



2014

BUDGET BULLETIN

Department of Budget & Management

ELECTED OFFICIALS, APPOINTED OFFICIALS AND DEPARTMENT HEADS

Subject: Budget Application Program (BAP) Instructions

Date Issued: June 10, 2013

Number: 2014-2

The Budget Application Program (BAP) will be available on-line at <http://bap> from today June 10 to June 21, 2013. This program allows departments to prepare and enter their budget requests from the convenience of their offices.

Departments without 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 at (956)292-7025 to schedule an appointment.

Attached are step-by-step instructions to access your BAP account. Instructions will also be posted online at www.co.hidalgo.tx.us under 2014 Budget Process link. DBM staff will be available to provide assistance to any department experiencing difficulties accessing their BAP accounts.

All personnel related request must be current and must be submitted to the Human Resources Department no later than June 21, 2013 to be considered for the 2014 Budget.

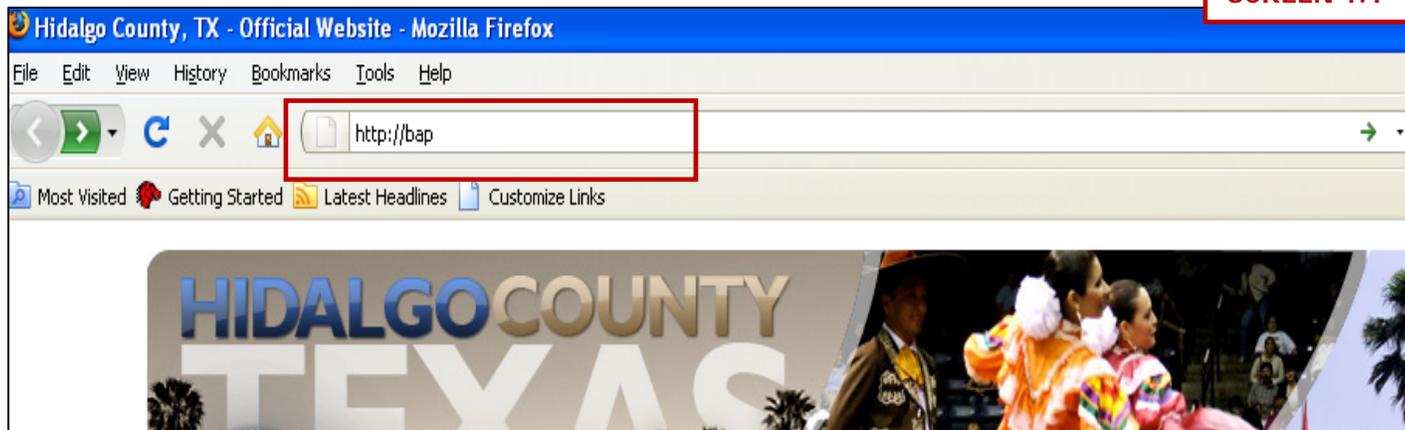
If you have any questions please contact Dina Treviño or Dámaris SanMiguel at extensions 5405 or 5410 respectively.

BAP Instructions:

1. Open Budget Application Program (BAP)

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

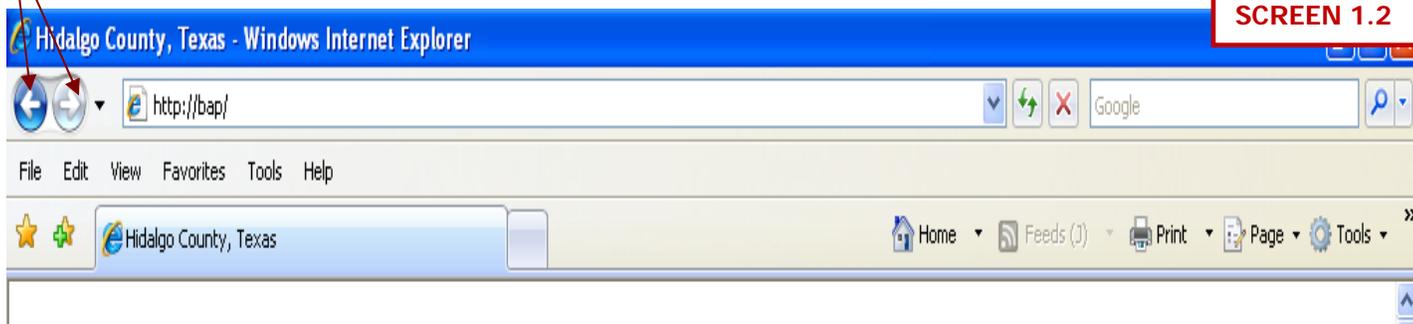
SCREEN 1.1



- 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
2014 Budget Process

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
2014 Budget Process

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
Select	41100412001250290	DOMESTIC RELATIONS
Select	41100413001250010	EXECUTIVE OFFICE
Select	41100413301250040	CO COMM
Select	41100415131250050	INDEPENDENT AUDIT
Select	41100419001250080	TAC
Select	41100419402200010	FACILITIES MANAGEMENT

3. Main Form

- a. The main Form is the budget request form. Select the object code you wish to request/adjust.
- b. Below is the list of options available on the main form:

SCREEN 3.1 - Main Form

Select	Object Code	Object Name	2012 Expended Budget	2033 Original Budget	2014 Request Budget
Select	114	REG PART-TIME EMPLOYEES	\$0.00	\$30,325.00	\$30,325.00
Select	211	HEALTH INSURANCE	\$0.00	\$4,164.00	\$4,164.00
Select	212	LIFE INSURANCE	\$0.00	\$27.00	\$27.00
Select	220	SOCIAL SECURITY CONTRIBUTIONS (FICA)	\$0.00	\$2,319.86	\$2,319.86
Select	230	RETIREMENT CONTRIBUTIONS	\$0.00	\$3,129.54	\$3,129.54
Select	250	UNEMPLOYMENT COMPENSATION	\$0.00	\$151.63	\$151.63
Select	260	WORKERS COMPENSATION	\$0.00	\$15.16	\$15.16

- 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 2013 budget year.
 - v. **View Report** – Displays a summary of your budget, including budget issues, which can be printed for your records.
 - vi. **Back** - To return to the Home Page. **(Screen 2.1)**
- c. Select the Edit/View button if you will be requesting adjustments within the budgeted amount **(Screen 3.2)** or select Budget Issue option to request additional funding. **(Screen 3.3)**

NOTE: 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.

SCREEN 3.2 - Edit/View

SCREEN 3.3 – Budget Issues

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

SCREEN 3.4

Your budget level for the year 2014 is \$1,312,468.23 You have exceeded your request by \$500.00 Please revise your Budget

2012 Expended

2013 Oriainal Budaet

2014 Reaquest Budaet

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 :

Department Request Form

Select	Object Code	Object Name	2012 Expended Budget	2013 Original Budget	2014 Request Budget
Select			\$787,744.00	\$950,000.00	\$950,000.00

- b. Below is an illustration with different options that are available on the add new object code form: (**Screen 4.2**)
- Object Code #** – The drop down menu will display all the object code numbers with their corresponding names
 - Object Description** – If you selected either an object code name or number the description will be displayed automatically.
 - Budget Amount** – Enter the budget amount needed
 - Justification** – Briefly explain the request
 - Save or Cancel**– Save new object code or cancel operation.

SCREEN 4.2

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

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

Object Code Description
 [Text Area] ← **4b-ii**

2014 Budget: 0.00 ← **4b-iii**

Justification (Explain the Request)
 [Text Area] ← **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 :

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

Select	Object Code	Object Name	2012 Expended Budget	2013 Original Budget	2014 Request Budget
Select			\$793,010.00	\$800,000.00	\$0.00
Select			\$0.00	\$0.00	\$0.00

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