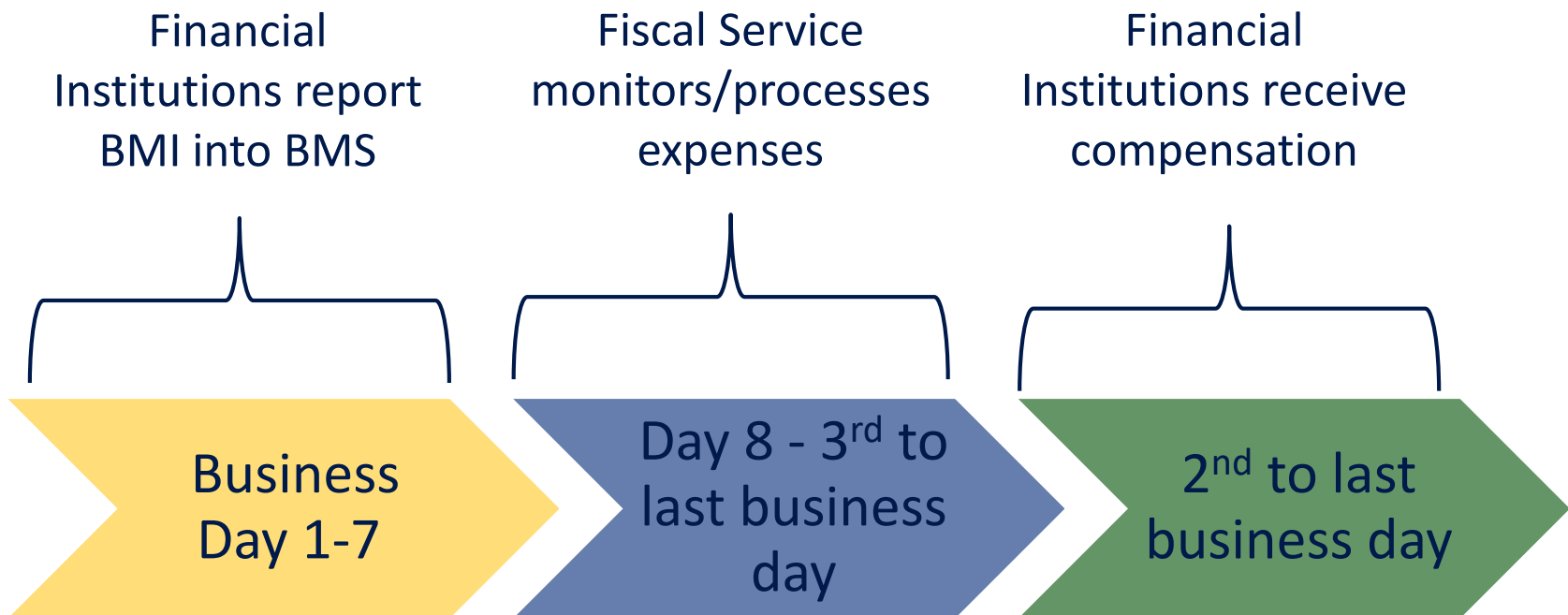




## BMS Training For Bank Management Reporters



# BMI Reporting Cycle



# 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.

# 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.

**BUREAU OF THE Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

[Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) [Register ?](#)

**Log In To:** <https://qa.bms.fiscal.treasury.gov/>

**Select an authentication method and enter your credentials**

**Log In using your Fiscal Service ID:**

- SSO User ID and Password ▾
- SecurID Token
- PKI Certificate

To log in using your Fiscal Service Single Sign On User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)  
[Forgot your Password?](#)

**WARNING**  
WARNING  
WARNING

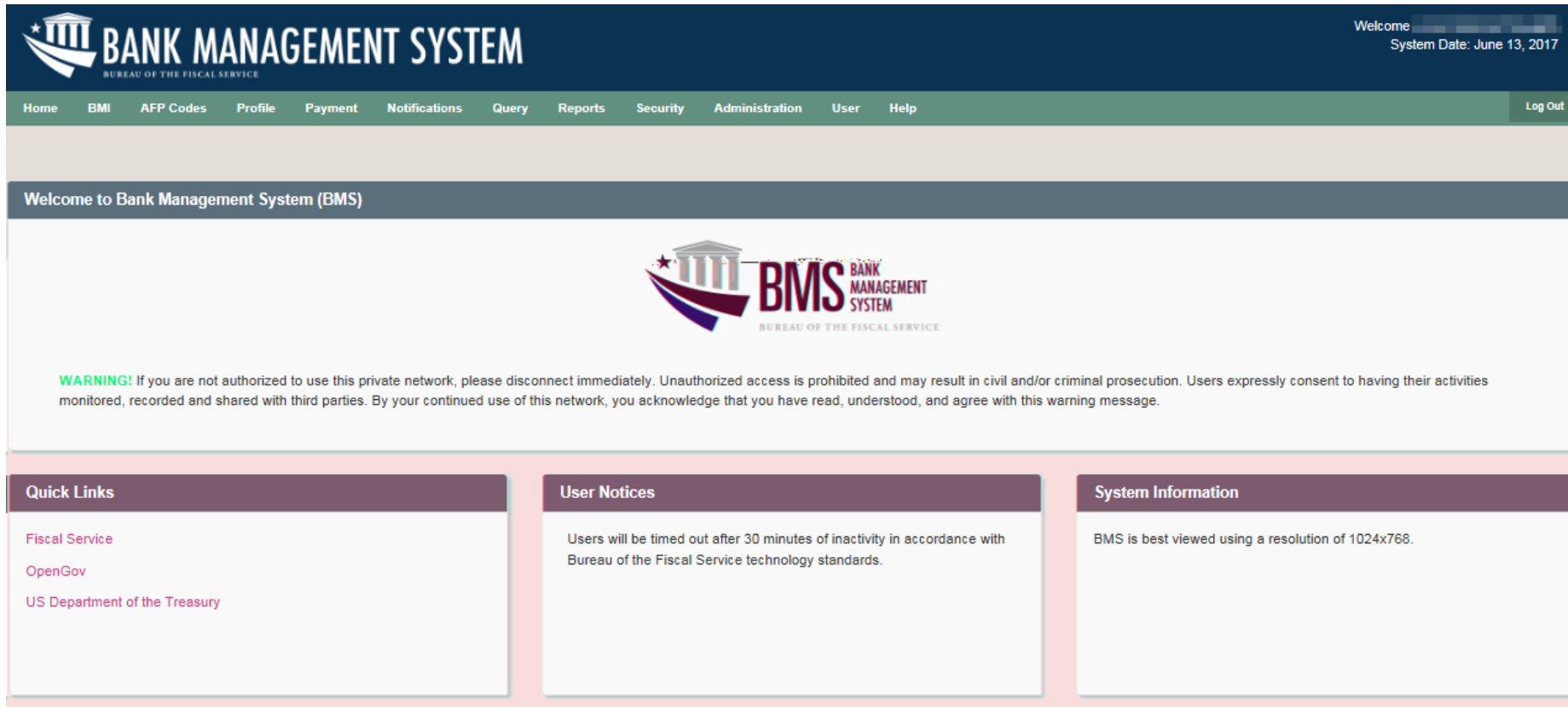
**NOTE**

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on U.S. Government information systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES YOUR UNDERSTANDING AND CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.

[Accessibility](#) | [Contacts](#) | [Privacy Policy](#)  
U. S. Department of the Treasury - Bureau of the Fiscal Service

# BMS Home Page




The screenshot shows the BMS Home Page with a dark blue header and a green navigation bar. The main content area is white with a dark blue banner for the welcome message. Below the banner is a large logo for BMS. A warning message is displayed in green text. At the bottom, there are three columns: Quick Links, User Notices, and System Information.

**BANK MANAGEMENT SYSTEM**  
BUREAU OF THE FISCAL SERVICE

Welcome [redacted]  
System Date: June 13, 2017

Home BMI AFP Codes Profile Payment Notifications Query Reports Security Administration User Help Log Out

Welcome to Bank Management System (BMS)



**BMS** BANK MANAGEMENT SYSTEM  
BUREAU OF THE FISCAL SERVICE

**WARNING!** If you are not authorized to use this private network, please disconnect immediately. Unauthorized access is prohibited and may result in civil and/or criminal prosecution. Users expressly consent to having their activities monitored, recorded and shared with third parties. By your continued use of this network, you acknowledge that you have read, understood, and agree with this warning message.

**Quick Links**

- [Fiscal Service](#)
- [OpenGov](#)
- [US Department of the Treasury](#)

**User Notices**

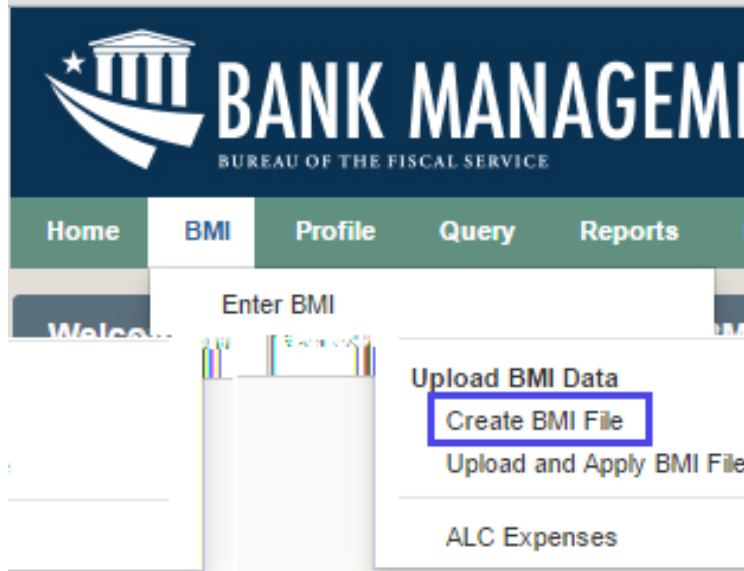
Users will be timed out after 30 minutes of inactivity in accordance with Bureau of the Fiscal Service technology standards.

**System Information**

BMS is best viewed using a resolution of 1024x768.

# 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)

← Select comp plan from  
drop-down

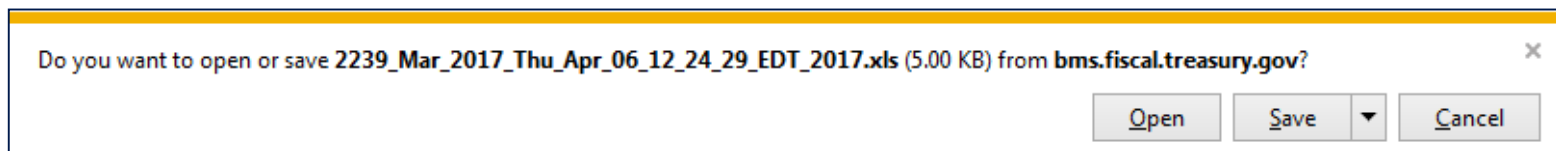
← Select desired Statement Month

← Default is Reported AFP Codes only

← Click Download  
Template File button

# 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

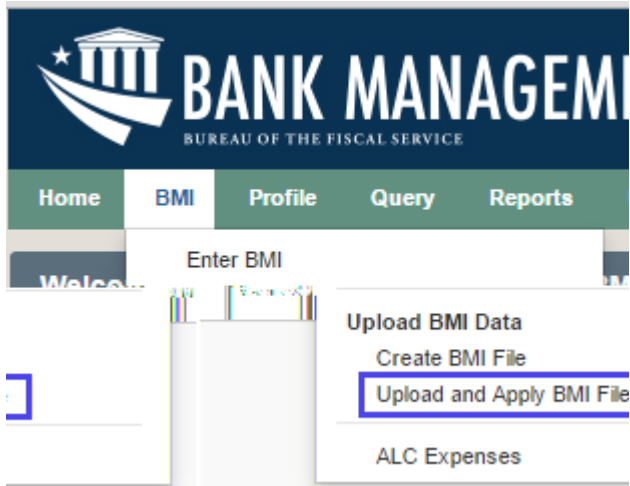
- Volume and Replace Flag fields are editable for the BMR user.
- Enter volumes for desired AFP Codes and save file (Excel 97-2003 format only).
- Volumes must be whole decimal values only.
- Use Replace Flag field as necessary.
- Bank Management Reporter will upload/apply BMI template file in BMS by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

Enter Volumes as whole numbers

	A	B	C	D	E	F	G	H	I	J	K
	<u>Statement</u>								<u>Current Volume</u>		
1	<u>Month/Year</u>	<u>Comp Plan</u>	<u>Reporting</u>	<u>Reporting</u>	<u>AFP Code</u>	<u>Source</u>	<u>Volume</u>	<u>Replace</u>	<u>as</u>	<u>Price 1</u>	<u>Price 2</u>
2		<u>ID</u>	<u>Level</u>	<u>Level ID</u>				<u>Flag</u>	<u>of 06/09/2017</u>		
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.

## Upload and Apply BMI File

▼ Select BMI Files to Upload

File Name	File Size	Actions
No files added yet.		

[+ Browse for File to Upload...](#)



The Upload and Apply BMI File screen displays.

# Upload BMI File

## Upload and Apply BMI File

▼ Select BMI Files to Upload

File Name	File Size	Actions
No files added yet.		

[Browse for File to Upload...](#)

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).

▼ Select BMI Files to Upload

File Name	File Size	Actions
<a href="#">2239_Mar_2017_Thu_Apr_06_12_22_09_EDT_2017.xls</a>	22 KB	<a href="#">Submit</a>   <a href="#">Delete</a>

[Browse for File to Upload...](#)

Document hyperlink

Click Submit to upload file

# Upload BMI File

- Confirmation message displays indicating successful upload.

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

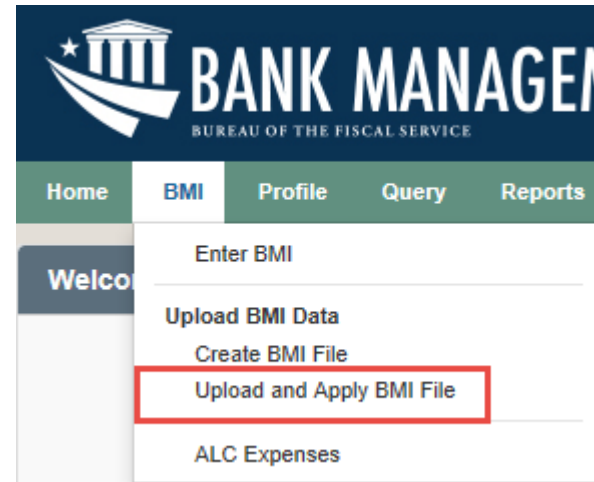
- Error message indicates file upload failure. Correct BMI template file and upload again.

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.



▼ Apply Selected BMI Files

Status: Uploaded ← Locate file

Statement Month	Comp Plan ID	File Name	Status	User Logon	Upload Date	Actions
March 2017	2239	2239_Mar_2017_Thu_Apr_06_12_40_01_EDT_2017.xls	Uploaded		04/06/2017 12:41 PM	Apply Update   Delete

↑  
Document hyperlink

↑  
Click Apply Update to apply volumes to BMS.

# Apply BMI File

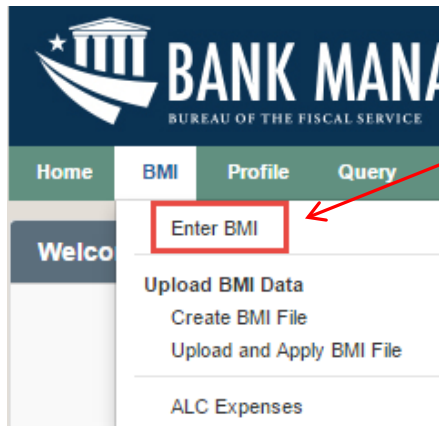
- Confirmation message displays indicating successful file application.

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

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

> Search

▼ 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 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.

Overall Comp Plan: Net Volume: 0.00 | Net Value: \$0.00

Click on Comp Plan Tab to display AFP Codes associated with the reporting level.

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

Showing 1 to 1 of 1 entries

AFP Code	AFP Code Name	Price 1	Price 2	Current Volume	Volume	Replace	Value
000202	Negative Ledger Balance Fee - Occurrence	\$0.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00
000230	FDIC Assessment	\$1.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00
100011	Branch Deposited Coin - Rolled	\$0.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00
100016	Branch Deposited Currency - Fed Standard Strap	\$0.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00
100400	Return Item Processing - Regular	\$0.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00

Save Cancel

# 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.

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

Showing 1 to 1 of 1 entries

AFP Code	AFP Code Name	Price 1	Price 2	Current Volume	Volume	Replace	Value
000202	Negative Ledger Balance Fee - Occurrence	\$0.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00
000230	FDIC Assessment	\$1.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00
	ment Service -	\$1.000000	\$1.000000	0.00		<input type="checkbox"/>	\$0.00
	1 Coin - Rolled	\$0.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00
100016	Branch Deposited Currency - Fed Standard Strap	\$0.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00
100400	Return Item Processing - Regular	\$0.000000	\$1.000000	0.00	Enter Volume	<input type="checkbox"/>	\$0.00

Save Cancel

Click Save to apply Volumes to BMS

Enter volume in Volume field  
Derived/Fixed Codes are unavailable  
Check “Replace” box if applicable

Confirmation message indicates successful save

BMI updated successfully.

# 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.

Overall Comp Plan: Net Volume: 20.00 | Net Value: \$10.00

Details

Chevron buttons indicate multiple records

Current Volume may be replaced

New Volume

Select Replace

Current Volume	Volume	Replace	Value
10.00	Enter Volume	<input type="checkbox"/>	\$0.00
10.00	Enter Volume	<input type="checkbox"/>	\$10.00
0.00		<input type="checkbox"/>	\$0.00
0.00	Enter Volume	<input type="checkbox"/>	\$0.00
0.00	Enter Volume	<input type="checkbox"/>	\$0.00

Click Save

Showing 1 to 1 of 1 entries

AFP Code	AFP Code Name	Price 1	Price 2
000202	Negative Ledger Balance Fee - Occurrence	\$0.000000	\$1.000000
000202		\$0.000000	\$1.000000
000230	FDIC Assessment	\$1.000000	\$1.000000
070204	Credit Card Settlement Service - Chargeback	\$1.000000	\$1.000000
100011	Branch Deposited Coin - Rolled	\$0.000000	\$1.000000
100016	Branch Deposited Currency - Fed Standard Strap	\$0.000000	\$1.000000

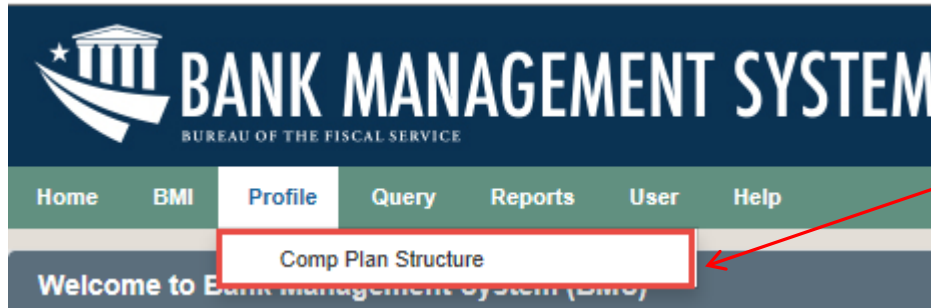
AFP Code	Price 1	Price 2	Current Volume
000202	\$0.000000	\$1.000000	10.00

Save Cancel

Confirmation message indicates successful save

BMI updated successfully.

# 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	<a href="#">Comp Plan Tree</a>

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.

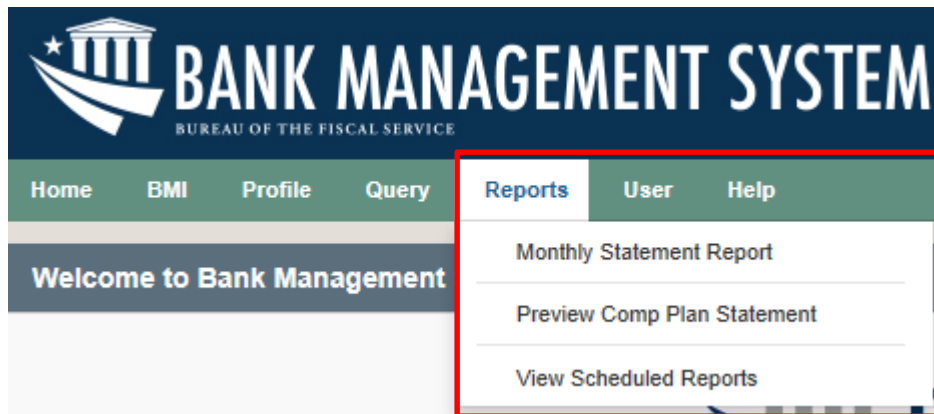
[← Back to Comp Plan Structure](#)

# BMS Queries

The screenshot displays the Bank Management System (BMS) interface. At the top, the logo for the Bureau of the Fiscal Service is visible, along with the text "BANK MANAGEMENT SYSTEM" and "BUREAU OF THE FISCAL SERVICE". Below the logo is a navigation bar with tabs for "Home", "BMI", "Profile", "Query", "Reports", "User", and "Help". The "Query" tab is currently selected. A dropdown menu is open, listing various query options: "BAMs Query", "BMI Queries" (with sub-items "BMI Detail Query" and "Cumulative Position Query"), "Delay Queries" (with sub-items "Transfer Delay Query" and "Voucher Delay Query"), "Payment Query", "Profile Queries" (with sub-items "Monthly Statement Profile Query" and "BMS Profile"), "Rates Query", and "Value Of Funds Calculator". A red box highlights the entire dropdown menu. In the background, a "WARNING!" message is partially visible, and a "Quick Links" section is at the bottom left.

- 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.

<u>Report Name</u>	<u>Description</u>	<u>Available Format</u>
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

<u>Query Type</u>	<u>Description</u>	<u>Available Format</u>
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.

Search

Monthly Statement Date: 05/2017

Monthly Statement ID (Optional): Enter Monthly Statement ID

Comp Plan ID (Optional): 2298

Account Type: All

Search Clear Criteria

Statement Month is required field

# Preview Comp Plan Statement

## Preview Comp Plan Statement

> Search

▼ 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

▼ 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

Select record in the Results window to display Details screen.

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

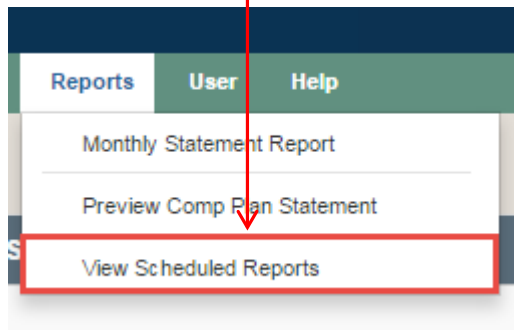
Click Run Report button to create PDF copy

# 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

Search

Statement Date

Monthly Statement (Optional)

Comp Plan ID (Optional)

Account Type

Statement Month is required field

Search Clear Criteria

# Monthly Statement Report

▼ Results

Monthly Statement ID	Statement Name	Status	Statement Date	Statement Level Payment Flag	Minority Bank
1510		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

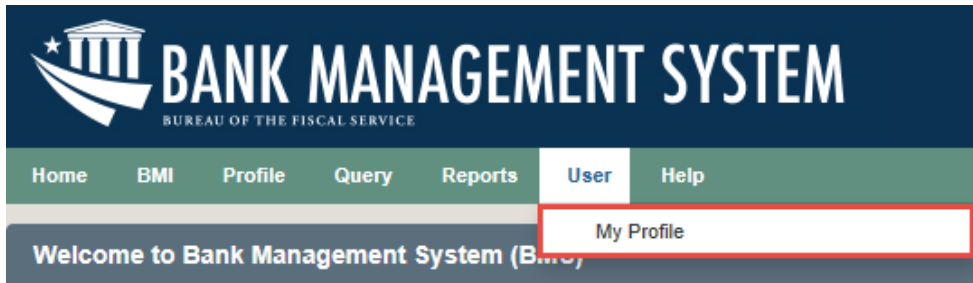
- Go to View Scheduled Reports to view, download or delete reports you have created in BMS (ones that were not immediately available for viewing).
- Only reports created by the user will appear in the Results window.

▼ Results

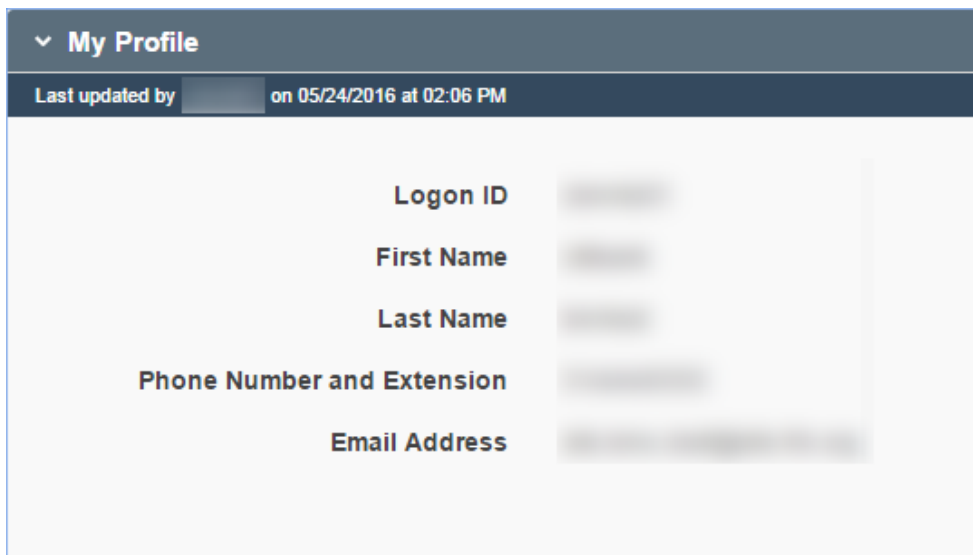
Request ID ▲	Report Name ◆	Creation Date/Time ◆	Created By ◆	Status ◆	Action
18096	<a href="#">Preview Comp Plan Statement - Comp Plan: 2298</a>	06/09/2017 01:32 PM		COMPLETE	<a href="#">Delete</a>
18095	<a href="#">Preview Comp Plan Statement - Comp Plan: 2298</a>	06/09/2017 01:32 PM		COMPLETE	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries

# User Profile



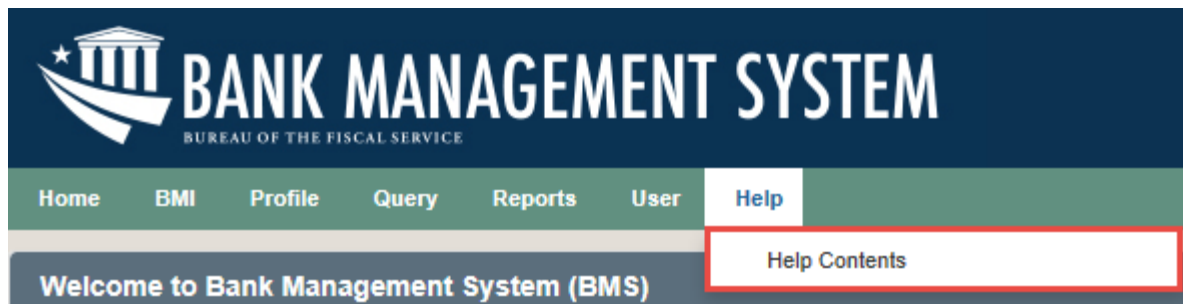
- Users may view their own BMS profile information on the My Profile screen.



- 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](mailto: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](https://www.fiscal.treasury.gov/fsservices/gov/rvnColl/bms/rvnColl_bms.htm)