

BUDGET MANAGEMENT SYSTEM (BMS) INSTRUCTIONS

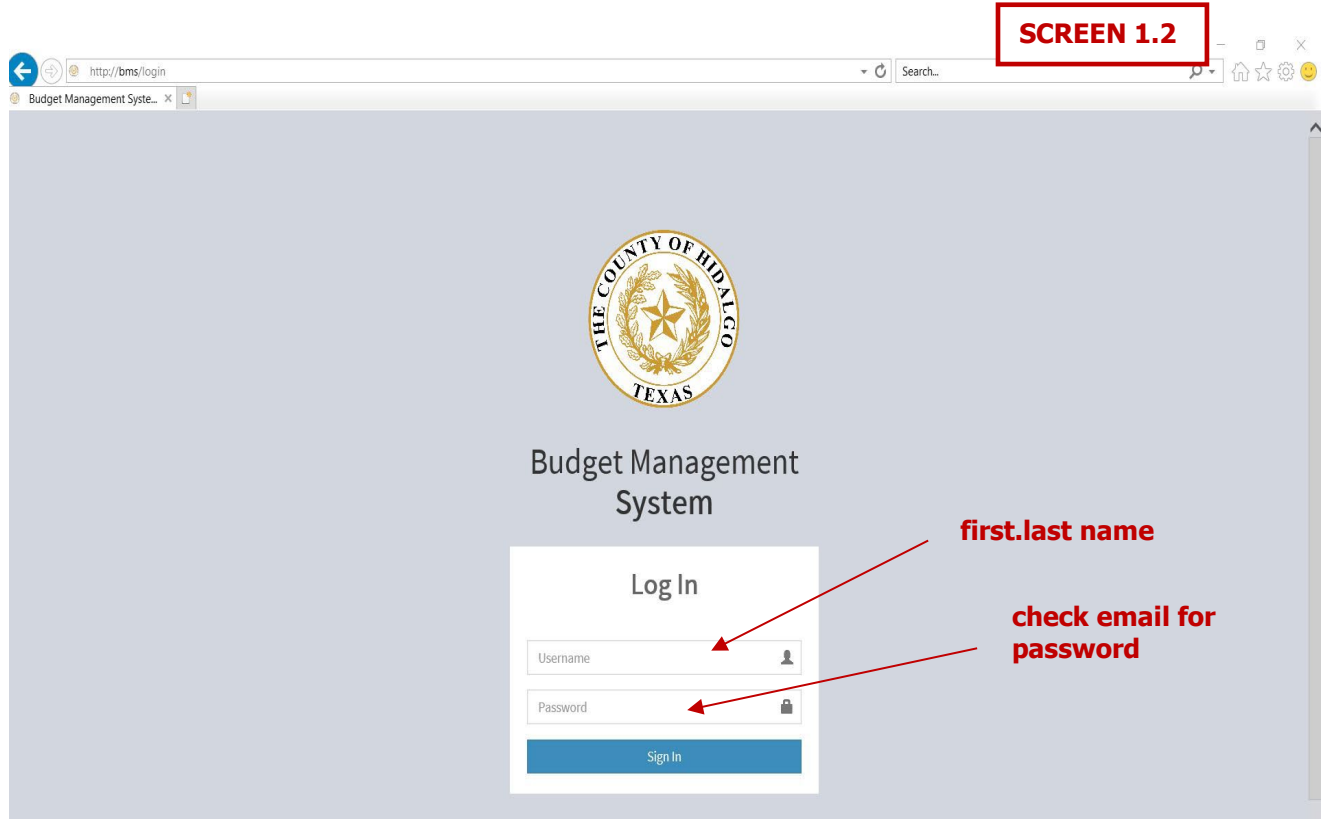
Please read the budget instructions carefully, if you have any questions regarding the budget management system contact the Department of Budget and Management.

1. Open Budget Management System (BMS)

- a) Open your internet browser and type in <http://bms/login> or click on the link from the email received with your credentials.



- 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's 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**



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 sergio.cruz

Home > Department Accounts

2024 - 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 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 inas

Budget Request Object Codes Home > Budget Request

[Back to Department Selection](#)

Fund:

Function:

Department:



Show 10 entries Search:

Object Code	Object Name	2021 Expenditures	2022 Expenditures	2024 Budget Request	It 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)

 Add New Object Code 

- ii. **Delete Object Code** – To delete a newly added object code that will not be used. 

- iii. **Edit/View** - To enter or change a 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)**

 Back to Department Selection

- 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: ×

1100 **-610**
GENERAL SUPPLIES

2020 Expenditures	3791.15	\$
2021 Expenditures	6212.91	\$
2024 Budget Request	0.00	\$

Justification

Justification 

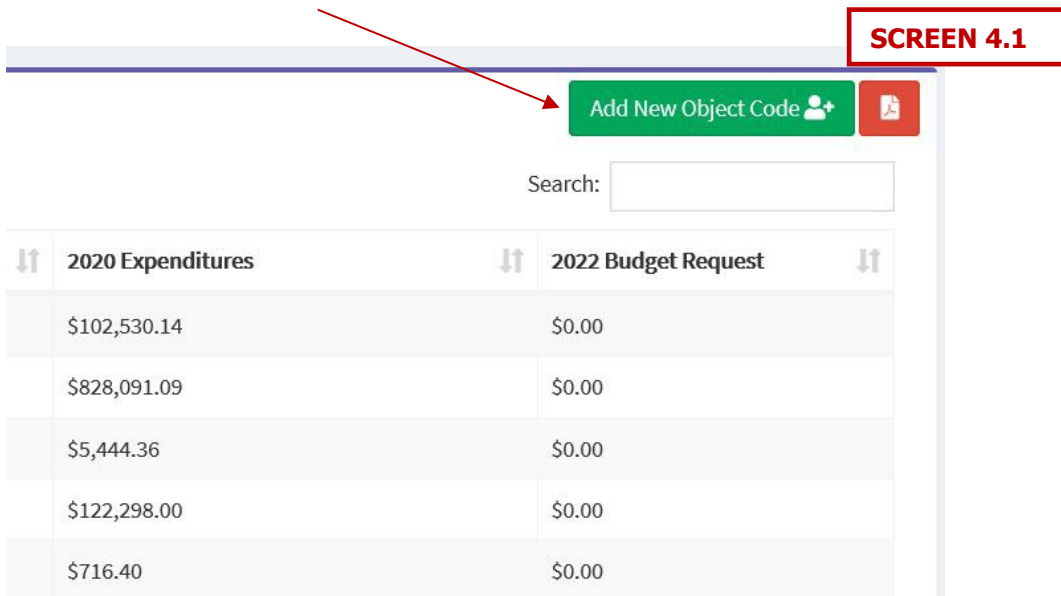
 

NOTE: A justification will be required for each entry, please briefly explain the reason for the request.

4. Add New Object Code

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

SCREEN 4.1



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)**

- 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**

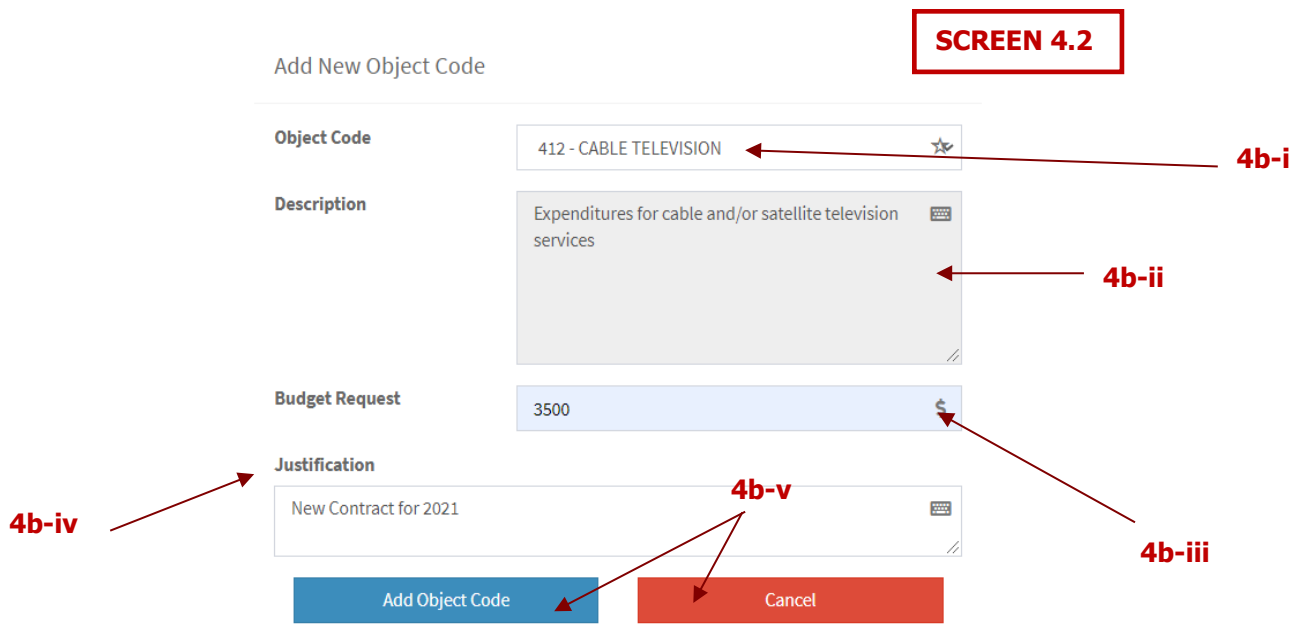
Description Expenditures for cable and/or satellite television services **4b-ii**

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

SCREEN 6.1

Add New Object Code  	
Search: <input type="text"/>	
2021 Expenditures	2023 Budget Request
\$100,170.07	\$0.00