

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)

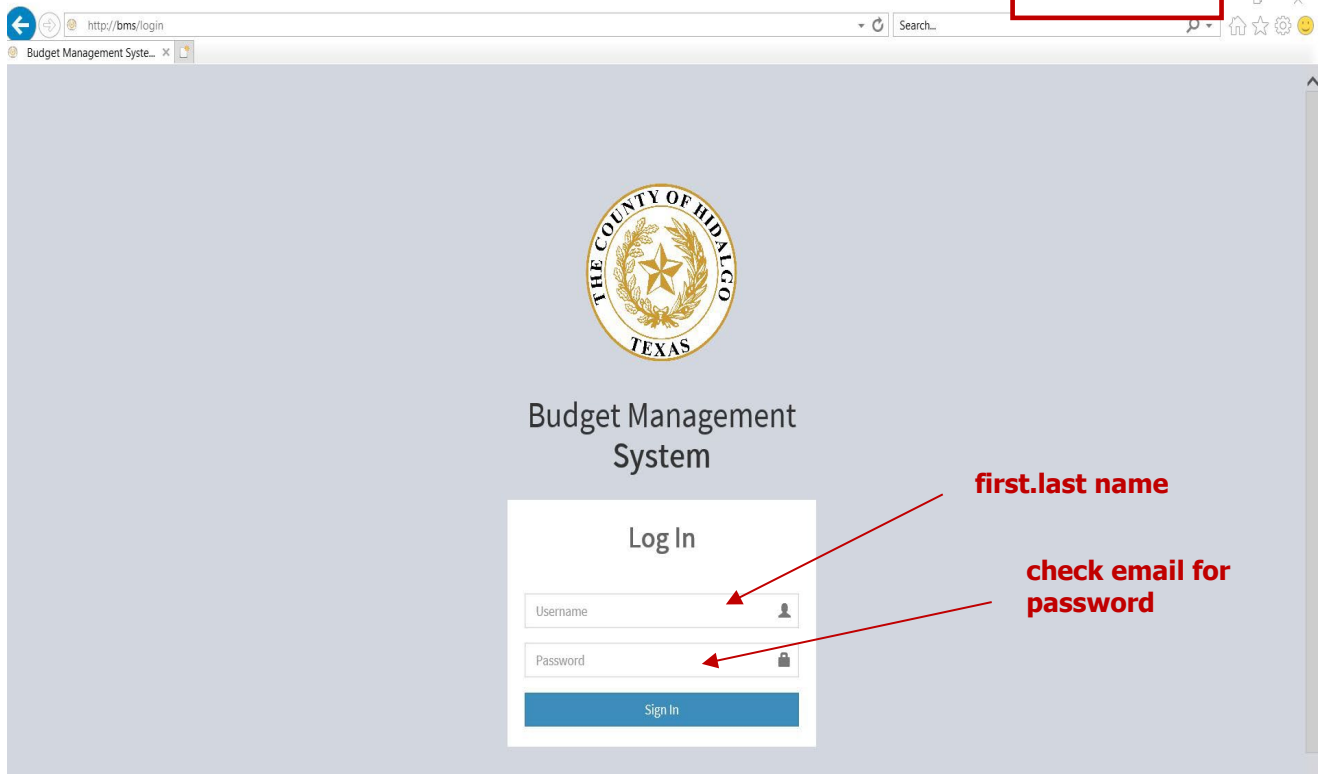
- a) Open your internet browser and type in <http://bms/login>

SCREEN 1.1



- 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 or "authentication code" is case sensitive. If unable to locate the email with your user name and password, search for an email from this address:
it_noreply@co.hidalgo.tx.us

SCREEN 1.2



2. Home Page

- a. 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 Home > Department Accounts

2023 - Budget Process

Department Accounts Selection Menu

Show 10 entries Search:

	Account Number	Department Name
Select Department Account	1100-412-00-115-013-0	5TH ADM JUDICIAL REGION
Select Department Account	1100-412-00-115-014-0	VISITING JUDGES
Select Department Account	1100-412-20-115-015-0	JURY FEES
Select Department Account	1100-412-30-115-016-0	PUBLIC DEFENSE
Select Department Account	1100-412-30-115-083-0	CHILD WELFARE DEFENSE
Select Department Account	1100-412-30-115-084-0	OTHER PUBLIC DEFENSE

3. Main Form

- a. The Main Form is the budget request form. All data will be saved as it is being entered. Select the object code you wish to request/adjust. You will only have access to modify operating object codes (300s and up).

SCREEN 3.1 - Main Form

BMS Home > Budget Request

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

[Add New Object Code](#)

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

4. Add New Object Code

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

2020 Expenditures	2022 Budget Request
\$102,530.14	\$0.00
\$828,091.09	\$0.00
\$5,444.36	\$0.00
\$122,298.00	\$0.00
\$716.40	\$0.00

- b. Add new object code: (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.

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)

Buttons: Add Object Code (4b-v), 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

	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 PDF summary of your budget. Please print and keep for your records.

SCREEN 6.1

Add New Object Code  

Search:




2021 Expenditures	2023 Budget Request
\$100,170.07	\$0.00

7. Personnel Requests – This section of the program is to provide for Personnel related requests. These include position reclassifications, demotions, title changes or new positions (Screen 7.1). Please note that for any personnel requests, back-up documentation needs to be submitted via email to the Human Resources department.

- 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.

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	7a	PERSONNEL ADJUSTMENTS	\$0.00	\$0.00

Showing 1 to 26 of 26 entries

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

- i. **Add Personnel Adjustment** – 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 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

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

- i. **Add Additional Position** – 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 Req

[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 Search:

	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