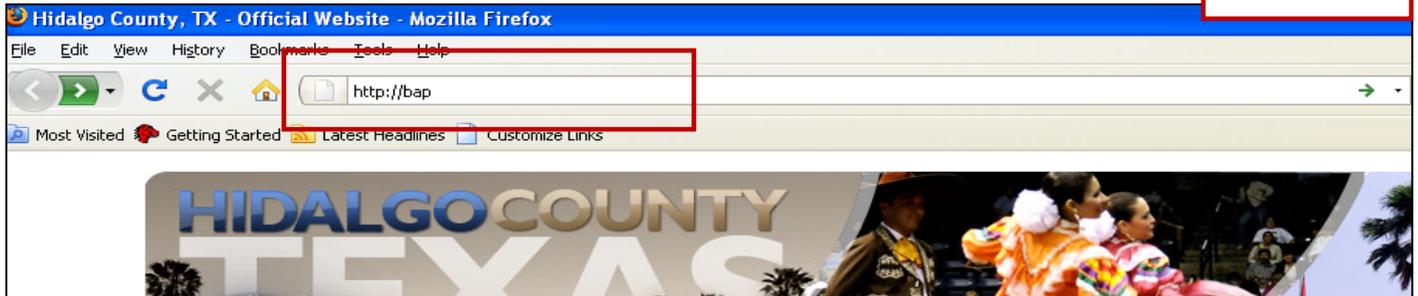


BUDGET APPLICATION PROGRAM (BAP) INSTRUCTIONS

1. Open Budget Application Program (BAP)

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

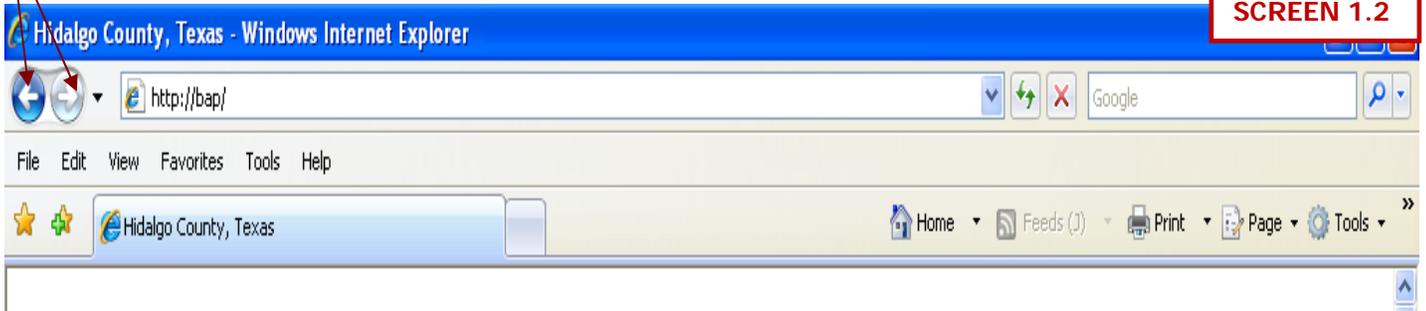
SCREEN 1.1



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

A screenshot of the login screen for the Hidalgo County, Texas Department of Budget & Management. The page has a blue background with the text "Hidalgo County, Texas Department of Budget & Management" at the top. Below this is a white box with a blue header that says "Please, Log In". Inside the box, there are two input fields: "User Name:" with the text "john.smith" and "Password:" with the text "budget". Below the password field is a checkbox labeled "Remember me next time." and a "Log In" button. At the bottom of the page, there is a link that says "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
Select	61100412000450010	AUXILIARY COURT
Select	61100412001150130	5TH ADM JUDICIAL REGION
Select	61100412001150140	VISITING JUDGES
Select	61100412201150150	JURY FEES
Select	61100412301150160	PUBLIC DEFENSE
Select	61100412301150830	CHILD WELFARE DEFENSE
Select	61100412301150840	OTHER PUBLIC DEFENSE
Select	61100415000000000	APPRAISING FEES
Select	61100415001150020	CO WIDE ADM
Select	61100415141150010	BUDGET & 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:

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	2013 Actual Expenditures	2014 Actual Expenditures	2016 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	2013 Actual Expenditures	2014 Actual Expenditures	2016 Request Bdg.
Grand Total	\$1,148,968.72	\$1,186,788.09	\$1,267,591.39

- 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

2013 Actual Expenditures

2014 Actual Expenditures

2016 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)

SCREEN 4.1

BAp - Budget Request Module

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	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.

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

2016 Request Budget [Text Box] 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 :

5a → **Delete Object Code** ← **5b**

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	2013 Actual Expenditures	2014 Actual Expenditures	2016 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 :

View Report

Department Request Form