

# 2011

New Mexico  
Public  
Education  
Department

Fiscal Grants  
Management Bureau

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Chief

## **ADJUSTMENT REQUEST FOR REIMBURSEMENT (ARFR) GUIDELINES AND INSTRUCTIONS**

A guide on the eligibility criteria, rules and instructions for creating an Adjustment Request for Reimbursement affecting previously reported expenditure information for a closed fiscal year period.

## **Background:**

The purpose of an Adjustment Request for Reimbursement (ARfR) is to allow entities the opportunity to align their previously reported expenditure information in the Operating Budget Management System (OBMS) Request for Reimbursement (RfR) module to their final, adjusted year to date expenditure information within their general ledger as of fiscal year end. The intention is for final, actuals information as reported to School Budget to be synchronized with the information as reported to OBMS RfR.

## **Eligibility Criteria:**

The eligibility criteria to submit an ARfR will be based upon the following:

- Requires available budget authority
- Requires available grant award allocation
- Requires a minimum of one previously submitted RfR for fiscal year in which adjustment is sought with the exception of capital funds

## **Rules Governing Entry of an ARfR:**

The rules governing the entry of an ARfR will be based upon the following:

- May submit one per fund per fiscal year
- May submit a positive (NMPED owes school) or negative (School owes NMPED) adjustment request for reimbursement
- Limited to federal funds (24xxx) and capital funds (31xxx); state funds will not be accessible
- Allowed for state fiscal years 2009-2010 and 2010-2011
- Entities will have one (1) week to complete submission
- Requires detailed general ledger expenditure report demonstrating purchasing activity to be submitted as required attachment

Step 1. Enter the budget year in which the adjustment is required.

**NOTE:** Only one (1) Adjustment RfR is allowed per fund per budget year.

Step 2. Select the entity name.

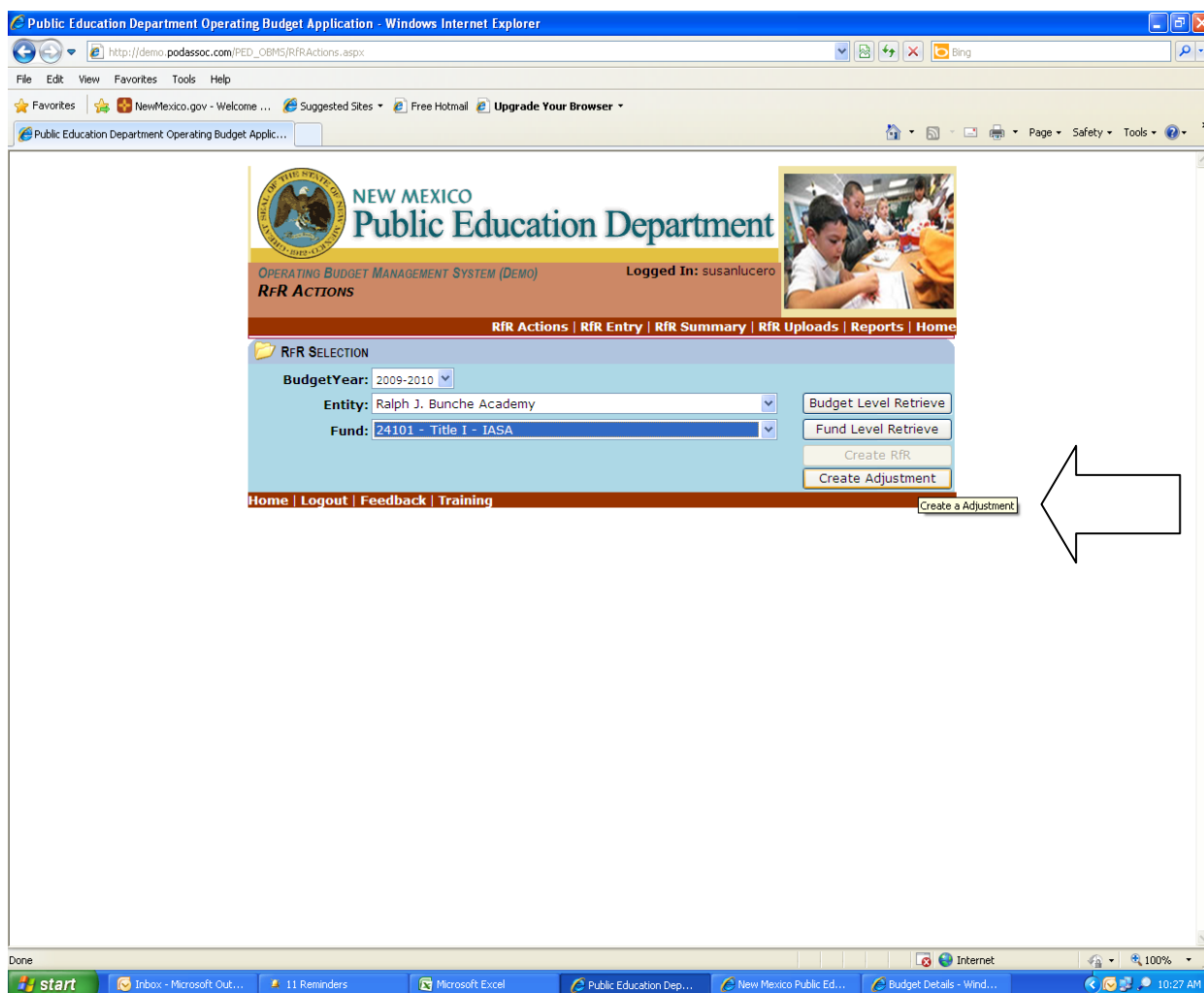
Step 3. Select the fund number you are creating the adjustment for.

**NOTE:** Adjustments are allowable for only the following funds:

24xxx ( Federal Flowthrough Funds)

31xxx (Capital Funds)

Step 4. Select "Create Adjustment"



Step 5: Message: Are you sure you want to create an adjustment now, you are only allowed 1 adjustment per year

Select: OK or Cancel



Step 6: Enter all required information for Adjustment RfR as for a regular Request for Reimbursement (RfR):

- a) Contact Information
- b) Last 4 Digits of Bank Account
- c) Remit To Phone #, Address, City and State, Zip code, County
- d) Claim Period From and To

The screenshot shows a web browser window titled "Public Education Department Operating Budget Application - Windows Internet Explorer". The address bar shows "http://demo.podassoc.com/PED\_OBMS/RfREntry.aspx". The page header includes the New Mexico Public Education Department logo and the text "OPERATING BUDGET MANAGEMENT SYSTEM (DEMO) Logged In: susanlucero". A navigation bar contains links for "RfR Actions", "RfR Entry", "RfR Summary", "RfR Uploads", "Reports", and "Home".

The main content area is titled "RfR SEARCH" and contains the following fields:

- BudgetYear: 2009-2010
- Entity: Ralph J. Bunche Academy
- Fund/SubFund: 24101 - Title I - IASA
- Select Non-Approved RR: 001-004-0910-24101-A008

A "Retrieve" button is located below the "Select Non-Approved RR" field.

The next section is titled "RfR 001-004-0910-24101-A008 FOR FUND TITLE I - IASA - RfR CREATED" and contains the following fields:

- Contact Name: Charlotte Archuleta
- Contact Number: 505-242-6092
- Email Address: PEDemoNotify@podassoc.com
- VendorID: 0000009899
- PO Number: 25070
- Bank Account Last 4: 1234
- Remit to Phone Number: (505) PO Number
- Remit to Address: 230 Truman St NE
- City, State, Zip: Albuquerque NM 87108
- County: Bernalillo
- Claim Period From: 7/1/2009
- Claim Period To: 6/30/2010

Annotations are placed on the form:

- "Step 6" is circled in a white oval on the left side of the page.
- "a" is in a white box next to the Contact Name field.
- "b" is in a white box next to the Bank Account Last 4 field.
- "c" is in a white box next to the Remit to Phone Number field.
- "d" is in a white box next to the Claim Period From field.

- Step 7: Enter YTD Expenditures based upon your final, adjusted general ledger expenditure report. The YTD amount can be greater than or less than the amount previously reported.
- Step 8: Enter Comment.
- Step 9: Upload Attachment – Must provide DETAILED general ledger expenditure report.
- Step 10: Enact “Update” button.

**Step 7**

Claim Period From: 7/1/2009

Claim Period To: 6/30/2010

YTD Expenditures: 10,750.0      Budget Amount: 12,371.00

Outstanding Claims: - 0.00

In Processing At DFA: - 0.00

Total Cash Received: - 10,594.08

Cash Balance As Of June 30: - 0.00

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Total Request for Reimbursement: = 155.92

**Step 8**

Comment: \*

Adjustment to final audited general ledger

• Comment is required.

**Step 9**

ATTACHMENTS 001-004-0910-24101-A008 FUND: 24101

RFR INFO REQUEST 001-004-0910-24101-A008 FUND: 24101

No request(s) found.

**New Request:**

Due Date:

Request Description:

Add Request

**Step 10**

RFR GRANTS ALLOCATIONS

	Adjustment Amount	Allocated Amount	Difference
Current	155.92	0.00	155.92
Claims paid			
Balance			
Maximum			
Resulting			

Step 11: Enact the "Save" button.

Public Education Department Operating Budget Application - Windows Internet Explorer

http://demo.podassoc.com/PED\_OBMS/RfREntry.aspx

Public Education Department Operating Budget Application  
http://demo.podassoc.com/PED\_OBMS/RfREntry.aspx

Total Cash Received: 26,957.00  
As Of June 30: - 0.00

Total Request for Reimbursement: = 155.92

Comment:  
YEAH!

Update

ATTACHMENTS 001-004-0910-24101-A008 FUND: 24101

Browse... Upload

Attachment  
24119 Grant Year Expenditure Statewide Summary Report as of 6.30.11 run on 10.19.11.xls Open Delete

RfR INFO REQUEST 001-004-0910-24101-A008 FUND: 24101

No request(s) found.

New Request:

Due Date:

Request Description:

Add Request

RfR GRANTS ALLOCATIONS

Adjustment Amount	155.92
Allocated Amount	155.92
Difference	0.00

Grant year	Current Allocation	Claims paid by PED	O/S Claims	Balance Available	Maximum Allocation	RfR Allocation	Resulting Grant Bal.
GY09	12,371.00	9,528.94	0.00	2,842.06	155.92	155.92	2,686.14

Save

Home | Logout | Feedback | Training

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start | Inbox - Microsoft ... | 12 Reminders | Microsoft Excel | Public Education D... | New Mexico Public ... | PeopleSoft: 8 sessi... | Guidelines for Adju... | 12:59 PM

Step 11

**NOTE:**

The workflow of Adjustment RfRs affecting Dependent Charters will be processed according to the budget year of the Adjustment:

FY'09-10 Adjustment RfRs entered by Dependent Charters will flow directly to NMPED for processing.

FY'10-11 Adjustment RfRs entered by Dependent Charters will flow directly to the District for processing following the revised procedure effective July 1, 2010 as follows:

