



OBMS Request for Reimbursement  
(RfR) Module



**Administrative Services Division  
RfR Manual  
Updated 08/17/2008**



# NEW MEXICO Public Education Department



Operating Budget Management System

*OBMS Login*

Login ID:

Password:

Version: 4.5.3118.20999

[http://obms.ped.state.nm.us/ped\\_obms/](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.



# NEW MEXICO Public Education Department



OPERATING BUDGET MANAGEMENT SYSTEM (DEMO)  
OBMS BUDGET HOME

Logged In: businessmanager

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## MESSAGES



97 message(s).

[Delete ALL Messages !!](#)

Msgs per page: 5

<input type="checkbox"/>	From	Subject	Date
<input type="checkbox"/>	Program	Program Manager has approved the reimbursement request for Clovis fund 24101 for period Jul 31 2008 12:00AM	7/23/2008
<input type="checkbox"/>	Fund	Fund Analyst has approved the reimbursement request for Turquoise Trail Elementary fund 14000 for period Jul 31 2008 12:00AM	7/18/2008
<input type="checkbox"/>	Program	Program Manager has approved the reimbursement request for Turquoise Trail Elementary fund 14000 for period Jul 31 2008 12:00AM	7/18/2008
<input type="checkbox"/>	Program	Program Manager has approved the reimbursement request for Hobbs fund 24174 for period Jul 31 2008 12:00AM	7/18/2008
<input type="checkbox"/>	Program	Program Manager has approved the reimbursement request for Dexter fund 24167 for period Jul 31 2008 12:00AM	7/18/2008

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

## CHANGE PASSWORD

[Home](#) | [Logout](#) | [Feedback](#) | [Training](#) | [Actuals Uploader](#) | [Budget Uploader](#)

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.

NEW MEXICO  
Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (DEMO) Logged In: businessmanager

RR ACTIONS

RR Actions | RR Entry | RR Summary | RR Utilities | Reports | Home

RR SELECTION

Budget: Select... Budget Level Retrieve

Fund: Select... Fund Level Retrieve

Create

Home | Logout | Feedback | Training | Actuals Uploader | Budget Uploader

At the RfR module main screen, you will then select your district by clicking on the drop down menu for “Budget”

RR SELECTION

Budget: Aztec 2008-2009 Budget Level Retrieve

Fund: Select... Fund Level Retrieve

Create

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

NEW MEXICO  
Public Education Department

OPERATING BUDGET MANAGEMENT SYSTEM (DEMO) Logged In: businessmanager

RR ACTIONS

RR Actions | RR Entry | RR Summary | RR Utilities | Reports | Home

RR SELECTION

Budget: Aztec 2008-2009 Budget Level Retrieve

Fund: 31600 - Capital Improvements HB-33 Fund Level Retrieve

Create

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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.

RR Actions | RR Entry | RR Summary | RR Utilities | Reports | Home

RR SELECTION

More than one Request for the same BudgetFund and Reimbursement Period may not be created

Budget: Aztec 2008-2009 Budget Level Retrieve

Fund: 31600 - Capital Improvements HB-33 Fund Level Retrieve

Create

Home | Logout | Feedback | Training | Actuals Uploader | Budget Uploader

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.

RR Actions | RR Entry | RR Summary | RR Utilities | Reports | Home




**RR SELECTION**

**Budget:** Bernalillo 2008-2009 Budget Level Retrieve

**Fund:** 31300 - Special Capital Outlay-Local Fund Level Retrieve

**REIMBURSEMENTS STATUS**

**Status:**

History	Edit	Fund	Entity Name	Submit Date	Period End Date	Status	Action
	 	31300	Bernalillo		7/31/2008	Reimbursement Request Created	<input type="button" value="Void Request"/>
1							

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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.**

**Contact Name:** 1  **Contact Number:** N/A  
**VendorID:** **Email Address:**  
**PO Number:** **Program Code:**   
**Remit to Phone Number:**   
**Remit to Address:** 3   
**City, State, Zip:**     
**County:**

**Claim Period From:** 7/1/2008  
**Claim Period To:** 4    
**YTD Expenditures:** 5   
**Outstanding Claims:** - 0.00  
**Total Cash Received:** - 0.00  
**Cash Balance As Of June 30:** -   
**In Processing At DFA:** - 0.00

**Total Reimbursement Request:** = 0.00

6 **Comment:**



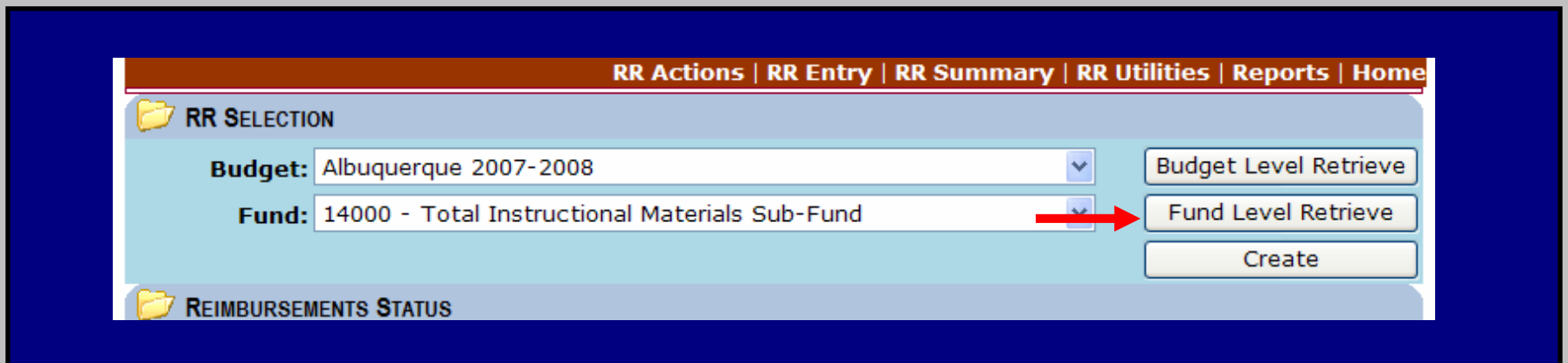
- 7  ATTACHMENTS 061-000-0809-31300-0001 FUND: 31300
- RR INFO REQUEST 061-000-0809-31300-0001 FUND: 31300

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.



RR Actions | RR Entry | RR Summary | RR Utilities | Reports | Home

**RR SELECTION**






**Budget:** Albuquerque 2007-2008 Budget Level Retrieve

**Fund:** 14000 - Total Instructional Materials Sub-Fund Fund Level Retrieve

Create

**REIMBURSEMENTS STATUS**

**Status:**

History	Edit	Fund	Entity Name	Submit Date	Period End Date	Status	Action
		14000	Albuquerque		6/15/2008	Reimbursement Request Pending 	<span>BM Approval</span> <span>Void Request</span>
		14000	Albuquerque		1/15/2008	Reimbursement Request Pending	

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Home | Report | Feedback | Training | Actuals Helpdesk | Budget Helpdesk

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.