Help Desk Email Now Available
In addition to contacting the help desk by phone, you may now send your questions via email to: SWIFTHelpDesk.MMB@state.mn.us.

Be sure the email message is sufficiently detailed; at a minimum, include: the name of the budget systems application (BPAS, FNTS), a description of the issue or question, and a screen shot of system error message, where applicable.

By designating the SWIFT Help Desk as the first point of contact for the three statewide budget systems, MMB hopes to route and respond to users’ calls more efficiently, and to track and analyze questions and issues to develop more effective user training and guide future system updates.

Agencies should continue to contact their Executive Budget Officer when they need to discuss the fiscal implications of fiscal notes or budget planning questions for BPAS and CBS.

New System Ready for Launch
The Fiscal Note Tracking System will go-live on Monday, January 5th. Authorized system users will be able to select FNNTS from their menu after logging in to the SWIFT Administrative Portal.

In the event the SWIFT Portal is offline, users will not be able to access FNNTS. If after logging in to the Portal and selecting FNNTS the application is offline, users will be redirected to a system status web page:

![FNNTS Status Web Page]
The Fiscal Note Tracking System is currently offline; please check back later. Thank you for your patience.

Should a sustained service interruption occur, Budget Operations will notify and update FNNTS users by email and, if necessary, use a contingency procedure. Instructions describing the procedure for processing fiscal notes offline are posted on the FNNTS webpage.

New System User Resources
Check out the new FNNTS Frequently Asked Questions page on the MMB website to find quick and current user guidance on the new web-based Fiscal Note Tracking System. A new FNNTS technical manual will be posted on the FNNTS web page, alongside an updated policy manual including changes related to the new system. Instructional videos to supplement the technical manual will be posted on the web page later in January.

Agency Email Notifications
If you would like to receive system-generated emails from FNNTS, you must add your email address to the Agency Email Notification list for your agency in the Fiscal Note Tracking System.
Coordinators will automatically receive these emails and do not need to be added to this list.

**New FNTS System Email Address**
Please remember to add the Fiscal Note Tracking System email address to your email trusted list to avoid having it marked as SPAM:

fntsAP.mmb@state.mn.us

Periodically check your Junk folder to be sure you are receiving fiscal note notifications.

The new Capital Budget System is progressing ahead of schedule, with Phase 1 now complete. See below for a few screen shots from the new system. The project team is shifting focus to testing the forms and working with the technical team to develop reports.

Home page:

![Home page](image)

Project Overview Data Entry Screen:

![Project Overview](image)