

# Uploading Fiscal Notes

**\*\*Before beginning, please ensure pop-ups are disabled on your web browser.\*\***

1. Log into the [Fiscal Note System](#)
  - If you have trouble logging in, or lose your password, please contact Laura Timko with OMB at 907-500-8447 or [laura.timko@alaska.gov](mailto:laura.timko@alaska.gov).
2. Your home page will look like this:
  - Your home page will only show the fiscal notes you have uploaded.



The screenshot shows the Alaska Division of Legislative Finance website. The header includes the state seal and the text "Alaska Division of Legislative Finance". A navigation menu contains: Home, Operating, Capital, Supplemental, Fiscal Notes, LB&A, Publications, Analysis Tools, Links. A "Logout" link is in the top right. The main content area is titled "DEPARTMENT NAME Current Fiscal Notes". Below this is an "Add Note" link and a list of "Fiscal Notes":

Bill Number	Timestamp
HB 1	(05-04-2017 12:04)
HB 2	(03-27-2017 11:34)
HB 3	(03-27-2017 11:57)
HB 4	(02-16-2017 16:11)
HB 5	(12-14-2017 09:31)
HB 6	(05-12-2017 12:54)

3. Click "Add Note"
  - You will be brought to the following page:



The screenshot shows the "Create Fiscal Note" page. It features the same header and navigation menu as the previous page. The main content area is titled "Create Fiscal Note" and contains the following form elements:

- Instruction: "Use the Browse (or Choose File) button to choose an Excel file to upload:"
- Buttons: "Choose File" (disabled), "No file chosen", "Upload File" (disabled)
- Field: "Select Bill:" with a dropdown menu showing "Select Bill"
- Field: "Enter Work Order Number (as defined by Leg Legal):" with an empty text input box
- Field: "Title:" with an empty text input box

4. To upload:
  - Click “Choose File”
  - Select the **Excel version** of the fiscal note and select “open”
  - Once attached, click “Upload File”
    - When you click “Upload File” the information from the Excel document will auto-populate in the boxes on your screen
  
5. If this is the very first fiscal note for a bill:
  - You will need to find and click on your bill number from the drop down menu under “Select Bill”; and,
  - Enter the bill’s “Work Order Number” – **this is not always A – upper righthand corner of the bill. In the below example, the work order is P.**

33-GH1567P

6. If there has already been a fiscal note uploaded for the bill, the bill number and work order number will auto-populate; you will not be able to change it.

### 7. Review for accuracy

8. After reviewing for accuracy, upload the analysis section of your fiscal note.

**Reason for Change:**

Not applicable, initial version. |

**Prepared By:**

Laura Timko

**Division:**

Office of Management and Budget

**Phone Number:**

(907)500-8447

**Prepared Date:**

01/07/2025

**Time:**

1 | 24 | PM

**Approved By:**

Lacey Sanders

**Division:**

Office of Management and Budget

**Approved Date:**

01/07/2025

**Select Analysis:**

Choose File No file chosen

Please remember that the upload process will remove the first page of the analysis.

Save Note

Cancel

- At the bottom of the page under “Select Analysis”, click “Choose File”
- Select the PDF version of the fiscal note and click “Open”
- **\*Reminder - your saved PDF has to be a print to PDF saved format**

9. Review the uploaded information.

10. Click “Save Note”

- If a field is incorrectly filled out or numbers don’t align, the system will give you a pop-up error message. Review all your fields to make sure they are accurately filled out. **Do not rely on the system to alert you to errors**- you can still upload a note with errors despite the alert system.
- If you save a note and a new tab opens but an error message is given, please contact Laura Timko at: [laura.timko@alaska.gov](mailto:laura.timko@alaska.gov).

11. A new tab will populate with the uploaded fiscal note. It will look like this:

## Fiscal Note

State of Alaska  
2024 Legislative Session

Identifier: HB050SCSCS(FIN)-DCCED-AOGCC-05-12-24 Title: CARBON STORAGE; COOK INLET OIL AND GAS Sponsor: RLS BY REQUEST OF THE GOVERNOR Requester: (S) FINANCE	Department: Department of Commerce, Community and Economic Development Appropriation: Alaska Oil and Gas Conservation Commission Allocation: Alaska Oil and Gas Conservation Commission OMB Component Number: 3269
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Bill Version:	SCS CSHB 50(FIN)
Fiscal Note Number:	14
(S) Publish Date:	5/12/2024

**Expenditures/Revenues**  
 Note: Amounts do not include inflation unless otherwise noted below. (Thousands of Dollars)

	FY2025 Appropriation Requested	Included in Governor's FY2025 Request	Out-Year Cost Estimates				
	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
<b>OPERATING EXPENDITURES</b>							
Personal Services		388.0	388.0	388.0	388.0	388.0	388.0
Travel							
Services		500.0	350.0	350.0	350.0	350.0	350.0
Commodities							
Capital Outlay							
Grants & Benefits							
Miscellaneous							
<b>Total Operating</b>	<b>0.0</b>	<b>888.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>

  

<b>Fund Source (Operating Only)</b>							
1004 Gen Fund (JGF)		888.0					
1252 DGF Temp (DGF)			738.0	738.0	738.0	738.0	738.0
<b>Total</b>	<b>0.0</b>	<b>888.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>

  

<b>Positions</b>							
Full-time		2.0	2.0	2.0	2.0	2.0	2.0
Part-time							
Temporary							

  

<b>Change in Revenues</b>							
1252 DGF Temp (DGF)			738.0	738.0	738.0	738.0	738.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>	<b>738.0</b>

Estimated SUPPLEMENTAL (FY2024) cost: 0.0 *(separate supplemental appropriation required)*  
 Estimated CAPITAL (FY2025) cost: 0.0 *(separate capital appropriation required)*  
 Does the bill create or modify a new fund or account? Yes  
*(Supplemental/Capital/New Fund - discuss reasons and fund source(s) in analysis section)*

**ASSOCIATED REGULATIONS**  
 Does the bill direct, or will the bill result in, regulation changes adopted by your agency? Yes  
 If yes, by what date are the regulations to be adopted, amended or repealed? 12/31/25

**Why this fiscal note differs from previous version/comments:**  
 Updated fiscal note to reflect current version of the bill.

12. Review one more time for accuracy.
13. When you are ready to submit your fiscal note, go to your homepage.
14. All fiscal notes that need to be submitted to OMB will say “**Notes Need Attention**” to the right

[HB 5](#) (12-14-2017 09:31) **Notes Need Attention**  
[VA \(GOV - 12-14-2017 09:31\)](#)
15. Click on the bill number of the fiscal note you want to send to OMB.
16. Click on the most recent Version of the bill.
17. Select “Pass to OMB.”
18. Once you have passed your fiscal note to OMB, it will be reviewed for accuracy.
19. If changes are needed, you will receive an email with the requested changes and the fiscal note will be sent back to the agency in the system.
20. Depending on the error(s), OMB can request specific changes to the fiscal note within the Legislative Finance Division messaging system, but it is not uncommon to receive a request as broad as “Please re-write the second paragraph and include x, y, and z.”
21. In order to make these changes, the Agencies will need to update the Excel fiscal note and create and upload a new PDF (print to PDF) to the fiscal note system.
22. When revising an existing fiscal note click “Edit Note”
  - You will be uploading overtop of the existing fiscal note

[HB 5](#) (12-14-2017 09:31) **Notes Need Attention**  
[VA \(GOV - 12-14-2017 09:31\)](#)  
**Department of Administration**  
Commissioner's Office  
Agency-wide Unallocated Increase  
[Edit Note](#) - [View Note](#) [Pass To GLO](#)
23. Follow steps 4-17 again.
24. Once finalized, OMB will make the note public. This action will then send links of the fiscal note to:
  - Bill Sponsor, Committee the bill is in, applicable Legislative Liaisons, OMB, and the Legislative Finance Division.

The fiscal note link you receive will be the official version of the fiscal note that should be used by departments when testifying in committees. **Do not circulate any versions of the fiscal note externally until OMB makes it public in the Fiscal Note System.**

If you have a time-sensitive note, please notify Laura Timko at OMB. The fiscal notes listed on BASIS under the Fiscal Notes tab do not get updated until the committee action is read across the floor – this can take several days to update. For up-to-date fiscal notes, always look in the Fiscal Note System.

**Closely monitor Agency fiscal notes attached to bills getting reported out of committees.** It is critical the correct version of the fiscal note accompanies the bill as it moves to its next committee of referral. It is common that significant changes are made to a bill shortly before it passes to the next committee - in these cases the bill must be reported out of a committee with "...fiscal note(s) forthcoming." This will ensure accuracy on the record and prevent confusion as things begin to move quickly.