

JANUARY 31, 2022



Operating Budget Management System

OBMS User Manual

Volume 2 v 1.0

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Version Table

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BARs

This volume, *OBMS User Manual, Volume 2*, continues the BARs section from *OBMS User Manual, Volume 1*.

- Volume 1. Direct BARs and Flowthrough BARs
- Volume 2. Capital Outlay BARs and Dependent Charter Transfer BARs

The BARs section ends with procedures to upload a BAR .csv file directly into OBMS. If you use third-party accounting software that lets you export a BAR .csv file, follow that procedure instead of creating a BAR manually.

Creating Capital Outlay and Dependent Charter Transfer BARs

This section gives the procedures for creating Capital Outlay BARs and Dependent Charter Transfer (DCT) BARs in OBMS. The section ends with procedures for uploading a BAR .csv file for users whose third-party accounting software provides that functionality.

Note: For procedures to create Direct BARs and Flowthrough BARs, see *OBMS User Manual, Volume 1*.

About Capital Outlay BARs

For Capital Outlay procedures, the Capital Outlay staff emails notification about the BAR to the entity. The BAR comes with a revenue line already added to it. You can't delete or modify any Capital Outlay revenue lines.

To create a Capital Outlay Decrease BAR

Project amounts and budgets always must match. When the current budget amount exceeds the project amount, perform a decrease BAR to match the amounts.

In the next example, the project amount of \$69.84 is rounded to \$70. The budget is \$4471, so we decrease the budget by \$4401 to match the \$70 project amount.

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

1. Click the **BAR Entry** link and do the following:
 - Select the **Budget Year**.
 - Select the **Entity** and then click **Retrieve**.

In this example, the **Fund/Subfund**, **BAR Type**, and **Select Non-Approved BAR** are pre-selected because only one BAR, the BAR identified in the email, is now available for this entity.

BAR ENTRY [CAPITAN 2021-2022]

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

BAR SEARCH

Budget Year: 2021-2022
Entity: Monte Del Sol Charter School
Fund/SubFund: 27107 - 27107 GOB Library
BAR Type: Decrease

Select Non-Approved BAR: 564-000-2122-0002-D

Retrieve

Home | Logout | Feedback | Training

2. Select the **Contact** and enter your justification for this BAR, **Project True up** in this example. Then click **Update**.

Note: “True up” for the project means we’re adjusting the budget amount to equal the project amount.

HEADER 564-000-2122-0002-D FUND: 27107 - 27107 GOB LIBRARY

Document Identification: 564-000-2122-0002-D
Federal Tax Identification:
Fiscal Year: 2021-2022
BAR Type: Decrease

Entity Name: Monte Del Sol Charter School
Contact: Lagunas, Stacey
Telephone: 505-459-3732
Email: PEDDemoNotify@respec.com

Justification: Project True up

Update

This displays a **BAR Difference Total** of **(\$4,401)**, where the parentheses indicate this is a decrease amount.

564-000-2122-0002-D AS OF 11/23/2021 3:37:37 PM IS: (4,401) FUND: 27107 - 27107 GOB LIBRARY

BAR Lines Last Saved: 9/13/2021 10:56:59 AM

BAR Type: Decrease

BAR Revenue Total: (4,401)

BAR Expenditure Total: 0

BAR Difference Total: (4,401)

BAR FTE Total: 0.00

In the **BAR PROJECTS** folder, we now see an amount of \$69.84.

BAR PROJECTS

1 BAR Project record(s) found.

DFA Project ID	Class Code	Project Name	Project Amount
18-5077	564001	Monte Del Sol Charter School GOB Library	69.84
			Total: 69.84

In the **BAR LINES** folder, the Present Budget is \$4,471, shown in the **Pres Budg** column. We need to take \$4,401, leaving the Budget As Adjusted at \$70 as shown in the **Budg As Adj** column.

- Next to **Adjustment**, enter your adjustment amount. Then click **Enter**.

Note: The only available **Object** to take the money from in this example is 56114.

BAR LINES: DECREASE 564-000-2122-0002-D FUND: 27107 - 27107 GOB LIBRARY

Destination: Expenditure

Budgeted Amt: 8,019 Available Amt: 4,401

Budgeted FTEs: 0.00 Available FTEs: 0.00

Function: 2200 - Support Services-Instruction

Object: 56114 - Library And Audio-Visual

Program: 0000 - No Program

Location: 564001 - Monte Del Sol

Job Class: 0000 - No Job Class

Adjustment: (4401)

FTE Adjustment: N/A

Enter

1 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
REV	0000	43204-Prior Year Balances	564001	0000	0000	4,471	(4,401)	N/A	70
						Total		0.00	

Save

Now the budget is balanced and zeroed out.

2 BAR Line record(s) found.

Delete Selected BAR Lines Save

<input type="checkbox"/>	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
	REV	0000	43204-Prior Year Balances	564001	0000	0000	4,471	(4,401)	N/A	70	➡
<input type="checkbox"/>	EXP	2200	56114-Library And Audio-Visual	564001	0000	0000	8,019	(4,401)	N/A	3,618	➡
							Total	(4,401)	0.00		

Save

4. 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. Now the BAR goes to a Business Manager (BM) to start the approval process.

Void/Disapprove Reason:

Submit BAR to BM Void BAR

To create a Capital Outlay Increase BAR

Capital Outlay staff create Capital Outlay Increase BARs when carryover money from a project is available to spend. After creating the new Capital Outlay BAR, they send the BAR, and an email notification about the BAR, to the district to spend the money.

Note: The **OBMS BUDGET HOME** page also shows a message notifying you about the new BAR and also shows the BAR number.

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

1. Click the **BAR Entry** link and do the following:

- Select the **Budget Year**.
- Select the **Entity**.

- Next to **Select Non-Approved BAR**, select the BAR the Capital Outlay staff notified you about and then click **Retrieve**.

BAR ENTRY [CAPITAN 2021-2022]
BAR Summary | BAR Actions | BAR Entry | BAR Uploads | BAR Utilities | Reports | Home

BAR SEARCH

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

Select Non-Approved BAR: 040-000-2122-0001-I

Retrieve

2. Select the **Contact** and enter your justification for this BAR, **True up for Projects** in this example. Then click **Update**.

Note: “True up” in this case means we’re adjusting the budget amount to equal the amount of all projects in this Capital Outlay fund.

HEADER 040-000-2122-0001-I FUND: 27107 - 27107 GOB LIBRARY

Document Identification: 040-000-2122-0001-I
Federal Tax Identification:
Fiscal Year: 2021-2022
BAR Type: Increase

Entity Name: Capitan
Contact: Shepperd, Jamie
Telephone: 575-354-8514
Email: PEDDemoNotify@respec.com

Justification: True up for Projects.

Update

Notice in the next screen the **BAR Difference Total** is \$**2,479** and the second screen's **Pres Budg** (Present Budget) column shows \$4,151. The carryover (the adjusted amount we want to spend) is \$2,479, which is shown in the **Adj Amt** column.

Adding the amounts in the **Pres Budg** and **Adj Amt** columns brings the total budget as adjusted to \$6,630, shown in the **Budg As Adj** column. The **Budg As Adj** amount in must always match the project amount.

040-000-2122-0001-I AS OF 11/23/2021 3:33:51 PM IS: 2,479 FUND: 27107 - 27107 GOB LIBRARY

BAR Lines Last Saved: 9/13/2021 10:57:07 AM

BAR Type: **Increase**

BAR Revenue Total: 2,479

BAR Expenditure Total: 0

BAR Difference Total: **2,479**

BAR FTE Total: 3.00

1 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
REV	0000	43204-Prior Year Balances	040000	0000	0000	4,151	2,479	N/A	6,630
Total:								0 0.00	

Save

- Next to **Function**, select the one you want to spend the money on. Then check the **Available Amt** and next to **Adjustment**, enter the amount you want to use from what's available, and then click **Enter**.

BAR LINES: INCREASE 040-000-2122-0001-I FUND: 27107 - 27107 GOB LIBRARY

Destination: Expenditure

Budgeted Amt: 11,976 **Available Amt: 2,479**

Budgeted FTEs: 0.00

Function: Select... ▼

Object:

Program:

Location:

Job Class:

Adjustment: 0

FTE Adjustment: N/A **Enter**

- 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. Now the BAR goes through the approval process.

To complete a Capital Outlay Initial Budget BAR

An Initial Budget BAR is a BAR the Capital Outlay staff creates for a budget fund that does not yet exist. When they send an email notification about the new BAR to the entity, the entity completes the Initial Budget BAR by creating the new budget fund. After PED approves the budget fund, the budget appears for the fund the BAR was created for.

After logging in and clicking the **BAR** link on the **OBMS BUDGET HOME** page, follow these steps to create a budget fund for a Capital Outlay Initial Budget BAR:

1. Click the **BAR Entry** link and do the following:
 - Select the **Budget Year**.
 - Select the **Entity**.
 - Next to **Select Non-Approved BAR**, select the BAR the Capital Outlay staff notified you about and then click **Retrieve**.

Now the **BAR STATUS** folder displays details about the BAR, including the number of the fund to create a budget for.

- Near the top right or at bottom left of the screen, click **Home**. Then click **Budget** and the **Budget Actions** link.
- On the **BUDGET ACTIONS** page, select the **Budget Year** and **Budget** (entity), then click **Select**.

- Click the **BUDGET FUNDS** folder to expand it, and look for Fund 27118. The fund isn't displayed because it doesn't exist yet.

BUDGET FUNDS							
		27107	27107 GOB Library	24,139	24,139	0	
		27149	PreK Initiative	350,000	350,000	0	

- Click **Home**. Then click **BAR** and the **BAR Entry** link. In the **BAR PROJECTS** folder, notice the **Project Amount** of \$50,000 for a Health Center in this example.

DFA Project ID	Class Code	Project Name	Project Amount
20-9229	9229	WEST LAS VEGAS PUBLIC SCHOOLS HEALTH CENTER	50,000.00

Total: 50,000.00

- In the **BAR LINES** folder, select the function to spend the project money on. For this example, the **Function** is 4000, the **Object** is 54500, and the **Adjustment** is \$50,000. After make your selections and enter the adjustment amount, click **Enter**.

Now under **2 BAR Line record(s) found** in the **BAR LINES** folder is a revenue line from grants spent on construction services for the Health Center.

2 BAR Line record(s) found.

Delete Selected BAR Lines Save

<input type="checkbox"/>	Acct Type	Func	Object	Location	Program	Job Class	Pres Budge	Adj Amt	FTE Adj	Budg As Adj	
<input checked="" type="checkbox"/>	REV	0000	43202-State Flow-through Grants	068000	0000	0000	0	50,000	N/A	50,000	
<input type="checkbox"/>	EXP	4000	54500-Construction Services	068000	0000	0000	0	50,000	N/A	50,000	
Total:								50,000	0.00		

Save

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

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

Or

- If you're ready to submit this BAR, click the **Submit BAR to BM** button. Now the BAR goes through the approval process.

Void/Disapprove Reason:

8. After PED approval, check the **27118 - BUDGET LINES**. Click **Budget** and the **Budget Actions** link, select the **Budget Year** and **Budget**, then click **Select**.

BUDGET ACTIONS [WEST LAS VEGAS 2021-2022]

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

SELECT BUDGET

Budget Year: 2021-2022 Budget: West Las Vegas

27118 2019-20 Capital Outlay and School Bus Replacements 50,000 50,000 0

27118 - BUDGET LINES

Revenues

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Proj. Amt
27118	0000	43202	0000	000	0000	0	50,000
						0	50,000

Expenditures

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
27118	4000	54500	0000	000	0000	0		50,000	
						0	0.00	50,000	0.00

1 revenue line(s) found... 1 expenditure line(s) found... Close

About Dependent Charter Transfer BARs

A Dependent Charter Transfer (DCT) is a PED process for funds, objects, and BARs of larger districts with one or more charter schools that receive allocations of money from federal programs. The districts distribute the money to their charter schools using a budget. When a fund is used for DCT, Objects are used specifically for that transfer.

A DCT BAR is used to correct differences between expenditure and revenue amounts. Differences happen when a district reports an expenditure amount that's different from the revenue amount their charter reports or when the allocation is changed during the year. These differences are shown on the **Dependent Charter Balance** report.

OBMS automatically creates Decrease BARs for a charter when a district adjusts allocation amounts for Dependent Charter Transfer funds. When the charter receives notification that Decrease BARs exist, they must void the BARs.

Public School Operating Budget Dependent Charter Balance							
	Entity Code	Location Name	Exp. Code	Expenditure Amount	Rev. Code	Revenue Amount	Difference Amount
District: Albuquerque							
Fund: 24101							
	001006	Native American Community Academy	55912	\$214,037.00	41924	\$214,037.00	\$0.00
	001016	Albuquerque Talent Development	55912	\$117,703.00	41924	\$31,237.00	\$86,466.00
	001017	Los Puentes Charter School	55912	\$152,470.00	41924	\$66,004.00	\$86,466.00

The Object in this example report is **55912**, shown in the **Exp. Code** column. The differences between expenditure and revenue amounts are shown in red in the **Difference Amount** column. For both locations the differences are **\$86,466.00**.

How did this difference happen? Albuquerque budgeted \$117,703 as an expenditure to their charter Albuquerque Talent Development, but that charter school only reported revenue of \$31,237. The difference is \$86,466. A similar discrepancy occurred with Los Puentes Charter.

Follow the next procedure to correct any discrepancies in expenditures and revenues between a district and one of its charter schools. Use a DCT Maintenance BAR to balance the budget.

To create a DCT Maintenance BAR to balance a budget

1. After logging in as a school for the district, click **BAR** and then click the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year** and **Budget** (entity).
 - For **BAR Type**, select **Maintenance**.
 - For **Fund/SubFund**, select **24101 - Title I - ESEA** in this example, and then click **Create**.

BAR ACTIONS

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

BAR SELECTION

Budget Year: 2021-2022
 Budget: Albuquerque
 BAR Type: Maintenance
 Fund/SubFund: 24101 - Title I - ESEA

Create

The **New BAR** message displays to show the BAR was created along with its Smart Code.



3. Now find the expenditure amount for fund **24101 Title I - ESEA**, by doing the following:
 - Click **Home**, and then click **Budget** and the **Budget Actions** link.
 - On the **BUDGET ACTIONS** page, select the **Budget Year** and **Budget** (entity), then click **Select**.
 - Click the **BUDGET FUNDS** folder to expand it. In the **Expenditure** column, note the amount for **24101 Title I - ESEA** to use for the next step.

Code	Fund	Revenue	Expenditure	Diff	Approved	Action
11000	Operational	776,200,654	776,200,654	0	N/A	
13000	Pupil Transportation	20,081,166	20,081,166	0	✓	
14000	Total Instructional Materials Sub-Fund	313,895	313,895	0	✓	
21000	Food Services	60,746,975	60,746,975	0	N/A	
22000	Athletics	2,700,319	2,700,319	0	N/A	
23000	Non-Instructional Support	14,532,467	14,532,467	0	N/A	
24101	Title I - ESEA	42,882,049	42,882,045	0	✓	

4. Click **Home**, **BAR**, and the **BAR Entry** link, and then click the **BAR HEADER** folder and do the following:
 - For **Approved CarryOver**, **Total Current Year Allocation**, and **Total Approved Budget (Flowthrough)**, enter **42,882,049** from the previous step.
 - Next to **Contact**, select the one you want.
 - In the **Justification** box, enter **Fix Charter Dependent Balance**, and then click **Update**.

The screenshot displays the 'BAR Entry' form in the OBMS system. At the top, the header information includes 'HEADER 001-000-2122-0099-M', 'FUND: 24101 - TITLE I - ESEA', 'Document Identification: 001-000-2122-0099-M', 'Federal Tax Identification:', 'Fiscal Year: 2021-2022', and 'BAR Type: Maintenance'. The 'Flowthrough Only' section contains fields for 'Budget Period From:' (07/01/2021) and 'To:' (06/30/2022). Below these, four budget-related fields are highlighted with red boxes: 'A. Approved CarryOver: 42,882,049', 'B. Total Current Year Allocation: 42,882,049', 'C. Increase/Decrease: 0', and 'D. Total Funding Available: 0'. The 'Total Approved Budget (Flowthrough): 42,882,049' field is also highlighted. The 'BAR Changes Intent/Scope of Program?' section has radio buttons for 'Yes' and 'No', with 'No' selected. The 'Entity Name' is 'Albuquerque'. The 'Contact' dropdown menu is highlighted with a red box and shows 'Marin, Mihaela'. The 'Telephone' is '505-880-2578' and the 'Email' is 'PEDDemoNotify@respec.com'. The 'Justification' text area is highlighted with a red box and contains the text 'Fix Charter Dependent Balance.'. An 'Update' button is located at the bottom right of the form.

5. In the **Source: Expenditure** box, select the **Function**, **Object**, and **Location** where you want to take away the \$86,466 difference shown in the report. Next to **Adjustment**, enter **86466**, and then click **Enter**.

BAR LINES: MAINTENANCE 001-000-2122-0099-M FUND: 24101 - TITLE I - ESEA

Source: Expenditure

Budgeted Amt:	117,703	Available Amt:	117,703
Budgeted FTEs:	0.00	Available FTEs:	0.00

Function: 2500 - Central Services

Object: 55912 - Flowthrough Grants to Charters

Program: 0000 - No Program

Location: 001016 - Albuquerque Talent Development

Job Class: 0000 - No Job Class

Adjustment: (86466)

FTE Adjustment: N/A

Enter

6. Repeat Step 5 for **Location 001017** in this example, and then click **Enter**.

BAR LINES: MAINTENANCE 001-000-2122-0099-M FUND: 24101 - TITLE I - ESEA

Source: Expenditure

Budgeted Amt:	152,470	Available Amt:	152,470
Budgeted FTEs:	0.00	Available FTEs:	0.00

Function: 2500 - Central Services

Object: 55912 - Flowthrough Grants to Charters

Program: 0000 - No Program

Location: 001017 - Los Puentes Charter School

Job Class: 0000 - No Job Class

Adjustment: (86466)

FTE Adjustment: N/A

Enter

Decreasing \$86,466 from both charter locations' grants, creates two new expenditure lines as shown at the bottom of the next screen.

The **Destination: Expenditure** box's **Available Amt** shows \$172,932 is now available to spend from the two new expenditure lines.

Destination: Expenditure											
Budgeted Amt:		42,882,049				Available Amt:		172,932			
Budgeted FTEs:		473.05									
Function:		Select...									
Object:											
Program:											
Location:											
Job Class:											
Adjustment:		0									
FTE Adjustment: N/A											
Enter											
2 BAR Line record(s) found.											
Delete Selected BAR Lines											
Save											
Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj		
<input type="checkbox"/> EXP	2500	55912-Flowthrough Grants to Charters	001016	0000	0000	117,703	(86,466)	N/A	31,237	➔	
<input type="checkbox"/> EXP	2500	55912-Flowthrough Grants to Charters	001017	0000	0000	152,470	(86,466)	N/A	66,004	➔	
Total:						(172,932) 0.00					
Save											

- In the **Destination: Expenditure** box, select the **Function**, **Object**, and **Location**, and next to **Adjustment**, enter an amount based on the **Available Amt**. Then click **Enter**.

In this example, we move the money back to the Albuquerque District Office.

Destination: Expenditure											
Budgeted Amt:		0				Available Amt:		172,932			
Budgeted FTEs:		0.00									
Function:		2500 - Central Services									
Object:		53711 - Other Charges									
Program:		0000 - No Program									
Location:		001000 - ALBUQUERQUE DISTRICT OFFICE									
Job Class:		0000 - No Job Class									
Adjustment:		172,932									
FTE Adjustment: N/A											
Enter											

We can now see that the money taken from two locations' expenditures is moved back to the District Office at Location **001000**, and that this BAR is balanced with its **Total** now **0**.

3 BAR Line record(s) found.

Delete Selected BAR Lines Save

<input type="checkbox"/>	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	EXP	2500	55912-Flowthrough Grants to Charters	001016	0000	0000	117,703	(86,466)	N/A	31,237	From
<input type="checkbox"/>	EXP	2500	55912-Flowthrough Grants to Charters	001017	0000	0000	152,470	(86,466)	N/A	66,004	From
<input type="checkbox"/>	EXP	2500	53711-Other Charges	001000	0000	0000	0	172,932	N/A	172,932	To
							Total:			0 0.00	

Save

8. 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. Now the BAR goes through Local/Governance Board approval.

BAR STATUS: 001-000-2122-0099-M (PENDING MAINTENANCE BAR) FUND: 24101 - TITLE I - ESEA

Status: Pending Maintenance BAR

Void/Disapprove Reason:

Submit BAR to BM Void BAR

Note: If we run the **Dependent Charter Balance** report after the BAR is approved, we see this report.

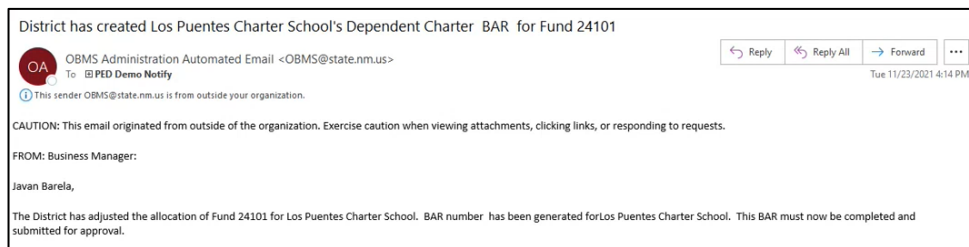
State of New Mexico
Public School Operating Budget
Dependent Charter Balance

	Entity Code	Location Name	Exp. Code	Expenditure Amount	Rev. Code	Revenue Amount	Difference Amount
District: Albuquerque							
Fund: 24101							
	001006	Native American Community Academy	55912	\$214,037.00	41924	\$214,037.00	\$0.00
	001016	Albuquerque Talent Development	55912	\$31,237.00	41924	\$31,237.00	\$0.00
	001017	Los Puentes Charter School	55912	\$66,004.00	41924	\$66,004.00	\$0.00

Moving the expenditure amounts from Albuquerque Talent Development and Los Puentes Charter back to the District Office now results in a **Difference Amount** of **\$0**, instead of the original \$86,466. And the expenditures for **Location 001016** and **Location 001017** are \$31,237 and \$66,004 respectively, which now match their revenues.

9. After this DCT Maintenance BAR is approved, the charter school receives an email saying the district adjusted the allocation of Fund 24101 for the school and that a BAR number has been generated.

This is a Decrease BAR that you must void using the next procedure, *To void the resulting DCT Decrease BARs*.



Note: Whenever a district adjusts allocation amounts for DCT funds, OBMS automatically creates a Decrease BAR for each affected location and emails you notification about the BAR. The **OBMS BUDGET HOME** page message notifying you about the new BAR also shows the BAR number.

To void the resulting DCT Decrease BARs

As mentioned at the end of the previous procedure, *To create a DCT Maintenance BAR to balance a budget*, OBMS automatically generates a Decrease BAR that you must void. When you receive the email notification about the new BAR, use this procedure to void it.

After logging in as a charter for the school of interest on the **OBMS BUDGET HOME** page, follow these steps to void the DCT Decrease BAR:

1. Click **BAR**, click the **BAR Entry** link, and then do the following:
 - Select the **Budget Year** and the **Entity**.
 - Select the **Fund/SubFund** identified in the notification.
 - Next to **Select Non-Approved BAR**, select the one you received notification about and then click **Retrieve**.

Note: You can check the BAR number in the notification message on your **OBMS BUDGET HOME** page.

2. Click the **HEADER** folder to open it and to see if information displays for the following:

- **Approved Carryover**
- **Total Current Year Allocation**
- **Total Approved Budget (Flowthrough)**
- **BAR Changes Intent/Scope of Program?**
- **Contact**
- **Justification**

When you scroll down and click the **BAR LINES** folder, you can see why you must void this BAR. The BAR shows the present budget is \$31,237 and the proposed adjusted amount is -\$86,466, bringing the adjusted budget (**Budg As Adj**) to -\$55,229.

At this point, the budget is approved at the Albuquerque District Office and the location's revenue is balanced with the district's expenditures.

1 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
REV	0000	41924-Flowthrough Grants from District	001016	0000	0000	31,237 (86,466)	N/A	-55,229
Total:								0 0.00	

Save

- Click the **BAR Actions** link, for **Void/Disapprove Reason**, enter **First step of fixing balance**, and then click **Void BAR**.

BAR STATUS: 001-016-2122-0005-D (PENDING FLOWTHROUGH BAR) FUND: 24101 - TITLE I - ESEA

Status: Pending Flowthrough BAR

Void/Disapprove Reason:

First step of fixing balance

Void BAR

Action	Date	By Whom
Create Flowthrough BAR	11/23/2021 4:21 PM	OBMS Administration
Generate FT BAR Number	11/23/2021 4:13 PM	Business Manager

Home | Logout | Feedback | Training

Note: For 001017 in this example, staff at Los Puentes Charter School also needs to perform this procedure.

After voiding all the automatically generated BARs, the charter's balancing process for the DCT Maintenance BAR is complete.

Then the Albuquerque District Office, in this example, performs the next procedure to complete the DCT Maintenance BAR process to balance with the current locations' (001016 and 001017) budgets for Fund 24101.

When the district completes that procedure, the charter receives an email notification that a new BAR has been generated to complete and submit. Use that BAR to adjust your revenue lines and spend the money.

Note: The **OBMS BUDGET HOME** page also shows a message notifying you about the new BAR and also shows the BAR number.

To complete a DCT Maintenance BAR to balance a budget

In this procedure, the district uses a DCT Maintenance BAR to add money to the **Expenditure Amount** shown in the earlier **Dependent Charter Balance** report. Approval of this BAR automatically creates an Increase BAR so the charter school can spend those funds where they need to.

1. After logging in as a School District, click **BAR** and then the **BAR Actions** link.
2. On the **BAR ACTIONS** page, do the following:
 - Select the **Budget Year** and **Budget** (entity).
 - For **BAR Type**, select **Maintenance**.
 - For **Fund/SubFund**, select **24101 - Title I - ESEA** in this example, and then click **Create**.

The screenshot shows the 'BAR ACTIONS' page with a navigation bar containing 'BAR Summary', 'BAR Actions', 'BAR Entry', 'BAR Uploads', 'BAR Utilities', 'Reports', and 'Home'. Below the navigation bar is a 'BAR SELECTION' section. A red box highlights the form fields: 'Budget Year' (2021-2022), 'Budget' (Albuquerque), 'BAR Type' (Maintenance), and 'Fund/SubFund' (24101 - Title I - ESEA). A red box also highlights the 'Create' button.

The **New BAR** message displays to show the BAR was created along with its Smart Code.

New BAR: 001-000-2122-0100-M created.

3. Now find the expenditure amount for fund **24101 Title I - ESEA**, by doing the following:
 - Click **Home**, and then click **Budget** and the **Budget Actions** link.
 - On the **BUDGET ACTIONS** page, select the **Budget Year** and **Budget** (entity), then click **Select**.

- Click the **BUDGET FUNDS** folder to expand it. In the **Expenditure** column, note the amount for **24101 Title I - ESEA** to use for the next step.

BUDGET FUNDS							
Code	Fund	Revenue	Expenditure	Diff	Approved	Action	
11000	Operational	776,200,654	776,200,654	0	N/A		
13000	Pupil Transportation	20,081,166	20,081,166	0	✓		
14000	Total Instructional Materials Sub-Fund	313,895	313,895	0	✓		
21000	Food Services	60,746,975	60,746,975	0	N/A		
22000	Athletics	2,700,319	2,700,319	0	N/A		
23000	Non-instructional Support	14,532,467	14,532,467	0	N/A		
24101	Title I - ESEA	42,882,049	42,882,049	0	✓		

- Click **Home**, **BAR**, and the **BAR Entry** link, and then click the **BAR HEADER** folder and do the following:
 - For **Approved CarryOver**, **Total Current Year Allocation**, and **Total Approved Budget (Flowthrough)**, enter **42,882,049** from Step 3.
 - Next to **BAR Changes Intent/Scope of Program?**, click **Yes** or **No**.
 - Next to **Contact**, select the one you want.
 - In the **Justification** box, enter **Fix Charter Dependent Charter Balance**, and then click **Update**.

HEADER 001-000-2122-0100-M FUND: 24101 - TITLE I - ESEA

Document Identification: 001-000-2122-0100-M

Federal Tax Identification:

Fiscal Year: 2021-2022

BAR Type: Maintenance

Flowthrough Only

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

A. Approved CarryOver: 42,882,049

B. Total Current Year Allocation: 42,882,049

C. Increase/Decrease: 0

D. Total Funding Available: 0

Total Approved Budget (Flowthrough): 42,882,049

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

Entity Name: Albuquerque

Contact: Marin, Mihaela

Telephone: 505-880-2578

Email: PEDDemoNotify@respec.com

Justification: Fix Charter Dependent Charter Balance

Update

5. In the **BAR LINES** folder's **Source: Expenditure** box, select the **Function** and **Object** to pull the expenditure source from. Then, next to **Adjustment**, enter the adjustment amount and click **Enter**.

BAR LINES: MAINTENANCE 001-000-2122-0100-M FUND: 24101 - TITLE I - ESEA

Source: Expenditure

Budgeted Amt:	172,932	Available Amt:	172,932
Budgeted FTEs:	0.00	Available FTEs:	0.00

Function: 2500 - Central Services
Object: 53711 - Other Charges
Program: 0000 - No Program
Location: 001000 - ALBUQUERQUE DISTRICT OFFICE
Job Class: 0000 - No Job Class
Adjustment: (172,932)
FTE Adjustment: N/A

Enter

Note: In this example, we select **Function 2500** and **Object 53711**, the same ones used in *To create a DCT Maintenance BAR to balance a budget*, when we moved money back to the District Office.

6. In the **Destination: Expenditure** box, do the following:
 - Select the **Function** and **Object**.
 - Next to **Location**, select **001016** to allocate the expenditure to.
 - Next to **Adjustment**, enter the amount you want to allocate, and then click **Enter**.

Destination: Expenditure

Budgeted Amt:	31,237	Available Amt:	172,932
Budgeted FTEs:	0.00		

Function: 2500 - Central Services
Object: 55912 - Flowthrough Grants to Charters
Program: 0000 - No Program
Location: 001016 - Albuquerque Talent Development
Job Class: 0000 - No Job Class
Adjustment: 86,466
FTE Adjustment: N/A

Enter

7. For our example, we repeat Step 6 for **Location 001017**. Repeat this step as many times as you need for your number of affected locations.

Destination: Expenditure

Budgeted Amt:	66,004	Available Amt:	86,466
Budgeted FTEs:	0.00		

Function: 2500 - Central Services
Object: 55912 - Flowthrough Grants to Charters
Program: 0000 - No Program
Location: 001017 - Los Puentes Charter School
Job Class: 0000 - No Job Class
Adjustment: 86,466
FTE Adjustment: N/A

Enter

This moves \$172,932 from the District Office back to the two charter school locations, as shown here.

3 BAR Line record(s) found.

Delete Selected BAR Lines Save

<input type="checkbox"/>	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	EXP	2500	53711-Other Charges	001000	0000	0000	172,932	(172,932)	N/A	0	
<input type="checkbox"/>	EXP	2500	55912-Flowthrough Grants to Charters	001016	0000	0000	31,237	86,466	N/A	117,703	
<input type="checkbox"/>	EXP	2500	55912-Flowthrough Grants to Charters	001017	0000	0000	66,004	86,466	N/A	152,470	
							Total:		0 0.00		

Save

8. 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. Now the BAR goes through Local/Governance Board approval.

BAR STATUS: 001-000-2122-0100-M (PENDING MAINTENANCE BAR) FUND: 24101 - TITLE I - ESEA

Status: Pending Maintenance BAR

Void/Disapprove Reason:

Submit BAR to BM **Void BAR**

Action	Date	By Whom
Create Maintenance BAR	11/23/2021 4:29 PM	Business Manager
Generate Maint. BAR Number	11/23/2021 4:28 PM	Business Manager

When you submit this BAR, the Local/Governance Board approval process begins. After approval, the expenditure amounts for both charter locations in a newly run **Dependent Charter Balance** report match the amounts in the first report, shown earlier in *About Dependent Charter Transfer BARs*.

State of New Mexico Public School Operating Budget Dependent Charter Balance							
	Entity Code	Location Name	Exp. Code	Expenditure Amount	Rev. Code	Revenue Amount	Difference Amount
District: Albuquerque							
Fund: 24101							
	001006	Native American Community Academy	55912	\$214,037.00	41924	\$214,037.00	\$0.00
	001016	Albuquerque Talent Development	55912	\$117,703.00	41924	\$31,237.00	\$86,466.00
	001017	Los Puentes Charter School	55912	\$152,470.00	41924	\$66,004.00	\$86,466.00

Note: When the district adjusts expenditures for a charter school, it creates an Increase BAR for the charter to adjust revenue lines and spend the money, as shown in the next screen. The charter completes the Increase BAR by entering the **Difference Amount** into one or more expenditure lines and then submitting the Increase BAR for approval.


14 BAR Line record(s) found.										
Delete Selected BAR Lines								Save		
	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
	REV	0000	41924-Flowthrough Grants from District	001016	0000	0000	31,237	86,466	N/A	117,703
<input type="checkbox"/>	EXP	1000	51100-Salaries Expense	001016	1010	1411	0	62,400	1.00	62,400
<input type="checkbox"/>	EXP	1000	52111-Educational Retirement	001016	0000	149	0	9,298	N/A	9,447
<input type="checkbox"/>	EXP	1000	52112-ERA - Retiree Health	001016	0000	0000	30	1,560	N/A	1,590
<input type="checkbox"/>	EXP	1000	52210-FICA Payments	001016	0000	0000	62	3,869	N/A	3,931
<input type="checkbox"/>	EXP	1000	52220-Medicare Payments	001016	0000	0000	15	905	N/A	920
<input type="checkbox"/>	EXP	1000	52311-Health and Medical Premiums	001016	0000	0000	0	6,906	N/A	6,906
<input type="checkbox"/>	EXP	1000	52312-Life	001016	0000	0000	0	150	N/A	150
<input type="checkbox"/>	EXP	1000	52313-Dental	001016	0000	0000	0	564	N/A	564
<input type="checkbox"/>	EXP	1000	52314-Vision	001016	0000	0000	0	78	N/A	78
<input type="checkbox"/>	EXP	1000	52315-Disability	001016	0000	0000	0	36	N/A	36
<input type="checkbox"/>	EXP	1000	52500-Unemployment Compensation	001016	0000	0000	0	44	N/A	44
<input type="checkbox"/>	EXP	1000	52720-Workers Compensation Employer's Fee	001016	0000	0000	11	19	N/A	30
<input type="checkbox"/>	EXP	1000	52730-Workers Compensation (Self Insured)	001016	0000	0000	0	637	N/A	637
Total:								86,466	1.00	
Save										

To complete the resulting DCT Increase BAR


After the district adjusts expenditures for a charter school, the system creates an Increase BAR for the charter to adjust expenditure lines and spend the money. When you receive notification about the BAR, follow these steps to complete the DCT Increase BAR:

1. After logging in as a Charter School, click the **BAR** link to display the **BAR SUMMARY** page, and do the following:
 - Select the **Budget Year, Entity, and Fund/Subfund.**
 - For **BAR Type**, select **Increase** and then click the **View BARs** button.
2. In the **VIEW BAR SUMMARY** folder, find the BAR you were notified about and in its **Edit** column, click **Entry**.

VIEW BAR SUMMARY							
4 record(s).							
Edit	Entity	Date Submitted to PED	BAR Status	Fund Code	Fund Name	Doc ID	BAR Amt
Entry Actions	Albuquerque	12/22/2020	PED Approved BAR	24101	Title I - ESEA	001-000-2021-0191-I	1,444,185
Entry Actions	Albuquerque	7/12/2021	PED Approved BAR	24101	Title I - ESEA	001-000-2021-0452-I	5,692,066
Entry Actions	Albuquerque		Pending Flowthrough BAR	24101	Title I - ESEA	001-000-2021-0455-I	117,703

3. Click the **BAR LINES** folder to open it. Under the check box  icon, notice the column is empty for the revenue line **REV** of \$117,703. Because no check box displays, it means the line is locked and you can't edit it.

Note: When you see a check box in that column, you can select it to delete or modify the line.

BAR LINES: INCREASE 001-000-2021-0455-I FUND: 24101 - TITLE I - ESEA											
Destination: Expenditure											
Budgeted Amt:		44,147,743				Available Amt:		117,703			
Budgeted FTEs:		326.35									
Function: Select...											
Object:											
Program:											
Location:											
Job Class:											
Adjustment: 0											
FTE Adjustment: N/A											
Enter											
Adjustment lines saved.											
Delete Selected BAR Lines											
Save											
<input type="checkbox"/>	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input type="checkbox"/>	REV	0000	41924-Flowthrough Grants from District	001000	0000	0000	0	117,703	N/A	117,703	
Total:								0 0.00			
Save											

4. In the **Destination: Expenditure** box, do the following:

- Select the **Function**, **Object**, and **Location** to spend the money on.
- Notice the **Available Amt** and next to **Adjustment**, enter the amount you want to spend from that amount, and then click **Enter**.

BAR LINES: INCREASE 001-000-2021-0455-I FUND: 24101 - TITLE I - ESEA

Destination: Expenditure

Budgeted Amt: 0 Available Amt: 117,703
Budgeted FTEs: 0.00

Function: 4000 - Capital Outlay
Object: 57311 - Vehicles General
Program: 0000 - No Program
Location: 001017 - Los Puentes Charter School
Job Class: 0000 - No Job Class
Adjustment: 25,000
FTE Adjustment: N/A

Enter

The expenditure line **EXP** you just added displays now. Notice the check box in its far left column, which indicates you can edit this line.

Delete Selected BAR Lines Save

	Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj	
<input checked="" type="checkbox"/>	REV	0000	41924-Flowthrough Grants from District	001000	0000	0000	0	117,703	N/A	117,703	←
<input type="checkbox"/>	EXP	4000	57311-Vehicles General	001017	0000	0000	0	25,000	N/A	25,000	←
Total:								25,000	0.00		

Save

- Repeat Step 4 until the **Available Amt** is 0 and the revenues and expenditures are balanced.
- Depending on how many objects you select to create new expenditure lines, your lines look similar to the ones in the next example.

When the **Total** expenses at the bottom of the **Destination: Expenditure** box match the revenue **Adj Amt**, click **Save**.

Destination: Expenditure

Budgeted Amt: 0 **Available Amt:** 0

Budgeted FTEs: 0.00

Function: 4000 - Capital Outlay

Object: 57200 - Buildings Purchase

Program: 0000 - No Program

Location: 001017 - Los Puentes Charter School

Job Class: 0000 - No Job Class

Adjustment: 0

FTE Adjustment: N/A

8 BAR Line record(s) found.

Acct Type	Func	Object	Location	Program	Job Class	Pres Budg	Adj Amt	FTE Adj	Budg As Adj
REV	0000	41924-Flowthrough Grants from District	001000	0000	0000	0	117,703	N/A	117,703
<input type="checkbox"/> EXP	4000	54500-Construction Services	001017	0000	0000	0	15,000	N/A	15,000
<input type="checkbox"/> EXP	4000	54640-Rental - Lease To Purchase	001017	0000	0000	0	10,000	N/A	10,000
<input type="checkbox"/> EXP	4000	57111-Land	001017	0000	0000	0	22,703	N/A	22,703
<input type="checkbox"/> EXP	4000	57112-Land Improvements	001017	0000	0000	0	25,000	N/A	25,000
<input type="checkbox"/> EXP	4000	57200-Buildings Purchase	001017	0000	0000	0	5,000	N/A	5,000
<input type="checkbox"/> EXP	4000	57311-Vehicles General	001017	0000	0000	0	25,000	N/A	25,000
<input type="checkbox"/> EXP	4000	57313-Heavy Equipment	001017	0000	0000	0	15,000	N/A	15,000
Total:							117,703	0.00	

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. Now the BAR goes through the approval process.

BAR STATUS: 001-000-2021-0455-I (PENDING FLOWTHROUGH BAR) **FUND:** 24101 - TITLE I - ESEA

Status: Pending Flowthrough BAR

Void/Disapprove Reason:

To upload a BAR .csv file

Some third-party accounting software provides a BAR .csv file you can export in the required format to upload into OBMS. If this is true for your accounting software, use this procedure to upload a BAR directly into OBMS instead of creating a BAR manually.

After logging in and clicking the **Budget** link on the **OBMS BUDGET HOME** page, follow these steps to request a budget adjustment for a Direct fund:

1. On the **BUDGET ACTIONS** page, under **Budget Year** and **Budget**, select the year and the budget entity for the BAR. This example shows 2021-2022 Capitan for an increase BAR with Direct fund 21000.

NEW MEXICO Public Education Department

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

BUDGET ACTIONS

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

SELECT BUDGET


Budget Year: 2021-2022 Budget: Select...

Home | Logout | Fe

Select...

Bloomfield

Capitan

2. Next to **21000 Food Services**, click  to view its revenue and expenditure lines.

BUDGET TOTALS							
Revenues: 11,076,853			Expenditures: 11,076,853				
BUDGET FUNDS							
	Code	Fund	Revenue	Expenditure	Diff	Approved	Action
 	11000	Operational	6,537,602	6,537,602	0	N/A	
 	13000	Pupil Transportation	310,582	310,582	0		 
 	21000	Food Services	375,443	375,443	0	N/A	

In this example, we received more student fees (Object 41604) which increases the revenue, and we want to spend that revenue on food (Object 56116) across three district locations.

BUDGET TOTALS

Revenues: 11,076,853

Expenditures: 11,076,853

BUDGET FUNDS

21000 - BUDGET LINES

Revenues

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Proj. Amt
21000	0000	11111	0000	000	0000	44,908	44,858
21000	0000	41500	0000	000	0000	32	35
21000	0000	41603	0000	000	0000	1,113	1,115
21000	0000	41604	0000	000	0000	457	460
21000	0000	44500	0000	000	0000	327,739	328,975
						374,249	375,443

Expenditures

Fund	Function	Object	Program	Location	Job Class	Est. Amt	Est. FTE	Proj. Amt	Proj. FTE
21000	3100	51300	0000	000	1217	1,400	0.00	0	0.00
21000	3100	52111	0000	000	0000	198		0	
21000	3100	52112	0000	000	0000	28		0	
21000	3100	52210	0000	000	0000	79		0	
21000	3100	52220	0000	000	0000	19		0	
21000	3100	53711	0000	000	0000	832		900	
21000	3100	55915	0000	000	0000	325,427		373,093	
21000	3100	56113	0000	000	0000	295		300	
21000	3100	56116	0000	000	0000	969		1,000	
21000	3100	56117	0000	000	0000	144		150	
						329,391	0.00	375,443	0.00

5 revenue line(s) found... 10 expenditure line(s) found...

Close

- Click **Home**, then on the **OBMS BUDGET HOME** page, click the **BAR** link to display the **BAR SUMMARY** page.

- Click the **BAR Uploads** link. On the **BAR UPLOAD SUMMARY** page, select the **Budget Year**, **Entity**, and **Fund/SubFund**, and then click the **Retrieve** button to see **No uploads exist for the supplied search criteria**. This indicates you can now proceed with uploading the .csv file.

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

BAR UPLOAD SUMMARY

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

BAR UPLOAD SUMMARY SEARCH

Budget Year: 2021-2022
Entity: Capitan
Fund/SubFund: 21000 - Food Services
BAR Type: Select...

☐ Errors ☐ No Errors ☐ Deleted ☐ Accepted

Retrieve

BAR UPLOADS : 2021-2022 21000 - FOOD SERVICES

No uploads exist for the supplied search criteria

UPLOAD BAR

OBMS BAR Uploader

Click "Browse" to add files for upload.

File	Status	Action
<p>Browse Reset</p> <p>Upload Files</p> <p>Upload another BAR</p>		

Home | Logout | Feedback | Training

- Click the **Browse** button and find your .csv BAR file on your computer.

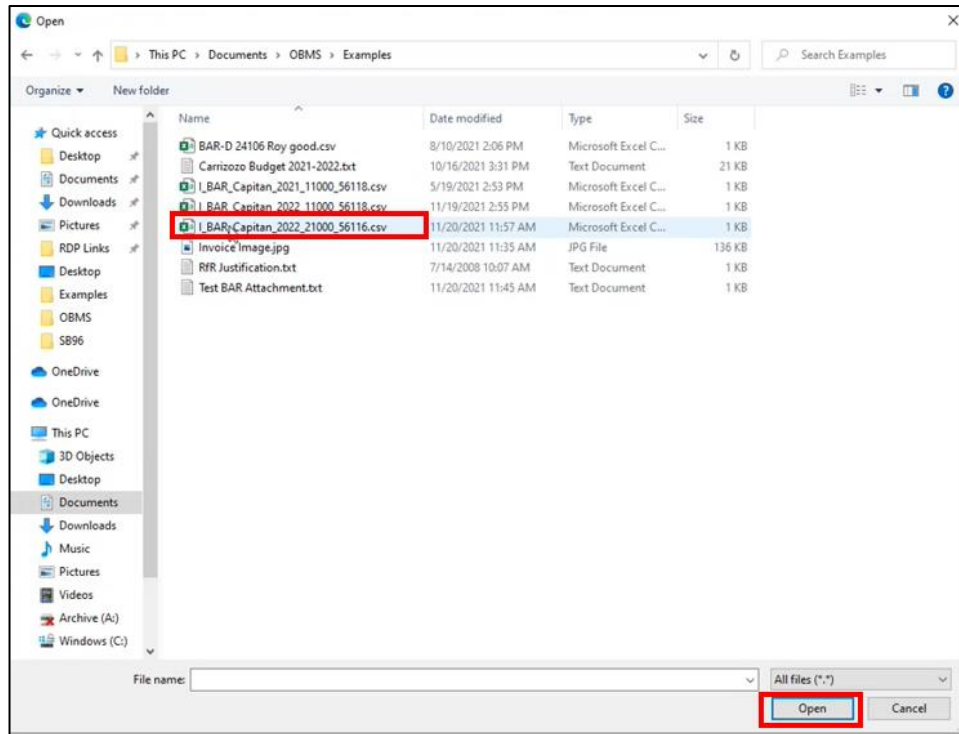
UPLOAD BAR

OBMS BAR Uploader

Click "Browse" to add files for upload.

File	Status	Action
<p>Browse Reset</p> <p>Upload Files</p>		

6. Select the .csv file you want, and then click **Open**.



Status of the file you selected is now **ready to upload**.

OBMS BAR Uploader		
Click "Browse" to add files for upload.		
File	Status	Action
I_BAR_Capitan_2022_21000_56116.csv	ready to upload	Remove

The **Notepad** window shows lines of text for the .csv BAR file.

I_BAR_Capitan_2022_21000_56116.csv - Notepad	
File	Edit Format View Help
UBH,040,2022,21000,I,Jamie,,Shepperd,7/1/2021,6/30/2022,,,,Test BAR with Locations	
UBL,21000,0000,41604,0000,000,0000,2350,0	
UBL,21000,3100,56116,0000,033,0000,800,0	
UBL,21000,3100,56116,0000,034,0000,900,0	
UBL,21000,3100,56116,0000,036,0000,650,0	

Note: 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*.

The items in the lines are identified here. Try viewing the chart at 200% or more to read the small text.

Upload BAR Ready/Process	Ending Budget Year	BAR Type (I for Increase)	BAR Period	Justification field comment
UBH, 040 ,2022 ,21000 ,I ,Jamie,,Shepperd,	7/1/2021,6/30/2022	,,,,	Test BAR with Locations	
Parent Location Code	Fund Code	Contact		Blank Fields, only used during Forcethrough RMB
Upload BAR Line	FUND	FUNCTION	OBJECT	PROGRAM
LOCATION	JOB CLASS	AMOUNT	FTE	
UBL, 21000,0000,41604,0000,000,0000,2350,0				Revenue
UBL, 21000,3100,56116,0000,033,0000,800,0				Expenditures
UBL, 21000,3100,56116,0000,034,0000,900,0				
UBL, 21000,3100,56116,0000,036,0000,650,0				

- Click the **Upload Files** button. **Status** briefly changes to **Completed**, which then disappears.

File	Status	Action
I_BAR_Capitan_2022_21000_56116.csv	ready to upload	Remove
<input type="button" value="Browse"/> <input type="button" value="Reset"/> <input type="button" value="Upload Files"/>		

- Above **BAR UPLOADS**, click the **Retrieve** button. The uploaded BAR now shows the **Upload Date**, **Status**, **# of Lines**, **Attachment Count**, and **Lines w/Errors**. If OBMS detects errors, **Lines w/Errors** shows 1 or more.

BAR UPLOAD SUMMARY SEARCH

Budget Year: 2021-2022

Entity: Capitan

Fund/SubFund: 21000 - Food Services

BAR Type: Select...

☐ Errors
☐ No Errors
☐ Deleted
☐ Accepted

Retrieve

BAR UPLOADS : 2021-2022 21000 - FOOD SERVICES

Budget: Capitan 2021-2022

Detail	Filename	Upload Date	Status	# of Lines	Attachment Count	Lines w/Errors	Action
	I_BAR_Capitan_2022_21000_56116.csv	11/20/2021 1:18:38 PM	Staging Validated	4	0	0	<div>Delete File</div> <div>Accept BAR</div>

UPLOAD BAR

Click "Browse" to add files for upload.

File	Status	Action
<input type="button" value="Browse"/> <input type="button" value="Reset"/> <input type="button" value="Upload Files"/>		
<input type="button" value="Upload another BAR"/>		


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

9. Check **Lines w/Errors** and do one of the following:

- If **Lines w/Errors** shows 1 or more, under **Action**, click the **Delete File** button. Then edit the lines in your .csv file, and repeat Steps 5 to 9.
- If **Lines w/Errors** shows **0**, click the **Accept BAR** button.

Budget: Capitan 2021-2022							
Detail	Filename	Upload Date	Status	# of Attachment Lines	Count	Lines w/Errors	Action
	I_BAR_Capitan_2022_21000_56116.csv	11/20/2021 1:18:38 PM	Staging Validated	4	0	0	<div>Delete File</div> <div>Accept BAR</div>

Now **Status** shows **Accepted BAR**.

	I_BAR_Capitan_2022_21000_56116.csv	11/20/2021 1:18:38 PM	Accepted BAR	4	0	0	
---	------------------------------------	-----------------------	--------------	---	---	---	--

Continue to the next procedure to complete your BAR with the .csv file you uploaded.

To complete a BAR .csv file upload

If you uploaded a BAR .csv file directly into OBMS following the previous procedure, follow the next steps to complete the process.

1. Verify that your BAR .csv is uploaded by clicking the **BAR Summary** link. Then select the **Budget Year**, **Entity**, and **Fund/SubFund** and click the **Entry** button.

OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO)

Logged In: SchoolDistrict

BAR SUMMARY

BAR Summary

BAR Actions

BAR Entry

BAR Uploads

BAR Utilities

Reports

Home

VIEW BAR SELECTION

Budget Year: 2021-2022

Entity: Capitan

Fund/SubFund: 21000 - Food Services

BAR Type: Increase

☐ Non-Approved
 ☐ Approved
 ☐ Disapproved
 ☐ Voided

View BARs

VIEW BAR SUMMARY

1 record(s).

Edit	Entity	Date Submitted to PED	BAR Status	Fund Code	Fund Name	Doc ID	BAR Amt
<div>Entry</div> <div>Actions</div>	Capitan		Pending Direct BAR	21000	Food Services	040-000-2122-0004-I	2,350

Show BAR History Report

Home

Logout

Feedback

Training

This displays all the information from your .csv file that's now in OBMS.

040-000-2122-0004-I AS OF 11/20/2021 1:21:50 PM IS: 0 FUND: 21000 - FOOD SERVICES

BAR Lines Last Saved: 11/20/2021 1:20:15 PM

BAR Type: Increase

BAR Revenue Total: 2,350
BAR Expenditure Total: 2,350
BAR Difference Total: 0
BAR FTE Total: 0.00

HEADER 040-000-2122-0004-I FUND: 21000 - FOOD SERVICES

Document Identification: 040-000-2122-0004-I
Federal Tax Identification:
Fiscal Year: 2021-2022
BAR Type: Increase

Entity Name: Capitan
Contact: Shepperd, Jamie
Telephone: 575-354-8514
Email: PEDDemoNotify@respec.com

Justification: Test BAR with Locations

Update

BAR LINES: INCREASE 040-000-2122-0004-I FUND: 21000 - FOOD SERVICES

Destination: Expenditure

Budgeted Amt: 375,443 Available Amt: 0
Budgeted FTEs: 0.00

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

Enter

4 BAR Line record(s) found.

Delete Selected BAR Lines Save

Acct Type	Func	Object	Location	Program	Job Class	Pres Budo	Adj Amt	FTE Adj	Budg As Adj
<input type="checkbox"/> REV	0000	41604-Fees - Students/Food Services	040000	0000	0000	460	2,350	N/A	2,810
<input type="checkbox"/> EXP	3100	56116-Food	040033	0000	0000	0	800	N/A	800
<input type="checkbox"/> EXP	3100	56116-Food	040034	0000	0000	0	900	N/A	900
<input type="checkbox"/> EXP	3100	56116-Food	040036	0000	0000	0	650	N/A	650
Total:							2,350	0.00	

Save

2. If you want to attach a file that may result in faster approval, in the **ATTACHMENTS** folder, click **Choose File**, browse to and select the file you want from your computer, and then click **Upload**.

3. 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. Now you need to wait for approval.

Approving Capital Outlay and Dependent Charter Transfer BARs

The approval processes for Capital Outlay BARs and DCT BARs are the same as specific approval processes in *OBMS User Manual, Volume 1*. These processes are identified in the next two procedures.

To approve a Capital Outlay BAR

This approval process goes from BM to Superintendent (SP) to BM for Local/Governance Board approval and then to PED where it goes from Program Manager (PM) to Fund Analyst (FA) to Fund Supervisor (FS) to Fiscal Director (FD) for full approval.

- Follow all the procedures in Volume 1 from *To approve a Flowthrough D, I, IB, or T BAR (BM first time)* through *To approve a Flowthrough D, I, IB, or T BAR (FD)*.

To approve a DCT Maintenance BAR

This approval process goes from BM to SP to BM for Local/Governance Board approval.

- Follow all the procedures in Volume 1 from *To approve a Direct or Flowthrough Maintenance BAR (BM first time)* through *To approve a Direct or Flowthrough Maintenance BAR (BM last time)*.

Actuals

Actuals are the expenditures of money spent from a budget. Only after the budget is finalized can you upload Actuals.

Important: Revenue and expenditures in Actuals aren't required to balance.

You edit 925F Actuals at the end of the fiscal year. These Actuals apply to certain job codes and show adjustments to the actual full-time equivalents (FTEs) reported and actual salary reported during the year.

Displaying and Uploading Actuals

This section tells you how to display the details of Actuals that are already submitted and uploaded. The **UPLOAD SUMMARY SEARCH** folder displays these details.

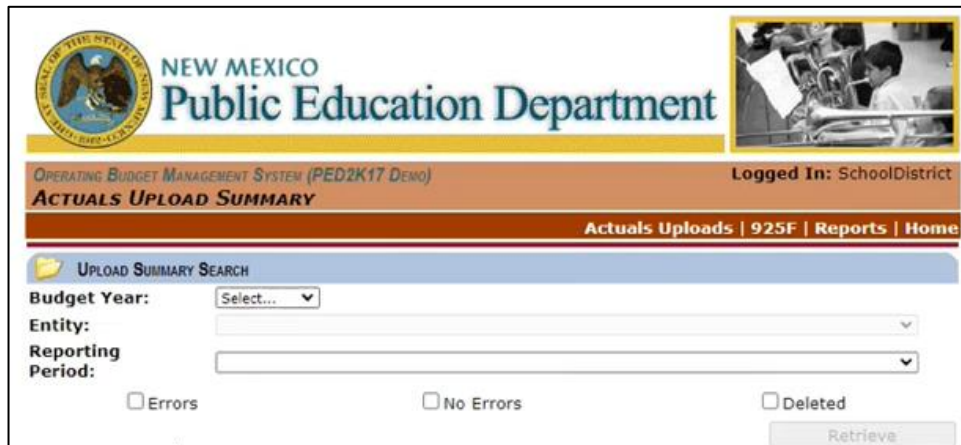
In this section, you can also see how to upload Actuals by using the **UPLOAD ACTUALS** folder.

At the end of the section, you can find out how to edit 925F Actuals by using the **925F** folders.

To display details of uploaded Actuals

After logging in as a School District or Charter School, follow these steps to display details of Actuals that are already submitted and uploaded:

1. Click the **Actuals** link to display the **ACTUALS UPLOAD SUMMARY** page with the **UPLOAD SUMMARY SEARCH** folder at the top.



2. Select the **Budget Year** and **Entity**.

3. Select the **Reporting Period**. You can do one of the following:

- Select a specific quarter to display Actuals for that quarter.

Or

- Leave it on **Select...** to display Actuals for the entire Budget Year.

4. Click **Retrieve**.

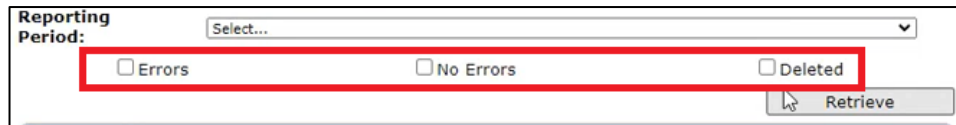
If no actuals are uploaded yet, you get this message.

If actuals exist already, you see the information shown in this example.

Action	Date	By Whom	Comment
Begin Upload	11/22/2021 6:37 PM	School District	

Detail	Filename	Upload Date	Status	# of Lines	Lines w/Errors	Action
	Actual_HONDO FY22 Q1 ACTUALS 039-000.txt	11/22/2021 6:37:32 PM	Staging Validated	393	0	Delete File

5. If you get many results, you can filter them by selecting the **Errors**, **No Errors**, or **Deleted** check box.



A screenshot of a web interface for filtering results. It features a 'Reporting Period:' label followed by a dropdown menu with 'Select...' as the placeholder. Below this, there are three checkboxes: 'Errors', 'No Errors', and 'Deleted'. A red rectangular box highlights these three checkboxes. To the right of the checkboxes is a 'Retrieve' button with a mouse cursor icon pointing at it.

To upload an Actuals file

The **UPLOAD ACTUALS** folder is where you upload your Actuals files. What you see in that folder is similar to what you see in the **UPLOAD BUDGET** and **UPLOAD BAR** folders.

After logging in as a School District, follow these steps to upload an Actuals file:

1. Click the **Actuals** link to display the **ACTUALS UPLOAD SUMMARY** page showing the **UPLOAD ACTUALS** folder.
2. Click the **Browse** button.

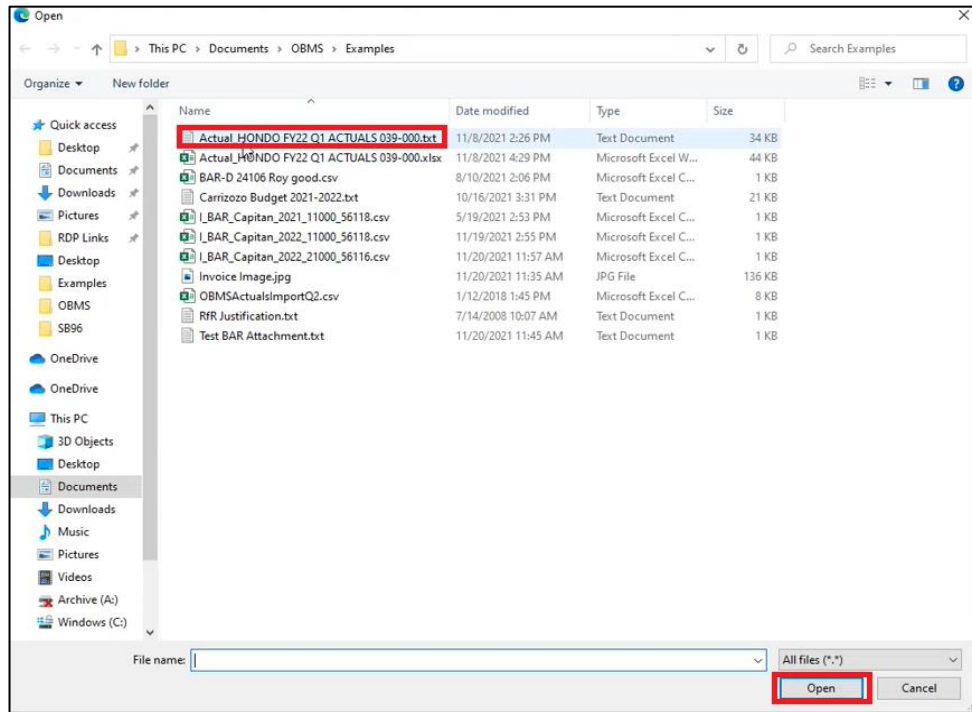


A screenshot of the 'OBMS Actuals Uploader' web interface. At the top, there's a blue header with a folder icon and the text 'UPLOAD ACTUALS'. Below the header, the title 'OBMS Actuals Uploader' is displayed, followed by the instruction 'Click "Browse" to add files for upload.' Below this is a table with three columns: 'File', 'Status', and 'Action'. Under the table, there are two buttons: 'Browse' and 'Reset'. The 'Browse' button is highlighted with a red rectangular box. Below these buttons is an 'Upload Files' button. At the bottom, there is a checkbox labeled 'Replace Period' and an 'Upload another Actuals' button.

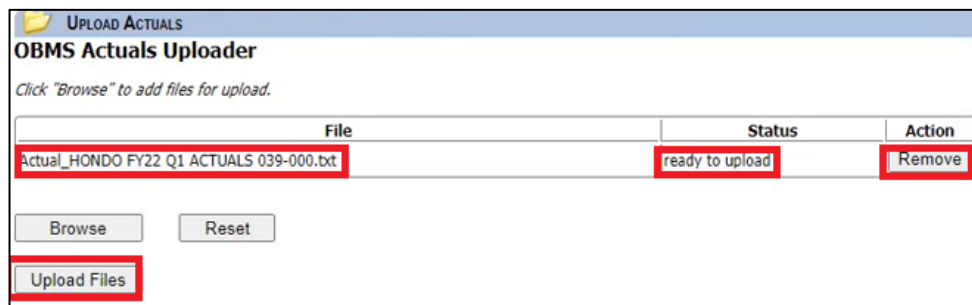
3. Select the Actuals file you want by doing one of the following:
 - Double-click the file.

Or

- Click it one time to highlight it and then click **Open**.



- The **File** column displays the name of the file you selected. Now you can do one of the following:
 - If the **File** is correct and **Status** shows **ready to upload**, click the **Upload Files** button.
 - Or
 - If you chose the wrong file, under **Action**, click the **Remove** button and repeats Steps 2 to 4.



5. After OBMS uploads your file, **Status** shows **Complete**. If you want to upload another Actuals file, click the **Upload another Actuals** button.

File	Status	Action
Actual_HONDO FY22 Q1 ACTUALS 039-000.txt	Complete.	Remove

☐ Replace Period

When the upload is complete, the **ACTUALS UPLOADS** folder shows **Budget** (Actuals entity **HONDO VALLEY** in this example), **Period**, and **Status** of the submission. This folder also shows a description of actions related to the upload and details about the file.

ACTUALS UPLOADS : HONDO VALLEY

Budget: Hondo Valley 2021-2022
Period: First Quarter (Jul - Sep)
Status: UnSubmitted

Action	Date	By Whom	Comment
Begin Upload	11/22/2021 6:37 PM	School District	

Detail	Filename	Upload Date	Status	# of Lines	Lines w/Errors	Action
	Actual_HONDO FY22 Q1 ACTUALS 039-000.txt	11/22/2021 6:37:32 PM	Staging Validated	393	0	<input type="button" value="Delete File"/>

6. Under **Detail**, click the icon to see additional information about the budget along with the Actuals **Upload History**.

Detail	Filename	Upload Date	Status	# of Lines	Lines w/Errors	Action
	Actual_HONDO FY22 Q1 ACTUALS 039-000.txt	11/22/2021 6:37:32 PM	Staging Validated	393	0	<input type="button" value="Delete File"/>

File Name: Actual_HONDO FY22 Q1 ACTUALS 039-000.txt

Total Revenues:	1,014,536.17	Total Expenditures:	886,741.03	Total Cash:	0.00	Total FTE's:	41.60
------------------------	--------------	----------------------------	------------	--------------------	------	---------------------	-------

Upload History:

Upload Action	Upload Action Date	User
Staging Validated	11/22/2021 6:37:38 PM	schooldistrict
Import File	11/22/2021 6:37:32 PM	schooldistrict
Upload File	11/22/2021 6:37:32 PM	schooldistrict

Here **Revenues** and **Expenditures** don't balance, but remember for Actuals, they're not required to balance.

Note: Detailed reports of expenditure lines and revenue lines are available in the **Actuals Revenue Rollup Report** and the **Actuals Expenditure Rollup Report**.

To view the Actuals Revenue Rollup Report

After logging in, follow these steps to view the **Actuals Revenue Rollup Report**:

1. Click the **Reports** link to display the **REPORTS** page.
2. Under **SELECT REPORT**, select **Actuals Reports** and then **Actuals Revenue Rollup Report**.
3. In the **ACTUALS REVENUE ROLLUP REPORT** folder, do the following:
 - Select the **Budget**, which shows the entity along with the Budget Year.
 - Select the **Actuals Reporting Period** and then click the **View Report** button.

The next example shows where to look in the revenue report to see if Actuals are submitted or not. The Actuals here are **UnSubmitted**.

State of New Mexico Public School Operating Budget - Actuals Revenue Rollup Report Hondo Valley 2021-2022 - First Quarter (Jul - Sep) - Revenue			
UnSubmitted			
Budget	Adjustments	Adjusted Budget	Current Period
\$18,496.00	\$0.00	\$18,496.00	

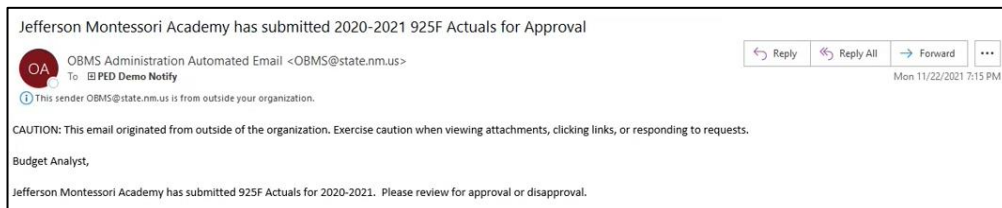
This **Actuals Revenue Rollup Report** shows the revenue **Budget** and other details described next.

State of New Mexico Public School Operating Budget - Actuals Revenue Rollup Report Hondo Valley 2021-2022 - First Quarter (Jul - Sep) - Revenue UnSubmitted								
Fund	Obj	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Budget Balance
11000	41110	Operational						
11000	41110	Ad Valorem Taxes - School	\$18,496.00	\$0.00	\$18,496.00	\$588.75	\$588.75	\$17,906.25

- If any BARs were performed, the amounts display under **Adjustments** and **Adjusted Budget**.
- **Current Period** shows the actuals during this period.

Reviewing, Submitting, Editing, and Approving Actuals

A BM reviews and can submit Actuals, including 925F Actuals, to PED. The approval process is a simple one, requiring only one person at PED. After receiving an email notification that an entity has submitted Actuals, a BA approves all Actuals, including 925F Actuals.



To review and submit Actuals (BM)

After logging in as a BM, follow these steps to review and submit the Actuals ready to submit:

1. Click the **Actuals** link to display the **ACTUALS UPLOAD SUMMARY** page with the **UPLOAD SUMMARY SEARCH** folder at the top.

The screenshot shows the "ACTUALS UPLOAD SUMMARY" page in the "OPERATING BUDGET MANAGEMENT SYSTEM (PED2K17 DEMO)". The user is logged in as "BusinessManager". The page has a navigation bar with "Actuals Uploads", "925F", "Reports", and "Home". Below this is the "UPLOAD SUMMARY SEARCH" section. It contains three dropdown menus: "Budget Year:" (set to "2021-2022"), "Entity:" (set to "Hondo Valley"), and "Reporting Period:" (set to "Select..."). Below these are three checkboxes: "Errors", "No Errors", and "Deleted". A "Retrieve" button is at the bottom right, highlighted with a red box.

2. Select the **Budget Year**, the **Entity**, and the **Reporting Period**, and then click the **Retrieve** button.
3. Review the Actuals file. If you want, compare it to the **Actuals Expenditure Rollup Report** and the **Actuals Revenue Rollup Report** described in *To view the Actuals Revenue Rollup Report* and *To view the Actuals Expenditure Rollup Report* earlier in this manual. Then do one of the following:
 - If the Actuals file information is correct, click **Submit**.

Or

 - If you notice any mistakes in the information, delete the file and notify the entity to correct the mistake(s) you found.

Important: If uploaded files contain lines with errors, the **Submit** button doesn't display. After you delete a file that has lines with errors, the **Submit** button appears.

ACTUALS UPLOADS : HONDO VALLEY

Budget: Hondo Valley 2021-2022 **Status:** UnSubmitted **Submit**

Period: First Quarter (Jul - Sep)

Action	Date	By Whom	Comment
Begin Upload	11/22/2021 6:37 PM	School District	

Detail	Filename	Upload Date	Status	# of Lines	Lines w/Errors	Action
	Actual_HONDO FY22 Q1 ACTUALS 039-000.txt	11/22/2021 6:37:32 PM	Staging Validated	393	0	Delete File

File Name: Actual_HONDO FY22 Q1 ACTUALS 039-000.txt

Total Revenues: 1,014,536.17 **Total Expenditures:** 886,741.03 **Total Cash:** 0.00 **Total FTE's:** 41.60

Upload History:

Upload Action	Upload Action Date	User
Staging Validated	11/22/2021 6:37:38 PM	schooldistrict
Import File	11/22/2021 6:37:32 PM	schooldistrict
Upload File	11/22/2021 6:37:32 PM	schooldistrict

Errors:

After you submit the Actuals, its submitted **Status** displays in two areas of the **ACTUALS UPLOADS** folder, as shown here.

ACTUALS UPLOADS : HONDO VALLEY

Budget: Hondo Valley 2021-2022 **Status:** Submitted

Period: First Quarter (Jul - Sep)

Action	Date	By Whom	Comment
Submit Actuals	11/22/2021 6:47 PM	Business Manager	
Begin Upload	11/22/2021 6:37 PM	School District	

Detail	Filename	Upload Date	Status	# of Lines	Lines w/Errors	Action
	Actual_HONDO FY22 Q1 ACTUALS 039-000.txt	11/22/2021 6:37:32 PM	Submitted Actuals	393	0	

Its submitted **Status** also displays in the **Actuals Expenditure Rollup Report** and the **Actuals Revenue Rollup Report**.

REPORTS

Budget | BAR | Actuals | RFR | Home

SELECT REPORT
Actuals Reports | Actuals Revenue Rollup Report

ACTUALS REVENUE ROLLUP REPORT

Budget: Hondo Valley 2021-2022 Actuals Reporting Period: First Quarter (Jul - Sep) View Report

1 of 2 100% Find | Next

State of New Mexico
Public School Operating Budget - Actuals Revenue Rollup Report
Hondo Valley 2021-2022 - First Quarter (Jul - Sep) - Revenue

Submitted

Fund	Obj	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Budget Balance
11000	41110	Operational	\$18,496.00	\$0.00	\$18,496.00	\$589.75	\$589.75	\$17,906.25

Now the Actuals goes to PED for review and approval, as described next.

To approve Actuals (BA)

After logging in as a BA, follow these steps to review and approve Actuals:

1. Click the **Actuals** link to display the **ACTUALS UPLOAD SUMMARY** page with the **UPLOAD SUMMARY SEARCH** folder at the top.
2. Select the **Budget Year** and **Entity**, and then click the **Retrieve** button to display the Actuals.

3. If you want any changes, you must request them because a BA can't edit any of the values. Review the information and do one of the following:
 - If you want any changes to the Actuals, enter your request in the **Disapprove Reason** box and then click **Disapprove**.
 - Or
 - If you approve the Actuals, click **Approve**.

Now its **Status** has changed from **Submitted** to **Approved**.

To review and submit 925F Actuals (BM)

After logging in as a BM, follow these steps to review and submit 925F Actuals:

1. Click the **Actuals** link to display the **ACTUALS UPLOAD SUMMARY** page and then click the **925F** link.
2. Select the **Budget Year** and **Entity**, and then click **Retrieve**.

3. If you want, click the **925F CERTIFIED** folder and the **925F UNCERTIFIED** folder to review the changes. Then click **Submit**.

Action	Date	By Whom	Comment
Reset 925F Approval	9/27/2021 8:12:56 AM	Sara Cordova	
Approve 925F Actuals	8/9/2021 2:39:59 PM	Leon Moncayo	
Submit 925F Actuals	7/27/2021 3:22:25 PM	Mary Hagemann	
Save 925F edits	7/27/2021 11:20:41 AM	Mary Hagemann	
Create 925F Actuals	7/27/2021 11:20:29 AM	Mary Hagemann	

The **Current Status** of the Actuals is now **Submitted 925F**.

Now it goes to PED for approval as described after the next procedure.

To edit 925F Actuals

You can enter adjustments to the Actuals of certified jobs and uncertified jobs after all periods are submitted and approved by using this procedure. After logging in as a School District, follow these steps to edit 925F Actuals:

1. Click the **Actuals** link to display the **ACTUALS UPLOAD SUMMARY** page and then click the **925F** link.
2. Select the **Budget Year** and **Entity**, and then click **Retrieve**.

This displays three folders—**925F STATUS**, **925F CERTIFIED**, and **925F UNCERTIFIED**.

Note: Certified and uncertified jobs are sorted alphabetically by job title. Certified jobs require licensing or certification. OBMS groups the jobs in the **925F CERTIFIED** and **925F UNCERTIFIED** folders to help you easily identify those jobs.

Action	Date	By Whom	Comment
Reset 925F Approval	9/27/2021 8:12:56 AM	Sara Cordova	
Approve 925F Actuals	8/9/2021 2:39:59 PM	Leon Moncayo	
Submit 925F Actuals	7/27/2021 3:22:25 PM	Mary Hagemann	
Save 925F edits	7/27/2021 11:20:41 AM	Mary Hagemann	
Create 925F Actuals	7/27/2021 11:20:29 AM	Mary Hagemann	

Job Category	Job Name	Job Code	Salary	+Plus	-Minus	Salary Explanation	Adjusted Salary	FTE	Average Salary
Administrators	Superintendent	1111	\$110,636				\$110,636	1.00	\$110,636
Administrators	Principals	1112	\$60,385	\$29,615	\$0	Principal moved up to super	\$90,000	1.00	\$90,000
Instructional & Other Assistants	Instructional Assistants-Grades 1-12	1711	\$102,041				\$102,041	5.00	\$20,408
Instructional & Other Assistants	Instructional Assistants-Special Education	1712	\$17,170				\$17,170	0.80	\$21,463
Other T & E	Registered Nurses	1215	\$15,120				\$15,120	0.50	\$30,240
Teachers	Teachers-Grades 1-12	1411	\$637,322	\$0	(\$5,000)	2nd teach left before end of	\$632,322	13.00	\$48,640
Teachers	Teachers- Special Education	1412	\$41,562				\$41,562	0.90	\$46,180
Teachers	Teachers-Early Childhood Ed	1413	\$75,520				\$75,520	1.50	\$50,347
Teachers	Teachers-Vocational and Technical	1415	\$42,252				\$42,252	1.00	\$42,252

Job Category	Job Name	Job Code	Salary	+Plus	-Minus	Salary Explanation	Adjusted Salary	FTE	Average Salary
Data Processing	Data Processing	1511	\$7,204				\$7,204	0.20	\$36,020
Food Services (Operational Only)	Food Service	1617	\$14,140				\$14,140	1.00	\$14,140
Secretary/Clerical/Support	Secretarial/Clerical/Technical Assistants	1217	\$33,144				\$33,144	1.50	\$22,096
Secretary/Clerical/Support	Business Office Support	1220	\$54,443				\$54,443	2.00	\$27,222
Warehouse/Maintenance/Custodial	Custodial	1615	\$80,778				\$80,778	5.00	\$16,156

3. Edit your salary Actuals amounts by adjusting them in the **+Plus** or **-Minus** columns, and then click **Save**.

In this example, under **925F CERTIFIED**, a principal who was promoted to superintendent received a \$29,615 salary increase. And a second grade teacher who resigned before the end of the year received \$5,000 less than the original salary allocated for the job.

To approve 925F Actuals (BA)

After logging in as a BA, follow these steps to approve 925F Actuals:

1. Click the **Actuals** link to display the **ACTUALS UPLOAD SUMMARY** page and then click the **925F** link.
2. Select the **Budget Year** and **Entity**, and then click **Retrieve**.

ACTUALS 925F ENTRY

Actuals Uploads | 925F | Reports | Home

SELECT ACTUALS 925F

Budget Year: 2020-2021 **Entity:** Jefferson Montessori Academy **Retrieve**

3. Look in the **925F CERTIFIED** folder and in the **925F UNCERTIFIED** folder, and review the changes.

ACTUALS 925F ENTRY

Actuals Uploads | 925F | Reports | Home

SELECT ACTUALS 925F

Budget Year: 2020-2021 **Entity:** Jefferson Montessori Academy **Retrieve**

925F STATUS - JEFFERSON MONTESSORI ACADEMY (2020-2021)

Current Status: Submitted 925F

Disapprove Reason:

Status History:

Action	Date	By Whom	Comment
Submit 925F Actuals	11/22/2021 7:14:32 PM	Business Manager	
Reset 925F Approval	9/27/2021 8:12:56 AM	Sara Cordova	
Approve 925F Actuals	8/9/2021 2:39:59 PM	Leon Moncayo	
Submit 925F Actuals	7/27/2021 3:22:25 PM	Mary Hagemann	
Save 925F edits	7/27/2021 11:20:41 AM	Mary Hagemann	
Create 925F Actuals	7/27/2021 11:20:29 AM	Mary Hagemann	

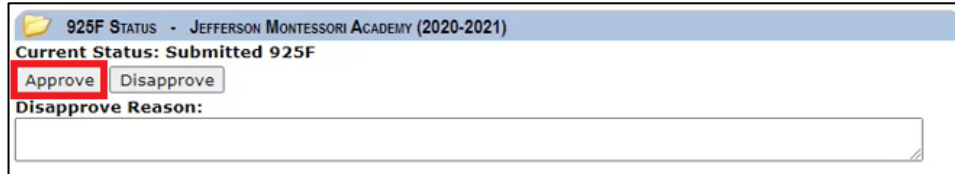
925F CERTIFIED - JEFFERSON MONTESSORI ACADEMY (2020-2021)

Job Category	Job Name	Job Code	Salary	+ Plus	- Minus	Salary Explanation	Adjusted Salary	FTE	Average Salary
Administrators	Superintendent	1111	\$110,636				\$110,636	1.00	\$110,636
Administrators	Principals	1112	\$60,385	\$29,615	\$0	Principal moved up to superintendent mid year.	\$90,000	1.00	\$90,000
Instructional & Other Assistants	Instructional Assistants-Grades 1-12	1711	\$102,041				\$102,041	5.00	\$20,408
Instructional & Other Assistants	Instructional Assistants-Special Education	1712	\$17,170				\$17,170	0.80	\$21,463
Other T & E	Registered Nurses	1215	\$15,120				\$15,120	0.50	\$30,240
Teachers	Teachers-Grades 1-12	1411	\$637,322	\$0	(\$5,000)	2nd teach left before end of year.	\$632,322	13.00	\$48,640
Teachers	Teachers- Special Education	1412	\$41,562				\$41,562	0.90	\$46,180
Teachers	Teachers-Early Childhood Ed	1413	\$75,520				\$75,520	1.50	\$50,347
Teachers	Teachers-Vocational and Technical	1415	\$42,252				\$42,252	1.00	\$42,252

925F UNCERTIFIED - JEFFERSON MONTESSORI ACADEMY (2020-2021)

Job Category	Job Name	Job Code	Salary	+ Plus	- Minus	Salary Explanation	Adjusted Salary	FTE	Average Salary
Data Processing	Data Processing	1511	\$7,204				\$7,204	0.20	\$36,020

4. If you want any changes, you must request them because a BA can't edit any values in these folders. Do one of the following:
- If you want any changes, enter your request in the **Disapprove Reason** box and then click **Disapprove**.
- Or
- If you approve the Actuals, click **Approve**.



The screenshot shows a web interface for '925F STATUS - JEFFERSON MONTESSORI ACADEMY (2020-2021)'. The 'Current Status' is 'Submitted 925F'. Below this, there are two buttons: 'Approve' (highlighted with a red box) and 'Disapprove'. Below the buttons is a text input field labeled 'Disapprove Reason:'.

The **Current Status** of the Actuals is now **Approved 925F**.



The screenshot shows the same web interface as before, but the 'Current Status' is now 'Approved 925F'.

Request to Obligate Funds

Before creating a Capital Outlay RfR, a school district must create a Request to Obligate Funds (RTOF) that requires full approval. After the district creates an RTOF, a BM submits and approves it. The approval process continues with the Superintendent (SP), PM, and Capital Outlay Director (COD) for full approval.

To create an RTOF

After logging in as a School District, do the following:

1. Click the **RfR** link and then click the **RTOF Entry** link.

This example uses Animas Public School District, Fund 34100 - Special Capital Outlay-State, and Project 19-2345-92345 for security equipment.

2. Select the **Budget Year**, **Entity**, **Fund**, and **Project**, and then click the **Create RTOF** button.

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	RTOF Created	

Status now shows **RTOF Created** along with the **Project Name**, **DFA Project ID**, **Date**, and other information. DFA is the Department of Finance Administration.

Note: Under **Action**, you can click the **Void RTOF** button to void the RTOF if you created it by mistake.

3. In the **REQUEST TO OBLIGATE FUNDS ENTRY** folder, next to **FROM**, enter the name of the school district requesting the RTOF and enter the **CONTACT PERSON** information.

REQUEST TO OBLIGATE FUNDS (19-2345-92345-005) ENTRY

REQUEST TO OBLIGATE FUNDS

DATE: January 6, 2022 **DFA Project ID:** 19-2345
Fund Code: 931
Class: 92345
Request ID: 19-2345-92345-005
Purchase Order #:

Each school district and charter school shall secure the approval of the Director of the PED's Public School Capital Outlay Bureau or his/her designee on those non-construction projects and construction projects <= \$200,000 appropriated by the legislature of the State of New Mexico. This shall occur prior to requesting disbursement and/or reimbursement from the Public Education Department.

FROM: Animas Public School District 6

CONTACT PERSON: Name: Tammy Pompeo Title: Business Manager
Phone: 575-548-2725 Email: tpompeo@animask12.net

4. Click the **Add** button and then enter the **Vendor / Contractor** information, **Item Description**, and **Anticipated Cost**, and in the box, describe how you plan to use the item(s). Then click the **Update** button.

DESCRIPTION: to plan design construct purchase and install security equipment including entry doors cameras fencing and alarm systems for the Animas public school district in Hidalgo county

FUNDING: \$250,000.00 from General Fund, SB-280, Chapter 277, Section 20, Paragraph 202, Laws of 2019.

Detailed description of item(s) to be purchased:
(Include: quantity, brand, model, specifications, etc.)
(Quotes from vendors can be attached in the "Attachments" section below.)

Vendor / Contractor	Item Description	Anticipated Cost	
AFC, LLC dba Albuquerque Fence Co.	Fencing/gating including installation for elementary/middle school campus	\$75,000.00	Delete

Add

Amount adjusted for AIPP if applicable: \$250,000.00
The Amount of this Request to Obligate Funds: \$75,000.00
The Total Amount of all Previous Requests: \$157,128.60
The Total Amount of all Requests as of this Date: \$232,128.60
Balance Available to Obligate: \$17,871.40

Describe how the item(s) purchased will be used:
For securing new elementary/middle school areas of campus

Update

In this example, Albuquerque Fence Co. is to provide fencing/gating and installation for the elementary school/middle school at a projected cost of \$75,000.


5. In the **REQUEST TO OBLIGATE FUNDS ATTACHMENTS** folder, click **Choose File** and add an attachment to justify your request, and then click **Upload**.

At this point, the RTOF goes to the BM to submit it and to start the approval process.

To submit and approve an RTOF (BM)

After you receive notification that an RTOF has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RTOF Entry** link.

2. Select the **Budget Year**, **Entity**, **Fund**, and **Project**, and then click the **Retrieve RTOFs** button.
3. If you want to view the RTOF details, click the  icon and review the request. For screenshots of this area, see the previous procedure, *To Create an RTOF*.

Under **Action** are two buttons—**Submit RTOF to BM** and **Void RTOF**.

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	RTOF Pending	<div>Submit RTOF to BM</div> <div>Void RTOF </div>

4. If everything looks good, click the **Submit RTOF to BM** button, enter an **Event Comment**, and then click **Save**.

Or

If you want to void the RTOF, click the **Void RTOF** button, enter a comment, and then click **Save**.

Event Comment:

Cancel Save

Status:

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	1	1-6-2022	RTOF Pending	Submit RTOF to BM Void RTOF

- If you submitted the RTOF, immediately approve it. Click the **BM Approve RTOF** button, enter a comment, and then click **Save**.

Event Comment:

Cancel Save

Status:

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	1	1-6-2022	RTOF Submitted to BM	BM Approve RTOF Void RTOF

At this point it goes to the SP for review and approval.

To approve an RTOF (SP)

After you receive notification that an RTOF has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RTOF Entry** link.

REQUEST TO OBLIGATE FUNDS SELECTION

Budget Year: 2021-2022

Entity: Animas

Fund: 31400 - Special Capital Outlay-State



Project: 19-2345-92345:ANIMAS PSD SECURITY EQUIP

Retrieve RTOFs

Create RTOF

- Select the **Budget Year**, **Entity**, **Fund**, and **Project**, and then click the **Retrieve RTOFs** button.
- If you want to view or edit the RTOF details, click the icon. Review the request and edit any entries you want to change. For screenshots of this area, see *To Create an RTOF*.

Under **Action** are two buttons—**SP Approve RTOF** and **Void RTOF**.

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	BM Approved RTOF - Submitted to SP	<div>SP Approve RTOF</div> <div>Void RTOF</div>

- If everything looks good, click the **SP Approve RTOF** button, enter an **Event Comment**, and then click **Save**.

Or

If you want to void the RTOF, click the **Void RTOF** button, enter a comment, and then click **Save**.

Event Comment:

Status:

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	BM Approved RTOF - Submitted to SP	<div>SP Approve RTOF</div> <div>Void RTOF</div>

At this point it goes to the PM for approval.

To approve an RTOF (PM)

After you receive notification that an RTOF has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RTOF Entry** link.


REQUEST TO OBLIGATE FUNDS SELECTION

BudgetYear: 2021-2022

Entity: Animas

Fund: 31400 - Special Capital Outlay-State

Project: 19-2345-92345:ANIMAS PSD SECURITY EQUIP

- Select the **Budget Year**, **Entity**, **Fund**, and **Project**, and then click the **Retrieve RTOFs** button.
- If you want to view or edit the RTOF details, click the  icon. Review the request and edit any entries you want to change. For screenshots of this area, see *To Create an RTOF*.

Under **Action** are three buttons—**Reset RTOF Submitted**, **PM Approve**, and **Disapprove RTOF**.

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	SP Approved RTOF - Submitted to PM	Reset RTOF Submitted PM Approve Disapprove RTOF

- If you want to reset the RTOF to submitted status (the last step when the school district creates the RTOF before the BM submits and approves the RTOF), click the **Reset RTOF Submitted** button.

Or



If everything looks good and you want to continue moving the RTOF through the approval process, click the **PM Approve** button, enter an **Event Comment**, and then click **Save**.

Or

If you want to disapprove the RTOF, click the **Disapprove RTOF** button, enter a comment, and then click **Save**.

Event Comment:

Status:

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	SP Approved RTOF - Submitted to PM	Reset RTOF Submitted PM Approve Disapprove RTOF

After you approve the RTOF, it goes to the COD for full approval.

To approve an RTOF (COD)

After you receive notification that an RTOF has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RTOF Entry** link.


REQUEST TO OBLIGATE FUNDS SELECTION

BudgetYear: 2021-2022


Entity: Animas

Fund: 31400 - Special Capital Outlay-State

Project: 19-2345-92345:ANIMAS PSD SECURITY EQUIP

2. Select the **Budget Year, Entity, Fund, and Project**, and then click the **Retrieve RTOFs** button.
3. If you want to view the RTOF details in the Edit screen, click the  icon and review the request. For screenshots of this area, see *To Create an RTOF*.

Under **Action** are three buttons—**COD Approve**, **Disapprove RTOF**, and **Reset PM Submitted**.

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	PM Approved RTOF - Submitted to COD	<div>COD Approve</div> <div>Disapprove RTOF</div> <div>Reset PM Submitted</div>

4. If everything looks good, click the **COD Approve** button, enter an **Event Comment**, and then click **Save**.

Or

If you want to disapprove the RTOF, click the **Disapprove RTOF** button, enter a comment, and then click **Save**.

Or



If you want to reset the RTOF to PM submitted status (the last step when the PM submits and approves the RTOF), click the **Reset PM Submitted** button.

Event Comment:



Go get your fencing.

Cancel Save

Status:

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	PM Approved RTOF - Submitted to COD	<div>COD Approve</div> <div>Disapprove RTOF</div> <div>Reset PM Submitted</div>

If you approve the RTOF, **Status** changes to **PED Approved RTOF** and a Notice of Obligation (NOB) number is created. Now a school district can create a Capital Outlay RfR.

History	Edit Print	Project Name	DFA Project ID	Class Code	Sequence	Date	Status	Action
		ANIMAS PSD SECURITY EQUIP	19-2345	92345	5	1/6/2022	PED Approved RTOF	

Important: Before a district can create an RfR for a Capital Outlay fund, a fully approved RTOF is required.

RfRs

After approval of an entity's budget for a specific fund or approval of a BAR for a specific fund, an entity requests reimbursement for the dollar amount in those funds. This is called a Request for Reimbursement (RfR).

An RfR is one way that entities get money from PED. The RfR method depends on the type of fund as described in the next table.

Fund	Money from PED
Direct	Money is split up by month with 1/12 th of the entity's yearly budget available to spend monthly. Because of this, RfRs aren't done for Direct funds.
Flowthrough	The entity can spend money right away based on the budget amount. Before submitting an RfR to receive reimbursement for the money spent, the entity must already have the budget <i>and</i> the grant money allocated to it.
Capital Outlay	The entity can spend money right away based on the budget amount and the project award amount. To receive reimbursement for the money spent, the entity submits an RfR.
Dependent Charter Transfer (DCT)	Charter schools create RfRs to request money from districts for Flowthrough funds that use DCT. The districts add those amounts in their requests to PED, which pulls the money from specific grant years.

Creating and Submitting RfRs

Each type of fund has its own procedure for creating an RfR. This section describes how to create an RfR for each of these fund types:

- Flowthrough fund
- Capital Outlay fund
- Dependent Charter Transfer (DCT) fund

You can submit an RfR across multiple reporting periods but only one time during each RfR reporting period. Each month has two reporting periods:

- 1st to the 15th of the month
- 16th to the end of the month

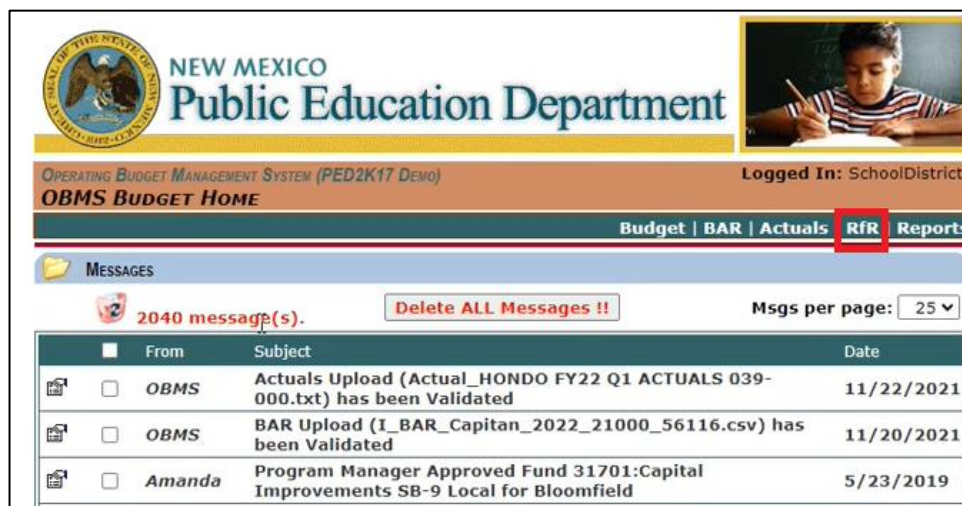
To create an RfR for a Flowthrough fund

You create an RfR for a Flowthrough fund the same way you create an RfR for a Capital Outlay fund. The only differences between Flowthrough RfRs and Capital Outlay RfRs are the following:

- Flowthrough RfRs don't require RTOFs.
- Flowthrough RfRs don't use projects.

After logging in as a School District, do the following:


1. Click the **RfR** link.



2. Select the **Budget Year**, **Entity**, and **Fund**, and then click the **Create RfR** button.

This example uses 2021-2022, Albuquerque, and 24118 - Fresh Fruit and Vegetables.



3. When the screen showing **Status** and **Action** displays, click the  icon under **Edit Print** to display the RfR Edit screen where you can select a contact.

Note: A warning or reason for no action on an RfR is shown in **red** under **Action**.

REIMBURSEMENTS STATUS								
Status:								
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	EFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:33:59 PM	12/31/2021	RfR Created	<input type="checkbox"/>	Missing Contact

- After the RfR Edit screen displays, next to **Contact Name**, select the contact for this RfR. OBMS automatically shows their phone number and email address. Then do the following:
 - Enter the last 4 digits of the bank account.
 - Verify the **Remit to Phone Number; Remit to Address; City, State, Zip;** and **County**. This is the entity information for the reimbursement.

RfR 001-000-2122-24118-0001 FOR FUND FRESH FRUIT AND VEGETABLES - RfR CREATED

Contact Name: Jennifer Lucero-Montoya **Contact Number:** 505-880-3783
Email Address: PEDDemoNotify@respec.com

VendorID:
PO Number:
Bank Account Last 4: 3801

Remit to Phone Number: (505)880-3767
Remit to Address: P.O. BOX 25704
City, State, Zip: Albuquerque NM 87125
County: Bernalillo

OBMS pulls the **Claim Period From** date from either the start date of the Budget Year or the start date of the Grant Year period that PED set up in the system administrator area. **Claim Period To** shows the last completed RfR reporting period. In this example, it's 12/31/2021. You can change this date as described in the next step.

Claim Period From: 10/1/2021

Claim Period To: 12/31/2021

5. Now change **Claim Period To** from 12/31/2021 to 11/30/2021 as the last claim period. To make this change, do the following:

- Next to **Claim Period To**, enter 11/30/2021.
- Next to **YTD Expenditures**, enter the amount of your reimbursement request.
- In the **Comment** box, enter your reason and then click **Update**.

Note: OBMS automatically displays the **Cash Balance As Of June 30** amount. An amount greater than 0 displays only when an entity has cash on hand (Object 11111 - Unrestricted Cash or Object 11112 - Restricted Cash) for the fund.

The screenshot shows a web form with the following fields and values:

- Claim Period From:** 10/1/2021
- Claim Period To:** 11/30/2021 (highlighted with a red box)
- YTD Expenditures:** 100,000.00 (highlighted with a red box)
- Budget Amount:** 987,739.00
- Outstanding Claims:** - 0.00
- In Processing At DFA:** - 0.00
- Total Cash Received:** - 0.00
- Cash Balance As Of June 30:** - 0.00
- Total Request for Reimbursement:** = 100,000.00
- Comment:** We need our vitamins! (highlighted with a red box)
- Update** button (highlighted with a red box)

6. Click the **RfR GRANTS ALLOCATIONS** folder to expand it, then verify that the reimbursed amount matches the allocated amount based on the Grant Year.

RfR GRANTS ALLOCATIONS							
				Reimbursement Amount	100,000.00		
				Allocated Amount	100,000.00		
				Difference	0.00		
Grant year	Current Allocation	Claims paid by PED	O/S Claims	Balance Available	Maximum Allocation	RfR Allocation	Resulting Balance
FV22	987,739.00	0.00	0.00	987,739.00	100,000.00	100,000.00	887,739.00

- Click the **RfR Actions** link and then click the **Fund Level Retrieve** button to see if any other actions are required for this RfR.

Now **Status** shows **RfR Pending** and more importantly, you find out that another action is required. The **Action** column shows **Need Attachment**.

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque		11/30/2021	RfR Pending	<input type="checkbox"/>	Need Attachment

- Click the icon to return to the RfR Edit screen, click the **ATTACHMENTS** folder to expand it, and then click the **Choose File** button. This opens Windows Explorer so you can choose a file.

Recommended file types are .txt, .docx, .csv, .pdf, and .jpeg. Choose the file you want to attach, verify its name next to the **Choose File** button, and then click **Upload** to attach the file to the RfR.

At the bottom under **Attachment** is the name of the file you uploaded.

- To view the attachment, click **Open**.
- To delete the attachment and choose a different file, click **Delete** and repeat the previous step.

- Click the **RfR Actions** link and then click the **Fund Level Retrieve** button to go to the **Entry Done** button.

Under **Action**, click the **Entry Done** button. You can ignore **No Valid Signature** above the button.

Status:									
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FECT Req'd	Action	
		24118-0001	Albuquerque		11/30/2021	RfR Pending	<input type="checkbox"/>	<div>No Valid Signature</div> <div>Entry Done</div>	

When the **Entry Comment** box displays, enter a comment and then click **Save** to complete the RfR.

Now this RfR for a Flowthrough fund goes through its approval process. Approval starts with the BM for Local/Governance Board approval and then to PED where it goes from PM to FA to SC to FS and finally to FD for full approval.

To submit an RfR for a Flowthrough fund (BM)

You submit an RfR for a Flowthrough fund the same way you submit an RfR for a Capital Outlay fund. Follow the steps in *To submit an RfR for a Capital Outlay fund (BM)*, and ignore the information about projects.

To create an RfR for a Capital Outlay fund

Capital Outlay funds are for improvements, buildings, and other capital assets. Capital Outlay funds don't use Dependent Charter Transfer processes.

Important: A fully approved RTOF is required before you can create a Capital Outlay RfR.

In this example, we work with the Animas School District using Fund 34100, and Project 19-2345-92345 for security equipment.

After logging in as a School District, do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. On the **RfR ACTIONS** page, select the **Budget Year**, **Entity**, and **Fund** for the RfR you want to create, and then click the **Create RfR** button.

RfR SELECTION

BudgetYear: 2021-2022 ▼

Entity: Animas ▼

Fund: 31400 - Special Capital Outlay-State ▼

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

Status shows **RfR Created** and Action shows **Missing Contact**.

Status:								
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FECT Req'd	Action
		31400-0001	Animas	1/6/2022 5:50:24 PM	12/31/2021	RfR Created	<input type="checkbox"/>	Missing Contact

3. Click the icon to open the Edit screen and next to **Contact Name**, select a contact. OBMS automatically enters their phone number and email address from the information on file. Then do the following:
 - Enter the last 4 digits of the bank account.
 - Confirm the **Remit to Phone Number** and all the address information. This is the entity information used for the reimbursement.

RfR 030-000-2122-31400-0001 FOR FUND SPECIAL CAPITAL OUTLAY-STATE - RfR CREATED

Contact Name: Tammy Pompeo ▼

Contact Number: 575-548-2725

Email Address: PEDDemoNotify@respec.com

VendorID:

PO Number:

Bank Account Last 4: 2764

Remit to Phone Number: (575)548-2725

Remit to Address: PO Box 85

City, State, Zip: Animas NM 88020

County: Hidalgo ▼

4. Enter the **YTD Expenditures** and a comment in the **Comment** box, then click **Update**.

Claim Period From: 7/1/2021

Claim Period To: 12/31/2021

YTD Expenditures:	30,000.00	Budget Amount:	186,698.00
Outstanding Claims: -	0.00		
In Processing At DFA: -	0.00		
Total Cash Received: -	0.00		
Cash Balance As Of June 30: -	0.00		
Total Request for Reimbursement: =		30,000.00	

Comment:
Chain-link materials

Update

5. Click the **ATTACHMENTS** folder to expand it and then click the **Choose File** button. This opens Windows Explorer where you can choose a file. The recommended file types are .txt, .docx, .csv, .pdf, and .jpeg.

ATTACHMENTS 030-000-2122-31400-0001 FUND: 31400

No Attachment is found for this RfR.

Choose File No file chosen **Upload**

6. After you choose the file, click **Upload**. Now the name of the file you uploaded displays under **Attachment**.

ATTACHMENTS 030-000-2122-31400-0001 FUND: 31400

Choose File No file chosen **Upload**

Attachment

RfR Justification.txt **Open** **Delete**

You can click **Open** to view the file or click **Delete** to delete the file and repeat this step to select a different file.

7. Click the **RfR PROJECTS** folder to expand it. The **Project Name** automatically populates. Then do the following:
 - Next to **Requested Amount**, enter the amount you want. In this example, it's \$30,000 with numbers only.
 - Next to **NOB Number**, select the number and then click **Add**.

RfR PROJECTS

Project Name: 19-2345-92345-ANIMAS PSD SECURITY EQUIP **Available:**

Requested Amount: 30000

NOB Number: 19-2345-92345-005 **Available from NOB:** 75,000.00

Add **Clear**

Note: In the **RfR PROJECTS** folder, **Requested Amount** shows **30,000.00**. If you want to change the amount, in the column next to it, click **Delete**. Then next to **Requested Amount** above, enter the amount you want as described at the beginning of this step.

Project Name	Allocation Amount	Obligation Number	Obligation Amount	Requested Amount	
ANIMAS PSD SECURITY EQUIP	250,000	19-2345-92345-005	75,000	30,000.00	Delete
Total:				30,000.00	

You can also click the **RfR PROJECTS ALLOCATION** folder to see **30,000.00** shown as the **Reimbursement Amount**, **Allocated Amount**, **Maximum Allocation**, and **RfR Allocation** along with other project information.

Project	Current Allocation	Claims paid by PED	O/S Claims	Balance Available	Maximum Allocation	RfR Allocation	Resulting Balance
19-2345	250,000.00	63,302.34	0.00	186,697.66	30,000.00	30,000.00	156,697.66

Reimbursement Amount 30,000.00
Allocated Amount 30,000.00
Difference 0.00

8. Click the **RfR Actions** link and click **Entry Done**, enter a comment, and then click **Save**.

Status now shows **RfR Ready To Submit** and goes to the BM.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas		12/31/2021	RfR Ready To Submit	<input type="checkbox"/>	No Valid Signature

The BM is the one who submits the newly created RfR for a Capital Outlay fund following the next procedure.

To submit an RfR for a Capital Outlay fund (BM)

After you receive notification that an RfR for a Capital Outlay has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. On the **RfR ACTIONS** page, select the **Budget Year**, **Entity**, and **Fund** for the RfR you want to submit, and then click the **Fund Level Retrieve** button.

Under **Action** are two buttons—**Submit Reimb. Rqst.** and **Void Request**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas		12/31/2021	RfR Ready To Submit	<input type="checkbox"/>	<div>No Valid Signature</div> <div>Submit Reimb. Rqst.</div> <div>Void Request</div>

3. If you want to void the RfR, click the **Void Request** button, enter a comment, and then click **Save**.

Or

If everything looks good, click the **Submit Reimb. Rqst.** button, enter a comment, and then click **Save**.

Submit Comment:

I hereby certify that, to the best of my knowledge and belief, the information contained in this report is correctly stated; the amount claimed as expended was expended according to the provisions and regulations of the project, and that this request for reimbursement is just, correct and actually due according to law.

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas		12/31/2021	RfR Ready To Submit	<input type="checkbox"/>	<input type="button" value="Submit Reimb. Rqst."/> <input type="button" value="Void Request"/>

Now **Status** changes to **RfR Submitted** and the RfR goes to the PM for approval.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas	1/6/2022 5:54:25 PM	12/31/2021	RfR Submitted	<input type="checkbox"/>	Unchecked items

To create an RfR for a DCT fund

Charter schools create RfRs for DCT funds to request money from districts. After logging in as a Charter School, do the following:

1. Click the **RfR** link.
2. Select the **Budget Year**, **Entity**, and **Fund**, and then click the **Create RfR** button.

This example uses Albuquerque's 2021-2022 budget, Fund 24106 that uses DCT, and Object 55912 Flowthrough Grants to Charters. Charters in Albuquerque can receive some money from 24106, as shown here for Abq Charter Academy and later for Albuquerque Talent Development.

RfR SELECTION

BudgetYear: 2021-2022

Entity: ABQ Charter Academy

Fund: 24106 - Entitlement IDEA-B

3. When the screen showing **Status** and **Action** displays, click the icon under **Edit Print** to display the RfR Edit screen where you can select a

contact. Any required **Action** for an RfR is **red**, as shown here in the last column.

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	EFCT Req'd	Action
		24106-0001	ABQ Charter Academy	1/6/2022 12:42:15 PM	12/31/2021	DC RfR Created	<input type="checkbox"/>	Missing Contact

4. After the RfR Edit screen displays, next to **Contact Name**, select the contact for this RfR. OBMS automatically shows their phone number and email address. Then do the following:
 - Enter the last 4 digits of the bank account.
 - Verify the **Remit to Phone Number; Remit to Address; City, State, Zip;** and **County**. This is the entity information for the reimbursement.

RfR 001-090-2122-24106-0001 FOR FUND ENTITLEMENT IDEA-B - DC RfR CREATED

Contact Name: Jennifer Lucero-Montoya **Contact Number:** 505-880-3783
Email Address: PEDDemoNotify@respec.com

VendorID:
PO Number:

Bank Account Last 4:

Remit to Phone Number: (505)242-6640
Remit to Address: 405 Dr. Martin Luther King Jr.
City, State, Zip: Albuquerque NM 87102
County: Bernalillo

In this example, OBMS pulls the **Claim Period From** date from the start date of the Budget Year. The **Claim Period To** shows 09/30/2021, a date within the Grant Year expenditure period.

The screenshot shows a form with the following fields and values:

- Claim Period From:** 7/1/2021
- Claim Period To:** 09/30/2021
- YTD Expenditures:** 20,000.00
- Budget Amount:** 80,182.00
- Outstanding Claims:** - 0.00
- In Processing At DFA:** - 0.00
- Total Cash Received:** - 0.00
- Cash Balance As Of June 30:** - 0.00
- Total Request for Reimbursement:** = 20,000.00
- Comment:** We need the money that we spent
- Update** button

- Next to **YTD Expenditures**, enter the amount, and in the **Comment** box, enter a reason. Then click **Update**.
- Click the **ATTACHMENTS** folder to expand it, and then click the **Choose File** button. This opens Windows Explorer so you can choose a file.

The screenshot shows the **ATTACHMENTS** section with the following details:

- ATTACHMENTS** 001-090-2122-24106-0001 FUND: 24106
- No Attachment is found for this RfR.**
- Choose File** button (highlighted)
- No file chosen
- Upload** button

Recommended file types are .txt, .docx, .csv, .pdf, and .jpeg. Choose the file you want to attach, verify its name next to the **Choose File** button, and then click **Upload** to attach the file to the RfR.

The screenshot shows the **ATTACHMENTS** section with the following details:

- No Attachment is found for this RfR.**
- Choose File** button
- RfR_Justification.txt
- Upload** button (highlighted)

At the bottom under **Attachment** is the name of the file you uploaded.

- To view the attachment, click **Open**.
- To delete the attachment and choose a different file, click **Delete** and repeat the previous step.

The screenshot shows a table with one row. The first column is labeled 'Attachment' and contains the text 'RfR Justification.txt'. To the right of this text are two buttons: 'Open' and 'Delete'.

Note: Notice that even after you enter all the information and upload the attachment, under the **RfR GRANTS ALLOCATIONS** next to **Allocated Amount**, no amount shows. This is always the case because unlike a Flowthrough fund RfR for a charter school, a DCT fund has no allocations for a charter school.

The screenshot shows a section titled 'RfR GRANTS ALLOCATIONS'. Below the title, it says 'No records found...'. To the right, there is a table with three columns: 'Reimbursement Amount', 'Allocated Amount', and 'Difference'. The 'Reimbursement Amount' column has a value of '20,000.00'. The 'Allocated Amount' and 'Difference' columns are empty.

7. Click the **RfR Actions** link and select the **Budget Year**, **Entity**, and **Fund**. Then click the **Fund Level Retrieve** button to go to the **Entry Done** button.

The screenshot shows a section titled 'RfR SELECTION'. It contains three dropdown menus: 'BudgetYear' (set to '2021-2022'), 'Entity' (set to 'ABQ Charter Academy'), and 'Fund' (set to '24106 - Entitlement IDEA-B'). To the right of these dropdowns are four buttons: 'Budget Level Retrieve', 'Fund Level Retrieve', 'Retrieve a Reimbursement', and 'Create Adjustment'. The 'Fund Level Retrieve' button is highlighted with a red box.

8. Click the **Entry Done** button, add a comment, and then click **Save**.

The screenshot shows a section titled 'Entry Comment:'. It contains a text input field with a cursor inside. To the right of the input field are two buttons: 'Cancel' and 'Save'. Below the input field is a table with the following columns: 'History', 'Edit', 'Fund', 'Entity Name', 'Submit Date', 'Period End Date', 'Status', 'EFCT Req'd', and 'Action'. The table has one row with the following data: 'History' (icon of a person), 'Edit' (icon of a document), 'Fund' (24106-2001), 'Entity Name' (ABQ Charter Academy), 'Submit Date' (9/30/2021), 'Period End Date' (9/30/2021), 'Status' (DC RfR Pending), 'EFCT Req'd' (checkbox), and 'Action' (Entry Done). The 'Entry Done' button is highlighted with a red box.

Note: In this example, the staff from Albuquerque Talent Development also needs to go through this entire procedure.

After you click **Entry Done** for an entity, **Status** for the entity shows **DC RfR Ready To Submit**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	ABQ Charter Academy		9/30/2021	DC RfR Ready To Submit	<input type="checkbox"/>	No Valid Signature
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque Talent Development		12/31/2021	DC RfR Ready To Submit	<input type="checkbox"/>	No Valid Signature

Note: A status entry for DCT is often abbreviated as DC.

Now this RfR for a DCT fund goes through its approval process, beginning with the BM at the Local/Governance Board. The BM decides whether to submit the RfR or to void the request.

About RfR Adjustments

After the Budget Year closes for RfRs or the last period has been submitted and approved, you can't create any new RfRs. If you want to adjust the request, you can create one adjustment per year per fund with these requirements:

- It's after the end of the Budget Year.
- All RfRs are entered all the way through the year, until the end date of the Budget Year. The Fiscal Director can make some exceptions to this rule.

To create an RfR Adjustment

In this example, we work with Budget Year 2020-2021 for Bloomfield, and Fund 24109 - Preschool IDEA-B.




After logging in as a School District, do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. On the **RfR ACTIONS** page, select the **Budget Year**, **Entity**, and **Fund** for the RfR you want to adjust, and then click the **Fund Level Retrieve** button.

This displays the RfRs paid out to the district under this fund.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
	 	24109-0001	Bloomfield	9/3/2020 8:09:41 AM	8/31/2020	Paid By DFA	<input type="checkbox"/>	
	 	24109-0002	Bloomfield	10/5/2020 11:38:14 AM	9/30/2020	Paid By DFA	<input type="checkbox"/>	
	 	24109-0003	Bloomfield	11/6/2020 9:33:29 AM	10/31/2020	Paid By DFA	<input type="checkbox"/>	
	 	24109-0004	Bloomfield	10/4/2020 10:01:26 AM	11/30/2020	Paid By DFA	<input type="checkbox"/>	
	 	24109-0005	Bloomfield	1/7/2021 10:41:17 AM	12/31/2020	Paid By DFA	<input type="checkbox"/>	
1 2 3								

Scrolling down to the last fund shows that RfRs were requested all the way through **6/30/2021**, the end of the Budget Year. Because the period was submitted after the end of the budget year in this example, you can't create or process a new RfR. You need to adjust the RfR.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
	 	24109-0011	Bloomfield	7/1/2021 9:40:38 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	

- Click the **Create Adjustment** button.

RfR SELECTION
 BudgetYear: 2020-2021
 Entity: Bloomfield
 Fund: 24109 - Preschool IDEA-B
 Budget Level Retrieve
 Fund Level Retrieve
 Create RfR
Create Adjustment

- When the warning asks if you're sure (because only one adjustment is allowed each year), click **OK** to create it and continue or click **Cancel**.

10.15.22.162 says
 Are you sure you want to create an adjustment now, you are only allowed 1 adjustment per year?
 OK Cancel

After clicking **OK**, the RfR Adjustment information displays like other RfRs, with its **Status** shown as **RfR Created**. But under **Fund**, notice that an **A** is now part of the fund number.

In this example, the **6/30/2021** Fund number was 24109-**0011**. The Fund number for the RfR Adjustment is 24109-**A012**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24109-A012	Bloomfield	1/7/2022 10:57:52 AM	6/30/2021	RfR Created	<input type="checkbox"/>	Missing Contact

5. Click the icon to review or edit this adjustment.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24109-A012	Bloomfield	1/7/2022 10:57:52 AM	6/30/2021	RfR Created	<input type="checkbox"/>	Missing Contact

6. When the RfR Edit screen displays, next to **Contact Name**, select the contact for this RfR. OBMS automatically shows their phone number and email address. Then do the following:
- Enter the last 4 digits of the bank account.
 - Verify the **Remit to Phone Number**; **Remit to Address**; **City, State, Zip**; and **County**. This is the entity information for the reimbursement.

RfR 066-000-2021-24109-A012 FOR FUND PRESCHOOL IDEA-B - RfR CREATED

Contact Name: Jodie Maestas Contact Number: 505-632-4328
Email Address: PEDDemoNotify@respec.com

VendorID:

PO Number:

Bank Account Last 4: 8520

Remit to Phone Number: (505)632-4319

Remit to Address: 325 Bergin Lane

City, State, Zip: Bloomfield NM 87413

County: San Juan

7. Make sure the **Claim Period From** and **Claim Period To** dates reflect the Budget Year, enter a comment, and then click **Update**.

In this example, the reimbursement was too much. **Total Cash Received** is **40,746.85**, but **YTD Expenditures** is **40,700.00**. This comes to **-\$46.85**.

Note: You can change the **YTD Expenditures** amount.

Claim Period From: 7/1/2020

Claim Period To: 6/30/2021

YTD Expenditures: 40,700.00 Budget Amount: 70,662.00

Outstanding Claims: - 0.00

In Processing At DFA: - 0.00

Total Cash Received: - 40,746.85

Cash Balance As Of June 30: - 0.00

Total Request for Reimbursement: = -46.85

Comment:
We received too much money

Update

8. Click the **ATTACHMENTS** folder to open it, and then click **Choose File**. This opens Windows Explorer where you can choose a file. The recommended file types are .txt, .docx, .csv, .pdf, and .jpeg.

ATTACHMENTS 066-000-2021-24109-A012 FUND: 24109

No Attachment is found for this RfR.

Choose File No file chosen Upload

At the bottom under **Attachment** is the name of the file you uploaded.

- To view the attachment, click **Open**.
- To delete the attachment and choose a different file, click **Delete** and repeat the previous step.

ATTACHMENTS 066-000-2021-24109-A012 FUND: 24109

Choose File No file chosen Upload

Attachment

RfR Justification.tx Open Delete

In the **RfR GRANTS ALLOCATIONS** folder, notice the **Balance Available** and the increase shown as the **Resulting Balance** due to the adjustment.

RfR GRANTS ALLOCATIONS							
				Adjustment Amount	-46.85		
				Allocated Amount	(46.85)		
				Difference	0.00		
Grant year	Current Allocation	Claims paid by PED	O/S Claims	Balance Available	Maximum Allocation	RfR Allocation	Resulting Balance
GY20	46,989.00	16,098.87	5,875.87	25,014.26	0.00	-46.85	25,061.11

- Click the **RfR Actions** link to return to the **RfR ACTIONS** page and do the following:
 - Under **Fund**, find **24109-A012** for this RfR Adjustment.
 - At the end of the line, click **Entry Done**, enter a comment, and then click **Save**.

Entry Comment:

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24109-0011	Bloomfield	7/1/2021 9:40:38 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	
		24109-A012	Bloomfield		6/30/2021	RfR Pending	<input type="checkbox"/>	<input type="button" value="Entry Done"/>

To submit an RfR Adjustment (BM)

After you receive notification that an RfR Adjustment has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RfR Actions** link.
- Select the **Budget Year**, **Entity**, and **Fund** for the RfR to adjust and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2020-2021

Entity: Bloomfield

Fund: 24109 - Preschool IDEA-B

- If you want to view the RfR details, click the icon and review the request.

4. If everything looks good, click the **Submit Reimb. Rqst.** button, enter a comment, and then click **Save**.

Or

If you want to void the request, click the **Void Request** button, enter a comment, and then click **Save**.

Submit Comment:

Submitting

I hereby certify that, to the best of my knowledge and belief, the information contained in this report is correctly stated; the amount claimed as expended was expended according to the provisions and regulations of the project, and that this request for reimbursement is just, correct and actually due according to law.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24109-0011	Bloomfield	7/1/2021 9:40:38 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	
		24109-ADLT	Bloomfield		6/30/2021	RfR Ready To Submit	<input checked="" type="checkbox"/>	<div>Submit Reimb. Rqst.</div> <div>Void Request</div>

Now the RfR Adjustment goes to the PM to begin the approval process.

Approving RfRs

The RfR approval process starts with BM for Local/Governance Board approval and then goes to PED to complete the approval process. The next table summarizes the approval sequence at PED for each type of fund.

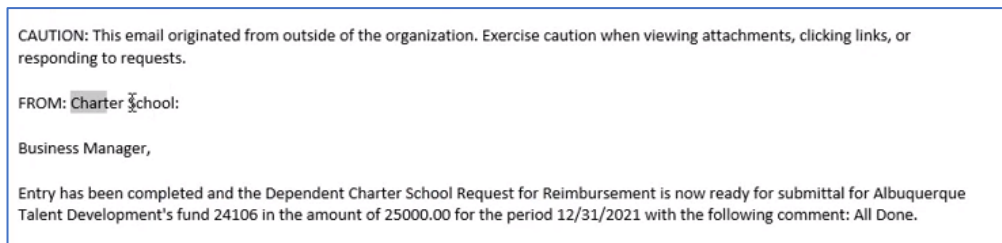
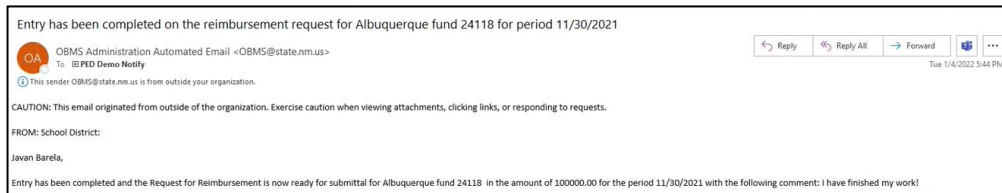
Fund	PED Approval Sequence
Flowthrough Capital Outlay	PM to FA to Share Clerk (SC) to FS and to FD for full approval Note: Same for RfR adjustment approvals.
Dependent Charter Transfer (DCT)	District Program Manager (DPM) to District Fiscal Manager (DFM) to PM to FA to SC to FS to FD, and back to the DFM for full approval

Sometimes an SC may put an RfR on hold, requiring an FS to review the RfR and release the hold before the SC can see it again to approve it. Those special review steps are described in *To review an On-Hold RfR for a Flowthrough fund (FS)*.

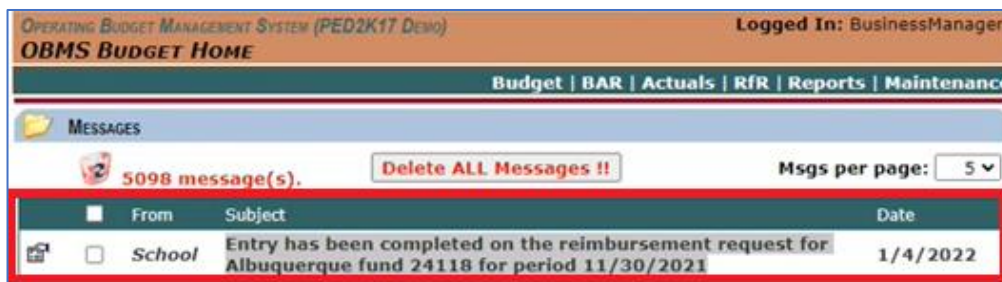
Notification About An RfR Ready For Approval

Whenever an RfR is submitted, the first role in the approval process receives notification. After the previous role approves an RfR, each subsequent role in the approval process receives notification that the RfR is ready for approval.

For example, when an entity submits an RfR for a Flowthrough fund, an email notifies every BM for that entity about the submission. When a BM approves the RfR, the PM receives notification. The notifications automatically continue in this way through the end of the approval process. Here are some examples.



A message about the RfR also displays on the **OBMS BUDGET HOME** page for the role whenever an RfR is ready for approval. Here are some examples.



To approve an RfR for a Flowthrough fund (BM)

After you receive notification that an RfR entry for a Flowthrough fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.


RfR ACTIONS

RfR Actions | RfR Entry | RfR Summary | RfR Uploads | RTOF Entry | Reports | Home

RfR SELECTION

Budget Year: 2021-2022
Entity: Albuquerque
Fund: 24118 - Fresh Fruit and Vegetables

Budget Level Retrieve
Fund Level Retrieve
Create RfR

3. When the next screen displays, click the  icon to view the details.

REIMBURSEMENTS STATUS

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FECT Req'd	Action
		24118-0001	Albuquerque		11/30/2021	RfR Ready To Submit	<input type="checkbox"/>	No Valid Signature Submit Reimb. Rqst. Void Request

4. Verify the following:
 - **Contact Name** and **Bank Account Last 4**
 - **Remit to Phone Number** and all the address information
 - **Claim Period To**, **Claim Period From**, and **YTD Expenditures**
 - **Total Request for Reimbursement** amount

RfR 001-000-2122-24118-0001 FOR FUND FRESH FRUIT AND VEGETABLES - RfR READY TO SUBMIT

Contact Name: Jennifer Lucero-Montoya
Contact Number: 505-880-3783
Email Address: PEDDemoNotify@respec.com

VendorID:
PO Number:
Bank Account Last 4: 3801

Remit to Phone Number: (505)880-3767
Remit to Address: P.O. BOX 25704
City, State, Zip: Albuquerque NM 87125
County: Bernalillo

Claim Period From: 10/1/2021
Claim Period To: 11/30/2021

YTD Expenditures: 100,000.00
Budget Amount: 987,739.00

Outstanding Claims: - 0.00
In Processing At DFA: - 0.00
Total Cash Received: - 0.00
Cash Balance As Of June 30: - 0.00

Total Request for Reimbursement: = 100,000.00

And now verify the **Comment**, any attachment(s), and information in the **RfR GRANTS ALLOCATIONS** folder.

Comment:

We need our vitamins!

Update

ATTACHMENTS 001-000-2122-24118-0001 FUND: 24118

Choose File No file chosen Upload

Attachment

RfR Justification.txt Open Delete

RfR GRANTS ALLOCATIONS

Reimbursement Amount	100,000.00
Allocated Amount	100,000.00
Difference	0.00

Grant year	Current Allocation	Claims paid by PED	O/S Claims	Balance Available	Maximum Allocation	RfR Allocation	Resulting Balance
FV22	987,739.00	0.00	0.00	987,739.00	100,000.00	100,000.00	887,739.00

5. Click the **RfR Actions** link and under **Action**, do one of the following:

- If for any reason you want to void the RfR, click the **Void Request** button, enter a comment, and then click **Save**.

REIMBURSEMENTS STATUS

Void Comment is required.

Void Comment:

Cancel Save

Status:

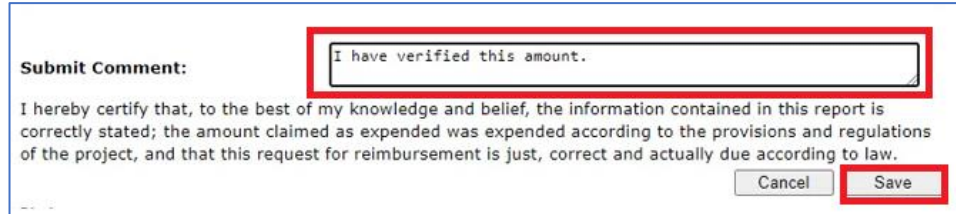
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24308-0001	Las Cruces	1/8/2022 12:36:09 PM	12/31/2021	RfR Created	<input type="checkbox"/>	Void Request

Or

- If everything is satisfactory, click the **Submit Reimb. Rqst.** button.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque		11/30/2021	RfR Ready To Submit	<input type="checkbox"/>	Submit Reimb. Rqst. Void Request

- A confirmation box displays that requires you to submit a comment to acknowledge you're approving this RfR in accordance with local law. Enter a comment and then click **Save**.



Submit Comment:

I hereby certify that, to the best of my knowledge and belief, the information contained in this report is correctly stated; the amount claimed as expended was expended according to the provisions and regulations of the project, and that this request for reimbursement is just, correct and actually due according to law.

Clicking **Save** submits the RfR to PED where it goes to the PM to begin PED approvals.

To approve an RfR for a Flowthrough fund (PM)

After you receive notification that an RfR entry for a Flowthrough fund has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RfR Actions** link.
- Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.




RfR ACTIONS



RfR Actions | RfR Entry | RfR Summary | RfR Uploads | RTOF Entry | Reports | Home

RfR SELECTION

BudgetYear: 2021-2022
Entity: Albuquerque
Fund: 24118 - Fresh Fruit and Vegetables

Budget Level Retrieve
Fund Level Retrieve
Create RfR

- When the next screen displays, click the  icon to view the details.

REIMBURSEMENTS STATUS									
Status:									
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action	
		24118-0001	Albuquerque		11/30/2021	RfR Ready To Submit	<input type="checkbox"/>	<div>No Valid Signature</div> <div>Submit Reimb. Rqst.</div> <div>Void Request</div>	

4. Verify the following:

- **Contact Name** and **Bank Account Last 4**
- **Remit to Phone Number** and all the address information
- **Claim Period To**, **Claim Period From**, and **YTD Expenditures**
- **Total Request for Reimbursement** amount

RfR 001-000-2122-24118-0001 FOR FUND FRESH FRUIT AND VEGETABLES - RfR READY TO SUBMIT

Contact Name: Jennifer Lucero-Montoya **Contact Number:** 505-880-3783
Email Address: PEDDemoNotify@respec.com

VendorID:
PO Number: **Bank Account Last 4:** 3801

Remit to Phone Number: (505)880-3767
Remit to Address: P.O. BOX 25704
City, State, Zip: Albuquerque NM 87125
County: Bernalillo

Claim Period From: 10/1/2021 **Claim Period To:** 11/30/2021

YTD Expenditures: 100,000.00 **Budget Amount:** 987,739.00

Outstanding Claims: - 0.00
In Processing At DFA: - 0.00
Total Cash Received: - 0.00
Cash Balance As Of June 30: - 0.00

Total Request for Reimbursement: = 100,000.00

And now verify the **Comment**, any attachment(s), and information in the **RfR GRANTS ALLOCATIONS** folder.

Comment:
We need our vitamins!

Update

ATTACHMENTS 001-000-2122-24118-0001 FUND: 24118

Choose File No file chosen **Upload**

Attachment	
RfR Justification.txt	Open Delete

RfR GRANTS ALLOCATIONS							
				Reimbursement Amount	100,000.00		
				Allocated Amount	100,000.00		
				Difference	0.00		
Grant year	Current Allocation	Claims paid by PED	O/S Claims	Balance Available	Maximum Allocation	RfR Allocation	Resulting Balance
FV22	987,739.00	0.00	0.00	987,739.00	100,000.00	100,000.00	887,739.00

5. If you want to request a supporting document for the entity to upload, continue with this step. Otherwise, skip to Step 6.
 - After verifying the information on the Edit RfR screen, scroll down and click the **RfR INFO REQUEST** folder
 - Select a **Due Date**, enter a **Request Description**, and then click the **Add Request** button.

6. Click the **RfR Actions** link and under **Action**, do one of the following:
 - If for any reason you want to disapprove the RfR, click the **Disapprove Request** button. click the **Void Request** button, enter a comment, and then click **Save**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24308-0001	Las Cruces	1/8/2022 12:36:09 PM	12/31/2021	RfR Created	<input type="checkbox"/>	Attesting Contact Void Request

Or

- If everything is satisfactory, click the **PM Approval** button.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	RfR Submitted	<input type="checkbox"/>	PM Approval Disapprove Request

7. An **Approved Amount** and a **PM Approval Comment** box display. Enter a comment and then click **Save**.

Note: If multiple RfRs exist, the row for the RfR you're approving is green.

Approved Amount:

PM Approval Comment:

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 3:48:54 PM	11/30/2021	RfR Submitted	<input type="checkbox"/>	PM Approval Disapprove Request

Now the RfR goes to the FA for approval.

To approve an RfR for a Flowthrough fund (FA)

After you receive notification that an RfR entry for a Flowthrough fund has been completed, log into OBMS and do the following:

1. Go to the previous procedure, *To approve an RfR for a Flowthrough fund (PM)*, and follow Steps 1 to 5.
2. Click the **RfR Actions** link and under **Action**, do one of the following:
 - To disapprove or void the RfR, click the **Disapprove Request** or the **Void Request** button, enter a comment, and then click **Save**.

REIMBURSEMENTS STATUS

Void Comment is required.

Void Comment:

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24308-0001	Las Cruces	1/8/2022 12:36:09 PM	12/31/2021	RfR Created	<input type="checkbox"/>	Void Request

Or

- If everything is satisfactory, click the **FA Approval** button, enter a comment in the **FA Approval Comment** box, and then click **Save**.

Note: If multiple RfRs exist, the row for the RfR you're approving is green.

REIMBURSEMENTS STATUS

Approved Amount: 100,000.00

FA Approval Comment: Fiscal approves the money.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FECT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	PM Approved	<input type="checkbox"/>	FA Approval Disapprove Request

Now the RfR goes to the SC to verify SHARE Entry.

To verify SHARE Entry for an RfR for a Flowthrough fund (SC)

After you receive notification that an RfR entry for a Flowthrough fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.

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

OBMS BUDGET HOME

RfR Reports

2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR ACTIONS

RfR Actions | RfR Entry | RfR Summary | RTOF Entry | Reports | Home

RfR SELECTION

BudgetYear: 2021-2022

Entity: Albuquerque

Fund: 24118 - Fresh Fruit and Vegetables



Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

This displays a screen with two selections under **Action**—**SHARE Entry** and **Hold Processing**.

Status:								
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	FA Approved	<input type="checkbox"/>	<div>SHARE Entry</div> <div>Hold Processing</div>

- If the RfR is incorrect, put it on hold to research it and continue with this step for **Hold Processing**. Otherwise, skip to Step 4.

Click the **Hold Processing** button, enter a comment, and then click **Save**.

REIMBURSEMENTS STATUS

Hold Processing Comment is required.


Hold Processing Comment:

I'm not quite sure this is right.

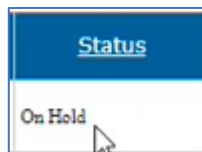
Cancel

Save

Status:



History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	FA Approved	<input type="checkbox"/>	<div>SHARE Entry</div> <div>Hold Processing</div>

This changes **Status** to **On Hold** and notifies the FS that an issue exists with the RfR. The only role that can release this hold is an FS. If the FS releases the hold, the RfR comes back to you for SHARE Entry.



- Click the **SHARE Entry** button and then enter the information into SHARE to receive a voucher number.

Note: The SHARE system is a system outside of OBMS that stores other membership and student information. It also has a voucher system.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	FA Approved	<input type="checkbox"/>	<div>SHARE Entry</div> <div>Hold Processing</div>

5. In the **REIMBURSEMENTS STATUS** folder, enter the **Payment Voucher Number** from SHARE, a comment, and then click **Save**.

REIMBURSEMENTS STATUS

SHARE Entry Comment is required.

Approved Amount: 100,000.00

Voucher Amount: 100,002.00

Payment Voucher Number: 00385649

SHARE Entry Comment: Added \$2 to cover ATM fee.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1-4-2022 3:48:34 PM	11/30/2021	FA Approved	<input type="checkbox"/>	No Share Entries SHARE Entry Hold Processing

Note: If necessary, you can change the voucher amount in OBMS to match the voucher amount in SHARE.

To review an On-Hold RfR for a Flowthrough fund (FS)

If an RfR was incorrect and the SC fixed it using **Hold Processing** (see Step 3 of the previous procedure), use this procedure to review the RfR to either release the hold or disapprove the RfR.

After you receive notification that an RfR is **On Hold**, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR ACTIONS

[RfR Actions](#) | [RfR Entry](#) | [RfR Summary](#) | [RTOF Entry](#) | [Reports](#) | [Home](#)

RfR SELECTION

BudgetYear: 2021-2022

Entity: Albuquerque

Fund: 24118 - Fresh Fruit and Vegetables

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

REIMBURSEMENTS STATUS

This displays a screen with two selections under **Action—Release Hold** and **Disapprove Request**.

Status:								
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	On Hold	<input type="checkbox"/>	<div>No Valid Signature</div> <div>Release Hold</div> <div>Disapprove Request</div>

3. Click the icon to view the RfR Edit screen and verify the following:

- **Contact Name and Bank Account Last 4**
- **Remit to Phone Number** and all the address information
- **Claim Period To, Claim Period From, and YTD Expenditures**
- **Total Request for Reimbursement** amount
- **Comment**, any attachment(s), and information in the **RfR GRANTS ALLOCATIONS** folder

Note: To view this part of the RfR Edit screen, see *To approve an RfR for a Flowthrough fund (PM)* Step 4, earlier in this section.

4. Click the **RfR Actions** link and under **Action**, do one of the following:

- To disapprove or void the RfR, click the **Disapprove Request** or the **Void Request** button, enter a comment, and then click **Save**.

REIMBURSEMENTS STATUS

Void Comment is required.

Void Comment:

Cancel Save

Status:								
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24308-0001	Las Cruces	1/8/2022 12:36:09 PM	12/31/2021	RfR Created	<input type="checkbox"/>	<div>No Valid Signature</div> <div>Void Request</div>

Or


- If everything is satisfactory, click the **Release Hold** button, enter a comment, and then click **Save**.

Now the RfR goes back to the SC for approval.

To approve an RfR for a Flowthrough fund (FS)

After you receive notification that an RfR entry for a Flowthrough fund has been completed, log into OBMS and do the following:



1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

3. When the next screen displays, click the  icon to view the details and then do one of the following:
 - If an amount or the voucher number is incorrect, click the **Return to SC** button to send it back for correction.

Or

 - If everything looks good, click the **FS Approval/Send To DFA** button to send it to the Department of Finance Administration.

This example continues with the step after you click the **FS Approval/Send to DFA** button.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	Share Processed	<input type="checkbox"/>	<div>FS Approval/Send To DFA</div> <div>Return to SC</div>

4. Enter an approval comment and then click **Save**.

Approved Amount: 100,000.00
Voucher Amount: 100,002.00
Payment Voucher Number: 00385649

FS Approval Comment: I think we're done, it can be paid.

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	Share Processed	<input type="checkbox"/>	No Fund Expenses FS Approval/Send To DFA Return to SC

Now **Status** shows **Approved RfR**. At this point, the RfR requires one more approval for the entity to receive the money.

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	Approved RfR	<input type="checkbox"/>	

The RfR now goes to the FD to complete the approval process.

To approve an RfR for a Flowthrough fund (FD)

After you receive notification that an RfR entry for a Flowthrough fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR ACTIONS

RfR Actions | RfR Entry | RfR Summary | RTOF Entry | Reports | Home

RfR SELECTION

BudgetYear: 2021-2022
Entity: Albuquerque
Fund: 24118 - Fresh Fruit and Vegetables

REIMBURSEMENTS STATUS

This displays a screen with two selections under **Action**—**Paid By DFA** and **Share Disapprove**.

Status:								
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	Approved RfR	<input type="checkbox"/>	<div>Paid By DFA</div> <div>Share Disapprove</div>

- Click **Paid by DFA** and enter the **Warrant Amount**, **Warrant Number**, and **Warrant Comment**. Then click **Save**.

REIMBURSEMENTS STATUS

Approved Amount:

100,000.00

Warrant Amount:

100,000.00

Warrant Number:

4013586416

Warrant Date:



01/04/2022

Warrant Comment:



Enjoy your money.

Cancel

Save

Status:								
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	Approved RfR	<input type="checkbox"/>	<div>Paid By DFA</div> <div>Share Disapprove</div>


Now that this RfR for a Flowthrough fund is fully approved, its **Status** shows **Paid By DFA**.



Status:								
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24118-0001	Albuquerque	1/4/2022 5:48:54 PM	11/30/2021	Paid By DFA	<input type="checkbox"/>	



To approve an RfR for a Capital Outlay fund (PM)










After you receive notification that an RfR entry for a Capital Outlay fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. On the **RfR ACTIONS** page, select the **Budget Year**, **Entity**, and **Fund** of the RfR for approval. Then click the **Fund Level Retrieve** button.

3. Click the  icon to view the information and to edit any information. In this example, under **Action** is the error message **Unchecked items** and only one button—**Disapprove Request**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas	1/6/2022 5:54:25 PM	12/31/2021	RfR Submitted	<input type="checkbox"/>	<div>Unchecked items</div> <div>Disapprove Request</div>

4. Click the **RfR CHECKLIST** folder, then click each  to turn it into a  to verify the checklist is approved.

RfR CHECKLIST	
Accomplished	Checklist Instructions
	1. Capital Project Certification Form. Districts and charter schools are required to submit the certification form when they have secured funding and are ready to proceed with the project. The STB Questionnaire and Certification forms issued by the State Board of Finance for severance tax bond funded projects will be used in place of this form.
	2. Signed Grant Agreement. Districts and charter schools are required to receive approval for direct legislative appropriations from the Public Education Department (PED) or Public Schools Facilities Authority (PSFA) prior to incurring expenditures. For direct appropriations awarded in 2010 and thereafter, districts and charter schools are required to receive a signed Grant Agreement once they are ready to proceed with the project. For projects > \$200,000, districts and charter schools need to request approval from the PSFA using the Request for Approval of School Construction (RASC) form.
	3. Project Plan Approval. Districts and charter schools are required to submit a Request to Obligate Funds (RTOF) form along with quotes or bids prior to entering into any 3rd party agreements.
	4. Notice of Obligation. As of 2012 and thereafter, districts and charter schools are required to receive a Notice of Obligation prior to entering into any 3rd party obligations and incurring expenditures. (The Request to Obligate Funds form is used to get approval and receive the Notice of Obligation).
	5. Request for Reimbursement Form. This form must be submitted with each Request for Reimbursement (RfR) form.
	6. Signature Authorization Form. This form does not have to be submitted every time. However, it will need to be verified from our file. We must have a signature authorization for everyone who signs the request for reimbursement form. We will need to request this form only if we receive a signature that is not on file.
	7. Wire Transfer Form. This form will not need to be submitted every time. Only one form is needed for every district and charter school and/or vendor. This form needs to be verified from our file for every request submitted and a copy must be attached to the request for reimbursement to ensure that payment will be wired to the correct amount.
	8. Invoices, Canceled Checks, and Expenditure Detail Report. Each request for reimbursement paid directly to the school district must have copies of invoices and proof of payment(s) to verify all expenditures. The original certified invoice is required for payments made directly to the vendor. A copy of the expenditure detail report for the claim period indicated in the request for reimbursement must be submitted.
	9. Progress Report for CPMS Update. For appropriations awarded from 2010 and thereafter, districts and charter schools are required to report the status of the project into Capital Projects Management System (CPMS) on a monthly basis. (No reports or status updates are required when requesting reimbursement for SB-9 funds or GOB Library funds.)

While you're on this page, also confirm the information in the following folders is appropriate for the RfR:

- Main RfR folders
- **RfR PROJECTS**
- **RfR PROJECTS ALLOCATION**

For screenshots of these areas, see *To Create an RfR for a Capital Outlay fund*.

5. Click the **RfR Actions** link. Under **Action** are two buttons—**PM Approval** and **Disapprove Request**.

- If you approve the request, click the **PM Approval** button, enter a comment in the box, and then click **Save**.

Or

- If you disapprove the request, click the **Disapprove Request** button, enter a comment in the box, and then click **Save**.

Approved Amount: 30,000.00

PM Approval Comment: All accomplished.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas	1/6/2022 5:34:25 PM	12/31/2021	RfR Submitted	<input type="checkbox"/>	PM Approval Disapprove Request

After you approve the request, the RfR goes to the FA.

To approve an RfR for a Capital Outlay fund (FA)

After you receive notification that an RfR entry for a Capital Outlay fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. On the **RfR ACTIONS** page, select the **Budget Year**, **Entity**, and **Fund** of the RfR for approval. Then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: Animas

Fund: 31400 - Special Capital Outlay-State

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

3. Click the icon to view the details of the RfR in the RfR Edit screen.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas	1/6/2022 5:54:25 PM	12/31/2021	PM Approved	<input type="checkbox"/>	<p>No Valid Signature</p> FA Approval Disapprove Request

4. Verify the following:

- **Contact Name** and **Bank Account Last 4**
- **Remit to Phone Number** and all the address information
- **Claim Period To, Claim Period From,** and **YTD Expenditures**
- **Total Request for Reimbursement** amount
- **Comment** and any attachment(s)

For screenshots of these areas, see *To Create an RfR for a Capital Outlay fund*.

5. If you disapprove the RfR, click the **Disapprove Request** button, enter a comment, and then click **Save**.

Or

If everything is satisfactory, click the **FA Approval** button, enter a comment, and then click **Save**.

Approved Amount: 30,000.00

FA Approval Comment: Spend that money!

Cancel Save

Status:

History	Edit	Print	Fund	Entity Name	Submit Date	Period End Date	Status	EFFECT Req'd	Action
			31400-0001	Amman	1/6/2022 3:34:33 PM	12/31/2021	Pd.Approved	<input type="checkbox"/>	<div>FA Approval</div> <div>Disapprove Request</div>

Now the RfR goes to the SC for SHARE Entry.

To perform SHARE Entry on an RfR for a Capital Outlay fund (SC)

After you receive notification that an RfR entry for a Capital Outlay fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.

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

OBMS BUDGET HOME

RfR Reports

2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: Animas

Fund: 31400 - Special Capital Outlay-State

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

3. If the RfR is incorrect and you need to fix it, see *To approve an RfR for a DCT fund (SC)* later in this manual to use the **Hold Processing** button. Otherwise, continue to Step 4.
 4. Click the **SHARE Entry** button and then enter the information into SHARE to receive a voucher number.
- Note:** The SHARE system is a system outside of OBMS that stores other membership and student information. It also has a voucher system.
5. Enter the **Payment Voucher Number** from SHARE, enter a comment, and then click **Save**.

SHARE Entry Comment is required.

Approved Amount: 30,000.00

Voucher Amount: 30,000.00

Payment Voucher Number: 00385668

SHARE Entry Comment: Voucher Logged.

Cancel Save

Status:

History	Edit	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas	1/6/2022 3:54:23 PM	12/31/2021	FA Approved	<input type="checkbox"/>	SHARE Entry Hold Processing

Status now becomes **Share Processed**.

Status

Share Processed

Share Processed

And the RfR goes to the FS.

To approve an RfR for a Capital Outlay fund (FS)

After you receive notification that an RfR entry for a Capital Outlay fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. On the **RfR ACTIONS** page, select the **Budget Year**, **Entity**, and **Fund** of the RfR for approval. Then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: Animas

Fund: 31400 - Special Capital Outlay-State

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

3. Click the  icon to view the details of the RfR in the RfR Edit screen.

31400-0001 Animas 1/6/2022 5:34:25 PM 12/31/2021 Share Processed

No Valid Signature

FS Approval/Send To DFA

Disapprove Request

4. Verify the following:
 - **Contact Name** and **Bank Account Last 4**
 - **Remit to Phone Number** and all the address information
 - **Claim Period To**, **Claim Period From**, and **YTD Expenditures**
 - **Total Request for Reimbursement** amount
 - **Comment** and any attachment(s)

For screenshots of these areas, see *To Create an RfR for a Capital Outlay fund*.

5. If an amount is incorrect, click the **Return to SC** button to send it back to the SC for correction.

Or

If everything looks good, click the **FS Approval/Send To DFA** button, enter the **Payment Voucher Number**, a comment, and then click **Save** to send it to the Department of Finance Administration.

Approved Amount: 30,000.00

Voucher Amount: 30,000.00

Payment Voucher Number: 00385668

FS Approval Comment: Go get the check.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas	1/6/2022 5:34:25 PM	12/31/2021	Share Processed		FS Approval/Send To DFA Return to SC

Now the RfR is approved and goes to the FD.

To approve an RfR for a Capital Outlay fund (FD)

After you receive notification that an RfR entry for a Capital Outlay fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022
Entity: Animas
Fund: 31400 - Special Capital Outlay-State

Budget Level Retrieve
Fund Level Retrieve
Create RfR
Create Adjustment

3. Click **Paid By DFA** and enter the **Warrant Amount**, **Warrant Number**, and **Warrant Comment**. Then click **Save**.

Approved Amount: 30,000.00
Warrant Amount: 30,000.00
Warrant Number: 4013586613
Warrant Date: 01/06/2022
Warrant Comment: Check cleared.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas	1/6/2022 5:54:25 PM	12/31/2021	Approved RfR	<input type="checkbox"/>	Paid By DFA Share Disapprove

Status now shows **Paid By DFA**.

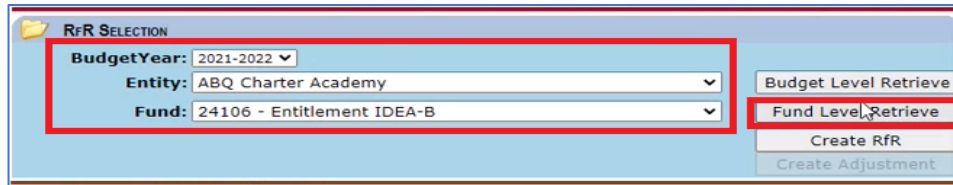
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		31400-0001	Animas	1/6/2022 5:54:25 PM	12/31/2021	Paid By DFA	<input type="checkbox"/>	

To approve an RfR for a DCT fund (BM)

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.

2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.



RfR SELECTION

BudgetYear: 2021-2022

Entity: ABQ Charter Academy


Fund: 24106 - Entitlement IDEA-B

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

3. When the next screen displays, click the  icon to view the details.

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	ABQ Charter Academy		9/30/2021	DC RfR Ready To Submit	<input type="checkbox"/>	<p>No Valid Signature</p> <p>Submit Reimb. Rqst.</p> <p>Void Request</p>

4. Verify the following:
 - **Contact Name** and **Bank Account Last 4**
 - **Remit to Phone Number** and all the address information
 - **Claim Period To**, **Claim Period From**, and **YTD Expenditures**
 - **Total Request for Reimbursement** amount
 - **Comment** and any attachment(s)

For examples of these screen displays, see *To create an RfR for a DCT fund*, Steps 4 and 6.

5. Click the **RfR Actions** link and under **Action**, do one of the following:
 - If for any reason you want to void the RfR, click the **Void Request** button, enter a comment, and then click **Save**.

Or

 - If everything is satisfactory, click the **Submit Reimb. Rqst.** button. A confirmation box displays that requires you to submit a comment to acknowledge you're approving this RfR in accordance with local law.

Enter a comment and then click **Save**. This submits the RfR to the DPM.

Submit Comment:

I hereby certify that, to the best of my knowledge and belief, the information contained in this report is correctly stated; the amount claimed as expended was expended according to the provisions and regulations of the project, and that this request for reimbursement is just, correct and actually due according to law.

Status:

History	Edit	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	ABQ Charter Academy		9/30/2021	DC RfR Ready To Submit	<input type="checkbox"/>	<input type="button" value="Submit Reimb. Rqst."/> <input type="button" value="Void Request"/>

To view RfR Charter Expenditures and RfR Grant Allocations

Before adding a charter school's RfR dollar amounts into requests to PED, a school district may want to check the requested amounts and the Grant Year where the money was pulled from.

In OBMS tables, a Grant Year is identified in many ways, often as GY followed by the year, such as GY20 and GY21.

After logging in as a School District, do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the **Budget Year**, **Entity**, and **Fund**, and then click the **Create RfR** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: ABQ Charter Academy

Fund: 24106 - Entitlement IDEA-B

3. Click the  next to the RfR to open the RfR's edit screen.

			24106-0002	Albuquerque		9/30/2021	RfR Ready To Submit	<input type="checkbox"/>	No Valid Signature
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4. Click the **CHARTER EXPENDITURES** folder and the **RfR GRANTS ALLOCATIONS** folder to expand them.
 - The **CHARTER EXPENDITURES** folder shows the requested dollar values from the two charter schools in previous examples.
 - The **RfR GRANTS ALLOCATIONS** folder shows all of the money was pulled from GY20.

CHARTER EXPENDITURES 001-000-2122-24106-0002 TOTAL EXPENDITURES = 12,413.66

Charter	Expenditures	Outstanding	In Process	Paid	Total In Process + Paid
ABQ Charter Academy	20,000.00	20,000.00	0.00	0.00	0.00
ACE	5,529.81	0.00	5,529.81	0.00	
Albuquerque Talent Development	25,000.00	25,000.00	0.00	0.00	0.00
Cien Aguas International School	12,051.04	7,242.95	0.00	4,808.09	4,808.09
Coral Community Charter	6,037.00	3,870.33	0.00	2,166.67	2,166.67
Corrales International School	3,407.08	3,407.08	0.00	0.00	0.00
Cottonwood Classical Preparatory School	10,865.22	2,761.97	8,103.25	0.00	0.00
East Mountain High School	2,193.45	0.00	0.00	2,193.45	2,193.45
Health Leadership High School	1,646.00	0.00	1,646.00	0.00	
International School @ Mesa Del Sol	584.68	0.00	0.00	584.68	584.68
Los Puentes Charter School	2,043.42	0.00	0.00	2,043.42	2,043.42
Robert F. Kennedy Charter School	10,158.56	10,158.56	0.00	0.00	0.00
Technology Leadership	13,812.97	13,812.97	0.00	0.00	0.00
William W. & Josephine Dorn Charter Comm School	617.35	0.00	0.00	617.35	617.35
Totals:	113,946.58	86,253.86	15,279.06	12,413.66	12,413.66

ATTACHMENTS 001-000-2122-24106-0002 FUND: 24106

RfR INFO REQUEST 001-000-2122-24106-0002 FUND: 24106

No request(s) found.

RfR GRANTS ALLOCATIONS

					Reimbursement Amount	1,292,787.12
					Allocated Amount	1,292,787.12
					Difference	0.00

Grant year	Current Allocation	Claims paid by PED	O/S Claims	Balance Available	Maximum Allocation	RfR Allocation	Resulting Balance
GY20	22,174,335.77	17,470,449.65	1,692,580.76	3,011,305.36	1,292,787.12	1,292,787.12	1,718,518.24
GY21	20,411,397.00	0.00	0.00	20,411,397.00	1,292,787.12	0.00	20,411,397.00

To approve an RfR for a DCT fund (DPM)

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.

2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: ABQ Charter Academy


Fund: 24106 - Entitlement IDEA-B



Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

3. When the next screen displays, click the  icon to view the details of the RfR.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	ABQ Charter Academy	1/6/2022 12:49:52 PM	9/30/2021	DC RfR Submitted	<input type="checkbox"/>	<p>No Valid Signature</p> <p>DPM Approval</p> <p>Disapprove Request</p>

4. Verify the following:
 - **Contact Name** and **Bank Account Last 4**
 - **Remit to Phone Number** and all the address information
 - **Claim Period To**, **Claim Period From**, and **YTD Expenditures**
 - **Total Request for Reimbursement** amount
 - **Comment** and any attachment(s)

For examples of these screen displays, see *To create an RfR for a DCT fund*, Steps 4 and 6.

5. Click the **RfR Actions** link and under **Action**, do one of the following:
 - If for any reason you want to disapprove the RfR, click the **Disapprove Request** button, enter a comment, and then click **Save**.

Or

 - If everything is satisfactory, click the **DPM Approval** button, enter a comment, and then click **Save**. This sends the RfR to the DFM and **Status** changes from **DC RfR Submitted** to **DPM Approved** as shown in the next step.

Approved Amount: 20,000.00

DPM Approval Comment: We can pay the Charter when we get paid.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	ABQ Charter Academy	1/6/2022 12:49:52 PM	9/30/2021	DC RfR Submitted	<input type="checkbox"/>	<p>DPM Approval</p> <p>Disapprove Request</p>

- For each charter you were notified about, repeat Steps 2 to 5.

Using the example from *To create an RfR for a DCT fund*, repeat those steps for **Entity** Albuquerque Talent Development. **Status** for both RfRs is now **DPM Approved**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	ABQ Charter Academy	1/6/2022 12:49:52 PM	9/30/2021	DPM Approved	<input type="checkbox"/>	No Valid Signature
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque Talent Development	1/6/2022 12:50:31 PM	12/31/2021	DPM Approved	<input type="checkbox"/>	No Valid Signature

To approve an RfR for a DCT fund (DFM first time)

In the RfR approval process for a DCT fund, you approve the RfR at two different times—after DPM approval early in the process, as described here, and then at the end of the process to give the RfR full approval.

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RfR Actions** link.
- Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022
Entity: ABQ Charter Academy
Fund: 24106 - Entitlement IDEA-B

Budget Level Retrieve
Fund Level Retrieve
Create RfR
Create Adjustment

- When the next screen displays, click the icon to view the details of the RfR.

		24106-0001	ABQ Charter Academy	1/6/2022 12:49:52 PM	9/30/2021	DPM Approved	<input type="checkbox"/>	No Valid Signature
								DFM Approval Disapprove Request

4. Verify the following:

- **Contact Name** and **Bank Account Last 4**
- **Remit to Phone Number** and all the address information
- **Claim Period To, Claim Period From,** and **YTD Expenditures**
- **Total Request for Reimbursement** amount
- **Comment** and any attachment(s)

For examples of these screen displays, see *To create an RfR for a DCT fund*, Steps 4 and 6.

5. Click the **RfR Actions** link and under **Action**, do one of the following:

- If for any reason you want to disapprove the RfR, click the **Disapprove Request** button, enter a comment, and then click **Save**.

Or

- If everything is satisfactory, click the **DFM Approval** button, enter a comment, and then click **Save**.

Approved Amount: 20,000.00

DFM Approval Comment: I agree.

Cancel Save

Status:

History	Edit	Fund	Entity Name	Submit Date	Period End Date	Status	FECT Req'd	Action
		24106-0001	ABQ Charter Academy	1-6-2022 12:49:32 PM	9/30/2021	DFM Approved	<input type="checkbox"/>	<div>DFM Approval</div> <div>Disapprove Request</div>

This changes the status and submits the RfR to the PM.

History	Edit	Fund	Entity Name	Submit Date	Period End Date	Status	FECT Req'd	Action
		24106-0001	ABQ Charter Academy	1-6-2022 12:49:32 PM	9/30/2021	DFM Approved	<input type="checkbox"/>	<div>Paid By DFM</div> <div>Disapprove Request</div>

6. For each charter you were notified about, repeat Steps 2 to 5.

To approve an RfR for a DCT fund (PM)

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.

2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: ABQ Charter Academy


Fund: 24106 - Entitlement IDEA-B

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

3. When the next screen displays, click the  icon to view the details of the RfR.

		24106-0002	Albuquerque	1/6/2022 1:09:45 PM	9/30/2021	RfR Submitted	<input type="checkbox"/>	No Valid Signature
								PM Approval
								Disapprove Request

4. Verify the following:

- **Contact Name** and **Bank Account Last 4**
- **Remit to Phone Number** and all the address information
- **Claim Period To**, **Claim Period From**, and **YTD Expenditures**
- **Total Request for Reimbursement** amount
- **Comment** and any attachment(s)

For examples of these screen displays, see *To create an RfR for a DCT fund*, Steps 4 and 6.

5. Click the **RfR Actions** link and under **Action**, do one of the following:
 - If for any reason you want to disapprove the RfR, click the **Disapprove Request** button, enter a comment, and then click **Save**.
 - Or
 - If everything is satisfactory, click the **PM Approval** button, enter a comment, and then click **Save**. This changes the status and submits the RfR to the FA.

Approved Amount: 1,292,787.12

PM Approval Comment: It all is appropriate.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	ECCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	PM Approved	<input type="checkbox"/>	No Valid Signature
		24106-0002	Albuquerque	1/6/2022 1:09:45 PM	9/30/2021	RfR Submitted	<input type="checkbox"/>	PM Approval Disapprove Request

6. For each district you were notified about, repeat Steps 2 to 5.

Using the example from *To create an RfR for a DCT fund*, repeat those steps for **Entity** Albuquerque. **Status** for both RfRs is now **PM Approved**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FECT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	PM Approved	<input type="checkbox"/>	No Valid Signature
		24106-0002	Albuquerque	1/6/2022 1:09:45 PM	9/30/2021	PM Approved	<input type="checkbox"/>	No Valid Signature

To approve an RfR for a DCT fund (FA)

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: ABQ Charter Academy

Fund: 24106 - Entitlement IDEA-B

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

3. When the next screen displays, click the icon to view the details of the RfR.

		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	PM Approved	<input type="checkbox"/>	No Valid Signature
								<div>FA Approval</div> <div>Disapprove Request</div>

4. Verify the following:

- **Contact Name** and **Bank Account Last 4**
- **Remit to Phone Number** and all the address information
- **Claim Period To**, **Claim Period From**, and **YTD Expenditures**
- **Total Request for Reimbursement** amount
- **Comment** and any attachment(s)

For examples of these screen displays, see *To create an RfR for a DCT fund*, Steps 4 and 6.

5. Click the **RfR Actions** link and under **Action**, do one of the following:

- If for any reason you want to disapprove the RfR, click the **Disapprove Request** button, enter a comment, and then click **Save**.

Or

- If everything is satisfactory, click the **FA Approval** button, enter a comment, and then click **Save**. This changes the status and submits the RfR to the SC.

Approved Amount: 1,570,832.16

FA Approval Comment: Get 'r Done

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	EFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	PM Approved	<input type="checkbox"/>	FA Approval Disapprove Request

6. For each district you were notified about, repeat Steps 2 to 5.

Using the example from *To create an RfR for a DCT fund*, repeat those steps for **Entity Albuquerque**. **Status** for both RfRs is now **FA Approved**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	EFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	FA Approved	<input type="checkbox"/>	No Valid Signature
		24106-0002	Albuquerque	1/6/2022 1:09:45 PM	9/30/2021	FA Approved	<input type="checkbox"/>	No Valid Signature

Now the RfR goes to the SC to verify SHARE Entry.

To verify SHARE Entry for an RfR for a DCT fund (SC)

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.

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

OBMS BUDGET HOME

[RfR](#) [Reports](#)

2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022 ▼

Entity: Albuquerque ▼

Fund: 24106 - Entitlement IDEA-B ▼

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

This displays a screen with two selections under **Action**—**SHARE Entry** and **Hold Processing**.

		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	FA Approved	<input type="checkbox"/>	No Valid Signature
								SHARE Entry Hold Processing

3. If the RfR is incorrect and you need to fix it, continue with this step for **Hold Processing**. Otherwise, skip to Step 4.
 - Click the **Hold Processing** button, enter a comment, and then click **Save**.

REIMBURSEMENTS STATUS

Hold Processing Comment is required.

Hold Processing Comment: I'm not quite sure this is right.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	FA Approved	<input type="checkbox"/>	No Valid Signature SHARE Entry Hold Processing

This changes **Status** to **On Hold** and notifies the FS that an issue exists with the RfR. The only role that can release this hold is an FS. If the FS releases the hold, the RfR comes back to you for approval.



Status

On Hold

Note: For more information, see *To review an On-Hold RfR for a Flowthrough fund (FS)*.

- Click the **SHARE Entry** button and then enter the information into SHARE to receive a voucher number.

Note: The SHARE system is a system outside of OBMS that stores other membership and student information. It also has a voucher system.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	FA Approved	<input type="checkbox"/>	<div>SHARE Entry</div> <div>Hold Processing</div>

- In the **REIMBURSEMENTS STATUS** folder, enter the **Payment Voucher Number** from SHARE, a comment, and then click **Save**. This changes the status and submits the RfR to the FS.



SHARE Entry Comment is required.

Approved Amount:

Voucher Amount:

Payment Voucher Number:





SHARE Entry Comment:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	FA Approved	<input type="checkbox"/>	<div>SHARE Entry</div> <div>Hold Processing</div>

Note: If necessary, you can change the voucher amount in OBMS to match the voucher amount in SHARE.

- For each district you were notified about, repeat Steps 2 to 5.

Using the example from *To create an RfR for a DCT fund*, repeat those steps for **Entity Albuquerque**. **Status** for both RfRs is now **Share Processed**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	Share Processed	<input type="checkbox"/>	No Valid Signature
		24106-0002	Albuquerque	1/6/2022 1:09:45 PM	9/30/2021	Share Processed	<input type="checkbox"/>	No Valid Signature

To approve an RfR for a DCT fund (FS)

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RfR Actions** link.

2. Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: Albuquerque


Fund: 24106 - Entitlement IDEA-B

Budget Level Retrieve

Fund Level Retrieve

Create RfR



Create Adjustment

3. When the next screen displays, click the  icon to view the details and then do one of the following:
 - If an amount or the voucher number is incorrect, click the **Return to SC** button to send it back for correction.

Or

 - If everything looks good, click the **FS Approval/Send To DFA** button to send it to the Department of Finance Administration.

This example continues with the step after you click the **FS Approval/Send to DFA** button.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	Share Processed	<input type="checkbox"/>	FS Approval/Send To DFA Return to SC

4. Enter an approval comment and then click **Save**. This changes the status and submits the RfR to the FD.

Approved Amount: 1,570,832.16



Voucher Amount: 1,570,832.16

Payment Voucher Number: 00385655

FS Approval Comment: Ready to be paid

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	Share Processed	<input type="checkbox"/>	FS Approval/Send To DFA Return to SC

- For each district you were notified about, repeat Steps 2 to 4.

Using the example from *To create an RfR for a DCT fund*, repeat those steps for **Entity** Albuquerque. **Status** for both RfRs is now **Approved RfR**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	Approved RfR	<input type="checkbox"/>	
		24106-0002	Albuquerque	1/6/2022 1:09:45 PM	9/30/2021	Approved RfR	<input type="checkbox"/>	

Now the RfR goes to the FD to log the payment for the RfR.

To log payment for an RfR for a DCT fund (FD)

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:



- Click the **RfR** link and then click the **RfR Actions** link.
- Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022
Entity: Albuquerque
Fund: 24106 - Entitlement IDEA-B

Budget Level Retrieve
Fund Level Retrieve
Create RfR
Create Adjustment

This displays a screen with two selections under **Action**—**Paid By DFA** and **Share Disapprove**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	Approved RfR	<input type="checkbox"/>	Paid By DFA Share Disapprove

- Click **Paid by DFA** and enter the **Warrant Amount**, **Warrant Number**, and **Warrant Comment**.

- Then click **Save**. This changes the status and notifies the entity that it can now deliver a check to the charter for this RfR.

Approved Amount: 1,570,832.16

Warrant Amount: 1,570,832.16

Warrant Number: 4013586597

Warrant Date: 01/06/2022

Warrant Comment: Paid in Full

Buttons: Cancel, Save

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:30 PM	8/31/2021	Approved RfR	<input type="checkbox"/>	<div>Paid By DFA</div> <div>Share Disapprove</div>

- For each district you were notified about, repeat Steps 2 to 4.

Using the example from *To create an RfR for a DCT fund*, repeat those steps for **Entity Albuquerque**. **Status** for both RfRs is now **Paid By DFA**.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque	9/30/2021 1:12:50 PM	8/31/2021	Paid By DFA	<input type="checkbox"/>	
		24106-0002	Albuquerque	1/6/2022 1:09:45 PM	9/30/2021	Paid By DFA	<input type="checkbox"/>	

To approve an RfR for a DCT fund and view RfR Summary (DFM last time)

After you receive notification that an RfR entry for a DCT fund has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RfR Actions** link.
- Select the RfR's **Budget Year**, **Entity**, and **Fund**, and then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2021-2022

Entity: Albuquerque

Fund: 24106 - Entitlement IDEA-B

Buttons: Budget Level Retrieve, Fund Level Retrieve, Create RfR, Create Adjustment

- Click **Paid by DFM** and enter the **Warrant Amount**, **Warrant Number**, and **Warrant Comment**. Then click **Save**. Now the status changes and the entity and charters can receive their money.

Note: Clicking **Paid by DFM** confirms that the entity has received a check or money transfer from the DFM.

Or

If you disapprove the RfR, click **Disapprove Request**.

Warning: This can lead to fraud. Only disapprove the RfR if PED disapproved the district's RfR.

Approved Amount: 20,000.00

Warrant Amount: 20,000.00

Warrant Number: 0000401358

Warrant Date: 01/06/2022

Warrant Comment: They have been paid.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	ABQ Charter Academy	1/6/2022 12:49:32 PM	9/30/2021	DFM Approved	<input type="checkbox"/>	Paid By DFM Disapprove Request

- For each charter you were notified about, repeat Steps 2 and 3.

Using the example from *To create an RfR for a DCT fund*, repeat those steps for **Entity** Albuquerque Talent Development. **Status** for both RfRs is now **Paid By DFA** and the district and charters are fully reimbursed.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	ABQ Charter Academy	1/6/2022 12:49:52 PM	9/30/2021	Paid By DFA	<input type="checkbox"/>	
History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24106-0001	Albuquerque Talent Development	1/6/2022 12:50:31 PM	12/31/2021	Paid By DFA	<input type="checkbox"/>	

- Confirm that the district and the charters are fully reimbursed by doing the following:
 - Click the **RfR Summary** link.
 - Select the **Budget Year**, **Entity** (optional), and **Fund/SubFund**.

- Click the **View Reimbursement Requests** button. This opens the **VIEW RfR SUMMARY** folder where you can see the RfR reimbursement details.

RfR SUMMARY

RfR Actions | RfR Entry | RfR Summary | RTOF Entry | Reports | Home

REIMBURSEMENTS SUMMARY SEARCH

BudgetYear: 2021-2022
Entity: Select...
Fund/SubFund: 24106 - Entitlement IDEA-B

View Reimbursement Requests

VIEW RfR SUMMARY

202 record(s).

Edit	RR Status	Fund Code	Fund Name	Doc ID	Request Amount	Approved Amount
Entry Actions	Paid By DFA	24106	Entitlement IDEA-B	001-090-2122-24106-0001	\$20,000.00	\$20,000.00
Entry Actions	Paid By DFA	24106	Entitlement IDEA-B	001-016-2122-24106-0001	\$25,000.00	\$25,000.00

To approve an RfR Adjustment (PM)


After you receive notification that an RfR entry for an adjustment has been completed, log into OBMS and do the following:

- Click the **RfR** link and then click the **RfR Actions** link.
- Select the RfR's **Budget Year**, **Entity**, and **Fund** to adjust. Then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2020-2021
Entity: Bloomfield
Fund: 24109 - Preschool IDEA-B

Budget Level Retrieve
Fund Level Retrieve
Create RfR
Create Adjustment

- When the next screen displays, click the  icon if you want to view the details.
- If for any reason you want to disapprove the RfR, click the **Disapprove Request** button, enter a comment, and then click **Save**.

Or

If everything is satisfactory, click the **PM Approval** button, enter the amount approved, enter a comment, and then click **Save**.

Approved Amount: -46.85

Check Comment: Yes, they owe the money.

Cancel Save

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FEET Req'd	Action
		24109-0011	Bloomfield	7/1/2021 9:40:38 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	
		24109-AB12	Bloomfield	1/7/2022 11:01:23 AM	6/30/2021	RfR Submitted	<input checked="" type="checkbox"/>	<div>PM Approval</div> <div>Disapprove Request</div>

Now the RfR Adjustment goes to the FA for approval.

To approve an RfR Adjustment (FA)

After you receive notification that an RfR entry for an adjustment has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund** to adjust. Then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2020-2021

Entity: Bloomfield


Fund: 24109 - Preschool IDEA-B

Budget Level Retrieve

Fund Level Retrieve

Create RfR

Create Adjustment

3. When the next screen displays, click the  icon if you want to view the details.
4. If for any reason you want to disapprove the RfR, click the **Disapprove Request** button, enter a comment, and then click **Save**.

Or

If everything is satisfactory, click the **FA Approval** button, enter the amount approved, enter a comment, and then click **Save**.

Approved Amount:

Check Comment:

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FECT Req'd	Action
		24109-0011	Bloomfield	7/1/2021 9:40:38 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	
		24109-Ad12	Bloomfield	1/7/2022 11:01:23 AM	6/30/2021	FA Approved	<input checked="" type="checkbox"/>	<input type="button" value="FA Approval"/> <input type="button" value="Disapprove Request"/>

Now the RfR Adjustment goes to the SC for SHARE Entry. ~~for approval.~~

To perform SHARE Entry on an RfR Adjustment (SC)

After you receive notification that an RfR entry for an adjustment has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund** to adjust. Then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2020-2021

Entity: Bloomfield

Fund: 24109 - Preschool IDEA-B

3. If the RfR is incorrect and you need to fix it, see *To approve an RfR for a DCT fund (SC)* earlier in this manual to use the **Hold Processing** button. Otherwise, continue to Step 4 here.
4. Click the **SHARE Entry** button and then enter the information into SHARE to receive a voucher number.

Note: The SHARE system is a system outside of OBMS that stores other membership and student information. It also has a voucher system.

Approved Amount: -46.85

Voucher Amount: -46.85

Payment Voucher Number: 00038568

Check Comment: Not sure what to enter.

Cancel Save

Status:

History	Edit	Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
			24109-0011	Bloomfield	7/1/2021 9:40:38 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	
			24109-0012	Bloomfield	1/7/2022 11:01:33 AM	6/30/2021	FA Approved	<input checked="" type="checkbox"/>	SHARE Entry Hold Processing

5. Enter the **Voucher Amount**, the **Payment Voucher Number** from SHARE, and a comment, and then click **Save**.

And now the RfR Adjustment goes to the FS.

To approve an RfR Adjustment (FS)

After you receive notification that an RfR entry for an adjustment has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and **Fund** to adjust. Then click the **Fund Level Retrieve** button.

RfR SELECTION

BudgetYear: 2020-2021

Entity: Bloomfield

Fund: 24109 - Preschool IDEA-B

Budget Level Retrieve

Fund Level Retrieve

Create RFR

Create Adjustment

3. If for any reason you need to send the RfR Adjustment back to the SC, click the **Return to SC** button.

Or

If everything looks good, click the **FS Approval/Send To DFA** button, enter the **Voucher Amount**, the **Payment Voucher Number**, a comment, and then click **Save** to send it to the Department of Finance Administration.

The screenshot shows a form with the following fields:

- Approved Amount:** -46.85
- Voucher Amount:** -46.85
- Payment Voucher Number:** 00038568
- Check Comment:** (empty text box)

 Below the form are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box. Below the form is a table with the following columns: History, Edit, Fund, Entity Name, Submit Date, Period End Date, Status, FFCT Req'd, and Action. The table contains two rows. The second row is highlighted in green and has a red box around the 'FS Approval/Send To DFA' button in the Action column. Below the table is a 'Return to SC' button.

History	Edit	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24109-0011	Bloomfield	7/1/2021 9:40:38 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	
		24109-0012	Bloomfield	1/7/2022 11:01:25 AM	6/30/2021	Share Processed	<input checked="" type="checkbox"/>	FS Approval/Send To DFA Return to SC

At this point, the RfR Adjustment is approved and paid. Now it goes to the FD to log the payment for the RfR.

To log payment of an RfR Adjustment (FD)

After you receive notification that an RfR entry for an adjustment has been completed, log into OBMS and do the following:

1. Click the **RfR** link and then click the **RfR Actions** link.
2. Select the RfR's **Budget Year**, **Entity**, and the **Fund** newly adjusted. Then click the **Fund Level Retrieve** button.

The screenshot shows the 'RfR SELECTION' form with the following fields:

- BudgetYear:** 2020-2021
- Entity:** Bloomfield
- Fund:** 24109 - Preschool IDEA-B

 To the right of the form are four buttons: 'Budget Level Retrieve', 'Fund Level Retrieve' (highlighted with a red box), 'Create RfR', and 'Create Adjustment'.

3. Click the **Paid By DFA** button and enter the **Approved Amount**, **Check Amount**, **Check Number**, **Check Date**, and **Check Comment**. Then click **Save**.

Or

If necessary, click the **Share Disapprove** button.

Approved Amount:	-46.85
Check Amount:	-46.85
Check Number:	0000401364
Check Date:	01/07/2022
Check Comment:	Actually, paid TO DFA.

Status:

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24109-0011	Bloomfield	7/1/2021 9:40:38 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	
		24109-A012	Bloomfield	1/7/2022 11:01:23 AM	6/30/2021	Approved RBR	<input checked="" type="checkbox"/>	<input type="button" value="Paid By DFA"/> <input type="button" value="Share Disapprove"/>

Status now shows **Paid By DFA**, but in this case, the money was actually paid to the DFA.

History	Edit Print	Fund	Entity Name	Submit Date	Period End Date	Status	FFCT Req'd	Action
		24109-A012	Bloomfield	1/7/2022 11:01:23 AM	6/30/2021	Paid By DFA	<input type="checkbox"/>	

Reports

OBMS offers many types reports, which are categorized alphabetically in this section. The reports in each category are listed in the order they appear in the category's OBMS item list:

- Actuals Reports
- BAR Reports
- Budget Reports
- Capital Outlay Reports
- Dashboard Reports
- Grant Reports
- MOE Reports *
- Personnel Reports
- RfR Reports
- Sunshine Extracts

* MOE is the acronym for Maintenance of Effort.

Actuals Reports

Actuals Expenditure Rollup Report

A report of the uploaded actual expenditures for a Budget Year, Entity, and reporting period rolled up to Fund, Function, Object, and Job Class. Status of Actuals Upload is indicated.

Actuals Revenue Rollup Report

A report of the uploaded actual revenue for a Budget Year, Entity and reporting period rolled up to Fund and Object. Status of Actuals Upload is indicated.

Actuals History Report

A report of the uploaded actuals for a Budget Year, Entity, and Account Type by Account Type, Fund, Function, Object, and Job Class shown by period.

Actuals Rev Exp Final Report

A report of the uploaded actuals for a Budget Year, Entity, and Account Type by Account Type, Fund, Function, Object, and Job Class for the end of the Budget Year.

Actuals 925F Report

The printed 925F for a Budget Year, Entity, and Job Class Certification Category listed by Job Category.

Actuals Statewide 25250 Expenditure Rollup Report

A report of the uploaded actual expenditures for a Budget Year and Federal Stimulus Reporting month rolled up to the 25250 Fund and Entity. Only active for the 2009-2010 and 2010-2011 Budget Years.

Actuals Statewide 25255 Expenditure Rollup Report

A report of the uploaded actual expenditures for a Budget Year and Job Fund Reporting Month rolled up to the 25255 Fund and Entity. Only active for the 2010-2011 Budget Year.

Actuals Revenue Detail Report

A report of the uploaded actual revenue for a Budget Year, Entity, and reporting period rolled up to Fund, Object, and Location. Status of Actuals Upload is indicated.

Actuals Expenditure Detail Report

A report of the uploaded actual expenditures for a Budget Year, Entity, and reporting period rolled up to Fund, Function, Object, Program, Location, and Job Class. Status of Actuals Upload is indicated.

Actuals History Detail Report

A report of the uploaded actuals for a Budget Year, Entity, and Account Type by Account Type, Fund, Function, Object, Program, Location, and Job Class shown by period.

BAR Reports

BAR History Report

A report of BARs for a Budget Year and Entity with the status and amount of change in budget for each entity.

Budget Adjusted Summary Report

A report for a Budget Year and Entity listing each Fund and the amount of change in Revenue and Expenditure for each entity.

Budget Adjusted Revenue Report

A report of the budgeted revenue for a Budget Year and Entity rolled up to Fund, Function, and Object, as adjusted by BARs to date.

Budget Adjusted Expenditure Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, and Object (at the 1000 level), as adjusted by BARs to date.

Budget Adjusted Expenditure Detail Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, and Object, as adjusted by BARs to date.

Budget Adjusted JobClass Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, Job Class, and Object, as adjusted by BARs to date for only select Job Class budget lines.

Budget Adjustment Request Report

The printed BAR for a Budget Year, Entity, and selected BAR.

Budget Adjusted Revenue Detail Report

A report of the budgeted revenue for a Budget Year and Entity rolled up to Fund, Function, Object, and Location, as adjusted by BARs to date.

Budget Adjusted Expenditure Full Detail Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, Object, Program, Location, and Job Class, as adjusted by BARs to date.

Budget Reports

Budget Summary Report

A report for a Budget Year and Entity listing each Fund and the budgeted Revenue and Expenditure for each, as of the beginning of the Budget Year.

Budget Status Report

A list of each entity's budget in the latest created Budget Year with the status. Used during the Budget Season.

Budget Fund Status Report

A list for a Budget Year and Entity with a selection of only unapproved funds or all funds listing each Fund and the status. Used during the Budget Season.

Budget Revenue Report

A report of the budgeted revenue for a Budget Year and Entity rolled up to Fund, Function, and Object, as of the beginning of the Budget Year.

Budget Expenditure Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, and Object (at the 1000 level), as of the beginning of the Budget Year.

Budget Expenditure Detail Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, and Object, as of the beginning of the Budget Year.

Budget Expenditure by Function Report

A report of the budgeted expenditures for a Budget Year and Entity for Fund 11000 by Function, as of the beginning of the Budget Year.

Budget JobClass Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, Job Class, and Object, as of the beginning of the Budget Year for only select Job Class budget lines.

Budget Expenditure JC Detail Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, Job Class, and Object, as of the beginning of the Budget Year.

Budget Compare by Function Report

A report of the budgeted expenditures for a Budget Year and Entity for Fund 11000 by Function, as of the beginning of the Budget Year, compared to the estimated amounts.

Reserved Cash Balance Report

A report of the Emergency Reserved Cash for a Budget Year listed by Entity as reported by the entity, as of the beginning of the Budget Year.

Restricted Cash Balance Report

A report of the Operational Budget Restricted Cash for a Budget Year listed by Entity as reported by the entity, as of the beginning of the Budget Year.

Unrestricted Cash Balance Report

A report of the Operational Budget Unrestricted Cash for a Budget Year listed by Entity as reported by the entity, as of the beginning of the Budget Year.

Salary Percent Report

A tool to view “what-if” scenarios for salary increases.

Salary Percent Function Report

A tool to view “what-if” scenarios for salary increases.

Budget Revenue Detail Report

A report of the budgeted revenue for a Budget Year and Entity rolled up to Fund, Function, Object, and Location, as of the beginning of the Budget Year.

Budget Expenditure Full Detail Report

A report of the budgeted expenditures for a Budget Year and Entity rolled up to Fund, Function, Object, Program, Location, and Job Class, as of the beginning of the Budget Year.

Fixed Cost Detail Report

A report of the statewide expenditures, with and without Albuquerque Public Schools (APS), for a Budget Year rolled up to Fund, Function, Object, and Program, as of the beginning of the Budget Year.

Fixed Cost Report

A report of the statewide expenditures, with and without APS, for a Budget Year rolled up to Fund and Object, as of the beginning of the Budget Year.

Dependent Charter Transfer Balance Report

A report by Fund and District/Charter for a Budget Year of the Dependent Charter Transfer Expenditure at the District and the Revenue at the Charter, highlighting the differences in red. Used during the Budget Season.

ErrorLog Report

A report of the errors logged in the database for a date range.

Entity Code Report

A list of Entity Codes, Districts, and Locations. No longer a relevant report, replaced by the *Entity Relationships Report*, one of the Dashboard Reports.

Capital Outlay Reports

Project Allocation Expense Report

A report of Projects with their allocations and balances filterable by various parameters.

Notice of Obligation Summary

A report of Notices of Obligation with their allocations, statuses, balances, and other items filterable by various parameters.

Notice of Obligation Summary By Year

The same report as *Notice of Obligation Summary* with a required first parameter of Budget Year.

Dashboard Reports

Actuals 925F Dashboard

A list of entities and the status of their 925Fs in the last Budget Year with Finalized Budgets.

Actuals Status Dashboard

A list of entities for a Budget Year and the status of their Actuals for each reporting period.

BAR AA Counts By Month And District Charter

A list of entities and the number of BARs automatically approved each month. AA is the acronym for auto-approval.

BAR AA Counts By Month And Fund Dashboard

A list of Funds and the number of BARs automatically approved each month.

BAR AA Rates By Month And Fund Type Dashboard

A grid of months and the number of BARs by type automatically approved each month.

BAR AA Rates By Month Dashboard

A list of months and the number of BARs approved and automatically approved, and the percentage each month.

Budget Status Dashboard

A list of entities for a Budget Year and the status of their budgets during Budget Season.

RfR Dashboard

A list of RfRs waiting on an event, listing the event waited on, how long it's been waiting, and who can perform the action.

BAR Metrics Summary

A report for a Budget Year, Quarter, Entity, and Status of the minimum, maximum, and average days that BARs were in each bureau for review. Divided between Flowthrough and Direct Funds, with the ability to drill down to the detail for each BAR.

Actuals Status Dashboard 25250

A list of entities for a Budget Year and the status of their Actuals for Fund 25250 for each reporting period. No longer a relevant report because Fund 25250 was only active for Budget Years 2009-2010 and 2010-2011.

Actuals Status Dashboard 25255

A list of entities for a Budget Year and the status of their Actuals for Fund 25255 for each reporting period. No longer a relevant report because Fund 25250 was only active for Budget Year 2010-2011.

Entity Relationships Report

A list of Entity Parents and Locations with their codes and types for a Budget Year.

Grant Reports

Grant Family Expenditure Statewide Summary Report

A report of Grant Funds for a Budget Year and Grant Family, with carryover, new allocations, and balances.

Grant Family Expenditure Summary Report

A report of Grant Funds for a Budget Year, Grant Family, and Entity, with carryover, new allocations, and balances.

Grant Expenditure Statewide Summary Report

A report of entities for a Budget Year and Grant Fund, with carryover, new allocations, and balances.

Grant Family Grant Year Expenditure Statewide Summary Report

A report of Grant Funds by Grant Year for a Budget Year and Grant Family, with carryover, new allocations, and balances.

Grant Family Grant Year Expenditure Summary Report

A report of Grant Funds by Grant Year for a Budget Year, Grant Family, and Entity, with carryover, new allocations, and balances.

Grant Year Expenditure Statewide Summary Report

A report of entities by Grant Year for a Budget Year and Grant Fund, with carryover, new allocations, and balances.

Carryover Review Report

A report of entities for a Budget Year and Grant Fund with allocations, expenditure, balances, and carryover.

MOE Reports

MOE Budget

A list of Districts and Charters for a Budget Year, with the Allocation for Fund 24106.

MOE Expenditures

A report for a Budget Year listing Entity, Fund, Object, Job Class, Finalized Budget, Adjusted Budget, and Actuals for selected Funds, Objects, and Job Classes.

MOE Expenditures Burn Rate

A report for a Budget Year and reporting period listing Entity, Fund, Object, Job Class, Adjusted Budget, and Actuals for selected Funds, Objects, and Job Classes.

MOE BARs by EA

A report for a Budget Year listing pending BARs for Funds 24106, 24108, 24109, and 24115. EA is the acronym for Education Administrator.

MOE RfRs by EA

A report for a Budget Year and EA listing pending RfRs for select Funds.

MOE 90%

A report of an Entity's expenditures for a Budget Year listing prior and current year expenditures for Funds 11000, 12000, and 13000 for select Functions and Objects.

MOE 100%

A report of an Entity's expenditures for a Budget Year listing prior and current year expenditures for Funds 11000, 12000, and 13000 for select Objects and Job Classes.

MOE 90% by Locations

A report of an Entity's expenditures for a Budget Year listing prior and current year expenditures for Funds 11000, 12000, and 13000 for select Functions and Objects. Includes public schools and other locations when available.

MOE 100% by Locations

A report of an Entity's expenditures for a Budget Year listing prior and current year expenditures for Funds 11000, 12000, and 13000 for select Objects and Job Classes. Includes public schools and other locations when available.

Personnel Reports

User Structure

A report for a User, listing contact information, supervisors, and subordinates.

Users by Role

A report for a Role, listing all users in that role with their contact information and when they were activated.

Users in Roles by Entity

A report for an Entity, listing all users who have access to their information, their Role, and their contact information.

Users in Roles by Fund

A report for a Chart of Accounts and Fund, listing all users authorized for that Fund and their contact information.

Signature Collection

A list of all users with their signature collection status.

Person Maintenance Audit Log Report

A drill-down report of the Audit Log showing changes made to users' records.

RfR Reports

Reimbursement Request Detail

The printed RfR for a Budget Year, Entity, Fund, and selected RfR.

RfR Summary Report

A report of RfRs for a Budget Year, Entity, and Fund, listing dates, status, and amounts.

RfR Status Distribution

Graphs of percentages of statuses on first page, followed by report of RfRs for a Budget Year, listing dates, status, and amounts.

RfR Summary by Person

A report of RfRs for a Budget Year and Staff Member, listing the event needed from that staff member.

RfR Aging Report

A grid of dates vs. Staff for a range of dates, listing number of RfRs and average days to process the RfRs.

Sunshine Extracts

Actuals Revenue

An extract of Revenue Actuals for the Sunshine Portal for a Budget Year, Quarter, and with or without Submitted Actuals rolled up to Budget Entity, Fund, Function, Object, and Job Class.

Actuals Expenditures

An extract of Expenditure Actuals for the Sunshine Portal for a Budget Year, Quarter, and with or without Submitted Actuals rolled up to Budget Entity, Fund, Function, Object, and Job Class.

Budget

An extract of Budget Lines for the Sunshine Portal for a Budget Year rolled up to Budget Entity, Fund, Function, Object, and Job Class.

Actuals Sunshine Revenue Detail

An extract of Revenue Actuals for the Sunshine Portal for a Budget Year, Quarter, and with or without Submitted Actuals with full detail at Budget Entity, Fund, Function, Object, Program, Location, and Job Class.

Actuals Sunshine Expenditures Detail

An extract of Expenditure Actuals for the Sunshine Portal for a Budget Year, Quarter, and with or without Submitted Actuals with full detail at Budget Entity, Fund, Function, Object, Program, Location, and Job Class.

Budget Sunshine Detail

An extract of Budget Lines for the Sunshine Portal for a Budget Year with full detail at Budget Entity, Fund, Function, Object, Program, Location, and Job Class.

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