

Budget Systems

BPAS

Budget Planning and Analysis System

FNTS

Fiscal Note Tracking System

CBS

Capital Budget System

Newsletter

February 2015

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.

CBS Capital Budget System

While progress continues to be made on the testing of the Capital Budget System and the development of reports from it, the project team has decided to change the go live date from April 1 to May 1st. The change will allow more time for the project team to adequately conduct user acceptance testing (UAT), respond to identified issues, and then train users.

UAT is scheduled for March 16-23rd. We are looking for users to participate in the testing; if you are interested, please contact Alisha.Cowell@state.mn.us for more information.

MMB will be releasing a memo with capital budget instructions in the April/May timeframe for agencies

to begin preparing their 2016 capital budget requests.

FNTS Fiscal Note Tracking System

New System Launched

The Fiscal Note Tracking System went-live on Monday, January 5th. During January, legislative fiscal staff entered 96 note requests and agencies completed 30 fiscal note documents in FNTS that have been published to the MMB website.

We are continuing to work on issues related to the system's email notifications. While these are being resolved, please continue to use the FNTS Search and Reports modules to monitor fiscal notes assigned to your agency.

The notification to agency coordinators when a fiscal note is assigned has been corrected; this email should now be sent to **all** of the agencies assigned to a consolidated fiscal note.

Tracking Consolidated Fiscal Notes

To track the overall progress of a consolidated fiscal note—a note assigned to multiple agencies—in the new FNTS, watch the Consolidated Fiscal Note Status field. (Use the Note Status field for tracking single-agency fiscal notes only!)

Consolidated Status is displayed for consolidated fiscal notes only, and appears on the Search screen:

Note Status	Consolid. FN Status
Waiting for EBO Sign Off	In Process
Waiting for EBO Sign Off	In Process
Waiting for EBO Sign Off	
Waiting for EBO Sign Off	In Process

And on the Status Details screen:

Note Status:	Waiting for EBO Sign Off
Consolid. FN Status:	In Process
Agency Status:	Agency Draft

Consolidated Note Status is a display-only field so it cannot be selected as a parameter on the Search or Reports screens. Agencies can search for consolidated fiscal notes that require agency action by clicking on the Search screen's "Agency Action Required" checkbox, or by selecting Agency Statuses "Agency Draft" and/or "Preliminary Data." When running Reports, select an agency and the "All Note Statuses" radio button, and export the report to an Excel file; filter by Agency Status = "Agency Draft" or "Preliminary Data." The Agency Status field is not a report parameter but is included in the Excel download report's data.

Agency Email Notifications

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

New System User Resources

An instructional video for agency users can be found on the [FNTS web page](#). Other resources posted on the web include [FNTS Frequently Asked Questions](#); separate FNTS technical manuals for legislative and agency users; and an updated policy manual including changes related to the new system.

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.

BPAS Budget Planning and Analysis System

BPAS data is being updated for the February forecast and revised Governor's recommendations. The February forecast will be released on February 27th and the Consolidated Fund Statement (CFS) released in early March. The tentative release date for the Revised Governor's Recommendations is mid-March.

BPAS Projects

The enacted budget and metadata tool projects are both delayed as we search for a BPAS project manager.