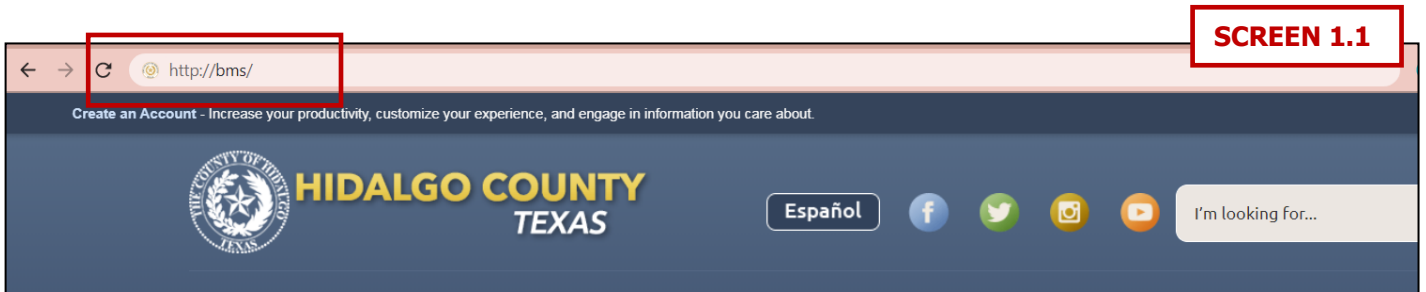


BUDGET MANAGEMENT SYSTEM (BMS) INSTRUCTIONS

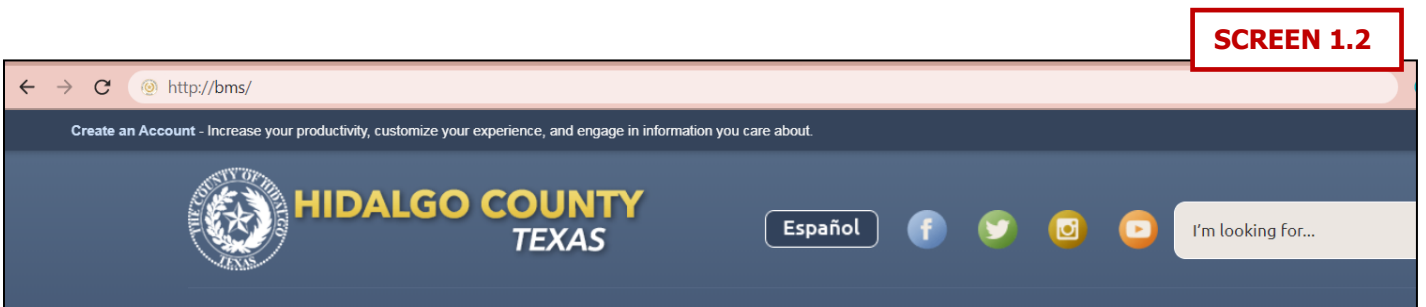
Please read the budget instructions carefully, if you have any questions regarding the budget management system contact the Department of Budget and Management.

1. Open Budget Management System (BMS)

a) Open your internet browser and type in `http://bms/`



b) The BMS 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. The password for each department will be automatically generated and emailed to the designated contact from each department, the password is case sensitive.



THE COUNTY OF HIDALGO
TEXAS

Budget Management
System

Log In

Username john.smith

Password

Sign In

Example

2. Home Page

- 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

BMS daniel.salinas

Home » Department Accounts

2021 - Budget Process

Department Accounts Selection Menu

Show 10 entries Search:

	Account Number	Department Name
Select Department Account	1100-412-00-200-010-0	CC & DC E-FILING
Select Department Account	1100-415-00-200-001-0	INFO TECH DEPT
Select Department Account	1100-415-00-200-002-0	IT COUNTYWIDE
Select Department Account	1242-412-00-060-001-0	JUSTICE CRT TECH
Select Department Account	1245-412-00-060-002-0	JUST CRT BLDG SECURITY

Showing 1 to 5 of 5 entries Previous 1 Next

3. Main Form

- 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.

SCREEN 3.1 - Main Form

BMS SCREEN 3.1 - Main Form

Budget Request Object Codes

[Back to Department Selection](#)

Fund: 1100 - GENERAL FUND

Function: 415 - FINANCIAL ADMINISTRATION

Department: 1100-415-00-200-001-0 - INFO TECH DEPT

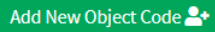
Show 10 entries Search:

Object Code	Object Name	2018 Expenditures	2019 Expenditures	2021 Budget Request
112	DEPARTMENT HEADS	\$34,314.00	\$83,596.85	\$0.00
113	PERMANENT FULL-TIME EMPLOYEES	\$1,184,018.26	\$1,058,845.13	\$0.00
115	LONGEVITY PAY	\$11,742.10	\$11,258.65	\$0.00
211	HEALTH INSURANCE	\$176,934.00	\$177,496.97	\$0.00
212	LIFE INSURANCE	\$1,107.15	\$1,037.69	\$0.00

[Add New Object Code](#)

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 newly added object code that will not be used.



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

SCREEN 3.2 - Edit/View

Edit Object Code ×

2018 Expenditures	<input type="text" value="84.24"/>	\$
2019 Expenditures	<input type="text" value="133.43"/>	\$
2021 Budget Request	<input type="text" value="0.00"/>	\$

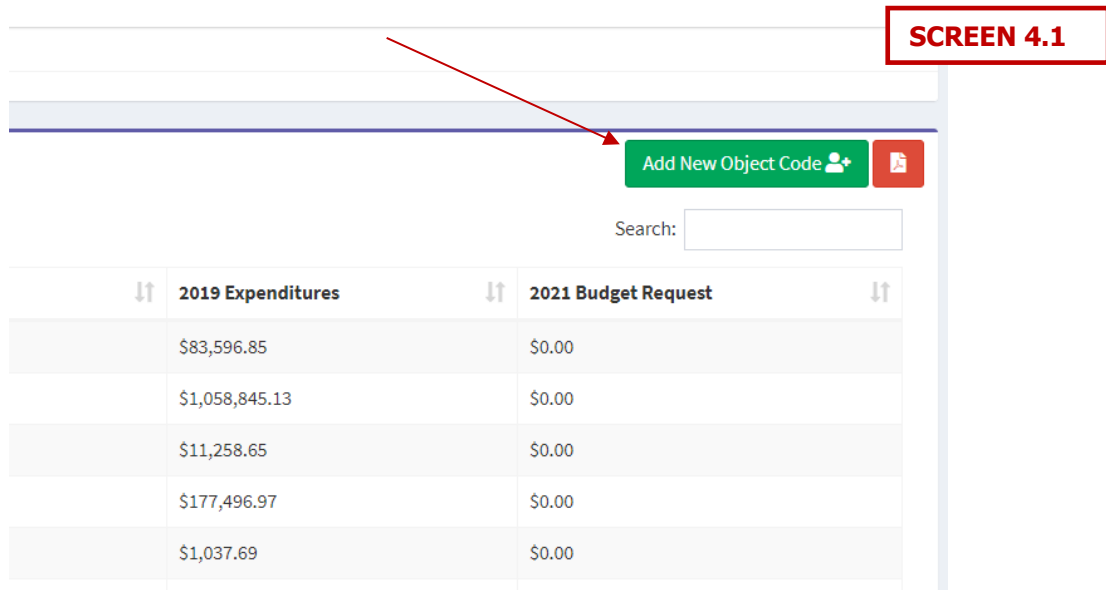
Justification

NOTE: A justification will be required for each entry, please briefly explain the reason for the request.

4. Add New Object Code

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

SCREEN 4.1



2019 Expenditures	2021 Budget Request
\$83,596.85	\$0.00
\$1,058,845.13	\$0.00
\$11,258.65	\$0.00
\$177,496.97	\$0.00
\$1,037.69	\$0.00

- b. Add new object code: **(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.

SCREEN 4.2

Add New Object Code

Object Code 412 - CABLE TELEVISION ★ **4b-i**

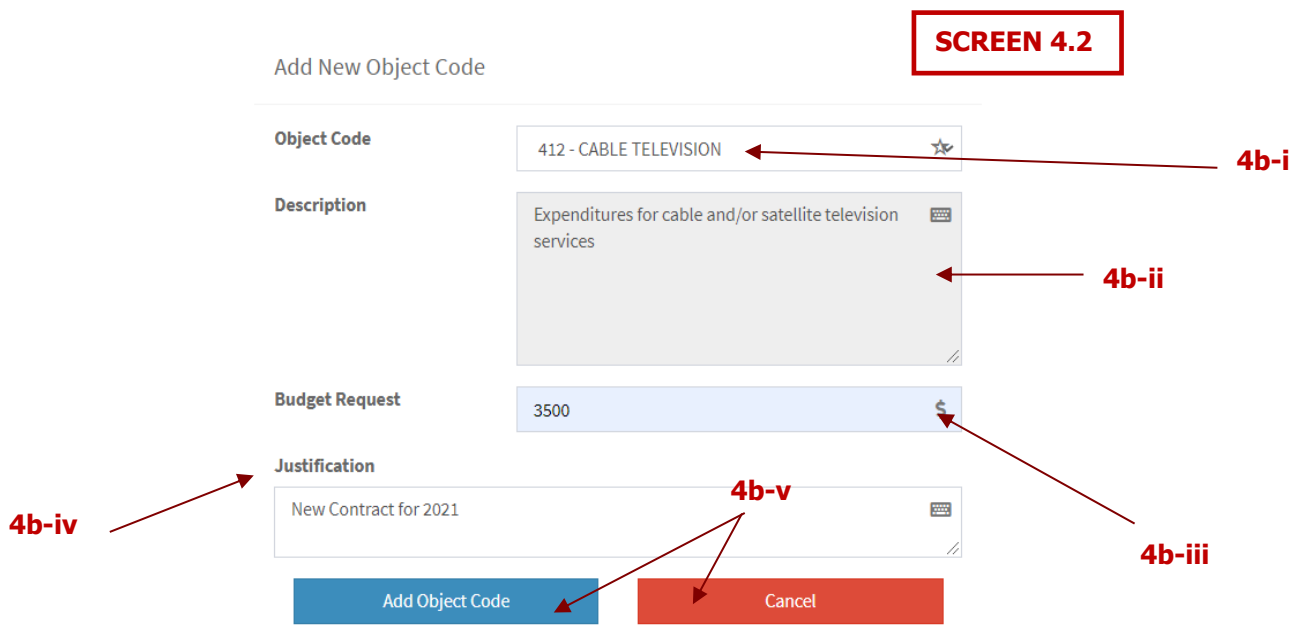
Description Expenditures for cable and/or satellite television services **4b-ii**

Budget Request 3500 \$ **4b-iii**

Justification New Contract for 2021 **4b-iv**

4b-v






Add Object Code **Cancel**



5. Delete Object Code

- To delete an object code, click on the delete object code option next to the desired object code on the main form. **(Screen 5.1)**
- Delete object code allows you to delete new object codes ONLY.
- Confirm deletion of object code by clicking "Delete" on the pop up window.

SCREEN 5.1

		5a			
	855	LATE FEES, PENALTIES, AND FINANCE CHARGES	\$0.00	\$1.89	\$0.00
	950	ADDITIONAL POSITIONS	\$0.00	\$0.00	\$0.00
	900	PERSONNEL ADJUSTMENTS	\$0.00	\$0.00	\$0.00
 	412	CABLE TELEVISION	\$0.00	\$0.00	\$3,500.00



Showing 1 to 27 of 27 entries

Delete Object



Do you wish to delete the ObjectCode: 412-CABLE TELEVISION?

Delete **Cancel**

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

Add New Object Code  

Search:




penditures  **2021 Budget Request** 

SCREEN 6.1


7. Personnel Requests – This section of the program is to provide for Personnel related requests. This includes position reclassifications, demotions, title changes or new positions. (Screen 7.1)

- a. Personnel Adjustments – Reclassification of an existing position/s due to a substantial changes in their current assigned duties and responsibility. A reclassification could be requesting to move a position from one pay grade to a higher (or lower) paygrade.
- b. Additional Positions – Enter any additional positions being requested.
- c. The Personnel Request module is displayed when you click on the Personnel Adjustments or Additional Positions options from the main form. **(Screen 7.1)**

SCREEN 7.1

	855	7b	LATE FEES, PENALTIES, AND FINANCE CHARGES	\$0.00	\$1.89
	950	←	ADDITIONAL POSITIONS	\$0.00	\$0.00
	900	←	PERSONNEL ADJUSTMENTS	\$0.00	\$0.00

Showing 1 to 26 of 26 entries



d. Below is the list of options available on the Personnel Adjustments module: **(Screen 7.2)**

- i. Add New – Select add new to begin a request. A window will display all information required to add a new Personnel Adjustment.
 1. Employee Information – Select current employee from the first drop down menu. This will automatically populate the Employee Number and the Current Position section.
 2. Requested Position – Select the requested position from the drop down menu. This will be the new classification of the selected employee. Position information will self-populate.
 3. Current Allowances – Current Budgeted Amount column will self-populate once you select a slot number.
 4. Requested Allowances – Enter an amount if an allowance will be requested.
 5. Workers Comp – Select code that corresponds to the position from the drop down menu.
 6. Fringe Benefits – Will automatically self-populate.
 7. Justification – Summarize why this adjustment is essential. The justification should be clear to support the request. Justification of your request is an essential part for the consideration of your request.
- ii. Edit/View- From the Personnel Adjustments list, you can select a record and edit or review the information.
- iii. Delete – From the Personnel Adjustments list, you can select a position and delete the record. If you delete a record, it will not appear on your budget request.

- iv. View Report – Displays a list of all Personnel Adjustment requests submitted for consideration. Please print for your records.

SCREEN 7.2

DEPARTMENT ACCOUNT

Account Number: 1100-415-00-200-001-0-900

Department Name: INFO TECH DEPT - PERSONNEL ADJUSTMENTS

PERSONNEL ADJUSTMENT LIST

Show 1 of 1 entries

Employee Num	Current Position	G&S	Actual Salary	Requested Position	Requested G&S	Requested Salary	Sal % Dist	Total Distribution Cost
214817	CIJS SUPPORT TECHNICIAN	G06S04	\$48,181.29	TECHNICIAN IV	G10S01	\$57,325.67	100.00%	\$57,325.67

Showing 1 to 1 of 1 entries

- e. Below is the list of options available on the Additional Positions request module: **(Screen 7.3)**

- i. Add New – Select add new to begin the request of a new position. A window will display with all the information required to add a position.
1. Position Information – Select desired position from the drop down menu. This action will auto populate the new position information as approved in the County’s Compensation and Classification Pay Plan.
 2. Allowances – Enter the desired allowance amount for each type (if any).
 3. Workers Comp – Select the corresponding code from the drop down menu. Rate and amount will self-calculate.
 4. Fringe Benefits – All amounts will self-populate based on the previous selections.
 5. Justification - Summarize the need of a new position. The justification should be clear to support the request. Justification may include workload measures, projections and historical data. Justification of your request is an essential part for the consideration of your request.
 6. Quantity- Indicate the number of positions with the same title/allowances for which you are requesting funds.
 7. Total Position Request – Will automatically be calculated based on data entered.
- ii. Edit/View– From the list of new positions, you can select a position and edit or review current information.
- iii. Delete – From the list of new positions, you can select a position and delete the record. If you delete the record, the request will not appear on your budget for the year 2021.
- iv. View Report – Displays a list of new positons requested. Please print for your records.

Note: The drop down menu only includes titles that are part of the Classification and Compensation Pay Plan. If you need to create a new title, please submit your request to the Department of Human Resources.

SCREEN 7.3

BMS

Additional Positions Home > Budget Reqs

[Back to Requests](#)

Account Number: 1100-415-00-200-001-0-950 **7b- iii**

Department Name: INFO TECH DEPT - ADDITIONAL POSITIONS **7b- ii**

7b- i **7b- iv**

[Add Additional Position](#)

Show 1 entries

Position ID	Position Title	G&S Salary	Quantity	Total Cost
J486	TECHNICIAN I	\$25,555.00	1	\$38,879.11

Showing 1 to 1 of 1 entries

Previous 1 Next