The budget upload templates have been provided for use by districts, charters and REC’s as a means of populating the operating budget data into the Operating Budget Management System (OBMS). These templates have to be modified to the specific budget entity that uses them. Below is a description of the columns used and instructions on how to correctly modify each template for upload into the OBMS. The templates can be downloaded from the PED School Budget web page at:

<http://www.ped.state.nm.us/div/fin/school.budget/OBMS.html>

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Budget Upload Template Column Description | | | | | | | | | | | | |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** | **L** | **M** |
| Status Code | Entity Code | Budget Year | Fund | Function | Object | Program | Location | Job Class | Estimated Amount | Projected Amount | Estimated FTE | Projected FTE |

Column A – The Status Code identifies what status the budget is in. Exported budget files will have “BE” (exported budget), “PB” (Pending Budget), or “FB” (Finalized Budget). For uploading purposes, a template must always have the Status Code “IB”. Your budget upload template has the “IB” as the default status code.

Column B – The Entity Code must always be modified to identify the school district. The entity code is your designated PED location code (i.e. ***001***-000 for Albuquerque). Locally chartered schools must use the parent district code in this column. State chartered schools contact your budget analyst for your Entity Code.

Column C – The Budget Year must be the fiscal year of the budget being uploaded. For 2019-2020, the Budget Year is “2021”. “2021” is the default and **should not** be modified.

Columns D-G and I – These columns identify the components for the PED Uniform Chart of Accounts. The data in these columns **should not** be modified for elements outside of the UCOA at any time.

Column H – The Location Code will be modified by charter schools and REC’s only to indicate their individual site. For charter schools and REC’s it is the last three digits of your designated PED location code (i.e. 001-***051*** Robert F. Kennedy Charter School**).** For districts, this code may be the school location code.

Columns J-M – These columns are provided to enter the budget data, including estimated and proposed amounts and FTE’s.

**Template Format Instructions**

These instructions are for the templates provided by the PED and should not be used with your accounting system generated file (i.e. Visions, AptaFund data conversions).

1. Delete the header row (Row 1), before saving the file. The OBMS **will not accept** a file with column headers; therefore, row 1 must be deleted.
2. The template must be saved as a .csv file format.
3. In the menu bar, click “File” and select “Save As”. A popup dialog box will appear.
4. In the “Save In” dropdown box, select the folder you wish to save your file in.
5. In the “File Name” dropdown box, type in the name of your file.
6. In the dropdown box labeled, “Save as Type” select, “CSV (MSDOS) (\*.csv)”.
7. Click the “Save” button

Step #4 above is the most important. The OBMS **will not accept** a regular excel (.xls) file format. It must be the (.csv) format.

The file is now ready to be uploaded into the OBMS.