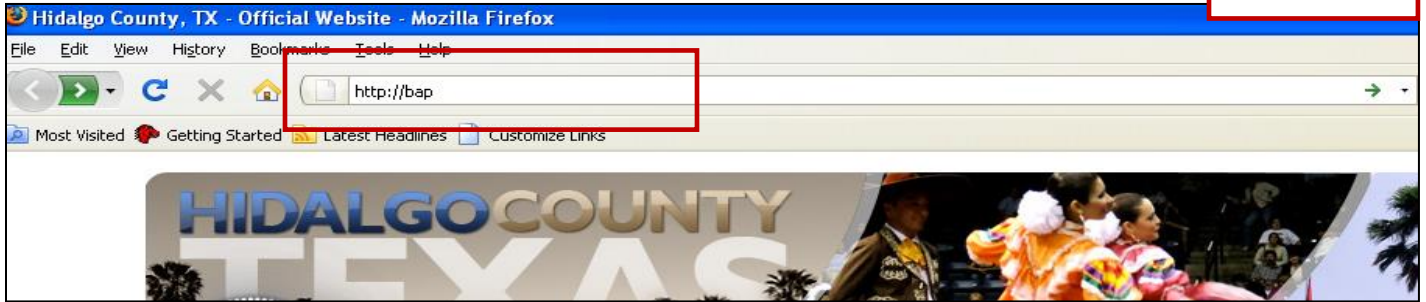


# BUDGET APPLICATION PROGRAM (BAP) INSTRUCTIONS

## 1. Open Budget Application Program (BAP)

- a) Open your internet browser and type in <http://bap> .

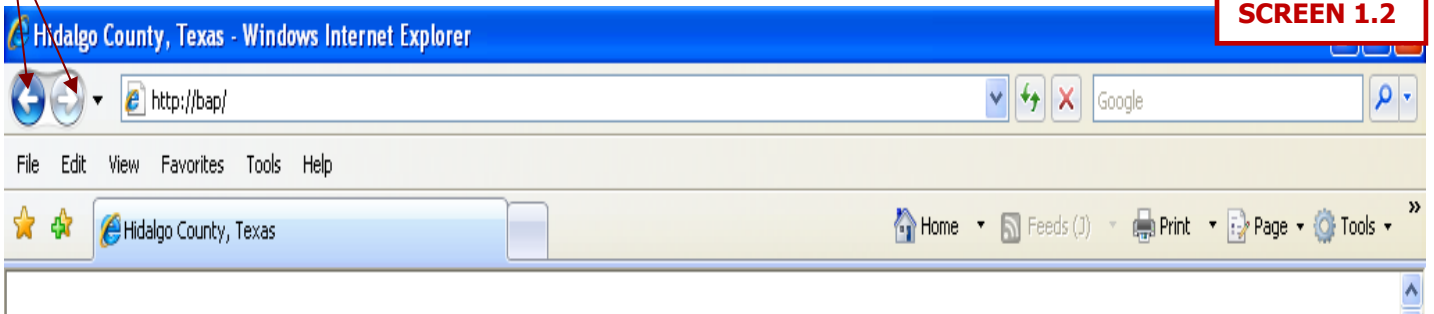
SCREEN 1.1



- b) The BAP main screen display will ask for a user ID and password. The user ID for each department is the elected official or department head first name.last name and the password is **budget**. Please keep in mind that the password is case sensitive and must be entered in all lower case letters. **Note: Do NOT use the back and forward button on the toolbar of the internet browser. This may create a problem with your data entry that could result in loss of data.**

Do NOT  
Use

SCREEN 1.2



Hidalgo County, Texas  
Department of Budget & Management

Please, Log In

User Name:

Password:

Remember me next time.

[Forgot User Name or Password?](#)

Example

- c) After the initial log-in information is entered, the program will prompt you to change your password. For security reasons, the password must be changed; otherwise the program will not allow you to continue.

SCREEN 1.3

**Hidalgo County, Texas**  
**Department of Budget & Management**

**Change Your Password**

Password:

New Password:

Confirm New Password:

## 2. Home Page

- a. Before beginning please verify that all the accounts you can access are indeed for your department. If there is any account that you are not responsible for or you are missing please inform DBM as soon as possible. To continue select the account you wish to work on.

SCREEN 2.1 – Home Page

**Welcome to BAp Portal**  
Budget Request Module

[Log Out](#)

To request a new budget, select the account number

	Account Number	Department Name
<a href="#">Select</a>	91100412001150130	5TH ADM JUDICIAL REGION
<a href="#">Select</a>	91100412001150140	VISITING JUDGES
<a href="#">Select</a>	91100412201150150	JURY FEES
<a href="#">Select</a>	91100412301150160	PUBLIC DEFENSE
<a href="#">Select</a>	91100412301150830	CHILD WELFARE DEFENSE
<a href="#">Select</a>	91100412301150840	OTHER PUBLIC DEFENSE
<a href="#">Select</a>	91100415000000000	GENERAL FUND APPRAISING FEES
<a href="#">Select</a>	91100415001150020	CO WIDE ADM
<a href="#">Select</a>	91100415141150010	DBM-BUDGET DIV

### 3. Main Form

- a. The main Form is the budget request form. All data will be saved as is being entered. Select the object code you wish to request/adjust.

**BAp - Budget Request Module**
**SCREEN 3.1 - Main Form**

FUND :  
 FUNCTION :  
 DEPARTMENT :  
 ACCOUNT :

**Options**

Add New Object
Delete Object Code
Edit/View
View Report
Back

**Department Request Form**

Select	Object Code	Object Name	2016 Actual Expenditures	2017 Actual Expenditures	2019 Request Budget
Select	250	UNEMPLOYMENT COMPENSATION	\$6,229.08	\$5,706.58	\$5,485.34
Select	260	WORKERS COMPENSATION	\$18.73	\$496.93	\$1,635.98
Select	339	OTHER PROFESSIONAL SERVICES	\$4,956.25	\$15,180.00	\$0.00
Select	346	HAULING SERVICES	\$352.00	\$0.00	\$0.00
Select	431	BUILDING REPAIR & MAINTENANCE SERVICES	\$0.00	\$0.00	\$0.00
Select	432	EQUIPMENT REPAIR & MAINTENANCE SERVICES	\$163.00	\$0.00	\$0.00
Select	442	RENTAL OF EQUIPMENT AND VEHICLES	\$72.00	\$62.00	\$0.00
Select	529	SURETY AND NOTARY BONDS	\$71.00	\$0.00	\$0.00
Select	531	TELEPHONE AND TELEGRAPH	\$2,232.48	\$2,272.48	\$0.00
Select	535	POSTAGE AND EXPRESS MAIL CHARGES	\$16.35	\$12.28	\$0.00
Select	540	ADVERTISING	\$1,481.75	\$2,237.58	\$0.00

Object Code Description	2016 Actual Expenditures	2017 Actual Expenditures	2019 Request Bdg.
Grand Total	\$1,148,968.72	\$1,186,788.09	\$1,267,591.39

- b. Below is the list of options available on the main form:

- i. **Add New Object Code** – To create a new line item (object code)
- ii. **Delete Object Code** – To delete a new object code (line item) not needed in your budget.
- iii. **Edit/View** - To enter budget amount
- iv. **View Report** – Displays a summary of your budget which can be printed for your records.
- v. **Back** - To return to the Home Page. **(Screen 2.1)**

- c. Select the Edit/View button if you will be requesting adjustments **(Screen 3.2)**

**NOTE: Salary related object codes (111 – 260) will be entered by DBM.**

**SCREEN 3.2 - Edit/View**

2016 Actual Expenditures

2017 Actual Expenditures

2019 Request Budget

Justification (Explain the request)

#### 4. Add New Object Code

a. Double click on "add new object" option from the main form. **(Screen 4.1)**

**BAp - Budget Request Module** **SCREEN 4.1**

FUND :  
FUNCTION :  
DEPARTMENT :  
ACCOUNT :

**Add New Object** Delete Object Code Edit/View View Report Back

**Department Request Form**

Select	Object Code	Object Name
Select	250	LINE EMPLOYMENT COMPENSATION

b. Below is an illustration with different options that are available on the add new object code form: **(Screen 4.2)**

- i. **Object Code #** – The drop down menu will display all the object code numbers with their corresponding names
- ii. **Object Description** – If you selected either an object code name or number the description will be displayed automatically.
- iii. **Budget Amount** – Enter the budget amount needed
- iv. **Justification** – Briefly explain the request
- v. **Save or Cancel**– Save new object code or cancel operation.

**1100-000-001-001-0**  
**Department's Name** **SCREEN 4.2**

Object Code Number  
[Select Object Code] **4b-i**

Object Code Description  
**4b-ii**

2019 Request Budget  **4b-iii**

Justification (Explain the Request)  
**4b-iv**

**4b-v**  
OK Cancel

## 5. Delete Object Code

- a. To delete an object code, select the object code data and double click on the delete object code option from the main form. **(Screen 5.1)**
- b. Delete object code allows you to delete new object codes ONLY.

**SCREEN 5.1**

**BAp - Budget Request Module**

FUND :  
FUNCTION :  
DEPARTMENT :  
ACCOUNT :

**5a** → **Delete Object Code**      **5b** → **Only new object codes added by user can be deleted. This is not a new object code**

Buttons: Add New Object, Delete Object Code, Edit/View, View Report, Back

**Department Request Form**

Select	Object Code	Object Name	2016 Actual Expenditures	2017 Actual Expenditures	2019 Request Budget
Select	112	DEPARTMENT HEADS AND FOREMEN	\$90,356.58	\$93,056.42	\$92,700.00
Select	113	PERMANENT FULL-TIME EMPLOYEES	\$785,590.69	\$797,424.59	\$862,741.00
Select	115	LONGEVITY PAY	\$5,386.98	\$5,481.21	\$6,900.00

6. **View Report** – Displays a summary of your budget. Please print for your records.

**SCREEN 6.1**

**BAp - Budget Request Module**

FUND :  
FUNCTION :  
DEPARTMENT :  
ACCOUNT :

Buttons: Add New Object, Delete Object Code, Edit/View, **View Report**, Back

**Department Request Form**

7. **Itemized Object Codes** – Some object codes requires additional steps.

- a. Edit/View object code
- b. Add New **(Screen 7.1)**
- c. Enter the required data (item description, quantity, unit cost, total cost, justification)
- d. Click OK to submit **(Screen 7.2)**

BAp - Budget Request Module



FUND : GENERAL FUND  
FUNCTION : FINANCIAL ADMINISTRATION  
DEPARTMENT : **7b**  
ACCOUNT :

**Add New** Edit/View Delete View Report Back

Equipment Form

Select	Equip ID	Item Description	Unit Cost	Quantity	Total Cost

Item Description: Cellular

Quantity: 0

Unit Cost: 0.00

Total Cost: 0.00

Calculate

Justification (Explain the request)

OK Cancel

7c

7d