How to De-obligate:
Mid-Year AFR

1. Log in to tx.oncorpsreports.com

2. From your dashboard, choose the Financials Tab, then the option “Submit Reports”, then “Budget Modification Request”

3. Click the "Request Budget Modification" button.

**IMPORTANT:** If you have saved or submitted a request before, your button will say "Submit or Update a Budget Modification Request."
4. This year, you must de-obligate by line item. Please make the necessary changes to the CNCS share budget for each line item as applicable and complete the "Details" section below the line item. As in years past, you will only be de-obligating CNCS Share funds. Do not de-obligate in the Grantee Cash or Grantee In-Kind Columns.

5. For Fixed Amount grants, please de-obligate in the Member Support line only. Your de-obligation will be effectively a lump sum de-obligation.

Cost-reimbursement Grants: If you de-obligate in any line items, you must also de-obligate administrative costs.
6. When you have made all your modifications and entered details for each, click on the "Calculate Change Amount" button at the bottom. This will populate the Amount of Change and Percentage Change columns on the right hand side. Review and then click "Submit for Approval".

![Spreadsheet Image]

**IMPORTANT:**

The person submitting the Budget Modification Request must be on file with OneStar as a fiscal contact or legal authorized signatory for your program. If you need to update your program’s authorized representatives, please fill out the Authorized Representative Form (ARF) here: http://www.tfaforms.com/159770

Once approved, this will change the budget totals on your PERs. Since you don't de-obligate grantee shares, your budgeted grantee match percentages and grantee share remaining balance sections will be off. However your YTD match percentages should still track correctly.