

## ADDITIONAL 2011- 2013 REDUCTION OPTIONS

The Additional Biennial Reduction Options software enables you to create Reduction and Revenue options that affect the Governor's recommended funding levels for FY2012 and FY2013. Please see the April 4, 2011 memo from Secretary 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
<b>Add New Reduction Option</b>	
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
<b>Add New Reallocation Option</b>	
<b>Add New Revenue Option</b>	

### 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 hardcopy 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. - should be submitted electronically.
- Provide a copy 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](mailto:charles.pomeroy@ct.gov)

POLICY QUESTIONS SHOULD BE DIRECTED TO YOUR BUDGET ANALYST.