

# Budget Systems

**BPAS**

Budget Planning and Analysis System

**FNTS**

Fiscal Note Tracking System

**CBS**

Capital Budget System

# Newsletter

September 2016

## **Statewide Systems Sunday Maintenance**

MN.IT performs scheduled maintenance on MMB's statewide systems' infrastructure—servers and databases—on Sundays between 7AM and noon. During this time, the budget systems may be offline.

MMB and MN.IT coordinate so that maintenance is scheduled outside of key weekends during the budget and legislative processes so that agencies and legislative staff can access the budget systems and complete their work without interruption.

MMB Budget Operations will notify budget systems users by email one week before scheduled maintenance impacting one of the budget systems. When maintenance work occurs on the Statewide Systems Administrative Portal, which impacts all statewide systems, the SWIFT Help Desk will notify system users.

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*BPAS will be offline the morning of Sunday, September 25 for system maintenance.*

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**BPAS** Budget Planning and Analysis System

## **New Budget Applications**

### **Departmental Earnings**

Beginning October 7 BPAS users will see a new link in their Statewide Systems Portal menu for the Departmental Earnings application (DE). While all authorized BPAS users have the link, only users from agencies required to submit Departmental Earnings reports will be able to access the application.

Departmental earnings receipts are updated nightly from BPAS and will be organized in the application by agency-defined Departmental Earnings Groups.

Agencies will enter expenditures and other fiscal data, as well as narratives for each of their DE Groups in the new application.

### **User Training for DE**

BPAS users who will be preparing their agency's 2018-19 Departmental Earnings report can register for training on the new application. Ninety-minute sessions will be held in the Columbine Room, on the ground floor of the Centennial Office Building, 658 Cedar Street, St. Paul, at the dates and times in the table below. To register, email [Budget.Finance.mmb@state.mn.us](mailto:Budget.Finance.mmb@state.mn.us):

Date	Time
Tuesday, October 11	9:30 – 11:00 AM
Wednesday, October 12	1:30 – 3:00 PM
Thursday, October 13	1:30 – 3:00 PM
Monday, October 24	9:30 – 11:00 AM

### **Appropriation Maintenance**

The Appropriation Maintenance (AM) application build continues to progress on schedule. 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.

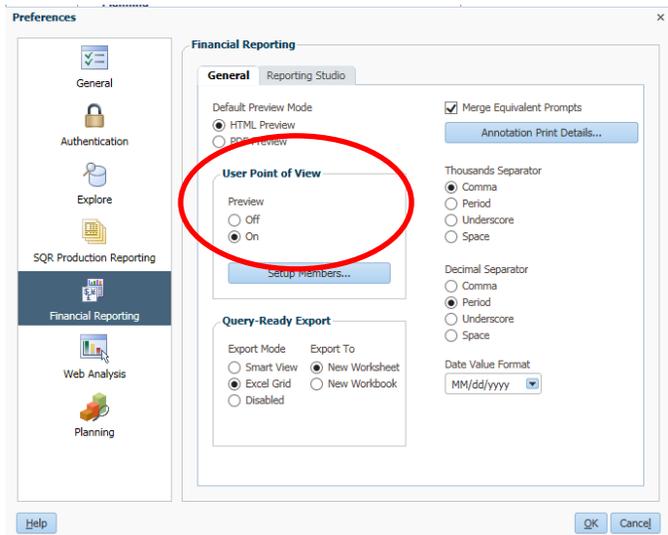
The Appropriation Account Maintenance Application (AMA) project team includes MMB staff from SWIFT Module Support and Budget Operations, and staff from MN.IT@MMB. The system is scheduled to be launched April 3, 2017, in time for loading 2018-19 appropriations into SWIFT.

**Biennial Budget Timeline**

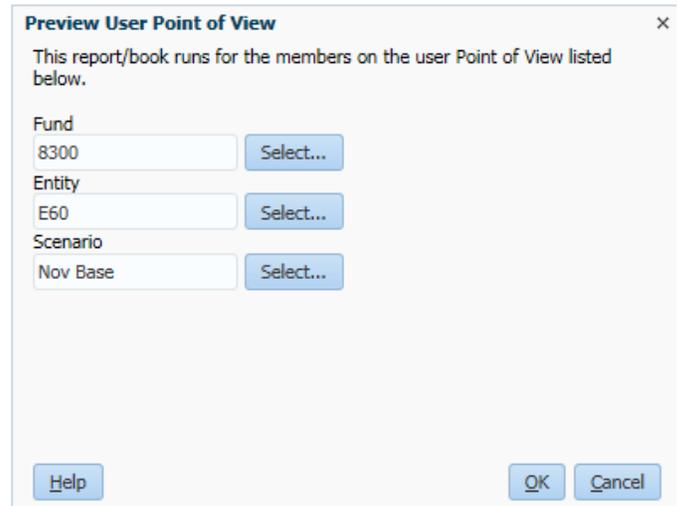
The 2018-19 biennial budget instructions are posted, on [MMB's website](#). Below are key dates for the 2018-19 biennial budget process:

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

Find [BPAS instructions and training exercises](#) on the MMB website. Before running BPAS reports, users must set their preferences for Financial Reporting by turning on the User Point of View to "On" so they can select report parameters. See Adjusting User Preferences on page 10 of the BPAS System Manual for further instruction.



If you do not receive a Preview User Point of View screen as shown in the sample below when attempting to run a report, you do not have the User Point of View turned ON. Please email Budget Operations staff at [Budget.Finance.mmb@state.mn.us](mailto:Budget.Finance.mmb@state.mn.us) if further assistance is needed after reading the manual.



**Additional BPAS Workshops Scheduled**

Date	Time
Friday, September 23	1:00 – 3:30 PM
Tuesday, October 11	1:00 – 3:30 PM
Wednesday, October 12	8:30 AM – 12:00 PM
Thursday, October 13	1:30 – 3:00 PM

Agencies do not need to register for workshops, these are on first come, first serve basis.



**CBS User Group**

The Capital Budget System User Group met September 16 to prioritize a list of proposed modifications for improving the system. MMB will consider the User Group's list as it prepares a project plan for completing system updates before CBS is opened for agencies to submit 2018 capital budget requests in May 2017.



**System Updates**

Developers will begin work on FNTS system fixes and issues, as well as updates required to meet MN.IT security and accessibility standards at the end of September. Training for new and returning FNTS users will be held Monday, December 5 through Friday, December 16.