REVIEWING AN OGE 450



LOCATING OGE 450s TO REVIEW

FDM has three report list views: Work List view mode, Org Unit view mode and Manage Exceptions.

- The Work List displays a list of reports that require reviewer action.
- Org Unit View Mode lists disclosures by Org Unit.
- Manage Exceptions displays a list of reports that need special attention.

Using the Work List

Use the Work List as a reminder of the reviewing activities you need to complete.

- 1. Go to My Reviews | Dashboard.
- 2. Under **Work List View Mode**, click the number link next to your reviewer role.
 - Note: Click the Next Role button to view results in another FDM role that you may have.

Mu Damada	Anniak Filmer		Mr. Engined Departs	Admin Cantan	SA DAY	Manager and Barrada	Nekforkow
My Reports	Assist Filers	My Reviews	My Expired Reports	Admin Center	Etnics Training	Management Reports	Notifications
Jashboard	кечен керс						
-				Dashboar	ď		?
	The work list a	nd the manage	exceptions counts ind	licate the numbe	r of reports that n	eed an action on your pa	rt.
:	The count disp In order to vie	layed is for the w the reports f	year 2020. om previous years, go	o to <u>Work List</u> o	r <u>Manage Excep</u> t	ions.	
				(Click here to	o go to	Co To Ora Unit
					Org Unit View	w Mode.	
		Work List	View Mode 🕐		Ма	nage Exceptions 🤶	
	150 Certifier		19921-12934				
		OGE 4	50	4		OGE 450	1
				AT			
							Next Role
			-				
		-	Security a	and Privacy Notice	Help <u>Accessibility</u> D	eveloped by: CECOM LCMC	
	(Click the nu	mber link to go		Click the	number link to go	
			St view widde.		10 Walla	ge Exceptions.	



- **3.** The report list displays. You can use the provided filter columns to narrow your search:
 - My Roles Supervisor or 450 Certifier
 - Form Type OGE 450
 - Year the report year
 - Reporting Status All
 - Review Status Under Review
 - Action eSign
 - Blank Reports(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.

ports	Assist Filer	My Review	ns My Ex	pired Rep	orts Adm	in Center	Ethics Training	Management F	Reports	Notifications			
oard	Review Re	ports											
				Revi	ew Rep	oorts -	Work List	View Mod	e Chan	ge -			
									Wor Org Mar	k List View Unit View hage Excep	Mode Mode tions	Ex	port -
My R	oles:		Form Typ	e: YE/	AR: Re	porting St	atus:	Review Status:					
450 (Certifier 🗸		OGE 450	202		.L	<u> </u>	ALL			~		
Actio	on: on Required	▼ B	lank Repo	rts(s):									
Last	Name Starts	With:	ist Name:		First	Name:							
	_							-					
								Searc	h				
Show	10 ¥ en	ries											
≑ Fi	‡	Supervisor	≑ Org Unit	‡ orm Type	≑ Ře Year S	porting Status	♦ Review Status	Due Date	Đays In Review	Initial ‡Review Days	Excess Filer Days	My Řeview/Signature Date	
My R	ole : 450 C	ertifier											
			Kevin										<i>i</i> *

Using Org Unit View

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

- 1. Go to My Reviews | Dashboard.
- 2. Click on the Go to Org Unit link.
- 3. Select a reviewer role in the **Role** box.
- **4.** Select the Org Unit from the Next Level Down drop-down list.
- 5. Select **Show My Filer's Reports** to see a listing of all of the reports you are responsible for reviewing.
- 6. Under the Search area, select the following and click **Search**.
 - Form Type OGE 450
 - Year The report year
 - Reporting Status All
 - Review Status All

Continue to the Reviewing a Report section.



oorts Assis	st Filers	My Reviews My	Expired R	eports	Admin Cent	er Ethics Training	Management R	eports N	lotifications			
ard Revie	w Repor	ts			2		12.			5		
			Re	view	/ Report	s - Org Unit V	iew Mode	Chang	je -			
15.15	_											
450 Certifie	r Change	-										
0		Kauin Cub Ora	-SELEC	T-Next I	Level Down 💊]						
org Unit: My	orgs »	Kevin Sub Org										
Show File	r's Reports	for										
C Show My	Filer's Rep	oort 🗆 Include Filer	's Reports	for Org	g Units assign	ed to other 450 Certif	iers					
	_							_		_		
											Exp	oort -
Form Type	e: YEA	R: Reporting	Status:		Review Sta	tus:		_				
OGE 450	202 ALL		~		ALL			<u>×</u>				
Last Name	e Stai 202 201	Last Nam	ie:		First Name							
	201	7			30		Count					
	201 201	5					Searc					
Show 10	201 ✓ entrie	4 s										
							l.		Initial	Excess	My	
\$ Filer	Org Unit	Supervisor	Form Type	\$ Year	Reporting Status	Review Status	Due Date	Days In Review	Review Days	Filer Days	Review/Signature Date	
												(A)
Lastname	Kevin	Lastname, Don	OGE	2020	Annual	Under Review - Amendment in	02/18/2020	141	0	100		
Robin	Org	castriance, DOII	450	2020	. united	Progress	52/ 10/ 2520	-71		100		9
												6

Manage Exceptions

The Manage Exceptions List is a tool in FDM used by Certifying Officials to manage disclosures for compliance or disclosures that require special attention. In this way, the Certifying Official's Worklist displays only those disclosures that require their review and signature. Disclosures remain on the Manage Exceptions List until the issue is resolved and the note is either closed or deleted, or the Certifying Official e-signs the report.

Legal officials (450 Certifiers, SLCs and DAEOs) under the Manage Exceptions tab when any of the following actions occur:

- **Open Notes** The disclosure has existing or open note that has not been closed.
- **CZ/NECZ Extension** A National Emergency/Combat Zone extension has been recorded for the disclosure.
- Filer Has Not e-Signed The Filer has started the disclosure but has not e-signed it by the disclosure's due date.
- Supervisor or SLC not e-Signed More than 30 days have passed since the Filer has submitted the disclosure (or the Filer has resubmitted the report) and the Supervisor or SLC has not e-signed.
- Filer has not Started the Report The Filer has not started entering data into their disclosure report.
- 1. Go to My Reviews | Dashboard.
- 2. Under **Manage Exceptions**, click the number link next to your reviewer role.
- Under Search, select your Role (if you hold more than one role in FDM), the Year, and then click on the Search button.Your search results display.
 - **Note:** You also have the option of selecting **ALL** under both Search options to see all roles and all years.

1	in sinse			11411434			1 STAN	20 CO					
ports	Assist Fi	lers My i	Reviews My	Expired Reports	Admin	Center E	thics Training	Management Report	s Not	ifications			
oard	Review I	Reports			1	100	50						
				Revie	ew R	eports -	Manage E	xceptions	Chang	e -			
													Export -
				_									
My 45	Roles: 0 Certifier 1	~	ALL Y	•									
								Search					
δhov	w 10 ¥ 0	entries											
÷	Film	≑	\$	POC(-)	€	Reporting		Chatura Dura	Data	Days In	Review	Excess	
Му	Role : 450	Certifier	Supervisor	POC(S)	rear	Status	Review	status Due	Date	Review	Days	Flier Days	
T	actname	Kevin	Lastname	Lastname			Under Review						/ii 🛃
	tobin	Sub Org	Don	Cassandra	2015	Annual	Amendment R	equested 02/13	7/2015	100	43	56	
													/A 🛃
	astname,	Kevin	Lastname,	Lastname,	2017	Appual	Under Review	- 02/11	5/2017	13	0	0	
B	tobin	Sub Org	Don	<u>Cassandra</u>	2017	Annuar	Supervisor Sig	ned 02/1	5,2017	15		°	
	astname,	Kevin Sub Ora	Lastname,	Lastname,	2018	Annual	Not Started	02/1	5/2018				
B	(JUDIII	Sub Org	DOIL	Cassailura									

EXPORTING A REVIEW LIST

Use the Export feature from the Worklist, Org Unit View Mode or Manage Exceptiosn to create a list of reports in Excel or a .csv document.

- After generating a report from the Worklist, Org Unit View Mode or Manage Exceptions, click Export then select Excel or Data Only (CSV).
- 2. Click **Save** to save the file to your computer.

Working in Excel

- 3. Open the file in Excel.
 - **Note:** You can use any of Excel's features/tools to sort and filter your data.

Filtering Data in Excel

- 4. Click the arrow in the column heading you wish to filter.
- 5. Select the items you wish to filter on.

Sorting Data in Excel

 Select the column header drop-down arrow that you wish to sort on and then select Sort A to Z and then click OK. The data is sorted by the selected column.

Printing a Report

- 1. Generate a report and then Export to Excel.
- 2. Select File then Print.

Saving a Report

- 1. Generate a report and then Export to Excel
- 2. Select File then Save .

ist Filers	My Reviews	My Expi	red Repo	orts /	dmin Center	Ethics Training	Management R	teports N	otifications			
riew Repor												
			Revi	ew F	Reports	- Work List \	/iew Mod	e Chang	ge 🗸			
								_				E
												YA
											Exp	oort -
i fier ¥	Fo	orm Type:	YE/	AR:	Reporting S	tatus:	eview Status:				Excel	
ilei 🔹					ALL	~	11.			~		
		GE 430 V			ALL	× A	LL			~	Data Only (CS	<u>5V)</u>
quired	▼ Blar	nk Report	s(s):]	ALL					~	Data Only (CS	<u>5V)</u>
quired *	v Blar	Name:	s(s):		ALL					~	Data Only (CS	<u>9V)</u>
quired *	Blar Blar Ith:	Name:	s(s):		ALL		<u></u>			~	Data Only (CS	<u>sv)</u>
quired Y	Blar	Name:	s(s):		Inst Name:		LL Searc	ħ		~	Data Only (CS	<u>sv)</u>
quired '	▼ Blar ith: Last	Name:	s(s):]] [irst Name:		Searc	<u>h</u>)			Data Only (CS	<u>5V)</u>
e Starts W	v Blar ith:	nk Report	s(s):	20 V)	Irst Name:		Searc	h		~	Data Only (CS	<u>iV)</u>
entrie	s	Name:	s(s):		irst Name:		Searc	ħ	Initial	Excess	Data Only (CS	<u>iV)</u>
equired •	Blar Blar ith: Last	Name:	Form Type	220 ♥ J	ALL irst Name:	Review Status	Searc	h Þays In Review	Initial ‡Review Days	►xcess ♦ Filer Days	Data Only (CS My Review/Signature Date	<u>iv)</u> .

				Manage_Exceptions_202009	01175	i1 - Excel		
FORMULAS	DATA REVIEW	V VIE	W D	EVELOPER ACROBAT				
В	С	D	E	F		G	н	1
rg Unit 💌	Supervisor -	POC -	Yea -	Reporting Status	Re	eview Status 🖉	Due Dat -	Days In Review
					₽↓	Sort A to Z		
vin Sub Org	Lastname, Don	1776;	2019	New Entrant	ZJ	Sort Z to A	05/12/2020	132
evin Sub Org	Lastname, Don	1776;	2017	New Entrant		Sort by Color	08/12/2020	
evin Sub Org	Lastname, Don	1776;	2019	New Entrant	_		06/27/2020	
evin Sub Org	Lastname, Don	1776;	2014	New Entrant	X	Clear Filter From "Review Status"	06/28/2020	
evin Sub Org	Lastname, Don	1776;	2019	New Entrant		F <u>i</u> lter by Color ►	05/22/2020	
evin Sub Org	Lastname, Don	1776;	2020	Incumbent		Text <u>F</u> ilters	05/15/2020	
evin Sub Org	Lastname. Don	1776:	2017	Annual		Search 🔎	02/15/2017	4
evin Sub Org	Lastname, Don	1776;	2018	Annual		(Select All)	02/15/2018	
evin Sub Org	Lastname, Don	1776;	2020	Annual		✓ Draft	02/18/2020	132
evin Sub Org	Lastname, Don	1776;	2015	Annual			02/17/2015	91
						< >		
						OK Cancel	-	

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 Submit Intermediate Review to signify that you have conducted a review of a financial disclosure report.
- Use Request Additional Information to communicate any questions, concerns or needed clarifications with the Filer.
- Use Request Filer Amend to request that the Filer make a change to their 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.

Reviews My Expired Reports	Admin Center Ethics Tra	ining Management Report	s Notificatio	ns of the				
board Review Reports								
450 Certifier		Under Revie	ew - Supervise	or Signed - 450Fi	iler_324 X. Test	Man, 2018 Annual OGE 450 R	leport	
Ε								
Report Data				Review St	atus			
Attachments								• W
Comments	REPORT PR	ROGRESS		DUE DA	TE &	CERTIFIER REVIE	w)	
Flags	Assigned	Voc	•.	Current Due	and a second second second	Days in Review: 3023		re
	Filer Started:	02/21/2020		Date:	02/15/2018	Status: Under	Review -	R
	Initial Filer es	Sign and 02/21/2013	3	View I	Due Date	Initial Review	nsor signed	• w
View/Print	Amended:			Info	rmation	Request Filer A	mend i	Fi
Review Status	Completed: Retained:	No	24 i	No extension recorded.	is have been	Request Additional I	information i	- w
Compare								re A
Previous Reports		Admin Close Del	ete Subm	it Intermedite Re	eview Rejec	eSign and Complete		Ir
Notes	Review Chain Au	udit Trail		Discl	osure Report	Reviews		Ir Ri
	Poviowor Polo	Currently Assigned	Reviewer	Intermediate	Required	Evaluation		• W R/
	neviewer noie	Reviewer	Туре	Dates	Signatures	Explanation		- w
	Supervisor	Super 323 X TestMan	Organization	2/21/2020	2/21/2020			A
				Super_323 X. TestMan Supervisor	Super_323 X. TestMan Supervisor		é* é/	di
	Supervisor SLC	DAEO 303 X TestMan	Organization					• w
								R
		450C 222 V Tectilize	Organization					a

Reviewing an OGE 450 Report

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.
- 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.

450 Certifier		Under Review - Amendment in Progress - Ty Coone	, 2018 New Entrant OGI	E 450 Report	
Report Data		Red Flags			Con Ques
Attachments Comments		Assets And Investments I	ncome		What are Glossary
Flags	Asset Name	Type of Asset	Owner	No Longer Held	
Audit Trail	asdfasdf	Retirement Plan or Account (e.g., 401(k), IRA)	None		
View/Print	F It is required to	o specify if the asset was still being held.			
Review Status					
Compare		Y <mark>ellow Fla</mark> gs			
Previous Reports		Assets And Investments I	ncome		
	Asset Name	Type of Asset	Owner	No Longer Held	
	asdfasdf	Retirement Plan or Account (e.g., 401(k), IRA)	None		
	Filer may need	to identify the underlying holdings/assets of this type of asset.			
		Security and Privacy Notice Helg Accessibility Developed	By: CECOM LCMC		

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.

- 1. Click Compare.
- 2. Review the report changes.
- 3. 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.

	Under Review	- Amendment in Progres	ss - Ty Coone, 20	018 New Entrant	OGE 450 Report	
Report Data						Common Questions
Attachments		Disclosure Repor	t Comparis	ion		 What are flags?
Comments						 Glossary
Flags	Cli	ck here for printer-friend	lly format View	w/Print		
Audit Trail	Compare-to Report	Comple	ete 2019 Annual			
View/Print	Comparison Date	June 0	2, 2021 16:29:0	1		
Review Status						
Compare						
Previous Reports	Change Summary					
		Changed 🏠	Added 🕀	Deleted 🛞	Unchanged 🖓	
Notes	Assets	0	1	2	1	
	Non-Investment Income	0	0	0	1	
		0	0	2	0	
	Liabilities			1	0	
	Liabilities Agreements	0	0			
	Liabilities Agreements Positions	0	0	0	1	
	Liabilities Agreements Positions	0	0	0	1	
	Liabilities Agreements Positions Current to Previous Disclosu	0 0 re Totals	0	0	1	
	Liabilities Agreements Positions Current to Previous Disclosu Current	0 0 re Totals Disclosure Report	0	0 Previous Disclos	1 ure Report	
	Liabilities Agreements Positions Current to Previous Disclosu Gifts	0 0 re Totals Disclosure Report 0	0 0	0 Previous Disclos 0	1 ure Report	

Report Data

4. 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 reportafter the report is complete (see Supplemental section.)

Adding a Line Item Comment

- 5. Click **Add Comment** beside the appropriate line item.
- **6.** 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.

7. Type your comment and click **Save**.

Adding a Report Comment

- 8. Click **Comments** in the Review Reports submenu. The Comments page displays.
- 9. Click Add Report Comment.
- **10.** Type the appropriate information and then click **Save**.

0 Certifier		τ	Jnder Review -	Amendment in	1 Progress - 450Draft_142 OGE, 20	5 Annual OGE 450 Report	
port Data	Getting Started	d Non-Invest	ment Income	Assets [Liabilities Outside Positions	Agreements Gifts	eSign
achments					Liabilities		
dit Trail	Do not report	t: t:	mortgage, a st	tudent loan, on	a credit card account, from a finan	cial institution or business	entity granted
w/Print riew Status mpare vious Reports	e con ter Loans secure Liabilit	ms made availab secured by autor s. ies that you owe	le to the gener mobiles, house to your spous	ral public.	or appliances, unless the loan exce ent, sibling, or child of you, your sp	eds the purchase price of t ouse, or your dependent c	the item it hild. Continue
w/Print	on ter Laans secure Liabilit Back	ms made availab secured by autor is. ies that you owe Rej	le to the gener mobiles, house to your spous porting Perio	ral public. We hold furniture, the or to the pare	or appliances, unless the loan exce ent, sibling, or child of you, your sp te ethics counselor for specific	eds the purchase price of 1 ouse, or your dependent c period covered.	the item it hild. Continue
w/Print view Status mpare vious Reports tes	on ter Loans secur Liabilit Back Creditor	ns made availab secured by autor is ies that you owe Rej	le to the gener mobiles, house to your spous porting Perio	ral public.	or appliances, unless the loan exce ent, sibling, or child of you, your sp e ethics counselor for specific	eds the purchase price of to ouse, or your dependent of period covered.	the item it hild. Continue
w/Print	on ter Loans secure Liabilit Back Creditor Name	Rep City	le to the gener mobiles, house to your spous porting Perio State	ral public. A should furniture, the or to the pare	or appliances, unless the loan exce ent, sibling, or child of you, your sp te ethics counselor for specific Type of Liability	eds the purchase price of four one of the point of the period covered. Debtor	the item it hild. Continue

eSign

- 1. When you have completed your review, click eSign.
- 2. 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.
- 3. On the Review Status page, click **eSign**. A message displays confirming your review.
- 4. Click **OK**.
- 5. Click **eSign**. An e-mail message is sent to the next set of reviewers indicating that the report is awaiting their review.

Submitting Intermediate Review

A reviewer can Submit Intermediate Review to mark that they reviewed a report. Submitting Intermediate Review does not eSign the report. You can still add comments to the report after you have Submitted Intermediate Review.

- On the Review Status page, click Submit Intermediate Review. A message displays indicating that Submitting Intermediate Review is not the same as eSigning.
- 2. Click **OK** to complete the action.
 - **Note:** The Days in Review counter does not stop when a reviewer clicks the Submit Intermediate Review button, nor does it impact any clock in FDM. Days in Review only stops after a certifying authority eSigns and Completes a report.





Request Additional Information

450 Certifier and their ECs can Request Additional Information about a Filer's report after the Filer has submitted it for review. This allows the certifier to communicate any questions, concerns or needed clarification via an email to the Filer and prevents anyone from taking any action on the report until the certifier verifies that the request for information was completed.

- On the Review Status page, click **Request** Additional Information. The Add Report Comment and Notes page displays.
- 2. Type any additional information in the comment about the requested information then copy and paste this comment into the Notes text box.
- **3.** Click **Continue**. Your email client opens with a default message to the Filer reguarding the request for information.
- 4. Click Send.

Verifying that the request was satisfied

After the Filer contacts the certifier (outside of FDM) regarding the request, the certifier returns to the Review Status page of the report to confirm the reciept of information.

- On the Review Status page, click
 Information Request Satisfied. The Add Report Comment and Note page displays.
- **6.** Type any additional information in the comment about the requested information then copy and paste this comment into the Notes text box.
- Click Continue After Closing Notes to close the Notes or Continue Without Closing Notes to keep the Notes open.

	64.	197/A	A VOINT	TTE SY				
eviews My Expired Reports	Admin Center Ethics Train	ning Management Report	s Notificatio	ons State				
ooard Review Reports								
450 Certifier		Under Revi	ew - Supervis	or Signed - 450Fi	er_324 X. Test	tMan, 2018 Annual OGE 450 R	eport	
100 certailer								
Report Data								Common
				Review Sta	itus			Questions
Attachments								 What are Days Review?
Comments	REPORT PRO	GRESS		DUE DAT	E &	CERTIFIER REVIE	w)	. When should a
Flags				Current Dur				reviewer Submi
mags	Assigned: Filer Started:	Yes 02/21/2020	* *	Date:	02/15/2018	Status: Under	Review -	Intermediate Review?
Audit Trail	Initial Filer eSi	gn and 02/21/201	3	View D	ue Date	Superv Initial Review	risor Signed	• When should a
View/Print	Submitted:	02/21/201		Infor	mation	End Date:		reviewer Reque
De la Dista	Completed:			No extensions	have been	Request Additional I	nend 1	Filer Amend?
Review Status	Retained:	No	* i	recorded.		Incruese Additional	m	 When should a reviewer Reque
Compare						C		Additional
Previous Reports		Admin Close De	ete Subm	nit Intermedite Re	view Rejec	t eSign and Complete	-	Information?
								 What is an Intermediate
Notes	Review Chain Aud	lit Trail		Diselo	sure Report	Reviews		Review Date?
			-	Intermediate				 What is the Init
	Reviewer Role	Currently Assigned Reviewer	Reviewer	Review	Required Signatures	Explanation		Review End Da
				Dates				 What is the Amended date
	Supervisor	Super 323 X TestMan	Organization	2/21/2020 Super 323 X.	2/21/2020 Super 323 X.		2+ 2/	and how does i
				TestMan Supervisor	TestMan Supervisor			Submitted Date
								 When should ar
	Supervisor SLC	DAEO 303 X TestMan	Organization					Additional Reviewer bo
								added?
	450 Certifier	450C 322 X TestMan	Organization				2/	Glossary
and all the structure and the head of the	tester restricters (proprietellines)/5	Cotabe /						

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.

- On the Review Status page, click Request Filer Amend. The Add Report Comment and Note page is displayed.
- Type any additional information in the comment about the requested amendment and then copy and paste this comment into the Notes text box.
- **3.** Click **Continue**. Your e-mail client opens with a default message to the Filer about amending their report in FDM.
- 4. 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:

- 5. Go to My Reviews | Manage Exceptions.
- 6. Click **View** beside the appropriate report.
- 7. Click the **Comments** tab to review the amendment request.



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.
- 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.





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.

 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.



450 Certifier		Unde	er Review - S	Supervisor Sig	ned - 450	oFiler_32	8 X. TestMar	1, 2012 Anni
Report Data					Attac	hment	s	
Attachments Comments	No atta	chments are required w	/hen filing a	n OGE 450. If	you do h	nave some	ething to atta	ich, click "Ad
Flags								
Audit Trail			Date Attached	Originator	Туре	Name	Category	Notes
View/Print				N	io data avai	lable in table		
Previous Reports								
Notes					Add At	tachment		

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 **Review Status** beside the report you wish to delete.
- On the Review Status page, click on the Delete button. The Delete Confirmation page is displayed.
- 5. Select **Yes, permanently delete this report** checkbox and then click the **Confirm** button. The report is now permanently removed from FDM.

