



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”

The screenshot shows the Microsoft Internet Explorer browser displaying the 'Home - Financial Management Community - MAX Federal Community' page. The address bar shows the URL <https://max.omb.gov/community/display/FinanceHome>. The page features a navigation menu with 'My Favorites', 'My Homepage', and 'Directory'. A 'Page Tree' on the left lists various categories, including '2009 Agency Financial Reporting'. A central banner reads 'Welcome to the Financial Management Community!'. Below this, there are sections for 'Calendar of Events', 'Recently Updated', and 'Financial Management Community-Highlights'. A red box highlights the '2009 Agency Financial Reporting' link, which includes the text 'Click here to find the agency submission pages'. A red arrow points from the text 'Click the link...' to this highlighted link.

Step 1: Click the ATDA Banner...

My Favorites | My Homepage | Directory | Page Link: https://max.omb.gov/community/s/5AD1DQ
Dashboard > Financial Management Community > Home > 2009 Agency Financial Reporting

Help Search
Browse RANDY CAR

Edit Add (31) Settings

OPEN (0) ☆

2009 Agency Financial Reporting

Added by RANDY_CARUSO, last edited by RANDY_CARUSO on Dec 11, 2008 (view change)

Accountability of Tax Dollars Act Agencies & Government Corporations

Click on the banner below to access the 2009 financial reporting submission pages (draft & interim and Final Year-end).



CFO Agencies

Click on your agency's seal to access the upload locations for the 2009 financial reporting documents.



Step 2: Select your agency from the list...

This guide uses the African Development Foundation as an Example

My Favorites | My Homepage | Directory | Page Link: <https://max.omb.gov/community/x/-wDIDQ> Help Search

Dashboard > Financial Management Community > Home > 2009 Agency Financial Reporting > ATDA & Gov Corp Browse ▾



ATDA & Gov Corp

Added by [RANDY CARUSO](#), last edited by [RANDY CARUSO](#) on Dec 11, 2008 ([view change](#))

Edit + Add ▾

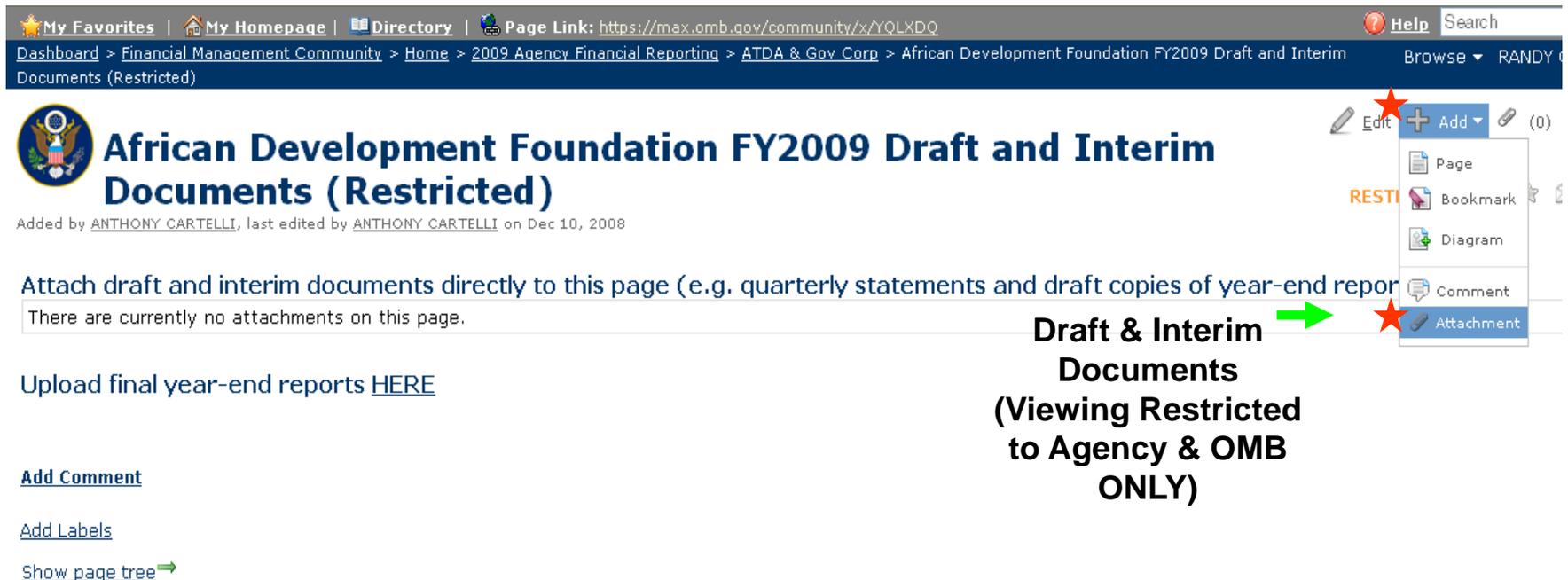
RESTRICTED (1)

Children (95) [Hide Children](#) | [View in Hierarchy](#) | [Add Child Page](#)

- [*Final Year-End Reporting FY2009 \(Unrestricted\)](#)
- [Advisory Council on Historic Preservation FY2009 Draft and Interim Documents \(Restricted\)](#)
- [African Development Foundation FY2009 Draft and Interim Documents \(Restricted\)](#)
- [American Battle Monuments Commission FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Appalachian Regional Commission FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Architectural and Transportation Barriers Compliance Board FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Armed Forces Retirement Home FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Barry Goldwater Scholarship and Excellence in Education Foundation FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Broadcasting Board of Governors FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Chemical Safety and Hazard Investigation Board FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Christopher Columbus Fellowship Foundation FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Commission for the Preservation of America's Heritage Abroad FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Commission of Fine Arts FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Committee for Purchase From People Who Are Blind or Severely Disabled FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Commodity Credit Corporation FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Commodity Futures Trading Commission FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Community Development Financial Institute FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Corporation for National and Community Service FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Court of Appeals for Veterans Claims FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Court Services and Offender Supervision Agency FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Defense Nuclear Facilities Safety Board FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Delta Regional Authority FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Denali Commission FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Election Assistance Commission FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Equal Employment Opportunity Commission FY2009 Draft and Interim Documents \(Restricted\)](#)
- [Export-Import Bank of the United States FY2009 Draft and Interim Documents \(Restricted\)](#)

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/YQLXDO

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

African Development Foundation FY2009 Draft and Interim Documents (Restricted)

Added by ANTHONY_CARTELLI, last edited by ANTHONY_CARTELLI on Dec 10, 2008

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

There are currently no attachments on this page.

Upload final year-end reports [HERE](#)

[Add Comment](#)

[Add Labels](#)

[Show page tree](#) →

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

Step 4: “Browse...” for the file on your computer, add optional comment, and select “Attach File”

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) > Attachments

Browse RANDY CARUSO

African Development Foundation FY2009 Draft and Interim Documents (Restricted)

View + Add (0) Tools

There are currently no attachments on this page.

Attach File	Comment
1. <input type="text" value="C:\Documents and Settings\caruso_r\Desktop\ADF FY2009 D"/> <input type="button" value="Browse..."/>	<input type="text" value="ADF FY2009 Draft PAR"/> (Optional)
<small>You cannot attach files with names containing '+' or '&' characters.</small>	<small>Comment cannot be longer than 255 characters.</small>

[Attach more files](#)

TIP: If you have more than one document to upload at a time, select the “**Attach more files**” link, where you can browse for and upload multiple files at a time

! Reminder !

There are only 2 documents to upload for each interim reporting deadline: the unaudited statements and the analysis. Please clearly identify Q1, Q2 or Q3 in the file names.

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

My Favorites | My Homepage | Directory | Page Link: https://max.omb.gov/community/x/YQLXDO | Help | Search

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

Browse ▾ RANDY CARUSO ▾

View + Add (1) Tools ▾

African Development Foundation FY2009 Draft and Interim Documents (Restricted)

Name	Size	Creator/Modifier	Date	Comment	
ADF FY2009 Draft PAR.PDF	8 kB	RANDY CARUSO	Dec 12, 2008	ADF FY2009 Draft PAR	Options

Attach File

1.

You cannot attach files with names containing '+' or '&' characters.

Comment

(Optional)

Comment cannot be longer than 255 characters.

[Attach more files](#)

...**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...



African Development Foundation FY2009 Draft and Interim Documents (Restricted)

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

Edit Add (1) Tools

RESTRICTED (3)  (0)

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

Name	Size	Creator/Modifier	Date	Comment
 ADF FY2009 Draft PAR.PDF	8 kB	RANDY CARUSO	Dec 12, 2008	ADF FY2009 Draft PAR Options

Upload final year-end reports [HERE](#)

Final Documents
(Unrestricted Viewing)

[Add Comment](#)

[Add Labels](#)

[Show page tree](#) →

! 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.