

# Uploading Fiscal Notes

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

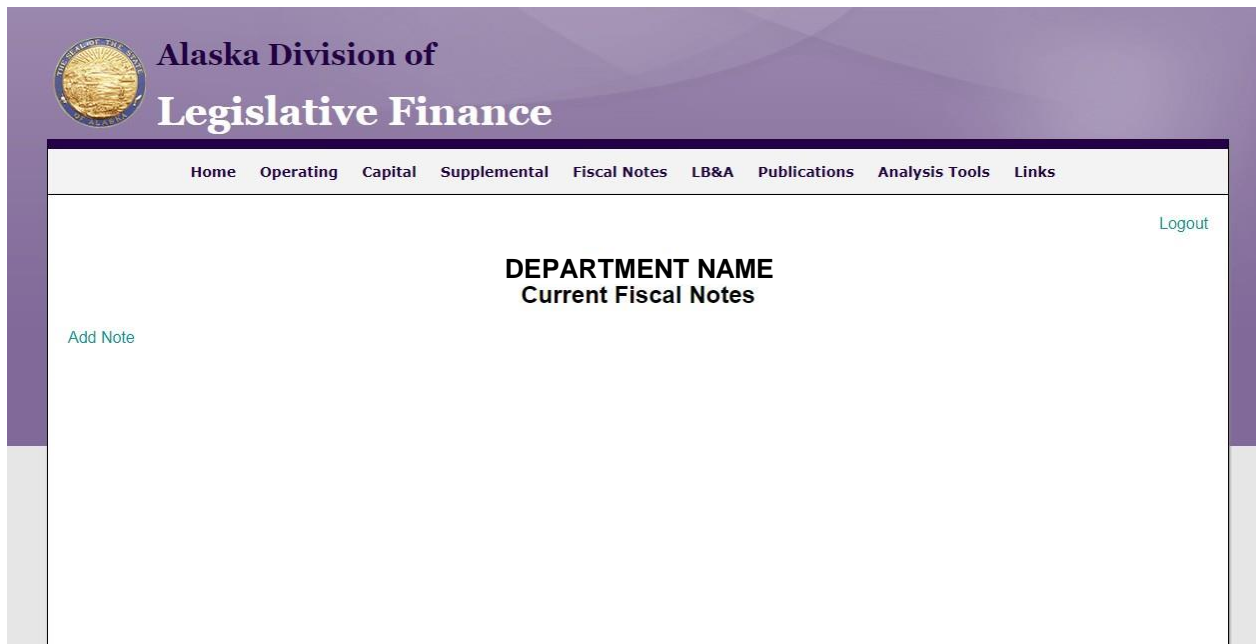
1. Log into the Fiscal Note System

<http://www.legfin.akleg.gov/FiscalNotes/fiscalNoteSystem.php>

- If you have trouble logging in, or lose your password, please contact [victoria.schoenheit@alaska.gov](mailto:victoria.schoenheit@alaska.gov) 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.



3. Click “Add Note”

- You will be brought to the following page:



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**

6. If there has already been a fiscal note uploaded for the bill the bill number and work order number will auto-populate.

7. Review for accuracy

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

If yes, by what date are the regulations to be adopted, amended, or repealed?

**Reason for Change:**  
Not applicable; initial version.

**Prepared By:**  
Nicole Gorle

**Division:**  
Gov

**Phone Number:**  
465-3983

**Prepared Date:**  
12/18/2017

**Time:**  
1:00 PM

**Approved By:**  
Caroline Schultz

**Division:**  
OMB

**Approved Date:**  
12/18/2017

Save Note

Cancel

**Select Analysis:**  
Choose File | No file chosen  
Please remember that the upload process will remove the first page of the analysis.

- At the bottom of the page under “Select Analysis”, click “Browse”
- 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 one more time.

10. Click Save Note

- If a field is incorrectly filled out or numbers don't match up 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 [victoria.schoenheit@alaska.gov](mailto:victoria.schoenheit@alaska.gov) or [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:

State of Alaska  
2018 Legislative Session

Bill Version: HB 5  
Fiscal Note Number: \_\_\_\_\_  
( ) Publish Date: \_\_\_\_\_

Identifier: HBXXX-DOA-COM-12-18-17  
Title: Coffee Stand At The Capitol  
Sponsor: CLAUD  
Requester: (H) Finance Committee

Department: Department of Administration  
Appropriation: Commissioner's Office  
Allocation: Agency-wide Unallocated Increase  
OMB Component Number: 0

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

	FY2019 Appropriation Requested	Included in Governor's FY2019 Request	Out-Year Cost Estimates				
	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>OPERATING EXPENDITURES</b>							
Personal Services	7.5	7.5	15.0	15.0	15.0	15.0	15.0
Travel		1.0	1.0	1.0	1.0	1.0	1.0
Services							
Commodities	2.0	2.0	4.0	4.0	4.0	4.0	4.0
Capital Outlay							
Grants & Benefits							
Miscellaneous							
<b>Total Operating</b>	<b>9.5</b>	<b>10.5</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>
<b>Fund Source (Operating Only)</b>							
1004 Gen Fund (UGF)	6.5	7.3	12.5	12.5	12.5	12.5	12.5
1007 I/A Rcpts (Other)	3.0	3.2	7.5	7.5	7.5	7.5	7.5
<b>Total</b>	<b>9.5</b>	<b>10.5</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>
<b>Positions</b>							
Full-time	1.0	1.0	2.0	2.0	2.0	2.0	2.0
Part-time							
Temporary							
<b>Change in Revenues</b>							
1250 UGF Rev (UGF)	27.0	27.0	54.0	54.0	54.0	54.0	54.0
<b>Total</b>	<b>27.0</b>	<b>27.0</b>	<b>54.0</b>	<b>54.0</b>	<b>54.0</b>	<b>54.0</b>	<b>54.0</b>

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 the GLO/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)  
**Department of Administration**  
 Commissioner's Office  
 Agency-wide Unallocated Increase  
[Edit Note](#) - [View Note](#) [Pass To GLO](#)  
**Department of Environmental Conservation**  
 Administration  
 Office of the Commissioner  
[Edit Note](#) - [View Note](#)

15. Click on the bill number of the fiscal note you want to send to the GLO/OMB.
16. Click on the most recent “Work Order Number”/Version of the bill.
17. Select “Pass to GLO.”
18. Once you have passed your fiscal note to the GLO, 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), the GLO/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 to the fiscal note system.
22. When revising an existing fiscal note click “Edit Note”
- o You will be uploading overtop the existing fiscal note

HB 5 (12-14-2017 09:31) **Notes Need Attention**  
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 Commissioner's Office  
 Agency-wide Unallocated Increase  
[Edit Note](#) - [View Note](#) [Pass To GLO](#)

23. Follow steps 4-17 again.

24. Once finalized, the GLO/OMB will make the note public. This action will then send links of the fiscal note to:
- Bill Sponsor, Committee the bill is in (Requestor), applicable Leg Liaisons, OMB, and Leg Finance.

**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 the GLO/OMB makes it public in the Fiscal Note System. If you have a time-sensitive note, please notify Laura Timko at OMB.

**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 is passed 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 record and prevent confusion as things begin to move quickly.