

Internet Browsers

Internet Explorer (IE-11) and Google Chrome are both compatible web browsers for the Fiscal Note Tracking System (FNTS). Internet Explorer (IE-11) retains bullet and numbering formatting better than Google Chrome.

Composing your Narrative Recommendations

- Compose the fiscal note and narrative sections outside the system using the fiscal note worksheet (.rtf).
- Use and save your completed fiscal note worksheets to ensure your content is correct and you have a backup file of your fiscal note.
- Fiscal note worksheets are located on the [MMB Fiscal Note Tracking System website](https://mn.gov/mmb/budget/statewide-budget-systems/fns/) or <https://mn.gov/mmb/budget/statewide-budget-systems/fns/>.
 - [Fiscal Note Worksheet \(rtf\)](#)
 - [Classified Note Worksheet \(rtf\)](#)
- You are welcome to customize these worksheets for your agency. It is recommended that you keep these worksheets in .rtf format to reduce excess Microsoft Word formatting code.
- Use your completed fiscal note worksheet narrative (text and tables) to copy and paste into the Fiscal Note Tracking System (FNTS) narrative textboxes. Copy and paste instructions can be found in the following sections of this quick reference guide.
- Fiscal notes are output in .pdf format from the system. The fiscal note worksheet is formatted as closely as possible to the .pdf output. Below are the margins and fonts for the .pdf output from the system:
 - Left and right margins are 0.8 inches.
 - Text font is Arial, size 9.
 - Table font is Arial, size 7.5.

Long-Term Fiscal Considerations

Cost associated with this proposal are ongoing.

Text Font is Arial 9

Table Font is Arial 7.5

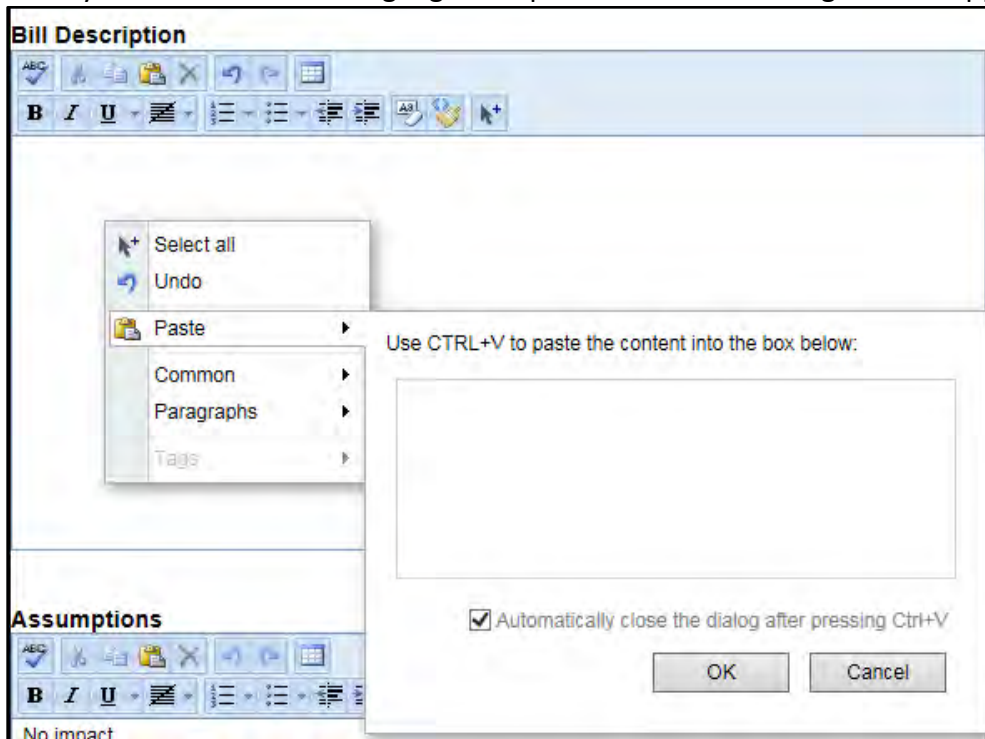
| Fiscal Tracking Summary (\$000's) | | | | | | |
|-----------------------------------|------|----------------------------------|--------|--------|---------|---------|
| Fund | BACT | Description | FY2018 | FY2019 | FY2020 | FY2021 |
| GF | 33 | MA Grants LF NF Pymt Sys changes | 33,988 | 88,717 | 104,748 | 124,889 |
| GF | 33 | MA Grants ED Section 1-4 | - | 7,604 | 15,728 | 25,328 |

- If you need assistance with formatting text or tables in the narrative, please email your fiscal note worksheet with a brief summary to: Budget.Finance.mmb@state.mn.us

Copying and Pasting Text into the FNTS Narrative Sections

When pasting text from Word, unnecessary Microsoft Word formatting and HTML code are pasted in along with your text. It is recommended that this excess formatting and code be cleaned prior to pasting text into the narrative sections unless you are pasting a table.

1. Copy the narrative text from Word and right click in the narrative textbox. In the menu, scroll your mouse down to highlight the paste function. A dialog box will appear:



2. Paste in your text into the textbox by using CTRL+V and click OK.

Important Notes:



- The system does not allow copying and pasting of charts, images, or graphics from Word, Excel, Adobe Acrobat, webpages or other applications. However, **Word and Excel tables may be pasted into narrative textboxes.** Instructions for pasting tables can be found in the next section of the quick reference guide.
- Heavily-formatted Word documents may cause text to appear differently than expected in the rich text editor and .pdf output. The system is not able to consistently convert nested bullets and numbered lists from Word to HTML. If you are struggling with converting formatting from the worksheet, you may wish to remove all formatting before copying and pasting into your narrative in FNTS.
- The narrative textbox toolbar options in FNTS allow users to add formatting to narrative sections after pasting in from Word. You may hover your mouse over the ribbon icons and a tooltip will appear displaying the ribbon icon's functionality.

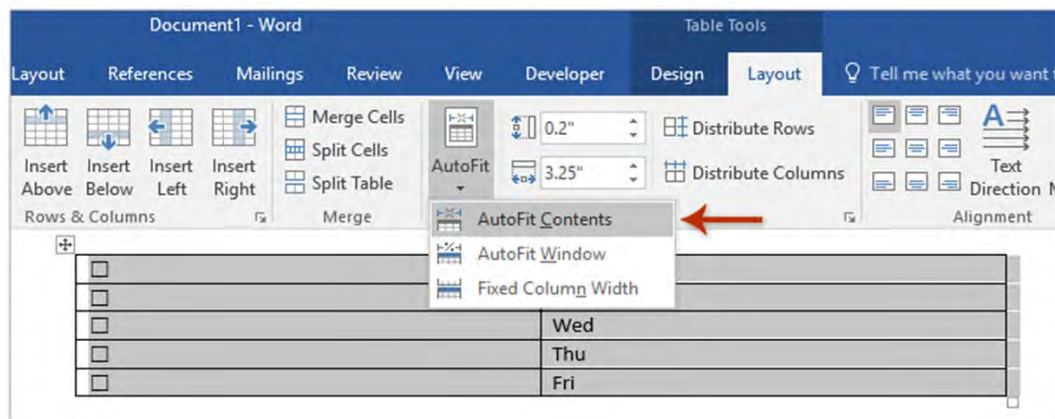
Copying and Pasting Tables into the FNTS Narrative Sections

Tables from Word better retain formatting when pasted directly into the rich text editor textbox rather than using HTML code cleaner (right click functionality).

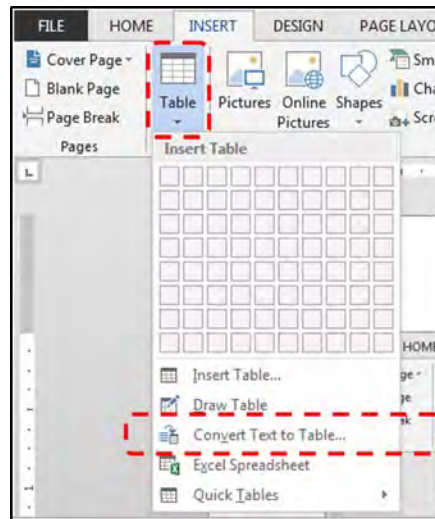
1. Select your table in Word.
2. Either right click and select copy or use the shortcut Ctrl + C to add your table to the computer's clipboard.
3. Move from Word and click directly to your narrative textbox.
4. Use the shortcut Ctrl + V to paste your table directly into the textbox without using the HTML code cleaner.

Other recommendations

- Tables may also be copied from an Excel file. Follow the process listed above.
- If you paste a table into the rich text editor and are not able to add text or tables below, follow these steps:
 - First, delete the table in the rich text editor. By using the select all tool  to highlight all the contents of the narrative textbox and clicking the delete tool , the entire contents of the narrative textbox will be deleted.
 - Go back to your original Word Document and move your cursor immediately below the table you are trying to copy. Press the Enter key to insert a hard return immediately below your table.
 - Use your mouse to select the entire table as well as the blank line below the table added from the hard return.
 - Ctrl + C to copy from Word and Ctrl + V to paste to the Narrative textbox.
- When a table appears to fit in the narrative textbox window, but exceeds the margins when you print or view, follow these steps:
 - Delete the table in the narrative textbox.
 - Return to the fiscal note worksheet table, and select the entire table.
 - In the Word ribbon, select the Layout tab in Table Tools. Click on AutoFit and select AutoFit Contents from the dropdown.
 - Save the worksheet, then select the table and copy/paste into the narrative.



- Make sure that a “table” really is a table.
 - Tab-separated or space separated columns are NOT tables. You can easily convert this to a Word table.
 - One tab stop between columns is all that is needed for Word to recognize a table.
 - If your columns are separated by multiple tabs, delete the extra ones. Word uses the tab stop to know where to put the column border.
 - Highlight the text to convert. Click on the Insert tab in the ribbon. Click table—convert text to table

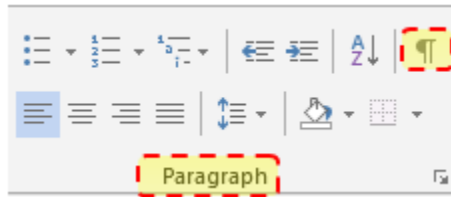


- You should see something like this:

| State Costs | FY17 | FY18 | FY19 | FY20 | FY21 |
|----------------------------------|--------------|------------------|------------------|------------------|------------------|
| Forecast | \$27,413,339 | \$29,535,828 | \$31,410,455 | \$32,113,260 | \$32,969,293 |
| 5.0% increase effective 7/1/2017 | | \$1,230,660 | \$1,554,901 | \$1,599,806 | \$1,641,331 |
| 0.0% increase effective 7/1/2018 | \$0 | \$0 | \$0 | | |
| Cost Increase | \$0 | \$1,230,660 | \$1,554,901 | \$1,599,806 | \$1,641,331 |
| Federal share | \$0 | \$618,776 | \$777,450 | \$799,903 | \$820,666 |
| State share | \$0 | \$611,884 | \$777,450 | \$799,903 | \$820,666 |

Other tips for narratives

- Extremely long tables with blank rows or columns are problematic. Split these tables into workable sections and use the formatting tips outlined above. Avoid leaving entire columns or rows blank.
- Be aware of spacing between paragraphs. Minimize unnecessary white space in the fiscal note narrative by avoiding hard returns in your Word document.
 - In the example below, space between paragraphs is created by hitting the Enter key and inserting a paragraph (“hard return”) and creating a space. You can view the Word formatting marks in your document by clicking on the home tab and then clicking the paragraph symbol found in the section named paragraph:



Section 1 of this bill requires home health providers to provide 10-day notice to recipients of home care before services are terminated. This section has no fiscal impact.

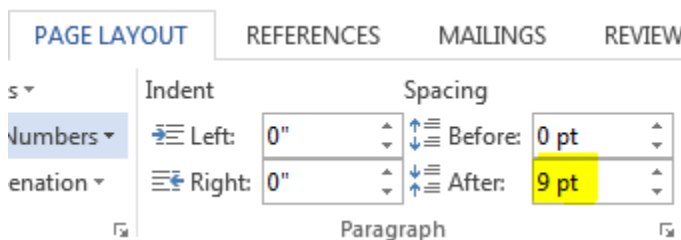
Section 2 of the bill require the commissioner to increase medical assistance, general assistance medical care, and MinnesotaCare reimbursement rates for home care services by five percent on July 1, 2017. The home care services included in this adjustment are home health care agency services, personal care attendant and private-duty nursing services.

- Delete the hard return (extra paragraph). The formatting marks of your text should now have the hard returns removed as displayed below:

Section 1 of this bill requires home health providers to provide 10 days notice to recipients of home care before services are terminated. This section has no fiscal impact.

Section 2 of the bill require the commissioner to increase medical assistance, general assistance medical care, and MinnesotaCare reimbursement rates for home care services by five percent on July 1, 2017. The home care services included in this adjustment are home health care agency services, personal care attendant and private-duty nursing services.

- Rather than using hard returns to create paragraphs breaks in Word, a better practice is to adjust the page layout spacing after found under the paragraph section of the home tab in Word.



- If you still have unwanted whitespace in your narrative, be sure to double check your page layout spacing after. For single spacing, set this to 9 to match the Arial 9 font in the worksheet. For no spacing after, set this to 0.
- If you need assistance with formatting text or tables in the narrative, please email your fiscal note worksheet with a brief summary to: Budget.Finance.mmb@state.mn.us