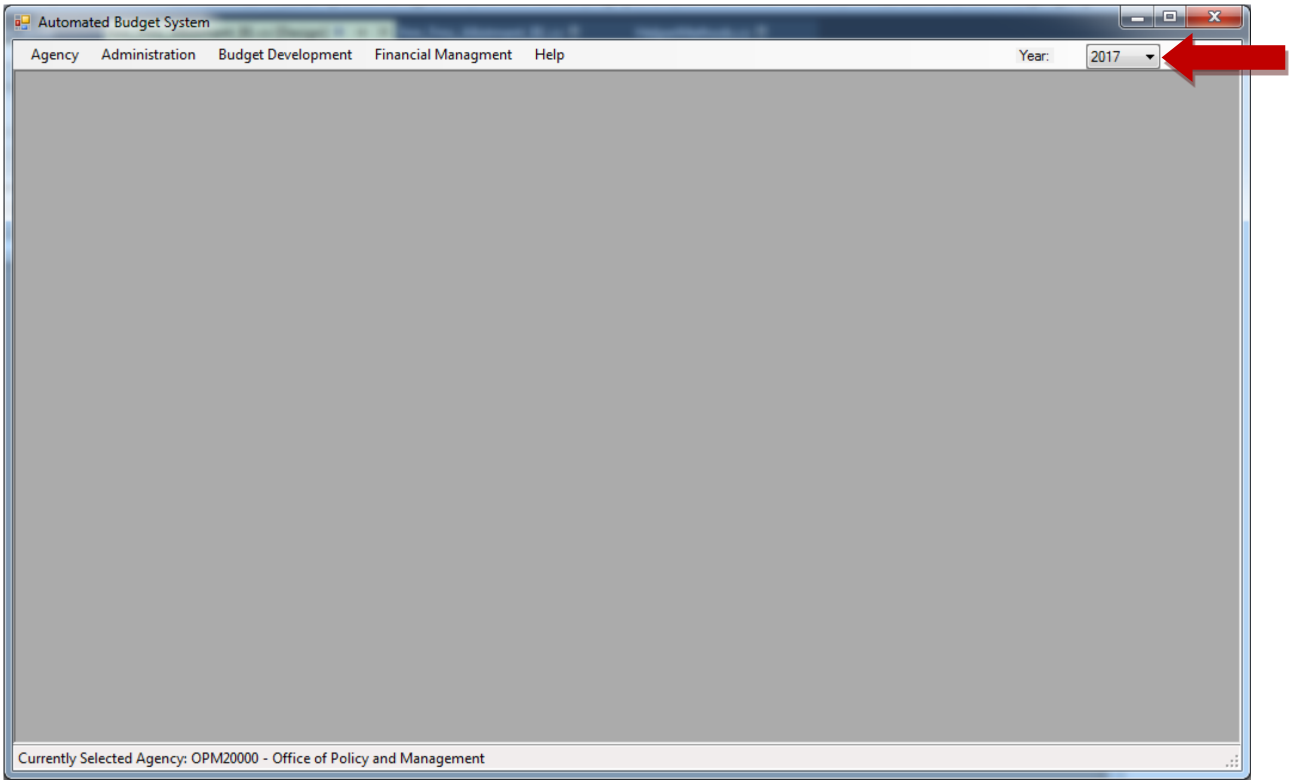
INSTRUCTIONS FOR FY 2018 – 2019 BIENNIUM BUDGET OPTIONS

Introduction

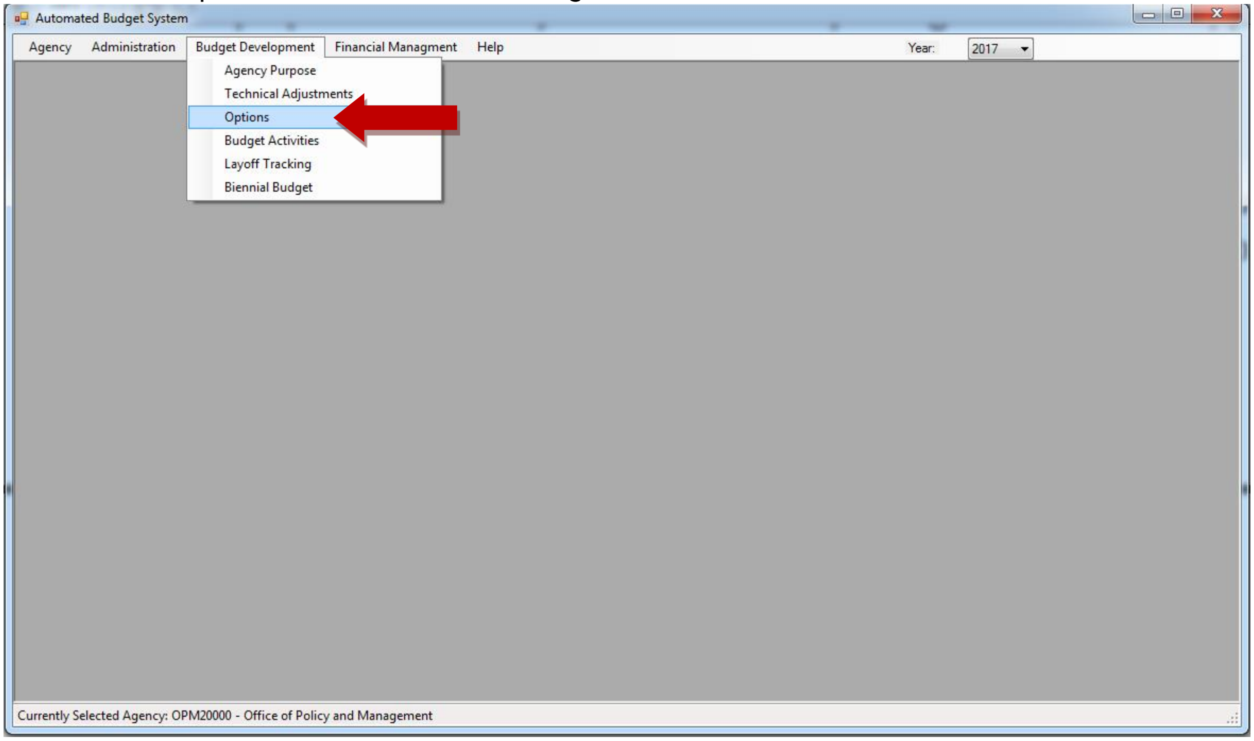
Budget options capture the fiscal impact of policy changes to the requested biennial budget baseline.

Creating Options

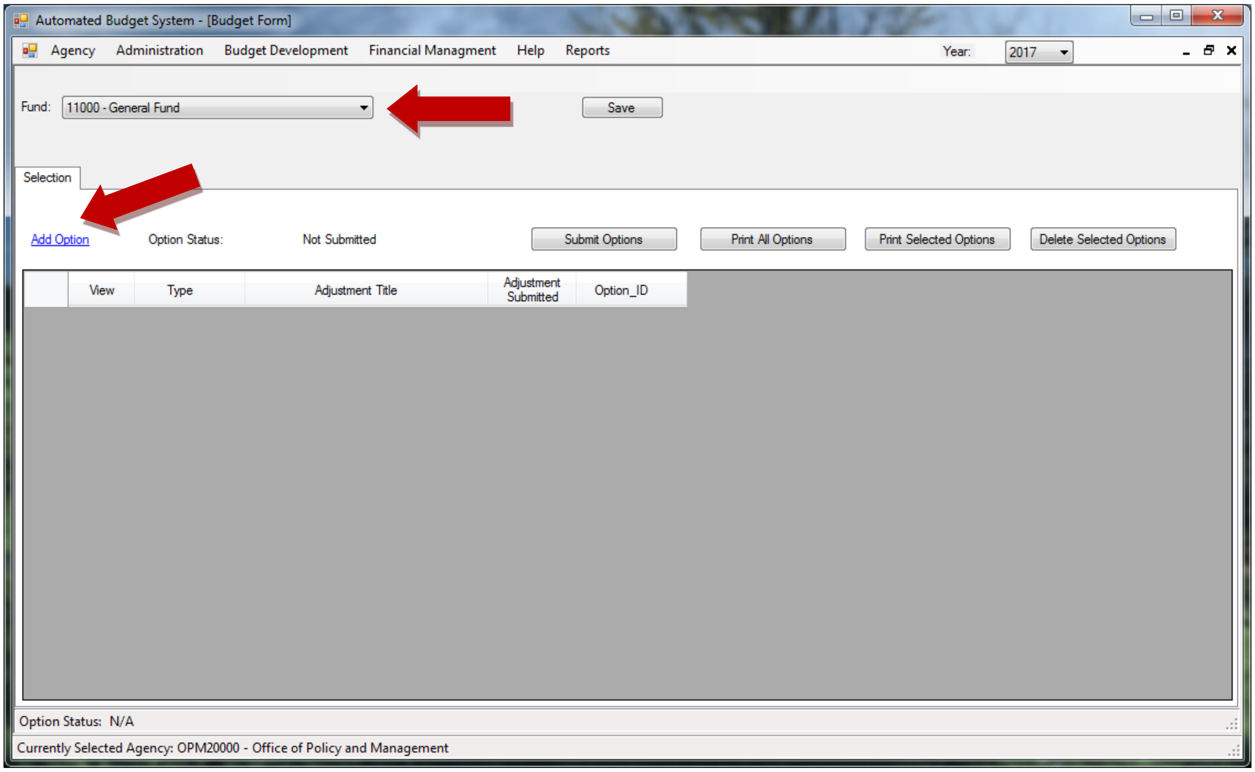
1. Open and login to the Automated Budget System and select fiscal year 2017:



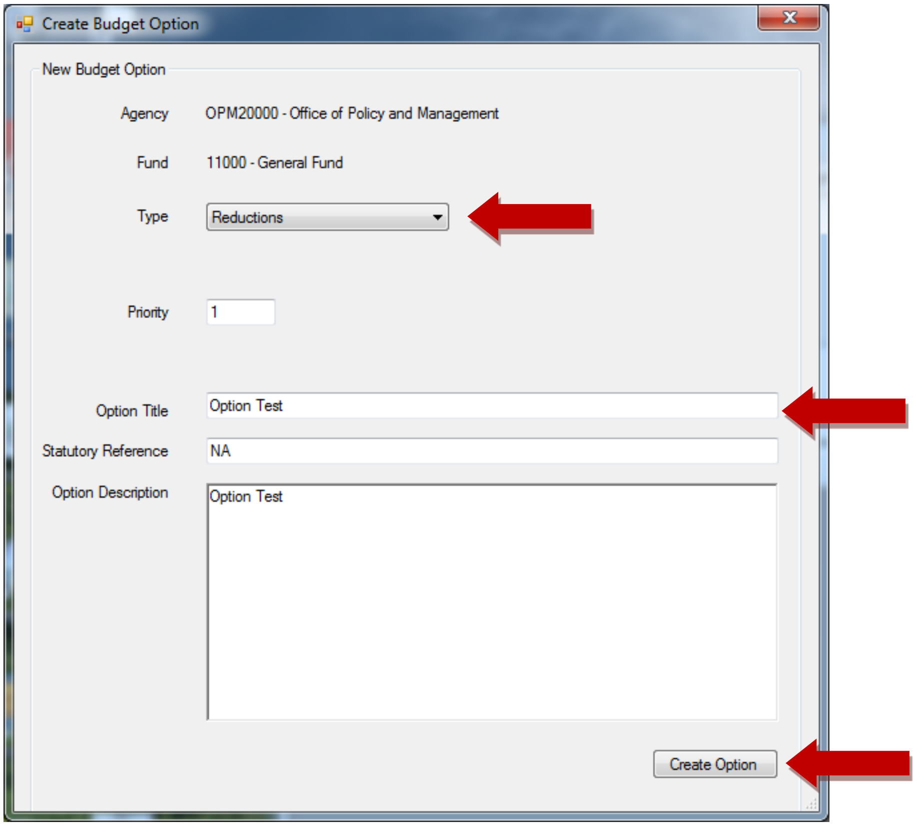
2. Select Options from the Financial Management menu:



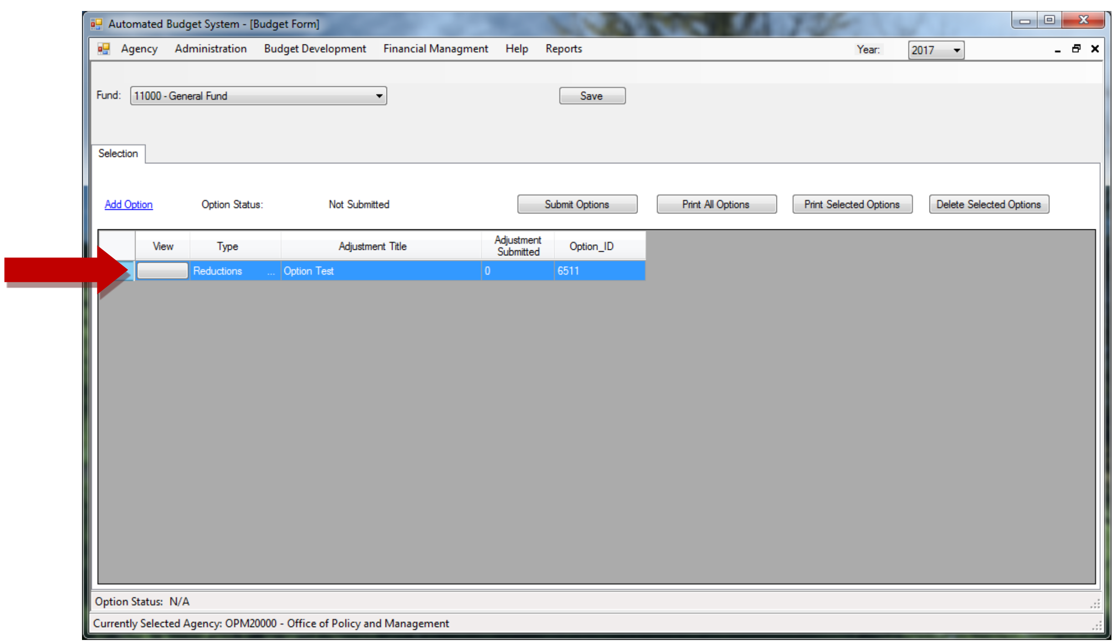
3. The Budget Option form opens. Select the Fund impacted by the option and click the Add Option link.



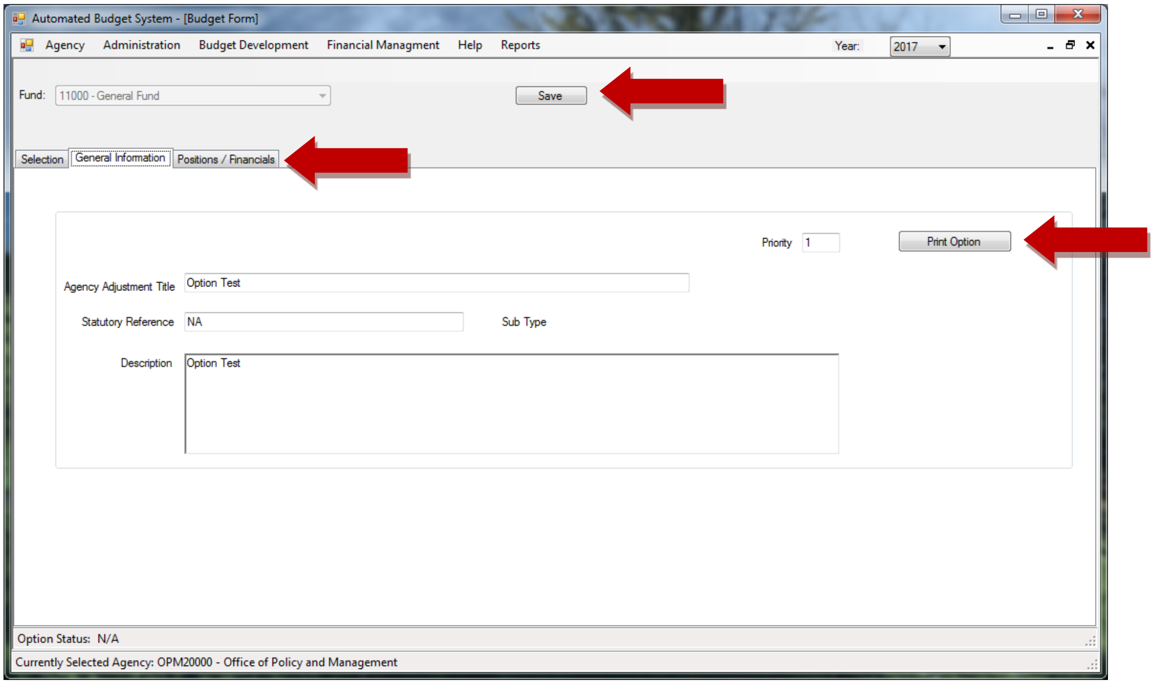
4. The Create Budget Option window opens. Select the type of option (Reductions, Revenue, or Reallocation) from the Type drop down box and populate the Option Title, Statutory Reference, and Option Description and click the Create Option button.



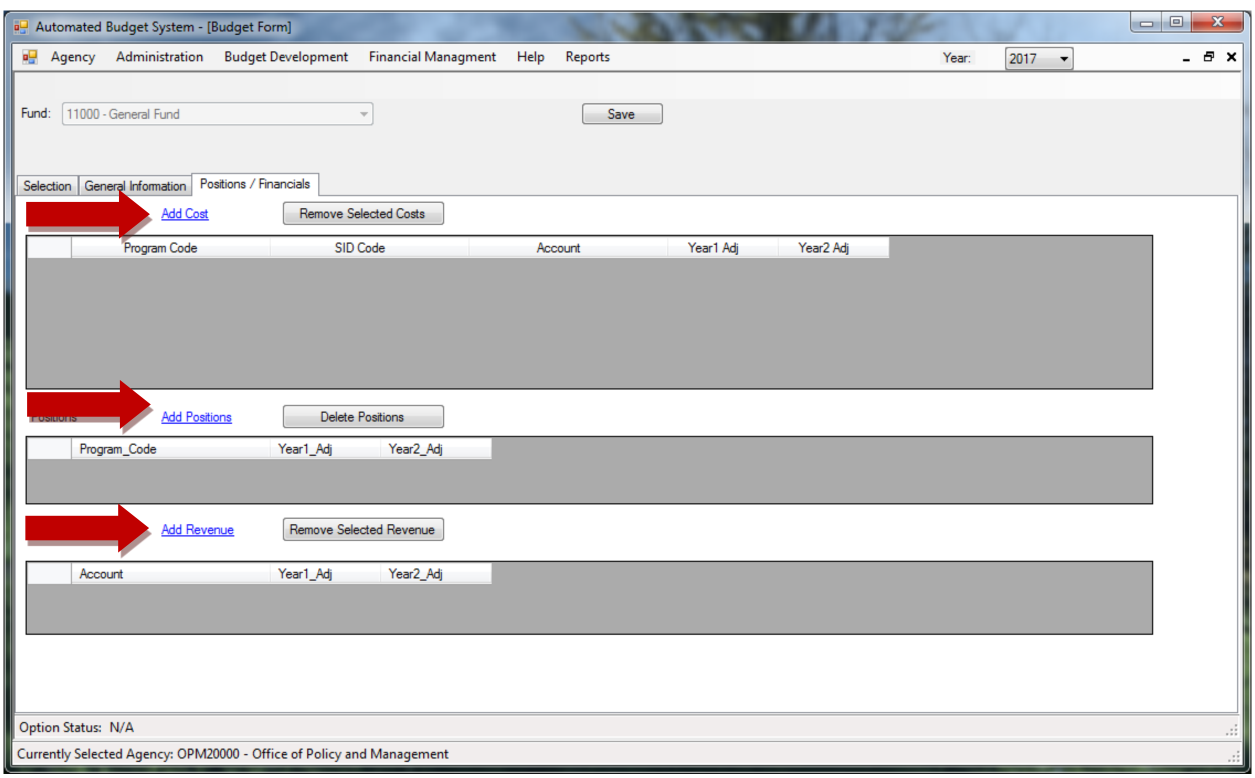
5. The Option appears in the Budget Option form. Click the View button for the Option you wish to edit.



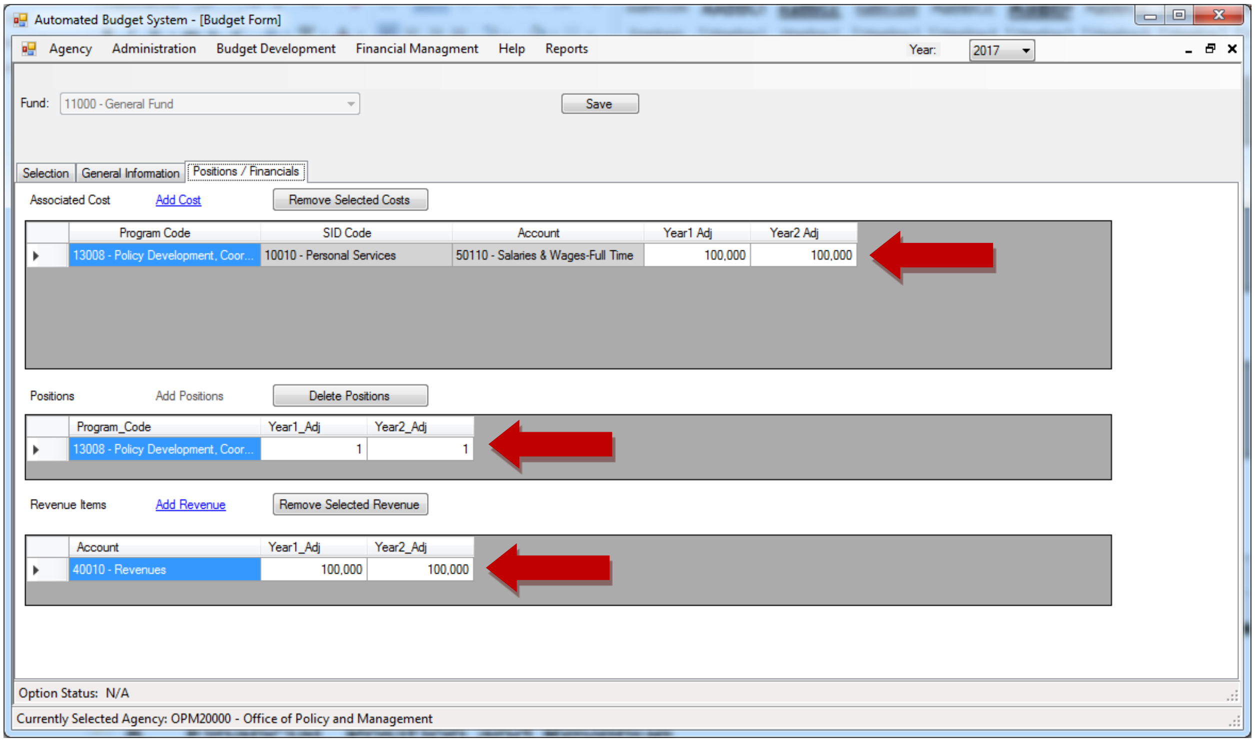
6. The General Information tab opens with the Agency Adjustment Title, Statutory Reference, and Description. Information can be edited or the option printed from this screen. Click the save button to save any changes. Click the Positions / Financials tab to add or edit financial, position and revenue information.



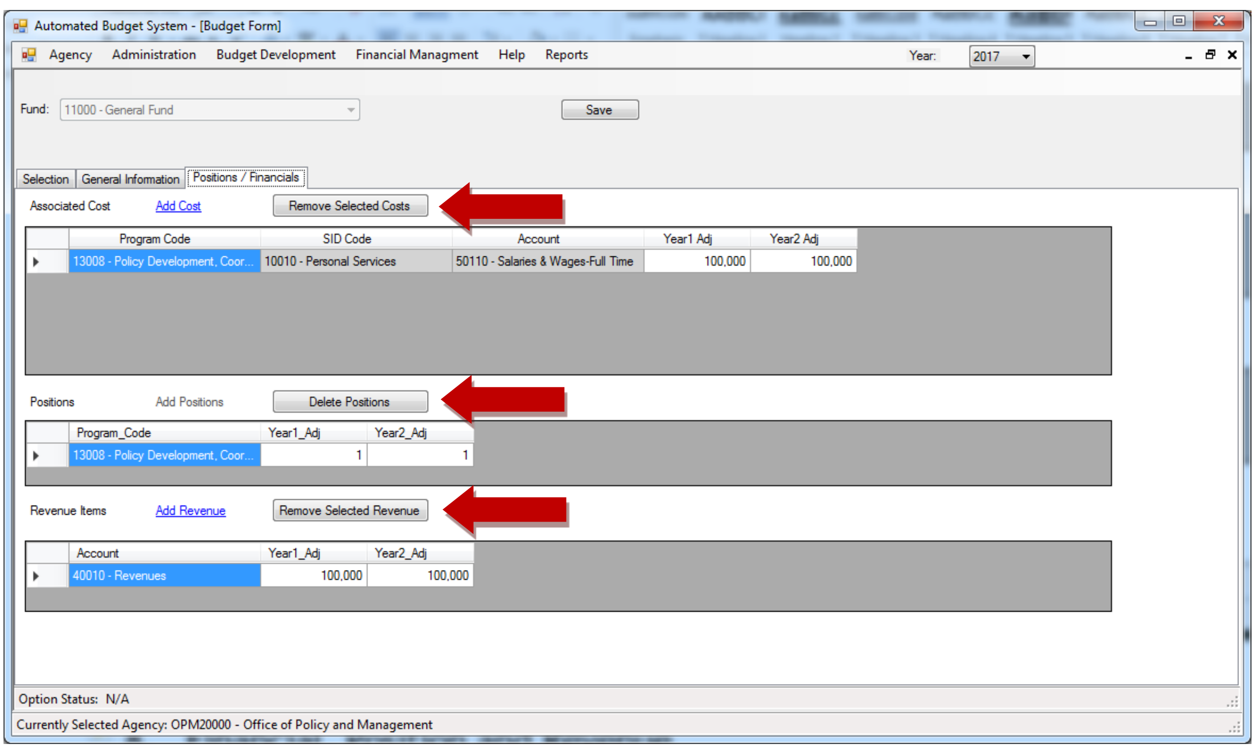
7. On the Positions / Financials tab, financial information can be entered by clicking the Add Cost link, Position Information can be entered by clicking the Add Positions link and Revenue can be entered by clicking the Add Revenue link.



8. Financial, Position and Revenue information can be entered, modified and saved by editing the information in the table provided.



9. Financial, Position and Revenue information can also be deleted by selecting the desired row and then clicking the Remove Selected Costs, Delete Positions, or Remove Selected Revenue buttons.



10. When all work is completed and the agency is ready to submit options to OPM, click the Submit Options button.