FISCAL NOTE TRACKING SYSTEM (FNTS) USER MANUAL

Technical Manual

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MMB Budget Planning & Operations
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Chapter 1: Overview of System Access & Security

Fiscal Note Tracking System Security

Access to the Fiscal Note Tracking System (FNTS) is limited to individuals directly involved in the fiscal note process. Every system user must be authorized according to MMB's FNTS Access Policy located on MMB's web site: http://www.mn.gov/mmb/images/fnts-access-policy.pdf

Users requesting access to FNTS must submit a completed authorization form signed by their fiscal note coordinator to Minnesota Management & Budget. A copy of the FNTS Authorization form is located in the appendix of this manual and on the Minnesota Management & Budget web site: http://mn.gov/mmb/images/fnts-authorization.pdf

Fiscal Notes Tracking System security is controlled by user ID/password, user role, and agency number (for agency users). The user role controls access to various menu options, screens, and functions in the system. Agency number controls agency access to the prepare screens for each fiscal note.

The five user roles in FNTS are:

User Role	Function
Legislative User	Request fiscal notes
Agency	Prepare (enter data) fiscal notes assigned to the agency
Agency Sign Off	Prepare (enter data) and sign off on (approves) fiscal notes assigned to the agency
EBO	Executive Budget Officer - Reviews, signs off on (approves) assigned agency fiscal notes after the agency has signed off
MMBAdmin	MMB Administrative User - Retrieves fiscal note requests and assigns them to agencies affected by the bill

FNTS Functional Overview

The Fiscal Note Tracking System (FNTS) is a web-based system operated by Minnesota Management & Budget for the purpose of reviewing proposed legislation that may have a fiscal impact. The system consists of five major functions:

1. **Security function** controls system sign-on and access rights for various user groups.
2. **Request function** enables the legislature to electronically request fiscal notes and Minnesota Management & Budget to assign and notify assigned agencies.
3. **Preparation function** enables agencies to enter, edit and store fiscal note data.
4. **Tracking function** enables users to determine the processing status of fiscal note requests.
5. **Reporting function** enables users to view and print the fiscal note, tracking reports, and statistical reports.

It is essential that agency fiscal note coordinators have a general understanding of FNTS functions and procedures to facilitate efficient processing of fiscal notes.

Responsibility	Summary of FNTS Role, Action & Status
Legislature (House or Senate)	▪ Enters fiscal note request into FNTS. A requester indicates the bill number and version, author, requesting committee, due date, and any relevant messages to Minnesota Management & Budget and agencies to be assigned. At this point, a fiscal note has a fiscal note status of “Legislative Request”. ▪ Uses the “Message” function to communicate relevant information such as committee hearing dates, if the bill is similar to other legislation or if the agency is only being asked to respond to certain sections of the bill.
Minnesota Management & Budget - Budget Planning & Operations	▪ Reviews bill for which fiscal note is requested. Determines agency or agencies affected by provisions of the bill. Assigns agencies by section sequence number to the fiscal note. ▪ If more than one agency is assigned (consolidated note), selects and designates a Lead agency. ▪ Uses the “Message” function to communicate any relevant information such as if a central service agency is being asked to respond on behalf of multiple agencies.
Agency Fiscal Note Coordinator	▪ FNTS notifies assigned agencies by e-mail of new fiscal note requests. Agencies should routinely check FNTS daily to monitor status of their incomplete fiscal notes. ▪ Obtains bill for which a fiscal note has been requested. Reads bill and distributes to appropriate agency staff. At this point, a fiscal note has an agency status of “No Data”. ▪ To obtain a listing of all new and incomplete fiscal notes, agency checks *Fiscal Notes Requiring Agency Action* box on the search screen.
Agency Fiscal Note Coordinator, Program, Fiscal, and Administrative Staff	▪ Reads and analyzes bill to extent required for preparation of accurate and complete fiscal estimates for fiscal years 2016 through 2019. Prepares fiscal note narrative as required to explain assumptions and rationale used in preparing fiscal estimates. Prior to the stipulated due date, forwards material to agency fiscal note coordinator. ▪ If consolidated fiscal note, works with other assigned agencies to coordinate assumptions used for fiscal note preparation. ▪ If local government units are affected, works with representatives of local government organizations to estimate impact of bill on relevant local government units or political subdivisions.

Responsibility	Summary of FNTS Role, Action & Status
Agency Fiscal Note Coordinator	▪ Reviews and organizes expenditure, revenue, and FTE information provided by agency staff. Assembles all relevant fiscal and narrative information and forwards to agency FNTS staff. To facilitate entry, this information should be provided to agency FNTS staff on the fiscal note worksheet. The Fiscal Note Worksheet can obtained online at: http://www.mn.gov/mmb/budget/statewide-budget-systems/fns/
Agency FNTS Staff	▪ Completes Fiscal Impact indicators; as applicable, enters expenditure, agency can absorb amount, transfers out, revenue, transfers in, and FTE information by fund for each fiscal year, 2016 through 2019. ▪ Completes fiscal note narrative sections.
Agency Fiscal Note Coordinator	▪ Reviews fiscal note. If fiscal note is acceptable, authorizes agency sign off. ▪ If lead agency for a consolidated fiscal note, reviews data entered by other agencies using the View option in FNTS. If errors or omissions are found in data entered by another agency, contacts agency to obtain accurate data. In the FNTS menu, under Directories, select Agency Coordinators to search for and find contact information. ▪ Note: Lead agencies cannot access FNTS for the purpose of altering data entered by other agencies; any necessary changes must be made by the agency that originally entered the data.
Minnesota Management & Budget - Executive Budget Officer	▪ Reviews completed fiscal note in FNTS. ▪ If acceptable, signs off in system by selecting appropriate signoff option (approve or not approve). Enters comments, as necessary, using the EBO narrative screen. ▪ If agency data is not acceptable, contacts the agency with questions or recommendations for revision. If the fiscal note is a consolidated fiscal note (more than one agency assigned), see the next step.
Minnesota Management & Budget - Lead Executive Budget Officer (Consolidated Fiscal Notes Only)	▪ If the fiscal note is a consolidated fiscal note, the lead agency EBO reviews the fiscal note for conflicting assumptions, double counting, or omissions. ▪ If acceptable, signs off in the system by selecting appropriate signoff option (approve or not approve). Enters comments, as necessary, using the EBO narrative screen. ▪ If data entered by any assigned agency is unacceptable, contacts the agency or assigned EBO with questions or recommendations for

Responsibility	Summary of FNTS Role, Action & Status
	revision.
Minnesota Management & Budget Fiscal Note Tracking System	▪ Immediately following the final EBO signoff, the completed fiscal note is distributed via e-mail to the legislative requester, chief author, requesting committee's FNTS email notification list, the assigned agency's fiscal note coordinator and agency email notification list.
Legislative Staff	▪ Reviews completed fiscal note. If necessary, contacts agency contact person, agency fiscal note coordinator or Minnesota Management & Budget executive budget officer to obtain additional information or clarification. If bill is amended or engrossed, may request new fiscal note (thus returning to the beginning of the fiscal note process).

Fiscal Note Types

Fiscal note requests are initiated by House or Senate committee chairs or fiscal committee staff and are electronically transmitted to Minnesota Management & Budget through the Fiscal Note Tracking System. The Fiscal Note Request module is used to add a fiscal note request and is open to legislative users and MMB Budget Planning & Operations staff only.

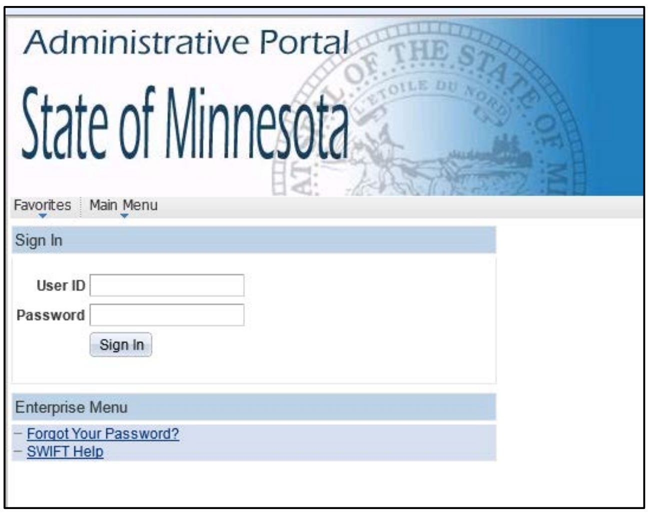
There are four types of fiscal notes in the system. The types and descriptions are as follows:

Fiscal Note Type	Description
Regular	A note on bill language that has been introduced. Can be original language (version 0); amended language (version #A); engrossed language (version #E); Unofficial engrossment (version #UE); Committee Engrossment (version #CE)
Unofficial	A note on draft legislation that has not been introduced. FNTS will automatically assign a bill number in the 9000 series, i.e., SF9002 or HF9007, and the version is 0. The requester is required to attach bill language before MMB can assign the note. Unofficial fiscal notes follow the same process as regular fiscal notes. See Minnesota Statutes, section 13.64, subd. 3(a).

Unofficial – Classified	A requester may designate an unofficial fiscal note to be classified as non public. Classified unofficial notes are displayed *only* to the requester, MMB Budget Operations, assigned fiscal note coordinator, agency users with signoff authority and EBOs. See Minnesota Statutes, section 13.64, subd. 3(b).
Local	This type of note request is designed to assess the fiscal impact of a bill on local units of government. See Minnesota Statutes, section 3.987. The process for requesting will be the same as in past legislative sessions, with the exception that MMB will enter the local note into FNTS. Local notes will have the letters "LN" at the end of the bill number, i.e., HF2461LN. For more information please refer to the Fiscal Note Policy Manual.

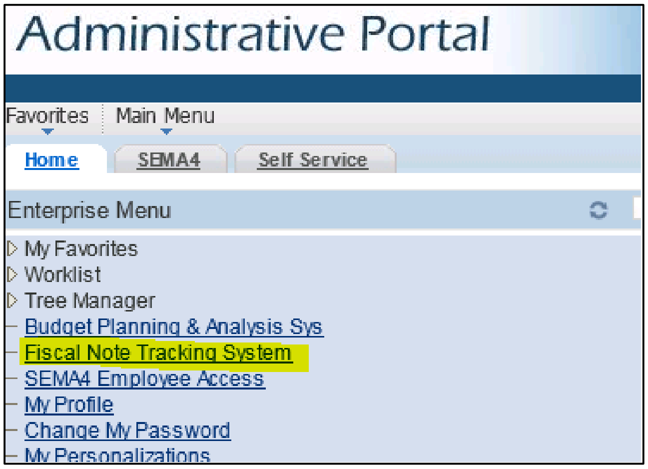
Logging In

Log into the Fiscal Note Tracking System through the Statewide Administrative Portal using your state ID (employee number) and password.

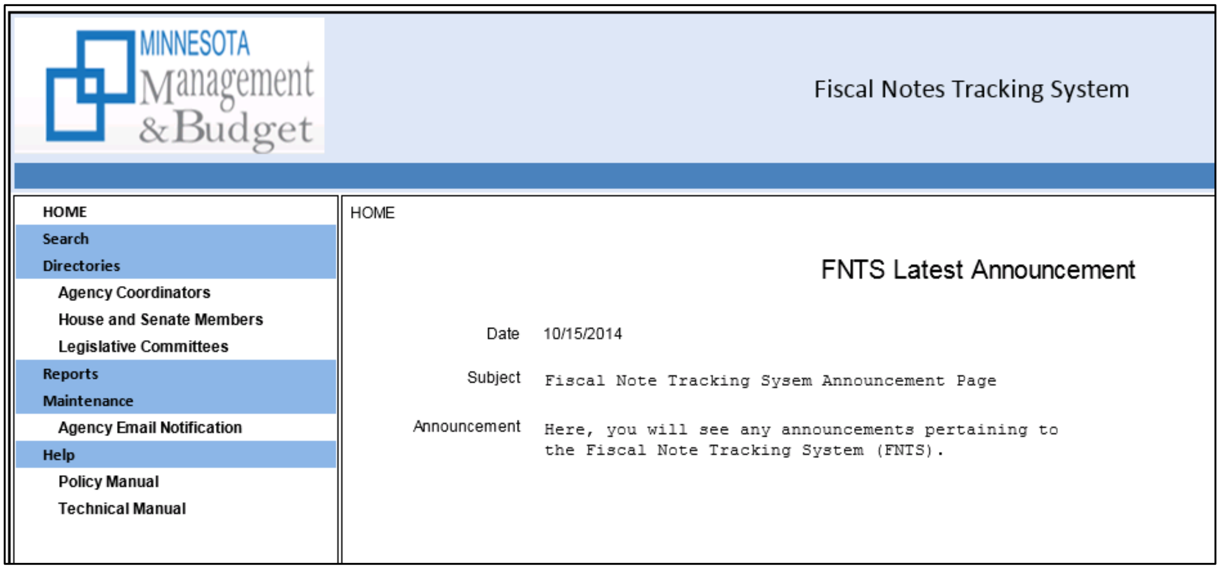


1. Open an internet browser session. You may use Internet Explorer or Google Chrome. (Note: the screen prints in this manual are from Internet Explorer.)
2. Navigate to the Administrative Portal at: Statewide Administrative Portal.
3. Enter your state ID (employee number) and password. Click Sign In.
    a. If you do not have an employee number you will be provided an ID from Minnesota Management & Budget to access FNTS

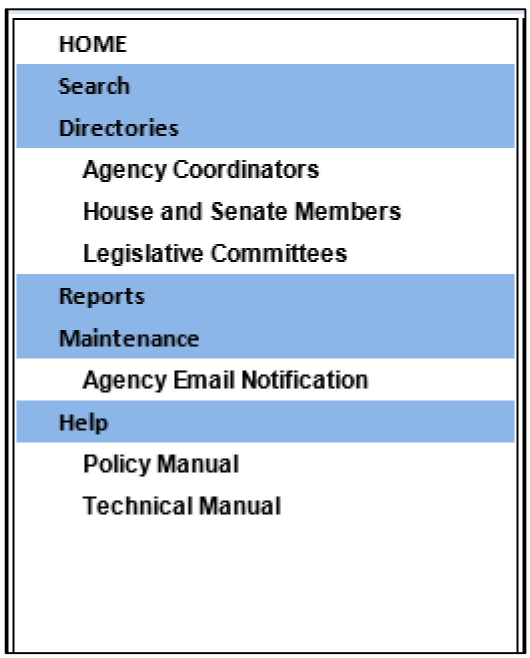
4. The link to the Fiscal Note Tracking System will be displayed in the portal menu. Click on the Fiscal Note Tracking System link to enter FNTS. (Your menu may show more or fewer items than in the picture below, depending on your user profile.)



5. The FNTS Home Page will be displayed. System announcements from Budget Operations are posted on this page. The menu in the left hand side of the screen lists all of the system functions available for your user role. The picture below shows the menu selections for Agency users. Legislative users' menus have an additional item, Request, at the top of their menu.



6. Use the menu on the left hand side of the screen to navigate through the system.



Assistance

Minnesota Management & Budget staff is available to assist agencies in resolving fiscal note policy, procedure, or system issues. For assistance with technical issues please contact the SWIFT helpdesk at 651-201-8100 option 2; or email SWIFTHelpDesk.MMB@state.mn.us. The body of the email message should include, at a minimum, the words "Fiscal Note Tracking System" and a description of the issue or question.

For assistance with questions about fiscal note policy issues please contact your agency's Executive Budget Officer or MMB Budget Planning & Operations at budget.finance.MMB@state.mn.us.
Chapter 2: System Email Notifications

System Notifications

FNTS has the ability to notify users, based on roles and email notification lists, when actions have been taken on a fiscal note request. Email notifications are sent out as soon as a note has been requested by a Legislative user. As the fiscal note is completed through the process, notifications are sent out each time an action has been made on a note. If a note has been modified, prepared, signed off on, completed, revised or inactivated, notifications will be sent to users that may be affected by the change. Status changes are the most common reasons for a notification. A status change would be when a note is changed from active, inactive, complete or revised.

- Legislative Requesters will receive notifications when any fiscal note header information has been modified or if a note status has changed.
- Agency Coordinator and Agency Email Notification List will receive information related to any fiscal notes assigned to an agency. These notifications can occur at any time throughout the process
- Committee Chair and Author will receive information on completed or revised fiscal notes
- EBO receive notifications based on if they are the assigned EBO, the EBO lead or have been added to an Agency Email Notification list and usually receive the notice when a signoff is needed or if a note status has changed
- MMB Admin receives notifications when a fiscal note has been requested and any time a fiscal note has a change in status.

See Appendix A for more detail on each type of notification and recipients of the notification

Email Notification of New Fiscal Notes

Fiscal Notes Tracking System (FNTS) will send an email notification to agencies when a fiscal note has been assigned to them. This is sent upon execution of the agency being assigned to the note. The subject will read: New Fiscal Notes Assigned and will include the following information in the body of the message:

The following Fiscal Notes have been assigned to your agency:

Bill Number, version, title, and Due Date

Author

Requester

Committee

Companion Bill (if the companion bill has a fiscal note request)

Message from the requester or MMB (if any)

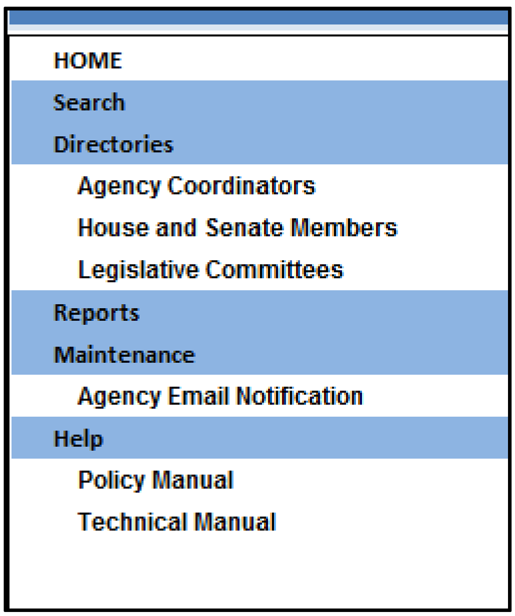
If the fiscal note is assigned to multiple agencies (consolidated note), additional information will be included:

Lead Agency

List of all other agencies assigned to the note.

Agencies will receive only one notification for each fiscal note request.

Note: The new note notification will go to the designated Agency Fiscal Note Coordinator by default. If other agency users wish to receive this notice, they must enter their email address in the Agency Email Notification module (see Chapter 3: Agency User- Email, Preparation & Signoff of a Fiscal Note for more information)



Chapter 2: Legislative Users - Requesting a Fiscal Note

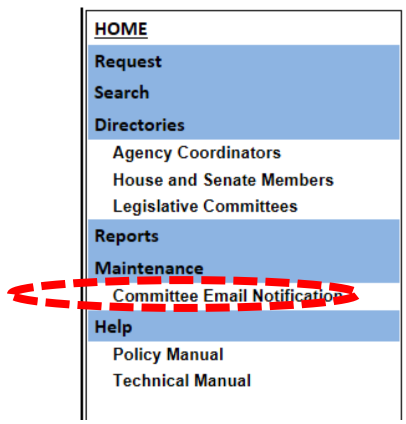
Committee Email Notifications

The Legislative Committee Email Notification feature in FNTS allows anyone, including non-system users, to receive system-generated emails when a fiscal note is requested by a particular House or Senate committee, when a note is completed, or when a note is revised. FNTS legislative users automatically receive system-generated email notifications for fiscal notes they request on behalf of a committee, but may also add their email address to any House or Senate committee's list to receive system-generated notifications regarding other analysts' fiscal note requests.

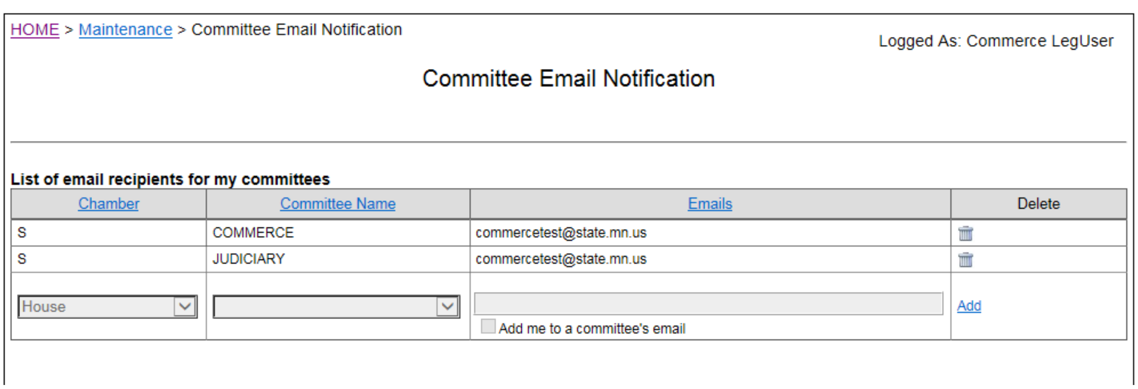
Note: Committee email notification lists are the responsibility of the legislative analyst. MMB does not maintain legislative committee email notification lists with the exception that MMB will ensure that each committee's list includes the chair's email address.

The legislative committee email notification feature is found on the FNTS Home Page menu:

1. Click on Committee Email Notification in the Maintenance Menu.

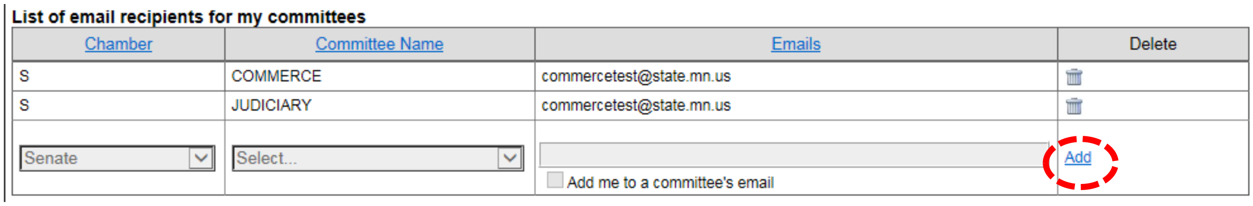


2. The screen will display a list of email recipients for the user's assigned committees, as well as the other committees, if any, to which the user has subscribed to.

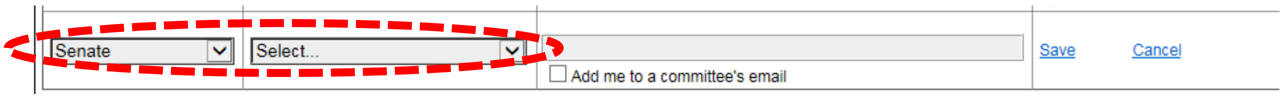


<u>To add an address to a committee in the user's security profile</u>

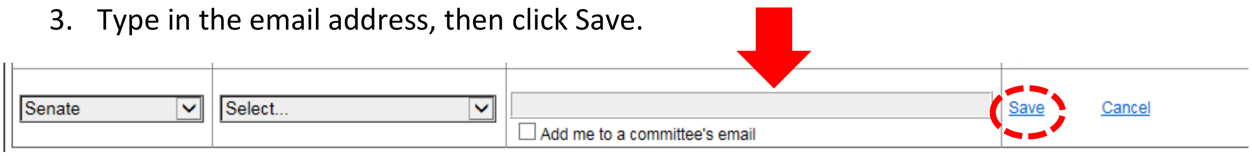
1. Click on Add



2. Select the chamber and committee name from the drop down menus

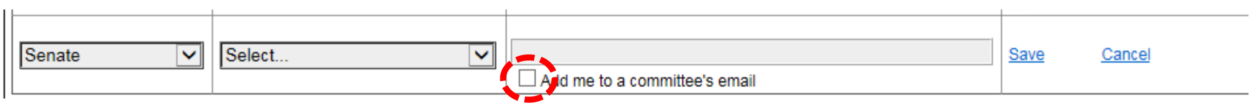


3. Type in the email address, then click Save.

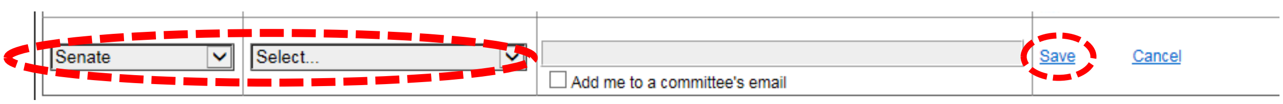


<u>To add your own email address to another House or Senate Committee's list</u>

1. Click add and check the "add me to a committee's email" checkbox.

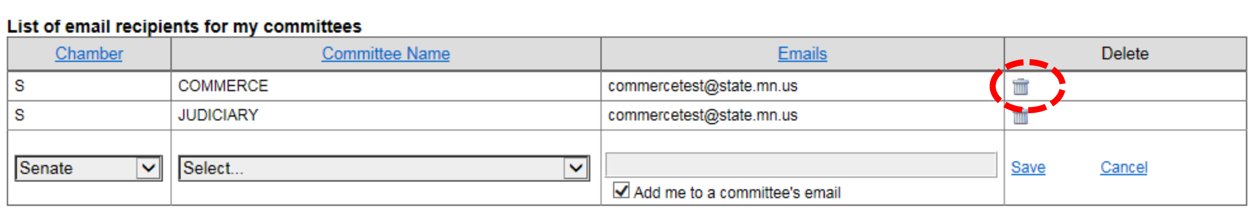


2. Select a chamber and committee name from the dropdown lists, and click Save.



<u>To delete any entry</u>

1. Click on the trash can icon and then click OK in the textbox prompt.



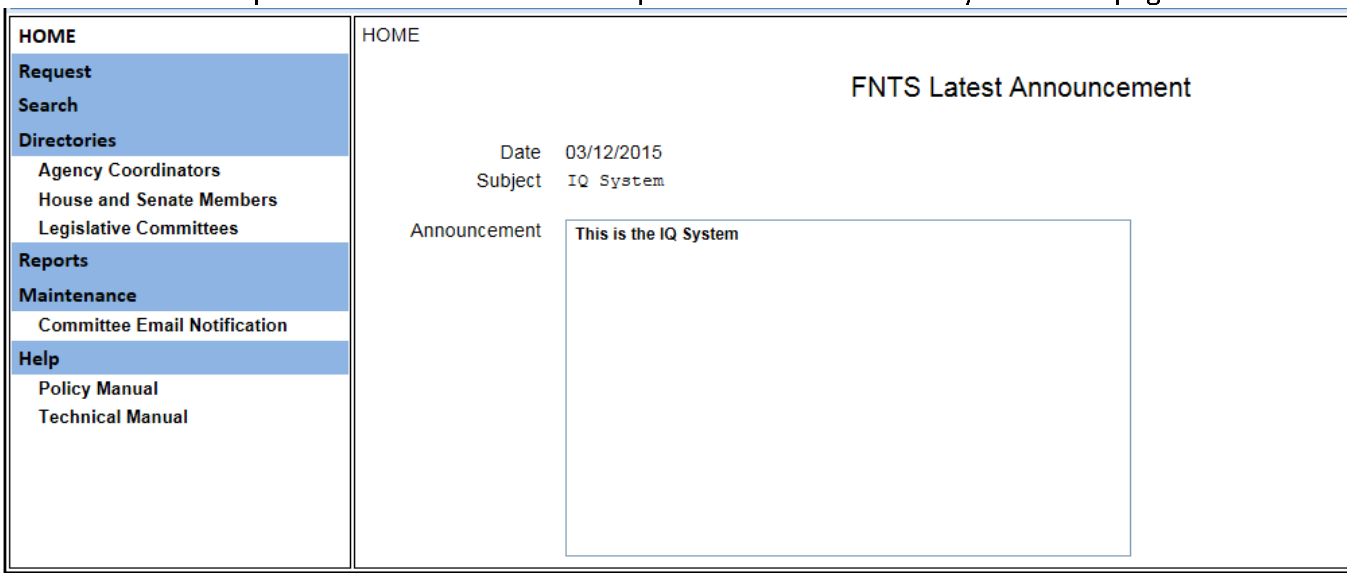
Initiating a Fiscal Note

Fiscal note requests are initiated by House or Senate committee chairs or fiscal committee staff and are electronically transmitted to Minnesota Management & Budget through the Fiscal Note Tracking System's request screen. Legislative users can add, delete, or modify a note request from this screen until MMB assigns an agency to prepare the fiscal note. The Request screen is only available to legislative users and MMB Budget Operations fiscal note staff.

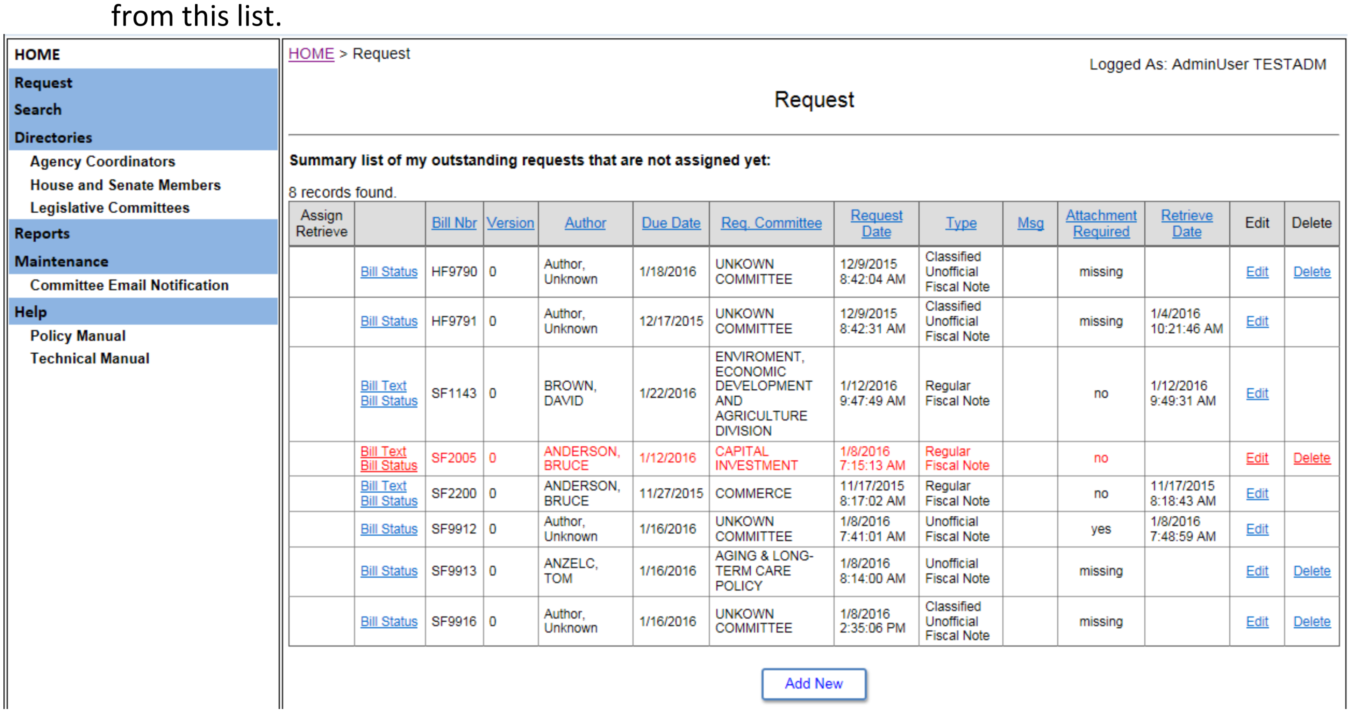
Legislative users may request four different types of notes in FNTS. The Note Type selection (a required data field on the Request Screen) determines how the system will process the request; for example, whether special security features will restrict access to the note (Classified Unofficial Note), or whether the request will follow a different workflow (Local Impact Note).

Requesting a Regular Fiscal Note:

1. Select the Request screen from the menu options on the left side of your Home page.

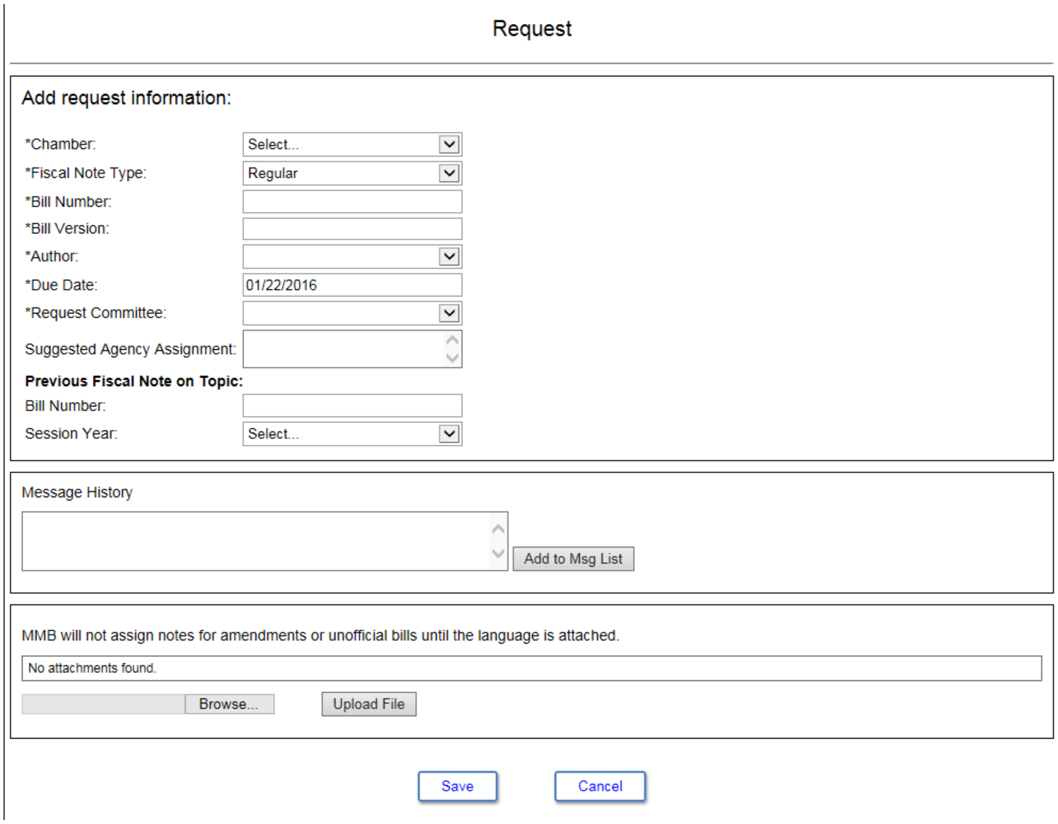


2. The Request screen displays any fiscal note requests you entered that have not been assigned by MMB Budget Operations. If there is a date in the Retrieve Date column, MMB has retrieved, but not assigned your request. Once your request is retrieved and assigned, it will be removed from this list.



Assign Retrieve		Bill Nbr	Version	Author	Due Date	Req. Committee	Request Date	Type	Msg	Attachment Required	Retrieve Date	Edit	Delete
	Bill Status	HF9790	0	Author, Unknown	1/18/2016	UNKOWN COMMITTEE	12/9/2015 8:42:04 AM	Classified Unofficial Fiscal Note		missing		Edit	Delete
	Bill Status	HF9791	0	Author, Unknown	12/17/2015	UNKOWN COMMITTEE	12/9/2015 8:42:31 AM	Classified Unofficial Fiscal Note		missing	1/4/2016 10:21:46 AM	Edit	
	Bill Text Bill Status	SF1143	0	BROWN, DAVID	1/22/2016	ENVIROMENT, ECONOMIC DEVELOPMENT AND AGRICULTURE DIVISION	1/12/2016 9:47:49 AM	Regular Fiscal Note		no	1/12/2016 9:49:31 AM	Edit	
	Bill Text Bill Status	SF2005	0	ANDERSON, BRUCE	1/12/2016	CAPITAL INVESTMENT	1/8/2016 7:15:13 AM	Regular Fiscal Note		no		Edit	Delete
	Bill Text Bill Status	SF2200	0	ANDERSON, BRUCE	11/27/2015	COMMERCE	11/17/2015 8:17:02 AM	Regular Fiscal Note		no	11/17/2015 8:18:43 AM	Edit	
	Bill Status	SF9912	0	Author, Unknown	1/16/2016	UNKOWN COMMITTEE	1/8/2016 7:41:01 AM	Unofficial Fiscal Note		yes	1/8/2016 7:48:59 AM	Edit	
	Bill Status	SF9913	0	ANZELC, TOM	1/16/2016	AGING & LONG-TERM CARE POLICY	1/8/2016 8:14:00 AM	Unofficial Fiscal Note		missing		Edit	Delete
	Bill Status	SF9916	0	Author, Unknown	1/16/2016	UNKOWN COMMITTEE	1/8/2016 2:35:06 PM	Classified Unofficial Fiscal Note		missing		Edit	Delete

3. To add a new fiscal note request, click on the Add New button at the bottom of the Request Screen. The Add Request screen will appear.



4. To begin, select Chamber: Senate or House from the drop down list. You may just enter an H or S and hit enter.

5. The fiscal note type defaults to Regular. If you are entering an Unofficial or Classified Unofficial request, select that type from the drop down menu and see the sections on Unofficial and Classified fiscal notes.

6. Enter the bill number. Note: you must enter HF or SF before the number; for example, HF300 or SF400. Do not include the bill version. An error will occur if you do, since version has its own separate field.

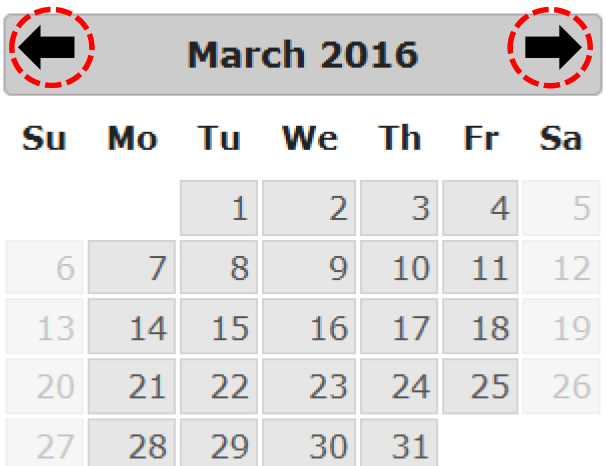
7. Enter the bill version

   - 0 – Introduction
   - 1A, 2A, etc. – Amendments
   - 1E, 2E, etc. – Engrossments
   - 1UE, 2UE, etc. – Unofficial Engrossments
   - 1CE, 2CE, etc. – Committee Engrossments

8. Select the bill's chief author from the drop down list in the Author field. If the author isn't

known you may choose Author Unknown. Note: Author Unknown is required when the note is a Classified Unofficial request that is not public.

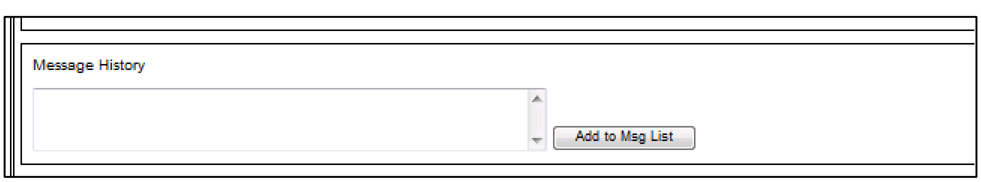
9. The due date defaults to 8 business days from the create date. If you need a different due date, click once in the calendar field. Select a date from the calendar that pops up. To change the month on the calendar, click in the top left- or right-hand corner of the calendar.
Note: A due date 4 or fewer days from the request date will be flagged as urgent and displayed in red text on the Search screen.



10. Select the requesting committee from the drop down. Note: when the request is for a Classified Unofficial note, you must select “Unknown Committee”.

11. The following fields are optional:
    a. *Suggested Agency Assignment*: use this if you know a specific agency that should be assigned to the note.
    b. *Previous Fiscal Note on Topic*: if you are aware of previous fiscal note requests on this topic that may be helpful to the agencies preparing this note, feel free to note that here.

12. If you wish to include a message, type your message in the Message History field. When finished, click the Add to Msg. List button. This field is designed to hold successive messages entered by a Fiscal Analyst, Agency Signoff User, EBO, or Budget Operations staff.



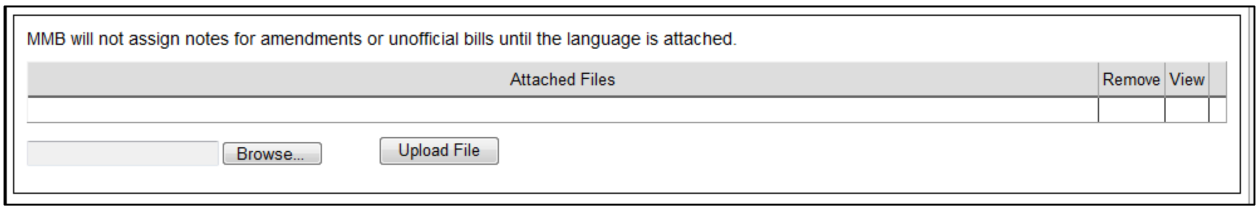
Note: once a message has been added, it can’t be edited or deleted.

13. Click Save to complete the request.

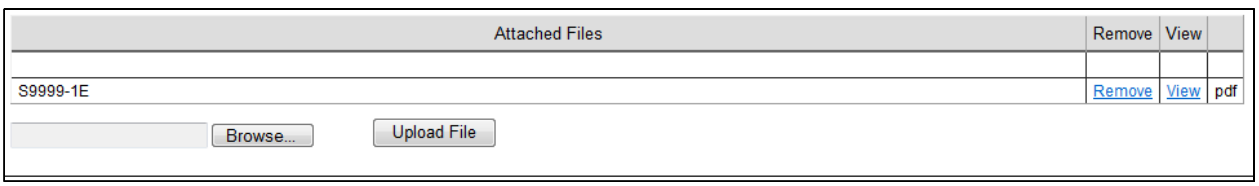
Requesting a Fiscal Note on Amended Bill Language:

If you are requesting a fiscal note on an amendment to an introduced bill (i.e. the version number is 1A, 2A, etc.) you must upload a Word or Pdf document of the amendment to FNTS. When the version number indicates the request is for an amendment, the system will not allow Budget Operations to retrieve or assign the request until the file is attached. You will receive email messages reminding you to attach the amendment language. The Attachment Required column in the Request Screen will also indicate "missing" until the file has been attached. Enter the request following steps one (1) through ten (10) above, and then continue:

1. Scroll to Attached Files panel at the bottom of the Request screen. Click the Browse button and go to the directory in which you saved the language document. Note: It is helpful if the attach language name includes the bill number and version.



2. Select the document by clicking on it, and then select Open. When the document path appears in the Browse field, select Upload File. When the file is successfully uploaded, the filename will be listed in the Attached Files panel, and Remove and View links will be displayed as shown in the illustration below. Click on the links to remove or view the attachment:



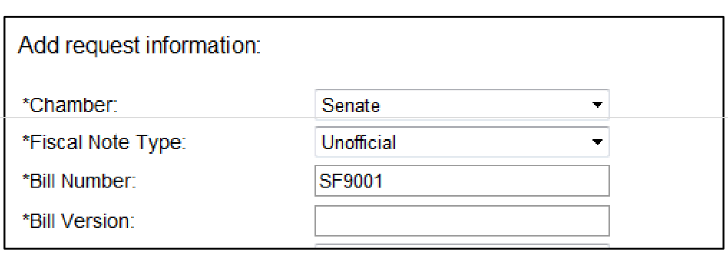
3. Click Save to complete the request.

Requesting an Unofficial Fiscal Note

An "Unofficial Fiscal Note" is defined as a note requested on bill language that has not been introduced in either the House or the Senate (see [MS13.64, subd. 3(a)).](#)

1. To request an unclassified unofficial fiscal note, click the Add New button on the Request screen. Select the Chamber from the drop down list.

2. For Fiscal Note Type, select Unofficial. FNTS will automatically assign a bill number in the 9000 series:



3. Enter the version number. This should be Version 0.

4. Select the author and requesting committee, if known. You may also select Author Unknown or Unknown Committee if you are requesting a note in which the author or committee has not been established for this bill language.

5. If you have specific agencies in mind for assignment, enter them in the "Suggested Agency Assignment" section.

6. If a fiscal note on the same topic was requested earlier in the session or in a previous session, then enter the bill number in the Previous Fiscal Note on Topic section. Be sure to indicate a session year.

7. In the Attached Files section, click Browse and navigate to where the bill language is saved. Select the language and click Open. Note that the path to the document is displayed in the browse field.

   MMB Budget Operations cannot assign an unofficial fiscal note unless bill language is attached. You may save the request at this point, but you will receive a system-generated email every day until language is attached. The Attachment Required column in the Request Screen will also indicate "missing" until the file has been attached.

8. Click Upload File to complete the attachment.

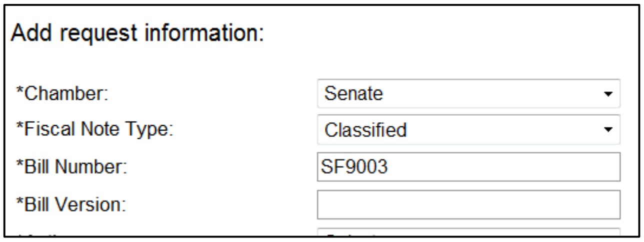
9. Click Save to complete the request.

Requesting a Classified Fiscal Note:

An unofficial fiscal note may be classified nonpublic as directed by the requester (see MS 13.64, subd. 3(b)). Classified notes require more stringent security measures:

- All legislative staff with access to the system may request a classified note, but only the requester can view the request.
- The author and committee may be designated "Unknown".
- When MMB assigns the note, only users with Signoff Authority in the assigned agency may view and prepare the note.
- Only EBOs associated with the assigned agencies can view the fiscal note.
- Classified fiscal notes are not posted to the web.
- Classified notes will not appear in reports or in a Search Results screen unless the person searching has either requested or is assigned to the note.
- A classified note remains nonpublic data unless it is subsequently used for an introduced bill, an amendment, or a proposed bill, the note becomes public data.

1. To request a classified unofficial fiscal note, click the Add New button on the Request screen. Select the Chamber from the drop down list.
2. For Fiscal Note Type, select Classified. FNTS will automatically assign a bill number in the 9000 series:



3. Enter the version number. This should be Version 0.

4. Select Author Unknown and Unknown Committee.

5. If you have specific agencies in mind for assignment, enter them in the "Suggested Agency Assignment" section.

6. If a fiscal note on the same topic was requested earlier in the session or in a previous session, then enter the bill number in the Previous Fiscal Note on Topic section. Be sure to indicate a session year.
7. In the Attached Files section, click Browse and navigate to where the bill language is saved. Select the language and click Open. Note that the path to the document is displayed in the browse field.

   MMB Budget Operations cannot assign an unofficial fiscal note unless bill language is attached. You may save the request at this point, but you will receive a system-generated email every day until language is attached. The Attachment Required column in the Request Screen will also indicate "missing" until the file has been attached.

8. Click Upload File to complete the attachment.

9. Click Save to complete the request.

Modifying a Fiscal Note Request

Legislative users can modify a fiscal note request. The extent of the modifications depends on where the request is in the process.

1. First check to see where the Fiscal Note Request is in the process.
   a. If no date is listed in the Retrieve Date Column on the Request screen, then the fiscal note is still a Legislative Request
   b. If a date is listed in the Retrieve Date Column on the Request screen, then this is a Retrieved Request
   c. If the request is no longer located on the Request screen, then the note is a Retrieved and Assigned Request

Assign Retrieve		Bill Nbr	Version	Author	Due Date	Req. Committee	Request Date	Type	Msg	Attachment Required	Retrieve Date	Edit	Delete
	Bill Text Bill Status	SF1522	2E	BECKMAN, TRACY	11/12/2014	FINANCE	11/4/2014 3:40:45 PM	Regular Fiscal Note		no		Edit	Delete

2. Legislative Request—MMB has not retrieved the request, so all fields are available for edit at this point with the exception of the bill number and version. The requester can modify the Author, Committee, Due Date, add a message, suggest agencies and note other fiscal notes on the topic. The Request can also be deleted.

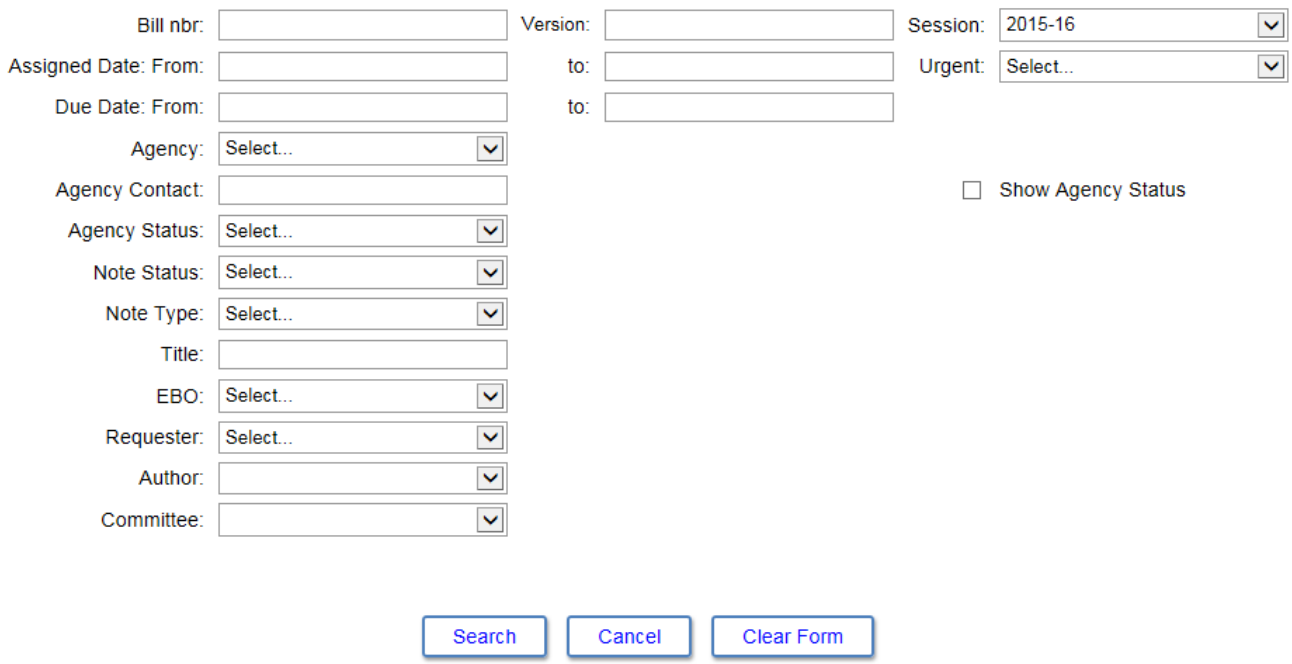
To edit or delete the request, click on the Edit or Delete links in the far right hand section of the record:

Assign Retrieve		Bill Nbr	Version	Author	Due Date	Req. Committee	Request Date	Type	Msg	Attachment Required	Retrieve Date	Edit	Delete
	Bill Text Bill Status	SF1522	2E	BECKMAN, TRACY	11/12/2014	FINANCE	11/4/2014 3:40:45 PM	Regular Fiscal Note		no		Edit	Delete

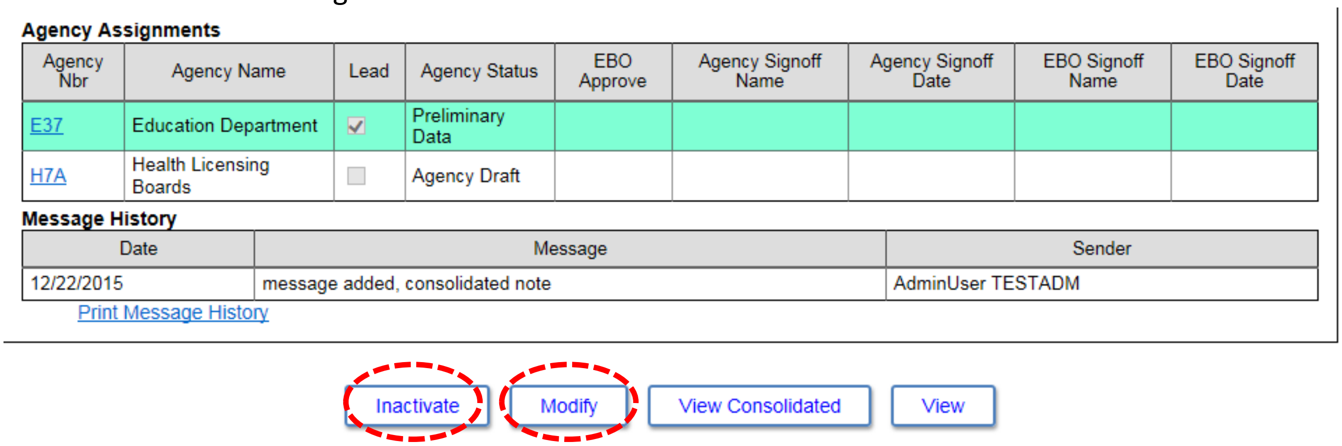
3. Retrieved request—MMB has retrieved, but not assigned the request. *A request may not be deleted after it has been retrieved.* The requester may change the author, committee, due date, add a message, and suggest agencies and note other fiscal notes on the topic.

4. Retrieved and assigned request—MMB has assigned the request to an agency or agencies. The request is no longer available on the requester's summary of outstanding requests page. In order to modify this request, the requester must go to the Search screen and search for the fiscal note.

   a. Using the Search function:
      i. Click on Search in the left hand navigation pane.
      ii. Go to the Search screen.
      iii. Enter the bill number and press Search.
      iv. Use any of the fields to search for the note you would like to modify. Enter the criteria on which you want to base your search. See the Search Options table in Appendix B for descriptions of search fields.



b. Steps for modifying a request that has been assigned:
   i. When the Search Results screen appears, click on the bill number or title to display the details of the note at the bottom of the screen.
   ii. To modify the request, click on modify at the bottom of the Fiscal Note Status Detail screen. The requester may change the author, committee, due date, and add a message. The request may *not* be deleted, but can be inactivated if no longer needed.



Agency Assignments

Agency Nbr	Agency Name	Lead	Agency Status	EBO Approve	Agency Signoff Name	Agency Signoff Date	EBO Signoff Name	EBO Signoff Date
E37	Education Department	✓	Preliminary Data					
H7A	Health Licensing Boards		Agency Draft					

Message History

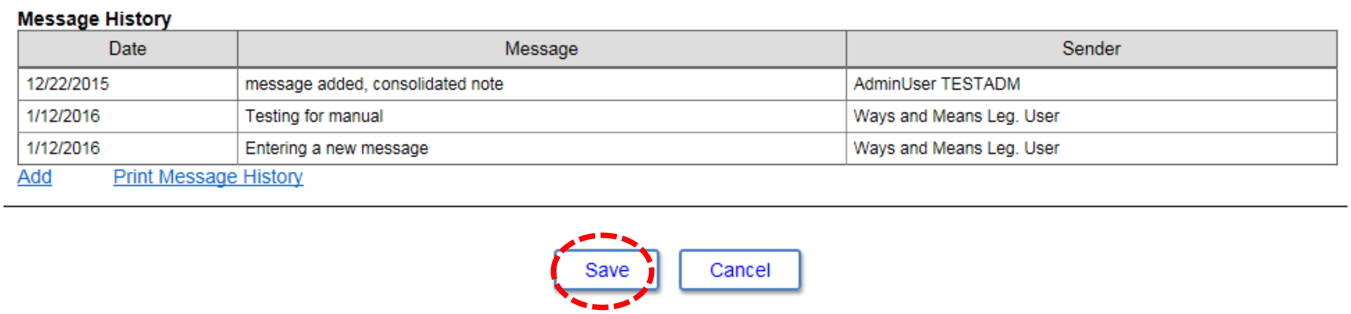
Date	Message	Sender
12/22/2015	message added, consolidated note	AdminUser TESTADM

Print Message History

5. To add a message to a fiscal note, follow the steps above to search for the note.
   a. On the Search Results screen, click on the bill number or title to open the note details at the bottom of the screen.
   b. Click Modify.

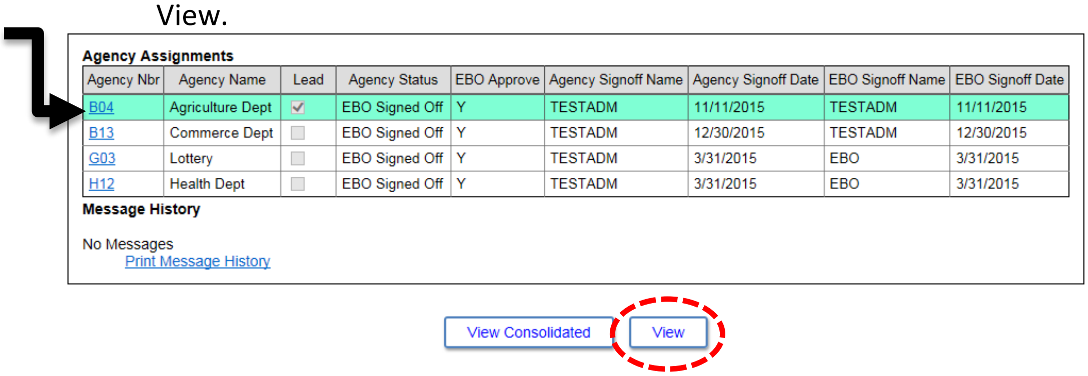
c. In the Message History section, click Add. A blank space appears to allow you to enter a message. Enter your message. Click Save below the message box to add the message to the request.

d. Once the Message is added to the fiscal note, click save at the bottom of the screen to complete the modification to the request.

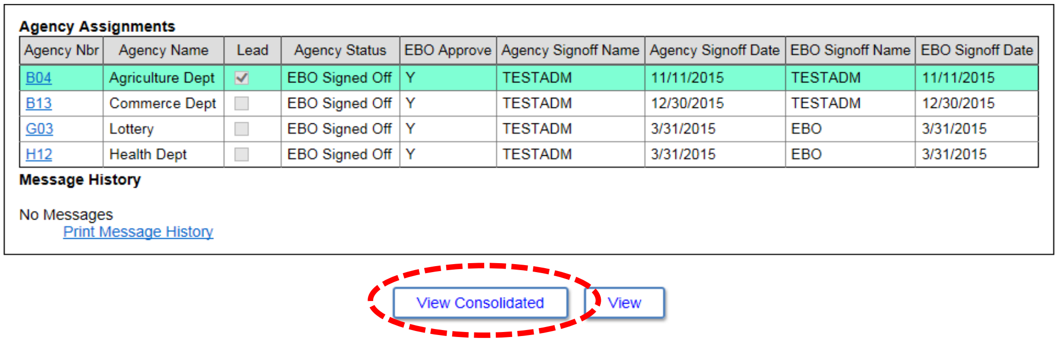


Viewing and Printing a Fiscal Note

1. To view a fiscal note, open the Search screen. Enter the bill number and version; click the Search button.
2. Select the note you wish to view by clicking on the bill number or title to display the Details at the bottom of the screen.
3. To view a note:
    a. To view an individual note, click on the agency number to highlight the line, then click View.



b. To view a Consolidated Fiscal Note, click on View Consolidated.



Agency Assignments

Agency Nbr	Agency Name	Lead	Agency Status	EBO Approve	Agency Signoff Name	Agency Signoff Date	EBO Signoff Name	EBO Signoff Date
B04	Agriculture Dept	☑	EBO Signed Off	Y	TESTADM	11/11/2015	TESTADM	11/11/2015
B13	Commerce Dept	☐	EBO Signed Off	Y	TESTADM	12/30/2015	TESTADM	12/30/2015
G03	Lottery	☐	EBO Signed Off	Y	TESTADM	3/31/2015	EBO	3/31/2015
H12	Health Dept	☐	EBO Signed Off	Y	TESTADM	3/31/2015	EBO	3/31/2015

Message History

No Messages
Print Message History

4. A separate browser tab will open to display the note. The note will display a print preview in PDF format. From there you may use your browser's Print function to print a hard copy of the note.
   <u>Note:</u> If the fiscal note is still being prepared by the agency and is in an Agency Status of 'Draft', the note will not appear in the Search Results. To view the note, please contact the agency.

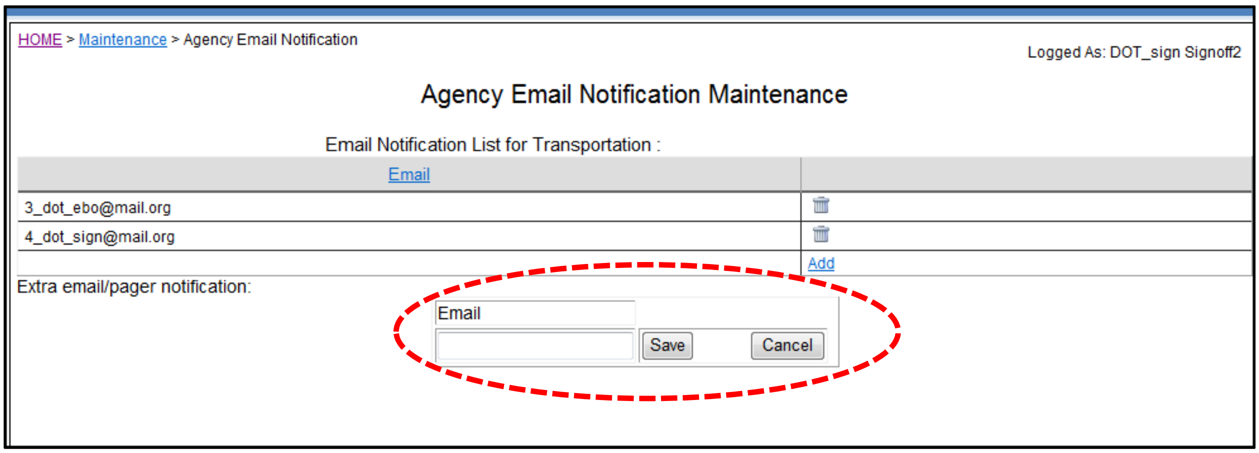
Chapter 3: Agency User- Email, Preparation & Signoff of a Fiscal Note

Agency Email Notification Maintenance

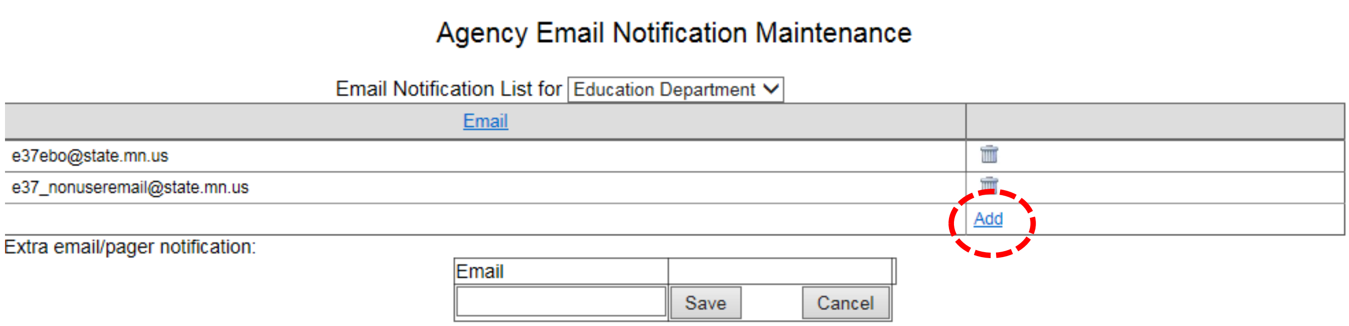
*A*gencies are responsible for updating this contact list. MMB does not edit entries or remove people from this module.

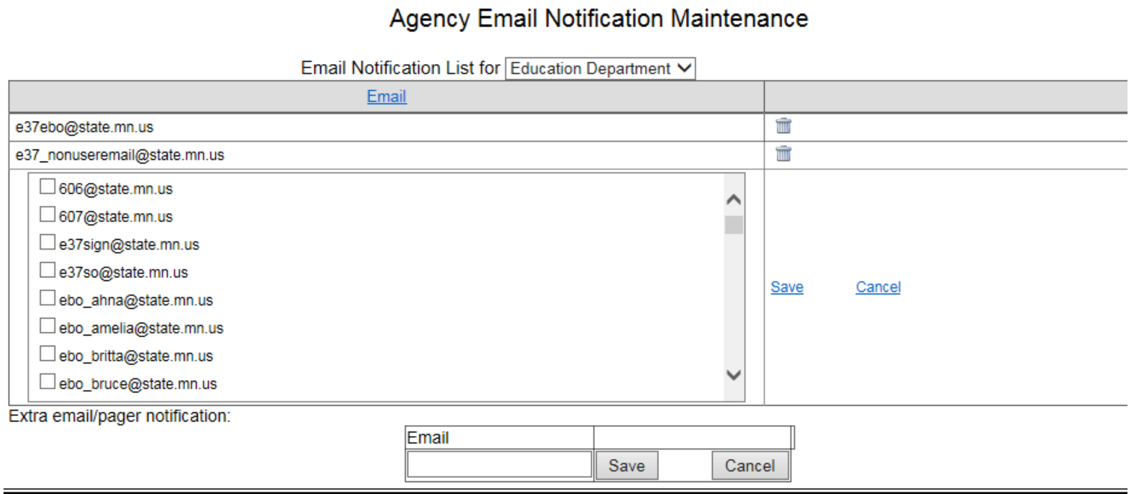
To add contacts to the Agency Email Notification,

1. In the Maintenance section of the FNTS menu, click on the Agency Email Notification link. The Email Notification Maintenance screen will appear.
2. To add the email address of a contact who is not an authorized FNTS user, type the address in the Email field. Click Save. The email will be saved to the list.



3. To add the email address of an FNTS system user, click the Add link and a list of system emails will appear; you may choose off the list by clicking in the checkbox next to the desired email. Click Save (located to the right of the list—you might have to scroll down to find it).





4. To remove someone from the list, click the delete button  on the line of the email you would like to delete.

For a list of FNTS automatic emails, please see Appendix A at the end of this document

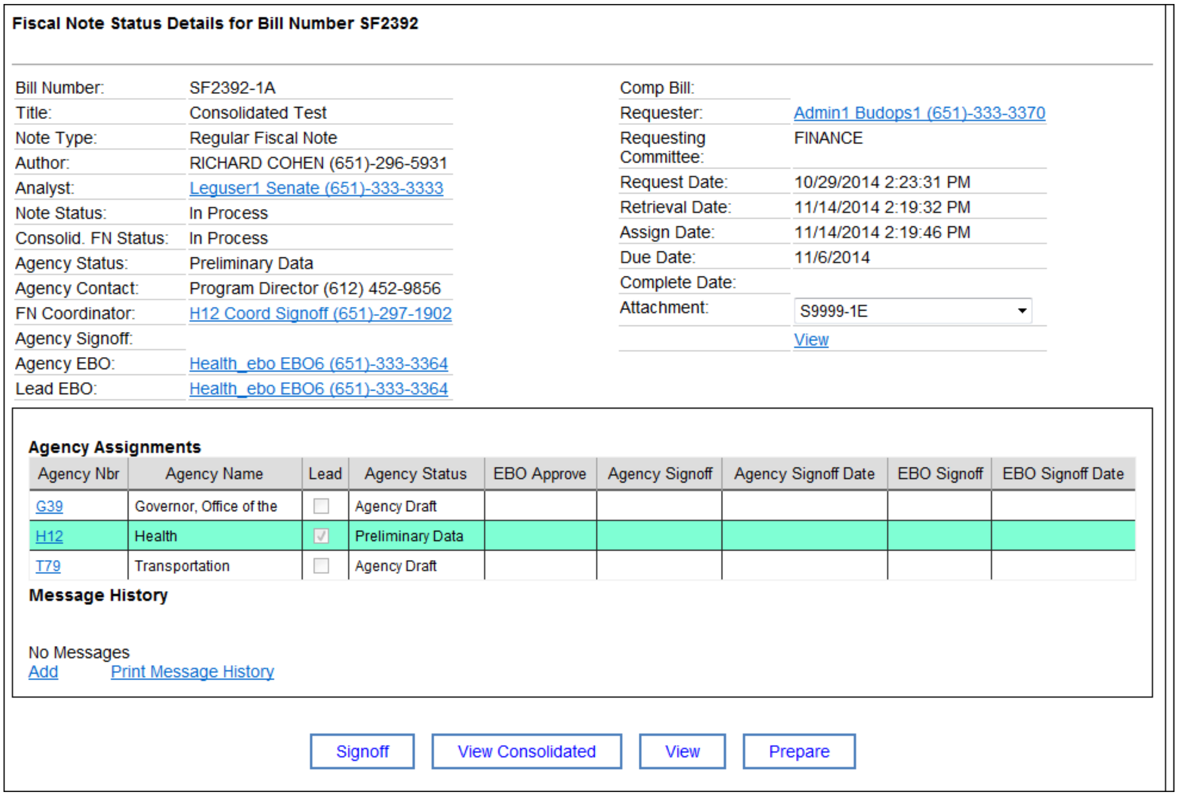
Preparing a Fiscal Note

Fiscal Note Details

Fiscal note preparation starts on the Search Results screen. Here, you can choose which note you will prepare.

To enter fiscal note data:

On the Search Results screen, click on the bill number (Bill Number) or note title link. The Fiscal Note


Fiscal Note Status Details for Bill Number SF2392

Bill Number:	SF2392-1A
Title:	Consolidated Test
Note Type:	Regular Fiscal Note
Author:	RICHARD COHEN (651)-296-5931
Analyst:	Leguser1 Senate (651)-333-3333
Note Status:	In Process
Consolid. FN Status:	In Process
Agency Status:	Preliminary Data
Agency Contact:	Program Director (612) 452-9856
FN Coordinator:	H12 Coord Signoff (651)-297-1902
Agency Signoff:	
Agency EBO:	Health_ebo EBO6 (651)-333-3364
Lead EBO:	Health_ebo EBO6 (651)-333-3364

Comp Bill:	
Requester:	Admin1 Budops1 (651)-333-3370
Requesting Committee:	FINANCE
Request Date:	10/29/2014 2:23:31 PM
Retrieval Date:	11/14/2014 2:19:32 PM
Assign Date:	11/14/2014 2:19:46 PM
Due Date:	11/6/2014
Complete Date:	
Attachment:	S9999-1E
	View

Agency Assignments

Agency Nbr	Agency Name	Lead	Agency Status	EBO Approve	Agency Signoff	Agency Signoff Date	EBO Signoff	EBO Signoff Date
G39	Governor, Office of the	☐	Agency Draft					
H12	Health	☑	Preliminary Data					
T79	Transportation	☐	Agency Draft					

Message History

No Messages
Add Print Message History

Signoff View Consolidated View Prepare

Status Details for the selected note will appear at the bottom of the Search Results screen.

1. The Agency Assignments appear in the bottom half of the note's Status Details panel. If it's a consolidated note, the Lead Agency is highlighted, and has a check in the "Lead" box next to the agency name. The other assigned agencies and their agency status are also displayed.
    a. To view the consolidated note, click on the View Consolidated button.
    b. To view the fiscal note of any single agency assigned to the note, click on the Agency Number link to highlight the row, and then click the View button. The View button will not display if that agency has an agency status of "Agency Draft," unless you are a user from that agency.

Prepare Screen

2. To prepare the note, click on the Prepare button (visible only if your agency is highlighted). The Prepare Screen displays.

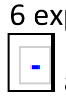
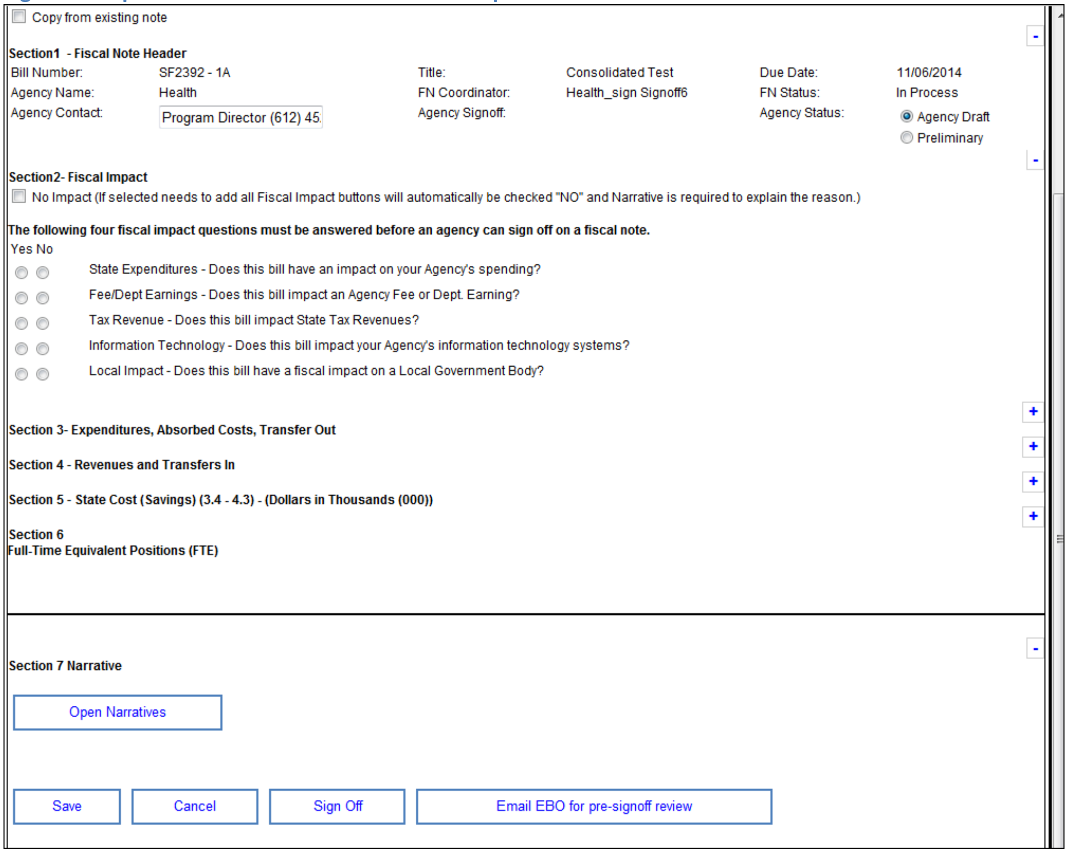
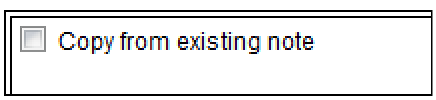
The default view displays Sections 1 through 6 expanded; scroll to see each section. The page view can also be collapsed by clicking on the  at the far right hand side of the screen. Click the  to expand the section again.

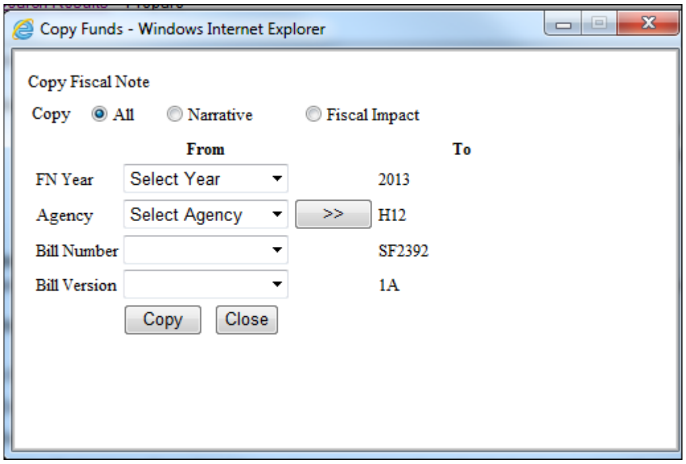
Figure 1 Prepare Screen with Fiscal Sections Collapsed



a. Copy from Existing Note.
   i. If an earlier version of this fiscal note exists, or if another note on the same topic exists, you may copy that information into the note you are preparing.



ii. Click in the check box. The Copy dialog box appears. Choose what you want to copy—all of the note, just the narrative, or just the fiscal data.



iii. Select the fiscal note year

iv. Select the Agency—if you have access to more than one agency, choose it from the list. Otherwise, choose your own.

v. Enter the Bill Number or select it off the drop down list.

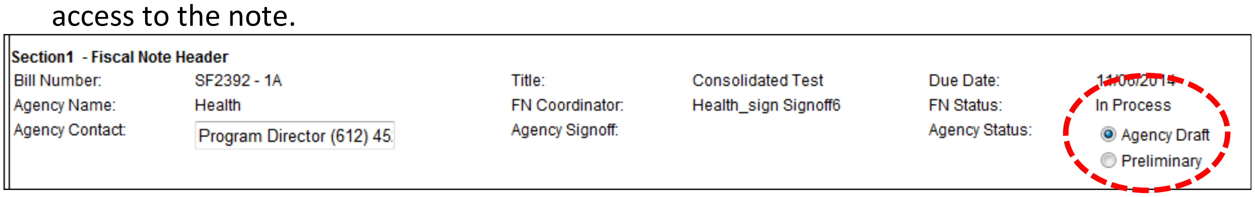
vi. Enter the version of the bill number and click Copy.

vii. The data you selected will be copied into the note you are preparing. Any signoffs, agency or EBO, will not copy.

viii. Edit the fiscal note as necessary. You will need to save and sign off on the note when your editing is complete.

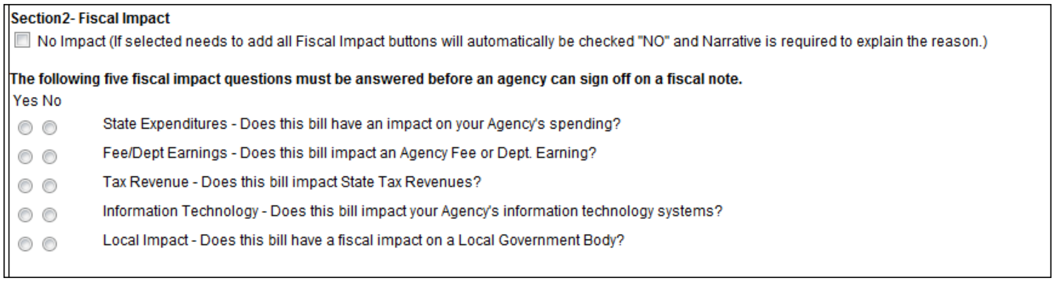
3. Section 1 – Fiscal Note Header.
   a. The Header Section contains information carried over from the request/assignment: bill number, title, due date, assigned agency name, etc. In the Agency Contact field enter both the name and phone number of the person to whom questions about the note should be directed: First Name Last Name (xxx) xxx-xxxx.

   b. In the column on the right is the Agency Status. The default status is Agency Draft. When this is checked, only FNTS users within your agency are able to see the fiscal note as it is developed. When you are finished with the note, or are ready for others to see it, change the status from Draft to Preliminary. This will give others read-only access to the note.



4. Section 2 – Fiscal Impact.

a. The indicators in this section must be checked before the agency can sign off on the note.


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 five 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?

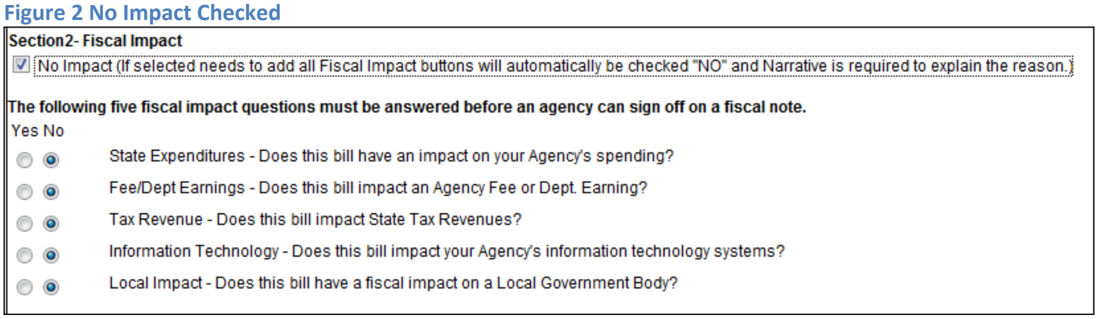
Information Technology - Does this bill impact your Agency's information technology systems?

Local Impact - Does this bill have a fiscal impact on a Local Government Body?

b. If this bill has no fiscal impact to your agency, you may click the No Impact checkbox. Immediately, all five indicators will be checked "No".

When this box is checked, an explanation of why there is no impact is required before you sign off on the note. The explanation should be entered in the Assumptions section of the narrative.

Figure 2 No Impact Checked


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 five 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?

c. If there is a fiscal impact in the bill, check "Yes" for all that apply:

i. State Expenditures: will this bill have any effect on your agency's operating budget?

ii. Fee/Dept. Earnings: does this bill impact any fees or service charges your agency collects? Does it require a new fee to be collected by your agency?

iii. Tax Revenue: does this bill have any impact on tax revenues? If "Yes", then supporting narrative should include any assumptions and formula used in estimating the tax revenue.

iv. Information Technology: does this bill affect any agency technical systems? Will changes be required or new technology need to be developed?

v. Local Impact: does this bill have a fiscal impact to a county, municipality, or other local government entity? If you indicate "Yes", please explain the impact in the Local Government Costs section of the narrative. It is not necessary to enter a dollar amount.

5. Section 3 – Expenditures, Absorbed Costs, Transfer Out

- This section requires agency's to enter their dollar amounts in Thousands.
- Use whole numbers when entering data.

Section 3- Expenditures, Absorbed Costs, Transfer Out

3.1 Expenditures (Dollars in Thousands (000))

			Biennium		Biennium			
FUND	FUND NAME	2015	2016	2017	2018	2019	Edit	Delete

Add Row

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

			Biennium		Biennium			
FUND	FUND NAME	2015	2016	2017	2018	2019	Edit	Delete

Add Row

3.3 Transfers Out (Dollars in Thousands (000))

			Biennium		Biennium			
FUND	FUND NAME	2015	2016	2017	2018	2019	Edit	Delete

Add Row

3.4 Expenditures, Absorbed Costs, Transfer Out (Sum of 3.1, 3.2, 3.3) - (Dollars in Thousands (000))

			Biennium		Biennium	
FUND	FUND NAME	2015	2016	2017	2018	2019

a. Section 3.1 – Expenditures. Click Add Row. From the drop down that appears in the Fund column, select a fund code. The fund name will automatically appear. Enter 0 in the fiscal years where there is no impact; enter dollars in thousands where there is impact. To create another row for a different fund, click the Add Row button again and enter dollar amounts. You must click Save at the end of the line before proceeding to Section 3.2.

3.1 Expenditures (Dollars in Thousands (000))

			Biennium		Biennium			
FUND	FUND NAME	2015	2016	2017	2018	2019	Edit	Delete
1000	General	0	100	100	100	100		

Add Row

b. Section 3.2 – Costs Agency Absorbs. This section is optional and can be used at the agency's discretion. If the expenditures (some or all) you entered in 3.1 are part of an existing program and your agency can absorb the costs, click Add Row. Notice that only the fund(s) you entered in section 3.1 appear in the drop-down list; you cannot absorb costs in a different fund than you expend. Enter the dollar amounts *in thousands* and Save. Note: This sections already has the reduction calculation in it so there is no reason an agency would need to enter a negative sign.

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

			Biennium		Biennium			
FUND	FUND NAME	2015	2016	2017	2018	2019	Edit	Delete
1000	General	<0>	<20>	<20>	<20>	<20>		

Add Row

c. Section 3.3 – Transfers Out. This section is used when the bill appropriates money that the agency is required to transfer out to another fund, or requires a transfer of existing appropriations between government funds. In a consolidated note, the receiving agency should enter the corresponding dollar amount in the Transfers In row in their portion of the fiscal note. Click Add Row; notice that you may choose a different fund from 3.1 if appropriate. Save when you are finished with the row.

3.3 Transfers Out (Dollars in Thousands (000))

			Biennium		Biennium			
FUND	FUND NAME	2015	2016	2017	2018	2019	Edit	Delete
1000							Save	Cancel

Add Row

d. Section 3.4 – Expenditures, Absorbed Costs, Transfers Out (3.1 + 3.2 + 3.3). This section is read-only and displays the sum of the total expenditures, absorbed costs, and transfers you entered above. The fields in this row are populated and updated as you click Save at the end of each line entered in sections 3.1 to 3.3.

3.4 Expenditures, Absorbed Costs, Transfer Out (Sum of 3.1, 3.2, 3.3) - (Dollars in Thousands (000))

			Biennium		Biennium	
FUND	FUND NAME	2015	2016	2017	2018	2019
1000	General	0	80	80	80	80

6. Section 4 - Revenues and Transfers In

This section must be completed when a bill impacts state tax revenue or a fee or departmental earnings.

- Enter data in Section 4 following the same basic procedure described above for Section 3: click Add Row, select a fund, enter dollar amounts in each column, and click Save.
- As in Section 3, all dollars are entered *in thousands*.

Section 4 - Revenues and Transfers In

4.1 Revenues (Dollars in Thousands (000))

			Biennium		Biennium			
FUND	FUND NAME	2015	2016	2017	2018	2019	Edit	Delete

Add Row

4.2 Transfers In (Dollars in Thousands (000))

			Biennium		Biennium			
FUND	FUND NAME	2015	2016	2017	2018	2019	Edit	Delete

Add Row

4.3 Revenues and Transfers In (4.1 + 4.2) - (Dollars in Thousands (000))

			Biennium		Biennium	
FUND	FUND NAME	2015	2016	2017	2018	2019

a. Section 4.1 – Revenues. Enter the dollar amount of the bill's impact on state tax revenues, fees or departmental earnings here. Click Add Row and select a fund. Enter 0 in the fiscal years where there is no impact; enter dollars in thousands where there is impact. Click Save. If more than one line is needed, click Add Row and enter data

Section 4 - Revenues and Transfers In

4.1 Revenues (Dollars in Thousands (000))

			Biennium		Biennium	
FUND	FUND NAME	2015	2016	2017	2018	2019
1000	General	0	5	5	5	5

b. Section 4.2 – Transfers In. This field is required for Single Agency fiscal notes when a dollar amount is entered in 3.3 (Transfers Out). The total Transfers In, less total of Transfers Out must equal 0.

For a consolidated fiscal note, a transfer in is optional for any single agency, but required for at least one agency when any agency has entered data in 3.3 (Transfers Out). Transfers In minus Transfers Out must equal 0.

4.2 Transfers In (Dollars in Thousands (000))

			Biennium		Biennium	
FUND	FUND NAME	2015	2016	2017	2018	2019
1000	General	0	10	10	10	10

c. Section 4.3 – Revenues and Transfers In (4.1 + 4.2). This read-only section displays the sum of revenues and transfers in. The fields in this row are populated and updated as you click Save at the end of each line entered in sections 4.1 and 4.2.

4.3 Revenues and Transfers In (4.1 + 4.2) - (Dollars in Thousands (000))

			Biennium		Biennium	
FUND	FUND NAME	2015	2016	2017	2018	2019
1000	General	0	15	15	15	15

7. Section 5 - State Cost (Savings) (3.4 minus 4.3). This read-only section displays the total fiscal impact of the bill, which is the difference between the calculation in section 3.4 (the

sum of expenditures, absorbed costs, and transfers out) and the calculation in section 4.3 (the sum of revenues and transfers in).

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

			Biennium		Biennium	
FUND	FUND NAME	2015	2016	2017	2018	2019
1000	General	0	65	65	65	65

8. Section 6 – Full Time Equivalent Positions (FTE). Enter data in this section if the legislation's state fiscal impact affects agency personnel. You may only enter data in section 6 if expenditures have been entered in section 3.1. Click Add Row. The list of funds in the drop down is limited to the fund(s) entered in section 3.1. Enter FTE amounts in positive or negative whole numbers or a fraction (two decimals). Example: 2.25 or 3.00.

Section 6
Full-Time Equivalent Positions (FTE)

			Biennium		Biennium	
FUND	FUND NAME	2015	2016	2017	2018	2019
1000	General	0.00	0.10	0.10	0.10	0.10

Entering a Narrative

9. Section 7 – Narrative

The purpose of the fiscal note's narrative is to clearly and concisely explain the assumptions and rationale behind the agency's expenditure, revenue, and FTE estimates. Narratives should be carefully documented and written for a general audience. <u>Do not include Bill number information in any of the narrative sections.</u> This will cause issue with any bills that have Companions since the

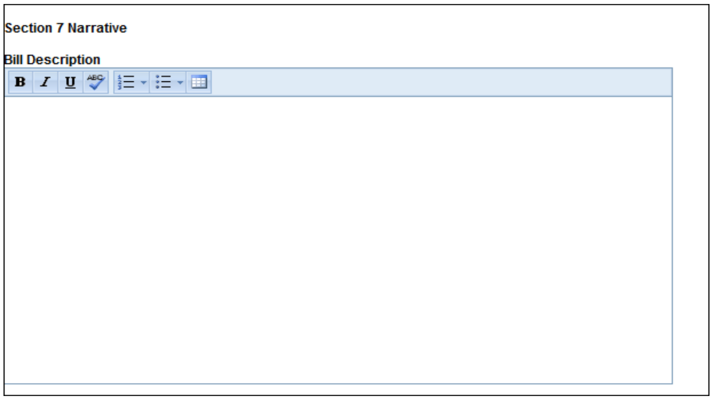
Section 7 Narrative

Open Narratives

system copies this information into the Companion note.

Click on the Open Narratives button in Section 7 to display the text fields/boxes for the six components of the narrative: Bill Description; Assumptions; Expenditure and/or Revenue Formula; Long-Term Fiscal Considerations; Local Fiscal Impact; and References/Sources.

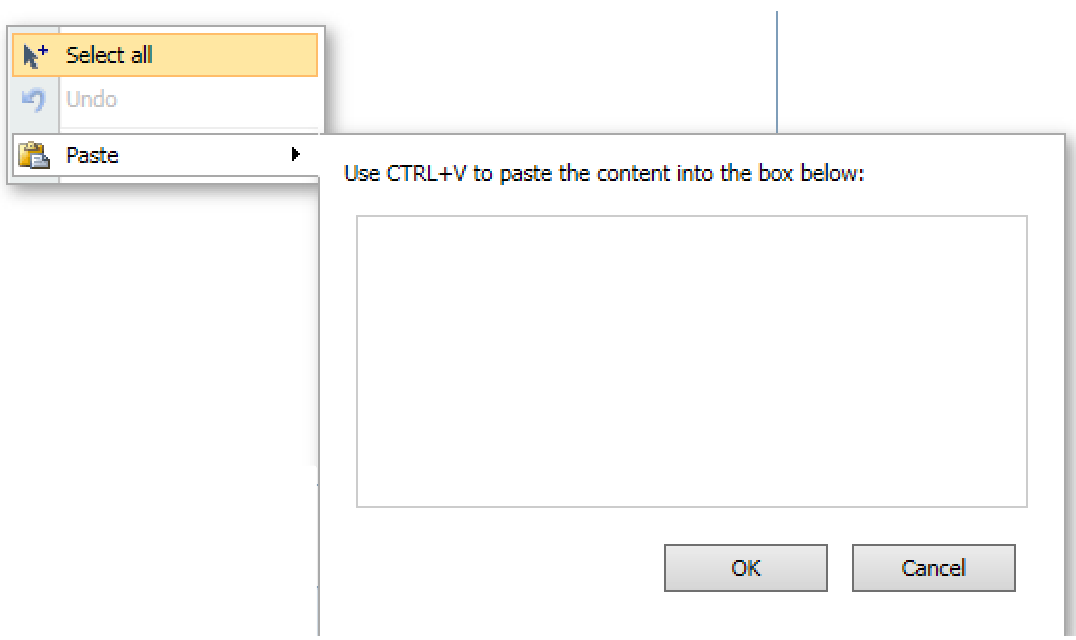
a. The text field for the Bill Description is displayed here.

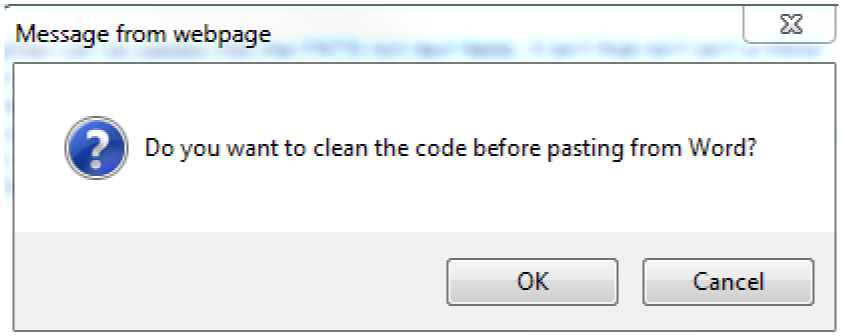


b. You may begin typing by clicking in the upper left hand corner of the text field.

-OR-

If your narrative is in a Word document, copy the text and paste it into the text box in the fiscal note. To paste, right click in the text box and hover over Paste in the menu. Follow the paste instructions in the dialog that pops up and click OK. You will be asked if the code should be cleaned. Click OK; this will strip out unnecessary HTML coding that Word contains.





c. If you have a Word or Excel table to paste, do not use the right click function. Simply paste the table directly into the text box. This will preserve the column and row formatting.

d. Follow the same procedure for the rest of the fiscal note narrative; leave blank or type N/A in any text box not applicable.

A few things to remember about entering narrative in a fiscal note:

- If you checked “No Impact” in Section 2 (Fiscal Impact Indicators), you *must* explain your rationale in the Assumptions text box.
- If you indicated “Local Impact” in Section 2, you *must* explain the impact to local units of government in the Local Fiscal Impact text box. It is not necessary to enter dollar amounts in this section.
- *Do not copy* from documents other than Word, such as an Acrobat PDF, email text, etc. This may cause formatting issues with the printed fiscal note. Please see the Narrative Tips and Tricks guide for more detailed information about formatting the fiscal note narrative. This document is located on MMB’s website: mn.gov/mmb/images/16-17-narrative-tips.pdf
- Copying and pasting charts or other graphics are not supported in the narrative text boxes. Charts and graphs should be converted to a table before copying.

Email EBO Pre-Sign Off Review

If an agency would like an EBO to review the note prior to submission, the agency can prepare the note and send an email request to the EBO for a review of the note.

When this button is clicked, a pdf is created and emailed to the assigned EBO as an attachment. This function is optional for agencies. The Note Status remains In Process, and the Agency Status stays in Draft or Preliminary (whatever it was when the agency requested this email).

10. Agency will prepare the note and hit save once it has been completed

11. Click on Email EBO for Pre-Signoff Review. An email will be sent to the assigned EBO to inform them that the agency would like to EBO to review the note prior to them signing off on the note.

Email EBO for pre-signoff review

Viewing and Printing Fiscal Notes

When a fiscal note is in Agency Draft status, only the FNTS users belonging to that assigned agency can view the fiscal note. In order for users outside of that agency to view and print the note, the Agency Status must be set to Preliminary.

In the example below, the Governor's Office and Health Department have set Agency Status to Preliminary Data. The View and View Consolidated buttons are visible. Anyone with access to the system may view and print a copy of the fiscal note.

Agency Assignments

Agency Nbr	Agency Name	Lead	Agency Status	EBO Approve	Agency Signoff	Agency Signoff Date	EBO Signoff	EBO Signoff Date
G67	Revenue Dept	☐	Agency Signed Off		00637724	12/4/2014		
T79	Transportation Dept	☑	Preliminary Data					
T9B	Metropolitan Council	☐	Agency Draft					
G10	Minn Management & Budget	☐	Agency Signed Off		50400000	12/17/2014		

Message History

No Messages
Add Print Message History

Remove Signoff | View Consolidated | View | Prepare

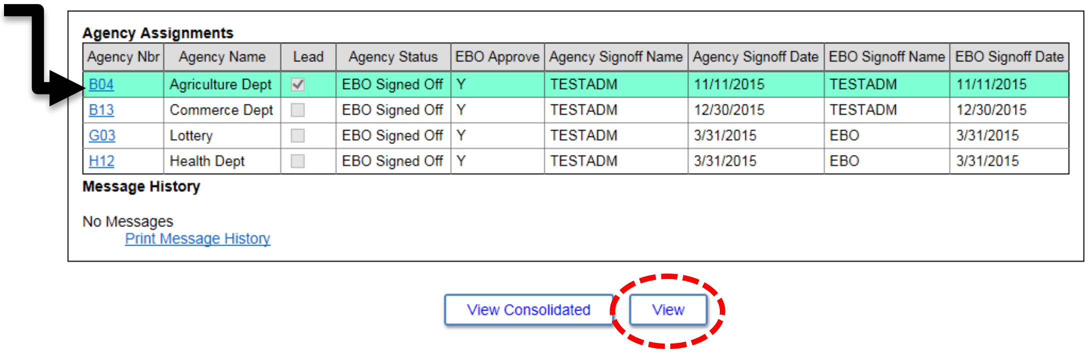
Met Council's fiscal note is still in Draft status; no one outside of Met Council can view their fiscal note.

To view a fiscal note:

1. In the Search Results screen, choose the note you wish to view by clicking on the bill number or title.
2. Scroll down to see the Status Details of the selected note.
   If the note is a single agency note and the agency status is not "Agency Draft", the View button should be visible.

   If the note is a consolidated fiscal note, you may either click View to see the selected agency's note, or click View Consolidated to see the entire note. You will not see the View button when the selected agency's agency status is "Agency Draft."

   a. To view an individual note, click on the agency number to highlight the line, then click View.



Agency Assignments

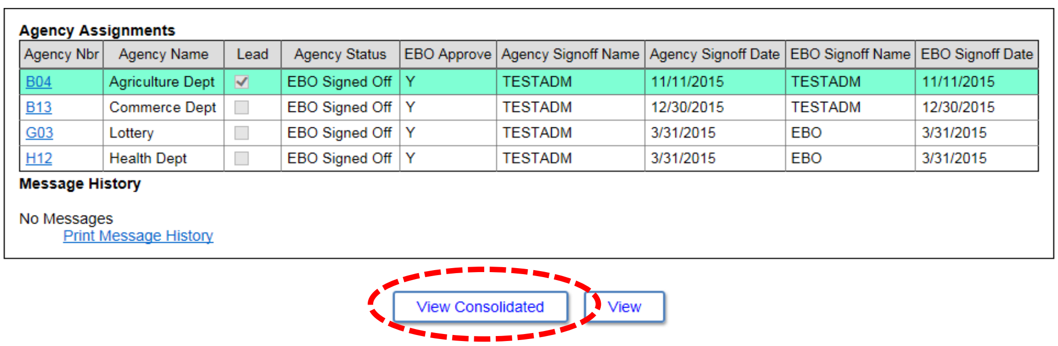
Agency Nbr	Agency Name	Lead	Agency Status	EBO Approve	Agency Signoff Name	Agency Signoff Date	EBO Signoff Name	EBO Signoff Date
B04	Agriculture Dept	☑	EBO Signed Off	Y	TESTADM	11/11/2015	TESTADM	11/11/2015
B13	Commerce Dept	☐	EBO Signed Off	Y	TESTADM	12/30/2015	TESTADM	12/30/2015
G03	Lottery	☐	EBO Signed Off	Y	TESTADM	3/31/2015	EBO	3/31/2015
H12	Health Dept	☐	EBO Signed Off	Y	TESTADM	3/31/2015	EBO	3/31/2015

Message History

No Messages
Print Message History

View Consolidated | View

b. To view a Consolidated Fiscal Note, click on View Consolidated.



Agency Assignments

Agency Nbr	Agency Name	Lead	Agency Status	EBO Approve	Agency Signoff Name	Agency Signoff Date	EBO Signoff Name	EBO Signoff Date
B04	Agriculture Dept	☑	EBO Signed Off	Y	TESTADM	11/11/2015	TESTADM	11/11/2015
B13	Commerce Dept	☐	EBO Signed Off	Y	TESTADM	12/30/2015	TESTADM	12/30/2015
G03	Lottery	☐	EBO Signed Off	Y	TESTADM	3/31/2015	EBO	3/31/2015
H12	Health Dept	☐	EBO Signed Off	Y	TESTADM	3/31/2015	EBO	3/31/2015

Message History

No Messages
Print Message History

View Consolidated | View

2. A separate browser tab will open to display the note. The note will display a print preview in PDF format. From there you may use your browser’s Print function to print a hard copy of the note.

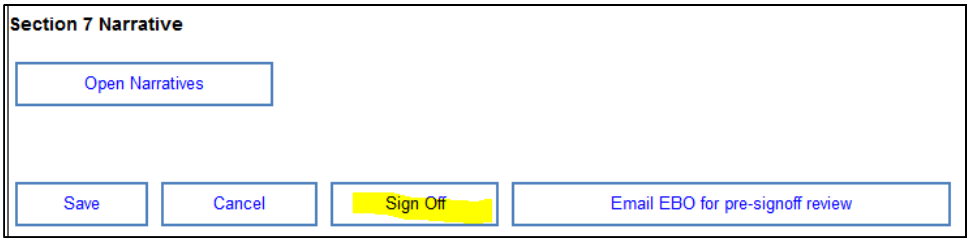
Note: If the fiscal note is still being prepared by the agency and is in an Agency Status of ‘Draft’, the note will not appear in the Search Results. To view the note, please contact the agency.

Sign Off on a Fiscal Note

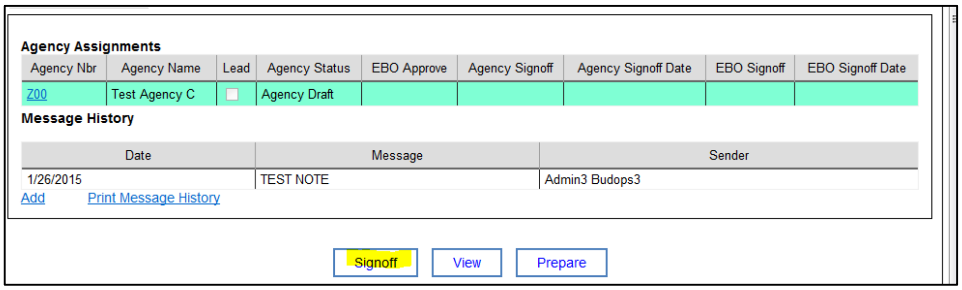
Once an agency is finished preparing the fiscal note, it must be signed off in the system before your EBO can review and sign off on it. Agency sign off authority is required for a user to sign off on a fiscal note. You may sign off from either the Status Details or the Prepare screen.

To sign off on a fiscal note:

1. You may sign off from the Prepare screen or the Status Details screen.
   a. From the Prepare screen, click Save if you haven’t already done so.
   b. Click the Sign Off button.



    c. All other buttons disappear and the Sign Off button changes to Remove Signoff.
    d. An email is sent to your EBO informing them that a fiscal note is ready for their review.
2. The process is similar when signing off from the Status Details screen:
    a. Click the Signoff button.



    b. The Signoff button changes to Remove Signoff.
    c. The Prepare button is visible, but further edits are not allowed until the sign off is removed.
    d. An email is sent to your EBO informing them that a fiscal note is ready for their review.

To remove a sign off:

1. Agencies may remove their own sign off by clicking the Remove Signoff button.
2. This action will put the note back into Agency Draft status and open the note up for edits.

Note: An agency is not able to remove their signoff if their EBO has already signed off. At that point, you must call your EBO and ask them to remove their sign off first.

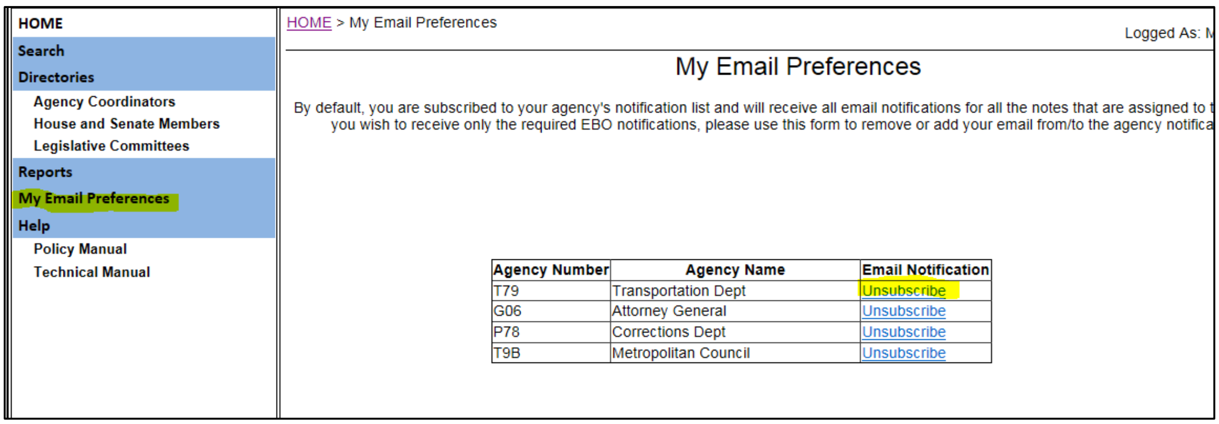
Chapter 4: Executive Budget Officer User - Review & Signoff

Email Notifications for Executive Budget Officers

EBO Email Preferences

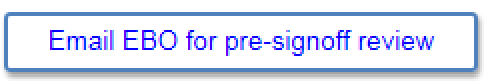
Executive Budget Officers are automatically entered on their assigned Agency Email Notifications. This means that EBOs will get the same emails as the fiscal note coordinator.

EBOs not wishing to receive agency emails can opt out by going to My Email Preferences and unsubscribing from the agency email notification.



Pre-Sign Off Notice

Agencies have an option to send a copy of their fiscal note for review prior to sign off by clicking on the Email EBO for pre-signoff review button:



When this button is clicked, a pdf is created and emailed to the assigned EBO as an attachment. This function is optional to agencies. The Note Status remains In Process, and the Agency Status stays in Draft or Preliminary (whatever it was when the agency requested this email).

Agency Signed Off

Agencies have primary responsibility for the accuracy and completeness of their fiscal notes; Executive Budget Officers review each agency fiscal note for reasonableness, completeness, and conformity with relevant statewide policies and procedures. In addition, the designated lead agency executive budget officer reviews each consolidated fiscal note for conflicting assumptions, double counting, or omissions. Executive Budget Officers (EBOs) must review and sign off on all fiscal notes before they are transmitted to the Legislature.

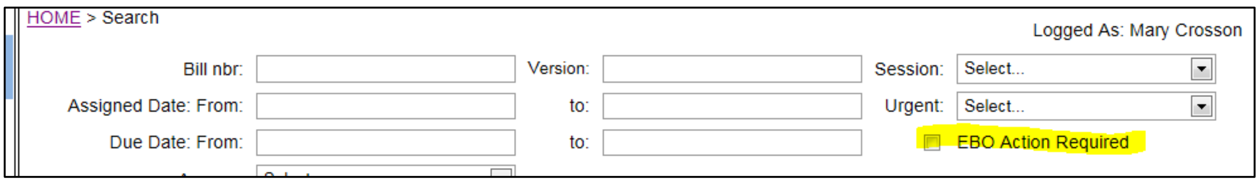
Executive Budget Officers will receive a system generated email notification that a note has been signed off by the agency and is ready for review. EBOs will receive only one email per note.

A complete list of system-generated emails can be found in Appendix A at the end of this document.

Fiscal Notes Requiring EBO Action

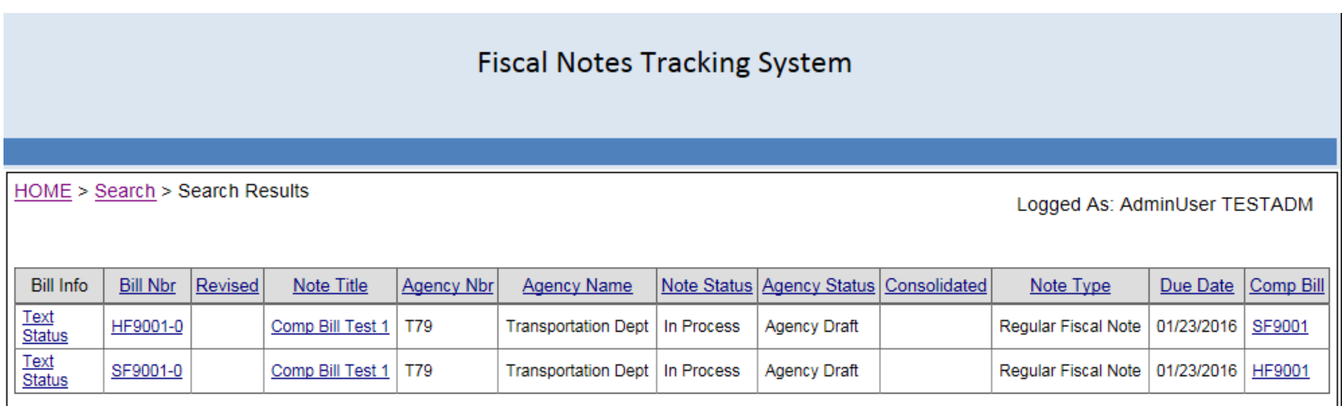
To retrieve fiscal notes ready for your review:

1. Go to the Search screen and click in the EBO Action Required check box.



2. Click Search. FNTS associates your user ID with your assigned agencies; no need to specify an agency unless you want to work on a specific agency's notes.
   Executing this type of search will retrieve a list of all fiscal notes ready for your review.
3. You may use any of the fields on the Search Screen instead of, or in addition to, the EBO Action Required box. Enter the criteria on which you want to base your search. See the Search Options table in Appendix B for descriptions of search fields.

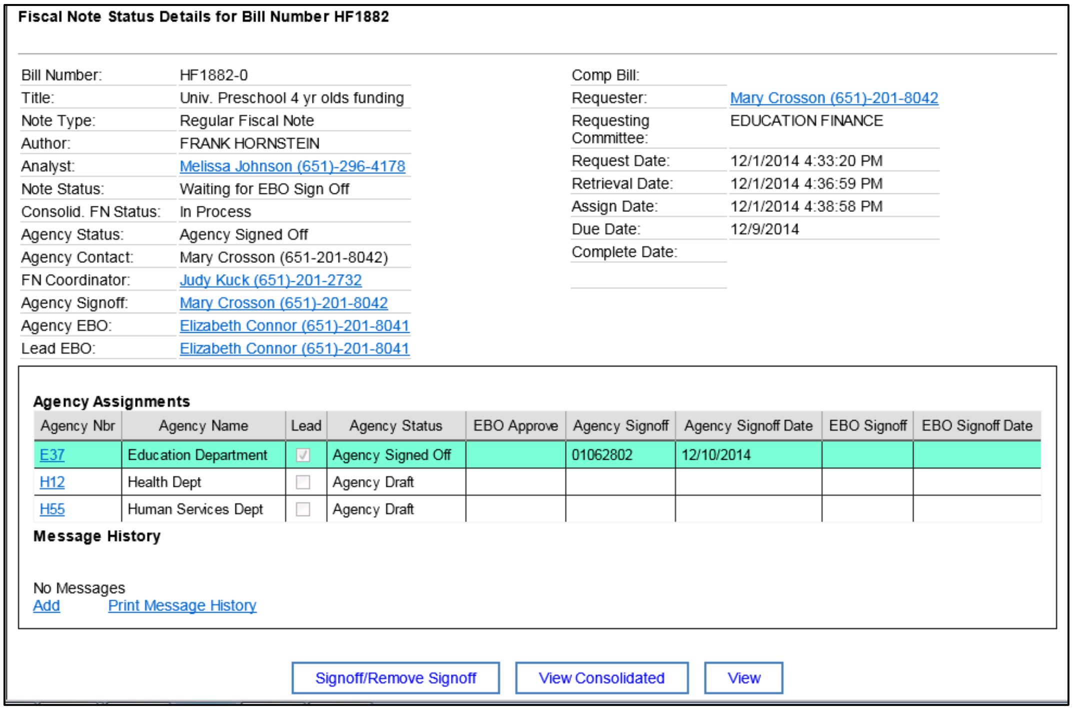
Search Results Screen. When you have entered your search criteria, click the Search button to execute the search. The Search Results screen appears.



Bill Info	Bill Nbr	Revised	Note Title	Agency Nbr	Agency Name	Note Status	Agency Status	Consolidated	Note Type	Due Date	Comp Bill
Text Status	HF9001-0		Comp Bill Test 1	T79	Transportation Dept	In Process	Agency Draft		Regular Fiscal Note	01/23/2016	SF9001
Text Status	SF9001-0		Comp Bill Test 1	T79	Transportation Dept	In Process	Agency Draft		Regular Fiscal Note	01/23/2016	HF9001

4. The records on this screen may be sorted by clicking on the column headings; i.e., clicking on Due Date will sort the fiscal notes with the earliest due date on top. Other sort options are bill number or title.

5. To view the bill language, click on the link Bill Text to the far left side of the screen. This will take you to the bill text on the revisor's web site.
6. To return to the Search screen for a new search or to return to the Home page, use the "breadcrumbs" at the top of the page, the navigation panel to the left of the screen, or your browser's back arrow.
7. Select a note to work on by clicking on the bill number or the title. The Status Details for the note appears at the bottom of the screen.


Fiscal Note Status Details for Bill Number HF1882

Bill Number:	HF1882-0
Title:	Univ. Preschool 4 yr olds funding
Note Type:	Regular Fiscal Note
Author:	FRANK HORNSTEIN
Analyst:	Melissa Johnson (651)-296-4178
Note Status:	Waiting for EBO Sign Off
Consolid. FN Status:	In Process
Agency Status:	Agency Signed Off
Agency Contact:	Mary Crosson (651-201-8042)
FN Coordinator:	Judy Kuck (651)-201-2732
Agency Signoff:	Mary Crosson (651)-201-8042
Agency EBO:	Elizabeth Connor (651)-201-8041
Lead EBO:	Elizabeth Connor (651)-201-8041
Comp Bill:	
Requester:	Mary Crosson (651)-201-8042
Requesting Committee:	EDUCATION FINANCE
Request Date:	12/1/2014 4:33:20 PM
Retrieval Date:	12/1/2014 4:36:59 PM
Assign Date:	12/1/2014 4:38:58 PM
Due Date:	12/9/2014
Complete Date:	

Agency Assignments

Agency Nbr	Agency Name	Lead	Agency Status	EBO Approve	Agency Signoff	Agency Signoff Date	EBO Signoff	EBO Signoff Date
E37	Education Department	☑	Agency Signed Off		01062802	12/10/2014		
H12	Health Dept	☐	Agency Draft					
H55	Human Services Dept	☐	Agency Draft					

Message History

No Messages

Add Print Message History

Signoff/Remove Signoff View Consolidated View

8. To view the note, click on the agency number to highlight the row. Then click View (or View Consolidated if you are signing off as Lead EBO).

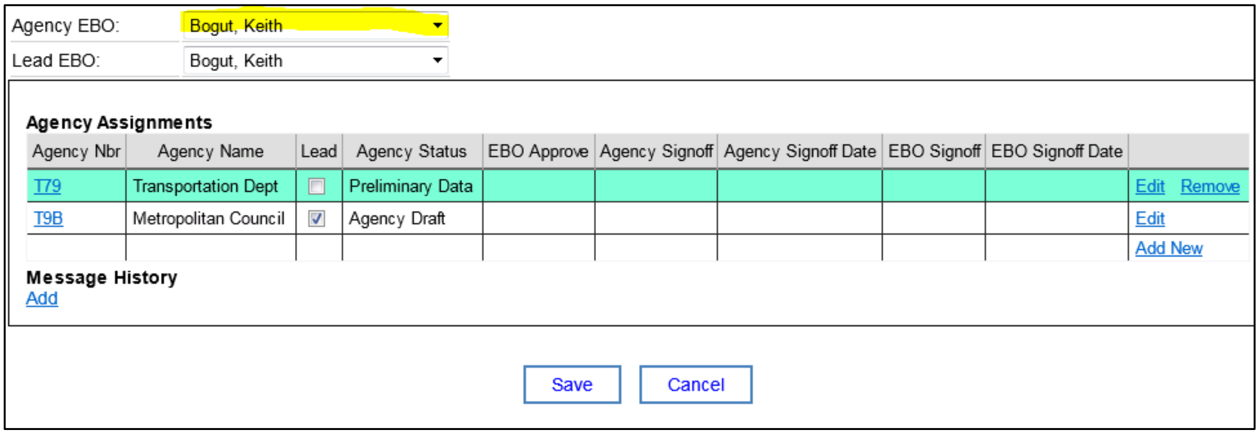
   To print a copy, click File—Print

   Note: if the agency fiscal note is in Agency Draft status, you will be unable to view and print it; the agency must change the status to Preliminary for others to see their note.

To Reassign Fiscal Note to Another EBO:

1. To reassign a note to anther EBO, execute a search.
2. Select the note you wish to reassign.
3. On the Status Details for the note, scroll down and click the Modify button.

4. The Status Details screen now displays drop down arrows in the EBO and Lead EBO fields. Select a different EBO from the drop down list. Click Save.



Agency EBO:	Bogut, Keith
Lead EBO:	Bogut, Keith

Agency Assignments

Agency Nbr	Agency Name	Lead	Agency Status	EBO Approve	Agency Signoff	Agency Signoff Date	EBO Signoff	EBO Signoff Date	
T79	Transportation Dept	☐	Preliminary Data						Edit Remove
T9B	Metropolitan Council	☑	Agency Draft						Edit
									Add New

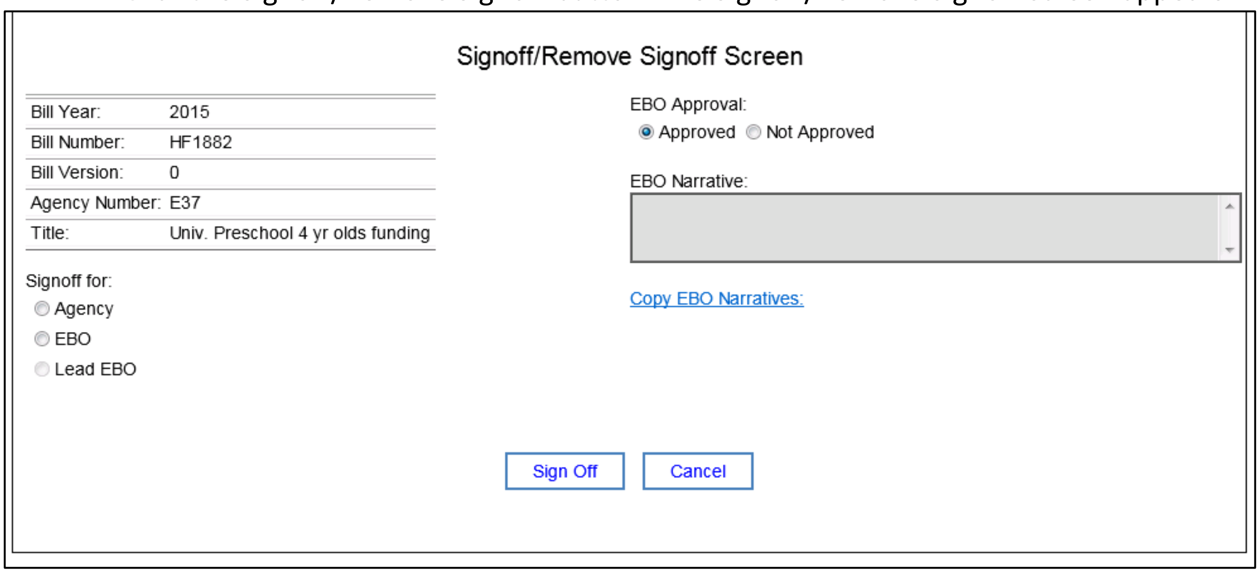
Message History
Add

Save Cancel

An email will be sent to the newly assigned EBO informing them of the change.

To Approve a Fiscal Note with Comments:

1. Click the Signoff/Remove Signoff button. The Signoff/Remove Signoff screen appears.



Signoff/Remove Signoff Screen

Bill Year:	2015
Bill Number:	HF1882
Bill Version:	0
Agency Number:	E37
Title:	Univ. Preschool 4 yr olds funding

Signoff for:
- Agency
- EBO
- Lead EBO

EBO Approval:
Approved Not Approved

EBO Narrative:

Copy EBO Narratives:

Sign Off Cancel

2. Click the EBO radio button in the Signoff for section.
3. Enter any comments in the EBO Narrative text box.

OR

Click Copy EBO Narratives. The Copy dialog box appears.

4. Choose the Fiscal Year, Agency, Bill Number, and Version from the drop down lists available.
5. Choose Agency to copy from an individual fiscal note. Choose Consolidated if you are signing off as Lead EBO on a consolidated note and wish to copy your comments as lead on a different note.
6. Click the Copy link.
7. Click the Signoff button to complete EBO signoff.

To Approve Fiscal Note without Comments:

1. Click the Signoff/Remove Signoff button. The Signoff/Remove Signoff screen appears.
2. Click the EBO radio button in the Signoff for section.
3. Click the Signoff button to complete EBO signoff.

Chapter 5: Search Function

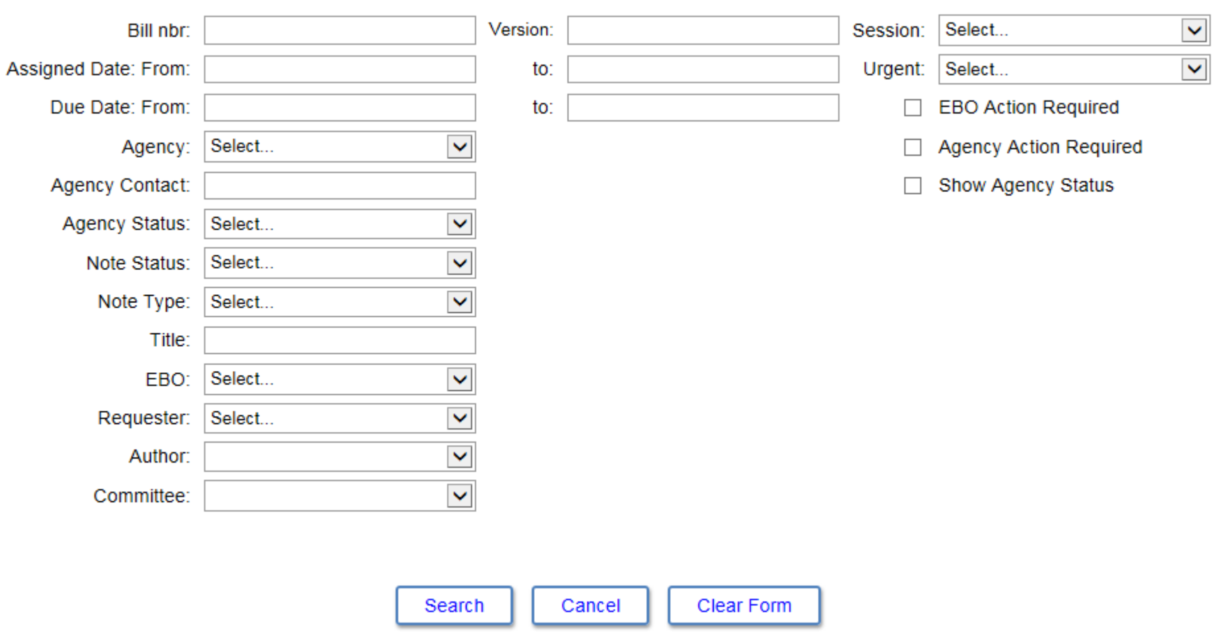
Search Screen

The Search functionality in the Fiscal Note Tracking System allows users to select and review fiscal notes or groups of fiscal notes based on specified criteria.

To enter search criteria:

1. Select Search from the Home Page menu on the left. The Search screen appears.

   Agency Action Required. You may search for incomplete fiscal notes by simply selecting this checkbox and clicking Search.



Enter the criteria on which you want to base your search. See the Search Options table in Appendix B for descriptions of search fields.

Consolidated Notes: If a user would like to be able to see the status of each agency on a consolidated note, the criteria to enter is the bill number and clicking on checkbox for Show Agency Status once you hit search, this will give a list of each agency assigned to the note and their status. Keep in mind that each line will be for a different agency so there could be several lines for one fiscal note.

Search Results Screen. When you have entered your search criteria, click the Search button to execute the search. The Search Results screen appears.

Fiscal Notes Tracking System

HOME > Search > Search Results

Logged As: AdminUser TESTADM

Bill Info	Bill Nbr	Revised	Note Title	Agency Nbr	Agency Name	Note Status	Agency Status	Consolidated	Note Type	Due Date	Comp Bill
Text Status	HF9001-0		Comp Bill Test 1	T79	Transportation Dept	In Process	Agency Draft		Regular Fiscal Note	01/23/2016	SF9001
Text Status	SF9001-0		Comp Bill Test 1	T79	Transportation Dept	In Process	Agency Draft		Regular Fiscal Note	01/23/2016	HF9001

2. The records on this screen may be sorted by clicking on the column headings; i.e., clicking on Due Date will sort the fiscal notes with the earliest due date on top. Other sort options are bill number or title.
3. To view the bill language, click on the link for the Bill Text in the Bill Info Column. This will take you to the bill text on the Revisor's web site.
    a. You will not be able to click on the Bill Text link to view language for classified or unofficial fiscal notes. Click on the fiscal note to access the language that is attached to these notes.
4. To return to the Search screen for a new search or to return to the Home page, use the "breadcrumbs" at the top of the page, or the navigation panel to the left of the screen.

Fiscal Note Search and Tracking Functions

Besides providing for requesting, preparing, and distributing fiscal notes, FNTS has tracking and reporting capabilities. The FNTS Search screen that is accessed through the Main Menu is to be used to select those fiscal notes of interest to a user (e.g., for the purpose of checking the status of a fiscal note or to review fiscal notes by author, title, agency, etc.). A fiscal note may be selected from the Fiscal Note Search screen and viewed, saved or printed as a pdf document.

FNTS includes a tracking capability that allows users to determine the current processing status of the fiscal note as a whole or of each assigned agency's fiscal note. The Note Status indicates the status of the fiscal note as a whole and is shown on both the Search and Status Details screens. The Agency Status indicated the status of an individual agency's fiscal note. The table below lists the Note Statuses in the Fiscal Note Tracking System:

NOTE STATUS	STATUS DESCRIPTION
Legislative Request	Fiscal note has been requested by the legislature; agencies have not been assigned.
In Process	Fiscal note has been assigned to agency (or agencies) for preparation.
Waiting for EBO Signoff	All agencies have signed off; waiting for one or more EBOs to sign off.
Waiting for Lead EBO Signoff	Only applicable to a consolidated fiscal note; waiting for lead EBO to review and sign off on the consolidated note.
Inactive	Fiscal note was initially requested by the legislature, but is currently not needed and has been marked inactive. Does not currently require a review or sign off.
Complete	Fiscal note has been signed off by all agencies and EBOs and transmitted to the legislature. The Complete Date field is automatically populated upon final signoff of the fiscal note.

The Agency status indicates the status of the individual agency's fiscal note. The agency status is also displayed on both the Search and Status screens. After an agency (or agencies) have been assigned, each agency's fiscal note will display one of the Agency Statuses described in the table below:

AGENCY STATUS	AGENCY STATUS DESCRIPTION
Agency Draft	FN assigned to an agency for preparation. Agency can enter data but other FNTS users may not view its fiscal note while in Agency Draft Status.
Preliminary Data	Data has been entered by agency, but has not yet been signed off as complete.
Agency Signed	FN signed off by agency and returned to Minnesota Management

AGENCY STATUS	AGENCY STATUS DESCRIPTION
Off	& Budget for executive budget officer review and signoff.
EBO Signed Off	Agency and executive budget officer have reviewed and signed off.
MMB Signed off for Agency	Minnesota Management & Budget signed off for an agency because agency did not respond to request by specified due date.

Chapter 6: Reporting

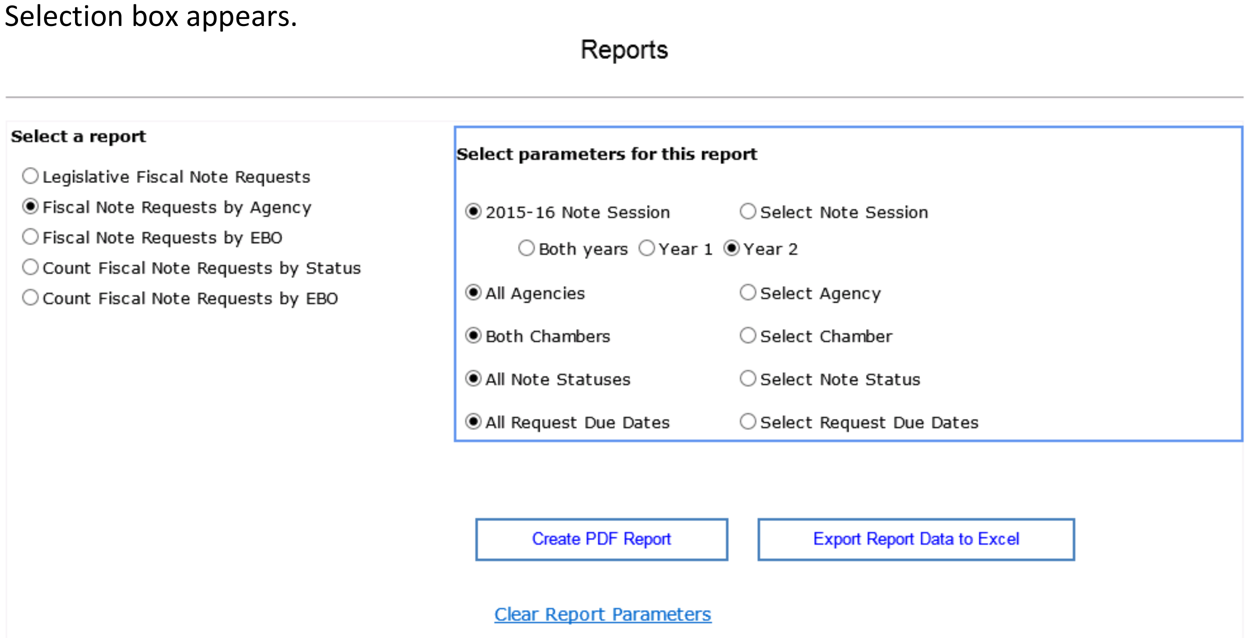
Fiscal Note System Reports

There are three tracking reports available for users who do not want to individually review fiscal note statuses using the search function. These reports are available from the Fiscal Note Tracking System main menu under the Fiscal Note Reports option as follows:

1. Legislative Fiscal Note Requests
2. Fiscal Note Requests by Agency
3. Fiscal Note Requests by EBO

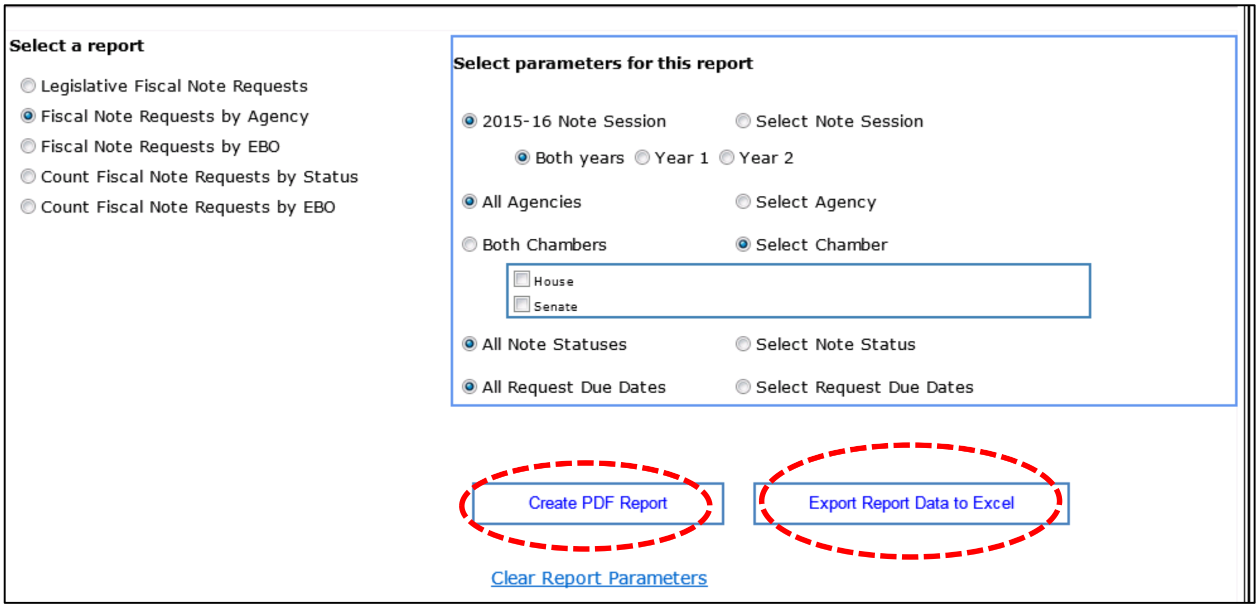
To run a report in FNTS

1. Click on the Reports item in the left hand navigation pane. The reports screen will appear.
2. Select the report you wish to run by clicking the radio button next to it. The Parameters Selection box appears.



3. You may run the report as is or filter using the available parameters. When you click on a button, a box with the available parameter selection appears. Click in the checkbox to select the parameter.
    a. In the Parameters panel, select the current fiscal note biennium (default). If you wish to run a report from a single session, select Year 1 or Year 2.
    b. Select any of the other parameters in the panel.
4. You may choose the report output by clicking either the Create PDF Report button or the Export Report Data to Excel button.
    a. If you wish to just view the report, select Create PDF.

b. If you wish to sort the data or use any other Excel functionality, click Export to Excel. You will be prompted to Open or Save your Excel report.



5. The report will run once you click one of the buttons.
6. The Parameters you selected will remain in case you want to run the report again with the other format. They will stay until you clear them or close the form.

APPENDIX A – System-Generated Emails

Notice	Frequency	Recipients
Fiscal Note Requested	Immediately	MMB Admin; Bill Author
Required Attachment Missing	Hourly	Legislative Requester
Fiscal Note Retrieved	Immediately	MMB Admin
New Fiscal Note Assigned	Immediately	Agency Coordinators; Agency Email Notification List
New Companion Note Assigned	Immediately	Agency Coordinators; Agency Email Notification List
EBO Pre-Signoff Review	Immediately	Assigned EBO
Note Ready for EBO signoff	Immediately	Assigned EBO; All other EBOs for assigned agency who opt to receive email
Agency Removed signoff	Immediately	Assigned EBO
MMB Removed Agency signoff	Immediately	MMB Admin; Agency Coordinators
Agency removed from Fiscal Note	Immediately	Agency Coordinators; Agency Email Notification List
Fiscal note Inactivated	Immediately	Legislative Requester; MMB Admin; Agency Coordinators; Agency Email Notification List
Fiscal Note Reactivated	Immediately	Legislative Requester; MMB Admin; Agency Coordinators; Agency Email Notification List
EBO signoff removed, Consolidated Fiscal Note in Process	Immediately	MMB Admin; Agency Coordinators; Agency Email Notification List
Fiscal note Complete	Immediately	Legislative Requester; MMB Admin; Agency Coordinators; Agency Email Notification List; Committee Notification List, Bill Author; Companion Author; All other EBOs for assigned agency who opt to receive email
Fiscal Note Revised after Completion	Immediately	Legislative Requester; MMB Admin; Assigned EBO; Agency Coordinators; Agency Email Notification List; Committee Notification List, Bill Author; Companion Author; All other EBOs for assigned agency who opt to receive email
Fiscal Note Due Date Change	Immediately	Legislative Requester; MMB

Notice	Frequency	Recipients
		Admin, Assigned EBO; Agency Coordinator; Agency Email Notification List
Past Due Fiscal Notes	Once Daily After 5 pm	Agency Coordinators; Agency Email Notification List
Message Field Updated	Immediately	Legislative Requester; MMB Admin, Assigned EBO; Agency Coordinator; Agency Email Notification List

APPENDIX B – Search Screen Fields

Search Options	**Description**
Bill Nbr	Allows user to search by a specified bill number or by companion bill number. The bill number begins with HF for House or SF for Senate, followed by the bill number. For example, HF20 will bring back HF0020. Local impact notes for a bill will have the letters "LN" at the end; for example: SR500LN.
Version	Allows user to search by a specified bill version. The bill version is comprised of one of the following characters: 0 (zero) for original, E for engrossment, A for amendment, and UE for unofficial engrossment, and CE for committee engrossment. If "E", A, "UE", or "CE" is indicated, a number precedes the character. For example, 1E is the 1st engrossment.
Session	Allows the user to search either present or past year's fiscal notes. The current two-year session is the default. You can search for past fiscal notes using the Fiscal Note Search function on MMB's web site: Fiscal Note Search
Assigned Date	Allows the user to search by the date the fiscal note was assigned to an agency. Two Date Assigned fields are provided to allow you to search for a range of dates. If you double click in the field, a calendar will appear.
Urgent	Limits the notes to urgent requests. A request is marked urgent when the Due Date is four or fewer calendar days from the Request Date.
Due Date	Allows the user to search by the date the completed fiscal note is due to the legislature. Two Due Date fields are provided to allow you to search for fiscal notes within a range of dates. If you double click in the field, the due date calendar dialog box will appear. To eliminate notes from appearing from the previous Legislative session, a user will want to enter Nov 1 with a year to bring up all the notes for a session period. The system starts each session year on Nov 1 thru Oct 31 of the next year. Users may modify the due date criteria selection to search for fiscal notes from the first year, if desired.

Search Options	**Description**
Agency	Allows the user to search by a specified agency. You may click the drop down and select your agency, or enter the first letter to filter the list.
Agency Action Required	This selection filters out inactive and completed fiscal notes to allow you to view notes that are not signed off by the agency (new or in process).
Agency Contact	To use this search feature, you must enter the name and phone number of the contact exactly as it is on the note; FNTS does not search with a partial name or wildcards for this field.
Show Agency Status	This selection will allow users to display the agency status on a fiscal note. This will help agencies know the status of all agencies on a consolidated fiscal note and will provide a better picture of the status of the note as a whole.
Agency Status	Allows the user to search for agency fiscal notes in one of the various *agency* statuses: Agency Draft, Preliminary Data, Agency Signed Off, EBO Signed Off; MMB Signed Off for Agency. *Note: Fiscal notes that are in Agency Draft status are viewable by the agency that is drafting them. Other FNTS users may not see the fiscal note data until the agency preparing the note updates its agency status to Preliminary Data.*
Note Status	Allows the user to search for a fiscal note in one of the various *fiscal note* statuses. The fiscal note status consists of: Legislative Request, In Process, Waiting for EBO Sign Off, Waiting for Lead EBO Sign Off, Complete, Closed (Local Impact Notes only), and Inactive.
Note Type	Narrows the search results to specific types of notes. Types available are: Classified Unofficial, Local, Regular, and Unofficial. *Note: Classified unofficial notes can only be retrieved by the assigned agency's user(s) with sign off authority, MMB Budget Operations, and EBOs.*

Search Options	Description
Title	Allows the user to search for fiscal notes with a specific title. If only a portion of the title is known, enter the partial title. The system will return all fiscal notes that contain that partial title. *Note: wild cards are not necessary, but the search IS case sensitive.*
EBO	Allows the user to search for fiscal notes assigned to a specific Executive Budget Officer. A list of available options appears when you click on the drop down arrow.
Requester	Allows the user to search for fiscal notes requested by a specific person. A list of available options appears when you click on the drop down arrow.
Author	Allows the user to search for bills by a specific chief author. A list of available options appears when you click on the drop down arrow.
Committee	Allows the user to search for fiscal notes requested by a specific legislative committee. A list of available options appears when you click on the drop down arrow.

APPENDIX C – Narrative Tips & Tricks

Fiscal Note Narrative Formatting Tips and Tricks

Internet Browsers

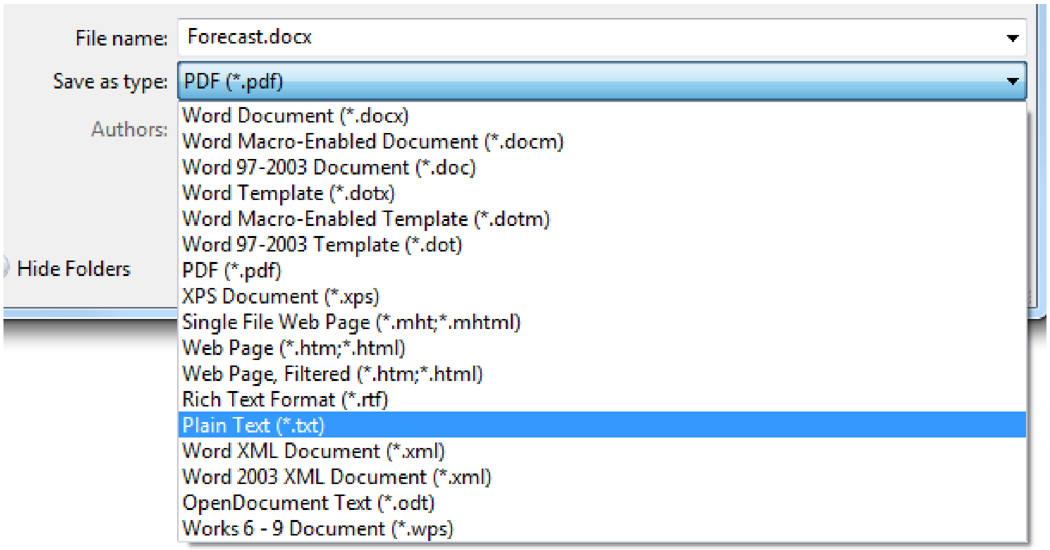
FNTS is compatible with Google Chrome or Internet Explorer (IE) web browsers. Agencies using Internet Explorer (IE) version 11 must have it set to Enterprise Mode to allow copying/pasting text into the FNTS Prepare Screen's textboxes (narrative). Please see the Internet Explorer Version 11 Enterprise Mode instructions for more information. http://www.mn.gov/mmb/images/fnts-ie11-enterprise-mode.pdf

Composing your Narrative Recommendations

- Compose the narrative outside the system before entering it into the Fiscal Note Tracking system to ensure that you have the correct content and that you have a backup file for your narrative.
- Use font Arial 10 or 12.
- Add formatting to your narrative by using the narrative text box's toolbar options within FNTS instead of pasting in from a Word document. This will limit the number of formatting edits which need to be made after pasting into the narrative text boxes.. Formatting such as bullets, numbered lists and nested bullets do not copy into the narrative text boxes in the fiscal note tracking system well.
- DO NOT use underlining in your narrative (from Word document or within the narrative text box). We will be disabling the text box's underlining tool because it does not properly convert in the pdf printed fiscal note.
- DO NOT copy directly from an Adobe PDF file, a web page, email text, etc. Using an unformatted MS Word document or a plain text document to copy from will help ensure the printed fiscal note pdf will be formatted properly.

Save the document as a Word Plain Text file.

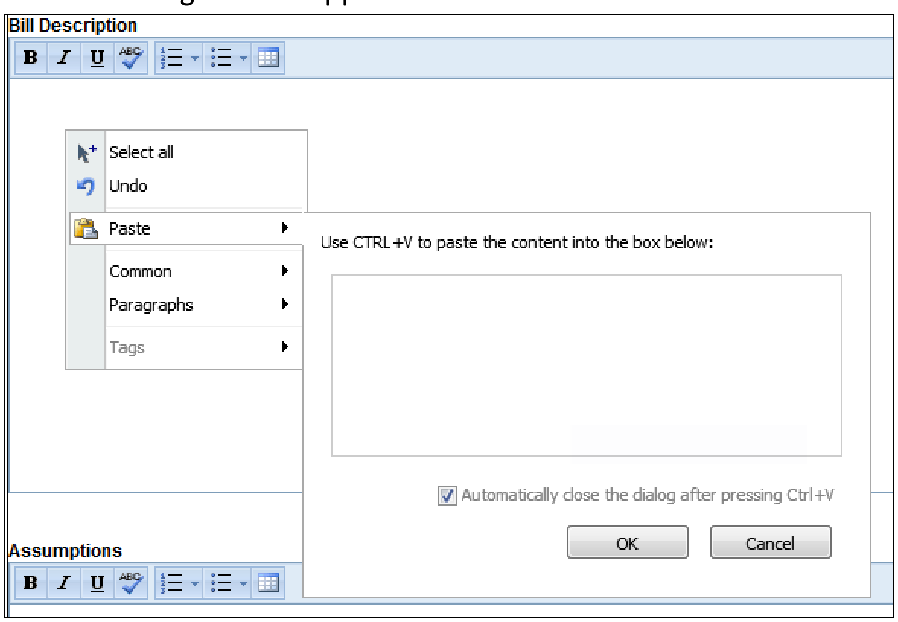
1. In your Word document, go to the File tab and click Save As…
2. In the Save as type: drop down, select Plain Text (*.txt).



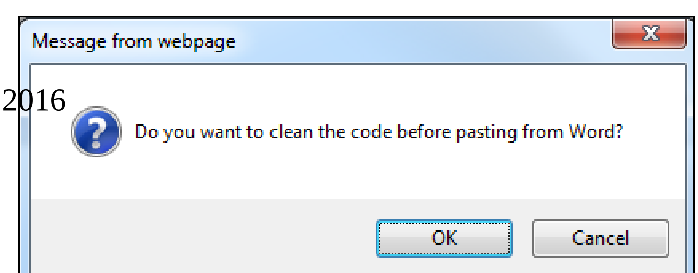
Copying and Pasting Information into the System

NOTE: The system does not allow copying and pasting of charts from Word or Excel.

When pasting from Word, a lot of unnecessary Microsoft Word specific markup is pasted as well. You must clean the HTML code in order to create a clean narrative in the system.

1. Copy the text from Word, right click in the narrative text box. In the menu, hover over Paste. A dialog box will appear:
2. 

3. Paste in your text by using CTRL+V and click OK.
4. A prompt will pop up asking you if you want to clean the code. Click yes and the text will be pasted correctly in rich text format. <u>NOTE:</u> If this prompt does not appear, this could be a



Browser issue (see instructions on [Browser Compatibility](#))

Make sure that a "table" really is a table.

- The exception to right click pasting is a table: Word tables will retain their formatting better if you paste them directly into the text box without using the right click functionality.
- Tables may also be copied from an Excel file. Follow the same procedure.
- Tab-separated or space separated columns are NOT tables. You can easily convert this to a Word table:
- One tab stop between columns is all that is needed. If your columns are separated by multiple tabs, delete the extra ones. Word uses the tab stop to know where to put the column border.

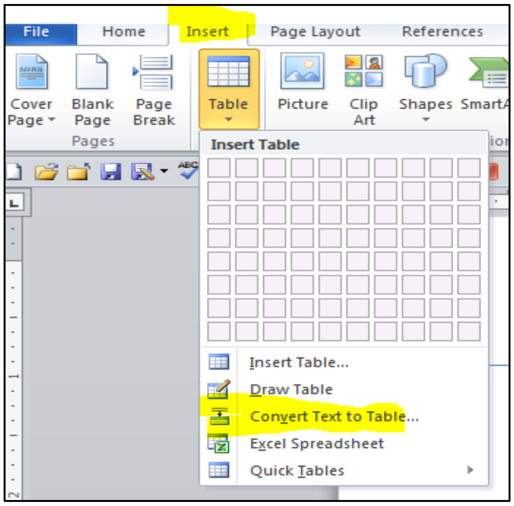
This (Table format in word):

Forecast	$27,413,339	$29,535,828	$31,410,455	$32,113,260	$32,969,293
5.0% increase effective 7/1/2017		$1,230,660	$1,554,901	$1,599,806	$1,641,331
0.0% increase effective 7/1/2018	$0	$0	$0		
Cost Increase	$0	$1,230,660	$1,554,901	$1,599,806	$1,641,331
Federal share	$0	$618,776	$777,450	$799,903	$820,666
State share	**$0**	**$611,884**	**$777,450**	**$799,903**	**$820,666**

NOT this (Tabbed content in word):

Forecast	$159,717,883	$172,744,207	$177,655,018	$183,223,760	$190,621,268
5.0% increase effective 7/1/2017		$7,197,675	$8,841,827	$9,114,782	$9,469,417
0.0% increase effective 7/1/2018			$0	$0	$0
Cost Increase	$0	$7,197,675	$8,841,827	$9,114,782	$9,469,417
Federal share	$0	$3,618,991	$4,420,914	$4,557,391	$4,734,709
State share	**$0**	**$3,578,684**	**$4,420,914**	**$4,557,391**	**$4,734,709**

Highlight the text to convert. Click on the Insert tab in the ribbon. Click Table—Convert Text to Table



1. You should see something like this:

Forecast	$27,413,339	$29,535,828	$31,410,455	$32,113,260	$32,969,293
5.0% increase effective 7/1/2017		$1,230,660	$1,554,901	$1,599,806	$1,641,331
0.0% increase effective 7/1/2018	$0	$0	$0		
Cost Increase	$0	$1,230,660	$1,554,901	$1,599,806	$1,641,331
Federal share	$0	$618,776	$777,450	$799,903	$820,666
State share	**$0**	**$611,884**	**$777,450**	**$799,903**	**$820,666**

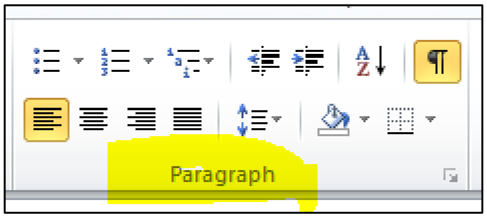
2. Select the table, right click, paste into the box, and click OK to clean the code.

Other tips for tables

- Extremely long tables with blank rows or columns are problematic. Split these tables into workable sections and use the formatting tips outlined above. Avoid leaving entire columns or rows blank.
- Be aware of spacing between paragraphs.
- Minimize unnecessary white space in the fiscal note narrative by avoiding hard returns in your Word document.
- In the example below, space between paragraphs is created by hitting the Enter key and inserting a paragraph ("hard return") and creating a space.

Section 1 of this bill requires home health providers to provide 10 days notice to recipients of home care before services are terminated. This section has no fiscal impact.¶
¶
Section 2 of the bill require the commissioner to increase medical assistance, general assistance medical care, and MinnesotaCare reimbursement rates for home care services by five percent on July 1, 2017 The home care services included in this adjustment are home health care agency services, personal care attendant and private duty nursing services. ¶
¶

  - A better practice is to adjust the paragraph settings in Word. Go to the Home tab in the ribbon and expand the Paragraph tab,



- o OR right click at the end of a paragraph and click on Paragraph: