LOCATING OGE 450S TO REVIEW

FDM has two Reports List views Org Unit and Worklist. The Worklist is the default view for all FDM reviewers. OrgUnit View Mode lists disclosures by Org Unit. Most reviewers will use FDM’s Worklist to see which reports are ready for review.

Using the Worklist

1. Click My Reviews | Review Reports.
2. In the Search area select the following and click Search.
   - ROLE - Supervisor or 450 Certifier
   - FORM TYPE - OGE 450
   - YEAR - the report year
   - REPORTING STATUS - All
   - REVIEW STATUS - Under Review
   - ACTION - eSign
   - BLANK REPORT(s) - click the checkbox to display reports that contain no reviewable data. Use this option to expedite the reviewing process of reports that require minimum time to certify.

Viewing Blank Reports Only

Blank reports are filed reports with no asset, gift, agreement, liability, income, outside position, transaction or compensation reported by the Filer.

**Note:** The Action setting narrows the display to only reports ready/available for your eSign action.
Using Org Unit View

Use the Org Unit view to list reports by Filer Org Unit.

1. On the Review Reports page, click **Org Unit View**.

2. Check the Role box and ensure you are in the appropriate role, i.e., Supervisor, 450 Certifier.

3. Select the Org Unit from the Next Level Down drop-down list.

4. Select **Show My Filer’s Reports** to see a listing of all of the reports you are responsible for reviewing.

5. Under the Search area, select the following and click **Search**.
   - FORM TYPE - OGE 450
   - YEAR - The report year
   - REPORTING STATUS - All
   - REVIEW STATUS - All
**Reviewing a Report**

Using FDM, reviewers can check reported financial interests for completeness and identify any that may conflict with the Filer’s official duties. In addition, reviewers can check that a report is administratively accurate and complete. The FDM’s “Flags” tool helps prevent many common mistakes before the Filer submits his/her report.

**Reviewing Options**

- Use End Initial Review to signify that you have conducted an initial review of a financial disclosure report.
- Use eSign when you have completed your review and are confident there are no conflicts of interest.
- View allows you to review the financial disclosure report online.
- Assign allows you to assign a report that the Filer has already started.
- Remove Assignment allows you to remove the report assignment if it was assigned erroneously. If the report Review Status is Not Started or Draft, the report is removed from FDM when the assignment is removed.

**Reviewing Report Flags**

Review any report flags to be sure all errors and omissions are addressed. A yellow flag indicates that information is missing but is not required in order to submit the report.

1. Click **View** beside the appropriate report. The Getting Organized page is displayed for the OGE 450 report you are reviewing.
2. Click **Flags**.
3. Review the report’s flags. When complete, click either **Report Data** to return to the details of the OGE 450 you are reviewing or **View/Print** to view and print the financial disclosure report form.
Comparing Reports

In FDM, you can easily compare changes/differences between a prior report and the current report. The Compare feature is only available if the Filer pre-populated from a previous report.

4. Click **Compare**.
5. Review the report changes.
6. Click **Report Data** and then **eSign** to eSign the report.

**Note:** FDM reviewers (i.e., supplemental or additional) can request a copy of a Filer’s previous report for comparison. To request a copy of a Filer’s previous reports, click the Previous Reports tab and then click Request a Copy. E-mail requests are automatically sent to the Filer’s current organizational legal reviewers.
Report Data

7. Select the appropriate report data sections and make any necessary comments.

Comments

Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments. A comment should be included as part of the OGE 450 of record, if it is a substantive comment that provides additional information, a clarification, or a correction that materially affects the data reported on the OGE 450 and should be available whenever the report is reviewed. Comments and attachments can also be added to a report after the report is complete (see Supplemental section.)

Adding a Line Item Comment

8. Click Add a Comment beside the appropriate line item.

9. Review any existing reviewer or Filer comments.

    Note: Only select Include as part of the OGE 450 of Record if you want to include this comment as an official part of the disclosure report. This function is only available for 450 Certifiers, their ECs and Assistants.

10. Type your comment and click Save.

Adding a Report Comment


12. Click Add Report Comment.

13. Type the appropriate information and then click Save.
eSign

14. When you have completed your review, click **eSign**.

15. Click **Continue**.

**eSigning an OGE 450**

**Note:** Do not click eSign if you want the Filer to make changes prior to you completing your review.


17. Click **OK**.

18. Click **eSign**. An e-mail message is sent to the next set of reviewers indicating that the report is awaiting their review.

**Ending Initial Review**

A reviewer can End Initial Review indicating that they have conducted an initial review of a financial disclosure report. Ending Initial Review is not the same as eSigning a report as it does not sign the report. You can still add comments to the disclosure after you have ended your initial review.

19. On the Review Status page, click **End Initial Review**. A message displays indicating that if the filer amends this report you will need to review the report again.

20. Click **OK** to end your initial review. The Review Status page is displayed.

**Note:** The Days in Review counter does not stop when a reviewer clicks the End Initial Review button. Days in Review only stops after a certifying authority eSigns and Completes a report.
Request Filer Amend a Report

450 Certifiers and their ECs can request a filer amend their report directly from FDM. FDM adds a report comment to the report once an amendment is requested. The reviewer can also add this comment as a Note for the report. The amendment request information then prepopulates into an e-mail that the reviewers sends to the filer through the reviewer’s e-mail application. Once the reviewer clicks Request Filer Amend, the report is only accessible on the Manage Exceptions page.


22. Type any additional information in the comment about the requested amendment and then copy and paste this comment into the Notes text box.

23. Click **Continue**. Your e-mail client opens with a default message to the Filer about amending their report in FDM.

24. Click **Send**.

**Determining if an Amendment was Requested**

The Notes column on the Manage Exceptions display of reports will reflect the most recent Note on a report. If that is the “amendment requested” note you will see it as shown below. To determine if an amendment was requested for a specific report:

25. Go to **My Reviews | Manage Exceptions**.

26. Click **View** beside the appropriate report.

27. Click the **Comments** tab to review the amendment request.

**Note:** A report that has an Amendment Request will remain on the Manage Exceptions list until the report is certified in FDM.
Notes

450 Certifiers have the ability to attach an electronic “postit” note to a report to indicate that there are items that require a follow-up before the report can be certified. Once a Note is added to a report, the report is moved from the 450 Certifier’s Worklist to the Manage Exceptions list. To add a Note to a Filer’s report:

1. Select the Notes tab.
2. Click Start/Add More Notes.
3. Type your Note content and then click Save. The report is now located on your Manage Exceptions list.

Closing and Deleting Report Notes

To remove a report from the Manage Exceptions list, a 450 Certifier can either close or delete the existing report note(s).

- Closing a report Note indicates that the report is ready for final review.
- Deleting report Notes, removes all report Note text.

Viewing/Printing a Report

1. Click View beside a disclosure on the Reports List page.
2. Click View/Print and then click View/Print again. The report displays in a separate browser window.

Printing a Report
3. Select File | Print and then click Print.
**Reviewing an Amended OGE 450**

If a Filer amends or changes the OGE 450 after your review, you should review the changes and eSign the report again.

1. On the **My Reviews | Reports List** tab (or if the report has a note attached) select **My Reviews | Manage Exceptions**.

2. In the Search area select the following and click **Search**.
   - ROLE - Supervisor, 450 Certifier
   - FORM TYPE OGE 450
   - YEAR - The report year
   - REPORTING STATUS - All
   - REVIEW STATUS - Under Review
   - ACTION - eSign

Crossed-out Review Dates indicates that the report was amended and needs to be reviewed once again.

3. Click **View** beside the appropriate report.

**Audit Trail**

Review the Audit Trail to review report events and to verify if your recommended changes were made by the Filer.

4. Click **Audit Trail**. The Audit Trail page displays.

**Reviewing a Report’s Events**

5. Click **View Event** beside the revised line item.
Reviewer's eSign

6. Click **Report Data** and then **eSign** to record your review by eSigning the amended report.

7. Click **Continue**. The Review Status page is displayed.

8. Review the report and sign off progress.

9. **eSign** the report.

10. Click **Report List** to continue reviewing financial disclosure reports in FDM.
Supplemental Report Comments and Attachments

At times, reviewers may want to include additional report information even after the report review is complete (e.g. a disqualification, an ethics agreement.) In FDM, Supervisor reviewers, 450 Certifiers and their ECs/Assistants can add supplemental report comments and report attachments once the report is complete.

1. On the Reports List Page, click View beside the appropriate OGE 450 completed report. You can add either additional report comments or attachments to a completed report.

Supplemental Report Comments

2. Click the Comments sub-tab and then click Add Report Comment.
3. Type your comment and then click Save.

At this point, you can edit the comment you just added or add any additional report comments. Report comments cannot be deleted.

Supplemental Report Attachments

4. Click the Attachments sub-tab and then click Add Attachment.
5. Select the Attachment Type and then type a brief description of your file in the Notes field.
6. Click Browse to locate the file you wish to upload and then click Upload.

At this point, you can Replace and/or Delete any existing attachments or add a new attachment.
The Manage Exceptions tool allows 450 Certifiers to track Filer and Supervisor Reviewer compliance and to manage reports that require any special action(s). Reports display on the Manage Exceptions list if:

- OPEN NOTES - The Report has existing Notes or a National Emergency/Combat Zone extension has been recorded for the report.
- LATE - The Filer has not submitted the report by the report’s due date.
- LATE - More than 30 days have passed since the Filer has submitted (or re-submitted if their report in FDM) and the Supervisor has not eSigned.

To complete your review of a report with notes from the Manage Exceptions list:

1. Click **Notes** beside the appropriate report.
2. Review the existing notes. When complete, you can click either **Close** or **Delete Notes** to indicate that the report review can now be completed.
3. Click **OK** to the confirmation message.

If the report is ready for certification:

4. Select the **Review Status** tab.
5. Click **eSign** and **Complete**. Your review has been recorded.
DELETING A REPORT

450 Certifiers and their ECs can delete or remove OGE 450 reports that are unneeded, erroneous, and/or “Admin Closed.” This feature allows you to get rid of abandoned Draft reports left in FDM after a Filer was deleted, as well as incomplete reports that will never be completed and those reports that are “Admin Closed.”

A report is eligible for deletion if:

• the report has a Review Status of Certified Complete and the date is six years after the last Filer eSign date.
• the report has a Review Status of Completed without signature and the date is six years after the report completion date.
• the report has a Review Status of Draft.
• the report has a Review Status of Under Review.

**Note:** Once a report is deleted from FDM, it cannot be recovered.

To delete a report from the Reports Worklist View or Org Unit view:

1. Click **My Reviews | Review Reports**.
2. In the Search area select the appropriate filers and click **Search**.
3. Click on **View** beside the report you wish to delete.
4. Click on the **Review Status** tab.
5. On the Review Status page, click on the **Delete** button. The Delete Confirmation page is displayed.
6. Select **Yes, permanently delete this report** checkbox and then click the **Confirm** button. The report is now permanently removed from FDM.