BANK MANAGEMENT SYSTEM
BUREAU OF THE FISCAL SERVICE

BMS Training For Bank Management Reporters

BMI Reporting Cycle

Financial Institutions report BMI into BMS

Business Day 1-7

Fiscal Service monitors/processes expenses

Day 8 - 3rd to last business day

Financial Institutions receive compensation

2nd to last business day

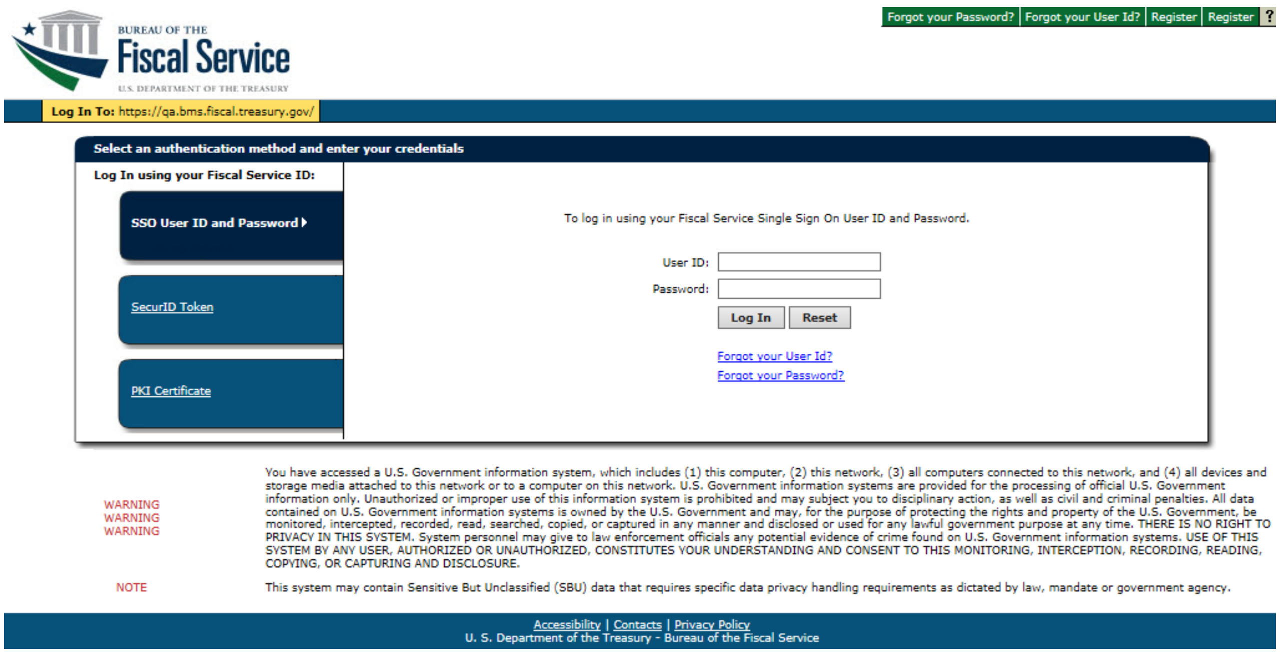
Financial Institution User Roles

- **Bank Management Reporter (BMR)** – This user will report BMI volumes each month for financial institution and has access to the following BMS functions:
  - Enter BMI (also Upload/Apply BMI)
  - View Comp Plan Structure
  - BMS Queries & Reports
  - User Profile & BMS User Guide
- **Local Security Administrator (LSA)** – This user's role is to manage access to the BMS comp plan. The LSA may add/delete users via the ITIM system or submit a BMS User Authorization Form. Their BMS access is restricted to a few reports, user profile, user guide and the user access group assignment screen.

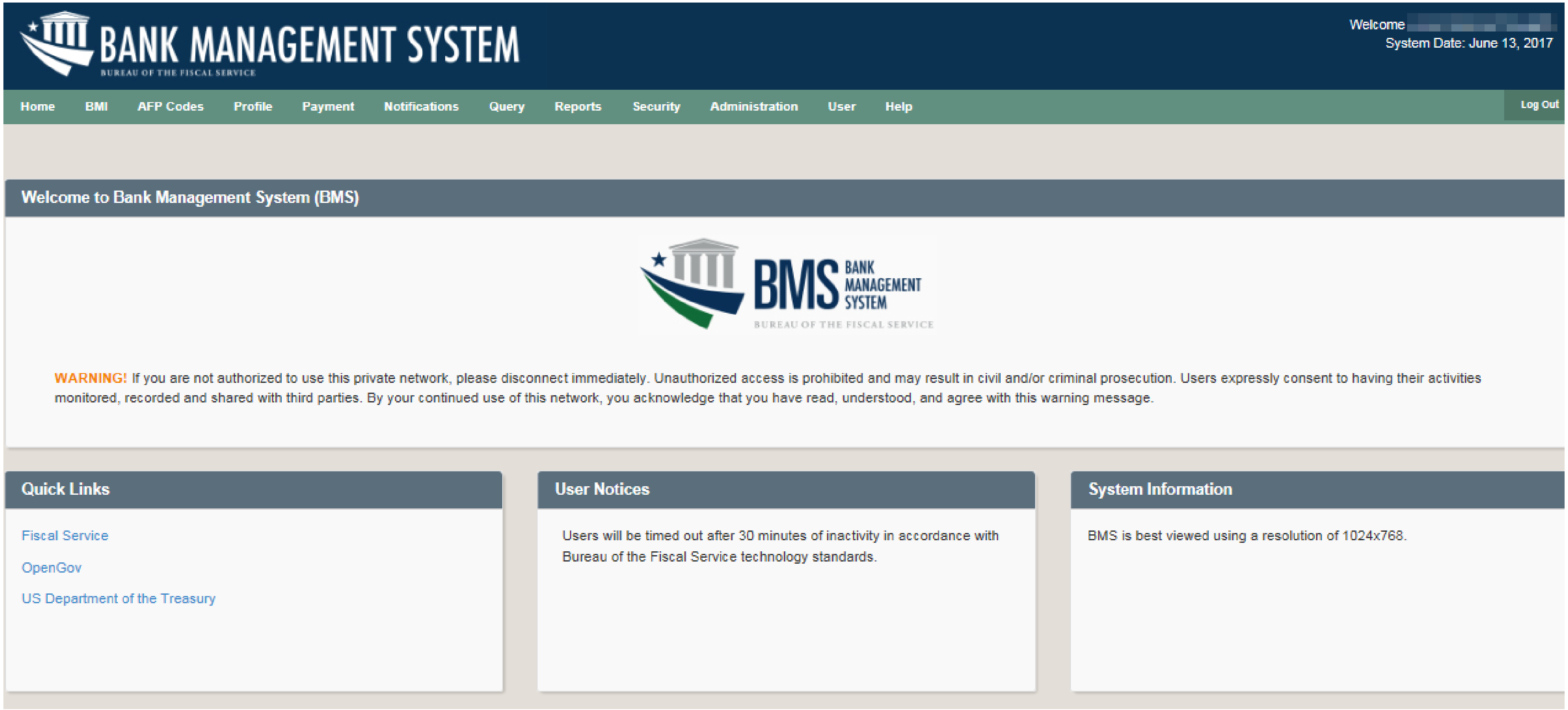
FEDERAL RESERVE BANK *of* ST. LOUIS
CENTRAL to AMERICA'S ECONOMY™

BMS User Login

- BMS Users will access the Bank Management System application via the Fiscal Service Login Screen at https: //bms.fiscal.treasury.gov using the ITIM user ID and password.

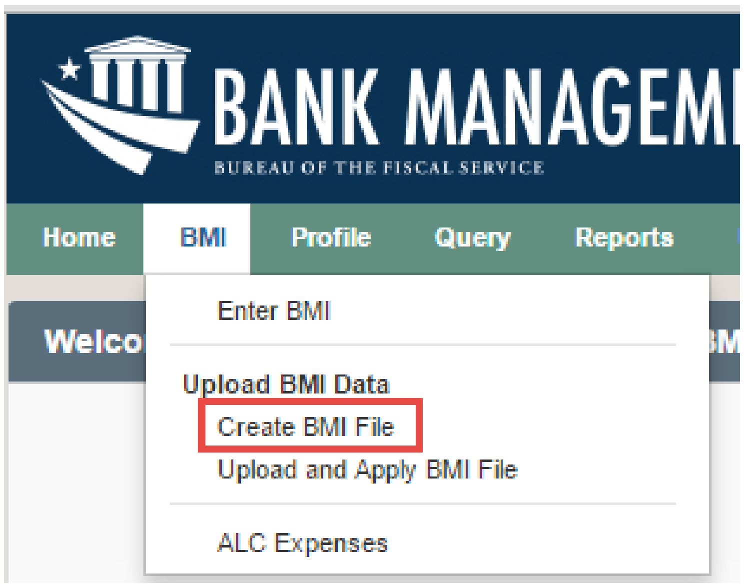


BMS Home Page



Create BMI Template

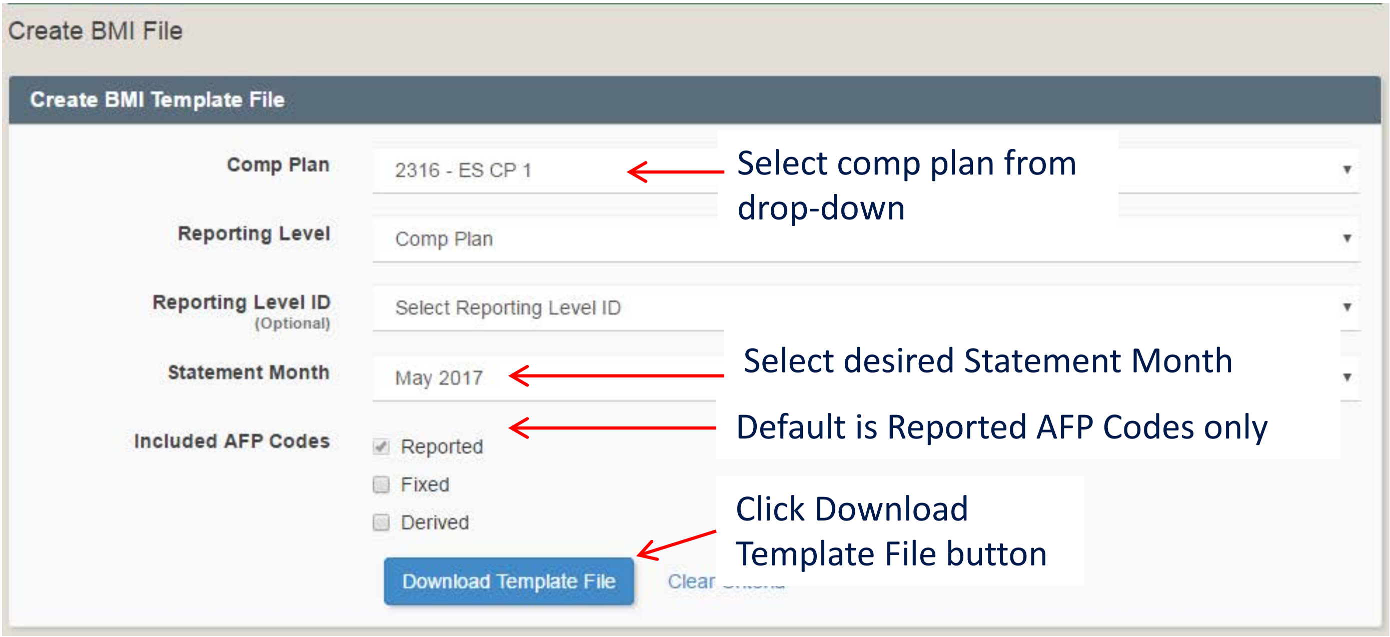
(Upload Method)



- Bank Management Reporter will upload/apply BMI volumes using a specially formatted Excel template.
- To create a new BMI template file, select Create BMI File from the BMI drop-down menu.
- Best Practice – Download a new template file each month.

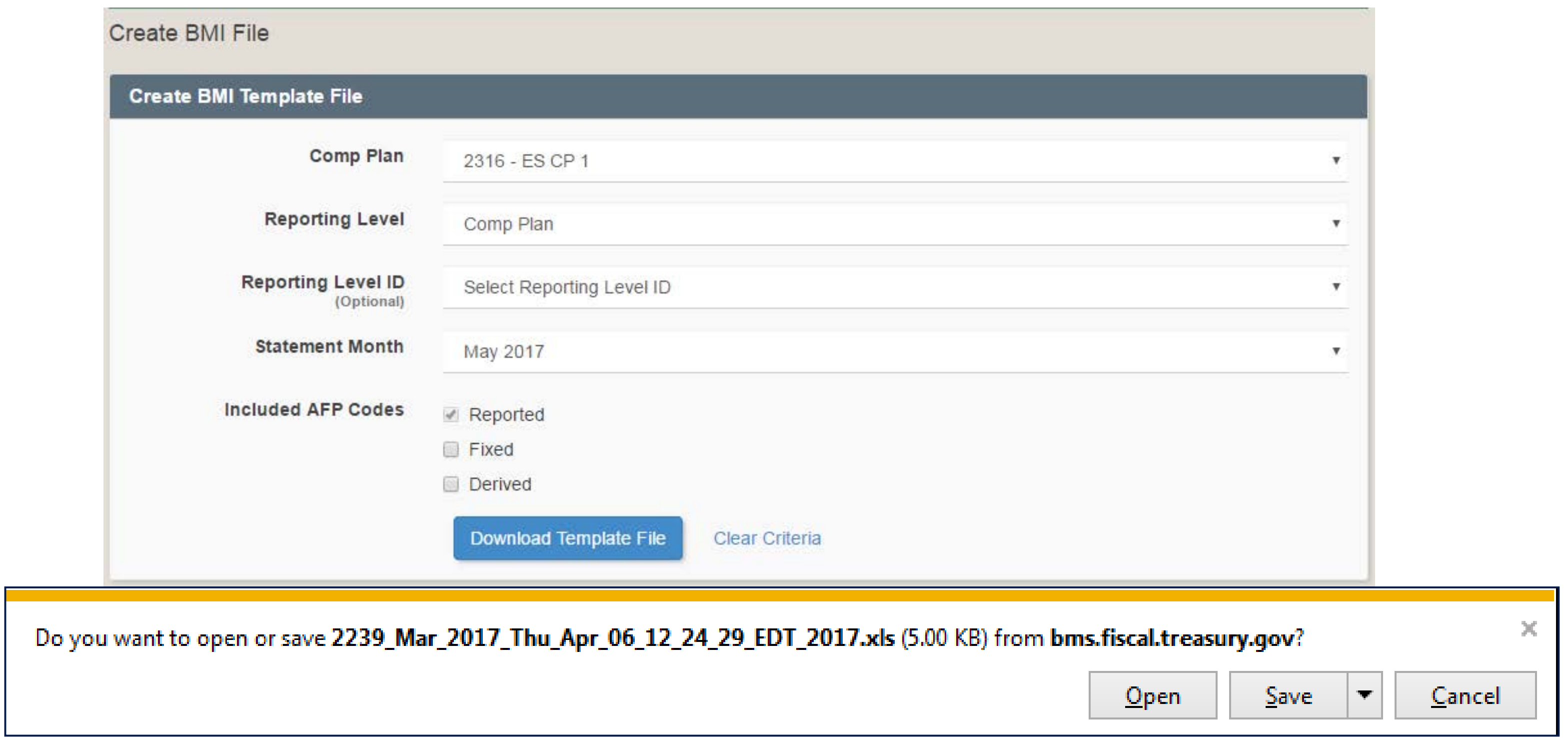
Create BMI File

- BMR users may download a blank BMI Data template on the Create BMI File Search Screen.
    - Select desired comp plan from the drop-down list, or click the Download Template File button to download a new BMI template.
    - Select desired Statement Month from the drop-down.
    - Default display is Reported Codes only (i.e., volumes reported by the bank)



Download Template

- Excel download window displays bottom of screen.
- Click open to open file.
- Note: BMS requires Excel 97-2003 format.



Edit/Save BMI Template

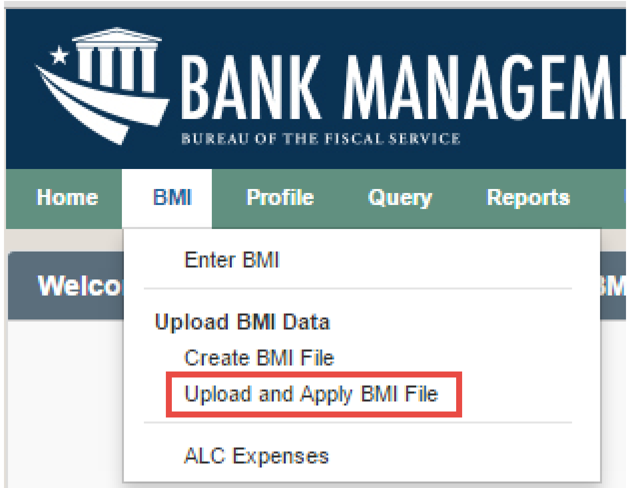
- Volume and Replace Flag fields are editable for the BMR user.
- Enter volumes for desired AFP Codes an save file (Excel 97-2003 format only).
- Volumes must be whole decimal values only.
- Use Replace Flag field as necessary.
- Bank Management Reporter will upload/apply BMI template file in BMS by the 7th business day of each month.

Enter Volumes as whole numbers

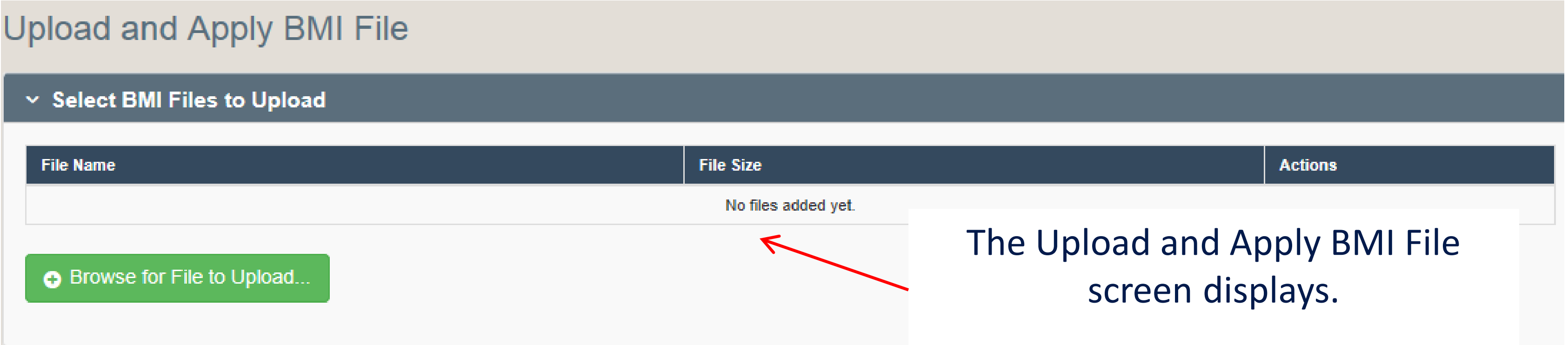
	A	B	C	D	E	F	G	H	I	J	K
1	Statement Month/Year	Comp Plan ID	Reporting Level	Reporting Level ID	AFP Code	Source	Volume	Replace Flag	Current Volume as of 06/09/2017	Price 1	Price 2
2	05/2017	2316	Comp Plan	2316	050000	Reported			1.00	$1.000000	$1.000000
3	05/2017	2316	Comp Plan	2316	050002	Reported			1.50	$1.000000	$1.000000
4	05/2017	2316	Comp Plan	2316	050003	Reported			0.20	$1.000000	$1.000000
5	05/2017	2316	Comp Plan	2316	050005	Reported			0.00	$1.000000	$1.000000
6	05/2017	2316	Site	877	100310	Reported			2.00	$1.000000	$1.000000

Use Replace Flag
when replacing
current volume
with new volume

Upload BMI File

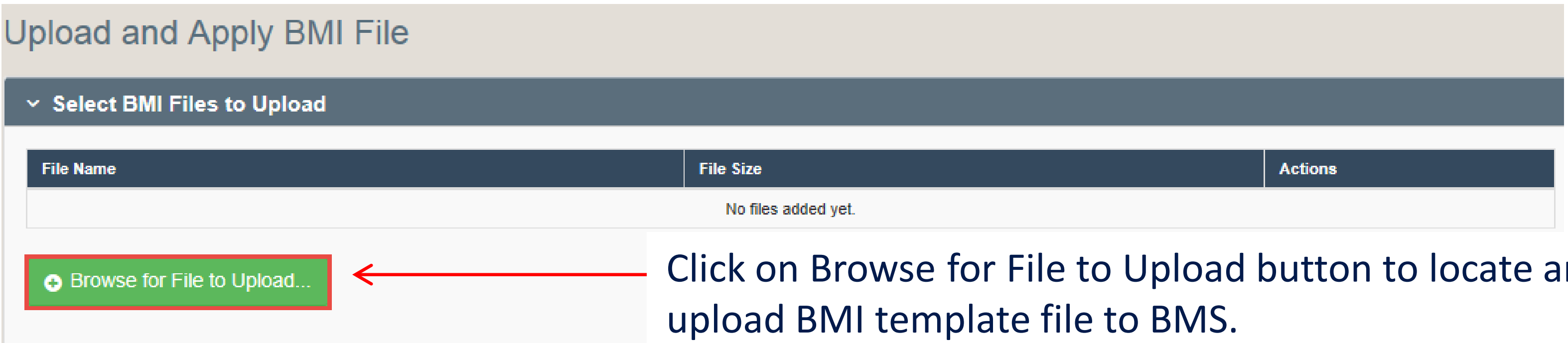


- BMI file must be uploaded before it can be applied to BMS.
- Select Upload and Apply BMI File from the BMI menu.



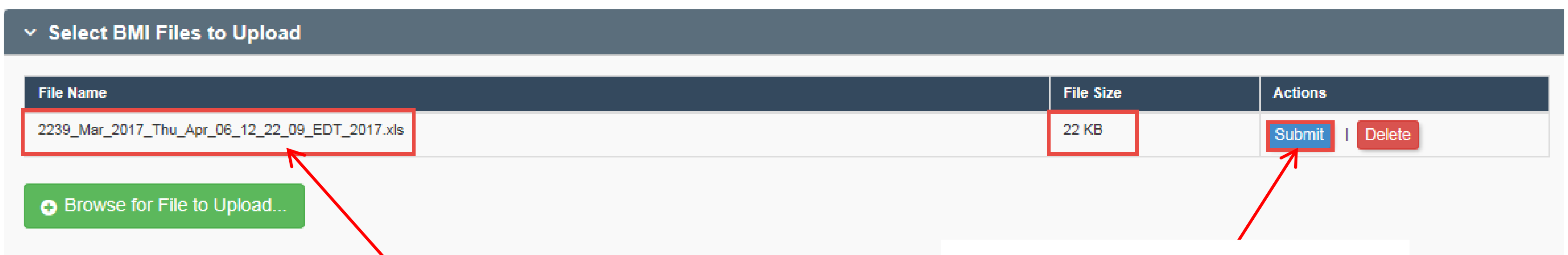
The Upload and Apply BMI File screen displays.

Upload BMI File



Click on Browse for File to Upload button to locate and upload BMI template file to BMS.

- Upload Window displays selected file. File name (clickable link) and file size display.
- Click Submit button to upload file (click delete to delete file without uploading).



Click Submit to upload file

Document hyperlink

Upload BMI File

- Confirmation message displays indicating successful upload.

File uploaded successfully. File was uploaded with 0 records rejected.

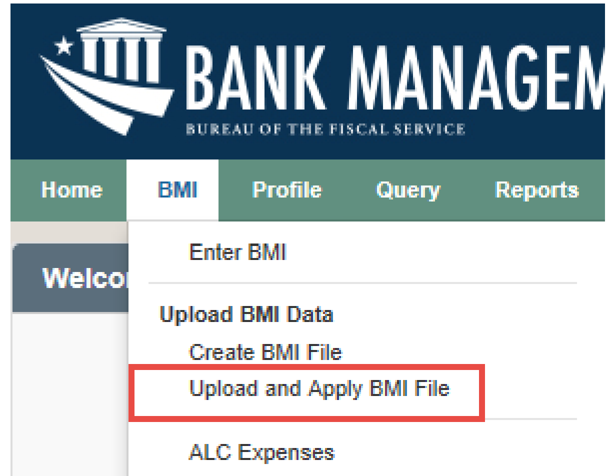
- Error message indicates file upload failure. Correct BMI template file and upload again.

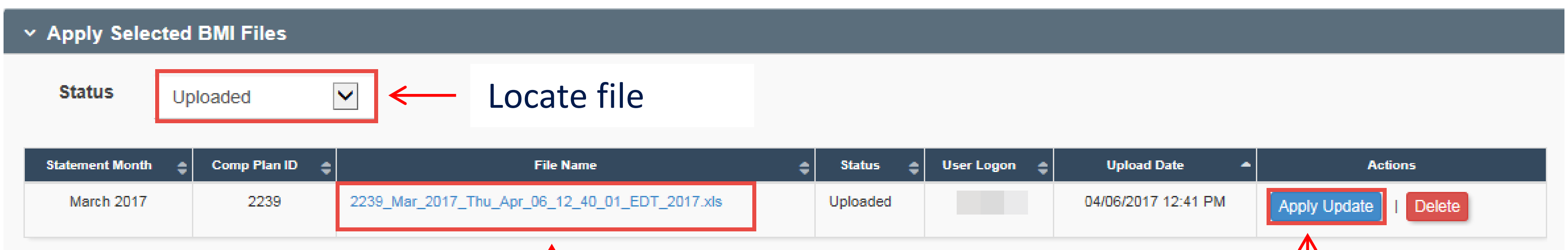
The file failed to upload to the server.

- Common errors may include invalid file format, spaces between digits, not using whole decimal values, alpha character in volume field.

Apply BMI File

- Once BMI template file is successfully uploaded, the next step is to apply the file to BMS.
- Action is completed by the Bank Management Reporter.
- Select Upload and Apply BMI File from BMI drop-down.
- Locate file in Apply Selected BMI Files window using Status drop-down.





Document hyperlink

Click Apply Update to apply volumes to BMS.

Apply BMI File

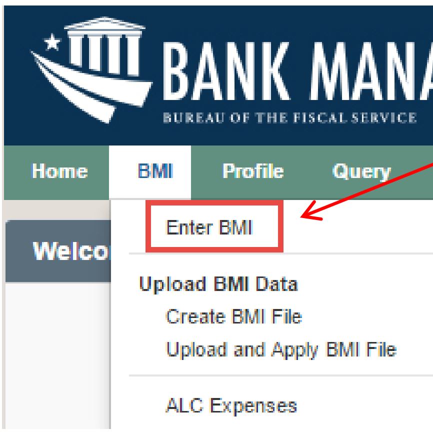
- Confirmation message displays indicating successful file application.

File applied successfully. File was applied with 3 new transactions and 0 records rejected.

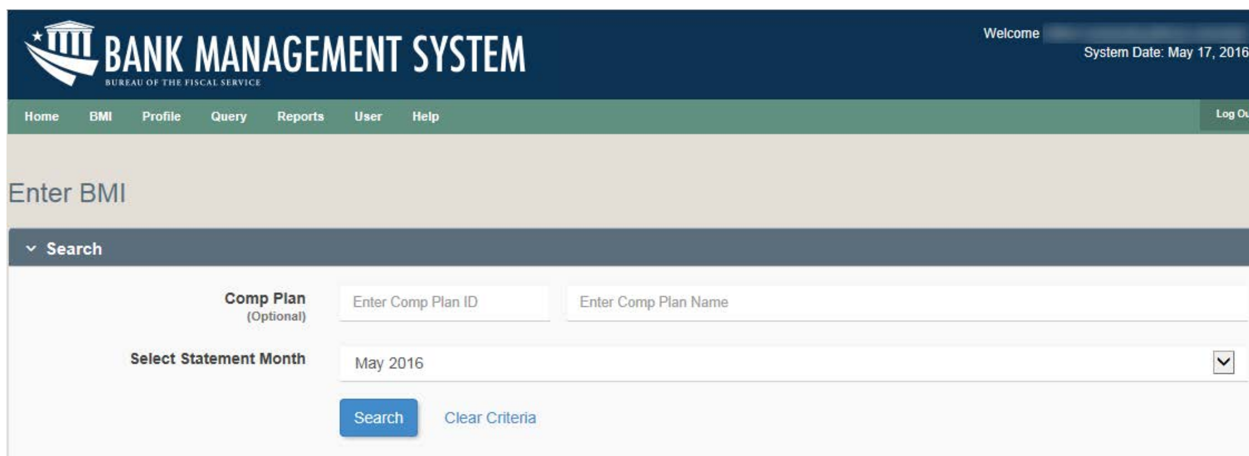
- Error message indicates file application failed. Make necessary corrections and upload/apply again.

The file failed to upload to the server.

Enter BMI (Manual Method)



- Bank Management Reports may enter BMI data manually into the BMS system.
- Click on Enter BMI on the BMI drop-down menu to begin.



- Enter Comp Plan ID or leave blank.
- Statement Month is required field.

Enter BMI

Enter BMI

› Search

- Comp plan(s) matching search criteria display in Results window.
- Click anywhere on the row to reveal the Details window.

⌄ Results

Comp Plan ID	Comp Plan Name	Net Volume	Net Value
2298	TGA Comp Plan 2298	0.00	$0.00

- The Details window displays the various reporting levels of the comp plan.
- Select the reporting level tab you want to work with.

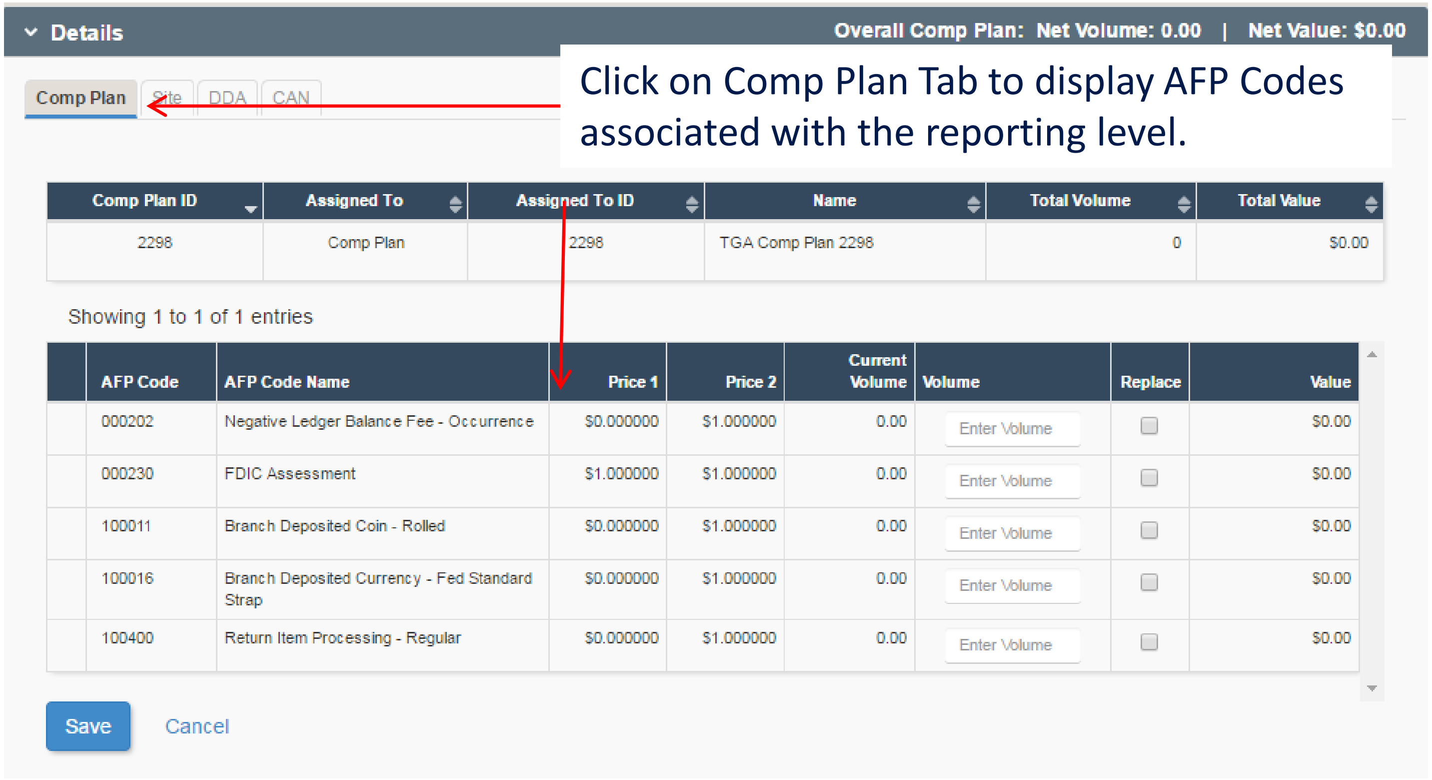
⌄ Details — Overall Comp Plan: Net Volume: 0.00 | Net Value: $0.00

Comp Plan | Site | DDA | CAN

Comp Plan ID	Assigned To	Assigned To ID	Name	Total Volume	Total Value
2298	Comp Plan	2298	TGA Comp Plan 2298	0	$0.00

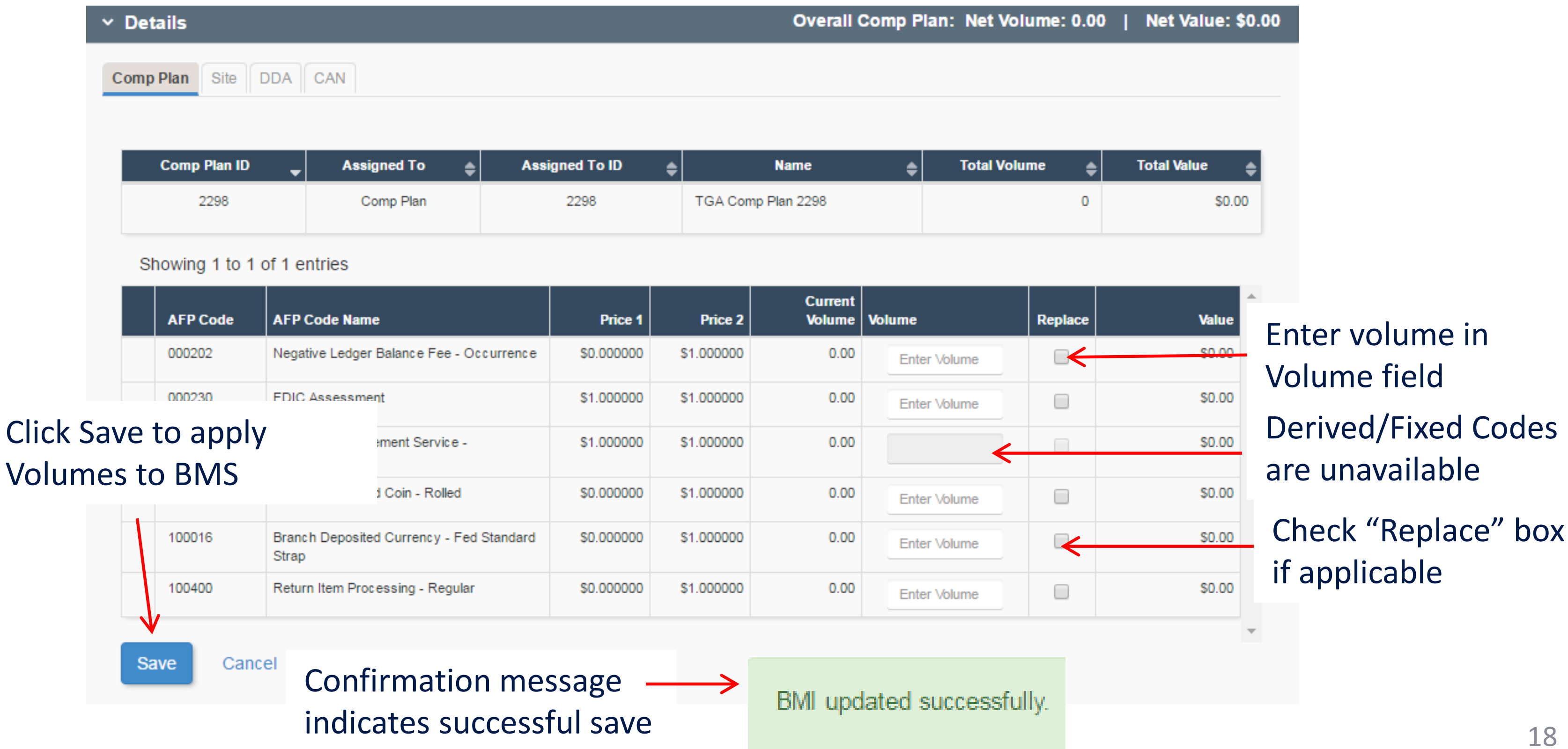
Enter BMI

- AFP codes display in the Details window.



Enter BMI Screen

- Enter volumes in Volume fields (check "Replace" box if applicable).
- Reported AFP Codes are available for editing.
- Click Save to apply volumes to BMS; System displays confirmation message.



Replacing Volumes

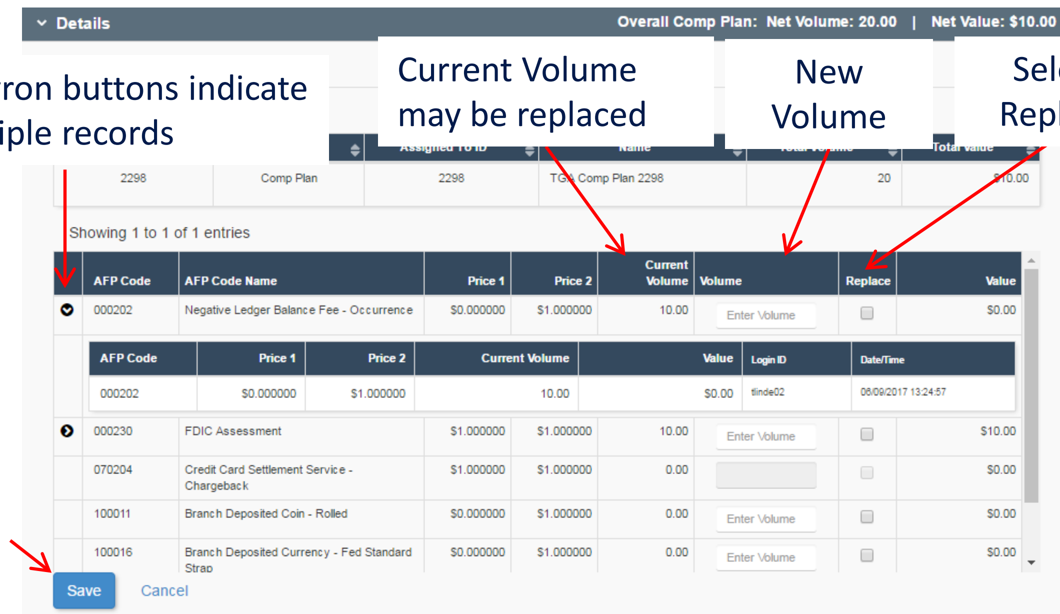
- Use the "Replace" check box to replace a current volume with a new volume.
- Use chevron buttons to display details of AFP codes with multiple records..
- Click Save to save new volume to BMS.

Chevron buttons indicate multiple records

Current Volume may be replaced

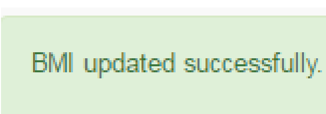
New Volume

Select Replace

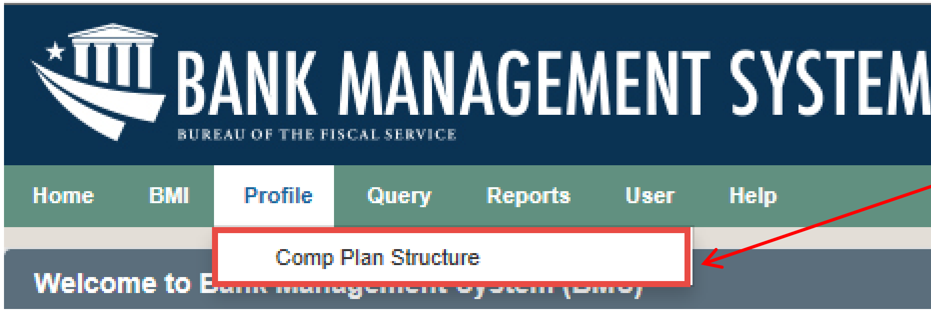


Click Save

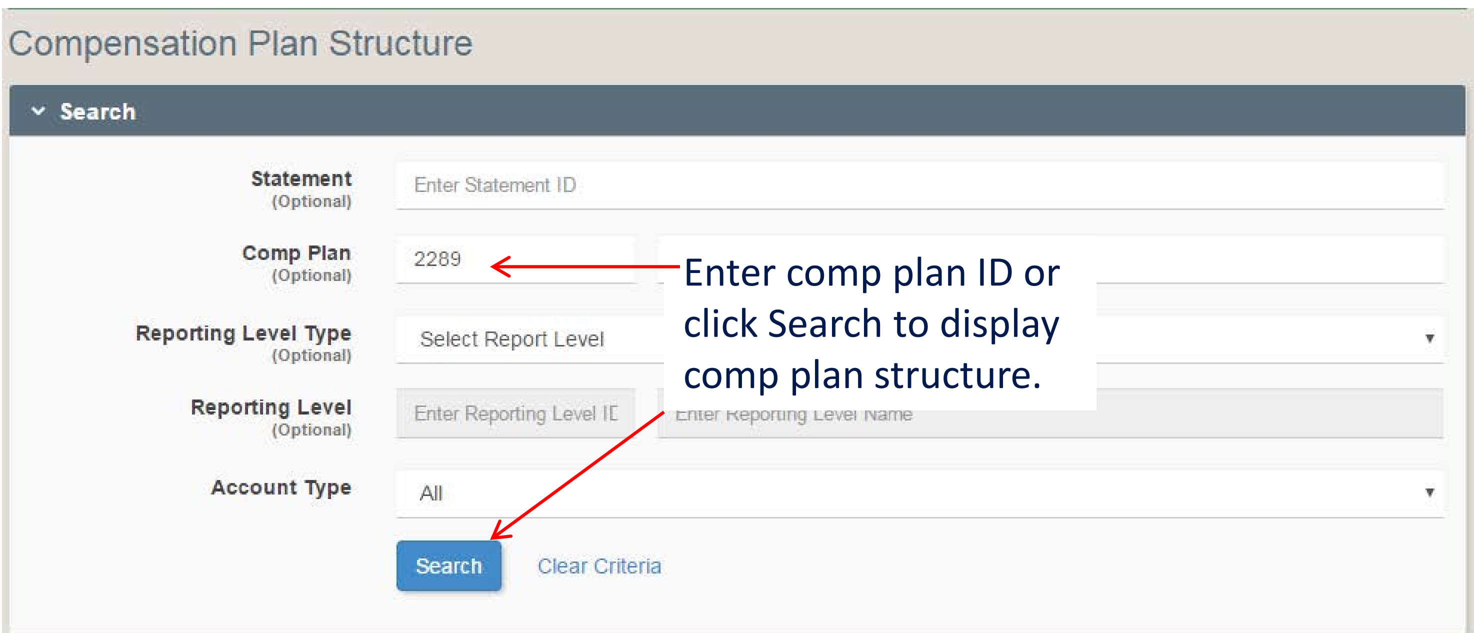
Confirmation message indicates successful save



Comp Plan Structure



The BMR user may access comp plan profile information by clicking on Comp Plan Structure on the Profile drop down.



Enter comp plan ID or click Search to display comp plan structure.

View Comp Plan Structure

- Comp plan is listed in the Results window.
- Click the Comp Plan Tree button and use chevron buttons to expand and view reporting levels and associated AFP Codes/AFP Code Groups.

Results

Comp Plan ID	Comp Plan Name	Status	Actions
2298	TGA Comp Plan 2298	Open	Comp Plan Tree

Showing 1 to 1 of 1 entries

Comp Plan Tree for Comp Plan 2298 - TGA Comp Plan 2298

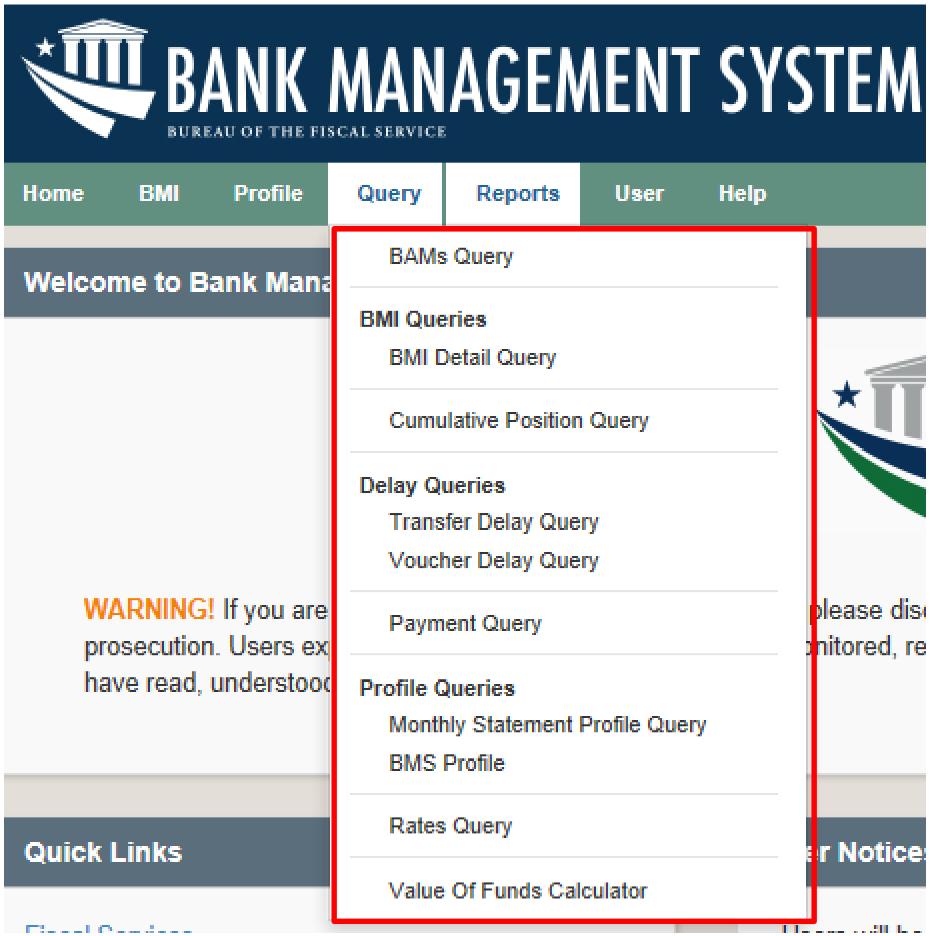
Comp Plan 2298 - TGA Comp Plan 2298

- AFP Code 000202 - Negative Ledger Balance Fee - Occurrence (.000000, 1.000000)
- AFP Code 000230 - FDIC Assessment (1.000000, 1.000000)
- AFP Code 070204 - Credit Card Settlement Service - Chargeback (1.000000, 1.000000)
- AFP Code 100011 - Branch Deposited Coin - Rolled (.000000, 1.000000)
- AFP Code 100016 - Branch Deposited Currency - Fed Standard Strap (.000000, 1.000000)
- AFP Code 100400 - Return Item Processing - Regular (.000000, 1.000000)

Use the "Back to Comp Plan Structure" link to return to previous screen.

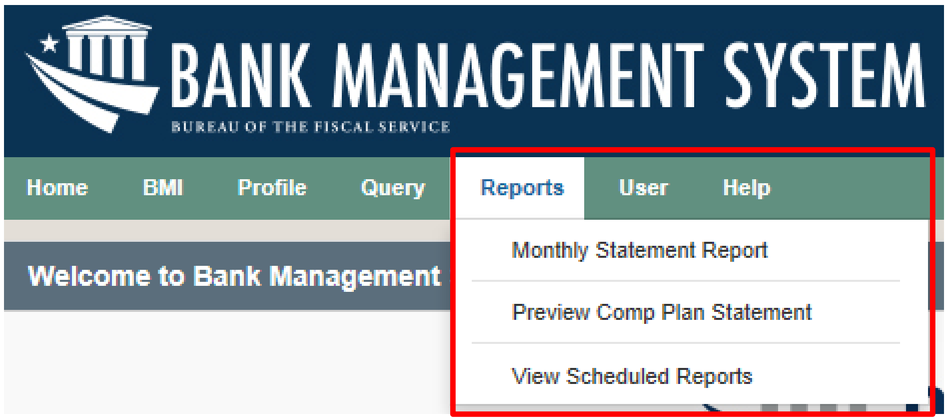
Back to Comp Plan Structure

BMS Queries



- Several queries are available to the BMR user.
- Data available based on user security access.
- Queries are available for download in Excel and/or PDF format.
- Query data is view only.

BMS Reports



- Reports are available to the Comerica (CAS) user.
- Available data based on user security access.

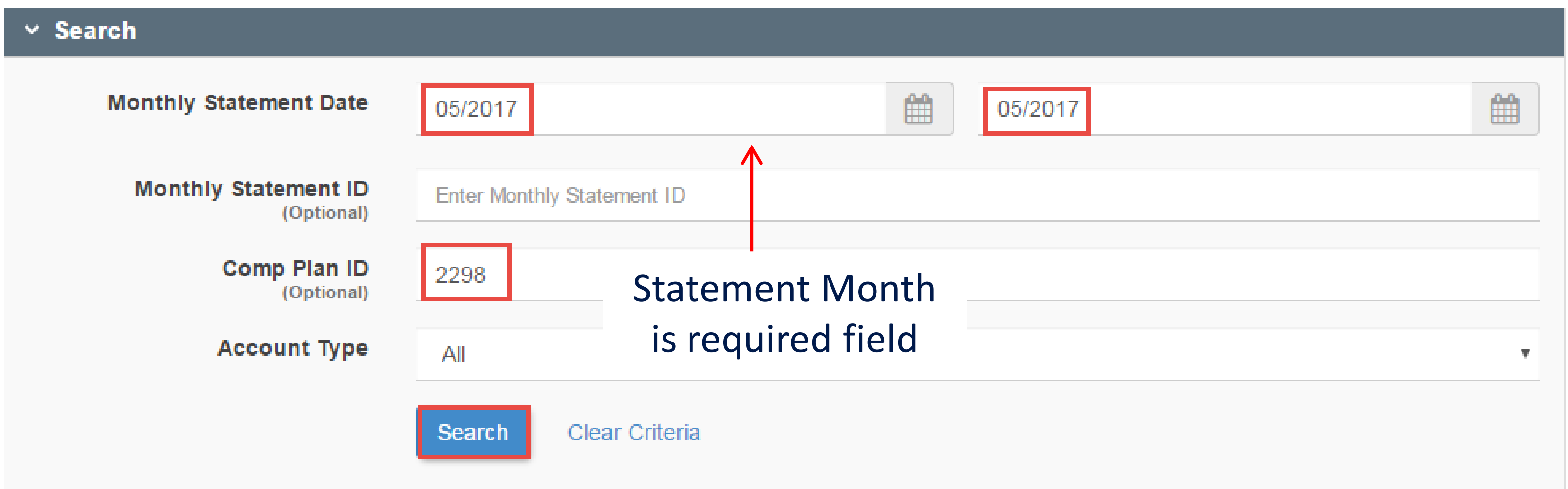
Report Name	Description	Available Format
Monthly Statement	View/download Monthly Statement for a specified FI and month/year (after account analysis cycle has ended and exception processing has been run)	PDF
Preview Comp Plan	View/download results of BMI activity and monthly analysis for a specific Comp Plan and Statement Month/Year	PDF
View Scheduled Reports	Makes available to the user all generated reports that exceed time limit allotted to generate the report for immediate presentment on the screen	Varies

BMS Queries/Reports

Query Type	Description	Available Format
BAM	View and download Business Alert Messages (BAMs) issued to specific user roles	Excel
BMI Detail	View/download BMI transactions entered/applied to BMS	Excel
Cumulative Position	View/download info on the Comp Plan balances for specified Month/Year	Excel
Transfer Delay	View detailed Transfer Delay information by CAN	Excel
Voucher Delay	View detailed information of each Voucher Delay by CAN	Excel
Payment	View/download FI Summary Expense Statement (SES) for statement month/year	Excel
Monthly Statement Profile	View/download detailed info on the Monthly Statement Profile	Excel/PDF
BMS Profile	View FI Profile information	N/A
Rates	View/download current and past daily rates used to calculate service prices for specified Statement Month/Year	Excel
Value of Funds Calculator	Calculates Value of Fund Delayed for a Voucher Delay or a Transfer Delay amount for specific period	N/A

Preview Comp Plan Statement

- On the search screen, select the desired Monthly Statement Date(s)
- Monthly Statement ID & Comp Plan ID fields are optional.
- Account Type defaults to All.
- Click Search to display results for the Preview Comp Plan Statement.



Preview Comp Plan Statement

Preview Comp Plan Statement

› Search

Select record in the Results window to display Details screen.

⌄ Results

Statement Date	Comp Plan ID	Comp Plan Name	Account Type	Ending Balance
05/2017	2298	TGA Comp Plan 2298	Treasury General Account	$0.00

Showing 1 to 1 of 1 entries

Tabs display for Summary, Contact Information, Monthly Analysis Payments, Emergency/Track Payments, Net Gain/Loss, BMI Detail & Deposit.

⌄ Details

Summary | Contact Information | Monthly Analysis Payments | Emergency/Track Payments | Net Gain/Loss | **BMI Detail** | Deposit

Comp Plan ID	Site	DDA	CAN	AFP Code	Exceptions	Analysis	Source	Volume	Price 1	Price 2	Value
2298				000230		Expense	Reported	10.00	$1.000000	$1.000000	$10.00
2298				000202		Expense	Reported	10.00	$0.000000	$1.000000	$0.00

Showing 1 to 2 of 2 entries

Run Report

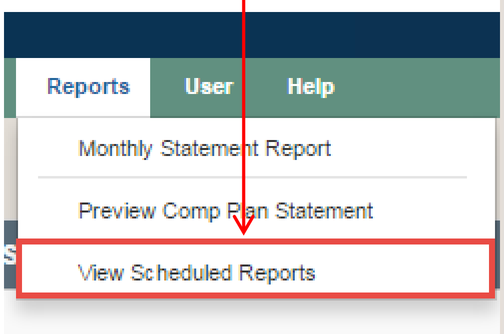
Click Run Report button to create PDF copy

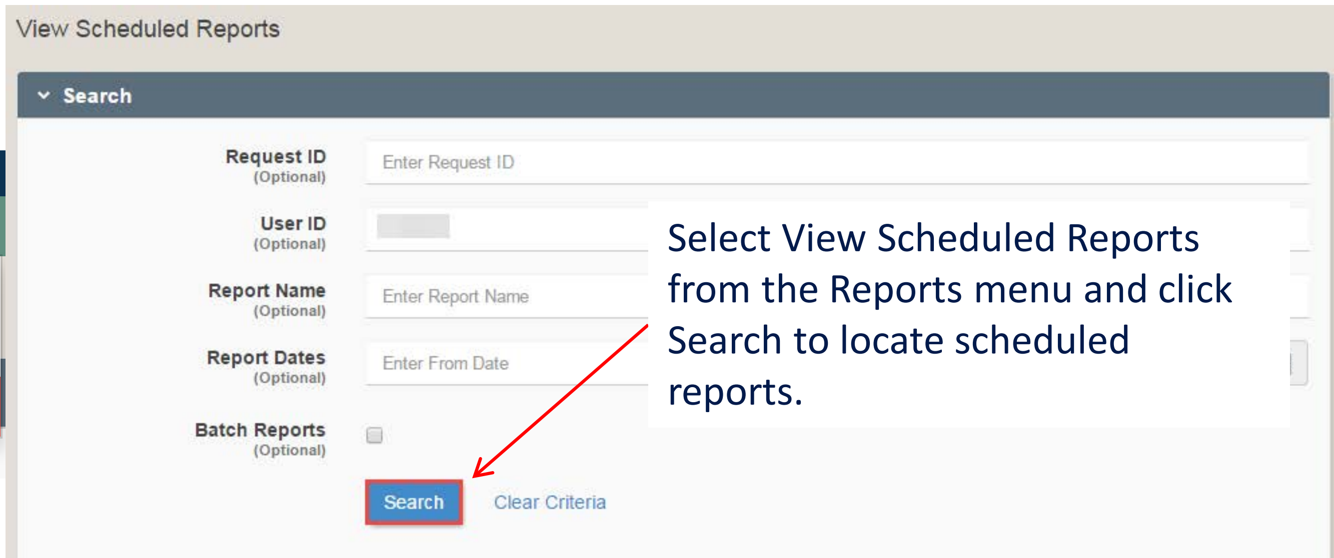
View Scheduled Reports

- System displays message indicating Preview Comp Plan Statement was created.
- User is directed to Scheduled Reports module to view/download the report.

Report 'Preview Comp Plan Statement - Comp Plan: 2298' created successfully. Click on 'View Scheduled Reports' and enter Request ID '18096' to Search and View report.

View Scheduled Reports located on Reports Menu

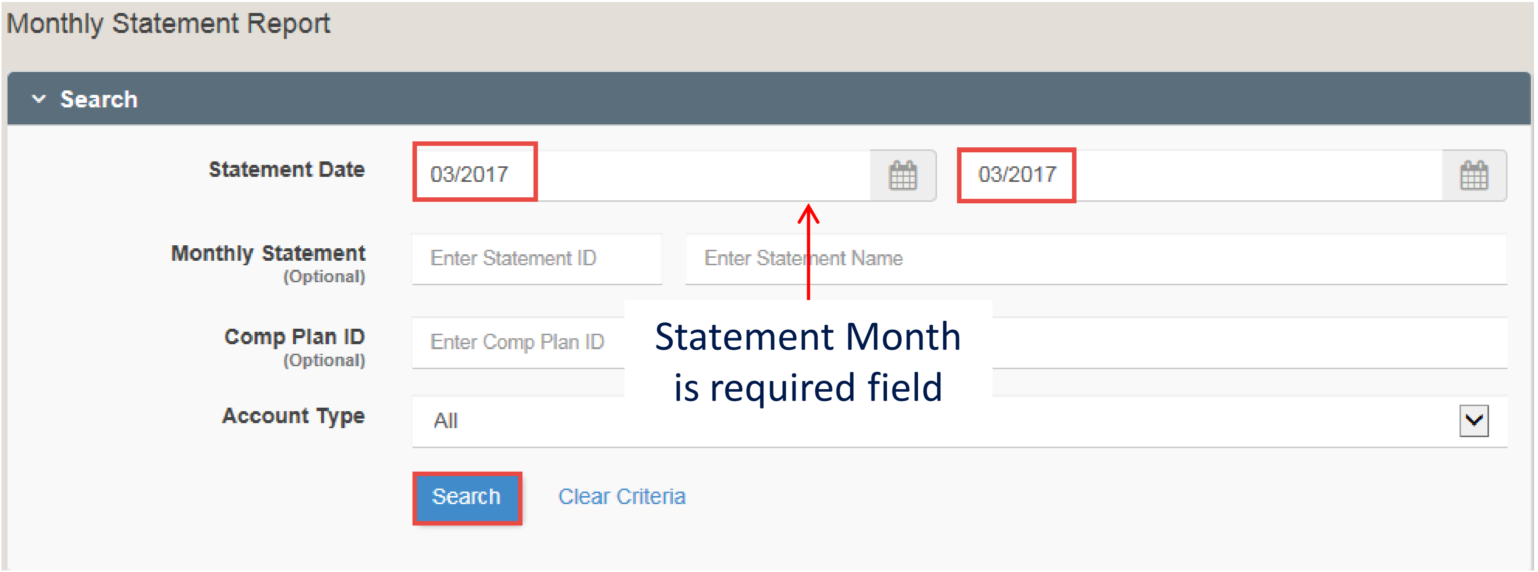




Select View Scheduled Reports from the Reports menu and click Search to locate scheduled reports.

Monthly Statement Report

- Monthly Statement lists all reported AFP Code transactions by Comp Plan, reporting period, and Reporting Level in summary and in detail.
- Enter the desired statement date(s) on the search screen.



Monthly Statement Report

Results

Monthly Statement ID	Statement Name	Status	Statement Date	Statement Level Payment Flag	Minority Bank
1510	[illegible]	Open	05/2017	No	No

Showing 1 to 1 of 1 entries

- Monthly Statements displays in the Results window.
- Select a record in the Results window and click Run Report to download a PDF version of the Monthly Statement Report.
- Report will be available in View Scheduled Reports.

View Scheduled Reports

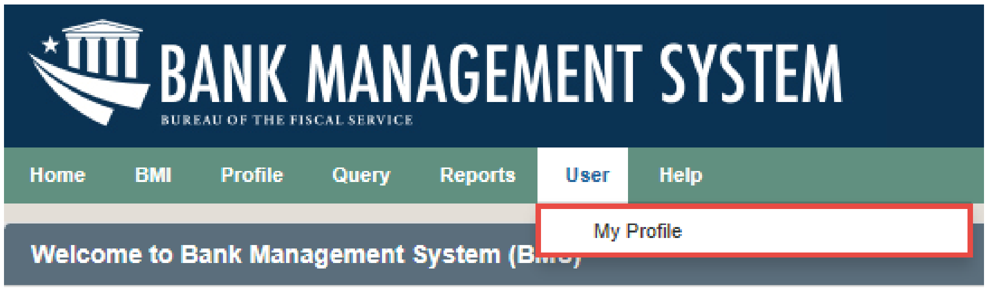
- Go to View Scheduled Reports to view, download or delete reports you have created in BMS (ones that were not immediately available for viewing).
- Only reports created by the user will appear in the Results window.

Results

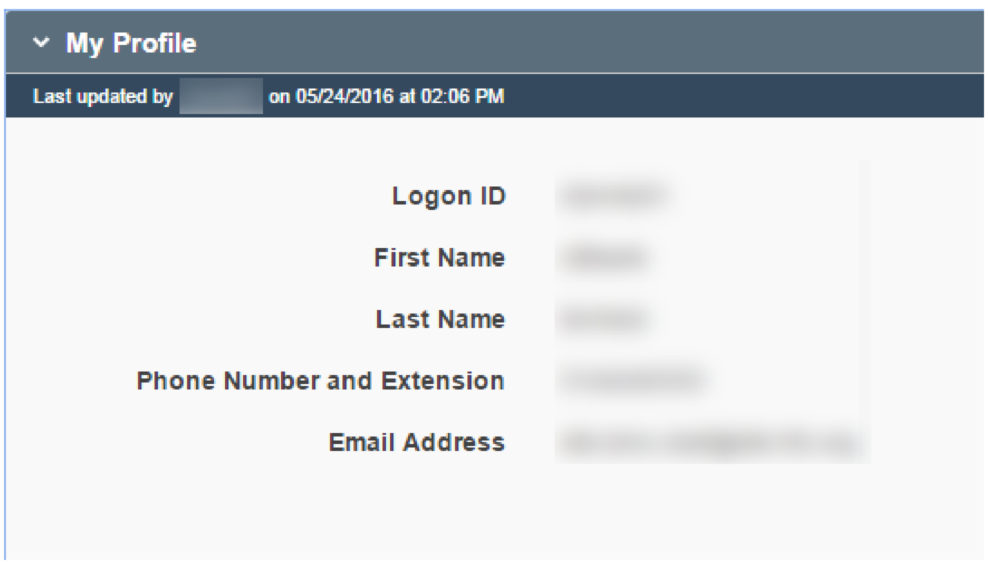
Request ID	Report Name	Creation Date/Time	Created By	Status	Action
18096	Preview Comp Plan Statement - Comp Plan: 2298	06/09/2017 01:32 PM		COMPLETE	Delete
18095	Preview Comp Plan Statement - Comp Plan: 2298	06/09/2017 01:32 PM		COMPLETE	Delete

Showing 1 to 2 of 2 entries

User Profile



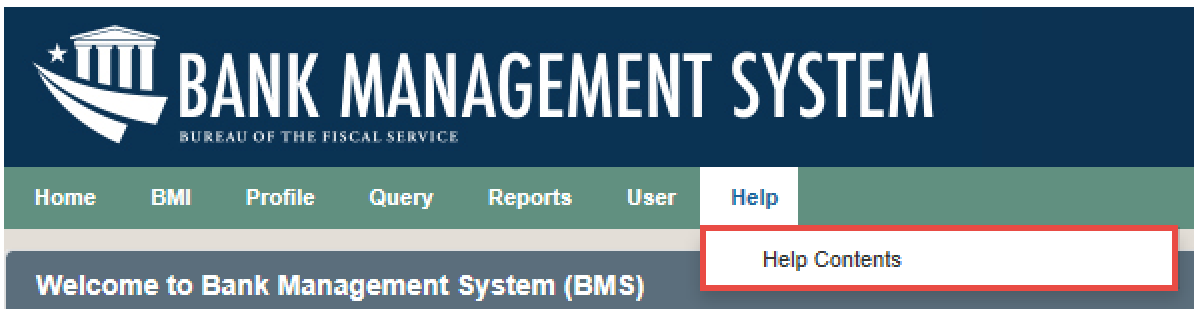
- Users may view their own BMS profile information on the My Profile screen.



- User logon ID, first name, last name, phone number and email address are not editable fields.

Help Screen

- Users may access the BMS User Guide for Financial Institutions by clicking on the Help Contents link on the Help menu.
- User Guide opens in new browser in PDF format



Contact Info

For questions regarding access to the BMS system or have questions regarding system functionality, please email or call the BMS Support Team at bms@stls.frb.org (1-866-771-1842, Option 2).

BMS has a home page on the Bureau of the Fiscal Service website!
For updates on the Bank Management System or to view reference materials and video tutorials, please go to:
https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/bms/rvnColl_bms.htm