

Budget Systems

BPAS

Budget Planning
and
Analysis System

FNTS

Fiscal Note
Tracking System

CBS

Capital Budget
System

Newsletter

November 2014

Helpdesk Line for Budget Systems

MMB Budget Division has designated the SWIFT helpdesk line as the first point of contact for user assistance for the three statewide budget systems.

All calls received through the helpdesk line will be logged using Microsoft Dynamics, which will allow MMB Budget Operations staff to track and analyze user questions and system issues.

Calls involving system bugs and process questions will be flagged for Budget Operations staff. SWIFT helpdesk staff will respond to system operation questions and assist users with SWIFT Administrative Portal security and password issues.

Agencies should continue to contact their Executive Budget Officer when they need to discuss the fiscal implications for fiscal notes or budget planning questions for BPAS and CBS.

BPAS Budget Planning and
Analysis System

Requirement gathering for the metadata tool project is well underway. The tool will be used for both BPAS and SWIFT, allowing agencies to submit new appropriation requests for both systems at once. Agencies will be able to create new appropriations, manage programmatic structure in BPAS for biennial budget presentation, as well as submit AP Form requests (new appropriations and changes to existing appropriations) to SWIFT.

Design for the Enacted Budget Project is underway. The project team is considering legislative tracking designs that would allow agencies to track Base, Gov's Rec, House, Senate, and Conference committee positions throughout session. This would facilitate the entry of enacted data into the system in a timely manner. Project team members may reach out to

agencies to request design input on legislative tracking entry forms.

FNTS Fiscal Note
Tracking System

Space Still Available for User Training

All fiscal note system users are encouraged to attend training on the new system in December. A schedule, signup form and instructions are posted on the [MMB website](#). Class size is limited to fourteen (14) and is on a first-come-first-served basis. *Note: the 9:00 class on Thursday, December 4th is full.*

Reminder: Authorization Form Required

All FNTS users will need to complete a user authorization form before they are able to access the system. The Form and instructions are posted on the [MMB website](#). Once authorized, users will log in to the new FNTS through the SWIFT Administrative Portal using their state ID number and password. Important Note: in the event SWIFT is down/offline, users will not be able to access FNTS.

Fiscal Note Coordinator's Meeting

A meeting to discuss updates to the fiscal note process procedures related to the new FNTS has been scheduled for Thursday, December 18th. Fiscal note coordinators, legislative fiscal analysts, and MMB executive budget officers are invited to attend the meeting, which will be held in the Centennial Building's Lady Slipper conference room from 1:30 to 2:30.

CBS Capital Budget
System

Alisha Cowell has been hired as MMB's new Capital Budget Coordinator. As a former EBO, Financial Management Director at the Dept. of Veterans Affairs, and most recently the biennial budget and financial

reporting coordinator at MMB, Alisha brings capital budget and systems experience to the Capital Budget Coordinator role. She will begin transitioning into her new position and role as CBS project manager in early December.

Work on Phase 1 of the new Capital Budget System continues to proceed on schedule. The team of consultants building the new web-based system is now fully staffed. Look for previews of the new system's Home page and data entry screens in the December newsletter.