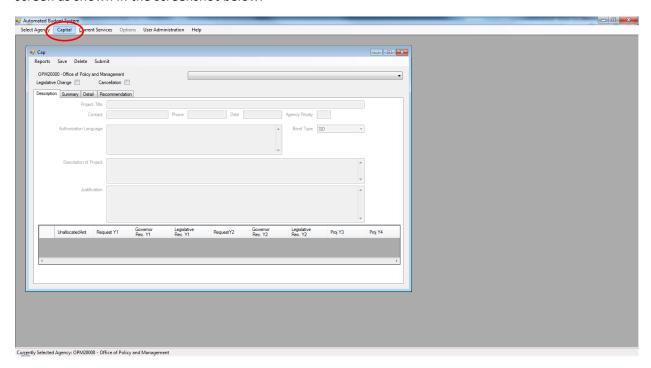**Revised Method for Accessing Capital Budget Software**

Several agencies have experienced ongoing problems accessing the software for preparing capital budget requests for FY 2016 and FY 2017. In order to address these problems and to integrate all of the modules available to agencies into one budget request system, OPM will be changing the way agencies access the capital budget software. **Effective Monday, August 25, 2014, agencies will access the capital budget software through the Automated Budget System in place for creating operating budget requests.** Once logged in, the capital portion of the request can be accessed through a menu selection at the top of the screen as shown in the screenshot below.

Agencies that have previously downloaded the capital budget software will no longer be able to access it in that manner—access will only be through the process described above. Data that has been entered to date is still available and will not need to be re-entered. The capital budget screens and data requirements are unchanged except for minor appearance differences (mainly color scheme) and a label change whereby FY 2016 is now referred to as Year 1 and FY 2017 is referred to as Year 2.

Instructions and policy guidance are otherwise unchanged and may be found at the following link:

http://www.ct.gov/opm/cwp/view.asp?a=2961&Q=508552&PM=1

If you have any questions, please contact your assigned OPM analyst.