

# Budget Systems

**BPAS**

Budget Planning  
and  
Analysis System

**FNTS**

Fiscal Note  
Tracking System

**CBS**

Capital Budget  
System

# Newsletter

December 2014

## **Help Desk Email Now Available**

In addition to contacting the help desk by phone, you may now send your questions via email to:

[SWIFTHelpDesk.MMB@state.mn.us](mailto:SWIFTHelpDesk.MMB@state.mn.us).

Be sure the email message is sufficiently detailed; at a minimum, include: the name of the budget systems application (BPAS, FNTS), a description of the issue or question, and a screen shot of system error message, where applicable.

By designating the SWIFT Help Desk as the first point of contact for the three statewide budget systems, MMB hopes to route and respond to users' calls more efficiently, and to track and analyze questions and issues to develop more effective user training and guide future system updates.

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

**BPAS** Budget Planning and  
Analysis System

## **System Project**

The BPAS project team will start design for the enacted budget and metadata tool projects in the next couple of weeks. The scheduled completion date for both of these projects is April.

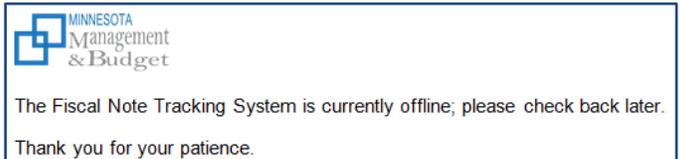
As the Governor wraps up his decisions for the 2016-17 biennial budget, which will be submitted on Tuesday, January 27<sup>th</sup>, cabinet agencies may be contacted by their Executive Budget Officer to confirm distribution of change items or limited agency staff maybe given access to the ChgPh2 application to complete distribution. Instructions for change item distribution will be published by the end of this week.

**FNTS** Fiscal Note  
Tracking System

## **New System Ready for Launch**

The Fiscal Note Tracking System will go-live on Monday, January 5<sup>th</sup>. Authorized system users will be able to select FNTS from their menu after logging in to the SWIFT Administrative Portal.

In the event the SWIFT Portal is offline, users will not be able to access FNTS. If after logging in to the Portal and selecting FNTS the application is offline, users will be redirected to a system status web page:



Should a sustained service interruption occur, Budget Operations will notify and update FNTS users by email and, if necessary, use a contingency procedure. Instructions describing the procedure for processing fiscal notes offline are posted on the [FNTS webpage](#).

## **New System User Resources**

Check out the new [FNTS Frequently Asked Questions](#) page on the MMB website to find quick and current user guidance on the new web-based Fiscal Note Tracking System. A new FNTS technical manual will be posted on the [FNTS web page](#), alongside an updated policy manual including changes related to the new system. Instructional videos to supplement the technical manual will be posted on the web page later in January.

## **Agency Email Notifications**

If you would like to receive system-generated emails from FNTS, you must add your email address to the Agency Email Notification list for your agency in the Fiscal Note Tracking System. Fiscal Note

Coordinators will automatically receive these emails and do not need to be added to this list.

### **New FNTS System Email Address**

Please remember to add the Fiscal Note Tracking System email address to your email trusted list to avoid having it marked as SPAM:

[fntsAP.mmb@state.mn.us](mailto:fntsAP.mmb@state.mn.us)

Periodically check your Junk folder to be sure you are receiving fiscal note notifications.



The new Capital Budget System is progressing ahead of schedule, with Phase 1 now complete. See below for a few screen shots from the new system. The project team is shifting focus to testing the forms and working with the technical team to develop reports.

Home page:

A screenshot of the Capital Budget System's home page. The page has a blue sidebar on the left with navigation links such as 'Home', 'Create a Request', 'Project Overview', 'Funding Sources', 'Project Costs', 'Statutory Requirements', 'Upload Documents', 'Preview and Submit Request', 'Copy a Previous Request', 'Review a Request', 'Discussions with Agencies', 'Governor's Rec', 'Capital Budget Tracking', 'Search', 'Reports', 'My Email Preferences', and 'Help'. The main content area is titled 'Home' and contains a welcome message, an 'Announcements' section with a note about training in April 2014, a form for 'List of my current year requests' (currently empty), and a 'New Project Name' input field with a 'Create New Request' button.

Project Overview Data Entry Screen:

A screenshot of the 'Project Overview' data entry screen. At the top, there is a breadcrumb trail: 'Home > Create Request > Project Overview > Funding Source > Project Cost > Statutory Req > Upload Docs > Preview & Submit'. The title is 'Project Overview [Read only]'. The form is organized into sections: 'Entity' (Education), 'Project Name' (New Education Building), 'Project Rank' (50), 'Facility/Campus' (DHS - SOS Brainerd), 'City' (Albertville), 'County' (Beltrami County), 'Zip Code' (55122), 'Contact Name' (khkjht), 'Contact Title' (gfsf), 'Contact Phone' (651-201-2121), 'Contact Email', 'Project Category' (State Program), 'State Program or Project-Specific Request' (State Program), and 'Short Description' (fsgf). Each field is accompanied by a dropdown arrow or a text input box.