



New Mexico  
Department of Finance  
and Administration



# Department of Finance and Administration

## Bond Tracking System


### How to Revert a Project

# Initiating a Reversion Throughout the Year



The workflow for reverting a project throughout the year is similar to a draw request: “Employee” roles can initiate the request, it is then routed to the agency “Signer” role, and then to Board of Finance.

To initiate a reversion, “Employee” should identify the project to revert under the “projects” tab, then click into the project.



New Mexico

Department of Finance and Administration

BOND TRACKING

▼

Welcome, Breanna Henley (entity)

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Dashboard

Projects

Requests Review

Project List

TOTAL PROJECTS

90

TOTAL FUNDING

\$211,089,200.00

AMOUNT EXPENDED

\$93,610,604.23

AMOUNT REMAINING

\$117,478,595.77

You are viewing all projects.

Search...

Search for a class code...


Filter by Bond Series ▼

Clear Filters

Project Name	Agency	Reversion Date	Appropriation Id	Class Code	Total Amount	Expended Amount	Condition	Remaining Amount	Reversion Status
<a href="#">NMSU ACES AG &amp; EXPERIMENT STNS IMPROVE STATEWIDE</a>	NEW MEXICO STATE UNIVERSITY	6/30/2028	GOB25 I5426	I5426	\$15,000,000.00	\$0.00	No	\$15,000,000.00	✖
<a href="#">NMSU CREATIVE MEDIA FCLTY CONSTRUCT</a>	NEW MEXICO STATE UNIVERSITY	6/30/2028	GOB25 I5422	I5422	\$10,000,000.00	\$100,000.00	No	\$9,900,000.00	✖
<a href="#">NMSU STEAM TUNNEL &amp; ELEC INFRA UPGRADE</a>	NEW MEXICO STATE UNIVERSITY	6/30/2028	GOB25 I5423	I5423	\$20,000,000.00	\$0.00	No	\$20,000,000.00	✖
<a href="#">NMSU-ALAMOGORDO CLASSROOM BLDG RPLC</a>	NEW MEXICO STATE UNIVERSITY	6/30/2028	GOB25 I5425	I5425	\$1,000,000.00	\$10,000.00	No	\$990,000.00	✖
<a href="#">NMSU DACC GARDEN CTR ACCESS RD</a>	NEW MEXICO STATE UNIVERSITY	6/30/2028	GOB25 I5424	I5424	\$1,000,000.00	\$0.00	No	\$990,000.00	✖

In the project profile, click the “reversions” tab and select “New Reversion Request” to begin a reversion.

This is a test environment. If you would like to submit an official request please visit the live environment at <https://platform.dfa.nm.gov/>

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Dashboard Projects Requests Review

## GOB25 I5426 Project Profile

TOTAL FUNDING \$15,000,000.00	AMOUNT EXPENDED \$0.00	AMOUNT REMAINING \$15,000,000.00	REVERSION DATE 6/30/2028
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**NMSU ACES AG & EXPERIMENT STNS IMPROVE STATEWIDE**  
to plan, design, construct, renovate, repair and equip agricultural science and experimentation stations statewide;  
Appropriation ID: GOB25 I5426    Department Code: A24I5426    Agency: NEW MEXICO STATE UNIVERSITY

**Expenditure Progress**  
Project expenditure is **on schedule**.  
0.0% of funds have been expended, and 3.8% of time has elapsed

8% of time has elapsed 6/30/2028

**PROJECT DETAILS**  
Bond Series: GOB25  
Revenue Fund Number: 89200  
Expense Fund Number: 21510  
Budget Ref: 92636  
Department Code: A24I5426  
Class Code: I5426  
Local Entity:  
AIPP: No  
Project Authorization:

Draw Requests Conditions Reauthorizations **Reversions**

[New Reversion Request](#)

AppId	Agency	Reversion Date	Bond Type	Amount Reverted	Status	View
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After initiating a new reversion request, a modal form will pop up for completion.

Once submitted, the request will route to agency “Signer” role, and then on to Board of Finance.

st please visit the live environment at <https://platform.dfa.nm.gov/> [Close](#)

### Reversion Request for NMSU ACES AG & EXPERIMENT STNS IMPROVE STATEWIDE

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* AppropriationId	* Appropriation Title
GOB25 I5426	NMSU ACES AG & EXPERIMENT STNS IMPROVE STAT

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#### Project Details

* Amount Sold	* Balance	
\$15,000,000.00	\$15,000,000.00	
* Statutory Reversion Date	* Date Reverted	
06/30/2028	08/11/2025	
* Law	* Budget Reference Code	* Class Code
2024	92636	I5426

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#### Extra Information

Ok to Revert Remaining Balance?

☐ Yes

☐ No

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Signer Notes (Agency Purposes Only)

Board of Finance Notes (DFA Purposes Only)

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☐ The Agency certifies that the information submitted is correct and \$15,000,000.00 will be reverted.

[Submit Request](#)

GOB projects require additional information if the request is to not revert the full balance of the appropriation.

#### Extra Information

Ok to Revert Remaining Balance?

☐ Yes

☒ No

List amount to be reverted, if any:

Was there a contractor in place as of Today?

☐ Yes

☐ No

\* What is the expected completion date for the project?

mm/dd/yyyy



Will you expend the remaining balance within the next fiscal year?

☐ Yes

☐ No

\* When do you expect to fully expend the appropriation?

mm/dd/yyyy



\* Describe the status of the project



“Approver” roles will find submitted reversion requests by going to the “Requests Review” page and viewing the “Reversion Requests tab”.

Once approved by Board of Finance, the project profile will still be viewable, but the project will be closed and no draw requests can be submitted for the project.

This is a test environment. If you would like to submit an official request please visit the live environment at <https://platform.dfa.nm.gov/>

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Dashboard Projects **Requests Review**

## Requests Review

TOTAL PROJECTS WITH DRAW DOWN REQUESTS 79	TOTAL DRAW DOWN REQUESTS 585	TOTAL AMOUNT REQUESTED \$93,470,604.23
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[Draw Requests](#) [Reversion Requests](#)

Rversion Requests - You are viewing all requests.

Search... Filter by Agency Filter by Status Clear Filters

Apprid	Agency	Reversion Date	Bond Type	Amount Reverted	Status	View
GOB25 I5426	NEW MEXICO STATE UNIVERSITY	8/11/2025	GOB	\$15,000,000.00	Awaiting Signature	<a href="#">Sign Reversion</a>

1 5 items per page 1 - 1 of 1 items

# End of Year Reversions



During the end of the year “Signer” roles can utilize a quick reversion feature. This step by-passes the need for “Employee” roles to initiate the reversion.

From July 1-Sept 1, a “revert” button will appear in the projects dashboard for projects that are reverting.

This is a test environment. If you would like to submit an official request please visit the live environment at <https://platform.dfa.nm.gov/>

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Dashboard **Projects** Requests Review

### Project List

TOTAL PROJECTS	TOTAL FUNDING	AMOUNT EXPENDED	AMOUNT REMAINING
18	\$1,829,700.00	\$1,051,749.96	\$777,950.04

You are viewing all projects.

Search... Search for a class code... STB22B Clear Filters

Project Name	Agency	Reversion Date	Appropriation Id	Class Code	Total Amount	Expended Amount	Condition	Remaining Amount	Reversion Status	Revert
<a href="#">CABALLO SWCD HATCH VALLEY ARROYOS SITE 3 IMPROVE</a>	NEW MEXICO STATE UNIVERSITY	6/30/2026	STB22B G3218	G3218	\$150,000.00	\$0.00	No	\$150,000.00	✖	
<a href="#">CLAUNCH-PINTO SWCD SKID STEER/TRACTOR EQUIP</a>	NEW MEXICO STATE UNIVERSITY	6/30/2024	STB22B G3240	G3240	\$40,000.00	\$40,000.00	No	\$0.00	✖	<a href="#">Revert</a>
<a href="#">COLFAX SWCD EQUIP</a>	NEW MEXICO STATE UNIVERSITY	6/30/2024	STB22B G3217	G3217	\$22,500.00	\$19,261.00	No	\$3,239.00	✖	<a href="#">Revert</a>
<a href="#">EAST RIO ARRIBA SWCD FARM EQUIP &amp; VEHICLE EQUIP</a>	NEW MEXICO STATE UNIVERSITY	6/30/2024	STB22B G3235	G3235	\$90,000.00	\$89,781.57	No	\$218.43	✖	<a href="#">Revert</a>
<a href="#">NMSU AGGIE MEMORIAL PLAZA CONSTRUCT</a>	NEW MEXICO STATE UNIVERSITY	6/30/2026	STB22B G3221	G3221	\$130,000.00	\$59,464.39	No	\$70,535.61	✖	

After clicking “revert”, a pop-up box will appear to confirm the balance of the reversion.

Once submitted, the request will route to Board of Finance for approval.

This is a test environment. If you would like to submit an official request please visit the live environment at <https://platform.dfa.nm.gov/>

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Dashboard Projects Requests Review

### Project List

TOTAL PROJECTS 18	TOTAL FUNDING \$1,828,700.00	AMOUNT EXPENDED \$1,051,749.96	AMOUNT REMAINING \$777,950.04
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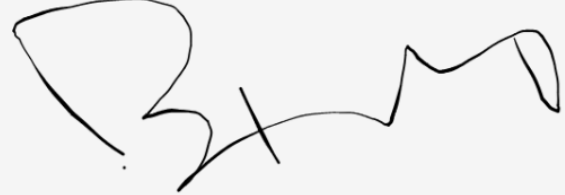
You are viewing all projects.

Search... Search for a class code...

Project Name	Agency	Reversion Date	Class Code	Project Code	Funding	Expended	Reversion Status	Reversion Amount	Reversion Status	Revert
<a href="#">CABALLO SWCD HATCH VALLEY ARROYOS SITE 3 IMPROVE</a>	NEW MEXICO STATE UNIVERSITY	6/30/2024	STB22B G3217	G3217	\$22,500.00	\$19,261.00	No	\$3,239.00	⊗	Revert
<a href="#">CLAUNCH-PINTO SWCD SKID STEER/TRACTOR EQUIP</a>	NEW MEXICO STATE UNIVERSITY	6/30/2024	STB22B G3235	G3235	\$90,000.00	\$89,781.57	No	\$218.43	⊗	Revert
<a href="#">COLFAX SWCD EQUIP</a>	NEW MEXICO STATE UNIVERSITY	6/30/2026	STB22B G3221	G3221	\$130,000.00	\$59,464.39	No	\$70,535.61	⊗	

Revert Confirmation

The Agency certifies that the information submitted is correct and \$3,239.00 will be reverted.



[Clear Signature](#)

Revert Project Cancel

Just like reverting projects throughout the year, GOB projects require additional information if the request is to not revert the full balance of the appropriation.

This is a test environment. If you would like to submit an official request please visit the live environment at <https://platform.dfa.nm.gov/>

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Dashboard Projects Requests Review

### Project List

TOTAL PROJECTS 8

AMOUNT REMAINING \$14,708,265.79

You are viewing all projects.

Search... Search for a class code...

Project Name	Agency	R
<a href="#">NMSU AGR SCI CTR IMPROVEMENTS STATEWIDE</a>	NEW MEXICO STATE UNIVERSITY	6
<a href="#">NMSU AGR SCIENCE RESEARCH FCLTIES MODERNIZE</a>	NEW MEXICO STATE UNIVERSITY	6
<a href="#">NMSU MILTON HALL DATA CTR UPGRADE &amp; REPLACE</a>	NEW MEXICO STATE UNIVERSITY	6
<a href="#">NMSU-ALAMOGORDO MECHANICAL DUCT WORK</a>	NEW MEXICO STATE UNIVERSITY	6
<a href="#">NMSU-ALAMOGORDO PHYSICAL PLANT BLDG REN</a>	NEW MEXICO STATE UNIVERSITY	6
<a href="#">NMSU-CARLSBAD SITE PARKING &amp; INFRA IMPROVE</a>	NEW MEXICO STATE UNIVERSITY	6

#### Revert Confirmation

The Agency certifies that the information submitted is correct and \$63,666.03 will be reverted.

**Extra Information**

Ok to Revert Remaining Balance?

☐ Yes

☒ No

List amount to be reverted, if any:

Was there a contractor in place as of Today?

☐ Yes

☐ No

What is the expected completion date for the project?

mm/dd/yyyy

Will you expend the remaining balance within the next fiscal year?

☐ Yes

☐ No

When do you expect to fully expend the appropriation?

mm/dd/yyyy

Describe the status of the project:

Remaining Amount	Reversion Status	Revert
\$63,666.03	×	<button>Revert</button>
\$8,572,754.97	×	<button>Revert</button>
\$2,714,649.77	×	<button>Revert</button>
\$793,123.65	×	<button>Revert</button>
\$69,713.53	×	<button>Revert</button>
\$1,494,975.29	×	<button>Revert</button>

Requested reversions will appear in the “Requests Review” page under the “Reversion Requests” tab. Until Board of Finance reviews, the request will be in “Requested status”.

Once approved by Board of Finance, the project profile will still be viewable, but the project will be closed and no draw requests can be submitted for the project.

This is a test environment. If you would like to submit an official request please visit the live environment at <https://platform.dfa.nm.gov/>

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Dashboard Projects **Requests Review**

## Requests Review

TOTAL PROJECTS WITH DRAW DOWN REQUESTS  
79

TOTAL DRAW DOWN REQUESTS  
585

TOTAL AMOUNT REQUESTED  
\$93,470,604.23

[Draw Requests](#) [Reversion Requests](#)

Rversion Requests - You are viewing all requests.

Filter by Agency ▼

Filter by Status ▼

[Clear Filters](#)

ApprId	Agency	Reversion Date	Bond Type	Amount Reverted	Status	View
STB22B G3240	NEW MEXICO STATE UNIVERSITY	6/30/2024	STB	\$0.00	Requested	<a href="#">View</a>
GOB25 I5426	NEW MEXICO STATE UNIVERSITY	8/11/2025	GOB	\$15,000,000.00	Approved	<a href="#">View</a>

◀ 1 ▶

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# Questions?

**Contact NM Board of Finance or [support@rtsolutions.com](mailto:support@rtsolutions.com)**