

# Budget Systems

**BPAS**

Budget Planning  
and  
Analysis System

**FNTS**

Fiscal Note  
Tracking System

**CBS**

Capital Budget  
System

# Newsletter

October 2014

## **BPAS** Budget Planning and Analysis System

### Biennial Budget

On October 15<sup>th</sup>, write access to the BBIS and Transfer applications within BPAS was removed for agency users. MMB is currently reviewing base budgets and following up with agencies to lock up numbers for November 30 base budget submission.

Users continue to have write access to the ChgPh2 application. An email was sent to users highlighting the new change item reports. Go to Explore>Detail Reports>Change Item to find the two reports. Write access to the ChgPh2 application is scheduled to be removed at 5:00 pm on November 7th.

Please contact the SWIFT helpdesk (651-201-8100, Option 3) if you have BPAS system questions or your Executive Budget Officer if you have agency specific budget questions.

### System Project

The BPAS project team is pivoting away from Biennial Budget system operations back to phase 3 of system development.

#### *Phase 1 Improvements*

- Redesigned Change application - completed
- Redesigned Transfer application – completed
- Reorganized & simplified reporting – completed

#### *Phase 2 Development*

- Supplemental Budget – completed
- Enacted Budget – high level by MMB completed

#### *Phase 3 Development*

- Departmental Earnings – on hold until 2016
- Enacted budget & Metadata – tentative goal of April 2015
- Upload from BPAS to SWIFT – out of scope

- Monthly revenue data collection – awaiting assessment of functionality in SWIFT
- Salary forecasting – pursuing functionality in SEMA4

The Budget Systems Steering Committee has approved a change in scope for the Enacted Budget Functionality. The original proposal required Agencies and MMB to enter the enacted budget at the appropriation and 5 digit account level. Due to time and workload considerations, the design has been changed to the budget activity and revenue vs. expenditure level. The BPAS project team will start design and requirements for the enacted budget this week. Part of the requirement will include allowing agencies to create appropriations, reorganize their programmatic structure, and control type codes. The decision to enter enacted budgets at the budget activity level impacts the ability to load information back to SWIFT.

SWIFT now has the ability to collect monthly revenue data. This functionality will be assessed before it is determined if any data is needed in BPAS. The Budget Systems Steering committee approved a change in software for the salary forecasting functionality. During initial design and requirements, it was determined that Hyperion could not provide a satisfactory salary forecasting tool. MMB is now pursuing including this functionality in SEMA4 after the current upgrade is completed.

## **FNTS** Fiscal Note Tracking System

### **Register for December Training Sessions**

Friday, November 21<sup>st</sup> is the deadline to register for FNTS User Training. All fiscal note system users are encouraged to attend training on the new system. The training schedule, form and instructions are

posted on the [MMB website](#). Class size is limited to fourteen (14) and is on a first-come-first-served basis.

### **Thank You**

Thank you to all who volunteered for the October User Acceptance Testing. The 25 participants included House and Senate fiscal analysts, and staff from the Departments of Health, Human Services, Administration, Transportation, Veterans Affairs, Corrections, Natural Resources, and Revenue, and from the offices of the Governor and Attorney General.

Overall, users rated the system's features easy to use. They also identified a number of issues that are being fixed.

### **User Authorization Forms Due**

All FNTS users will need to complete a user authorization form before they are able to access the system. The Form and instructions are posted on the [MMB website](#) and the submission deadline was extended to Friday, October 31st.

Once authorized, users will log in to the new FNTS through the SWIFT Administrative Portal using their state ID number and password. Important Note: in the event SWIFT is down/offline, users will not be able to access FNTS.

### **Fiscal Note Coordinator's Meeting**

A meeting to discuss changes in fiscal note process procedures related to the new FNTS has been scheduled for Thursday, December 18<sup>th</sup>. Fiscal note coordinators, legislative fiscal analysts, and MMB executive budget officers are invited to attend the meeting, which will be held in the Centennial Building's Lady Slipper conference room from 1:00 to 3:00.



The first of three consultants that will be hired to build the new system came on board October 13<sup>th</sup>, and candidates for two additional positions are being interviewed for hire in November. The system is being built and implemented in a phased approach. Work on Phase I has begun. It includes completion of

data entry screens and reports so that agencies and local governments can begin entering 2016 capital budget requests by April 1, 2015.

Later phases to be completed will support the production of a preliminary capital request budget book, MMB's budget review, Governor's recommendations, and production of the final capital budget document for submission to the legislature in 2016.

MMB announced last month that it would discontinue its development of a Hyperion system and custom-build CBS instead using the same technology used to develop the new Fiscal Note Tracking System.