

Budget Systems

BPAS

Budget Planning
and
Analysis System

FNTS

Fiscal Note
Tracking System

CBS

Capital Budget
System

Newsletter

June 2014

Budget Systems Stakeholder Event

Thank you to those of you who attended the Stakeholder event. There was a great turnout. The PowerPoint used at the event was emailed out after the event.

BPAS Budget Planning and
Analysis System

The new Transfer, Change, and BBIS applications have been built and are currently undergoing testing before they are moved to the production environment. Report reorganization is well underway. A crosswalk between the old reporting structure and the new structure will be created to orient users to the new layout. Training registration will begin the week of July 14th.

The production environment has been experiencing intermittent errors when running reports for a few months. An additional error has occurred in the last two weeks. Users may receive an error when they log into the system. This error is also intermittent and subsequent attempts will typically be successful. Due to these errors, we will be bringing down the production environment on July 8th, earlier than originally estimated. If the errors are not fixed, the production environment will have to be cleared and rebuilt. We will inform you immediately if this work impacts opening up BPAS on August 1st for FY12 and FY13 data reconciliation.

Stakeholder Event Question Response

Q: If FY15 budgeted data is loaded from SWFIT to BPAS as of hard close, the balance forward amount from FY14 will overstate the FY15 base budget.

A: FY15 data will be loaded as of FY14 hard close. The data that has been budgeted for the majority of appropriations is base level funding. Only appropriations that were manually balanced forward before close could have expenditure budgets already created. Those appropriations will have base budgets that will be pushed forward at a higher level than current law and will have to be manually corrected by agency staff.

CBS Capital Budget
System

MMB and MN.IT staff continued to refine the design of the new CBS in June. Draft forms were sent out for review and comment to stakeholders in mid-June. Stakeholders provided useful feedback for updating the forms to make them more user-friendly, and changes were incorporated into the system design.

In addition, two contractors were hired in June to begin building the Capital Budget System. Both contractors are currently onsite, and MMB and MN.IT staff are working with them to begin building the new system. They will be onsite until mid-October.

FNTS Fiscal Note
Tracking System

Project Update and Q&A

FNTS build work was completed on schedule June 30th, and internal system testing is now underway. Read below for responses to questions about the new system received following the June 13th Stakeholder event.

Q: When will agencies be able to see the fiscal notes from other agencies assigned to a consolidated (multi-agency) fiscal note?

A: Except for fiscal note requests the legislature has directed to be not public, all FNTS users will be able to view any fiscal note after the assigned agency has signed off—or, before agency signoff, when the assigned agency has changed its Agency Status from “Draft” to “Preliminary”.

“Agency Draft” will be the default Agency Status when an agency first opens the new system’s Prepare Screen. While “Draft” is selected, only users belonging to the assigned agency can view the contents of that agency’s fiscal note. An agency can change the Status from “Draft” to “Preliminary” (see illustration below) at any time before signing off to allow other system users to view the note.



The same logic applies to Consolidated Fiscal Notes, which are assigned to more than one agency: while any agency’s Agency Status is set to “Draft,” its entry will not be viewable; once the agency has changed its status to “Preliminary,” or signed off on the fiscal note, its entry will be incorporated into the consolidated fiscal note document and viewable to all users.

Q: How will a classified unofficial note be made available for the legislature when they are considering the language as an amendment?

A: Unofficial fiscal notes are fiscal notes requested on draft language for a bill that has not been introduced. They will be processed in FNTS like any other fiscal note, except when the legislative requester directs that the unofficial note request be classified as not public data. MMB currently handles classified unofficial requests off-line; the new FNTS will allow the legislature to designate an unofficial fiscal note request in the system as not public (classified unofficial), triggering special security that will restrict access in FNTS to the fiscal note.

Statutes direct that a classified unofficial note becomes public data if “...subsequently used for an introduced bill or any legislation, including an

amendment or a proposed bill, that any member of the legislature offers for consideration by a legislative committee....” (Minn. Stat. §3.64, subdivision 3). Upon request, if the requirements in statute have been met, MMB will provide a copy of the fiscal note to the person who makes the request, and also publish the declassified fiscal note document on the web. The unofficial bill draft and all government data on the original fiscal note request itself remain private data, as statutes require.

Q: How long will training take once it becomes available?

A: MMB will offer both classroom and web-based training on the new FNTS. Classroom training will be conducted in December and offered in half-day sessions. Because the system is unfamiliar to veterans and those new to the fiscal note process alike, only one training option/curriculum will be presented. Web-based training will be available on MMB’s website for users who are not able to attend classroom training.