



DEPARTMENTAL EARNINGS SYSTEM USER MANUAL

October 2016

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Introduction

The Departmental Earnings System (DE) is a web application that collects data for publication of the biennial Departmental Earnings Report. The system is accessed through the Statewide Systems Administrative Portal. All state agency budget staff authorized to access the Budget Planning and Operations System (BPAS) will have a link to DE on their portal menu; however, only users from agencies that are required to submit data for the Departmental Earnings Report will be able to access the application ([see Appendix 1](#)).

Departmental earnings receipts—revenue account codes 600000-669999—are exported nightly from BPAS to DE at the appropriation level. Receipts are uniquely assigned by revenue account to an agency DE group: that is, a revenue account code can only be assigned to one agency and one DE Group.

Agencies will enter descriptive information for each DE Group, including its purpose and the statutory citation(s) authorizing the fee(s) it comprises. Agencies will also enter into the system actual, current, and budgeted expenditures for each DE group, and, if applicable, other related resources and/or resource reductions. Finally, the DE system collects narratives for each DE group, which are included along with the fiscal data in the published biennial Departmental Earnings report.

Note: MMB has copied DE group purpose, legal citation, and narrative information from agencies' 2016-2017 Departmental Earnings Reports into the new application. Agencies must review and update it.

To learn more about Departmental Earnings, see the 2018-19 Departmental Earnings Report Instructions and [Minnesota Statute 16A.1285](#).

Logging In

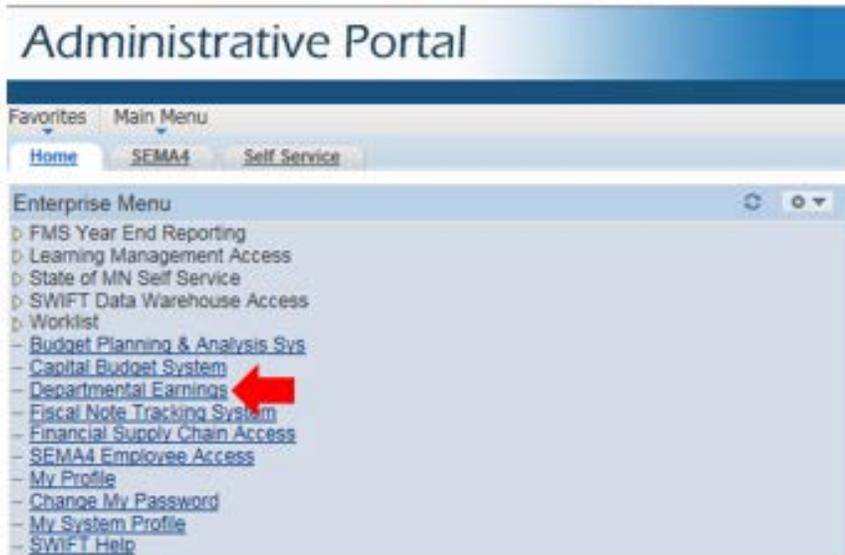
The Departmental Earnings System is accessed through the statewide systems administrative portal. Using Chrome or Internet Explorer version 11, open the statewide systems [Administrative Portal](#)

Enter your state user ID (employee ID) and password.

Click the “Sign In” button.

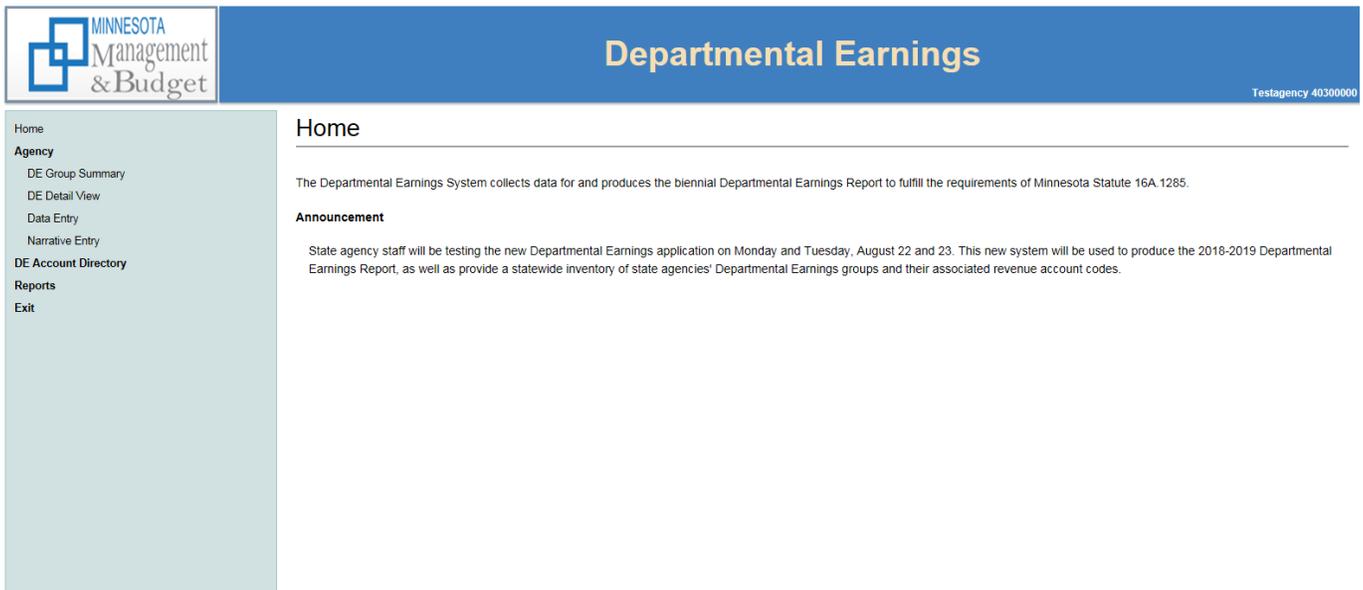


The Statewide Systems Administrative Portal screen opens to the user’s main menu. All state agency budget staff who are authorized to access the Budget Planning and Operations System (BPAS) will have a link to DE on their portal menu; however, only users from agencies that are required to submit data for the Departmental Earnings Report will be able to access the Departmental Earnings System. For a list of agencies, [see Appendix 1](#). Contact Budget.Finance.mmb@state.mn.us if you are on the budget staff of an agency on this list and are not able to open the DE system.



To open the system, click on the "Departmental Earnings" link, which is listed immediately below BPAS in the Enterprise Menu.

The Departmental Earnings Home Page opens:



Home Page Menu and Navigation

The Home Page displays an announcement with current information about the application.

The screenshot shows the Home Page of the Departmental Earnings System. The header is blue and contains the Minnesota Management & Budget logo on the left and the title "Departmental Earnings" in the center. Below the header, there is a navigation menu on the left and a main content area on the right. The main content area includes a "Home" heading, a paragraph about the system's purpose, and an "Announcement" section with text about testing the new application.

The navigation Menu is found in the left margin of the Home Page and lists four screen selection options:

- Agency
- DE Account Directory
- Reports
- Exit



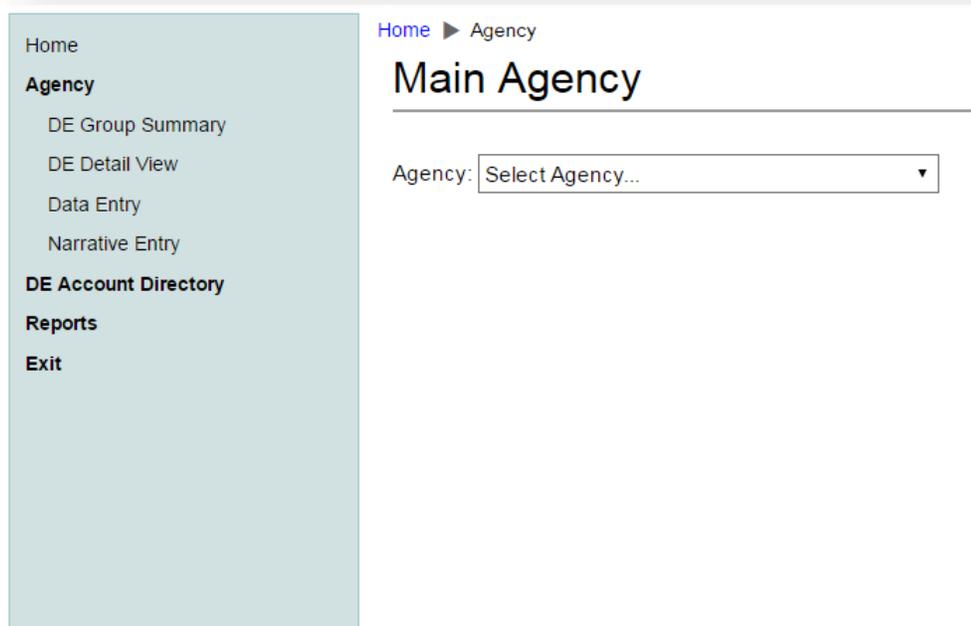
Click on any option in the Menu to open it.

Agency

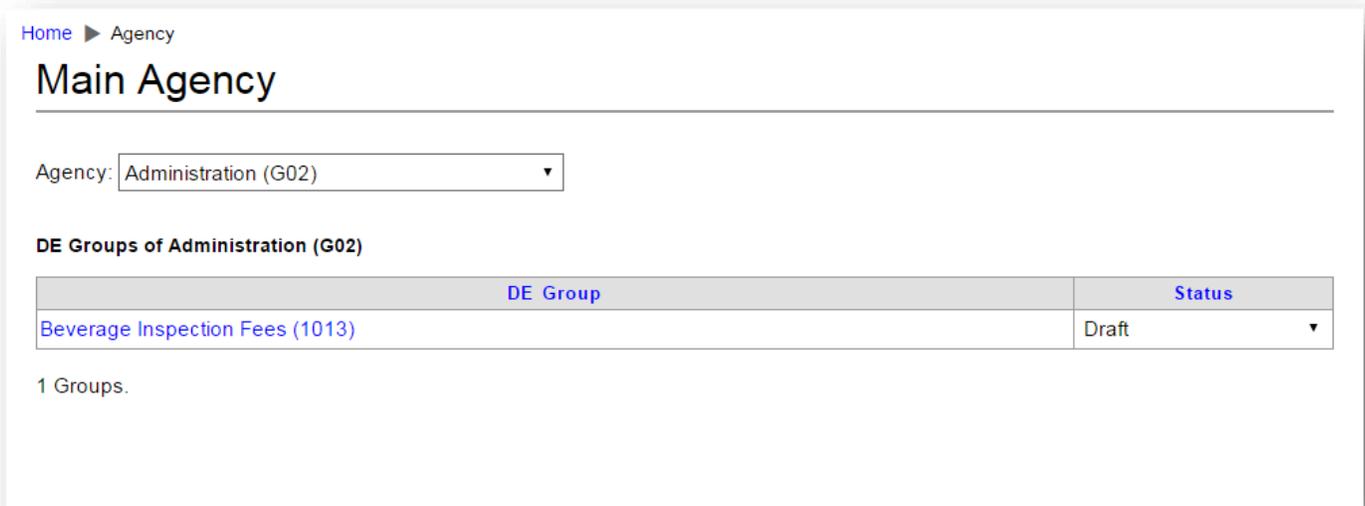
The Agency option consists of a Main Agency screen and four related sub-screens:

- DE Group Summary
- DE Detail View
- Data Entry
- Narrative Entry

When first selected, the Main Agency screen displays a drop-down agency selection panel.



Select an agency from the drop-down. Users whose security profile includes multiple agencies may select one agency at a time. ***You must select an agency and a DE Group before you can open or navigate among the four Agency screens.*** When you have selected an agency, the Main Agency screen displays a table listing the agency's DE Groups and their data submission status.



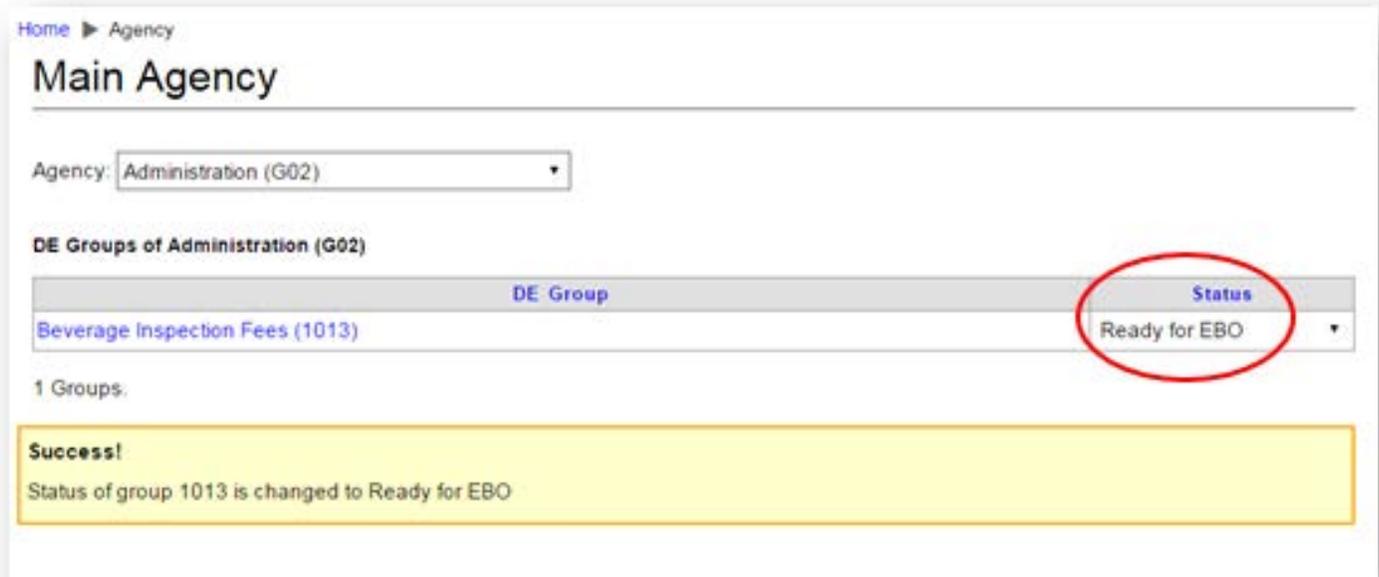
To enter or review data for a DE Group, click on its name. This opens the DE Group Summary screen. You may now navigate to any of the other Agency screens and enter or review data for the selected DE Group. To select another DE Group, return to the Main Agency page by clicking on "Agency," either from the Menu or the navigation "bread crumbs" at the top of the screen (see illustration below).



Bread Crumbs

Update DE Group Data Submission Status

The Main Agency page is also where you will update each DE Group’s data submission status. Select the status from the drop-down list, then click outside of the DE Group table to save the selection.



Agencies must update each DE Group’s status from “Draft” to “Ready for EBO” when all required entries are completed and data is ready for MMB to review. The Executive Budget Officer will update the DE Group’s status from “Ready for EBO” to “Complete” when they have finished reviewing. Only DE Groups in “Complete” status will be included in the final Departmental Earnings report.

Important Note: when the DE Group’s status is “Complete,” agencies will not be able to change the status but can continue to modify the record. If changes are required to a DE Group in “Complete” status, please notify the EBO to change its status to “Draft.”

DE Group Summary

Select one of the DE Groups from your agency’s list and click on the DE Group Name. This opens the first of four Agency screens, the DE Group Summary Screen. The DE Group Summary Screen has read-only data from BPAS, purpose and legal citation narrative entry, radio button selections, and read-only data that is entered on the DE Data Entry screen.

Agencies enter information in text fields within this section. You may enter text directly into the textbox fields, or copy and paste from Word. Use the “Clean HTML” button to erase any code characters that display after pasting copied text. *Important Note: execute the “Save” button at the bottom of the screen frequently to ensure that your entries are saved in the system.*

Home > Agency ► DE Group Summary

DE Group Summary

Agency	Public Safety - Transportation (P07)
DE Group	AGED Gambling Enforcement Fees (1256)
Revenue Account Code(s)	644001 - Background Investigations; 644002 - GAMBLING DEVICE LICENSE FEE; 644003 - INDIAN RESRVTN GMBLNG COMPACT;
Purpose	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B I U : [list icon] [list icon] </div> <p>To cover the cost of license and provide identification cards to manufacturers, wholesalers, importers of liquor, wine and malt beverages and to common carriers of liquor and malt beverages.</p> </div>
Legal Citation(s)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> B I U : [list icon] [list icon] </div> <p>M.S. 340A</p> </div>
Dedicated Receipts	<input checked="" type="radio"/> Yes <input type="radio"/> No
Non-Dedicated Receipts	<input checked="" type="radio"/> Yes <input type="radio"/> No

Read-Only: DE Group and Revenue Account Code(s)

The top section of the Summary screen displays the name of the DE Group and its system-assigned code in parentheses, and the list of Revenue Account Code(s) belonging to the DE Group. The DE groups are currently established as they were in the 2016-17 report and MMB Budget Operations is working with agencies to make sure all account codes are assigned to a group. *If you have questions about your agency’s departmental earnings groups, send an email to Budget Operations at budget.finance.mmb@state.mn.us.* The account names displayed on the Summary screen are from BPAS. Use the scroll bar at the right edge of the field to view any account codes that exceed the size of the textbox.

Data Entry: DE Group Purpose

This is a required field. You may copy and paste from Word. Save after entering or copying/pasting text to ensure that data is saved before navigating away from the screen. Note: MMB has pre-populated this field from the agency’s 2016-2017 Departmental Earnings report.

Data Entry: Legal Citation(s)

This is a required field. You may copy and paste from Word. Save after entering or copying/pasting text to ensure that data is saved before navigating away from the screen. Note: MMB has pre-populated this field from the agency’s 2016-2017 Departmental Earnings report.

Scroll down to view the middle section of the DE Group Summary screen.

Dedicated Receipts Yes No

Non-Dedicated Receipts Yes No

Fund(s) General (1000)

Appropriation(s) Non Dedicated Receipts (B7P9000)

Recommending Fee Change Yes No

DE Group's Accumulated Balances Displayed in Reports.

Accumulated Balance

Fiscal Information Section	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019
Accumulated Balance Forward	<input type="text"/>	1,005	2,568	3,558	3,558	5,048	5,048

Departmental Earnings:

Departmental Earnings	1,005	1,563	990	1,490	1,490	990	990
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Data Entry: Dedicated and Non-Dedicated Receipts Radio Buttons

Select Yes or No for each set of radio buttons, as best describes the departmental earnings belonging to the selected DE Group.

Data Entry: Recommending Fee Change

Select the Yes radio button if the agency is recommending a change in the fee rate as part of its biennial budget request, otherwise, select No.

Data Entry: Accumulated Balance Forward

Enter the DE Group’s amount of unexpended departmental earnings, or deficit recorded at the close of Fiscal Year 2014 in the Accumulated Balance Forward for FY 2015. Accumulated Balance Forward and Accumulated Ending Balance amounts for FY 2016 through FY 2019 are auto-calculated. Typically for DE groups with non-dedicated receipts the accumulated balance forward for actual FY 2015 will be zero.

Scroll down to view the entire fiscal data table.

Departmental Earnings:

Departmental Earnings	1,005	1,563	990	1,490	1,490	990	990
---------------------------------------	-------	-------	-----	-------	-------	-----	-----

Other Resources:

Earnings Transferred In							
Revenue Collected by Another Agency							
Other Receipts							
Total							

Resource Reductions:

Earnings Transferred Out							
Revenue Collected for Another Agency							
Total							

Total Resources Available	1,005	1,563	990	1,490	1,490	990	990
----------------------------------	--------------	--------------	------------	--------------	--------------	------------	------------

Expenditures:

Direct							
Indirect							
Total							

Current Fiscal Year Difference	1,005	1,563	990	1,490	1,490	990	990
---------------------------------------	--------------	--------------	------------	--------------	--------------	------------	------------

Accumulated Ending Balance	1,005	2,568	3,558	5,048	5,048	6,038	6,038
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Read-Only: Departmental Earnings

This section of the table displays the amounts of departmental earnings exported from BPAS for the accounts assigned to the DE Group. Click on the "Departmental Earnings" label link in the first column of this row to open the [DE Detail View](#) screen, where appropriations-level data by account code are exported from BPAS are displayed.

Departmental Earnings:							
Departmental Earnings	425	626	467	517	517	517	517

Read-Only: Other Resources, Resource Reductions, Total Resources Available

These sections summarize data the agency enters on the Data Entry screen. Other Resources is the sum of total Other Receipts (Non-Departmental Earnings) and total Other Resources amounts. Total Resources is the difference between Other Resources and Resource Reductions.

Read-Only: Expenditures

This section Total Resources is the difference between Other Resources and Resource Reductions.

Read-Only: Current Fiscal Year Difference

This row displays a calculation of the difference between Total Resources Available and Total Expenditures.

Read-Only: Accumulated Ending Balance

This row displays a calculation of the Current Difference plus the amount of the Beginning Balance.

DE Detail View Screen

The DE Detail View Screen is read-only and displays appropriations-level departmental earnings receipts for the revenue accounts that are tied to the selected DE Group. The top of the screen summarizes receipts by dedicated and non-dedicated appropriation types. The bottom half of the screen displays appropriations-level data.

While BPAS is open to agencies, departmental earnings receipts will be exported nightly to the Departmental Earnings application from BPAS at 11:30 PM and will reflect all changes entered into BPAS before 10:00 PM.

[Home](#) > [Agency](#) > [DE Group Summary](#) ► [DE Detail View](#)

DE Detail View

Agency: Public Safety - Transportation (P07)
DE Group: AGED Gambling Enforcement Fees (1256)

Summary	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019
Dedicated subtotal	152	337	220	270	270	270	270
Non-Dedicated subtotal	273	289	247	247	247	247	247
Total	425	626	467	517	517	517	517

Revenue Account Detail

Account	Fund	Appropriation	Non-Ded?	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019
644001 - Background Investigations	2000	Gambling Bkgrnd Investigations (P079122)		10	70	20	70	70	70	70
644002 - GAMBLING DEVICE LICENSE FEE	1000	Gambling-Sales Proceeds (P079151)	Y	257	224	227	227	227	227	227
644003 - INDIAN RESRVTN GMBLNG COMPACT	1000	Gambling-Sales Proceeds (P079151)	Y	16	65	20	20	20	20	20
644003 - INDIAN RESRVTN GMBLNG COMPACT	2000	Indian Gaming Sp Rev (P079132)		142	267	200	200	200	200	200

Data Entry Screen

Fiscal data that is not exported from BPAS is entered on the Data Entry Screen. Select the Data Entry Screen option from the menu to display this screen, which consists of five tables:

- Departmental Earnings
- Other Receipts (Non-Departmental Earnings)
- Other Resources
- Resource Reductions
- Expenditures.

Click on the blue arrowhead to the left of each section’s title to close or open it. Except for the Departmental Earnings section, which is read-only, each section includes a table for entering fiscal data and below it a text field for entering comments. **All data must be entered in thousands; enter amounts in all columns, including Gov Rec FY 2018 and FY 2019.**

All fiscal data entered on the Data Entry screen is summarized (read-only) in the fiscal table on the DE Summary Screen and also in the published Departmental Earnings Group Summary report. Comments and descriptions are not published, but may be read by Executive Budget Officers and MMB Budget Operations. There is limited space in the description field so they should be kept short. The Comments fields have more space available to provide more detail regarding each section.

Home > Agency > DE Group Summary ► Data Entry

Data Entry

Agency: Accountancy, Board of (B7P)

DE Group: Accountancy Professional Licensing and Fees (1000)

▼ Departmental Earnings

	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019
Summary	1,005	1,563	990	1,490	1,490	990	990

► Other Receipts (Non-Departmental Earnings)

► Other Resources

► Resource Reductions

▼ Expenditures

Direct/Indirect	Description	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019	Clear
Direct	<input type="text"/>	Clear							
Indirect	<input type="text"/>	Clear							
	Total	0							

Comments:

Save Cancel

Read-Only: Departmental Earnings

This read-only table displays the amount of receipts in thousands exported from BPAS for the revenue account codes tied to the DE Group. This table displays by default when the Data Entry Screen is opened, but can be closed by clicking on the blue arrowhead.

Data Entry: Other Receipts (Non-Departmental Earnings)

This table collects the amount(s) of any receipts from other sources supporting the costs of providing the goods or services for which departmental earnings are collected. There are two lines for entering other receipts data; enter a descriptive label in the "Description" column for each. *All data must be entered in thousands; enter amounts in all columns, including Gov Rec FY 2018 and FY 2019.*

▼ Other Receipts (Non-Departmental Earnings)

Description	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019	Clear
	123,456	2	3	4	5	6	7	Clear
	1	2	3	4	5	6	7	Clear
Total	123,457	4	6	8	10	12	14	

Comments:

Data Entry: Other Resources

The Other Resources table has two lines for entering the amount of transfers in from another agency and the amount of departmental earnings collected by another agency. The Description field may be used to enter more detailed labels for each line; additional remarks may also be entered in the Comments textbox. *All data must be entered in thousands; enter amounts in all columns, including Gov Rec FY 2018 and FY 2019.*

▼ Other Resources

Transferred/Collected	Description	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019	Clear
Transfers In		1	2	3	4	5	6	7	Clear
DE Collected by Another Agency		1	2	3	4	5	6	7	Clear
	Total	2	4	6	8	10	12	14	

Comments:

Data Entry: Resource Reductions

The Resource Reductions table has two rows for entering the amount of transfers out to another state agency and the amount of any departmental earnings collected for another agency. The Description field may be used to enter more detailed labels for each line; additional remarks may also be entered in the Comments textbox. *All data must be entered in thousands; enter amounts in all columns, including Gov Rec FY 2018 and FY 2019.*

▼ Resource Reductions

Transferred/Collected	Description	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019	Clear
Transfers Out									Clear
DE Collected for Another Agency									Clear
		0	0	0	0	0	0	0	

Comments:

Data Entry: Expenditures

The Expenditures table displays by default when the Data Entry Screen is opened, but can be closed by clicking on the blue arrowhead. Agencies are required to enter actual, current, and budgeted expenditures for the DE Group in this table. The table has separate lines for direct and indirect expenditures. The Description field may be used to enter a more detailed label; additional remarks may also be entered in the Comments textbox. **All data must be entered in thousands; enter amounts in all columns, including Gov Rec FY 2018 and FY 2019.**

▼ Expenditures

Direct/Indirect	Description	Actual FY 2015	Actual FY 2016	Current FY 2017	Budget FY 2018	Gov Rec FY 2018	Budget FY 2019	Gov Rec FY 2019	Clear
Direct		100,004	100,010	100,020	100,030	100,040	100,050	100,060	Clear
Indirect		10,000	10,010	10,020	10,030	10,040	10,050	10,060	Clear
	Total	110,004	110,020	110,040	110,060	110,080	110,100	110,120	

Comments:

Narrative Screen

The narrative screen consists of four rich text fields:

- Background Information
- Forecast Basis
- Recent Changes
- Agency Analysis/Comments

Agencies must enter a brief narrative for all text fields. You may enter text directly into the textbox fields, or copy and paste from Word. Use the “Clean HTML” button to erase any code characters that display after pasting copied text. **Important Note: execute the “Save” button at the bottom of the screen frequently to ensure that your entries are saved in the system.**

[Home](#) > [Agency](#) > [DE Group Summary](#) ▶ Narrative Entry

Narrative Entry

Agency: Public Safety - Transportation (P07)

DE Group: AGED Gambling Enforcement Fees (1256)

Background Information:

B I U [List Icon] [List Icon]

According to statutes license fees range from \$1,500 to \$7,500. A Background investigation fee is charged to cover the costs of investigations.

Forecast Basis:

B I U [List Icon] [List Icon]

It is assumed actual FY 15 revenues will prevail for fiscal years 16-17.

Recent Changes:

B I U [List Icon] [List Icon]

No recent changes. The current fee structure appears to be covering the costs.

Agency

Analysis/Comments:

B I U [List Icon] [List Icon]

The accumulated ending balance has been increasing slightly. The fees appear to be covering the cost of the activity.

DE Account Directory

The DE Account Directory Screen is a read-only table listing all revenue accounts that are assigned to an active DE Group. The Directory also includes a data entry field to record the legal citation authorizing the each revenue account's fees. Note: MMB has pre-populated legal citations from historical data files for many revenue accounts. Agencies must review and update them, as needed. Agencies can only enter legal citations for revenue accounts belonging to their own DE Groups; legal cites of other agencies' revenue accounts will be read-only labels.

Home ► DE Account Directory

DE Account Directory

DE Account Directory

Revenue Account	DE Group	Category	Resp Agency	Revenue Account Legal Cite
600001 - Accountancy Licensure Discl.	Beverage Inspection Fees	Licenses & Fees	G02	M.S. 326A.04
600002 - Accounting - Firm Licenses	Beverage Inspection Fees	Licenses & Fees	G02	M.S. 326A.04
600003 - Professional Accountancy Lics	Beverage Inspection Fees	Licenses & Fees	G02	M.S. 326A.04
600004 - Accountancy: Examinations	Beverage Inspection Fees	Licenses & Fees	G02	M.S. 326A.04
600005 - Administrative Court Costs	Beverage Inspection Fees	Departmental Services	G02	M.S. 326A.04
600122 - LMIC Service Bureau	Land Management Information Center Charges	Departmental Services	G46	
600145 - Administrative Law Judge Fees	Beverage Inspection Fees	Departmental Services	G02	M.S. 14.53
600146 - Workers Comp Transcript/Appeal	Beverage Inspection Fees	Departmental Services	G02	M.S. 176.421, Subd. 4
600147 - Filing Fee-Campaign Complaints	Beverage Inspection Fees	Departmental Services	G02	M.S. 211B.37, Subd 5
600148 - Campaign Complaints Penalties	Beverage Inspection Fees	Departmental Penalties	G02	M.S. 211B.37, Subd. 5
600149 - Municipal Board-Filing Fees	Municipal Board Filing Fees	Licenses & Fees	G9K	M.S. 414.01, Subd. 11
600270 - Noxious Weed Quarantine	B04 Inactive	Licenses & Fees	B04	M.S. 18.85, Subd. 3
600271 - AGR Lime	Agricultural Liming Fees	Licenses & Fees	B04	M.S. 18C.551, Subd. 1
600272 - AGR Lime Lic Late Renewal	Agricultural Liming Fees	Licenses & Fees	B04	M.S. 18C.551, Subd. 2
600273 - AGR Lime Inspection	Agricultural Liming Fees	Licenses & Fees	B04	M.S. 18C.551, Subd. 3
600274 - AGR Lime Tonnage Late Fee	Agricultural Liming Fees	Licenses & Fees	B04	M.S. 18C.551, Subd. 2
600275 - AGR Lime Sample	Agricultural Liming Fees	Departmental Services	B04	M.S. 18C.551, Subd. 4
600276 - Real Prop Site Invest Costs	Beverage Inspection Fees	Departmental Services	G02	M.S. 115B.17, Subd. 14

Sort and Filter Functions

The Directory's default sort is by Revenue Account, in ascending order. Double-click on the Revenue Account title to re-sort the list in descending order; click again to restore the default order. The list may be re-sorted similarly by clicking on the DE Group, Category, or Responsible Agency fields.

To filter the list, type a search string value into the textbox below any title, then click on the title link or outside the textbox. The picture below illustrates search results when T79 was entered into search field below Responsible Agency. You can continue to filter the list by any of the other fields to narrow the search results. Click on the "Clear" button to restore the default statewide list.

DE Account Directory

DE Account Directory

Revenue Account	DE Group	Category	Resp Agency	Revenue Account Legal Cite
650000 - Rental Income	Tower Leases Rental Income	Departmental Services	T79	M.S. 174.70, Subd. 2 and 3
650001 - ADVERT PERMITS-ALONG INTER HWY	Advertising Permits	Licenses & Fees	T79	M.S. 173.13, Subd. 4
650002 - AIRPORT LICENSES	Airports, Commercial Operations, and Aircraft Dealer License	Licenses & Fees	T79	M.S. 360.018, Subd. 1
650003 - TRNK HWY-LAB TESTING - INSPECT	T79 Inactive	Licenses & Fees	T79	M.S. 361.39, Subd. 5
650004 - MOTOR CARRIER PERMITS AND FEES	Motor Carrier Permits and Fees	Licenses & Fees	T79	M.S. 221.0355, Subd. 4
650005 - TRANSPORTATION PERMITS	Transportation Permits	Licenses & Fees	T79	M.S. 169.86, Subd. 5
650006 - AIRPORT	Airports, Commercial Operations, and Aircraft Dealer License	Licenses & Fees	T79	M.S. 360.018; M.S. 360.63
650007 - USE OF AIRCRAFT	Air Transportation Revolving Account	Licenses & Fees	T79	
650008 - DOT: Rents - External	DOT: Miscellaneous	Departmental Services	T79	
650009 - DOT AGRMNT/LOCAL GVRNMNTL UNIT	DOT: Miscellaneous	Licenses & Fees	T79	
650010 - DOT SALE OF GRAVEL	DOT: Miscellaneous	Licenses & Fees	T79	
650011 - REFUNDS MTR CARRIER PRMT - FEE	T79 Inactive	Licenses & Fees	T79	
650012 - RFND OF A/R - OTHR RECEIPTS	DOT: Miscellaneous	Licenses & Fees	T79	
650013 - Road Equipment Cost Recovery	DOT: Miscellaneous	Departmental Services	T79	M.S. 174
650014 - Sign Fabrication Cost Recovery	DOT: Miscellaneous	Departmental Services	T79	M.S. 160.298
650015 - RAIL SAFETY INSPECT ASSESSMENT	DOT: Miscellaneous	Licenses & Fees	T79	Laws 2008, Ch. 287, Art. 1, Sec 76(t)
650016 - HIGHWAY TOLL REVENUE	Highway Toll Revenue	Licenses & Fees	T79	M.S. 160.93

Clear Search

Save

Cancel

Statutory Cite Field

Agencies may only update the Statutory Cite field for revenue accounts belonging to their own agency's DE Group(s). Enter your agency's three-digit agency code in the textbox beneath the Agency field to filter the Directory list to the revenue accounts assigned to your agency. Review the pre-populated citations for accuracy and update them as needed. Enter citations for revenue accounts without a legal cite.

Important note: you must click on the "Save" button at the bottom of the screen to save your legal cite entries. Click the "Cancel" button to discard entries that have not been saved.

Reports Screen

Agency users can select two different reports on the Reports Screen:

- The DE Group Summary report contains the same information and format as the biennial Departmental Earnings Report published on MMB's website ([Appendix 2](#));
- The Agency Revenue Detail report lists departmental earnings receipts by DE Group, revenue account and appropriation, with totals by DE Group and agency ([Appendix 3](#)).

Both reports are pdf files that can be opened and printed or saved electronically to your local directory or desktop. Future releases of this application will include an Excel file export option.

Home ► Reports

Reports

2018 - 19 Biennial Budget

Run a Report:

Select Entity

Select Agency:

Select DE Group(s)

All DE Groups:

Select a DE Group:

Select a Status

All Statuses:

Select a Status:

Select a Report

Select a Report DE Group Summary

Agency Revenue Detail

With Governor's Rec

Select Entity

You must first select an Agency checkbox from the drop down list. If you are assigned to multiple agencies, you may select one, multiple, or all agencies. Click outside the drop down to commit your selection.

Home ► Reports

Reports

2018 - 19 Biennial Budget

● Run a Report:

Select Entity

● Select Agency:

- Administration (G02)

Select DE Group(s)

● All DE Groups:

● Select a DE Group:

The drop down will display “Agency Selected” or “Multiple Agencies Selected.”

Home ► Reports

Reports

2018 - 19 Biennial Budget

● Run a Report:

Select Entity

● Select Agency:

Multiple Agencies Selected

To view your agency selection(s), click inside the drop down box.

Home ▶ Reports

Reports

2018 - 19 Biennial Budget

Run a Book:

Run a Report:

Select Entity

All Agencies:

Select Agency:

Select DE Group(s)

All DE Groups:

- Animal Health, Board of (B14)
- Attorney General (G06)
- Education (E37)
- Accountancy, Board of (B7P)
- Administration (G02)
- Administrative Services Office (G04)

Select DE Group

If one agency is selected, you may select either the “All DE Groups” radio button, or select one or multiple DE Groups from the drop-down list checkbox.

Run a Report:

Select Entity

All Agencies:

Select Agency:
Agency Selected

Select DE Group(s)

All DE Groups:

Select a DE Group:

Select a Status

All Statuses:

Select a Status:

- Draft
- Ready for EBO
- Complete

For users that can select multiple agencies, when more than one agency is selected from the Agency drop-down, the Select DE Group report filter option is not available; reports can only be run for All DE Groups when multiple agencies are selected.

Run a Report:

Select Entity

All Agencies:

Select Agency: Select ▼
Multiple Agencies Selected

Select DE Group(s)

All DE Groups:

Select a Status

You may select from “All Statuses” for select a single or two statuses from the Status Selection drop-down.

Select a Status

All Statuses:

Select a Status:

Draft

Ready for EBO

Complete

Select a Report

The last step is to select either the DE Group Summary or the Agency Revenue Detail Report. Report samples are found in [Appendix 2](#) and [Appendix 3](#).

With Governor’s Rec Checkbox

This checkbox option will not be displayed on the Reports screen for agency and legislative users until after the Departmental Earnings report is published. The checkbox is displayed in the illustration below.

● Run a Report:

Select Entity

All Agencies:

Select Agency:
Agency Selected

Select DE Group(s)

All DE Groups:

Select a DE Group:
Multiple DE Groups Selected

Select a Status

All Statuses:

Select a Status: Draft
 Ready for EBO
 Complete

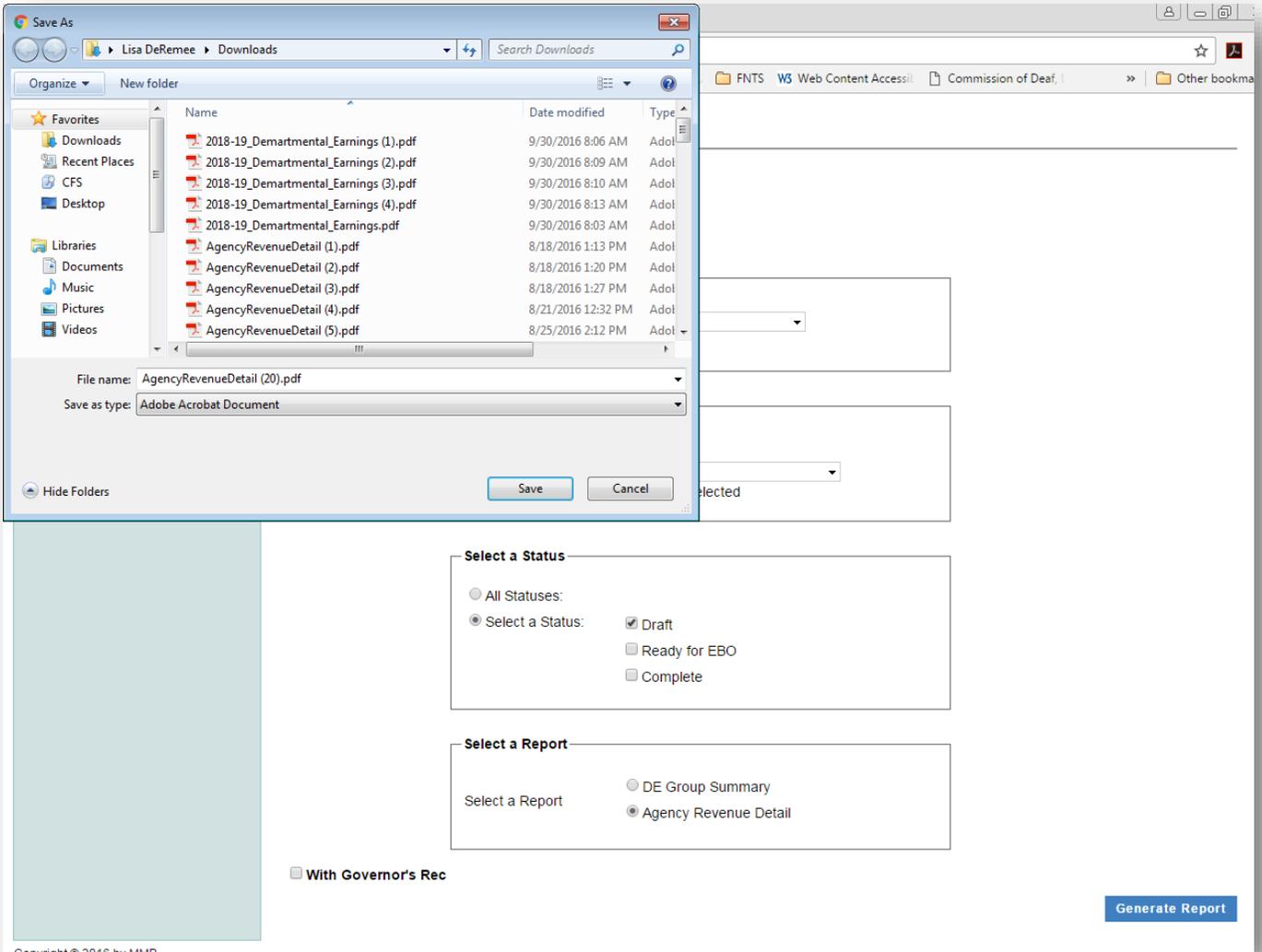
Select a Report

Select a Report: DE Group Summary
 Agency Revenue Detail
 DE Inventory

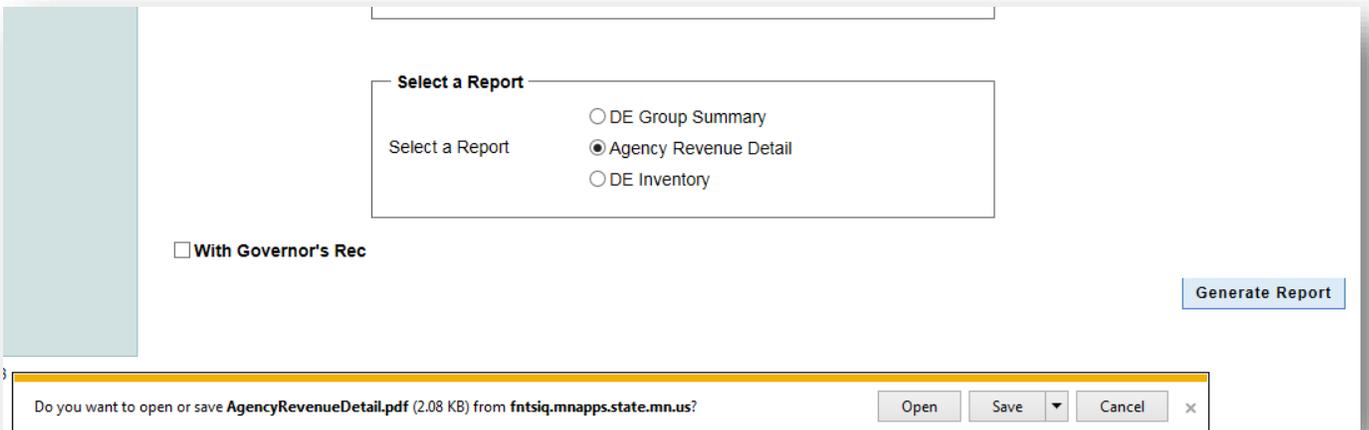
With Governor's Rec

Generate a Report

Click on the "Generate Report" button at the bottom of the screen to run the report you've selected. If you are using Chrome as your internet browser, a pop-up box will prompt you to save the pdf file to a local directory as shown in the illustration below:

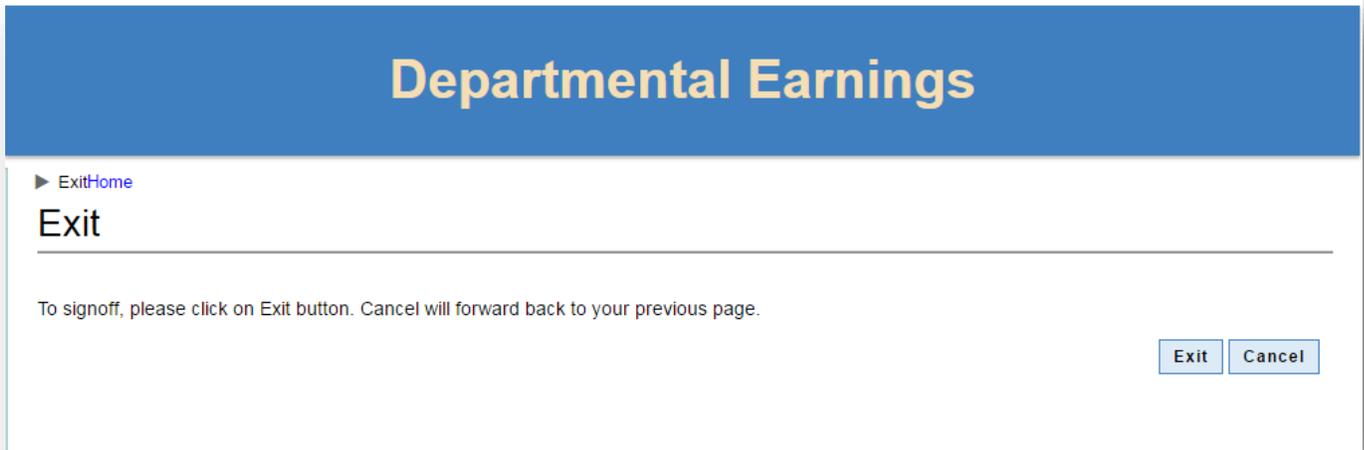


If you are using IE-11 as your internet browser, a pop-up at the bottom of the screen will ask whether you want to open or save the pdf report, as show in the picture below:

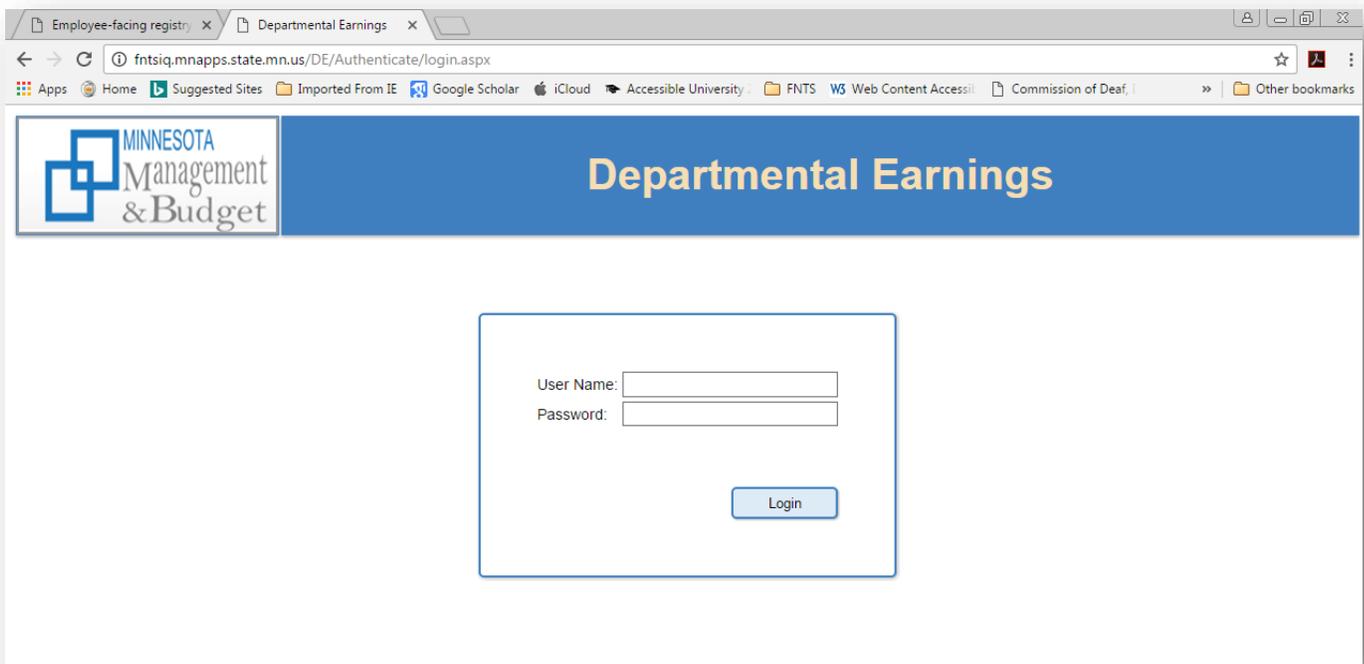


Exit

You may exit the Departmental Earnings system at any time by closing your internet browser session. The system Menu also has an “Exit” option. Select this option to open the Exit screen.



Click “Cancel” to return to the Home page. If you click “Exit” the browser session will remain open and the Departmental Earnings system log in screen displays.



Enter your User Name and Password to Login again and resume work.

Appendices

Appendix 1 – Agencies Required to Submit 2018-2019 Departmental Earnings Analysis

#	AGENCY
B7P	Accountancy Board
G9K	Administrative Hearings
B04	Agriculture
B14	Animal Health Board
B7E	Architecture, Engineering Board
G06	Attorney General
B15	Barber Examiners Board
H7X	Behavioral Health and Therapy Bd
H7H	Chiropractic Examiners Board
B13	Commerce Dept
P78	Corrections Dept
B11	Cosmetologist Examiners Board
H7F	Dentistry Board
H7U	Dietetics and Nutrition Practice
J33	District Courts
E37	Education
H7S	Emergency Medical Services Bd
B22	Employment and Economic Dvlpmt
B20	Explore Minnesota Tourism
G09	Gambling Control Board
H12	Health
E60	Higher Education Office
E40	Historical Society
G17	Human Rights
H55	Human Services
B43	Iron Range Resources
B42	Labor And Industry
JLP	Legal Professions Boards
G10	Management and Budget
H7M	Marriage and Family Therapy Bd

#	AGENCY
G45	Mediation Services Bureau
H7B	Medical Practice Board
H60	MnSure
R29	Natural Resources Dept
H7C	Nursing Board
H7K	Nursing Home Admin Board
H7J	Optometry Board
P7T	Peace Officers Board (POST)
E25	Perpich Center For Arts Education
H7D	Pharmacy Board
H7W	Physical Therapy Board
H7Q	Podiatric Medicine
R32	Pollution Control Agency
B7S	Private Detectives Board
H7V	Psychology Board
B24	Public Facilities Authority
P07	Public Safety Dept
B82	Public Utilities Commission
G05	Racing Commission
G67	Revenue
G53	Secretary Of State
H7L	Social Work Board
G61	State Auditor
J65	Supreme Court
E39	Teaching Board
T79	Transportation
H75	Veterans Affairs
H7R	Veterinary Medicine Board
R9P	Water and Soil Resources Board

Appendix 2 – DE Group Summary Report

Agency: Administration 2018-19 Departmental Earnings

Earnings Group: Administration

Purpose: The department licenses and audits insurance companies that operate in Minnesota. Revenue from fees for insurance companies, examinations, desk audits, and filings are deposited in either the General Fund or the Special Revenue account. Additionally, fines and penalties can be a substantial source of revenue in any given fiscal year. It is difficult to forecast the frequency and amounts of fines and penalties. At the end of each fiscal year, the balance in excess of \$25,000 in the insurance exam revolving fund is transferred to the general fund.

Legal Citation(s): MS 46, 47, 48, 52, 53, 53A, 55, 56, 58, 59, 168, 332

Dedicated Receipts: Yes **Non-Dedicated Receipts:** Yes

Fund(s): General (1000); Agriculture Fund (2018); Environmental (2800); Remediation Fund (2801); Administrative Hearings (5201); Workers Comp Transcript (5202)

Appropriation Name(s): Pest&FertRemediation Ropt (B041E00); Pest&FertNon-Dedicated Ropt (B041G00); Beverage Inspection (B044A34); Commercial Canneries Inspect (B044A35); Non Dedicated Receipts (B7P9000); Campaign Violations Hearings (G9K1CVH); Non Dedicated Receipts (G9K1NDR); Office Of Administrative Heari (G9K1OAH); Sanitary Districts (G9K1PCA); Workers Compensation Transcript (G9K1WCT)

Recommending Fee Change: Yes

Group Summary (Dollars in Thousands)	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Current Law	FY 2019 Current Law
Accumulated Balance	1,000	4,597	8,515	13,201	22,573
Resources:					
Departmental Earnings	3597	3918	4686	4686	4686
Other Resources:					
Earnings Transferred In	1	2	3	4	6
Revenue Collected by Another Agency	1	2	3	4	6
Other Receipts (e.g. interest)	2	4	6	8	12
Resource Reductions:					
Earnings Transferred Out	1	2	3	4	6
Revenue Collected for Another Agency	1	2	3	4	6
Total Resources	3,599	3,922	4,692	4,694	4,698
Expenditures:					
Direct Expenditures	1	2	3	4	6
Indirect Expenditures	1	2	3	4	6
Total Expenditures	2	4	6	8	12
Current Difference	3597	3918	4686	4686	4686
Accumulated Ending Balance	4,597	8,515	13,201	17,887	27,259

Agency: Administration

2018-19 Departmental Earnings

Earnings Group: Administration

Supporting Information

Background Information:

The department licenses and audits insurance companies that operate in Minnesota. Revenue from fees for insurance companies, examinations, desk audits, and filings are deposited in either the General Fund or the Special Revenue account. Additionally, fines and penalties can be a substantial source of revenue in any given fiscal year. It is difficult to forecast the frequency and amounts of fines and penalties.

At the end of each fiscal year, the balance in excess of \$25,000 in the insurance exam revolving fund is transferred to the general fund.

Forecast Basis:

The forecast is based on actual data from prior fiscal years and estimates calculated from the current fiscal year and the next biennium.

Recent Changes:

None

Agency Analysis/Comments:

No change is recommended in the current fee structure.

Appendix 3 – Agency Revenue Detail Report

10/4/2016

Page 1

State of Minnesota
2018-19 Biennium Departmental Earnings Report
Agency Revenue Detail
(Dollars in Thousands)

Revenue Account Code	Revenue Account Name	Revenue Category	Legal Citation	Fund	APPR ID	Description	Non-Ded?	FY15 Actual	FY16 Actual	FY17 Current	FY18 Budget	FY18 Gov Rec	FY19 Budget	FY19 Gov Rec
Agency: Commerce (B13)														
DE Group: Auto Theft Prevention Surcharge														
644057	AUTO THEFT SURCHARGE	Licenses & Fees	M.S. 168A.40, Subd. 3	2000	G900900	Non Dedicated Receipts	Y	0	-10	0	0	0	0	0
644057	AUTO THEFT SURCHARGE	Licenses & Fees	M.S. 168A.40, Subd. 3	2000	B134200	Auto Theft Prevention		3,706	3,949	3,500	3,500	3,500	3,500	3,500
Auto Theft Prevention Surcharge Total								3,706	3,939	3,500	3,500	3,500	3,500	3,500
DE Group: B13 Inactive														
DE Group: Collections License and Registration Fees														
609813	Collection Agency Lic	Licenses & Fees	M.S. 332.33, Subd. 3	1000	B139500	Non Ded Rec - Admin Services	Y	90	76	75	75	75	75	75
609814	Collection Agency Renwl	Licenses & Fees	M.S. 332.33, Subd. 3	1000	B139500	Non Ded Rec - Admin Services	Y	414	397	375	375	375	375	375
609815	Collection Agent Lic	Licenses & Fees	M.S. 332.33, Subd. 3	1000	B139500	Non Ded Rec - Admin Services	Y	249	232	235	235	235	235	235
609816	Collection Agent Rnwl	Licenses & Fees	M.S. 332.33, Subd. 3	1000	B139500	Non Ded Rec - Admin Services	Y	343	304	250	250	250	250	250
609817	Collection Agency Investigation	Licenses & Fees	M.S. 332.33, Subd. 4	1000	B139700	Non Ded Rec - Market Assurance	Y	37	35	50	50	50	50	50
609821	Collection Agency Fines - Pen	Departmental Penalties	M.S. 45.027, Subd. 6	1000	B139700	Non Ded Rec - Market Assurance	Y	27	288	50	50	50	50	50
609990	CREDIT SERV. REGISTRATION	Licenses & Fees	M.S. 332.54, Subd. 7	1000	B139500	Non Ded Rec - Admin Services	Y	23	22	50	50	50	50	50
Collections License and Registration Fees Total								1,183	1,354	1,085	1,085	1,085	1,085	1,085
DE Group: Currency Exchange License Fees														
609865	Currency Exchange Amendment	Licenses & Fees	M.S. 53A.05, Subd. 1	1000	B139500	Non Ded Rec - Admin Services	Y	0	0	0	0	0	0	0
609866	Currency Exchange APPL RVW	Licenses & Fees	M.S. 53A.03 (b)	1000	B139500	Non Ded Rec - Admin Services	Y	4	1	5	5	5	5	5