New User Training
Objectives

- What is LGBMS
- Benefits of LGBMS
- Computer Requirements
- Requirements
- Account Basics
- User Support
- LGBMS Workflow
- Hands On Training
What is LGBMS

LGBMS is a web-based data capture and management system that was developed to standardize how local government budget data is gathered, reviewed, analyzed, and reported.

Because of the systematic process by which budget related activities are submitted, you will be able to track where your budget review request is, in the approval process.

System notifications inform you when a review request moves through the process.

Finally, because this system requires you to log in, the system also tracks who and when changes are made to your data submittals.
Benefits of LGBMS

- Intuitive Software Design
- Standardized data collection
- Systematic review process
- Automated validation, queries, reports, and notifications
- Effective data management, storage, and backup
- Document communication with your analyst via the system
- 24 hours/day, 7 days/week access
- Improved user authentication

Local Government Budget Management System
Computer Requirements

Minimum System Hardware Requirements

Computer must be internet capable
- Windows 7 or newer OS
- Mac OSX (Snow Leopard)
- 4GB RAM
- 2GHz processor

The majority of computers meet these requirements off the shelf.

Compatible System Software

Internet Browsers
- Edge/Internet Explorer
- Chrome
- Firefox
- Safari

Spreadsheet Software
- Microsoft Excel
- Others include: Numbers & Open Office Calc.
Requirements – Chart of Accounts (COA)

- The new standard COA used on LGBMS is more detailed than the previous LGD budget forms in Excel.
- Of the 400+ local entities that report to LGD, it is likely that there are 400+ different COA’s being used.
- The goal of the new standard COA is to standardize the data as much as possible in order to provide more accurate and comparable information to the Governor’s Office, State Agencies and the Legislature to assist in funding decisions.
- You are not required to change your COA however you will have to “cross-walk” your chart of accounts to the new standards.
- Cross-walking is accomplished by finding the best account match from your internal documents to the new standard COA.
Requirements – Chart of Accounts (COA)

There are resources available on the LGBMS Webpage:

- Excel Workbooks with the standard COA
- COA cross-walking Tips
- Video tutorial on cross-walking (word document with script for video tutorial can be used as a reference)
- Various documents to illustrate a cross-walk for a small local entity
Requirements – Chart of Accounts (COA)

The 3 Components of the Standard COA

- Fund, Department and Object Code. Each combination of these 3 components makes up the account string/budget line item.
- You do not need a specific department for all of your accounts
  - Only Expenditures require a specific department code (i.e. 2002 General Administration)
  - For Cash, Revenues and Transfers use code **0001 No Department**
Requirements

USER

Individual E-mail Account

- Shared or Group e-mail accounts are not allowed.

Individual LGBMS Account

- Shared or Group accounts are not allowed.

Set up in completed by submitting a Security Access Form (SAF) available on the NM DFA LGBMS Website

http://nmdfa.state.nm.us/lgbms.aspx

SUPPORTING DOCUMENTATION

All supporting documentation must be electronic.
- PDF
- Excel Spreadsheets
- Word Documents

Examples of supporting budget and reporting schedules are available online on our webpage under the Budget Forms section
http://nmdfa.state.nm.us/bfb-forms.aspx
## Account Basics

**USERNAME**
- Your email address

**PASSWORD**
- Must consist of at least 8 characters and must include:
  - At least 1 uppercase letter
  - At least 1 lowercase letter
  - At least 1 number
  - At least 1 special character

If you forget your password, you can email your analyst.

System times-out after 20 minutes of no activity.
User Support

Webpage dedicated to LGBMS on our website
◦ http://www.nmdfa.state.nm.us/Budget__Finance_Bureau.aspx

User guides
◦ http://www.nmdfa.state.nm.us/lgbms.aspx

LGBMS email notifications

For all issues please contact your assigned analyst.
◦ Non-technical issues will be addressed by your analyst.
◦ Technical issues will be addressed by means of a “help ticket” which will be created by your assigned analyst.
Hands On Training
Interface (page 8)
Logging in (page 10)
Budget Module (page 11)

- Add and modify a budget item
- Import a budget
- Attach supporting documentation
- Submit a budget
- Respond to analyst comments
  - Comments at the item level
  - Comments at the fund level
- Standard Reports
Adjustment Module (page 35)

- Create a BAR
  - Local BAR
  - State BAR
- Add an adjustment item
  - Add a new budget item
  - Transfer within a fund
  - Transfer between funds
- Attach supporting documentation
- Submit a BAR
- Respond to analyst comment
- Standard Reports
Reporting Module (page 52)

- Add and modify a budget item
- Import a budget
- Attach supporting documentation
- Submit a budget
- Respond to analyst comments
  - Comments at the item level
  - Comments at the fund level
- Standard Reports