How to… Enter an obligation CM

- You have followed the guidance on how to execute an obligation CM, now you need to enter it into EEBACS.
On the obligation CM you will have your net increase and the account codes the funds are obligated under.
In the accounts tab, you will want to see which account numbers corresponds with the Account Codes. Looking at the CM, we are adding money to both CON01 and CON02.
Add a New Contract Modification like you typically would for any other CM.
Enter the following:

a. CM number  

b. Administrative Change  

c. Other Authority Authorized under FAR 43.103  

d. Obligation CM  

e. Continue with entering what info you have
Change the drop down to "Obligate Portion" under the correct account. This allows you to manually input a dollar amount under each account.

In the CM, we obligated $200,000 under CON01 and $300,000 under CON02.
Once the CM is saved, add an issue. You still want to add an issue because this is our database where you input some of the information from your database sheet.
Enter the information that you put on your Database form and Save and Close.
Once you are completed with the issue, go back into the Core tab. Input the “Date SF30 Signed by CO:,” “Period to Start:,” and “Date CM Work Started:.”

Putting in the “Date SF30 Signed by CO:” will “Execute” your CM and will not allow you to make any changes.
For CM 0002, it is an Administrative Change that Obligates funds under CON01 and CON02. However, the Modification Amount is $0.00 because we did not add any items.
The obligation amounts are also reflected in the Accounts tab once the CM has been “Executed.”