

Budget Systems

BPAS

Budget Planning and Analysis System

FNTS

Fiscal Note Tracking System

CBS

Capital Budget System

Newsletter

November 2016

BPAS Budget Planning and Analysis System

Biennial Budget Timeline

Dates for the remaining milestones in the 2018-19 biennial budget process are as follows:

Activity	Date
Federal Funds Summary, Grants Funding Detail and Internal Service Fund Financial Statements complete and uploaded to MMB budget division sharepoint site	November 30
Agency Departmental Earnings report complete in the new system	November 30
Base budget data to legislature and published to the MMB website	November 30
Governor's budget to the legislature	January 24, 2017

Complete 2018-19 biennial budget instructions are posted on [MMB's website](#).

Departmental Earnings (DE) System

Wednesday, November 30 is the deadline for agencies to complete entry of data into the new Departmental Earnings system. The new web-based system was added to all authorized BPAS users' Statewide Systems Portal menus in October; however, the link is only active for agencies that collect and report departmental earnings.

DE Group Summary reports with formatting updates are now available for agencies to run in production.

Departmental earnings receipts exported from BPAS are organized in the DE system by agency-defined departmental earnings groups. Agencies must enter related expenditures and other fiscal data for each of their DE groups, as well as update the descriptive narratives for each of their departmental earnings groups, which MMB copied from the 2016-2017 Departmental Earnings Report to the new system.

Appropriation Maintenance (AM) System

Development of the new Appropriation Maintenance system, a joint project of MMB's SWIFT Module Support, Budget Operations, and MN.IT@MMB, remains on schedule for go-live on April 3, 2017.

Instead of Excel spreadsheets and paper forms, agencies will log in to AM to request their 2018-2019 appropriation budgets, as well as to modify existing appropriations for upload to both SWIFT and BPAS. The custom-built system will capture and track agency and MMB approvals so that agencies can follow the progress of their requests. An audit trail of all transaction approvals will be saved for four years and be searchable in the system.

User Acceptance Testing for the new application is scheduled for early to mid-February. Training for agencies will be held in March, and is targeted to begin the week of March 6, 2017.

FNTS Fiscal Note Tracking System

FNTS User Authorizations

A reminder to agencies that they must notify MMB of changes to their fiscal note coordinator and current authorized FNTS users. Agencies that missed the November 10 due date for returning current user updates to MMB should return their changes as soon as possible. If new users need to be added, please use the authorization form from the [FNTS website's](#) system access section and email the completed form to budget.finance.mmb@state.mn.us.

New Agency User Training

New FNTS agency user training is scheduled for the following dates and times:

Wednesday, December 7, 1:00-4:00
Thursday, December 8, 1:00-4:00
Tuesday, December 13, 9:00-noon
Thursday, December 15, 1:00-4:00

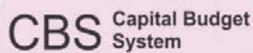
This year's sessions will be targeted to agency personnel who have not previously had access to FNTS. Experienced users can register, but will be placed on a waiting list and may attend if space becomes available. To register send an email to budget.finance.mmb@state.mn.us with the date and time you would prefer to attend.

System Updates

MMB is preparing FNTS for the 2017-18 legislative session. In addition to updating the system's security and accessibility and fixing issues, a number of improvements that users requested will be added before the legislative session opens in January.

Highlights include:

- Request Screen – The chamber field automatically populates with House or Senate, whichever the Legislative Analyst belongs to.
- Prepare Screen – “View” button will be added so agencies can generate their fiscal note pdf directly from the Prepare Screen, without having to navigate back to Search Results.
- Fiscal Notes by Agency Report – Agency Status has been added to the report filter selections.
- Fiscal Note Requests by EBO – Note Status has been added to the report filter selections.



New Capital Budget Coordinator

Liz Connor of MMB's Budget Division is the agency's new statewide capital budget coordinator. She comes to her new position after four years as an Executive Budget Officer for E-12 education and post-secondary education. Liz replaces Alisha Cowell who has taken the position of Team Leader in the MMB Budget Division.