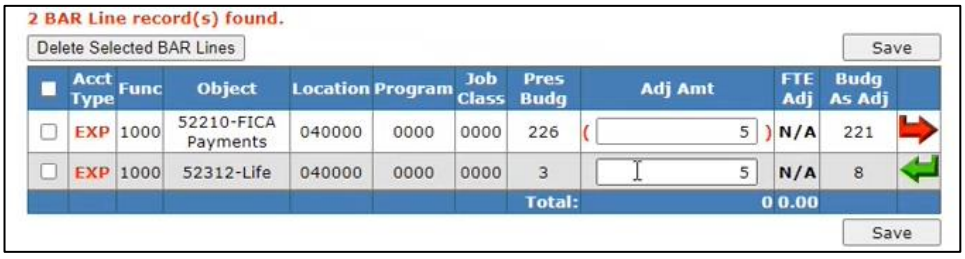
Now the Direct Maintenance BAR or Flowthrough Maintenance BAR goes back to the BM for final review and approval.

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.



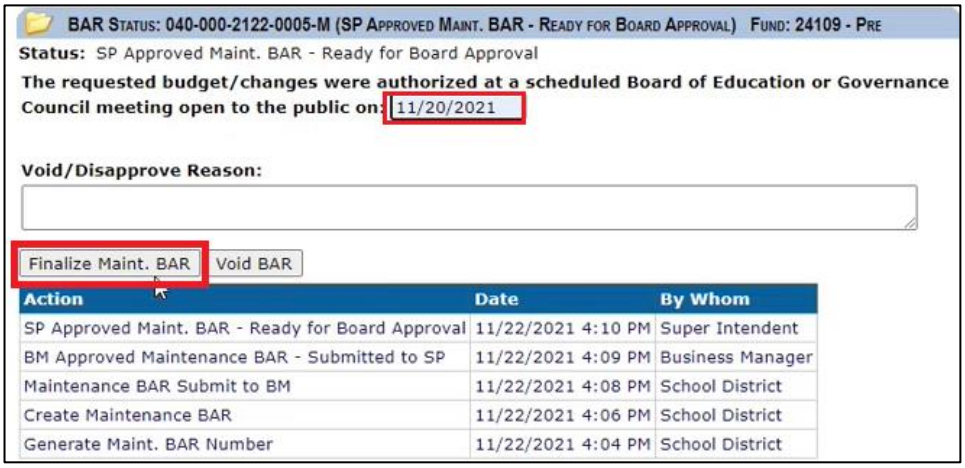
3. When the BAR displays, click the **BAR Entry** link and then click the **BAR LINES** folder to see more details and verify any SP changes.



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.



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.

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.

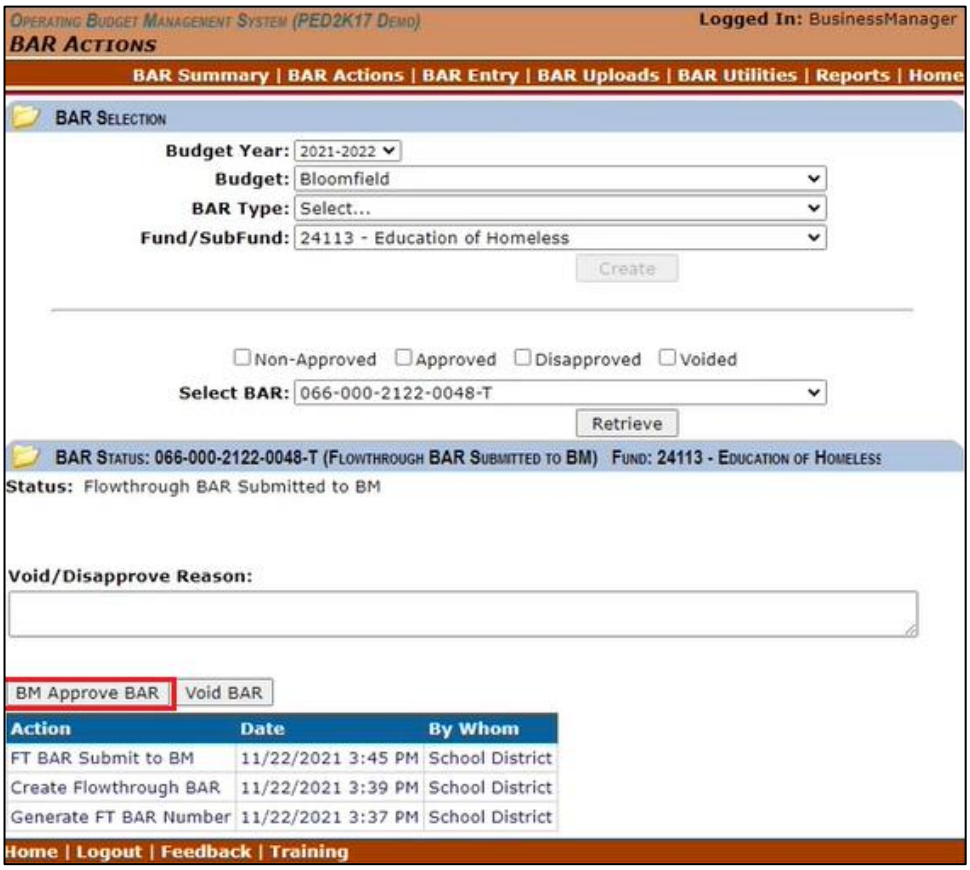
3. When the BAR displays, click the **BAR Entry** link and then click the **BAR LINES** folder to verify the funds are transferred to the appropriate areas.

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.



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.

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.

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.

Now the BAR goes back to the BM for approval.

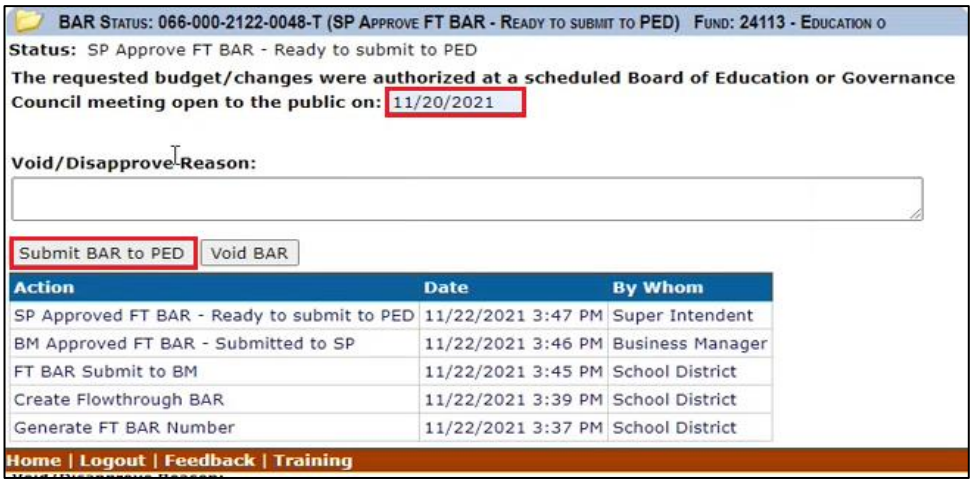
To approve a Flowthrough D, I, IB, or T BAR (BM last time)

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.

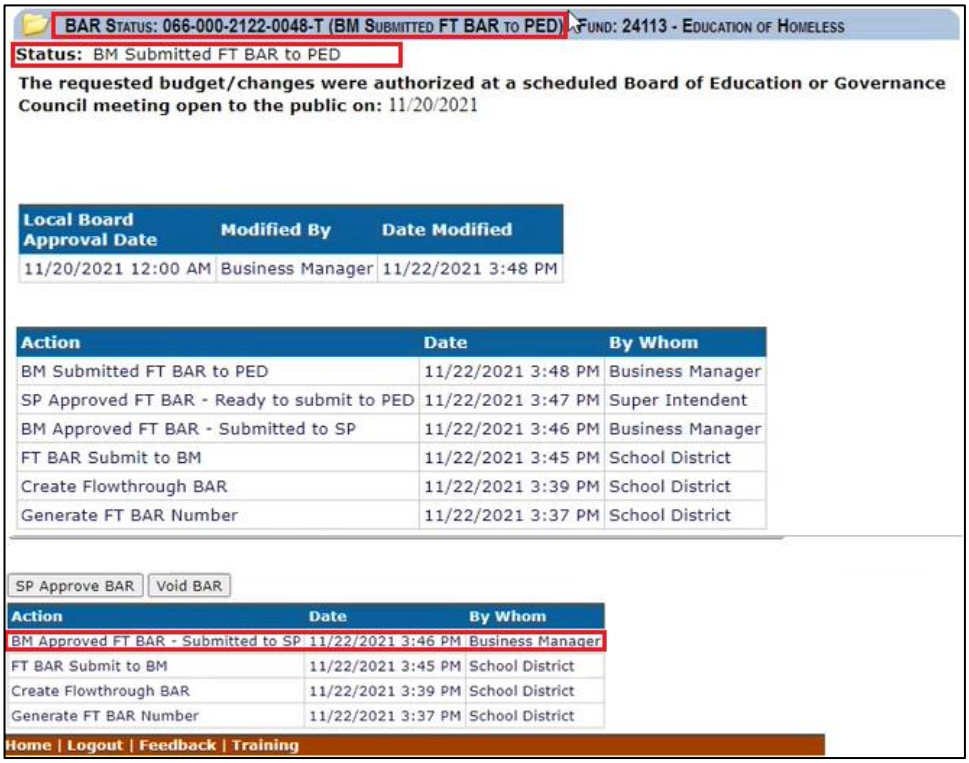
3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify any SP changes.

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.



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



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.

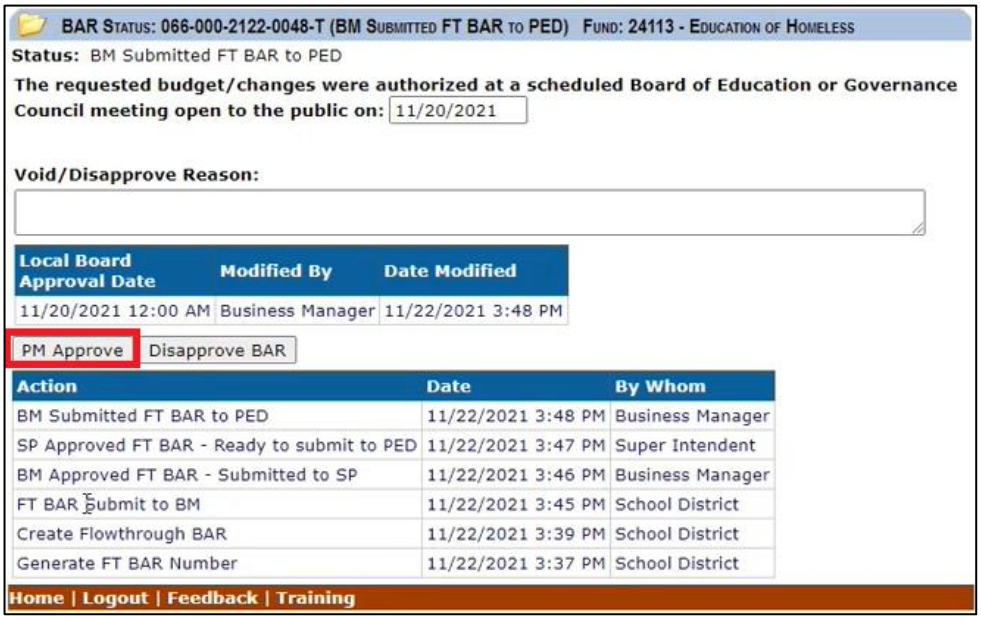
3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify the transfer is appropriate.

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

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

  Or

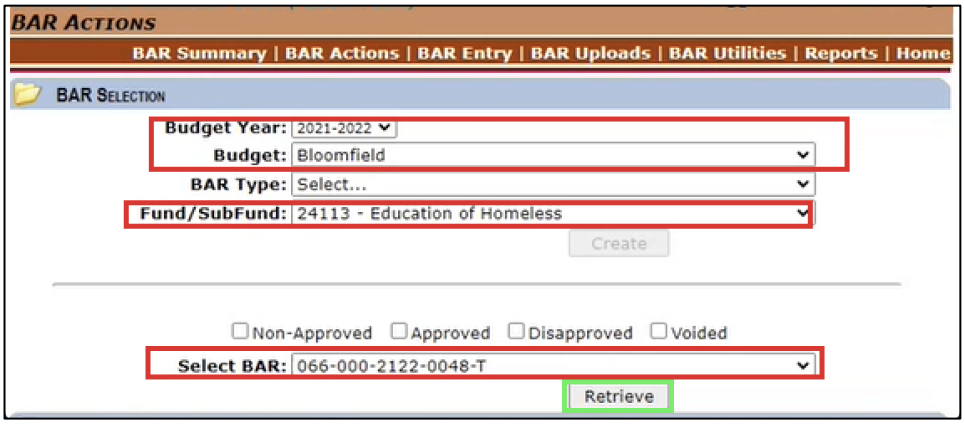
- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Disapprove BAR** button.



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.



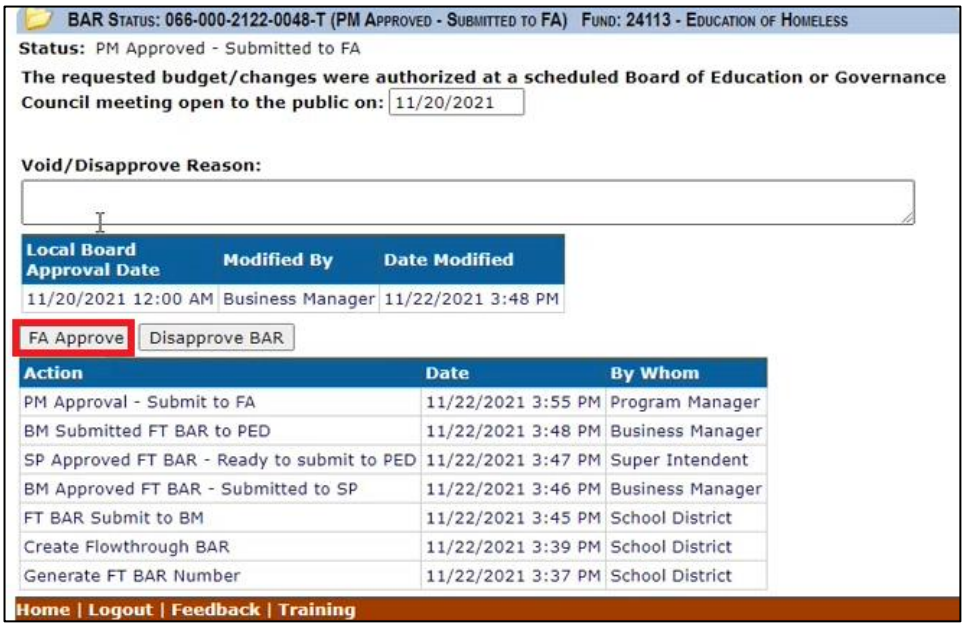
3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify the transfer is appropriate and to check any changes.

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

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

  Or

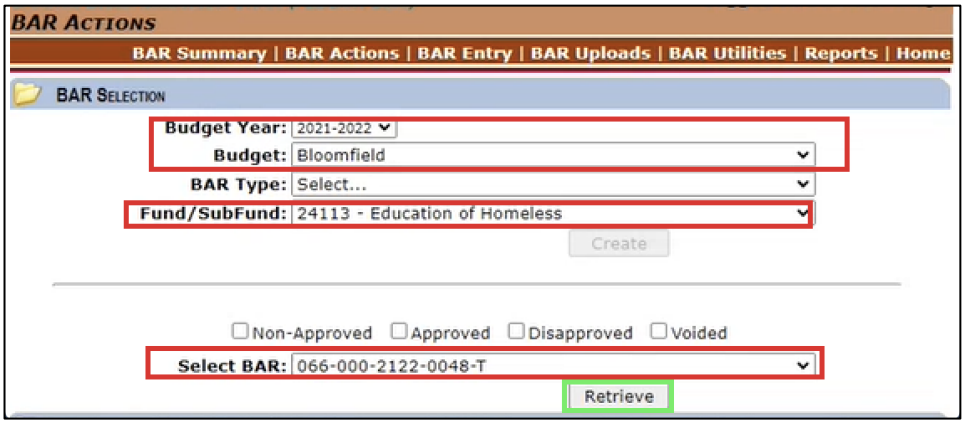
- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Disapprove BAR** button.



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.



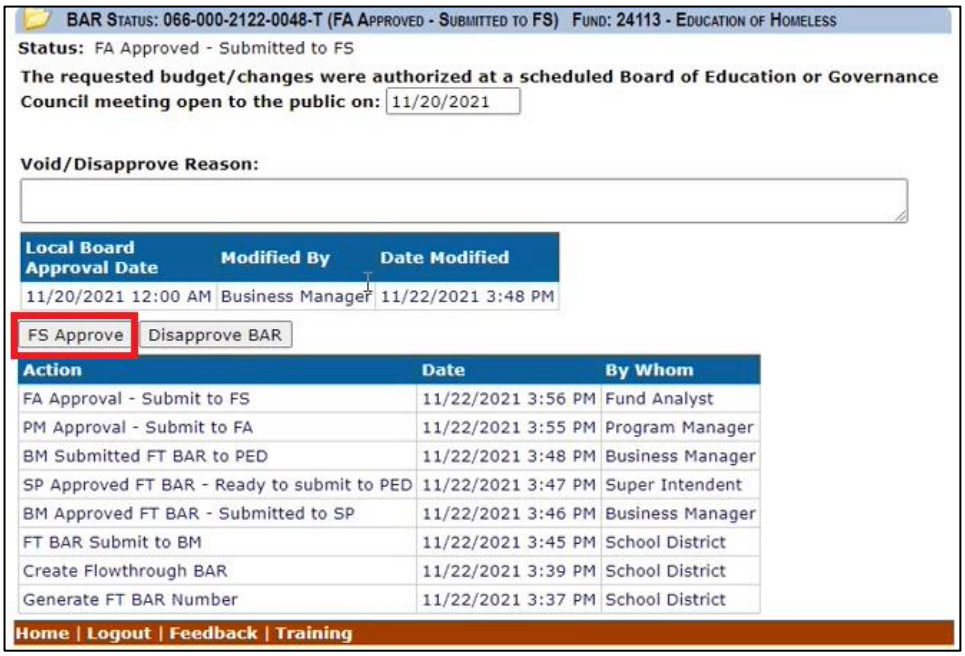
3. When the BAR displays, click the **BAR Entry** link and then click the **HEADER** and **BAR LINES** folders to see more details and verify the transfer is appropriate and to check any changes.

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

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

  Or

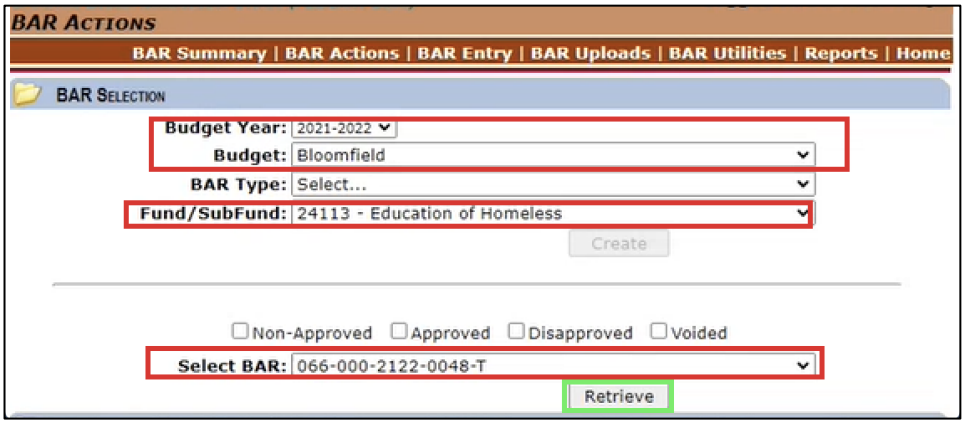
- If you disapprove the BAR, under **Void/Disapprove Reason**, enter your justification and then click the **Disapprove BAR** button.



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.



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.

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.

Many areas in the **BAR STATUS** folder indicate the Flowthrough BAR is now fully approved by PED.

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