

Budget Systems

BPAS

Budget Planning
and
Analysis System

FNTS

Fiscal Note
Tracking System

CBS

Capital Budget
System

Newsletter

March 2014

Web Browser Survey – Be sure to respond to the email survey from MMB asking which web browser you use on your work computer. The information is being collected to help guide our systems development projects.

Our [BPAS SharePoint](#) site is going to be upgraded to SharePoint 2013 over the weekend of 4/26 and 4/27. The site will still function as it currently functions with a few noticeable changes:

- The quick-navigation at the top of the page (small folder in top left corner) will no longer exist
- “Shared Documents” not “Site Pages” in the left hand menu will bring the user back to the main page
- The large “S” will also bring the user back to the home page
- Documents are defaulted to open as read-only versions

If you have any questions about the functionality of the upgraded SharePoint site, please contact Camille.Drinkwine@state.mn.us.

BPAS Budget Planning and
Analysis System

The BPAS project team is starting to prep the system for the 2016-17 biennial budget. The first step in preparing the system is to ensure appropriate user access and security to the system.

In April, MMB will send a list of current BPAS users to each agency for review. Agencies should update the list and certify security access. There is a limited number of user licenses to the system so agencies should remove outdated staff and staff that did not end up utilizing the system during the first biennial budget cycle.

Security changes will be necessary after this biennial security certification process. To request a new user or remove user access utilize the [BPAS Security Form](#).

Training courses are currently being developed for the new biennial budget cycle and will begin in July. For users that would like training on the system as it is currently designed, training is being offered Friday April 11 9:00 – 11:00 or Wednesday April 16 1:00 – 3:00. Please contact Kristy.swanson@state.mn.us to register for the training. If no reservations are made the trainings will be cancelled.

FNTS Fiscal Note
Tracking System

Project Update - The project remains on schedule. Programmers have completed building screens for the system’s core business processes: the fiscal note Request, Assign, and Prepare screens. All remaining system components are scheduled to be completed and through initial (unit) testing by the end of June and ready to begin system testing in July and August. If you’re interested in volunteering for system testing, watch the newsletter for announcements later this spring.

This month’s FNTS column continues highlights of the new system that will enhance efficiency.

Agency Signoff – Agencies will be able to remove the agency signoff on a fiscal note up until the EBO has signed off on the note. This will allow agencies to make edits to a fiscal note without first having to contact MMB to remove the agency’s signoff, as the current system requires. Also, a button on the new system’s Prepare screen will allow agencies to email their EBO requesting them to review the note before agency signoff.

Editing Note Requests – Legislative users will have more flexibility in editing a fiscal note request. In the current system, once MMB retrieves a request, only the due date field can be edited. In the new system, legislative users will be able to edit any required field after the note has been retrieved and assigned to an agency—with the exception of the bill number, version and fiscal note type. Fiscal note type is a new field that distinguishes fiscal note requests for

introduced bills from fiscal notes on unofficial bill language, which notes the requester may designate be classified as not public. More information about the new type field is found in the [December 2013 Newsletter](#).

CBS Capital Budget System

During the month of March, the Capital Budget System Project team finalized its documentation of the current capital budget system, capital tracking system, and process used for local government requests. This information was used by MMB staff to conduct a “fit-gap” analysis based on the Hyperion software. During this analysis, two main challenges were highlighted. These challenges include:

- Creating a single portal and system for local and state agency projects. This is a challenge due to the current security features associated with state’s technology applications. MMB and MN.IT staff are currently working through potential options for mitigating this issue and will present them to the Project Team and local partners on April 11th.
- Entering narrative information directly into the system. The Capital Budget documents include a substantial amount of text, and the Hyperion software is not as text-friendly as past systems from an editing and formatting standpoint. Therefore, the Project Team will examine a variety of options to ensure requesters can submit information easily, and documents are formatted such that the print versions are readable.

The system requirements will be finalized in mid-April with the design finalized by mid-May. The new system will be built over the summer and testing will begin in the fall of 2014.