

Introduction to the Budget Planning & Analysis System (BPAS)

Minnesota Management and Budget

Budget Operations

budget.finance.mmb@state.mn.us



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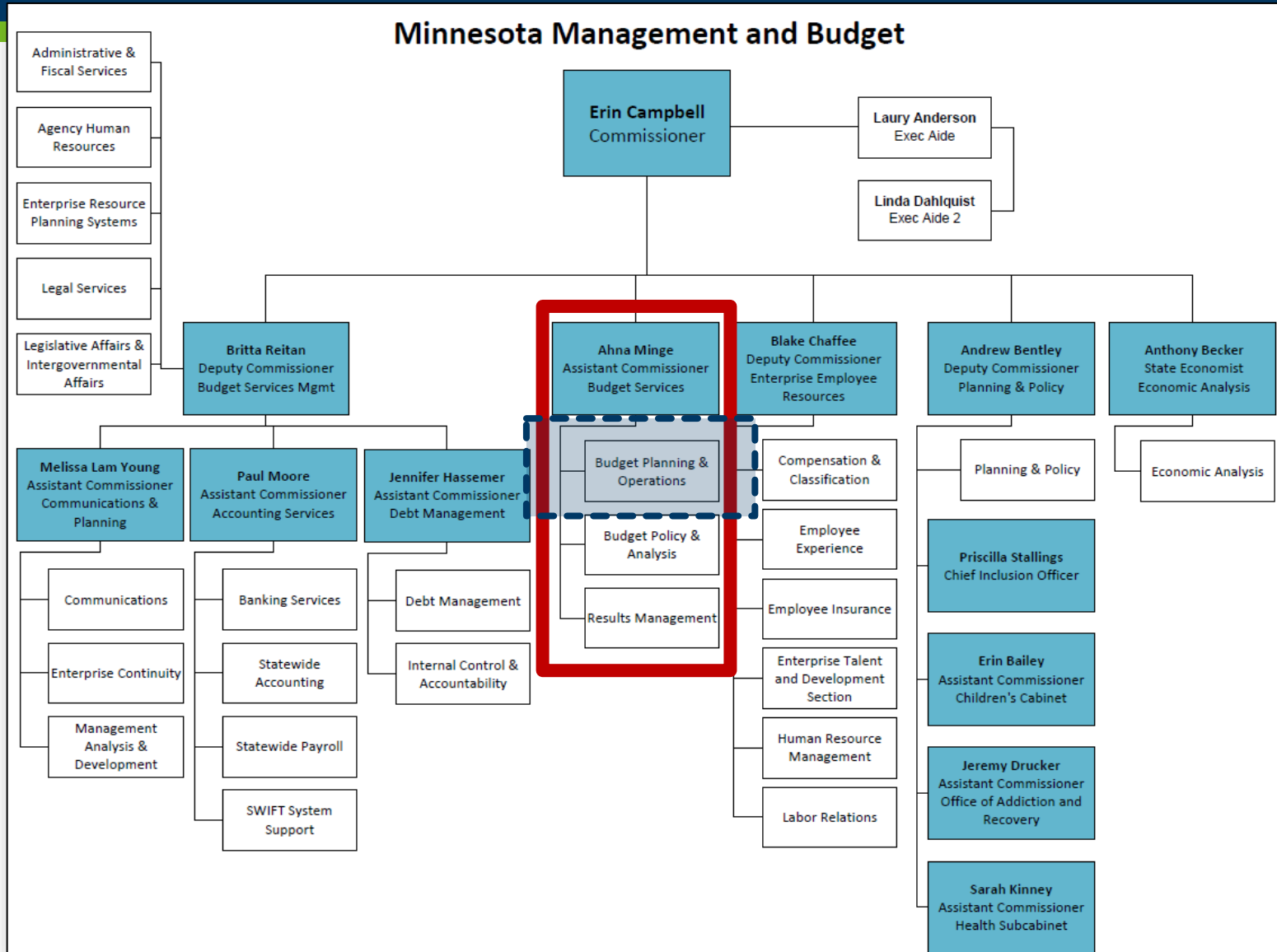
Learning Objectives

- What is **BPAS** and what do agencies use it to do?
- How is BPAS **accessed** and navigated?
- How is the **data** in BPAS organized and entered?
- How is **change item** data entered?
- What **reports** are available in BPAS?
- How is an agency **budget book** run?



MMB Budget Division and Introductions

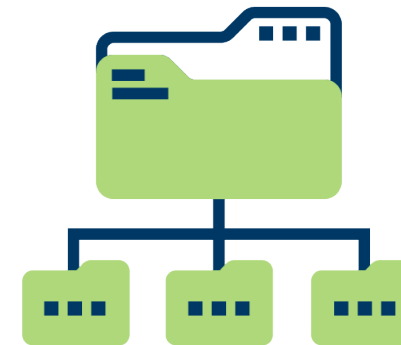
- The **Budget Services Division** manages the biennial budget process for the Governor's Office.
- The **Budget Planning and Operations** team supports the systems used in the budget process.



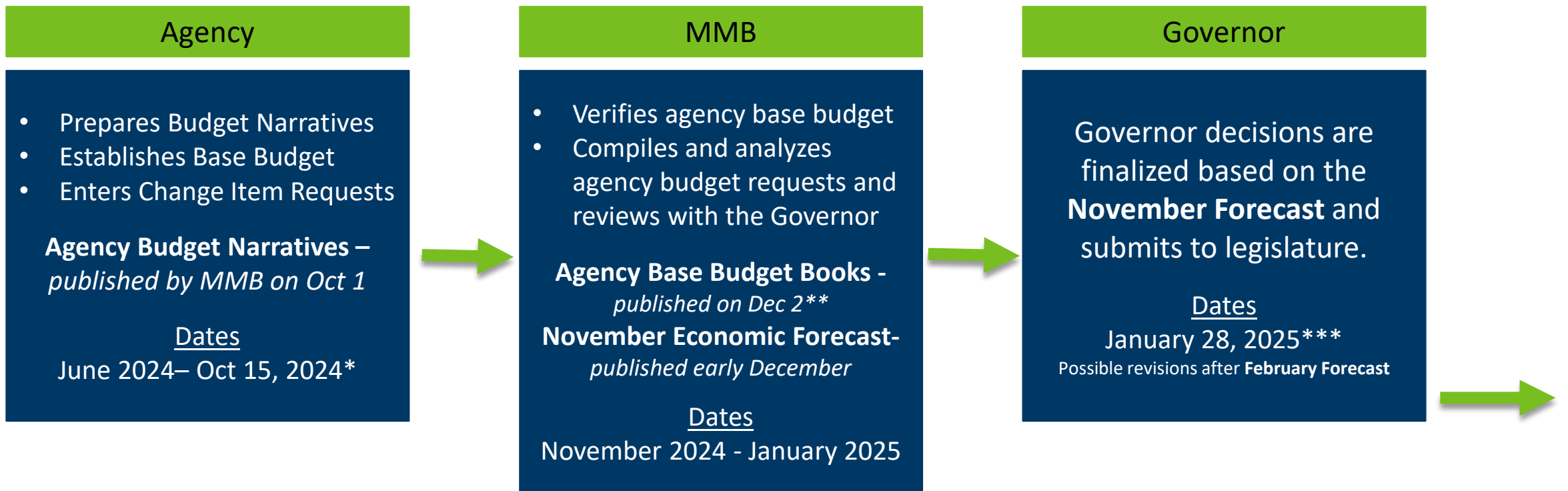
Budget Systems Used in the Biennial Budget Process

- [Budget Planning and Analysis System \(BPAS\)](#)
 - **BPAS** collects and presents historical, current, and projected budget data.
- [Departmental Earnings \(DE\)](#)
 - System collects data for publication of the biennial **Departmental Earnings** report.
- [Budget Division SharePoint Site](#)
 - MMB uses a **SharePoint** site for the purposes of collecting and reviewing budget narratives, legislative advisory commission requests, legislative initiatives, and annual spending plan certification form and reports.

- [Appropriation Maintenance Application \(AMA\)](#)
 - **AMA** supports the collection and approval of appropriation budgets for upload to the state's accounting system, Statewide Integrated Financial Tools (SWIFT), and the budget system, BPAS.



State of Minnesota 2026-27 Biennial Budget Process

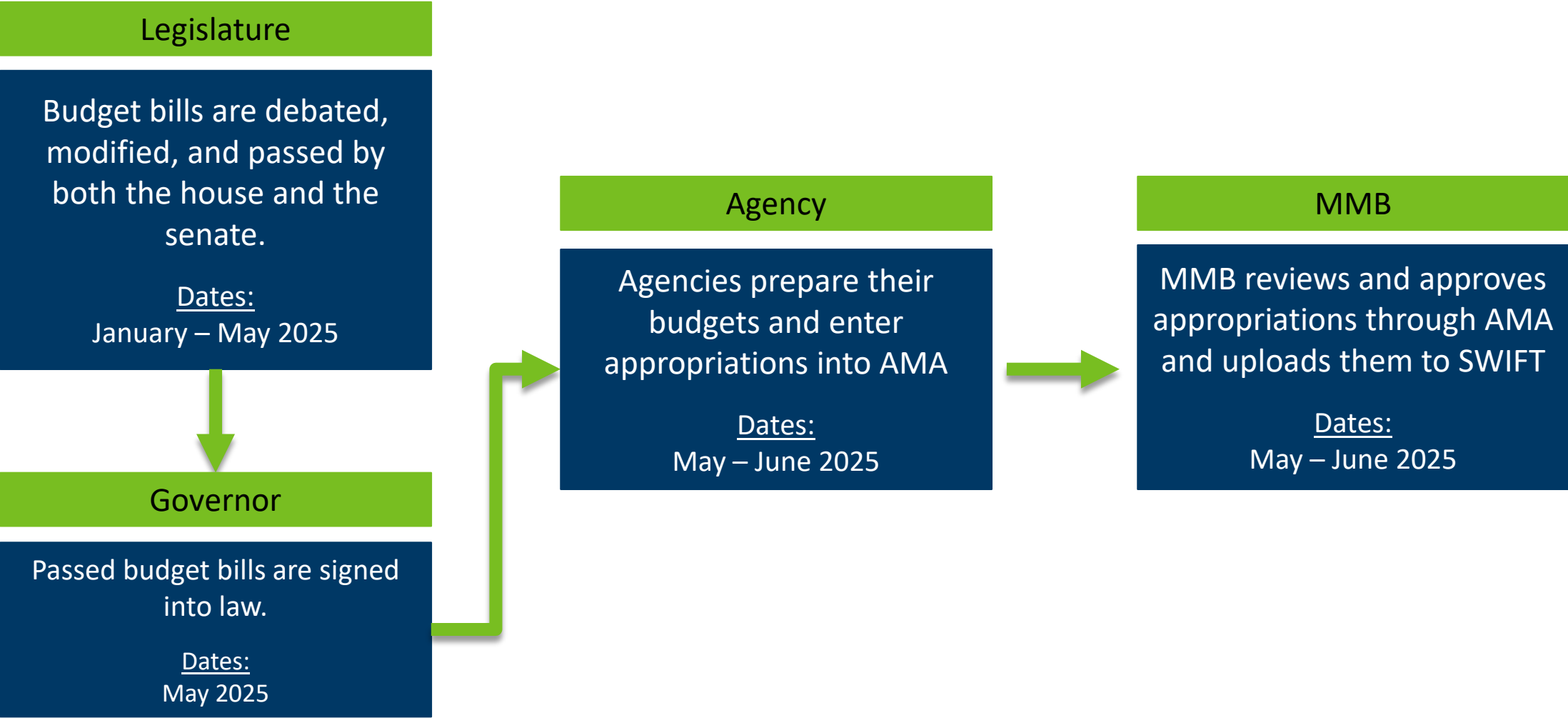


* Statutory date: October 15

** Statutory date: November 30

*** Statutory date: fourth Tuesday in January

State of Minnesota 2026-27 Biennial Budget Process (cont.)



Agency Preparation for 2026-27 Biennial Budget

- MMB issues budget instructions in three (3) stages:

Stage	MMB Instruction Issue Date	Agency Due Date	Agency Action Required
Budget narratives, background materials	June 2024	August 9, 2024	<ul style="list-style-type: none"> • Upload budget narratives to SharePoint
Base Budget	August 12, 2024	October 15, 2024	<ul style="list-style-type: none"> • Complete base budget info in BPAS; sources must equal uses. • Upload signed certification form and reports to SharePoint. • Base Budget information is submitted to the Legislature on Nov. 30, 2024, as set in statute (Dec. 2nd this year).
Change Item Requests	August 2024	October 15, 2024	<ul style="list-style-type: none"> • Upload change item narratives to SharePoint. • Enter summary-level change item data in BPAS.

Budget Systems Used in the Biennial Budget Process - BPAS

- **Budget Planning and Analysis System (BPAS)** is the primary system the State of Minnesota uses to prepare base budgets and the Governor's proposed biennial budget. Data is also used to produce the November and February Forecasts.
- It connects with the Appropriation Maintenance Application (AMA), and the state's accounting system, Statewide Integrated Financial Tools (SWIFT), to provide accurate data.



Budget Planning and Analysis System

The **Budget Planning and Analysis System (BPAS)** stores and presents historical, current, and projected budget data.

- Enter and edit appropriation data
- Enter and edit change items
- Run fiscal reports
- Run base budget books
- Produce the Governor's proposed biennial and supplemental budget
- Produce State Economic Forecasts and Budgetary Fund statements

BPAS will open for the FY 2026-27 Biennial Budget Process on **August 20, 2024**.



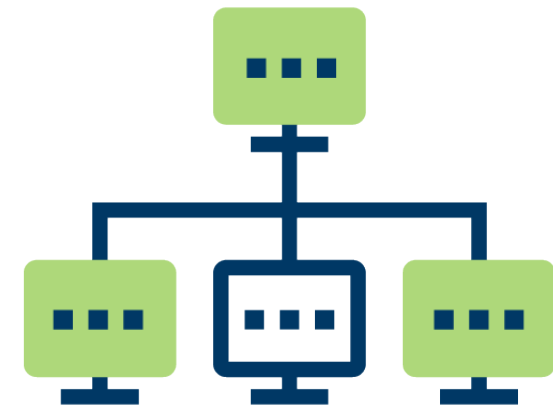
Appropriation Maintenance Application (AMA)

- The **Appropriation Maintenance Application (AMA)** supports the collection and approval of appropriation budgets from state agencies for upload to **SWIFT** and **BPAS**.
- **AMA** integrates with both **SWIFT** and **BPAS**.
 - Appropriation information that is entered into AMA will sync with both systems.
- **Only** appropriation **attributes** are modified in BPAS when an AMA transaction is *approved*.
 - There is an option in AMA to create or modify appropriations that are loaded into BPAS **only** and **not** into SWIFT.



Relationships between BPAS, AMA, and SWIFT

- **SWIFT** is the financial management system for the State of Minnesota where agencies conduct accounting, purchasing, and reporting tasks.
 - **Actual data** is loaded from SWIFT into BPAS to display historical data.
 - **Current year budget data** is loaded from SWIFT as a starting point for agencies to establish their base budget in BPAS for the upcoming biennium.
- **AMA** is the system that is used to create and modify appropriations.
 - Integrates with both SWIFT and BPAS, keeps appropriation data synced
- **BPAS** is used to present historical, current and estimated budget data and for agencies to develop their biennial budgets
 - Data is used by MMB to develop the **State Budget Forecasts** and **Fund Statements**.



Authorization and Access

- BPAS access is requested by an agency Budget Director or Coordinator with a [Budget Systems User Authorization form](#).
 - After a completed authorization form is received, we will add the requested users and their roles to the systems selected.

m1 MANAGEMENT AND BUDGET

Budget Systems User Authorization Form

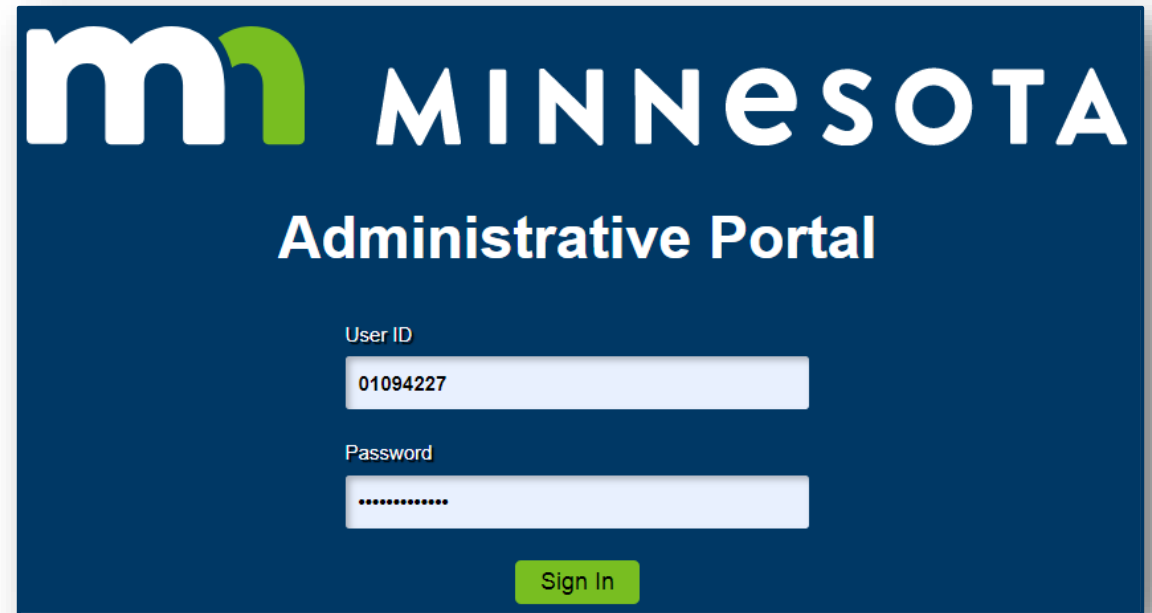
Agency: _____

Budget Director/Coordinator Name: _____ Email: _____

New User	Name	State Employee ID or 8-digit User ID	User Email	CBS Role	CBS Agency Code	BPAS Role	BPAS Agency Code	SharePoint Role	Share-Point Agency Code	Remove All Systems Access
<input type="checkbox"/>				▼		▼		▼		<input type="checkbox"/>
<input type="checkbox"/>				▼		▼		▼		<input type="checkbox"/>
<input type="checkbox"/>				▼		▼		▼		<input type="checkbox"/>
<input type="checkbox"/>				▼		▼		▼		<input type="checkbox"/>
<input type="checkbox"/>				▼		▼		▼		<input type="checkbox"/>
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How to access Budget Systems

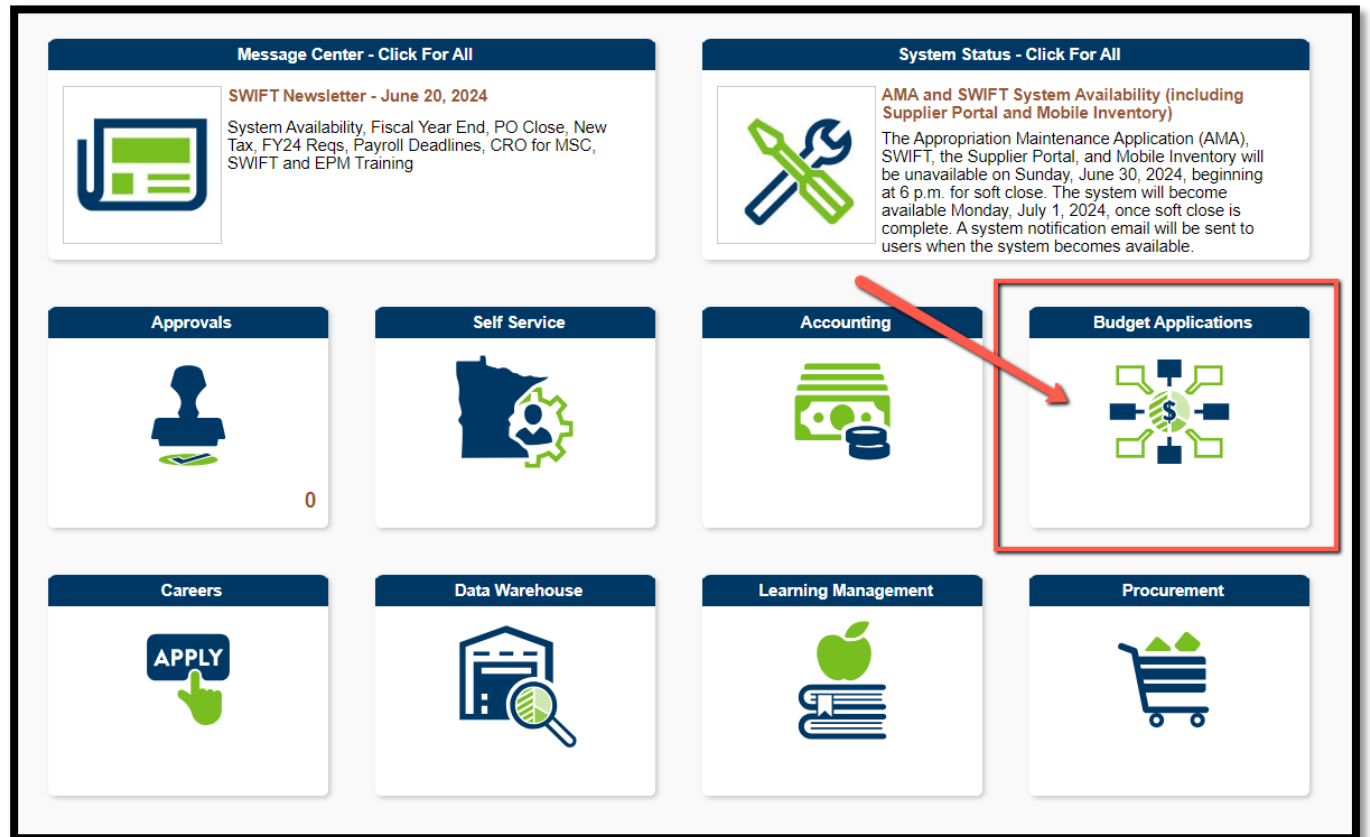
- Authorized users access BPAS by logging into the State of Minnesota **Administrative Portal**: <https://mn.gov/adminportal>
- Log in with the **same User ID** and **password** as you do for all statewide systems, such as **Self Service**.



The screenshot shows the login interface for the Minnesota Administrative Portal. At the top left is the Minnesota logo, a stylized 'm' with a green leaf-like shape. To its right, the word 'MINNESOTA' is written in large, white, uppercase letters. Below this, the text 'Administrative Portal' is displayed in a smaller white font. The login form consists of two input fields: 'User ID' with the value '01094227' and 'Password' with a masked password represented by dots. A green 'Sign In' button is located at the bottom right of the form area.

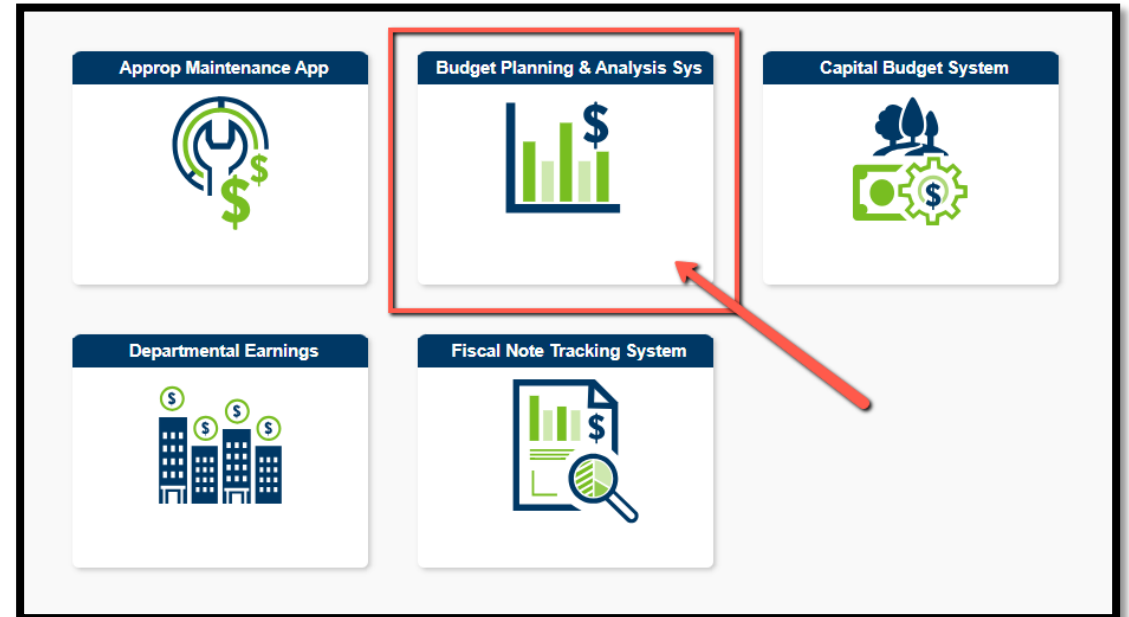
Administrative Portal Home Page

- On the home page of the Admin Portal, select the **Budget Applications** tile.



Budget Applications Page

- On the **Budget Applications** page, you will see the applications you have roles (access) for, including **BPAS**.
- Select the **Budget Planning & Analysis System (BPAS)** tile.



BPAS Home Page

- After selecting the BPAS tile, the **BPAS home page** displays.

The screenshot displays the BPAS (Budget Planning and Analysis System) home page. At the top left is the logo for the Minnesota Management and Budget. The main header area shows the system name and user information: 'User: Admin Testuser (ID: TRANADMN)' and 'Role: MMB Admin'. Below this is a navigation bar with 'Home' and 'Announcement' tabs, with 'Announcement' currently selected. A left-hand sidebar menu lists various system functions under categories like Home, Appropriation, Change, and Reports. The main content area features a welcome message and a section for 'Current Announcements', which includes two items: 'BPAS Open with Read Access' and 'Governor's Budget Recommendations Published', each with a brief description and a link. A footer note provides contact information for questions about the system.

mi MANAGEMENT AND BUDGET

Budget Planning and Analysis System (BPAS)

User: Admin Testuser (ID: TRANADMN)
Role: MMB Admin

Home Announcement

Announcement

Welcome to the Budget Planning and Analysis System (BPAS).

Current Announcements

BPAS Open with Read Access
BPAS is open allowing read-only access so users can run reports and view data for the Governor's Recommendation scenario.

Governor's Budget Recommendations Published
The Governor's Biennial Budget Recommendations are published to the MMB website. Copy and paste the link below to view recommendations by agency:
<https://mn.gov/mmb/budget/current-budget/governors-budget-recommendations/>

Last updated: 1/24/2023 12:15:34 PM

Questions about BPAS can be directed to budget.finance.mmb@state.mn.us

Home
Announcement
Appropriation
Change
Reports

- Announcement
- Agency Dashboard
- User Profile
- Entry, Edit
- Change Item Entry
- Description
- Funding Summary
- Relevant Base
- EBO Analysis
- Funding Detail
- Standard

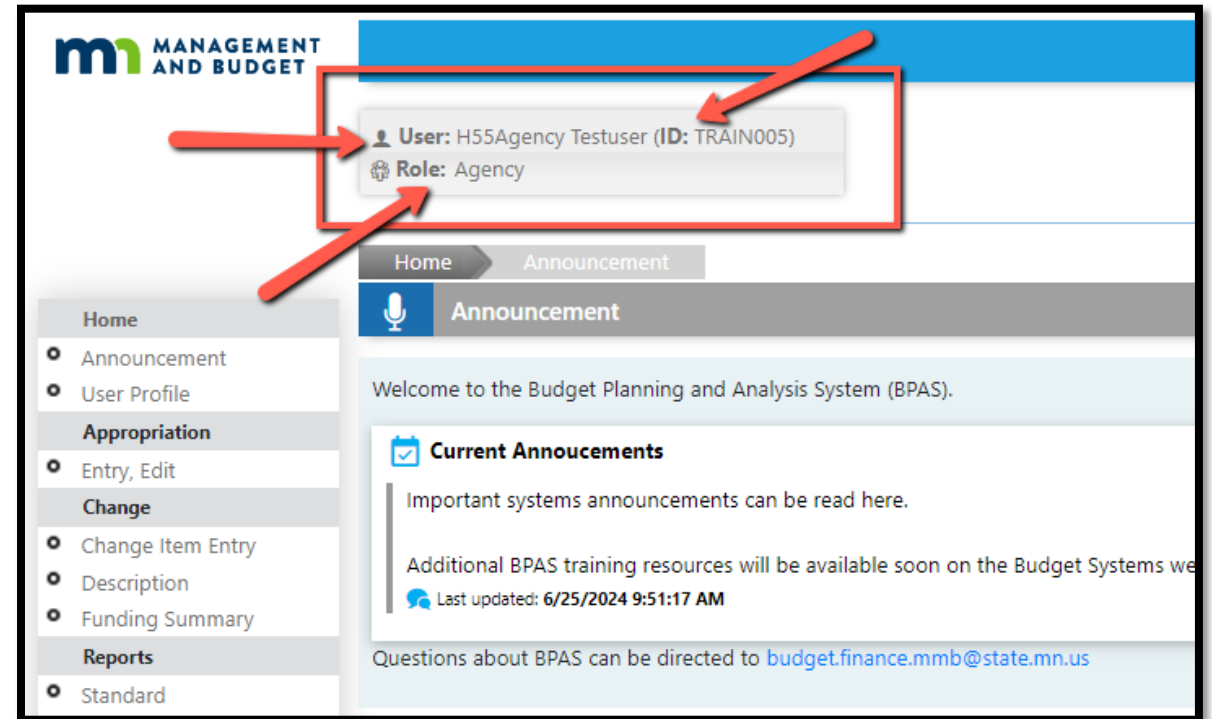
BPAS Home Page and Navigation

- **Menu** options display along the left side of the screen.
- **Announcements** are posted on the Home screen.

The screenshot displays the BPAS Home Page and Navigation menu. On the left, a vertical navigation menu lists various options: Home, Announcement, User Profile, Appropriation, Entry, Edit, Change, Change Item Entry, Description, Funding Summary, Reports, Standard, Fiscal, Book, Configuration, Agency Budget Books, Directories, Appropriations, Funds, Accounts, Help, User Guide, Budget Glossary, and Training Videos. A red arrow points to the 'Announcement' option in this menu. On the right, the main content area shows the 'Announcement' page. The top header includes the 'mn MANAGEMENT AND BUDGET' logo and a user profile for Jessica Helmers (ID: 01174287, Role: MMB Admin). Below the header, there are tabs for 'Home' and 'Announcement', with 'Announcement' selected. The main content area features a 'Current Announcements' section with two items: 'BPAS Open with Read Access' and 'Governor's Budget Recommendations Published'. A red arrow points to the bottom of the main content area.

BPAS Home Page – User Info

- Your **username**, **ID**, and **Role** will appear at the top of the screen.



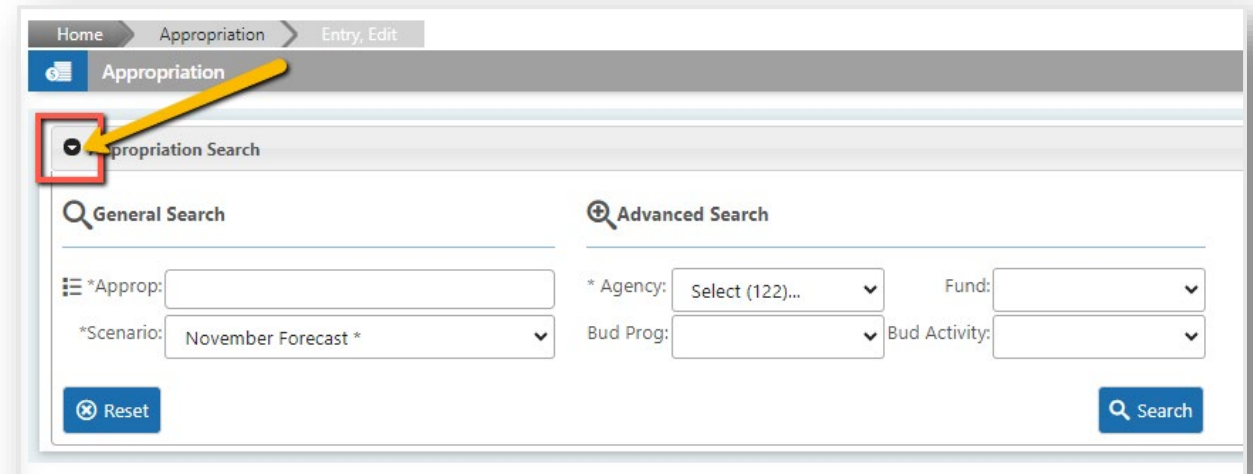
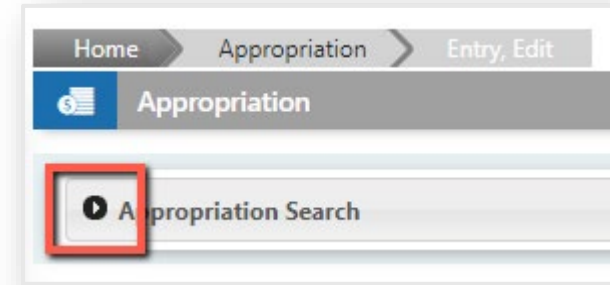
BPAS Menu - Details

- Home
- Announcement
- User Profile
- Appropriation**
- Entry, Edit
- Change**
- Change Item Entry
- Description
- Funding Summary
- Reports**
- Standard
- Fiscal
- Book**
- Configuration
- Agency Budget Books
- Directories**
- Appropriations
- Funds
- Accounts
- Help**
- User Guide
- Budget Glossary
- Training Videos

Menu Option	Description
Home	View the Announcements and User Profile.
Appropriation	Enter and edit data for an appropriation, add new accounts to an appropriation, enter base adjustments, reconcile appropriations, review and enter transfers, and enter and edit FTE data.
Change	Enter and review data for change items: create and delete change items, enter change item descriptions, enter change item funding summary data.
Reports	Review actual year data, develop base budget plans, verify base budget data, verify change item data, and more.
Books	Review the agency budget book layout and run books for final review.
Directories	Look up appropriations, funds, and accounts.
Help	Access the BPAS User Guide, Training Videos, and glossary of budget terms.

BPAS Features – Collapse/Expand

- **Collapse/Expand** dialog boxes: The dialog boxes that appear when clicking through the main menu modules have an arrow icon in the top left corner.
 - Clicking the arrow toggles between expanding and collapsing the section or dialog box.



BPAS Features – Displaying Budget Data

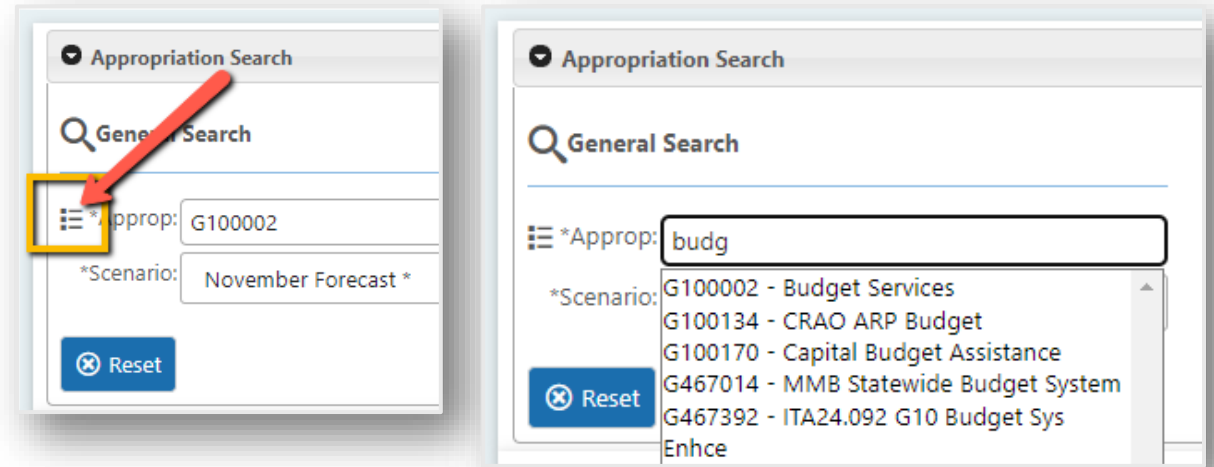
- **+/- Displaying Budget Data:** Appropriation budgeting data initially displays as a summary row (level).
 - The (+ or -) in the upper left of the appropriation budgeting table is used to open or close the account hierarchy to enter and edit data.
 - The entire account hierarchy can be opened by clicking the (+) in the table's header row or individual groups can be opened and closed.

	Name (CD)
+	Balance Forward In (BFIN)
+	Appropriation (APPTOT)
+	Revenues (REV)

		Actual	Actual
+	Name (CD)	FY22	FY23
+	Balance Forward In (BFIN)		19
-	Appropriation (APPTOT)	4,160	4,660
	APP - Appropriation (Source)	4,159.851	4,159.851
	Appropriation (Source) (APPLOAD)	4,160	4,160
	ANN - Current Law Base Change		
	Base Adjustment (BADJ)		500
+	Revenues (REV)		

BPAS Features – Auto-populate and Tool Tips

- **Auto-populate:** Search fields such as **Approp** and **Account** provide an auto-populated list of values after three characters are entered.
 - The auto-populated fields are marked with an icon with three rectangles and three lines.
- **Tool tips:** BPAS Buttons and budget data have tooltips. Tooltips provide additional information when the cursor is hovered over data or buttons.
 - For example, actual data tooltips display with precision to the cent.



Actual
FY23
20
4,160
412.69002
413

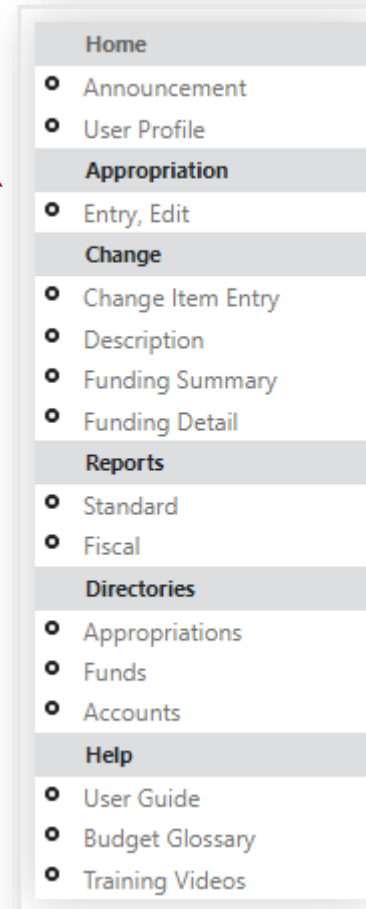
BPAS - Appropriation Module

Appropriation Module - Entry, Edit

- Users can update **Current Year** and **Budget Year** data in the active **Base Scenario** (e.g., November Forecast)

Agency users can perform the following functions on the **Entry, Edit** screen:

- Enter and edit data for an appropriation
- Add new accounts to an appropriation
- Enter a base adjustment for an appropriation
- Review transfers in/out
- Enter a transfer out



In the Appropriation module, **Agency** and **EBO User** roles **cannot**:

- Enter an appropriation amount
- Modify appropriation attributes
- Edit actual (historical) data - *unless special access is given*
- Edit data outside of current base scenario in budget process

Appropriation Search

Use the **General Search** or **Advanced Search** to find the correct appropriation

The screenshot displays a web application interface for searching appropriations. At the top, there is a breadcrumb trail: Home > Appropriation > Entry, Edit. Below this is a header bar with a menu icon and the word "Appropriation". The main content area is titled "Appropriation Search" and contains two search sections: "General Search" and "Advanced Search". The "General Search" section is highlighted with a blue box and includes a search icon, a label "*Approp:" followed by a text input field, and a label "*Scenario:" followed by a dropdown menu currently showing "November Forecast *". The "Advanced Search" section includes a search icon, a label "* Agency:" followed by a dropdown menu showing "Select (9)...", a label "Fund:" followed by a dropdown menu, a label "Bud Prog:" followed by a dropdown menu, and a label "Bud Activity:" followed by a dropdown menu. At the bottom left of the search area is a "Reset" button with a close icon, and at the bottom right is a "Search" button with a magnifying glass icon.

General Search consists of two required fields: **Approp** and **Scenario**.

- The **Approp** field is a free-text search field that provides an auto-populated list of appropriations after three characters are entered.
- Users can search by **Appropriation ID**, starting with the agency SWIFT Code or by any part of the **Appropriation Name**.
- **Scenario** field is automatically populated with the current base scenario (currently November Forecast).

Appropriation Search

General Search

*Approp: G10

*Scenario: G100000 - Non Dedicat
G100001 - Accounting S
G100002 - Budget Serv
G100003 - Economic Ar
G100004 - MN.IT Serv

Reset

Appropriation Search

General Search

*Approp: ser

*Scenario: G100001 - Accounting Services
G100002 - Budget Services
G100004 - MN.IT Services@MMB
G100009 - Management Services
G100085 - Management Analysis Services
G100091 - MRP Debt Service Account

Reset

General Search

*Approp:

*Scenario: November Forecast *

Reset

Advanced Search

- **Advanced search** uses additional filters to narrow down the **Approp** field results, and then displays available options as dropdowns.
 - The **agency** field must be selected first. This will auto-populate available options in the Approp field, which is no longer a free-text field.
- Users can further filter the **Approp** field by selecting a specific fund, program, and/or activity.

The screenshot displays the 'Appropriation Search' window. It is divided into 'General Search' and 'Advanced Search' sections. The 'Advanced Search' section contains several dropdown menus: '* Agency:' (set to 'G10 - Manager'), 'Fund:' (set to '1000 - General'), 'Bud Prog:' (set to 'Select (3)...'), and 'Bud Activity:' (set to 'Select (10)...'). The '* Approp:' dropdown is open, showing a list of options including 'G100001 - Accounting Services', which is highlighted. A 'Reset' button is located at the bottom left of the dropdown menu, and a 'Search' button is at the bottom right of the search area.

Appropriation – Budgeting

After you have completed a search, the following three tabs appear within the **Edit Entry** screen: **Appropriation - Budgeting**, **Account - Add**, and **Appropriation - Transfer**.

- The Appropriations attributes appear near the top of the screen.
- If the **scenario** and **user role** (access) allow for edits to the Appropriation data, an **open padlock** displays.
 - If the scenario and user role settings do **not** allow edits, a **closed padlock** would appear in this area of the screen.

General Search Advanced Search

*Approp: G100002 * Agency: Select (122)...

*Scenario: November Forecast * Bud Prog:

Reset

Appropriation - Budgeting Account - Add Appropriation - Transfer

2026 (Biennial) - November Forecast

Approp :	G100002 - Budget Services	Fund :	1000 - General
Agency :	G10 - Management and Budget	Bud Prog :	G1001 - Statewide Services
Approp Type Group :	Direct (Direct)	Bud Activity :	G100102 - Budget Services

Actual, Current, and Estimated

- The **Appropriation – Budgeting** tab displays **Actual**, **Current**, and **Estimated** budget data.
 - Use the **plus (+)** and **minus (-)** operators to expand or collapse data sections on the screen.
- The Budgeting panel **only** includes accounts where the agency has **actual** or **budgeted data**.

Appropriation Budgeting

(Dollars in Thousands)

	Actual FY22	Actual FY23	Actual FY24	Current FY25	Estimated FY26
+ Name (CD)					
+ Balance Forward In (BFIN)		19			
+ Appropriation (APPTOT)	4,160	4,660	4,360	4,500	4,250
+ Revenues (REV)					
- Net Transfers (NETTRAN)	187	813	-1,001		
➤ Transfers In (TRANIN)	187	831			
➤ Transfers Out (TRANOUT)		19	1,001		
+ Net Loan Activity (NETLOAN)					
+ Cancellations (CANCEL)					
+ Balance Forward Out (BFOUT)	19				
Available Resources (SOURCES)	4,328	5,491	3,359	4,500	4,250
+ Expenditures (EXP)	4,328	5,491	3,359	4,500	4,500
Use of Funds (USES)	4,328	5,491	3,359	4,500	4,500
Account Net (NETACCT)	0	0	0	0	-250

Summary of BPAS Data


- Data is loaded from **SWIFT** into **BPAS** to display as historical data, and then the current year budget data (FY 2025) is used as a starting point for the budget and planning years.
 - BPAS has two types of data: **Actual Data** and **Budget Data**.

Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
	19						
4,160	4,660	7,302	7,663	7,663	7,663	7,663	7,663

Summary of BPAS Data – Process and Structure Data

- **Process Data** answers the questions, “*when or which phase of the budget cycle?*”
- **Structure data** answers the questions, “*how much and at what level of detail?*”

Appropriation - Budgeting | Account - Add | Appropriation - Transfer

2026 (Biennial) - November Forecast 

Approp : **G100002 - Budget Services** Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100102 - Budget Services

Appropriation Budgeting

(Dollars in Thousands)

	Actual FY22	Actual FY23	Actual FY24	Current FY25
+ Name (CD)				
+ Balance Forward In (BFIN)		19		
+ Appropriation (APPTOT)	4,160	4,660	7,302	7,663
+ Revenues (REV)				
+ Net Transfers (NETTRAN)	187	813	-1,001	
+ Net Loan Activity (NETLOAN)				
+ Cancellations (CANCEL)				
+ Balance Forward Out (BFOUT)	19			
Available Resources (SOURCES)	4,328	5,491	6,301	7,663
- Expenditures (EXP)	4,328	3,730	2,449	
41000 - Full Time - Salary	3,738.16914	3,190.14524	2,086.93444	
41030 - Part-Time-Seasonal-Labor Serv	265.12933	271.7432	154.42213	
41050 - Overtime and Premium Pay	1.03164	6.81358	1.51198	
41070 - Other Employee Cost	122.53775	31.54933	26.36718	
Compensation (COMP)	4,137	3,600	3,360	

BPAS - Process Data Fields

- **Budget Year:** Denotes the first year of the active biennial budget (e.g., 2026).
 - Determines screen display and data collection available.
- **Budget Cycle:** Denotes which of the two budget cycle years (biennial vs. supplemental) is active
 - Controls the budget periods available to enter or edit data.
- **Budget Scenario:** Denotes which phase of the budget cycle the data being displayed is for. The default scenario in BPAS which is identified with an asterisk is the scenario we are currently in or preparing for.
- **Budget Period:** Represents one operating Fiscal Year (FY).

The screenshot shows the 'Appropriation' screen with three tabs: 'Appropriation - Budgeting', 'Account - Add', and 'Appropriation - Transfer'. The 'Account - Add' tab is active. Below the tabs, the following metadata is displayed:

- 2026 (Biennial) - November Forecast
- Approp : G100002 - Budget Services
- Agency : G10 - Management and Budget
- Approp Type Group : Direct (Direct)
- Fund : 1000 - General
- Bud Prog : G1001 - Statewide Services
- Bud Activity : G100102 - Budget Services

Appropriation Budgeting

(Dollars in Thousands)

	Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
+ Balance Forward In (BFIN)	0	18						
+ Appropriation (APPTOT)	6,581	6,581	7,897	8,274	8,274	8,274	8,274	8,274
+ Revenues (REV)								
+ Net Transfers (NETTRAN)	338	954	961					

BPAS Scenarios (Process Data)

- Scenarios identify the phases within each budget cycle:

BASE SCENARIO	CHANGE SCENARIO	COMBINED BASE + CHANGE SCENARIO*
-	Agency Changes (summary only)	-
-	Governor's Decision Changes (summary only for MMB use)	-
November Forecast	Governor's Recommended Changes	November Forecast + Gov. Rec. Changes = Governor's Recommendations
February Forecast	Governor's Recommended Changes (Revised)	February Forecast + Gov. Rec. Changes (Revised) = Governor's Revised Recommendations
May Base	Enacted Changes	May Base + Enacted Change = Enacted Budget

* *Combined Base + Change Scenarios* are only available when running reports.

Appropriation Budgeting Data

- All data is entered at the **Account** level, which is the lowest level shown in BPAS, and summarized at the Account **Category, Group** and **Type** levels.
- **Actual data** is **not** available for edit (*without special agency access*). It is loaded in thousands and reported and displayed (tooltip) to the cent.
- **Current** and **estimated data** is available for edit. It is loaded, entered and reported rounded to the nearest thousand.
- **FTE data** is loaded and displayed to the nearest hundredth.

+ Name (CD)	Actual	Actual	Actual	Current	Estimated	Estimated
	FY22	FY23	FY24	FY25	FY26	FY27
+ Balance Forward In (BFIN)		4,659.851	19			
+ Appropriation (APPTOT)	4,160	4,660	4,360	4,500	4,250	4,250
+ Revenues (REV)						
+ Net Transfers (NETTRAN)	187	813	-1,001			
+ Net Loan Activity (NETLOAN)						
+ Cancellations (CANCEL)						
+ Balance Forward Out (BFOUT)	19					
Available Resources (SOURCES)	4,328	5,491	3,359	4,500	4,250	4,250
- Expenditures (EXP)	4,328	5,491	3,359	4,500	4,500	4,500
41000 - Full Time - Salary	3,738.16914	4,811.82018	2,996.43896	3,567	3,567	3,567
41030 - Part-Time-Seasonal-Labor Serv	265.12933	271.7432	154.42213	200	200	200

BPAS Structure Data Fields – Appropriation

- Data is entered and stored in BPAS by **appropriation** and **account**.
- An **Appropriation** is the authorization by the legislature to spend money and is the basic unit of budgetary control in BPAS and in the accounting system, SWIFT.
- Each appropriation is tied to a **Fund**
 → **Agency** → **Program** → **Activity**
- **Appropriation Type Group** describes the nature of the legislation or funding source.

Appropriation - Budgeting
Account - Add
Appropriation - Transfer

2026 (Biennial) - November Forecast 🔒

Approp :	G100002 - Budget Services	Fund :	1000 - General
Agency :	G10 - Management and Budget	Bud Prog :	G1001 - Statewide Services
Approp Type Group :	Direct (Direct)	Bud Activity :	G100102 - Budget Services

Appropriation Budgeting

(Dollars in Thousands)

	Name (CD)	Actual	Actual	Actual	Cu
+		FY22	FY23	FY24	F
+	Balance Forward In (BFIN)		19		
+	Appropriation (APPTOT)	4,160	4,660	4,360	
+	Revenues (REV)				
+	Net Transfers (NETTRAN)	187	813	-1,001	

BPAS Structure Data Fields – Account

- An **Account** details what an agency has received money for and what they spent it on.
 - Revenue account examples are: Corporate Income Tax, Sales Tax or Seed Inspection Fee
 - Expenditure account examples are: Full Time – Salary, Space Rental, and Utilities or Aid-Grants to Counties
- Each account aggregates up to higher levels in the BPAS account hierarchy of **Account** → **Category** → **Group** → **Type**

ACCOUNT TYPE	ACCOUNT GROUP	ACCOUNT CATEGORY	OPERATOR	
Available Resources	Balance Forward In	Balance Forward In	Plus	
	Appropriation	Appropriation (Source)	Plus	
		Base Adjustment	Plus	
	Revenues		Taxes	Plus
			Federal Grants	Plus
			Departmental Earnings	Plus
			Investment Income	Plus
			All Other Revenue	Plus
	Net Transfers		Transfers In	Plus
			Transfers Out	Minus
	Net Loan Activity		Loans In (Receipts)	Plus
			Loans Out (Loan Issuances)	Minus
	Cancellations	Cancellations	Minus	
	Balance Forward Out	Balance Forward Out	Minus	
Use of Funds	Expenditures	Compensation	Plus	
		Operating	Plus	
		Grants, Aids and Subsidies	Plus	
		Capital Outlay-Real Property	Plus	
		Other Financial Transaction	Plus	

Available Resources MINUS Use of Funds = ACCOUNT NET

Account Hierarchy - Entry, Edit Screen

Appropriation Budgeting

(Dollars in Thousands)

	Actual	Actual	Actual
+ Name (CD)	FY22	FY23	FY24
+ Appropriation (APPTOT)	8,001	8,001	5,629
+ Revenues (REV)			
+ Net Transfers (NETTRAN)	-230	-1,042	951
+ Net Loan Activity (NETLOAN)			
+ Cancellations (CANCEL)			
+ Balance Forward Out (BFOUT)	1,002		
Available Resources (SOURCES)	6,769	7,961	6,580
- Expenditures (EXP)	6,769	7,960	6,580
Compensation (COMP)			
41100 - Space Rental and Utilities	68,796	85	54,62187
41130 - Prof-Tech Serv-Outside Vend	51,28499	60,775	55,37235
41155 - Communications	.08096	.2	54.5
41196 - Rate-Based MNIT Services	82,27708	1,488,77161	2,620,67651
41197 - Agency-Specific MNIT Services	6,566,3291	6,325,61146	3,795
41300 - Supplies		.03341	
Operating Expenses (OPER)	6,769	7,960	6,580
Grants, Aids and Subsidies (GRANTS)			
Capital Outlay-Real Property (CAP)			
Other Financial Transaction (OTHFIN)			
Use of Funds (USES)	6,769	7,960	6,580
Account Net (NETACCT)	0	0	0

Account Net Calculation

- **Account Net** is the term and calculation used in BPAS that identifies the difference between **Available Resources** (Sources) and **Use of Funds** (Uses) in an appropriation.
- An appropriation account net **must be zero** to be reconciled (balanced) in BPAS, unless it is a **non-dedicated** or **continuing** (capital) appropriation type.

Appropriation Budgeting

(Dollars in Thousands)

		Actual	Actual	Actual	Current	Estimated
+	Name (CD)	FY22	FY23	FY24	FY25	FY26
+	Balance Forward In (BFIN)		19			
+	Appropriation (APPTOT)	4,160	4,660	4,360	4,500	4,250
+	Revenues (REV)					
+	Net Transfers (NETTRAN)	187	813	-1,001		
+	Net Loan Activity (NETLOAN)					
+	Cancellations (CANCEL)					
+	Balance Forward Out (BFOUT)	19				
	Available Resources (SOURCES)	4,328	5,491	3,359	4,500	4,250
+	Expenditures (EXP)	4,328	5,491	3,359	4,500	4,500
	Use of Funds (USES)	4,328	5,491	3,359	4,500	4,500
	Account Net (NETACCT)	0	0	0	0	-250

Add Account(s)

Add a new account to the appropriation in the **Account-Add** tab.

- Users can search for an account by the **Account Category** or **Account**.
- Search results will appear, and users can select the account to add.
- **Note:** If an account is already on the **Appropriation Budgeting** screen, it will **not** be available to add on the **Account-Add** screen.

2026 (Biennial) - November Forecast

Approp : G100002 - Budget Services Fund : 1000 - General
Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
Approp Type Group : Direct (Direct) Bud Activity : G100102 - Budget Services

Account Search

Account Category: Base Adjustment
Account:

Reset Search

Account Add

Record count: 12

	Account CD	Account Name
<input type="checkbox"/>	ATA	Approved Transfer Between Appropriation
<input type="checkbox"/>	BIA	Biennial Appropriations
<input type="checkbox"/>	COT	One-Time Capital Appropriations
		February Forecast Adjustment
		One-Time IT Appropriations
		One-Time Legacy Fund Appropriations

Account Search

Account Category: Select (18)...

Account: app-
Invalid Account Selection

Reset Search

Search by Account Category

- Users can generate a list of available accounts by selecting from the **Account Category** dropdown and clicking the **Search** button.
 - Select one or more Account(s) from the list.
 - Click the **Add** button.
- After a user clicks **Add**, a success message confirms that the Account(s) have been added to the Appropriation Budgeting tab.

Account Search

Account Category: Base Adjustment

Account: Select (18)...

- Balance Forward In
- Appropriation (Source)
- Base Adjustment
- Taxes
- Federal Grants
- Departmental Earnings
- Investment Income

Reset

Account Search

Account Category: Base Adjustment

Account:

Reset Search

Account Add

Record count: 14

	Account CD	Account Name
<input type="checkbox"/>	ANN	Current Law Base Change
<input type="checkbox"/>	ATA	Approved Transfer Between Appropriation
<input type="checkbox"/>	BIA	Biennial Appropriations
<input type="checkbox"/>	COT	One-Time Capital Appropriations
<input type="checkbox"/>	FEB	February Forecast Adjustment
<input type="checkbox"/>	ITA	One-Time IT Appropriations
<input type="checkbox"/>	LFD	One-Time Legacy Fund Appropriations
<input type="checkbox"/>	NOV	November Forecast Adjustment
<input checked="" type="checkbox"/>	ONE	All Other One-Time Appropriations
<input type="checkbox"/>	OPN	Forecast Open Appropriation Adjustment
<input type="checkbox"/>	PEN	Pension Allocation
<input type="checkbox"/>	RED	Appropriation Reduction
<input type="checkbox"/>	SUN	Program or Agency Sunset
<input type="checkbox"/>	TRF	Transfer Between Agencies

Reset Add

Account Search

Success

System message: **Saved** successfully.

Search by Account Code or Name

- The **Account Search** field is a free-text field.
- Users can type the first three characters of the **Account Code** or **Account Name**, i.e., for search criteria that is, “begins with...”.
 - The text box will return an auto-populated list of accounts matching the characters entered.
- Select the Account(s) from the list.
- Click the **Add** button.
- A success message appears after the Account(s) has been added.

Account Search

Account Category: Select (18)...

Account: ONE

Reset

- COT - One-Time Capital Appropriations
- ITA - One-Time IT Appropriations
- LFD - One-Time Legacy Fund Appropriations
- ONE - All Other One-Time Appropriations

Account Add

Record count: 1

Account CD	Account Name
<input checked="" type="checkbox"/> ONE	All Other One-Time Appropriations

Reset Add

Account Search

Success
System message: **Saved** successfully.

Budgeting – Account Added

- Expand the **Account Category** by clicking the plus (+) icon.
 - The added account will display with a zero in the first estimated fiscal year.
 - To delete an account added in error, you can delete the zero.
- To change the **Appropriation** total, a Base Adjustment (BADJ) must be entered.
 - A base adjustment reducing the base is entered with a **negative (-)** value. The example is for ANN – Current Law Base Change.
- Executive Budget Officers (EBOs)** review and approve all base adjustments.
 - Be sure to check the **Biennial Budget Instructions** on the MMB website for guidance on the correct base adjustment account to use.

Appropriation - Budgeting | Account - Add | Appropriation - Transfer

2026 (Biennial) - November Forecast

Approp : G100002 - Budget Services Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100102 - Budget Services

Appropriation Budgeting

(Dollars in Thousands)

Name (CD)	Actual FY22	Actual FY23	Actual FY24	Current FY25	Estimated FY26
- Balance Forward In (BFIN)		19			
RFIN - Actual Balance Forward In		18,92304			
- Balance Forward In (BFIN)		19			
- Appropriation (APPTOT)	4,160	4,660	4,360	4,500	4,250
APP - Appropriation (Source)	4,159.851	4,159.851	4,359.637	4,500	4,500
- Appropriation (Source) (APPLOAD)	4,160	4,160	4,360	4,500	4,500
ANN - Current Law Base Change					-250
- Base Adjustment (BADJ)		500			-250
- Revenues (REV)					
- Taxes (TAX)					

Appropriation – Transfers

- A **Transfer** is an authorized movement of monies between appropriations.
- Transfers can occur between:
 - Programs or activities within an agency
 - Agencies for a designated purpose
 - Appropriations accounts within a fund
 - State funds (where authorized)
- All Transfers are two-sided:
 - A **source** appropriation (*out*) and
 - A **destination** appropriation (*in*)
- Transfers are entered from the **Transfer Out appropriation**.
- **Transfers** are entered, edited, and saved at the **Appropriation level**.
 - **Revenues** and **Expenditures** are managed at the **Account** level.
- Transfers are **not** copied into the **budget** and **planning years** (Estimated data) columns when the data is loaded.

Accessing Transfers Tab

Transfers are accessed on the Entry-Edit screen of the BPAS Appropriation module.

There are two ways to enter, edit, and review transfers from the **Appropriation-Budgeting** screen:

1. Select the **Appropriation-Transfer** tab.
2. Expand the **Net Transfer** Account Group by clicking the plus (+) icon to its left. Click the blue hyperlink for **Transfers In (TRANIN)** or for **Transfers Out (TRANOUT)**.

2026 (Biennial) - November Forecast

Approp : G100002 - Budget Services Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100102 - Budget Services

Appropriation Budgeting

(Dollars in Thousands)

	Actual FY22	Actual FY23	Actual FY24	Current FY25	Estimated FY26
+ Balance Forward In (BFIN)		19			
+ Appropriation (APPTOT)	4,160	4,660	4,360	4,500	4,250
+ Revenues (REV)					
- Net Transfers (NETTRAN)	187	813	-1,001		
➤ Transfers In (TRANIN)	187	831			
➤ Transfers Out (TRANOUT)		19	1,001		
+ Net Loan Activity (NETLOAN)					
+ Cancellations (CANCEL)					
+ Balance Forward Out (BFOUT)	19				
+ Available Resources (SOURCES)	4,328	5,491	3,359	4,500	4,250
+ Expenditures (EXP)	4,328	5,491	3,359	4,500	4,500
+ Use of Funds (USES)	4,328	5,491	3,359	4,500	4,500
Account Net (NETACCT)	0	0	0	0	-250

Transfer Screen

The **Appropriation-Transfer** screen displays three collapsible (expanded) panels.

- **Transfer In** panel is the top panel and is **read-only**.
 - Transfers In are displayed by the “From” appropriation where they were originally entered.
- **Transfer Out** panel is the middle panel. It displays the appropriation and amounts to which funds were transferred.
 - The **current** and **estimated** amounts may be edited.
 - Transfers are always entered from the source appropriation (Transfer Out).
- **Transfer Out-Add Approp** is the bottom panel and is used to add new appropriations to Transfer Out.

Transfer In

(Dollars in Thousands)
Record count: 2

Appr ID	Appr Name	Fund CD	Fund Name	Actual FY22	Actual FY23	Actual FY24	Current FY25
G100004	MN.IT Services@MMB	1000	General	60.00000			
G100009	Management Services	1000	General	127.16036	831.28840		
Total Transfers In				187.16036	831.28840		

Transfer Out

(Dollars in Thousands)
Record count: 5

Appr ID	Appr Name	Fund CD	Fund Name	Actual FY22	Actual FY23	Actual FY24	Current FY25
G100001	Accounting Services	1000	General			200	
G100003	Economic Analysis	1000	General			200	
G100004	MN.IT Services@MMB	1000	General			551	
G100005	Debt Management	1000	General			50	
G100009	Management Services	1000	General		18.59838		
Total Transfers Out					18.59838	1,001	

Cancel

Transfer Out - Add Approp

Approp:

Transfer Out – Add Approp

To look up an appropriation to transfer to, type the first three characters of an **Appropriation ID** or **Appropriation Name**.

- **Transfer Out – Add Approp** is an auto-populated field.
- Select the correct appropriation item and click **Add**.
- You should receive a **success message** when completed.

The screenshot shows the 'Transfer Out - Add Approp' form. The 'Approp:' field contains the text 'economid'. A blue box highlights the search field and the 'Add' button. Below the search field, a list of appropriation items is displayed, including 'B221099 - Economic Analysis (1000 - General)', 'B223545 - Ctr For Economic Inclusion (2390 - Workforce Development)', 'B34012F - Economic Dev & Hsg Challenge (1000 - General)', 'B340550 - Economic Dev & Hous Challen (8000 - Housing Finance Agency)', 'E373390 - MN Council on Economic Educ (1000 - General)', 'E37A24F - MN Coun on Economic Ed (1000 - General)', 'G100003 - Economic Analysis (1000 - General)', and 'G191302 - Indian Economic Program 100110 (3000 - Federal)'. The item 'G100003 - Economic Analysis (1000 - General)' is highlighted in yellow.

The screenshot shows the 'Transfer Out - Add Approp' form. The 'Approp:' field now displays the selected item: 'G100003 - Economic Analysis (1000 - General)'. The 'Add' button is visible to the right of the field.

The screenshot shows the 'Transfer Out - Add Approp' form with a green success message box. The message reads: 'Success System message: Saved successfully.' A red arrow points from the 'Add' button in the previous screenshot to this success message.

Transfer Out – Added

- The “**Economic Analysis**” appropriation is now added to the **Transfer Out** panel.
- Transfer amounts can now be entered in the **Current** and **Estimated** columns.

Transfer Out

(Dollars in Thousands)
Record count: 5

Appr ID	Appr Name	Fund CD	Fund Name	Actual	Actual	Actual	Current	Estimated	Estimated	Estimated	Estimated
				FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29
G100001	Accounting Services	1000	General			200					
G100003	Economic Analysis	1000	General			200					
G100004	MN.IT Services@MMB	1000	General			551					
G100005	Debt Management	1000	General			50					
G100009	Management Services	1000	General		18.59838						
Total Transfers Out					18.59838	1,000		0			

Cancel Save

Example – Completed Transfer

Appropriation - Budgeting Account - Add Appropriation - Transfer

2026 (Biennial) - November Forecast

Approp : **G100001 - Accounting Services** Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100101 - Accounting Services

Appropriation Budgeting

(Dollars in Thousands)

	Actual FY22	Actual FY23	Actual FY24	Current FY25	Es
+ Balance Forward In (BFIN)		62		41	
+ Appropriation (APPTOT)	5,187	5,552	6,581	6,581	
+ Revenues (REV)					
- Net Transfers (NETTRAN)		-64	458	-41	
↗ Transfers In (TRANIN)			458		
↘ Transfers Out (TRANOUT)		64		41	
+ Net Loan Activity (NETLOAN)					
+ Cancellations (CANCEL)		0			
+ Balance Forward Out (BFOUT)	51	0	41		
Available Resources (SOURCES)	5,136	5,550	6,998	6,581	
+ Expenditures (EXP)	5,136	5,550	6,998	6,581	
Use of Funds (USES)	5,136	5,550	6,998	6,581	
Account Net (NETACCT)	0	0	0	0	



Appropriation - Budgeting Account - Add Appropriation - Transfer

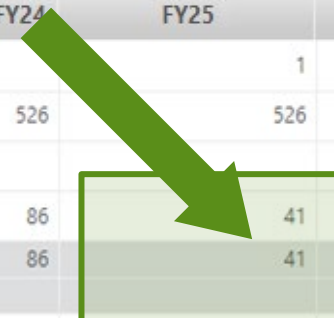
2026 (Biennial) - November Forecast

Approp : **G100003 - Economic Analysis** Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100101 - Accounting Services

Appropriation Budgeting

(Dollars in Thousands)

	Actual FY22	Actual FY23	Actual FY24	Current FY25	Es
+ Balance Forward In (BFIN)		0		1	
+ Appropriation (APPTOT)	591	562	526	526	
+ Revenues (REV)					
- Net Transfers (NETTRAN)	1	0	86	41	
↗ Transfers In (TRANIN)	1		86	41	
↘ Transfers Out (TRANOUT)		0			
+ Net Loan Activity (NETLOAN)					
+ Cancellations (CANCEL)					
+ Balance Forward Out (BFOUT)	0		1		
Available Resources (SOURCES)	591	562	611	568	
+ Expenditures (EXP)	591	562	611	525	
Use of Funds (USES)	591	562	611	525	
Account Net (NETACCT)	0	0	0	43	



Transfers in Appropriation – Budgeting Screen

- Review the transfers added or moved on the **Appropriation-Budgeting** screen.
- Confirm that your **Account Net** balances or reconciles to **zero (0)** after a transfer is entered.

Appropriation - Budgeting Account - Add Appropriation - Transfer

2026 (Biennial) - November Forecast

Approp : G100002 - Budget Services Fund : 1000 - General
 Agency : G10 - Management and Budget Bud Prog : G1001 - Statewide Services
 Approp Type Group : Direct (Direct) Bud Activity : G100102 - Budget Services

Appropriation Budgeting

(Dollars in Thousands)

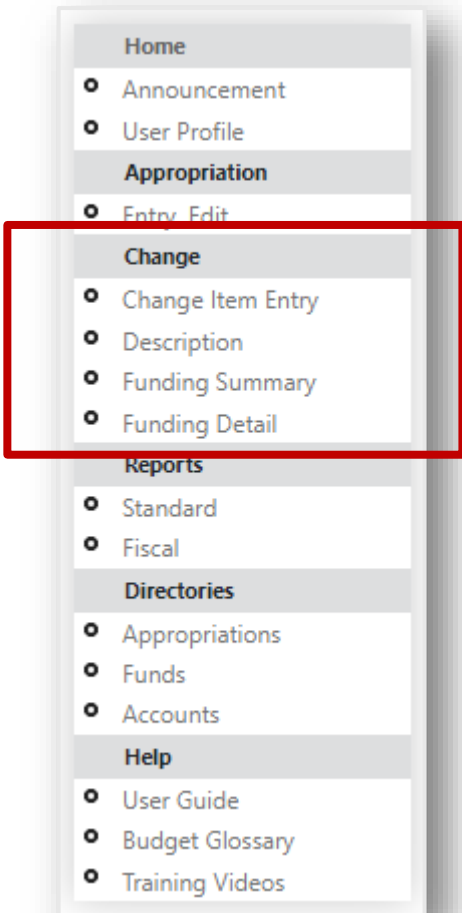
		Actual FY22	Actual FY23	Actual FY24	Current FY25
-	Name (CD)				
+	Balance Forward In (BFIN)		19		
+	Appropriation (APPTOT)	4,160	4,660	4,360	4,500
+	Revenues (REV)				
-	Net Transfers (NETTRAN)	187	813	-1,001	
	➤ Transfers In (TRANIN)	187	831		
	➤ Transfers Out (TRANOUT)		19	1,001	
+	Net Loan Activity (NETLOAN)				
+	Cancellations (CANCEL)				
+	Balance Forward Out (BFOUT)	19			
	Available Resources (SOURCES)	4,328	5,491	3,359	4,500
+	Expenditures (EXP)	4,328	5,491	3,359	4,500
	Use of Funds (USES)	4,328	5,491	3,359	4,500
	Account Net (NETACCT)	0	0	0	0

Change Items

“**Change Item**” is the term used for requested budget changes from the base budget level.

- Change items may also be referred to as **Governor’s Budget Requests**.
 - MMB typically issues **Governor’s Budget Request (Change) instructions** in late August.
- Agencies must submit change items by **October 15, 2024**, for the 2026-27 biennial budget process.
 - This deadline is set by [Minnesota Statutes 16A.10, Subdivision 2](#).
- Required information is detailed in the **Governor’s Budget Request instructions**.
- **Change Item (CI) Narratives** for each requested change are uploaded to the [MMB Budget Division SharePoint site](#).
- Change items are reviewed by **MMB** and the **Governor’s Office** for decision making.
- Read the [Governor’s Budget Request Instructions](#) on the MMB website for complete details and Change Item Narrative template.

Change Item module



- **Change Item Entry:** Used to enter new change items or add/edit Change Item (CI) name, categories and rank information. This screen provides a list view of agency entered change items.
- **Description:** Used to enter a CI Description. This provides more detail information about the change item than the name. The Description screen can be accessed through the left navigation or clicking the CI ID hyperlink.
- **Funding Summary:** Used to enter CI funding summary information such as revenue, expenditure, and FTE amounts by fund.
- **Funding Detail Screen:** Used to enter Change Item funding detail information at the appropriation and account level.
 - This option is only available to users who have access to the **Governor's Recommendation** (Gov Rec) scenario, as funding information is entered only if the Change Item is being recommended by the Governor.

Change Item Entry – Add a Change Item

1. Select an agency from the **Agency** dropdown and select the Scenario (e.g., Agency Change).
2. In the **Change Item Add** panel, enter a name for the change item in **Change Item Name** field, and click Add.
 - The Change Item name is limited to 100 characters.
3. A success message displays, and the new Change Item will appear in the Change Items panel.
 - The list is sorted by default in ascending order by **Rank**.

Home > Change > Change Item Entry

Change - Change Item Entry

Change Item Search

Budget Year : 2026 Budget Cycle : Biennial
Agency : G10 - Management and Budg Scenario : Agency Change *

Change Items

Record count 1. Sorted by 'Rank (Asc)'

CI ID	CI Name	Rank	IT?	Fee Change?	Sta
G10-1	Test Agency Change Request	6	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

Change Item Add

Change Item Name: Intro to BPAS Training + Add

Change Item Panel – Attributes

After you have added the new Change Item, follow the Governor's budget request instructions for guidance on the information that needs to be provided for each change item, including its different **attributes**.

Rank <small>↓</small>	IT	Fee Change	Consult	Status	Cat A	Cat B
0 <small>↓</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="radio"/> Yes <input type="radio"/> No	Select... <small>↓</small>	Select... <small>↓</small>	Select... <small>↓</small>

Change Item Panel – Fields and Descriptions

Field	Description
Change Item CI ID	<ul style="list-style-type: none"> Change Item ID is system-assigned, beginning with the agency code followed by a number, IDs are numbered sequentially and can't be changed. CI IDs are unique across all scenarios (i.e. there can be only one change item G10-9). Change items can be deleted for a scenario. CI ID is a hyperlink to the description screen, which can also be opened by clicking on Description from the Main Menu in the left navigation.
Change Item Name	Created/entered by the agency and can be changed while the user has Write access to the current Scenario.
Rank	<ul style="list-style-type: none"> Rank indicates the change item's priority for your agency and is selected from a dropdown list. Rank numbers are unique and can only be assigned to one CI ID. To remove a change item's rank, assign it a different number from the dropdown or set to zero.
IT	IT indicates if the change item has an information technology expenditures.
Fee Change	Fee Change indicates if the change item includes a fee change.
Consult	Indicate if the change item affects Minnesota Tribal governments, requiring consultation with those governments.
Status	Status is used during the Governor's decision process and is enabled/disabled based on user role security settings.
Category A-G	Categories A through G are dropdowns and are enabled/disabled based on user role security and the current budget process requirements.

Change Item – Description

There are four sections on the **Description** screen:

- **Search:** This panel will auto-fill with the agency name and scenario if it was set in the Change Item entry screen.
 - Users can search by Agency, Scenario, and Change Item.
- **Description:** Enter details or description for the proposed Change Item. This is a **required** field.
- **Notes:** Record additional information about the Change Item.
 - This is an *optional* field – if information is required in the Notes text box, specific instructions will be provided in the Governor’s Budget Request Instructions.
- **Attachments:** Upload Word, PDF, or Excel supporting documents by clicking the arrow in the panel.
 - This is an optional field and there is no limit on the number of file attachments.

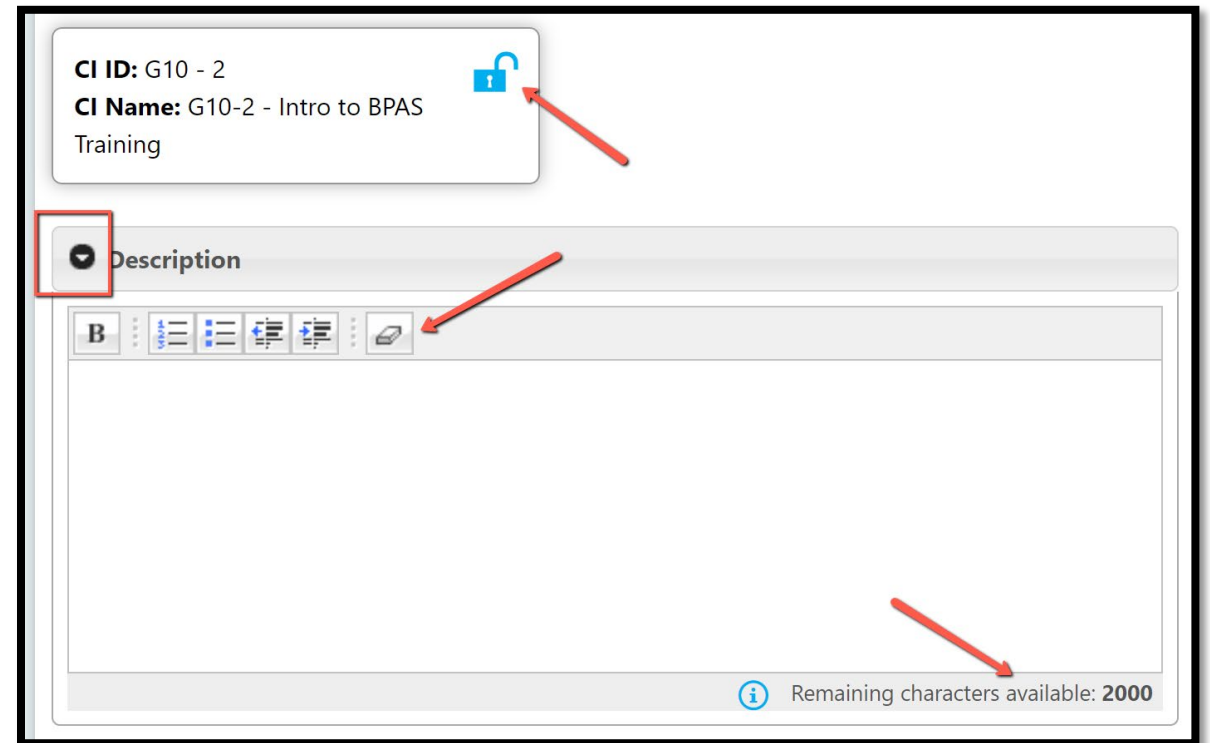
The screenshot shows the 'Change - Description' interface. At the top, there are navigation tabs for 'Home', 'Change', and 'Description'. Below this is a breadcrumb trail and a title bar. The main content area is divided into several sections:

- Change Item Search:** This section contains dropdown menus for 'Budget Year' (2026), 'Budget Cycle' (Biennial), 'Agency' (G10 - Management and Bud), 'Scenario' (Agency Change), and 'Change Item' (G10-1 - Test Agency Change).
- CI ID:** G10 - 1
- CI Name:** G10-1 - Test Agency Change Request
- Description:** A large text area with a rich text editor toolbar (bold, italic, underline, list, link, unlink, image) and a character count indicator at the bottom right: 'Remaining characters available: 2000'.
- Notes:** A text input field.
- Attachments (0):** A section for uploading files, indicated by a small arrow icon.
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom of the form.

Four colored arrows point from the text on the left to the corresponding sections in the screenshot: a dark blue arrow points to the Search section, a red arrow points to the Description section, a light blue arrow points to the Notes section, and a green arrow points to the Attachments section.

Using the Change Item – Description Screen

- An **open** padlock indicates the Change Item information is **open for edit**.
 - A **closed** padlock means it is read-only.
- Use the **arrows** at the top of each section to open (expand) and close (collapse) the panel.
- Each text box has a 2,000-character limit.
- Enter text directly or copy/paste into the text box.
- Use the “Clean Formatting” button to remove formatting from external sources.



Funding Summary

The **Funding Summary** screen is used for entry of **revenue, expenditure, and FTE data** by fund for the change item. It answers the question, “What is the fiscal impact of the proposed change item?”

1. Navigate to the Funding Summary option in main menu.
2. Select the agency, scenario and change item from the dropdown list.
3. Select the fund from the Fund (available) dropdown list and click Add Fund. Data is entered by Fund.
4. Enter Funding Summary data into the appropriate fields.

Click **Preview** to open a read-only, all-funds view of Change Item data by fund.

Change - Funding Summary

Change Item Search

Budget Year : 2026 Budget Cycle : Biennial

Agency : G10 - Management and Bud Scenario : Agency Change *

Change Item : G10-1 - Test Agency Change Fund (Entered) : Select (1)

Reset Search Preview

Fund (Available) : 1000 - General + Add Fund

CI ID: G10 - 1
CI Name: G10-1 - Test Agency Change Request
Fund: 1000 - General

Funding Summary

(Dollars in Thousands)

	Name (CD)	FY23	FY24	FY25	FY26
+	Balance Forward In (CH_BFIN)				
	Taxes (CH_TAX)				
	Federal Grants (CH_FED)				

Funding Summary (cont.)

The Funding Summary panel displays the **Change Item ID, Name and Fund** at the top (e.g., previous slide), and includes five years of data at the bottom – entered at the account category level:

- **Revenues**
- **Transfers, loans, cancellations, and balances forward**
- **Expenditures**
- and **FTE**

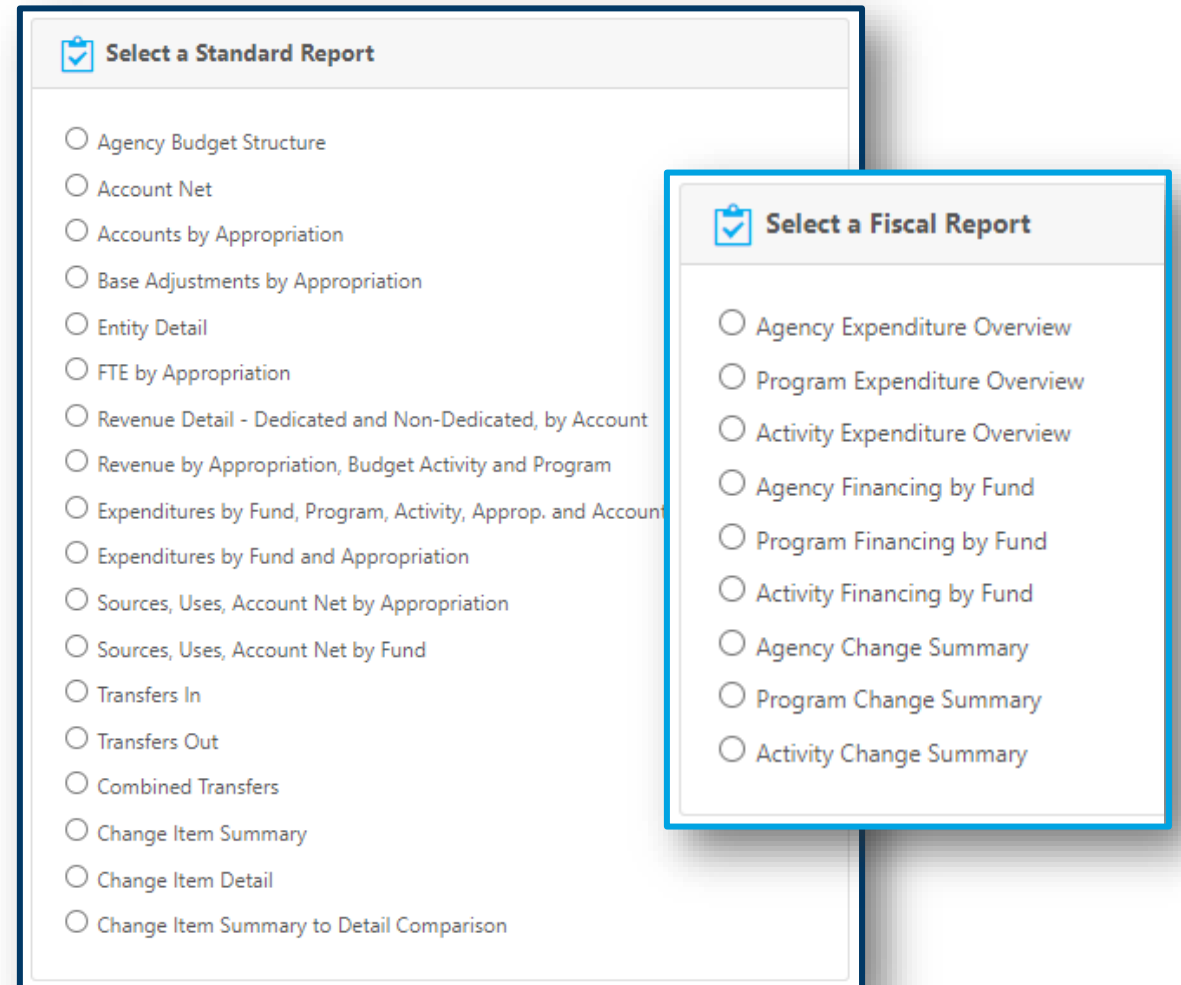
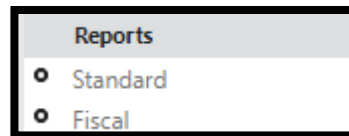
Name (CD)	FYXX	FYXX	FYXX	FYXX	FYXX
Balance Forward In (CH_BFIN)					
Taxes (CH_TAX)					
Federal Grants (CH_FED)					
Departmental Earnings (CH_DE)					
Investment Income (CH_INVING)					
All Other (CH_OTHREV)					
Revenues (CH_REV)					
Transfers In (CH_XTNIN)					
Transfers Out (CH_XTNOUT)					
Loan Activity In (CH_LOAN_IN)					
Loan Activity Out (CH_LOAN_OUT)					
Cancellations (CH_CANCEL)					
Balance Forward Out (CH_BFOUT)					
Available Resources (CH_SOURCE)					
Compensation (CH_COMP)		100	100	100	100
Centralized IT Services (41196) (CH_IT_SVCS)					
Other Operating Expenses (CH_OTH_OPER)					
Grants, Aids, and Subsidies (CH_GRANTS)					
Capital Outlay and Real Property (CH_CAP)					
Other Financial Transactions (CH_OTHFIN)					
Use of Funds (CH_USE)		100	100	100	100
Change Item Cost (Savings) (CH_NETACCT)		100	100	100	100
New Full-Time Equivalents (CH_FTE_NEW)					
Maintain Full-Time Equivalents (CH_FTE_MAIN)					

BPAS Reports

The Reports menu allows users to interact with BPAS data in a way that is easy to analyze and understand.

There are two report screens:

1. **Standard Reports:** Eighteen (18) reports available to assist in reviewing and analyzing BPAS Data.
2. **Fiscal Reports:** Available so agencies can review their fiscal report data that will be included in published budget documents.



Standard Reports – Overview

- **Standard reports** allow users to review and analyze their BPAS data easily.
- You can run most of the standard reports in three formats:
 1. **Excel (default)** creates an Excel file of the report data and selected parameters.
 2. **CSV** creates an export file of the report data and selected parameters in comma-separated value (CSV) format.
 3. **PDF** creates a fully formatted report.
- **TIP:** The Excel and .CSV format options give users the flexibility to create custom reports, pivot tables, and easily analyze data outside of BPAS.

Select a Standard Report

- Agency Budget Structure
- Account Net
- Accounts by Appropriation
- Base Adjustments by Appropriation
- Entity Detail
- FTE by Appropriation
- Revenue Detail - Dedicated and Non-Dedicated, by Account
- Revenue by Appropriation, Budget Activity and Program
- Expenditures by Fund, Program, Activity, Approp. and Account
- Expenditures by Fund and Appropriation
- Sources, Uses, Account Net by Appropriation
- Sources, Uses, Account Net by Fund
- Transfers In
- Transfers Out
- Combined Transfers
- Change Item Summary
- Change Item Detail
- Change Item Summary to Detail Comparison

Running Standard Reports

1. Select a **Report**: Click the radio button next to the report.

2. Select **parameters**: Cycle, Scenario, and Agency display.

- The **Cycle** and **Scenario** available to select depend upon the user's access role and phase of the budget cycle.

3. Select more **Filter Options** (optional).

- These vary based on report type.

4. Select **format**: Excel, CSV, or PDF

Account Net

(Dollars in Thousands) 2024/Biennial/November Forecast

Agency/Fund/Appr Type Grp/Appr	Act FY20	Act FY21	Act FY22	Est FY23	Est FY24	Est FY25	Est FY26	Est FY27
G10 - Management and Budget			418,902	843,046	737,786	737,786	737,786	737,786
1000 - General			1,151	533	467	467	467	467
Direct			1,151	533	467	467	467	467
G100001 - Accounting Services				41				
G100002 - Budget Services				21	(3)	(3)	(3)	(3)
G100003 - Economic Analysis				2	1	1	1	1
G100004 - MN.IT Services@MMB			557					
G100005 - Debt Management			3	(2)	(2)	(2)	(2)	(2)
G100007 - Enterprise Human Resources			115	(1)	(1)	(1)	(1)	(1)

Selecting More Filter Options

- Select the radio buttons next to the **Program**, **Activity**, **Fund**, **Approp Type Group** you want to filter by.
- The report parameters update dynamically.
 - After selecting an Agency, more filter options for the report should appear.
 - If the system cannot find data that matches the parameters you have selected, it will generate a pop-up message, “No record(s) found.”
- The report output consists of two tabs: Entity Detail and Filter Selection.
 - The **Filter Selection** details which parameters and filters were chosen to produce the report.

The screenshot shows a 'More filter options' dialog box with the following elements:

- Program:** A dropdown menu with a blue border, currently showing 'Select (2)...'. Below it, a list of options: G1001 - Statewide Services and G1002 - Statewide Insurance Programs.
- Activity:** A dropdown menu with a green border, currently showing 'Select (8)...'. Below it, a list of options: G100101 - Accounting Services, G100102 - Budget Services, G100103 - Economic Analysis, G100105 - Debt Management, G100107 - Enterprise Employee Resources, and G100108 - Labor Relations.
- Fund:** A dropdown menu with a blue border, currently showing 'All'.
- Approp Type Group:** A dropdown menu with a green border, currently showing 'All'.
- Report Format:** Radio buttons for Excel, CSV, and PDF. PDF is selected.
- Buttons:** 'Reset' and 'Run Report' buttons at the bottom.
- System Message:** A red-bordered box containing the text 'System message: No record(s) found.' with an information icon. A red arrow points from this message to the 'Filter Selection' tab in the report output below.
- Report Output:** A tabbed interface with 'Entity Detail' and 'Filter Selection' tabs. The 'Filter Selection' tab is active and highlighted with a green border.

Commonly Used Standard Reports (1 of 3)

Agency Budget Structure

- Includes active appropriations for the selected agency and includes the Program, Budget Activity, Fund, and Approp Type Group.
- Use this report to confirm that your agency budget structure is set up correctly and appropriations are pointed to the correct programs and activities.

Account Net

- Includes appropriations where the sources and uses (account net) are not equal to zero on any one of the years.
- Non-dedicated and continuing appropriation types are excluded.
- Use this report to confirm that appropriations are reconciled for your base budget.

Commonly Used Standard Reports (2 of 3)

Base Adjustments by Appropriation

- Includes account level base appropriation (source) and base adjustment data for direct and open appropriations.
- Use this report to confirm your agency base adjustments have been entered correctly.

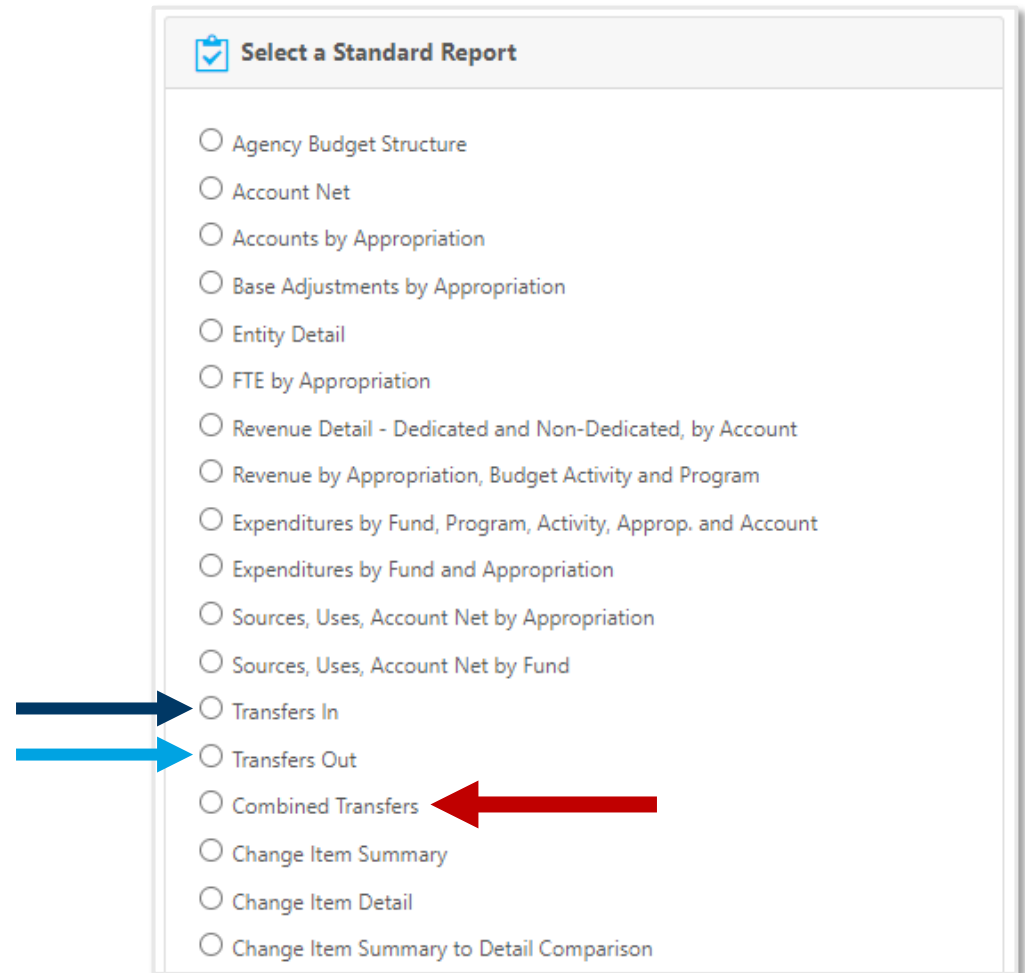
Entity Detail

- Includes account-level data for your agency appropriations.
- This is the **most comprehensive** and **flexible** report.
- Use this report to create custom reports for your agency with Excel pivot tables.

Commonly Used Standard Reports (3 of 3)

Combined Transfer

- This report includes both **outgoing** (Transfer Out) and **incoming** (Transfer In) transfer data at the appropriation level for the selected agency.
 - **Combined transfers** will include **all** your Appropriation transfer data in **one report**.
- The three transfer reports – **Transfer In**, **Transfer Out**, and **Combined Transfers** – are the only ones that include detailed transfer data (by Appropriation) in their output.



Fiscal Reports

The final step in preparing your agency Base Budget and Governor's Proposed Budgets is to review the Fiscal Reports that will be included in these published budget documents.

- There are three different Fiscal Reports: **Expenditure Overview**, **Financing By Fund**, and **Change Summary**.
 - Each fiscal report can be run at the **Agency**, **Program**, or **Activity** level.
- **Budget books** will include all three Agency-level fiscal reports.
 - **Note:** An agency's budget structure will determine whether its budget book includes lower-level **Expenditure Overview** and **Financing by Fund** fiscal reports.

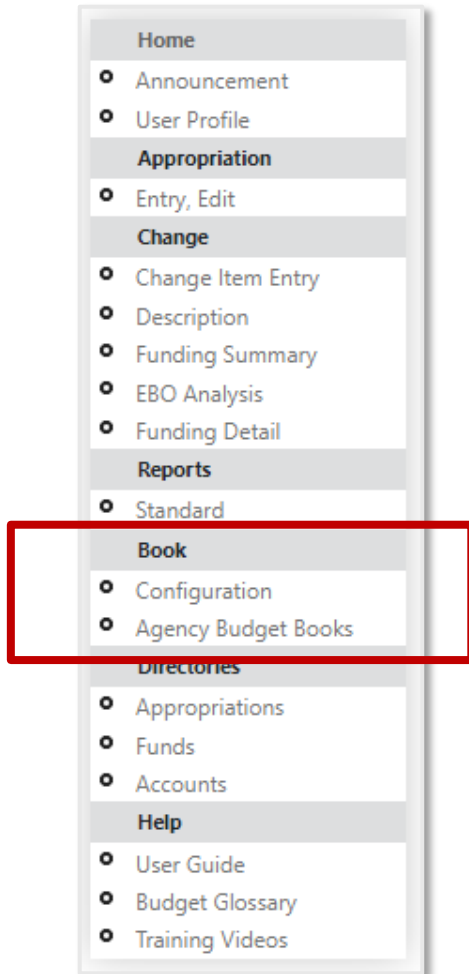
The screenshot shows a dialog box titled "Select a Fiscal Report" with a checkmark icon. It contains three main sections, each with a radio button and a label:

- Expenditure Overview:** Includes options for Agency, Program, and Activity levels. The "Activity" option is highlighted with a green background.
- Financing by Fund:** Includes options for Agency, Program, and Activity levels. The "Agency" option is highlighted with a blue background.
- Change Summary:** Includes options for Agency, Program, and Activity levels. The "Agency" option is highlighted with a green background.

Fiscal Reports – Summary

- The **Expenditures Overview** fiscal report displays actual and budgeted expenditures for the prior, current, and the forecast base, and governor’s recommendations for the upcoming biennium.
- The report contains four (4) sections:
 - **Expenditures by Fund**
 - **Expenditures by Program** (agency-level report) or **Activity** (program-level report).
 - **Expenditures by Category**
 - **Full-Time Equivalentents (FTE)**
- The **Financing by Fund** fiscal report summarizes actual and budgeted resources, expenditures, and FTE by fund for prior, current, and the forecast base, and governor’s recommendations for the upcoming biennium.
- The **Change Summary** fiscal report is published with the base and governor’s budget recommendations at the agency level.
 - The Change Summary fiscal report summarizes budget data for the current fiscal year and the next biennium.
- Read the three **Fiscal Reports Explained** guides on the [BPAS Quick Reference Guide page](#) of the MMB website for more details.

Running a Budget Book – Important Notes



- Agencies and EBOs should only run or generate a new agency Budget Book **after all the steps** for completing the **Base Budget** are complete as the last step for final review.
- **Before** running a **Budget Book**, agencies should check the status (on the Budget Book configuration screen) to see when a completed book for the agency was last run.
 - **If no data has been changed** since the last completed book was run, do **not** run the book again.
- Your user role may **not** have the required security access to view the Budget Book module or Governor’s Recommendation scenario at certain points during the process.
 - **Agency** and **EBO** roles do **not** have access to edit the agency book layout. Books, reports and narratives can be viewed as read-only.
- If you notice an issue with the layout of your agency’s Budget Book, email budget.finance.mmb@state.mn.us.

Budget Books – Search and Configuration

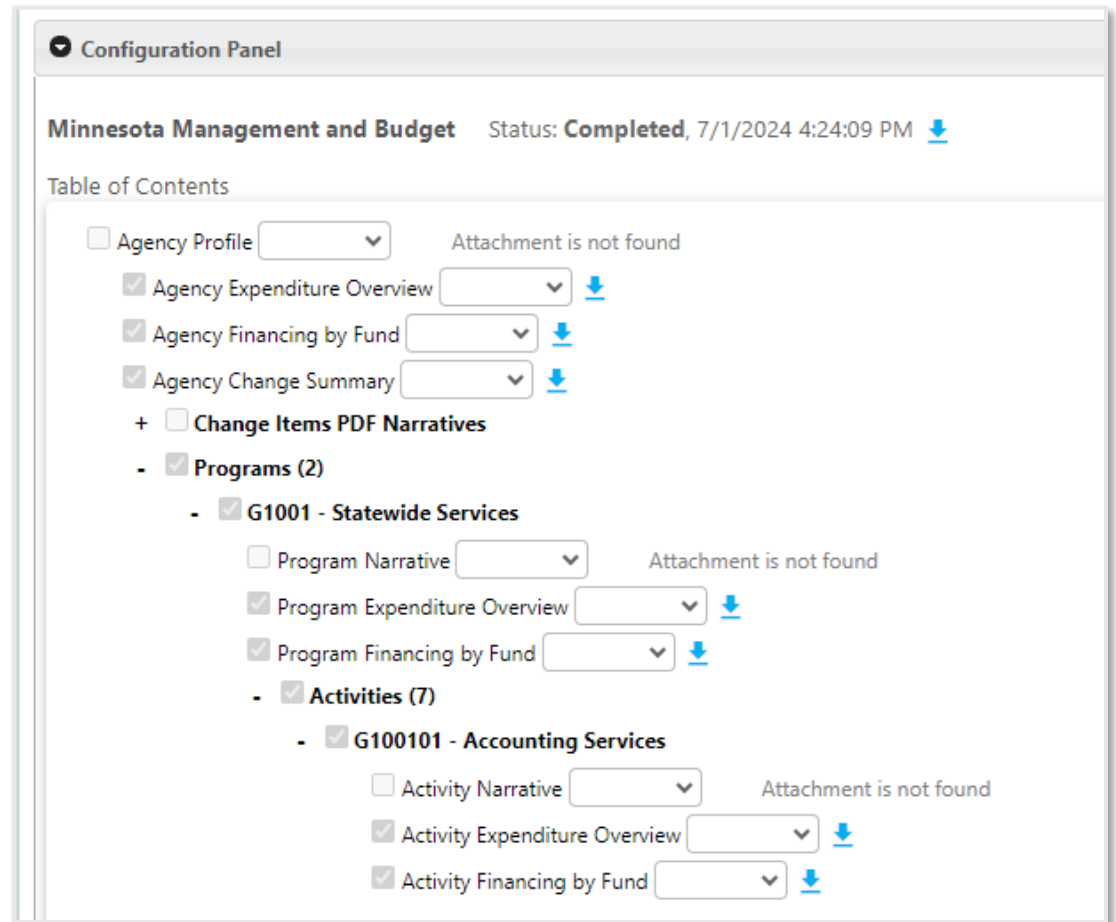
- The configuration screen is where users review the book layout and run the agency's Budget Book.
- Select the **Agency** and **Scenario** from the dropdown list.
- The configuration panel loads, and you can see the last run (generation) date and time for the Budget Book.
- Click the download icon to download the current book version.

The screenshot displays the 'Budget Book - Configuration' interface. At the top, there are navigation tabs for 'Home', 'Book', and 'Configuration'. Below this, the 'Search' section includes fields for 'Budget Year : 2026', 'Agency : G10 - Management and Bud', 'Budget Cycle : Biennial', and 'Scenario :'. There are 'Reset' and 'Search' buttons. The 'Configuration Panel' section shows 'Minnesota Management and Budget' with a status of 'Completed, 7/1/2024 4:24:09 PM' and a download icon. A red arrow points to this download icon. Below this is a 'Table of Contents' section with various items and their download status:

- Agency Profile Attachment is not found
- Agency Expenditure Overview Attachment is not found
- Agency Financing by Fund Attachment is not found
- Agency Change Summary Attachment is not found
- + Change Items PDF Narratives
- Programs (2)
 - G1001 - Statewide Services
 - Program Narrative Attachment is not found
 - Program Expenditure Overview Attachment is not found
 - Program Financing by Fund Attachment is not found
 - Activities (7)
 - G100101 - Accounting Services

Budget Book – Configuration Screen

- The configuration screen displays the order of the selected search terms' budget narratives and fiscal reports, based on the budget structure for the agency and scenario selected.
 - Agencies can run the **entire book** for the selected agency or **specific reports** or **narratives** within the Budget Book.
- The gray checkmarks indicate which items are included in the table of contents and book. These are **not** editable.
 - If your security or user role allows access to edit or configure Budget Books, these will appear as **blue checkmarks**.
- **Budget Books** can only be viewed or run as PDF documents.
 - Save these files by clicking the download arrow(s) and save to your local Downloads folder.



Configuration Panel

Minnesota Management and Budget Status: **Completed**, 7/1/2024 4:24:09 PM [↓](#)

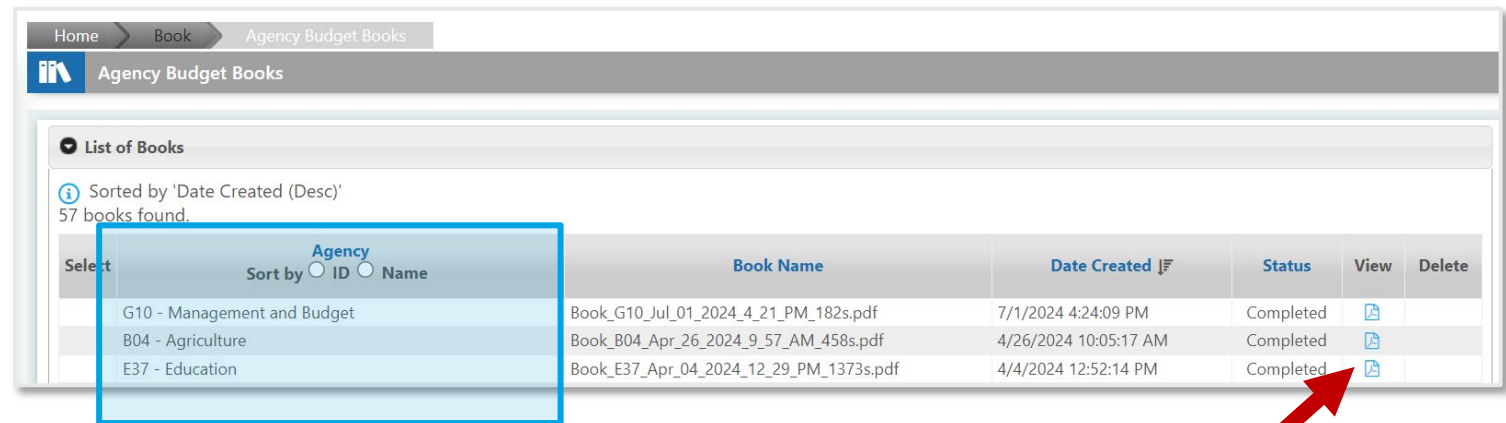
Table of Contents

- Agency Profile [▼](#) Attachment is not found
- Agency Expenditure Overview [▼](#) [↓](#)
- Agency Financing by Fund [▼](#) [↓](#)
- Agency Change Summary [▼](#) [↓](#)
- + Change Items PDF Narratives
- Programs (2)
 - G1001 - Statewide Services
 - Program Narrative [▼](#) Attachment is not found
 - Program Expenditure Overview [▼](#) [↓](#)
 - Program Financing by Fund [▼](#) [↓](#)
 - Activities (7)
 - G100101 - Accounting Services
 - Activity Narrative [▼](#) Attachment is not found
 - Activity Expenditure Overview [▼](#) [↓](#)
 - Activity Financing by Fund [▼](#) [↓](#)




Agency Budget Books

The main **Budget Books** screen will display a list of completed or queued (“In Process”) Budget Books that your role has access to.

- To view a completed Budget Book, click on the PDF view icon.
- **Note:** Only **one** version of each agency's Budget Book is saved. If you or another user generates a new Budget Book for your agency, it will **overwrite** the existing or previous one.



The screenshot shows the 'Agency Budget Books' interface. At the top, there are navigation tabs for 'Home', 'Book', and 'Agency Budget Books'. Below this is a header for 'Agency Budget Books' and a section titled 'List of Books'. The list is sorted by 'Date Created (Desc)' and shows 57 books found. A table displays the following data:

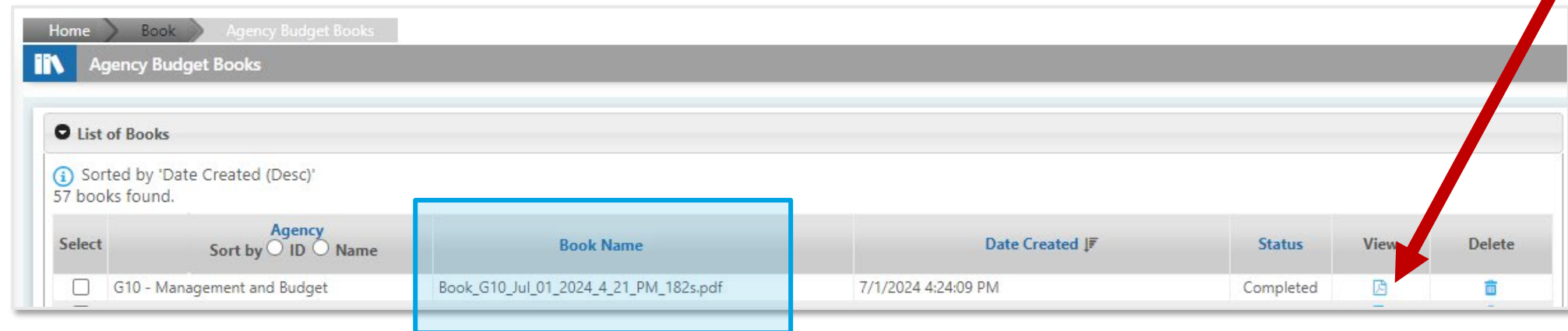
Select	Agency Sort by <input type="radio"/> ID <input type="radio"/> Name	Book Name	Date Created	Status	View	Delete
	G10 - Management and Budget	Book_G10_Jul_01_2024_4_21_PM_182s.pdf	7/1/2024 4:24:09 PM	Completed		
	B04 - Agriculture	Book_B04_Apr_26_2024_9_57_AM_458s.pdf	4/26/2024 10:05:17 AM	Completed		
	E37 - Education	Book_E37_Apr_04_2024_12_29_PM_1373s.pdf	4/4/2024 12:52:14 PM	Completed		

A red arrow points to the PDF view icon in the 'View' column of the third row.



Budget Books – Last Run and Name

The PDF file name contains the Budget Book's **name**, **agency code**, and the **date and time** it was last run.

- This naming structure helps you easily identify the Budget Book you need and avoid generating duplicates or overwriting existing versions.
- You can download this Budget Book's file and save to your computer's local Downloads folder.



The screenshot shows a web interface for 'Agency Budget Books'. It features a breadcrumb trail (Home > Book > Agency Budget Books) and a header with the 'in' logo and 'Agency Budget Books'. Below this is a 'List of Books' section, sorted by 'Date Created (Desc)' with 57 books found. A table displays the following data:

Select	Agency Sort by <input type="radio"/> ID <input type="radio"/> Name	Book Name	Date Created F	Status	View	Delete
<input type="checkbox"/>	G10 - Management and Budget	Book_G10_Jul_01_2024_4_21_PM_182s.pdf	7/1/2024 4:24:09 PM	Completed		

Online tutorials and support for the **Budget Planning and Analysis System (BPAS)** are available on the MMB website at:

<https://mn.gov/mmb/budget/statewide-budget-systems/bpas/>

BPAS Training Videos:

- <https://mn.gov/mmb/budget/statewide-budget-systems/bpas/bpas-training-videos.jsp>

Quick Reference Guides:

- <https://mn.gov/mmb/budget/statewide-budget-systems/bpas/bpas-quick-ref-guides.jsp>

BPAS User Guide:

- <https://mn.gov/mmb-stat/documents/budget/budget-systems/bpas/bpas-user-guide.pdf>

BPAS Glossary:

- <https://mn.gov/mmb-stat/documents/budget/budget-systems/bpas/budget-glossary.pdf>

Resources for the Biennial Budget Process

2026-27 Biennial Budget Process Instructions are available on the MMB website:

- <https://mn.gov/mmb/budget/budget-instructions/bibudprep>
 - Base budget instructions - published **August 12, 2024**
 - Governor's Request Instructions - published **mid-August**

Current Budget Narrative books are available on the MMB website:

- <https://mn.gov/mmb/budget/research-and-data/summary-of-agencies-programs-activities.jsp>
 - Revised, published on **October 1, 2024**

Current and Past Governor's Budget Recommendations and Base Budget books are available on the MMB website:

- <https://mn.gov/mmb/budget/current-budget/governors-budget-recommendations>



Additional Resources

Budget Systems Newsletters are sent to all BPAS and AMA Users and include important updates on the budget process, system changes, and training opportunities.

Past newsletters can be found on the MMB website at:

- <https://mn.gov/mmb/budget/statewide-budget-systems/newsletters.jsp>

For additional questions about the Biennial Budget process, BPAS, and other systems or user access, contact MMB Budget Planning and Operations at budget.finance.mmb@state.mn.us or visit our page (<https://mn.gov/mmb/budget/statewide-budget-systems>).





Budget Planning and Operations

budget.finance.mmb@state.mn.us

Thank you!