

BPAS Budget Planning and Analysis System

Project Timeline Update

The BPAS system project continues to make improvements to Phase 1 functionality and build and design phase 2 and 3 functionality. Below is an update on progress and timelines for the project.

Phase 1 Improvements

- **Change Application** – A redesigned application is currently being used by Executive Budget Officers (EBOs) for the Governor’s supplemental budget decision process. The redesigned application combines text and data on the same form for easier entry and review of submitted proposals. EBOs will distribute change items included in the Governor’s budget which will test the final aspects of the redesigned application. Reports for the new application are well underway.
- **Transfer Application** – A redesigned application was completed this month and is currently being tested. The data entry form in the redesigned application looks very similar to the current form. The primary difference is the de-concatenation of fund and appropriation which will make reporting significantly easier. Data will still have to move from the Transfer application to the BBIS application, which is what caused missing/changing data last year. Careful timing of the data movement should eliminate the missing data and will be tested thoroughly. Reports are currently under development.
- **Reporting** – Project staff are currently drafting proposals on how to reorganize and rename existing reports in BPAS. The reorganization options include limiting the number of parameters users must select to run a report. The final proposal will be shared with stakeholders for feedback. Estimated timeline for a draft proposal is early April. After existing reports are reorganized, an assessment of what additional reports are needed will occur.

Phase 2

- **Supplemental Budget** – The system infrastructure was expanded to include the second year of the biennial budget. The redesigned change application is being used to prepare the Governor’s supplemental budget.
- **Enacted Budget** – The redesigned change application will be used by MMB to produce an Enacted Budget summary for the 2014 session. The goal in the future would be to open the system to agencies for entry of enacted budget information.

Phase 3

Functionality in the final phase of the project included:

- enacted budget upload to SWIFT
- monthly revenue data collection
- salary forecasting

The salary forecasting functionality was originally anticipated to be available for the 2016-17 biennial budget, however, this functionality will be delayed to FY 2016. Agencies will continue to use the Cost Projections as a resource for planning compensation costs during the FY2016-17 biennial budget development.

Design and requirements for the enacted budget upload and monthly revenue data will occur after the system is open for the FY2016-17 budget.

In addition to the Budget System project development work, preparation is underway for the FY 2016 – 2017 biennial budget. As in past years, instructions will be released this summer and system training will occur in late summer and throughout the fall.

FNTS Fiscal Note Tracking System

The FNTS project build continued to make progress in February. This month’s column highlights two

design features of the new FNTS that respond to users' suggestions for system improvements.

Direct Document Upload. The new system will allow legislative staff to directly upload amendments and unofficial bill drafts into FNTS. This feature will reduce the number of steps and shorten the time required to process fiscal note requests for bill amendments and unofficial bill language that has not been officially reported by the Revisor of Statutes. In the current system, only MMB Budget Operations can upload these files, which legislative staff submit via email attachment. The new system will require that fiscal note requests for unofficial bill drafts and amendments attach the bill language before Budget Operations can assign the fiscal note to an agency. If entered without the attachment, a popup warning will appear when the request is saved. FNTS will also send a daily email reminder to the requestor until the required document has been uploaded. Like the current FNTS, fiscal note requests for bills that have been hyperreported by the Revisor will continue to be hyperlinked to the official bill language and bill status information on the Revisor of Statutes' website.

Agency Draft Status. When preparing a fiscal note in the new system, agencies will be able to choose whether to allow other FNTS users to view the agency's note before signoff. The new system's default setting, "Agency Draft" status, will allow only the assigned agency's users to view the content of the fiscal note. An agency can change the fiscal note's status from "Draft" to "Preliminary" at any time before agency signoff. When in "Preliminary" status, all other FNTS system users will be able to view the agency's fiscal note, except for when the requester has directed that the note be classified as private and nonpublic under Minn. Stat. §13.64, Subd. 3(b). The new system's "Prepare" screen will also have a prompt that allows the agency to email their Executive Budget Office for review of a Draft or Preliminary note prior to agency signoff.

CBS Capital Budget System

The CBS project is underway. The new system will likely be built using Hyperion software and will be a web-based system. This is the same software as BPAS, so we will utilize our learnings and advancements with the BPAS project to benefit the CBS project as well.

The CBS Project Team met twice in February and will continue to meet through the end of April 2014 to assess the current systems and develop the new system requirements and design specifications. As a part of this process, MMB Project Team staff have met with local partners as well as Executive Budget Officers to gather their input on the current systems and their vision for the new Capital Budget System. During the month of March, the Project Team will take the information it gathered throughout February to provide direction on the new system's functionality. MMB staff will then take that information and review Hyperion's capabilities for meeting those specifications. During April and May, the CBS Project Team will focus on determining the system requirements and design.