FBMS ENTRY DOCUMENT (FED)

1. CENTRAL BUDGET OFFICE

Date Received:
Date Processed:

2. REGIONAL BUDGET OFFICE

Date Received:
Date Processed:

3. REQUESTING ORGANIZATION TITLE:

4. REQUESTED FUNDING CHANGE

	Version 0	Version 1	FBMS Entry Number
Total + Request			V0
Total - Request			V1
TOTAL NET			V1

5. AUTHORITY

This is a distribution of base funding.   **6. Budget Process**   **7. Reprogramming Type (Legislative Field)**

8. JUSTIFICATION/PURPOSE: [ATTACH ALL PERTINENT DOCUMENTS]

9. CONDITIONS: THESE FUNDS ARE SUBJECT TO THE CONDITIONS AND RESTRICTIONS OF 26 IAM.

10. CENTRAL OFFICE BUDGET

11. CENTRAL OFFICE PROGRAM / BIE / REGIONAL OFFICE / OSG

CENTRAL OFFICE BUDGET		CENTRAL OFFICE PROGRAM / BIE / REGIONAL OFFICE / OSG	
PROGRAM ANALYST		AGENCY / TRIBE	
REQUESTED BY:	DATE	REQUESTED BY:	DATE:
CHIEF, DIVISION OF		SUPERINTENDENT / PGM MGR / EDUCATION LINE OFFICER	
APPROVED BY:	DATE	APPROVED BY:	DATE:
DIRECTOR, OFFICE OF		BIE/REGIONAL/CENTRAL OFFICE BUDGET OFFICER	
APPROVED BY:	DATE	CERTIFIED BY:	DATE:
CENTRAL OFFICE BUDGET ANALYST		BIE/REGIONAL DIRECTOR	
CERTIFIED BY:	DATE	APPROVED BY:	DATE:
DIRECTOR, OFFICE OF BUDGET AND PERFORMANCE MANAGEMENT		DIRECTOR, OFFICE OF SELF GOVERNANCE	
APPROVED BY:	DATE:	APPROVED BY:	DATE:

FBMS Entry Document (FED) Instructions

This FBMS Entry Document (FED) is used for funds distribution for budget processes (Entry, Transfers, and Returns) and for Reprogrammings. The proper use of each field on the FED is described below. **(Note: In order for the document to be accepted, the following conditions must occur: 1) All fillable cells in the FED form must be completed. 2) The appropriate authority must be selected. 3) The document must also have all the appropriate signatures based upon the action requested.**

1. CENTRAL OFFICE BUDGET - DATE STAMP

The day the FED is **received** by a central office Budget Analyst, it will be date stamped in this area. Once the FED is entered into FBMS, it will be dated and signed by the central office Budget Analyst.

2. REGIONAL BUDGET OFFICE - DATE STAMP

The day the FED is **received** by a regional office Budget Analyst, it will be date stamped in this area. Once the FED is entered into FBMS, it will be dated by the regional office Budget Analyst here.

3. REQUESTING ORGANIZATION TITLE

Select the organization from the dropdown menu. If one is not listed on the dropdown menu, then select the blank space at the very bottom and fill in the organization.

4. REQUESTED FUNDING CHANGE

Fill out the requested funding change. The amounts are derived from Excel Upload worksheet. The upload sheet must balance to zero for both Version 0 and Version 1. **Note: Both V0 and V1 columns on the FED do not need to equal each other as the Budget Office loads authority in the holding account and programs may wish to move all funding from the .000000 holding account to a .999900, but in total both Versions must remain in balance.**

5. AUTHORITY

Select the correct appropriations authority **from the drop down menu for the corresponding appropriation**. If the appropriate authority language is not included in the dropdown, then select "Other (Specifiy)" and type the authority in.

6. CENTRAL OFFICE BUDGET PROCESS

Select from the dropdown the budget "**process**" used to distribute funding. **In almost all cases, it will be "Transfer" that is selected. All "Entry" and "Return" documents are completed by Central Office.**

7. REPROGRAMMING TYPE (LEGISLATIVE FIELD)

Select from the dropdown the "reprogramming type" used to reprogram funds.

8. JUSTIFICATION/PURPOSE

Explain the purpose of the movement of funds and what the funds will be used for. Attach all pertinent backup documentation. **Please be descriptive.**

9. CONDITIONS

No additional entry is required unless additional conditions are required by the program.

10. CENTRAL OFFICE BUDGET - SIGNATURE BLOCK

The FED must be signed by the central office program staff and managers who oversee the accounts listed on the FED. A dropdown menu is listed on the "Requested By" signature block. Please select the appropriate title or select the blank space and fill in the title. It must also be signed by a central office Budget Analyst and Division Chief. Finally, it must be signed by the Director for the Office of Budget and Performance Management.

11. CENTRAL OFFICE PROGRAM/BIE/REGIONAL OFFICE/OSG - SIGNATURE BLOCK

The FED should be signed by the tribe, superintendents, regional budget staff, regional directors, and/or Director of Self Governance and Bureau of Education when appropriate.