

CATALOG OF CT BUDGET ACCOUNTS APPLICATION

To install, click on this link: <http://www.ct.gov/opm/cwp/view.asp?a=2961&Q=460768&PM=1>

Copy to your desktop and run it.

This is a stand-alone application; it is executed from an icon on your desktop, not from the main menu.

The Catalog of CT Budget Accounts application is a data gathering resource which will be used as a transition tool to assist the new governor as well as an ongoing resource for OPM and the agencies. We need your assistance to assure that SID descriptions and data are complete and correct.

1. The application preserves historic financial and position data as well as descriptions for OCEs and Grants, Federal Grants and agency descriptions, all in a central “warehouse” location. The data tables will be loaded now and then updated on an ongoing basis.
2. We pre-loaded the tables as much as possible from our existing databases; we used OCE and Grant Descriptions and Statutory References provided by the agencies on the BR-3 and historic expenditure data for several years. Please verify and correct all the data elements.
3. We are asking for both appropriated and non-appropriated account information.
4. FINANCIAL DATA - For FY2006 through FY2009 enter *Actual Expenditures*; for FY2010 use *Estimated (FY2010 Appropriation + recognized deficiencies and FACs; this will change to Actual Expenditures at year end)* and finally for FY2011 use the *FY2011 Appropriation Act*.
5. POSITION DATA – Pre-loaded as much as possible for appropriated funds; use your authorized count. Federal Positions should also be added.
6. Using the application is pretty straight-forward, fill-in-the-blank screens, similar to what you use for options.
7. A report function is accessible from the ‘Utilities’ top menu bar item.
8. Functions to delete (mark as inactive) an existing SID as well as add a new SID are available from the ‘Utilities’ top menu bar item.
9. Please contact Linda Lach (860-418-6314), Gregg Blackstone (860-418-6219) or Chuck Pomeroy (860-418-6370) if you have any questions or find any problems with the application or the data. If you have other data sources (in electronic format), please forward whatever you have to me, Gregg or Chuck.
10. Functional questions should be directed to your budget analyst.

Thanks for your help.