Budget Systems — BPAS, FNTS, CBS

BPAS — Budget Planning and Analysis System
FNTS — Fiscal Note Tracking System
CBS — Capital Budget System

Newsletter

April 2014

Budget Systems Stakeholder Event

We are planning another stakeholder event. The event will include a demonstration of the new FNTS and redesigned BPAS, as well as an overview of the CBS project plan and timeline. Additional information will be forthcoming.

When: **June 13th, 9:30-11:30**
Where: **Skjegtad Room, Department of Revenue**
Tentative Schedule:

   9:30 – Welcome/Introduction
   9:40 – BPAS changes for 2016-17 biennium
  10:10 – FNTS demonstration
  10:50 – CBS design overview & timeline

Internet Browser Survey Results

Responses received from 143 budget systems users representing fifty-three state agencies and other entities:

Internet Explorer	Chrome	Mozilla/ Firefox	Safari	Netscape
110	16	14	2	1

BPAS — Budget Planning and Analysis System

MMB will utilize the redesigned Change application to produce an Enacted Budget summary for the 2014 session. The Enacted Budget summary will look similar to the Governor's 2014 Supplemental Budget report, including a short description of the legislation and the fiscal impact. The production of the Enacted Budget summary will mark the successful completion of Phase 2 of the BPAS project.

The 2016-17 biennial budget system preparations continue. BPAS security certification emails went out April 18th to Budget Directors and/or CFO's. Thank you to the agencies that have responded.

Enhancements to the BBIS application are currently underway. Forms are being grouped together into composite forms for easier navigation. Creating the balance forward in account that is calculated off the previous year's balance forward out value will be developed and tested in the coming weeks. A new account will be added for prior year adjustments if a change to the balance forward out amount needs to be amended.

Improvements to BPAS reporting have begun. The primary objectives are to reorganize the reports to make the location more intuitive as well as to simplify the reporting options. Instead of users having to choose several report parameters, the reports will be developed for a specific purpose with limited prompts. BBIS and reporting changes will be reviewed at the June stakeholder event.

Budget narrative template development is underway. This year's templates will focus on producing a clear and concise document that provides context to the budget data, while supporting the Governor's Plain Language initiative, Results Based Accountability and Results Management work. Narrative instructions will be released early in June, and completed narratives will be due to MMB at the end of August.

FNTS — Fiscal Note Tracking System

Project Update

With two months remaining in its build phase, the project remains on schedule. The system build is set to be completed by the end of June; internal system testing will start up in July and continue through the summer. In late August the project will begin recruiting volunteers for user acceptance testing, to be conducted in October. Training on the new system will be offered in December prior to go-live on January 2, 2015. In addition to on-site training, MMB is planning to offer e-training sessions that users can complete at their own pace.

CBS — Capital Budget System

The Project Team continued its work on the Capital Budget System during the month of April and finalized its work on the system requirements and

design. During the requirements and design processes, the Project Team addressed a number of issues raised through the fit-gap analysis phase of the project. Those issues are discussed below:

- The new system will create a single portal and system for local and state agency projects. State agencies and local units of government that typically request bond funds will have access to the system beginning on April 15 as they will automatically be added to the system during the build phase. State agencies and local units of government that do not typically request bond funds will be added to the system as needed. It may take up to one week to allow new local units of government access to the system due to the state's technology security.

- All capital budget project narrative information will be entered directly into the new system. State agencies will utilize SharePoint for agency profiles and strategic plans. The Project Team had extensive discussions on whether or not the agency profiles were useful as a part of the Capital Budget process, and if strategic plans should be required for every state agency. MMB staff will have on-going conversations with legislators and legislative staff on the amount and type of information that should be included in the Capital Budget books submitted to the Legislature on July 15 of odd-numbered years and January 15 of even-numbered years.

- Local entities suggested that MMB not include resolutions of support for local projects in its publications on July 15 and January 15 based on accessibility issues associated with the resolutions as well as the amount of work associated with collecting them. After conversations with the Project Team and additional conversations with House and Senate staff, the Project Team decided the resolutions will no longer be published in the books. Instead, local units of government will enter data into the new system regarding their resolutions of support. However, the resolutions may still need to be uploaded into the new system to verify the resolutions have been passed; this decision has not been made at this time.

As a part of the Project Team's design discussions, MMB staff mocked up potential system forms for the Project Team to react to. These draft forms along with additional design documentation will be finalized during the month of May. MMB and MN.IT are anticipating having one to two contractors on staff by late May to begin building the new system.