Administrative Services Division
RfR Manual
Updated 08/17/2008

NEW MEXICO
Public Education Department

Operating Budget Management System

OBMS Login

Login ID: [_____]

Password: [_____]

[Login]

Version: 4.5.3118.20999

http://obms.ped.state.nm.us/ped_obms/

For the request for reimbursement module, you will use the same login ID and Password that you use to access OBMS.

At your home screen, the only thing that will change is the link to the Reimbursement module, located on the top right hand corner.
Clicking on this link will take you to the Request for Reimbursement (RfR) module.

This will be your home-screen for the RfR module. Every time you want to return to this screen, click on RR actions. If you click on Home, you will be directed to the main page of OBMS.
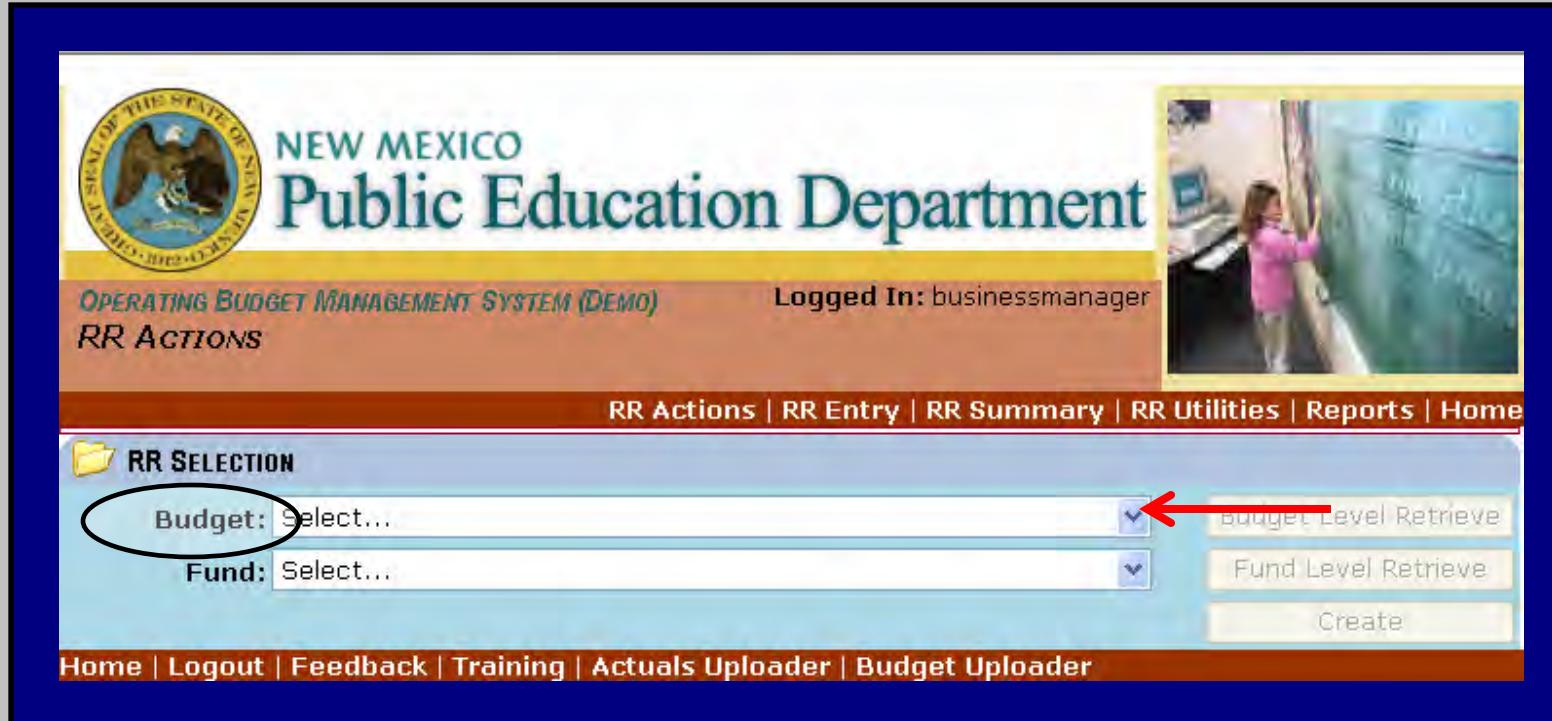
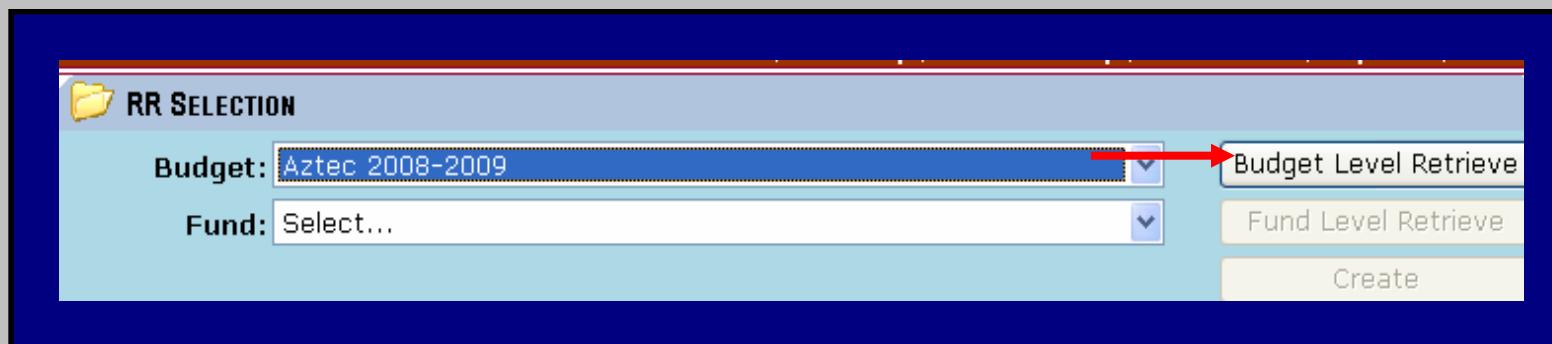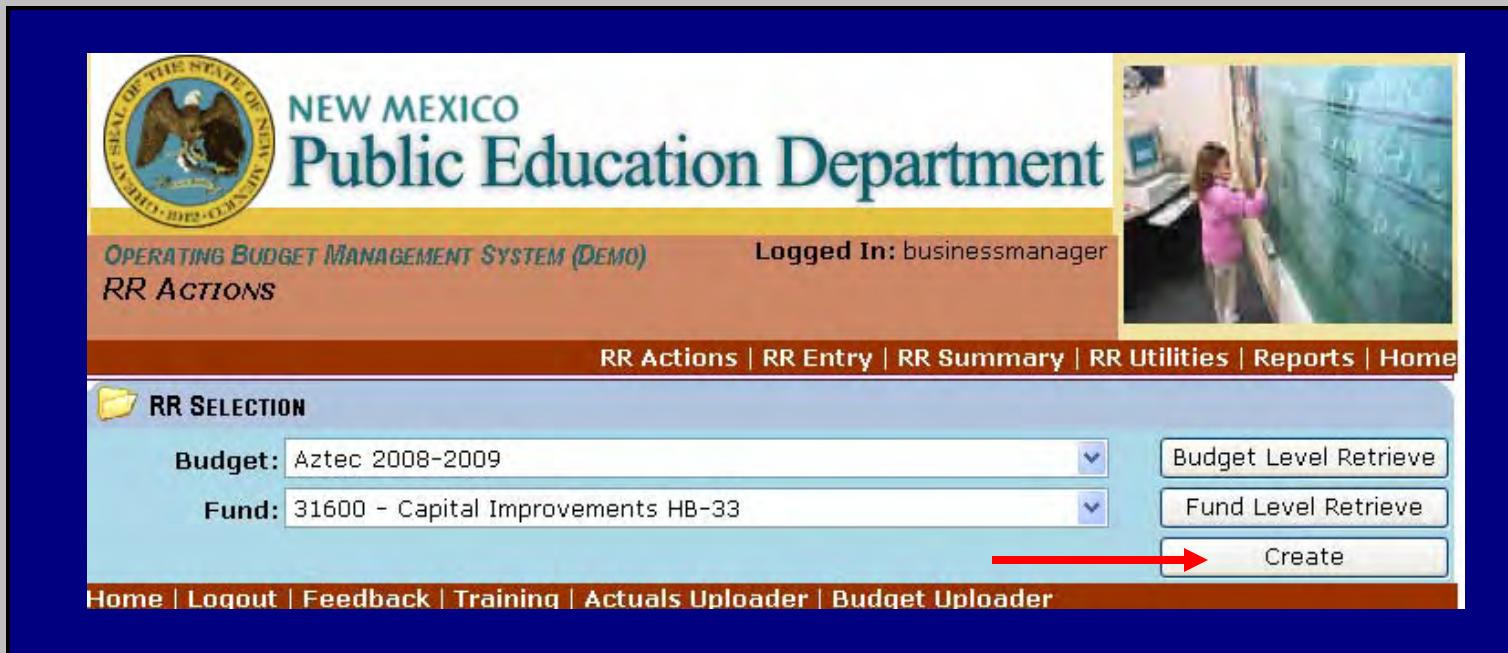**At the RfR module main screen, you will then select your district by clicking on the drop down menu for "Budget"**

Once you select your district, you will be able to click on "Budget Level Retrieve" to see any RfR that has been entered, regardless of Fund or Status, for your district.

Creating an RfR

Once you've selected, from the pull down arrow, your district and fund that you are requesting a reimbursement for, you will click on "Create" which will then create a BLANK RfR.
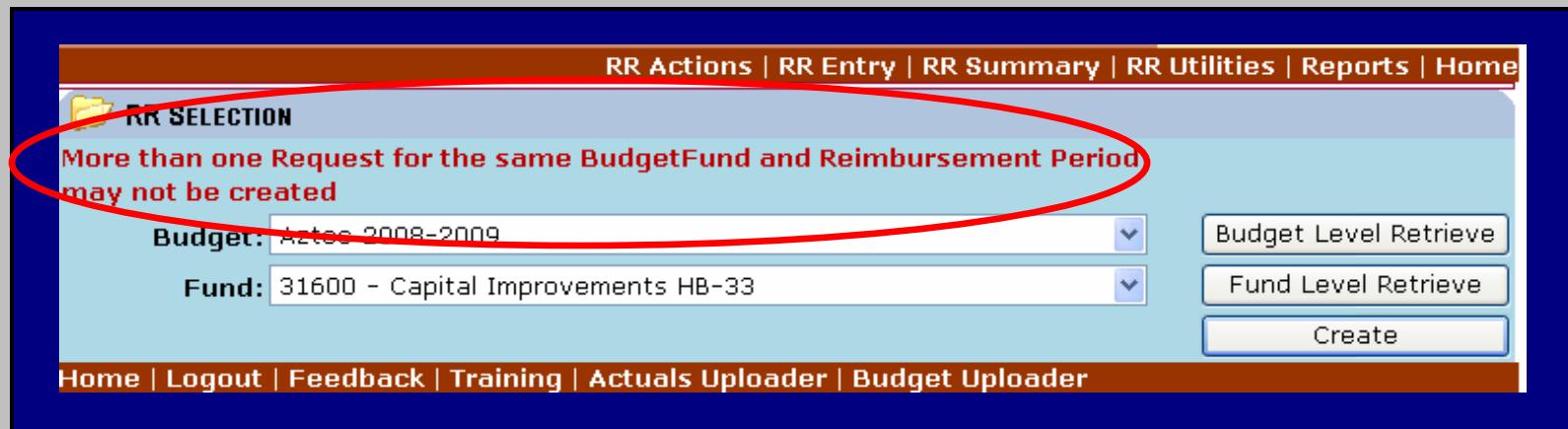
If you've created more than one RfR for a period, you will get an error message stating that there's already a request for the same budget fund.

When you hit "Create", a blank RfR will come up on your screen, click on Edit to open the RfR.

Required Fields for the RfR: (see next page for reference)

1. **Contact Name:** This information can be entered through the utility link at the top of the page on the RfR module.
2. **Bank Account last 4:** This is for verification purpose only
3. **Phone, Address, City, State, and Zip:** This info is about your district, you will only have to enter it the first time, and the system will save the information after that.
4. **Claim Period to:** you want to enter the period that you are requesting for; the system will default the "Period From" to the last period requested. The "Period To" is to be entered and shall match the date of your expenditure report. It can not be a future date.
5. **YTD Expenditures:** Enter your YTD expenditures based on your expenditure report.
6. **Comment:** this field is not required, but optional if you want to communicate with PED.
7. **An Attachment is required in order to submit the RfR.**

REIMBURSEMENT REQUEST FOR FUND SPECIAL CAPITAL OUTLAY-LOCAL

Contact Name: **1** [Select... ▾]   Contact Number: N/A
Email Address:
VendorID: Program Code: [   ]
PO Number: Bank Account Last 4: **2** [   ]
Remit to Phone Number: [(505)555-5555]
Remit to Address: **3** [123 Main]
City, State, Zip: [Bernalillo] [NM ▾] [87123]
County: [Bernalillo ▾]

Claim Period From: 7/1/2008
Claim Period To: **4** [7/31/2008] [📅▾]

YTD Expenditures: **5** [0.00]
Outstanding Claims: —   0.00
Total Cash Received: —   0.00
Cash Balance As Of June 30: —   [0.00]
In Processing At DFA: —   0.00

Total Reimbursement Request: =   0.00

6 Comment:
[   ]

[Update] ⬅

7 📁 ATTACHMENTS   061-000-0809-31300-0001   FUND: 31300
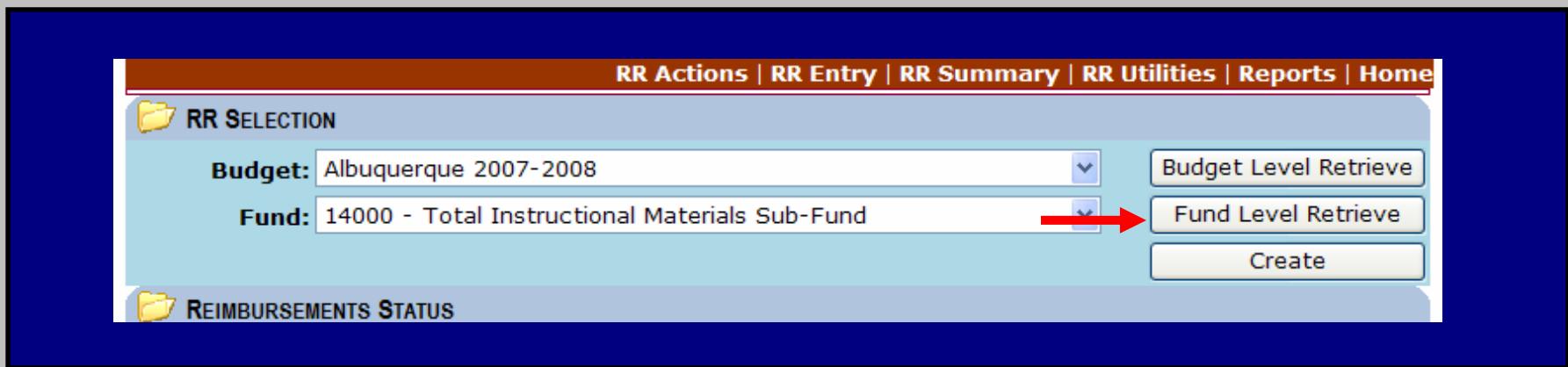📁 RR INFO REQUEST 061-000-0809-31300-0001   FUND: 31300
No request(s) found.

After entering all the information to the RfR, click update to save the information.

After the information has been updated, click on RR Actions to go back to the main screen of the RfR module.

Your Selection will default to the last RfR you were working on. Then click on "Fund Level Retrieve", this will bring up any claims for that fund.

Note: If you click on "Budget Level Retrieve", the system will bring any RfR created for your district, regardless of fund.

Under Actions you will have an option to Submit, Approve, or Void, based on your role through OBMS. Click on the action you want to take, this will finish your process of creating an RfR.

Note: After you've submitted an RfR, you will notice that the status of the RfR will change.