2009- 2011 BUDGET OPTIONS

Budget Options software enables you to create Reduction, Reallocation and Revenue options that effect FY2010 and FY2011 Current Services. Please see the September 5, 2008 memo from Secretary Genuario (subject: Budget Options) for policy regarding 2009 – 2011 Options.

MENU 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
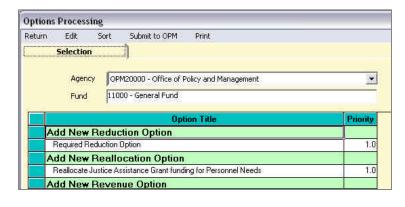- Undelete All - restores all the Options deleted since the most recent Save

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
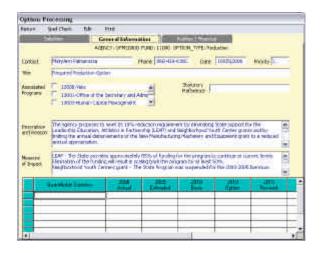
SCREEN NAVIGATION

The Selection Screen

Select the Appropriated fund to begin. Double-click on one of the green-shaded Option Types to create an Option, or an existing Option title, and to proceed to the General Information Screen.
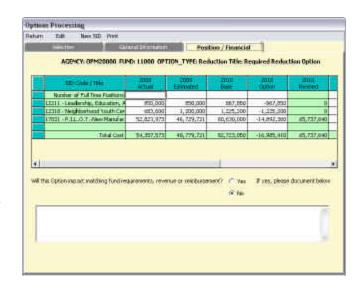
General Information Screen

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.

- 1 -

<u>Position/Financial Screen</u>

- Positions - Enter 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.

- Reallocation Options should show both the Source and Target accounts. Enter the Source amount as a negative; enter the Target as a positive.

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

SUBMITTAL REQUIREMENTS

- click **Submit to OPM** on the Options menu

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

- Linda Lach   418-6314   linda.lach@ct.gov
- Chuck Pomeroy   418-6370   charles.pomeroy@ct.gov
- Jamie Gamble   418-6276   jamie.gamble@ct.gov
- Gregg Blackstone   418-6219   gregg.blackstone@ct.gov