

2011 – 2013 ADDITIONAL SAVINGS PROPOSALS

The Additional Biennial Reduction Options software enables you to create Reduction, and Revenue options that affect FY2012 and FY2013 Governor's Recommended. Please see the April 4, 2011 memo from Secretary Benjamin Barnes (subject: Additional Savings Proposals) for policy regarding FY 2011-2013 Reduction Options. Agencies are to submit their reduction option packages to OPM's Budget and Financial Management Division not later than **April 13, 2011**.

MENU BAR COMMANDS

Return

Terminates Options processing and returns to the main budget menu

Edit

- Delete Option - removes the entire Option (may be restored before saving)
- Undelete Last - restores the last Option that was deleted since the most recent Save
- Undelete All - restores all the Options deleted since the most recent Save

Sort

- By Title – arrange the listing on the initial screen alphabetically by title within option type
- By Priority – orders the initial screen listing by priority within option type

Submit to OPM

Registers the date and time of your Option submittal on the OPM budget server

Print

- Generates the Options Summary (when the Selection Screen is active) to be signed by the agency head and submitted
- Prints all options within the selected category (when the Selection screen is active)
- Creates hardcopy of each Option when the individual Option is active

SCREEN NAVIGATION

SELECTION SCREEN

Select an Agency and an Appropriated Fund to begin. Double-click on one of the green-shaded *Option Types rows*, like **Add New Reduction Option**, to create a new Option, or click on an Option title to edit an existing option; then proceed to the General Information screen.

Options Processing

Return Edit Sort Submit to OPM Print

Selection

Agency: AES48000 - Agricultural Experiment Station

Fund: 11000 - General Fund

Option Title	Priority
Add New Reduction Option	
Reduction-Mosquito Control Program	1.0
Reduction - Entomology & Plant Pathology	2.0
Reduction - Agency Business/Maintenance Support Services	3.0
Reduction of Research Programs	4.0
Eliminate Capital Equipment Request	5.0
Add New Reallocation Option	
Add New Revenue Option	

THE GENERAL INFORMATION SCREEN

Fill in the requested information for all fields. *Contact*, *Title*, and *Description and Reason* are required before a SAVE is permitted. *Quantifiable Statistics* may be either numeric or text.

Spell Check is available to test selected text for misspellings.

POSITION/FINANCIAL SCREEN

Positions - Enter number of permanent full-time positions in the first row.

Financial - Double click in the leftmost cell (under positions) to generate a selectable list of valid SIDs.

Reduction Options - amounts **must be entered with a preceding minus sign (-)**. Choose “Yes” or “No” to signify whether the potential acceptance of this Reduction will impact federal funding, revenue or reimbursements. If yes, enter a brief explanation of the impact.

*** New Feature** – There is now a section for you to enter a revenue loss amount associated with this reduction option. The revenue loss amount should be added as a **positive number** to calculate a Net Reduction amount. (This procedure is similar to the revenue option’s Associated Costs section.)

Revenue Options -require you to enter Revenue Account amounts and Associated Costs to calculate a Net Revenue amount. Pick a Revenue Account, and then enter revenue and expenditure amounts.

SUBMITTAL REQUIREMENTS

- Complete all fields for each option.
- Click **Submit to OPM** on the Options Processing top menu bar.
- Send one original and two additional hardcopies of the Option Summary (Print from the Selection screen menu) and each Option to your budget analyst; all supporting data for your Options – word processing documents, spreadsheets, etc. - must be submitted electronically
- Provide hardcopies to your OFA analyst

GETTING HELP

Direct technical questions, comments, and suggestions to the Applications Development and Support Unit:

- Chuck Pomeroy 860-418-6370 charles.pomeroy@ct.gov

POLICY QUESTIONS SHOULD BE DIRECTED TO YOUR BUDGET ANALYST.