

Budget Systems

BPAS

Budget Planning and Analysis System

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Newsletter

December 2013

Budget Systems Stakeholder Event

Thanks to those of you who attended the December 9th stakeholder event. We had over 90 participants sign in with representation from 43 different state entities! We plan to continue our monthly newsletters and will schedule another event next spring. Please let us know if you have any content suggestions or have questions about the information we provide.

BPAS Budget Planning and Analysis System

BPAS is back online and can be accessed through the administrative portal. The system has been upgraded to the latest Hyperion version (11.1.2.3). You will notice only minor changes to the look and feel of the system. The new version is now compatible with internet explorer 9 (IE9).

Legislative analysts and agency users will have read-only access to data in BBIS and Transfer. Please refer to the [November newsletter](#) to review the version and scenario structure that you will need in order to pull reports for biennial budget data.

In the coming months, Executive Budget Officers will work with the redesigned Change application for the Governor's supplemental budget.

It is possible that the Change application will be opened up to agency users once the Governor's budget is final. Agencies will be able to distribute their change items in Change so data can be moved back to BBIS and the Governor's budget can be reported as base + change items. If agencies will be asked to distribute change items, Change training will be scheduled for February.

MMB will begin preparing the system for the FY 2016 – 2017 biennial budget in the spring and summer of 2014. As in past years, we will offer system training in late summer and throughout the fall. This training will include training on new functionality that will come

online for the next biennial budget such as changes to the Transfer application and compensation budgeting with the new Salary Roster.

In addition to the classroom training and workshops provided in the past, we are working on developing online training and FAQ's that would allow users access to training materials 360 days a year.

For individuals that need system training or refreshers prior to the biennial budget training, please refer to the [system manual](#) or contact MMB at budget.finance@state.mn.us.

FNTS Fiscal Note Tracking System

This month's update highlights some of the new system features profiled at the December Stakeholder Event, as well as questions from attendees. Help inform all FNTS users by e-mailing questions about the new fiscal note system to project manager Lisa DeRemee at lisa.deremee@state.mn.us. All questions and responses will be published in future newsletters.

Question: In the new system, will users be able to search for and retrieve records created in the old fiscal note system?

Answer: No, records from the old system's database will not be uploaded into the new system. However, all completed fiscal notes from the 1997-98 through the 2013-2014 legislative sessions will remain published in pdf file format on the MMB web site where they may be searched by bill number, title, chief author, committee and/or agency.

FNTS will be open through the close of the 2013-2014 legislative session and then shut down in fall 2014. After the old system is retired, records from the 2003-2004 through the 2013-2014 legislative sessions will be archived electronically.

Question: How will the new system handle fiscal note requests on legislative proposals that haven't officially been introduced?

Answer: As is the practice in the existing system, unofficial fiscal notes will continue to be assigned a number between 9000 and 9999. [Minnesota Statutes Section 13.64](#), subdivision 3 defines an unofficial fiscal note as a fiscal note on draft language for a bill that has not been introduced, so they may often lack an official bill number.

Unofficial fiscal notes will also be distinguished in the new system by having a Fiscal Note Type of "Unofficial." Type is a new data field which will be selected by legislative staff when entering the fiscal note request. Fiscal notes on introduced bills and their later amended versions will have a Type value of "Regular."

A third Type, "Classified Unofficial" will identify requests for unofficial fiscal notes that the legislature has designated be classified under Minn. Stat. §13.64, subdivision 3, paragraph (b). MMB currently handles classified unofficial fiscal note requests "offline" because the existing system cannot restrict all system users from viewing the record.

In the new system, when the Fiscal Note Type is "Classified Unofficial" only the legislative user who entered the note request and MMB Budget Operations will be able to view and access the record in FNTS; once assigned to an agency, the assigned agency's FNTS user(s) with signoff authority and the assigned MMB Executive Budget Officer will also be able to access and view the classified record.

Question: Does MMB plan to change fiscal note procedures to handle *all* legislative requests for cost estimates on informal proposals in the new system?

Answer: Although the new system's design will facilitate the legislature's ability to make classified requests for unofficial fiscal notes, MMB does not plan to change its fiscal note procedures to require that all informal estimates be routed through the formal fiscal note process and system.

The Office of the Legislative Auditor's 2012 program evaluation of the fiscal note process recommended that

unofficial fiscal notes be treated consistently in the fiscal note system and follow the same process as regular fiscal notes. However, the OLA's report also acknowledged that legislative committees may sometimes use informal cost estimates prepared by agencies, or estimates developed by legislative staff to inform whether or not an idea is viable.

Consistent with the OLA report, MMB also recognizes that such informal estimates may occasionally be necessary, particularly at the end of session when time to use the formal fiscal note process has expired. MMB does not plan to require such informal cost analyses be handled within the fiscal note tracking system and will continue to work in partnership with agencies and the legislature when these types of estimates are necessary.

CBS Capital Budget System

Koryn Zewers, MMB's Capital Budget Coordinator, has been named the project manager of the capital budget project. Work will begin on the system in January 2014 and with a scheduled go live in May 2015.