FY 2009 User Guide to Financial Reporting in the MAX Federal Community

ATDA Agencies & Gov't Corporations Edition

Office of Management and Budget
Office of Federal Financial Management

Getting Started…

Sign up for access to the MAX Federal Community
https://max.omb.gov/maxportal/registrationForm.do

✓ Begin at the Financial Management Homepage
https://max.omb.gov/community/x/EQ4

✓ Click the link… "2009 Agency Financial Reporting"

Step 1: Click the ATDA Banner…

Step 2: Select your agency from the list…

This guide uses the African Development Foundation as an Example

Step 3: Place cursor over ✚ Add ▾ and select 🖉 Attachment

! *Note:* Draft and interim documents should be attached directly to the agency's "Draft and Interim Documents" page (shown below), while final documents should be attached to the "*Final Year-End Reporting FY 2009 (Unrestricted)" page through the linked provided at the bottom of the page.
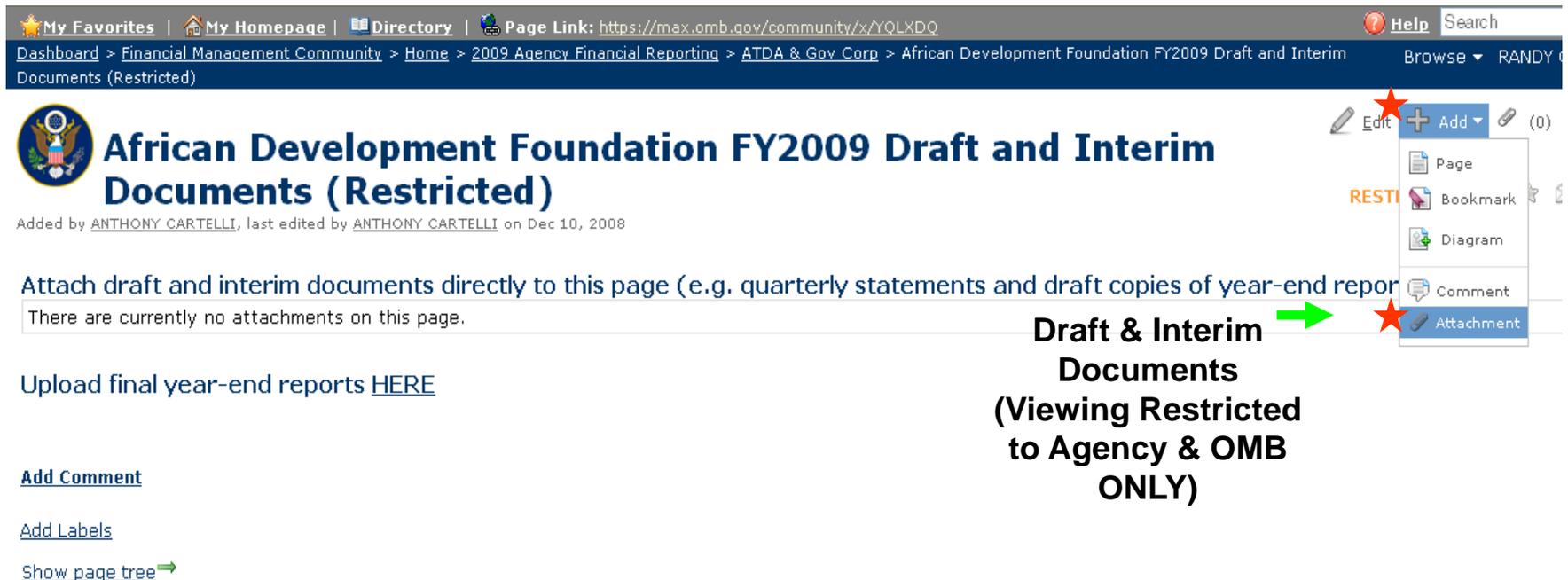
⭐ My Favorites | 🏠 My Homepage | 📖 Directory | 🌐 Page Link: https://max.omb.gov/community/x/YQLXDQ   ❓ Help Search

Dashboard > Financial Management Community > Home > 2009 Agency Financial Reporting > ATDA & Gov Corp > African Development Foundation FY2009 Draft and Interim Documents (Restricted)   Browse ▾ RANDY

🖉 Edit ✚ Add ▾ 🖉 (0)

African Development Foundation FY2009 Draft and Interim Documents (Restricted)

Added by ANTHONY CARTELLI, last edited by ANTHONY CARTELLI on Dec 10, 2008

RESTI

- 📄 Page
- 🔖 Bookmark
- 📊 Diagram
- 💬 Comment
- 🖉 Attachment

Attach draft and interim documents directly to this page (e.g. quarterly statements and draft copies of year-end repor

There are currently no attachments on this page.

Draft & Interim Documents (Viewing Restricted to Agency & OMB ONLY)

Upload final year-end reports HERE

Add Comment

Add Labels

Show page tree ➡

Step 4: "Browse…" for the file on your computer, add optional comment, and select "Attach File"

You should now see your file attached to the document page…

…Step 5: Using the "breadcrumbs" trail in the toolbar, navigate back to your agency's home page.

! *Continue on to steps 5 & 6 ONLY if you have final year-end documents to upload…*

Step 6: Follow the link for year-end reporting and repeat steps 3 & 4…

Final Documents (Unrestricted Viewing)

!   Reminders   !

- Use the agency's full name in the year-end and other final report file names to ensure they are clearly identified.

- Watch your agency's draft pages for email alerts by clicking the "envelope" icon. This is how you will be alerted that OMB has posted comments or edits to your documents.