

Budget Planning and Analysis System

User Training

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Welcome & Introductions

Please introduce yourself

- ▶ Name
- ▶ Agency
- ▶ Part of Budget Process you are Involved in

Improvements

- ▶ New version of Hyperion Software
- ▶ Application is now compatible with Internet Explorer - 11 (IE-11)
- ▶ New servers with more capacity
- ▶ Tuning to new servers
- ▶ Aggregations on Save for BBIS
- ▶ Modification to reports to help with selection criteria
- ▶ Name of Change application changed from ChgPh2 to Change

***Reports are running faster since the new servers and software*

Applications

1. BBIS - Main application where base and base adjustments occur.
2. Change - The decision-making application that will track change items and follow status of agency proposals through the budget process. Approved change items are moved into BBIS for Governor's Recommendation reporting.
3. Transfer - The transfer application allows for tracking the 'to' and 'from' appropriations. Individual transfers are entered and net transfer amounts are moved to BBIS and shown on the budget entry screen.

Logging Into BPAS

Log Into Administrative Portal

<https://portal.swift.state.mn.us/>

Use your SWIFT/Employee Self Service Username and Password

BPAS is not open for agencies to start preparing their 2018-19 Biennial Budget until August 24. MMB will send an email to users.



Administrative Portal

State of Minnesota

Favorites Main Menu

Sign In

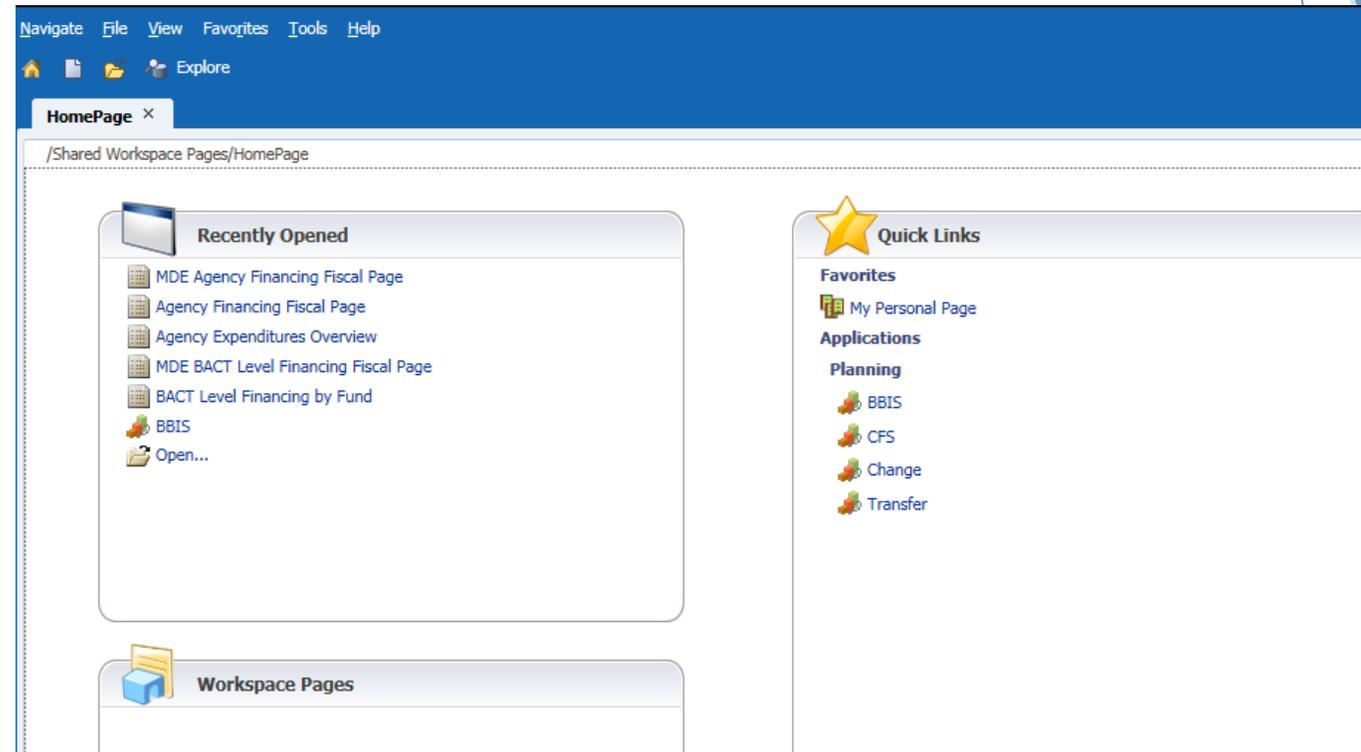
User ID

Password

Sign In

System Organization

- ▶ Home Page
 - ▶ Recently Opened
 - ▶ Workspace Pages
- ▶ Applications
 - ▶ BBIS
 - ▶ Change
 - ▶ Transfer
- ▶ Explore
 - ▶ Reports



System Structure (Dimensions)

- ▶ BPAS is organized by *dimensions*, which represent the categories of financial data for the State:
- ▶ Each dimension contains groups of related members. Every time a user interacts with data a selection is made from each dimension.

Dimensions

Fund

Entity

Account

Year

Period

Version

Scenario

Dimensions

- ▶ *Fund* is used to track fiscal information by fund
- ▶ *Year* is the fiscal years
- ▶ *Period* allows data to be entered by month and reported on by quarter or year.
 - All data in BPAS is stored in the month of July.
- ▶ *Entity* is the dimension that has the agency programmatic structure. Each agency has appropriations that point to budget activities that point to programs that point to the agency. Each agency belongs to a bill area. Each bill area rolls into the statewide total.
 - Statewide - Bill Areas - Agencies- Programs - Budget Activities- Appropriations

Account Dimension

The members of the account hierarchy are the [revenue and expense codes in SWIFT](#). The BPAS Account dimension rolls up the revenue and expense codes to available resources and uses format.

- Account Net

- ▶ Available Resources

- ▶ Balance Forward In
- ▶ Revenue
 - ▶ [Revenue Account Codes from SWIFT](#)
- ▶ Appropriation
- ▶ Net Loan Activity
- ▶ Net Transfers
- ▶ Balance Forward Out
- ▶ Cancellations

- ▶ Uses

- ▶ [Expenditure account codes from SWIFT](#)

Version and Scenario Dimensions

Scenario

Actual

Governor's Rec

- ▶ Nov Base
- ▶ Change

Governor's Revised Rec

- ▶ Feb Base
- ▶ Change Revised

Enacted

- ▶ May Base
- ▶ Enacted Change

Version

Working

Biennial Final

Supplemental Final

Agency What-If

MMB What-If

Interact with Data through Forms

The screenshot shows a financial data form with the following elements:

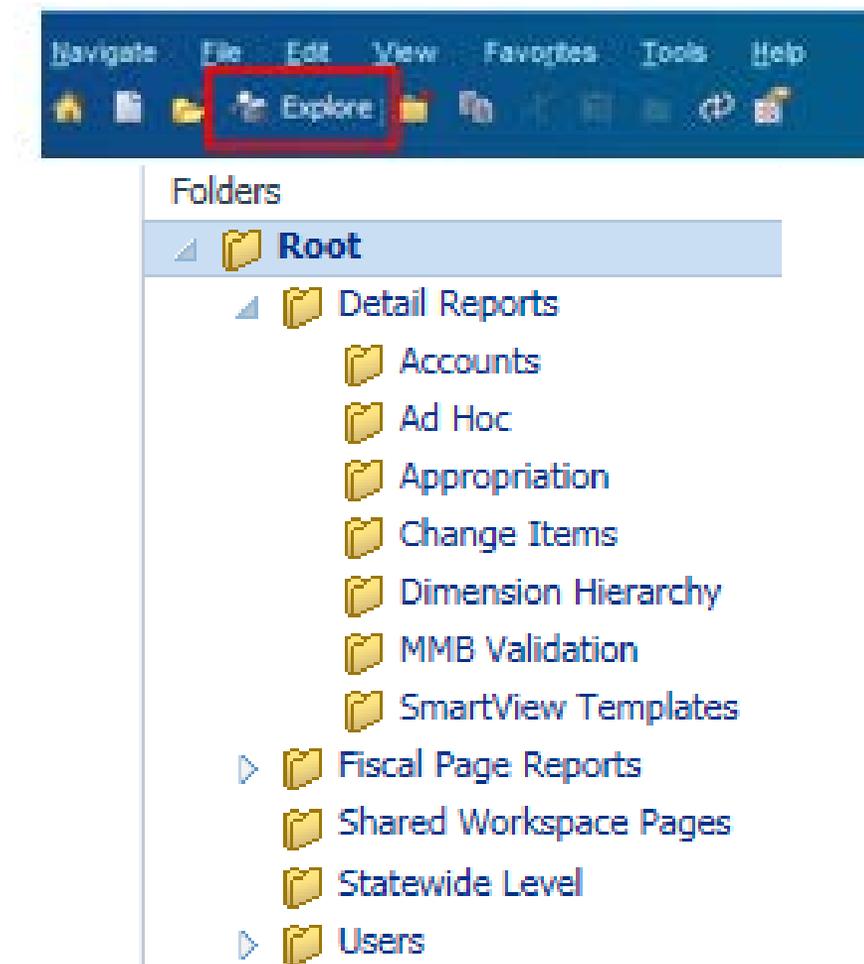
- Page:** A box labeled 'Page' with an arrow pointing to the 'E370010-Education Agcy Operat' dropdown menu.
- POV:** A box labeled 'POV' with an arrow pointing to the 'Add Account - General Fund' button.
- Form Elements:** A dropdown menu for 'Appropriations - General Fund', buttons for 'Balance Fwd In - General Fund', 'Adjust Base - General Fund', and 'Add Account - General Fund', and a dropdown menu for 'Working'.
- Table:** A table with columns for 'Actual' (FY12-FY15) and 'May Base' (FY16-FY19). The rows are 'Budgeted Balance Forward In', 'RFWIN - Actual Balance Forward In', and 'Appropriation (Source)'.

	Actual			Actual	May Base			
	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Budgeted Balance Forward In						0	0	0
RFWIN - Actual Balance Forward In		293		124				
Appropriation (Source)	1893	1893	1908	1759	1759	1759	1759	1759

- ▶ Point of View (POV) - indicates the dimensions that you cannot change.
 - ▶ e.g., Account = FTE
- ▶ Page - indicates the dimensions that you have to choose a member.
 - ▶ e.g., Entity (appropriation) and Version (working).

Explore to Reports

Use the explore button to access the canned reports in BPAS.



Where to Find Data (1st Year of Biennium)

	Scenario	Version
Fall 2016	Nov Base	Working until we publish November Forecast and produce November 30 base budget reports/books, then copied to Biennial Final
Jan/Feb 2017	Change (From Change Application)	Working until we publish Governor's Recommendations, then copied to Biennial Final
Feb 2017	Feb Base	Working until we publish February Forecast and Governors Revised Recommendations, then copied to Biennial Final
March 2017 (if applicable)	Change Revised (From Change Application)	Working until we publish revised Governor's Revised Recommendations, then copied to Biennial Final
May/June 2017	May Base	Working until we publish an Enacted Budget, then copied to Biennial Final
May/June 2017	Enacted Changes (From change application)	Working until we publish an Enacted Budget, then copied to Biennial Final

Timing is everything

- ▶ Data is entered at the lowest level of a dimension. Running reports at this level, the data is correct immediately.
- ▶ Running reports at a higher level (Budget Activity, Program, Agency) the data needs to be aggregated so the totals are correct.
- ▶ Transfer Data is moved and Aggregations occur at the top of every hour. Between 0 - 10 minutes after an hour data is being updated. 10 - 59 minutes of the hour aggregated and transfer data in reports is accurate with data entered prior to the start of the hour.

Biennial Budget Tasks

- ▶ Proposed budget structure changes need to be submitted to your EBO for review and approval prior to August 1. If possible, structure changes should be made in SWIFT prior to the load into BPAS.
- ▶ Agencies with FY2015 and FY2016 appropriation accounts needing reconciliation will be contacted and given special BPAS access.
 - Consolidated Fund Statement (CFS) funds except special revenue and federal funds must match SWIFT hard close data unless adjustments are approved by MMB.
- ▶ Adjust and Reconcile FY2017 budget to represent agency current year budget
- ▶ Establish FY2018-19 base budgets and FY2020-21 planning estimates.

Where Does the Data Come From?

- ▶ Program Structure Loaded From SWIFT
 - Appropriations, Budget Activity, Program, Type, and LLBC codes
- ▶ FY2014 & FY2015 data is already loaded into BPAS from SWIFT as of the close of those years. FY2014 was reconciled for the 2016-17 budget.
- ▶ FY2016 close and FY2017 budget is loaded from SWIFT as of close (weekend of Aug 12). FY2017 appropriations, revenue and expenditure budgets are pushed into FY2018-FY21. Agencies should ensure accurate data prior to the loading of the budget system.

Budget	Historical			Current	Base Budget	Planning Years
Fiscal Year	FY14	FY15	FY16	FY17	FY18-19	FY20-21
Source of Data	BPAS	BPAS (SWIFT Hard Close)	SWIFT Hard Close	SWIFT Budget as of Hard Close	2017 SWIFT budget pushed out to these years	
Financial Data Entry	Cannot Be Changed	Actuals open with special access	Actuals open with special access	Form Open for Edits		
FTE Data Entry	Cannot Be Changed	Actual FY15 FTE	Actual FY16 FTE	FY16 pushed forward and open for edits		

Budget Development Exercises

- ▶ Verify SWIFT Load Data
- ▶ Reconcile FY16 - FY17
- ▶ Base Adjust FY18 - FY19
- ▶ Budget Known Transfers
- ▶ Compensation & FTE Budgeting
- ▶ Update Revenue Estimates
- ▶ IT Spending
- ▶ Run Fiscal Pages

Compensation & FTE

- ▶ Employees' salary, benefits and related compensation expenditures represent the majority of agency operating expenses.
- ▶ Agencies must plan to fund potential compensation cost increases in FY 2018-19 within their "base" budget plans.
- ▶ Agencies can use the updated Compensation Analysis Reporting Tool Dashboard, which is in OBIEE (SWIFT Data Warehouse) as the basis for developing compensation estimates for FY 2017, FY 2018 and FY 2019.
- ▶ Instructions for the tool and salary cost projection assumptions will be provided in August after the SEMA4 salary projections are updated to add FY 2019 and other factors relevant for budgeting compensation for FY 2017 - 2019 are known.
 - ▶ Data will consist of Position Funding information, Salary Projections and Roster Staffing Data.

Base Budget Instructions will provide more detail on Compensation and FTE

Base Budget Development Timeline

Date	What Happens
August 12	Agency Chart of Accounts, FY16 and FY17 data loaded from SWIFT to BPAS
August 24	BPAS Opens with FY14-FY21 data
October 17	Base Budgets Due Change Requests Due
October	Departmental Earnings application training and open for entry
November	Forecast Agencies update for forecast release
November 30	Base budget books/reports released to legislature
January 24	Governor's budget recommendations submitted to legislature

Change Application

- ▶ All Change Items need to be entered in the system by Oct 17.
- ▶ The Change Items are entered at high level (fund/revenue and expenditure category) with text related to the change item.
- ▶ The Change item is later distributed at the lower level.
(Fund/Appropriation/Revenue and Expenditure Account)
- ▶ A narrative (Word document) is required for each Change Item. Narratives are incorporated into the Agency's Budget Book.

Governor's Budget Request or Change Instructions including the change item Word template will be provided to agencies in mid August

What will be Produced for the Biennial Budget?

There are several items produced as part of the biennial budget process. The final product submitted to the legislature is the agency budget book that contains:

- ▶ Budget narratives/background materials—*initially published on September 30 and again by January 24*
- ▶ Agency Base fiscal pages (Expenditures Overview and Financing by Fund)—*published by November 30*
- ▶ Agency fiscal pages (Expenditures Overview and Financing by Fund) with Governor's Recommendations—*published by January 24*
- ▶ Change item summaries - *published by January 24*
- ▶ Federal funds summary, grant summary, and internal service fund or enterprise fund statements (if applicable for your agency) -*published by January 24*

Help during the Budgeting Process

- ▶ Contact SWIFT Helpdesk at SWIFTHelpDesk.MMB@state.mn.us or call 651-201-8100 Option #2
- ▶ Contact Budget Operations Staff by email at budget.finance.mmb@state.mn.us
- ▶ Contact your Executive Budget Officer [MMB Staff Contact List](#)
 - ▶ https://www.mn.gov/mmb/assets/Budget-Contacts_tcm1059-243675.pdf
- ▶ [Budget Instructions](#)
 - ▶ <https://www.mn.gov/mmb/budget/budget-instructions/bibudprep/>
- ▶ [BPAS System Instructions](#)
 - ▶ <https://www.mn.gov/mmb/budget/statewide-budget-systems/bpas/>

QUESTIONS?