

Budget Systems

BPAS

Budget Planning and Analysis System

FNTS

Fiscal Note Tracking System

CBS

Capital Budget System

Newsletter

July 2014

BPAS Budget Planning and Analysis System

BPAS go-live has been pushed back one week. BPAS will open August 8 with FY2012 and FY2013 data. The source for FY2012 and FY2013 data is BPAS as of the Enacted Budget (May 2014). Agencies have not reconciled FY2013 since it was loaded into BPAS in August 2013. In some cases, high level adjustments were made by MMB since August 2013 for the purposes of producing the Consolidated Fund Statement (CFS).

BPAS may contain FY2014 and FY2015 data as of June 30, 2014 when it is opened on August 8. This data would be for information only. BPAS will be brought down August 18 to load FY14 and FY15 as of fiscal year close. **Agencies should review and make corrections and adjustments in the accounting system whenever possible prior to hard close (August 15).** This will minimize differences in accounting and budget system data, and minimize agency work making duplicative adjustments.

MMB will load FY14 and FY15 as of fiscal year close into BPAS and open the system on August 26. Agencies will reconcile FY2013 – FY2019 for base budget submission by October 15. Instructions and data for completing the narrative charts that are due August 24 will be released next week.

In-class trainings have been scheduled and registration forms emailed out to users. If you are interested in in-class training please complete the [registration form](#) and return it as directed. In addition to in-class trainings, online trainings will be posted to our website. Online trainings will be videos that walk through the BPAS application. There will be a general overview (similar to in-class training), a reporting overview, and shorter how-to videos for

specific tasks. Additional system resources will include FAQ's listed on our website.

CBS Capital Budget System

Contractors were hired in June to build the Capital Budget System and have completed initial work on the system's database structure and made substantial progress in building data entry forms. MMB staff is developing detailed design documents for the system's ad hoc reports as well as reports that will be published in the capital budget book. The project is progressing on schedule.

FNTS Fiscal Note Tracking System

A group of four MMB staff and three Fiscal Note Tracking System project team members participated in the first round of system testing in July. A second round is scheduled for mid-August, after MN.IT staff and the project's remaining contractor complete fixes.

User Acceptance Testing is tentatively scheduled for September 30th through October 3rd. The dates will be confirmed, and volunteer sign-up information will be published in the August Budget Systems Newsletter. User Training will be conducted in December.

New System Preview: Prepare Screen

The system will have a single Prepare screen with seven sections for entering fiscal data and narrative. The two illustrations below show how users can click on buttons located in the screen's right-hand margin next to each section to minimize or expand the

content displayed. As users complete each section, they can minimize it to reduce the amount of scrolling required to navigate from top to bottom.

Illustration 1: Prepare Screen's Sections Expanded

Fiscal Notes Tracking System

HOME > Search > Search Results > Prepare Logged As: Test TESTADM

Copy from existing note

Section1 - Fiscal Note Header

Bill Number: HF220 - 0 Title: Due Date: 07/22/2014
 Agency Name: Education FN Coordinator: ELIZABETH CONNOR FN Status: In Process
 Agency Contact: Carys Dobson (651-23) Agency Signoff: 7/22/2014 10:23:53 AM Agency Status:

Agency Signoff

Section2- Fiscal Impact

No Impact (if selected needs to add all Fiscal impact buttons will automatically be checked "NO" and Narrative is required to explain the reason.)

The following four fiscal impact questions must be answered before an agency can sign off on a fiscal note.

Yes No

- State Expenditures - Does this bill have an impact on your Agency's spending?
- Fee/Dept Earnings - Does this bill impact an Agency Fee or Dept. Earning?
- Tax Revenue - Does this bill impact State Tax Revenues?
- Information Technology - Does this bill impact your Agency's information technology systems?
- Local Impact - Does this bill have a fiscal impact on a Local Government Body?

Section 3- Expenditures, Absorbed Costa, Transfer Out

3.1 Expenditures (Dollars in Thousands (000))

FUND	FUND NAME	Biennium			Biennium		Edit	Delete
		2013	2014	2015	2016	2017		
1000	General		0	1	1	1		

3.2 Costs Agency Absorb (Dollars in Thousands (000))

FUND	FUND NAME	Biennium			Biennium		Edit	Delete
		2013	2014	2015	2016	2017		
1000	General		0	1	1	1		

Illustration 2: Prepare Screen's Sections Minimized

Fiscal Notes Tracking System

HOME > Search > Search Results > Prepare Logged As: Test TESTADM

Copy from existing note

Section1 - Fiscal Note Header

Section2- Fiscal Impact

Section 3- Expenditures, Absorbed Costa, Transfer Out

Section 4 - Revenues and Transfers In

Section 5 - State Cost Savings (3.4 - 4.3) - (Dollars in Thousands (000))

Section 6 Full-Time Equivalent Positions (FTE)

Section 7 Narrative