Creating a Budget Adjustment Request

Flowthrough BAR Process Flow from Creation to Submission

Prior to submitting a request for reimbursement (RfR) in the Operating Budget Management System (OBMS), an initial Budget Adjustment Request (BAR) must first be created, submitted to the New Mexico Public Education Department (PED), and reviewed/approved by the PED at several different levels. The processes of initial BAR creation, order execution, and OBMS user role responsibilities are explained below.

The status of a BAR changes as it moves through different user levels of the creation process. Statuses are bolded in the descriptions below for clarity.

The user’s options change as the BAR moves through its process. User options are represented as buttons in the application, and are italicized in the descriptions below for clarity.

User Roles

BA Budget Analyst
SD School District
CS Charter School
FM Fund Manager
PM Program Manager
BS Budget Supervisor
BD Budget Director
DS Deputy Secretary for Finance Admin
SA System Administrator
FS Fund Supervisor
PS Program Supervisor
SE Secretary of Education
DP Deputy Secretary for Programs
FD Fiscal Director
PD Program Director
SP Superintendent
VW View Only
BM Business Manager
Creating a Budget Adjustment Request

Creation of a Flowthrough BAR

1. The SD (School District), CS (Charter School), SP (Superintendent) or BM (Business Manager) user must first login to the PED OBMS application from the login page (see Figure 1.0).

   https://obms.ped.state.nm.us/PED_OBMS/Login

![Figure 1.0](image-url)
2. Next, the user selects the **BAR** link in the header bar (see Figure 2.0).
3. Then, the user selects the **BAR Actions** link in the header bar (see Figure 3.0).

![Figure 3.0](image-url)
4. Initial information

a. **Budget**: The user must first select a budget name from the budget dropdown menu. The budget selected should be the name of the district/organization that is submitting the BAR.

b. **Adjustment Type**: The user must select the adjustment type from the adjustment dropdown. The adjustment type may be initial, maintenance, transfer, increase, or decrease.

c. **Fund/Subfund**: The user must select a fund/subfund from the fund/subfund dropdown. *21st Century Community Learning Centers’ fund code is 24119*. After the flowthrough fund/subfund segment is selected a Flowthrough BAR will be created. The *Create* button will then become active (see Figure 5.0)
5. After the user clicks Create (see Figure 5.0), the status of the created BAR becomes Flowthrough BAR Number Generated (see Figure 5.a).
Creating a Budget Adjustment Request

Figure 5.a
6. Next, the user selects the **BAR Entry** link in the header bar (see Figure 6).

![Image of the Budget Adjustment Request interface](image-url)
7. This will open the **BAR Header** control for the newly created BAR (see Figure 7.0).
Creating a Budget Adjustment Request

8. The user selects a “Budget Period From” and “To” date or accepts the preset dates. For 21st CCLC BARs, the dates in the range should span the fiscal year. Then, the user must enter an amount in the textboxes.
   a. **Approved CarryOver**: $0.00
   b. **Total Current Year Allocation**: As outlined in the current contract
   c. **Total Approved Budget (Flowthrough)**: As outlined in the current contract
   d. **Adjustment Changes Intent/Scope of Program**: No
   e. **Contact**: The user selects a contact for the particular entity from a dropdown
   f. **Justification**: Write something appropriate here regarding the use of funds, for example, “Funds used to establish 21st CCLC program as outlined in FYXX contract, #1X-924-XXXXX.”

(see Figures 8.0 and 8.1).

![Figure 8.0](image-url)
Creating a Budget Adjustment Request

Figure 8.1
9. The user clicks **Update** (see Figure 9.0):
   a. The status of the BAR becomes **Pending Flowthrough BAR** (this status can be viewed in the BAR Status control in the BAR Actions area).

![Figure 9.0](image-url)
10. Now, the user selects functions, objects, programs and job classes for the particular Source and Destination from various dropdowns as applicable and then an adjustment amount and FTE adjustment if applicable. After the selections and monies are entered the user clicks **Enter** for both Revenues and Expenditures (see Figure 10.0). All of this information is found within the Financial Information Sheets of a district/organization’s current 21st CCLC contract.

a. This creates BAR lines (see Figure 10.a).

b. An attachment should be added – if creating the initial BAR add the award letter and current fully executed contract (see Figure 10.b).

c. The user must ensure that the Adjusted Amount of Revenue is equal to the Adjusted Amount of Expenditure (See Figure 10.c).

![Figure 10.0](image-url)
Figure 10.a
Figure 10.b
Figure 10.c
11. Once the Adjusted Amount of Revenue is equal to the Adjusted Amount of Expenditure, the user selects **BAR Actions** link in the header bar (see Figure 11.0).

   a. The **Submit BAR to BM** button should now be visible (see Figure 11.a).
   b. Note that the user should be able to click **Void BAR** to void out the BAR (see Figure 11.a).

![Figure 11.0](http://example.com/figure11.png)
Figure 11.a
12. The user clicks *Submit BAR to BM* (see Figure 12.0):
   a. The status of the BAR becomes *Flowthrough BAR Submit to BM* (see Figure 14.0).
13. The BM user reviews the BAR.

14. The user clicks **BM Approve BAR** (see Figure 14.0):
   a. The status of the BAR becomes **BM Approved FT BAR – Submitted to SP** (see Figure 16.0).

![Figure 14.0](image)

15. The SP user reviews the BAR.

16. The user clicks **SP Approve BAR** (see Figure 16.0):
   a. The status of the BAR becomes **SP Approved FT BAR – Ready to submit to PED** (see Figure 18.0).
Creating a Budget Adjustment Request

Figure 16.0
17. The BM user reviews the BAR once more.
18. The user enters an approval date in the textbox labeled “The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on: “ (see Figure 18.0).

![Image of Budget Adjustment Request form]

Figure 18.0

19. The user clicks Submit BAR to PED (see Figure 19.0):
   a. The status of the BAR becomes BM submitted FT BAR to PED (see Figure 19.a).
Creating a Budget Adjustment Request

Figure 19.0
20. The BAR has been submitted to PED!