



# Bulletin

## Department of Budget & Management

### ELECTED OFFICIALS, APPOINTED OFFICIALS AND DEPARTMENT HEADS

**Subject: Budget Application Program (BAP) Instructions**

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The Budget Application Program (BAP) is available on-line at <http://bap>. This program allows departments to prepare and enter their budget requests from their offices at their convenience. Departments not having internet access can enter their budget request at the Department of Budget and Management conference room. A computer will be available for your convenience. Please contact DBM 292-7025 to schedule an appointment.

The BAP main screen display will ask you 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. The password is case sensitive; it has to be entered all in lower case.

Example:

User name: john.smith

Password: budget

After you enter the log in information the first time the program will prompt you to change your password. For security reasons password must be changed, otherwise the program will not allow you to continue.

A copy of BAP computer screens and a set of instructions will be posted in the Department of Budget & Management County Web site for your reference.

The web-site address is <http://www.co.hidalgo.tx.us/>. Department of Budget and Management staff will provide assistance for this process to any department that may need help. Also, a budget overview was prepared for your reference.

If you have any questions please contact Dina Treviño or Dámaris SanMiguel at extensions 5405 or 5410 respectively.

#### **BAP Instructions**

1. Open Budget Application Program (BAP)
  - a. To open the BAP you will have to use your internet browser and type in <http://bap> (**Screen 1.1**). The screen displayed will ask you for a user ID and password. Type the user ID and password previously provided to access the database. (**Screen 1.2**) Do NOT use the back or forward button in the toolbar of the internet browser. This may create a problem with your data entry and you are subject to lose all data.

**Do NOT  
Use**

Screen 1.1



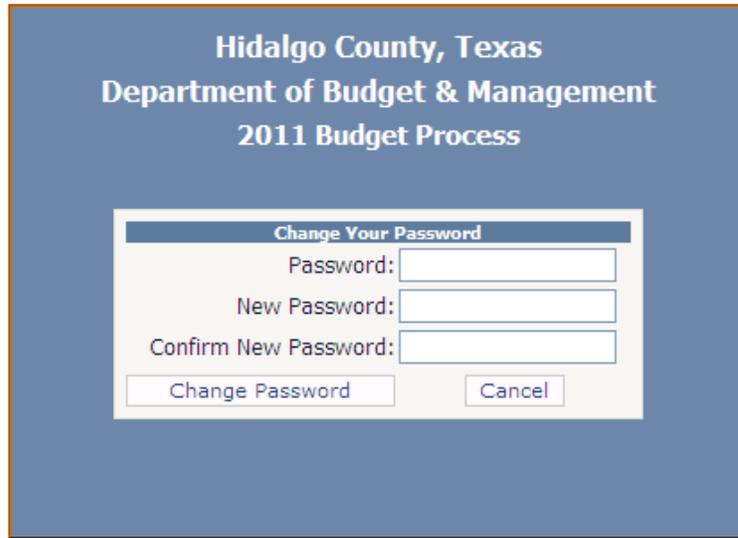
Screen 1.2

A screenshot of a login page titled 'Hidalgo County, Texas Department of Budget & Management 2011 Budget Process'. The page has a blue background. In the center, there is a white box with a dark blue header that says 'Please, Log In'. Below the header are two input fields: 'User Name:' and 'Password:'. Below the password field is a checkbox labeled 'Remember me next time.' and a 'Log In' button. At the bottom of the white box, there is a link that says 'Forgot User Name or Password?'. A red arrow points from the right side of the page to the 'Log In' button, labeled '1a'.

2. Home Page

- a. The program will prompt you to change your password. (Screen 2.1)

## Screen 2.1



Hidalgo County, Texas  
Department of Budget & Management  
2011 Budget Process

Change Your Password

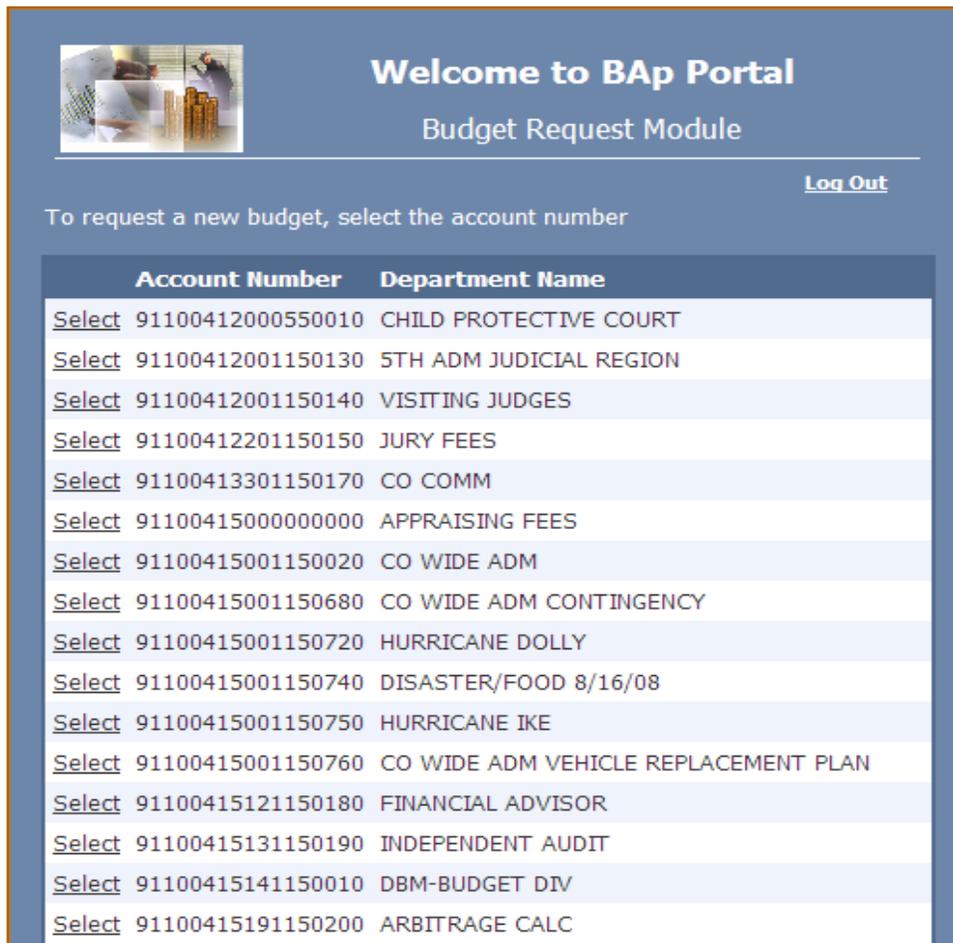
Password:

New Password:

Confirm New Password:

- b. Please verify that all the accounts you can access are indeed your department. If there is any account that you are not responsible for or you are missing an account number please inform the DBM to assist you. **(Screen 2.2)**

## Screen 2.2



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>	91100412000550010	CHILD PROTECTIVE COURT
<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>	91100413301150170	CO COMM
<a href="#">Select</a>	91100415000000000	APPRAISING FEES
<a href="#">Select</a>	91100415001150020	CO WIDE ADM
<a href="#">Select</a>	91100415001150680	CO WIDE ADM CONTINGENCY
<a href="#">Select</a>	91100415001150720	HURRICANE DOLLY
<a href="#">Select</a>	91100415001150740	DISASTER/FOOD 8/16/08
<a href="#">Select</a>	91100415001150750	HURRICANE IKE
<a href="#">Select</a>	91100415001150760	CO WIDE ADM VEHICLE REPLACEMENT PLAN
<a href="#">Select</a>	91100415121150180	FINANCIAL ADVISOR
<a href="#">Select</a>	91100415131150190	INDEPENDENT AUDIT
<a href="#">Select</a>	91100415141150010	DBM-BUDGET DIV
<a href="#">Select</a>	91100415191150200	ARBITRAGE CALC

### 3. Main Form

- a. The main Form is the budget request form and is displayed when you select and double click on the account number you wish to work on. **(Screen 3.1)**

- b. After choosing the account, select the object code needed to enter your budget request/adjustment.

Once you have selected the object code, the information will stay highlighted. Then, you have the option to select the Edit/View button to enter the request or select Budget Issue option to request additional funding. **(Screen 3.4)**

If you enter an additional funding amount into the budget issues option, the program will require a justification.

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

- c. Below is the list of options available on the main form: **(Screen 3.1)**
  - 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. Budget Issues – To enter budget issues identified for the 2011 budget year. **(Screen 3.4)**
  - v. View Report – Displays a summary of your budget, including budget issues, that can be printed for your records.
  - vi. Back – To return to the Home Page. (Screen 2.2)
- d. Departments can request a budget that is equal to or less than the 2010 original budget level. Employees assigned to do budget data entry are responsible for entering an amount (excluding Salaries and fringes) into each object code within the 2010 budget parameters. If the 2010 budget level is exceeded during the data entry process, the following message will be displayed: "Your budget level for the year 2011 is \$\_\_\_\_\_. You have exceeded your request by \$\_\_\_\_\_. Please revise your budget request."



**For the 2011 budget request process, the budget program has been programmed to allow departments to delete positions. Object code 900 has been created to allow data entry of the total cost of the position/s selected to be deleted. Employees assigned to enter the budget request must enter a negative amount for this object code along with the position title and slot# of the position to be deleted. Additional reports (Salary Schedule) may be requested from the Department of Budget and Management. (Screen 3.5)**

3c-i

3c-ii

3c-iii

3c-iv

3c-v

3c-vi

### Screen 3.1

**BAp - Budget Request Module**

FUND :  
 FUNCTION :  
 DEPARTMENT :  
 ACCOUNT :

**Department Request Form**

Select	Object Code	Object Name	2009 Expended Budget	2010 Original Budget	2011 Request Budget
Select	432	Repair and maintenance services-equipment and vehicles	\$7,221.52	\$500.00	\$0.00
Select	434	Repair and maintenance services-vehicles	\$637.73	\$0.00	\$0.00
Select	442	Rental of equipment and vehicles	\$6,609.60	\$4,200.00	\$0.00
Select	529	Surety and notary bonds	\$0.00	\$71.00	\$0.00
Select	<b>531</b>	<b>Telephone and telegraph</b>	<b>\$6,607.65</b>	<b>\$1,500.00</b>	<b>\$0.00</b>
Select	532	Wireless devices	\$1,765.36	\$800.00	\$0.00
Select	534	Internet services	\$0.00	\$2,100.00	\$0.00
Select	535	Postage and express mail charges	\$283.71	\$4,400.00	\$0.00
Select	540	Advertising	\$2,369.96	\$3,500.00	\$0.00
Select	550	Printing and binding	\$0.00	\$1,125.00	\$0.00
Select	581	In-county employee travel	\$0.00	\$500.00	\$0.00

**Current Budget Level : \$1,499,258.00**

Object Code Description	2009 Expended Budget	2010 Original Budget	2011 Request Bdg.
Expenditures for local and long-distance telephone services.	\$1,256,737.50	\$1,499,258.00	\$1,392,858.00
<b>Grand Total</b>	<b>\$1,256,737.50</b>	<b>\$1,499,258.00</b>	<b>\$1,392,858.00</b>
<b>Total Salaries</b>	<b>\$1,178,658.13</b>	<b>\$1,383,850.00</b>	<b>\$1,337,858.00</b>
<b>Total Operating Expenses</b>	<b>\$78,079.37</b>	<b>\$115,408.00</b>	<b>\$55,000.00</b>

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### Screen 3.2

**BAp - Budget Request Module**

FUND :  
 FUNCTION :  
 DEPARTMENT :  
 ACCOUNT :

**Your budget amount for the year 2011 is \$1,499,258.00 Your budget request should not exceed your current budget level. As of today, you have reduced your budget by \$106,400.00 equivalent to 7.0968%**

**Department Request Form**

Select	Object Code	Object Name	2009 Expended Budget	2010 Original Budget	2011 Request Budget
Select	113	Full Time Employees	\$934,875.61	\$1,113,426.00	\$1,057,498.00
Select	115	Longevity	\$2,721.16	\$3,780.00	\$5,520.00
Select	118	Auto allowance	\$0.00	\$5,400.00	\$5,400.00
Select	211	Health insurance	\$80,307.49	\$62,261.00	\$79,200.00
Select	212	Life insurance	\$548.07	\$621.00	\$594.00
Select	220	Social Security and Medicare (FICA) contributions	\$69,778.98	\$85,880.00	\$81,734.00
Select	230	Retirement contributions	\$84,740.41	\$106,869.00	\$102,572.00
Select	250	Unemployment compensation	\$4,687.84	\$5,613.00	\$5,340.00
Select	260	Workers' compensation	\$998.57	\$0.00	\$0.00
Select	336	Computer services	\$2,250.00	\$0.00	\$0.00
Select	339	Other professional services	\$0.00	\$68,500.00	\$0.00

**Current Budget Level : \$1,499,258.00**

### Screen 3.3

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

2009 Expended Budget	<input type="text" value="\$5,299.72"/>
2010 Original Budget	<input type="text" value="\$1,500.00"/>
2011 Request Budget	<input type="text" value="\$1,500.00"/>

**Justification (Explain the request)**

### Screen 3.4

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

2009 Expended Budget	<input type="text" value="\$0.00"/>
2010 Original Budget	<input type="text" value="\$68,500.00"/>
2011 Request Budget	<input type="text" value="\$0.00"/>
<b>2011 Budget Issues</b>	<input type="text" value="\$0.00"/>

**Justify special request amount**

### Screen 3.5

1100-000-001-001-0-900  
SALARY ADJUSTMENTS

2009 Expended Budget

2010 Original Budget

2011 Request Budget  ← **Enter a negative amount**

Justification (Explain the request)

Executive Assistant slot# 0024  
Clerk slot# 0045

← **List the position title and slot # of the position(s) to be deleted**

**If additional reports are needed (salary schedule), please request them to the Department of Budget and Management.**

#### 4. Add New Object Code

- a. Double click on "add new object code" option from the main form. **(Screen 3.1)**
- b. Below is an illustration with different options that are available on the add new object code form: **(Screen 4.1)**
  - 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 4.1

1100-000-001-001-0  
Department's Name

Object Code Number [Select Object Code] (4b-i)

Object Code Description (4b-ii)

2011 Request Budget 0.00 (4b-iii)

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

OK Cancel (4b-v)

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.

5a

## Screen 5.1

5b

**BAP - Budget Request Module**

FUND :  
FUNCTION :  
DEPARTMENT :  
ACCOUNT :

Only new object codes added by user can be deleted. This is not a new object code

**Department Request Form**

Select	Object Code	Object Name	2008 Expended Budget	2009 Original Budget	2010 Proposed Budget
Select	222	Life insurance	\$150.13	\$162.00	\$162.00
Select	220	Social Security and Medicare (FICA) contributions	\$38,726.74	\$43,811.00	\$43,815.00
Select	230	Retirement contributions	\$47,133.22	\$51,657.00	\$54,529.00
Select	250	Unemployment compensation	\$651.56	\$738.00	\$738.00
Select	260	Workers' compensation	\$10,575.63	\$5,481.65	\$0.00
Select	320	<b>Professional</b>	<b>\$52,000.00</b>	<b>\$52,000.00</b>	<b>\$52,000.00</b>
Select	339	Other professional services	\$0.00	\$3,100.00	\$3,100.00
Select	529	Surety and notary bonds	\$0.00	\$0.00	\$0.00
Select	583	Out-of-county employee travel	\$5,989.91	\$8,000.00	\$4,000.00
Select	584	Registration fees	\$2,575.00	\$2,000.00	\$1,000.00
Select	601	Office and computer supplies	\$0.00	\$0.00	\$0.00
Select	810	Dues and memberships	\$121,650.25	\$55,000.00	\$55,000.00

6. View Budget Request – Displays a summary of your budget. Please print for your records.

Hidalgo County, Texas  
Department of Budget and Management

**2011 Budget Request**

Account Number

Department Name

Object Code Number	Object Name	2008 Expended Budget	2009 Original Budget	2010 Proposed Budget	2010 Budget Issues
111	Officials	\$374,400.00	\$393,120.00	\$393,120.00	\$0.00
112	Department Heads	\$49,937.60	\$115,534.00	\$115,533.60	\$0.00
113	Full Time Employees	\$71,115.69	\$22,800.00	\$22,800.00	\$0.00
115	Longevity	\$1,190.00	\$1,260.00	\$1,320.00	\$0.00
118	Auto allowance	\$40,061.16	\$40,000.00	\$40,000.00	\$0.00
211	Health insurance	\$22,834.68	\$24,984.00	\$17,490.00	\$0.00
212	Life insurance	\$150.13	\$162.00	\$162.00	\$0.00
220	Social Security and Medicare (FICA) contributions	\$38,726.74	\$43,811.00	\$43,815.00	\$0.00
230	Retirement contributions	\$47,133.22	\$51,657.00	\$54,529.00	\$0.00
250	Unemployment compensation	\$651.56	\$738.00	\$738.00	\$0.00
260	Workers' compensation	\$10,575.63	\$5,481.65	\$0.00	\$0.00
320	Professional	\$52,000.00	\$52,000.00	\$52,000.00	\$0.00
339	Other professional services	\$0.00	\$3,100.00	\$3,100.00	\$0.00
529	Surety and notary bonds	\$0.00	\$0.00	\$0.00	\$0.00