

Budget Systems

BPAS

Budget Planning
and
Analysis System

FNTS

Fiscal Note
Tracking System

CBS

Capital Budget
System

Newsletter

May 2014

Budget Systems Stakeholder Event

We are planning another stakeholder event. The event will include a demonstration of the new FNTS and redesigned BPAS, as well as an overview of the CBS project plan and timeline. Additional information will be forthcoming.

When: **June 13th, 9:30-11:30**

Where: **Skjegtad Room, Department of Revenue**

Tentative Schedule:

- 9:30 – Welcome/Introduction
- 9:35 – Budget Narrative Instructions/Templates
- 10:00 – BPAS changes for 2016-17 biennium
- 10:20 – FNTS demonstration
- 11:00 – CBS design overview & timeline

Key Dates	
Activity	Date(s)
FY15 Spend Plan/Budget development.	July
BPAS system closed for updating	July 15 - 31
BPAS Open with FY12 and FY13 data	August 1
System Training Begins	August 4
MMB add new FY15 Appropriation and name changes in BPAS	Aug 1 - 25
FY 2014 Close in SWIFT	August 15
SWIFT Load into BPAS	August 19
MMB Review & Validation of Load	August 20-24
BPAS Open for Agency Access	August 26
Base Budget Data Due - Completed in BPAS	By October 15
Base Budget Data Submitted to the Legislature and Posted to Web as summary level financial data (not budget books)	November 30

BPAS Budget Planning and
Analysis System

The 2016-17 biennial budget system preparations continue. The system will be brought down July 15th to implement the enhancements developed over the last year. Training on the redesigned system will start August 4th. Training options will include our standard classroom training located at MMB and an online training option currently under development. This online training will likely be a video overview of the system with opportunities for data entry and practice exercises throughout the video. In addition, we are looking at ways to create short videos to include in BPAS to provide an overview of commonly performed tasks.

FNTS Fiscal Note
Tracking System

Project Update

FNTS remains on schedule, expecting to complete the system build and begin internal system testing in July.

New System Highlight – Reports

At go-live, the new system's Reports menu will have three different report selections available to all user roles: Legislative Requests; Fiscal Note Requests by Agency; and Requests by Executive Budget Officer (EBO). Users will select values for legislative session, Note Status, due date, etc. and then either open the report as a PDF document or export the data to an Excel file. Additional reports may be built after the system has been launched, as resources permit, or earmarked for future development.

During the month of May, MMB staff continued to refine the design documentation for the contractors based on the Project Team's direction. Draft forms will be sent to stakeholders late in the week of June 9th and will also be available for review and comment at the Stakeholder Event on June 13th. Feedback on the forms will be due by June 17th, so comments can be considered for inclusion before the documentation is finalized for the contractors.

Also in the month of May, MMB and MN.IT staff interviewed potential contractors for the project. The primary contractor for the Capital Budget System will begin on June 23rd and will be onsite through mid-October. The contractor will build the system as well as develop standardized and ad hoc reports. One additional contractor will also be on staff to assist with both the BPAS project and CBS project during a similar timeframe. This contractor will primarily focus on reporting.