# **FY2012 BUDGET BALANCING PLAN PROPOSALS**

The Budget Balancing Plan Options software enables you to create Reduction options that affect FY2012 and FY2013 Appropriations. Please see the June 30, 2011 memo from Secretary Benjamin Barnes (subject: Budget Balancing Plan) for policy regarding FY 2012 Budget Balancing Options. Agencies are to submit their reduction option packages to OPM's Budget and Financial Management Division not later than **Friday, July 8, 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

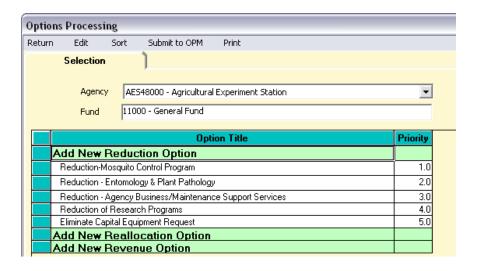
#### **Print**

- 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.



#### 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.)

### 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.