Budget Systems

BPAS Budget Planning and Analysis System

FNTS Fiscal Note Tracking System

CBS Capital Budget System

Newsletter

BPAS Budget Planning and Analysis System

BPAS Timelines

The 2018-19 biennial budget instructions are posted, on MMB's website. Below are important 2018-19 biennial budget process dates:

Activity	Date
Agency narratives published	September 30
Base budget data complete in BPAS	October 17
Agency budget proposals due	October 17
Base budget data to legislature	November 30
Governor's budget to the legislature	January 24, 2017

BPAS Workshops

Four workshops will be held in September for agencies seeking one-on-one help with preparing their biennial budget submissions. Budget Operations staff will be available during these sessions to assist agencies with reconciliation and establishing base budgets, and to respond to system-related or agency-specific questions. *Note: BPAS workshops do not include a formal training presentation.* Agencies can drop in at any time during the following workshop sessions:

1:00-3:30 PM - Wednesday, September 7 and Monday, September 12

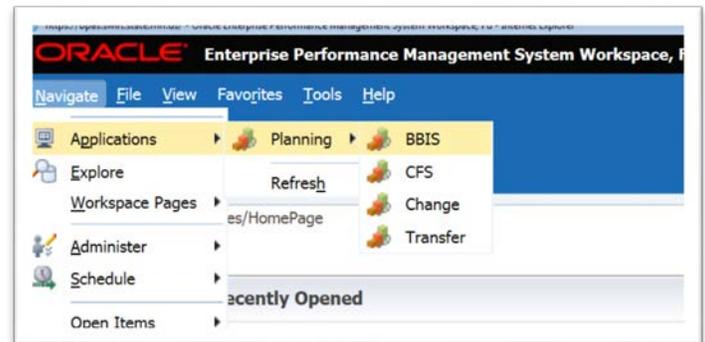*8:30 AM–12:00 PM* - Thursday, September 15 and Monday, September 19

All workshops will be held in the Columbine Room, ground floor of the Centennial Office Building, 658 Cedar St., St. Paul.
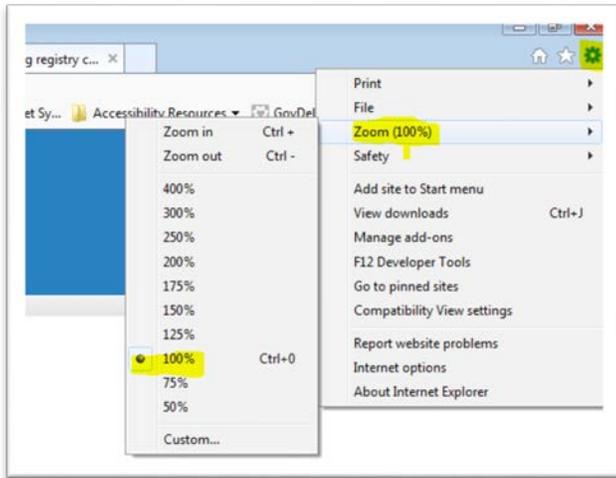
BPAS Tips

Home Page Menus Spinning?

When opening BPAS, some agencies are experiencing an issue that prevents the application's Home Page from populating. Agencies that encounter this issue can still access the BBIS, Change and Transfer applications by following the steps and screen shot illustration below:

1. Click *Navigate* on the main menu bar at the top of the screen.
2. Put your curser over *Applications* to expand the menu to the right.
3. Put your curser over *Planning* to expand the menu to the right.
4. Select BBIS, Change or Transfer from the menu.

Problem Opening Reports?

Internet Explorer's Zoom setting interferes with navigating BPAS' report folders and other links when it's set above 100%. Check the Zoom setting on your desktop by opening IE and clicking on the Tools icon in the upper right-hand corner (see illustration below).

Zoom must be set at 100%. Change the setting if needed, then close and re-open Internet Explorer before navigating to the statewide systems Portal and BPAS.

BPAS User Group
Next meeting is Monday, September 19.

Status of New Statewide Applications
Departmental Earnings
Budget staff from several state agencies were able to test the new Departmental Earnings (DE) application at User Acceptance Testing sessions held on August 22 and 23. The system opens for agencies in mid-October to prepare the Biennial Departmental Earnings Report, with training offered the second and third weeks of October. An email on offered training dates and times will be sent to agencies in September.

The DE application will update departmental earnings revenue data from BPAS once daily. Agencies will enter other resources and expenditures related to each Departmental Earnings Group's activities. The system will publish the biennial Departmental Earnings report.

Appropriation Maintenance
The Appropriation Maintenance (AM) application build is progressing. This custom-build web application will centralize and automate the process for requesting and approving new appropriations and changes to existing appropriations for upload to SWIFT and BPAS. Agency and MMB approvals will be entered in the system, and agencies will be able to track the progress of their requests.

The Appropriation Account Maintenance Application (AMA) project team includes MMB staff from SWIFT Module Support and Budget Operations, and staff from MN.IT@MMB. The system is scheduled to be launched April 1, 2017, in time for loading 2018-19 appropriations into SWIFT.

CBS User Group
The Capital Budget System User Group held its first meeting in late July to discuss the system's first year in operation, and potential fixes and improvement opportunities. The Group meets again in mid-September to make its recommendations for prioritizing system updates to complete before CBS is opened for agencies to submit 2018 capital budget requests.

System Updates
Work will begin in September on updates to FNTS. A consultant is being hired to assist MN.IT@MMB developers with this work, which includes fixes to system issues, as well as updates required to meet MN.IT security and accessibility standards. Training for new and returning FNTS users will be held Monday, December 5 through Friday, December 16.