



OBM

December 19, 2005

MEMORANDUM TO: Fiscal Officers of All State Agencies

FROM: Dawn Gatterdam, Acting Administrator
State Accounting Division

A handwritten signature in black ink, appearing to read "Dawn Gatterdam".

SUBJECT: CAS Classes Offered Winter Quarter

During the month of February, the State Accounting training unit will hold a limited selection of introductory Central Accounting System (CAS) classes. Please review the attached descriptions of the courses offered this quarter. I encourage you to copy and distribute this information to supervisors in your agency's accounting section so they may determine if someone with new job responsibilities would benefit from this introductory training. The application for class contains information concerning enrollment, confirmation, and cancellation procedures. Applications are due by Friday, January 13th. The following week, class confirmation and waiting list notification will be sent to applicants for each application received.

If you have questions concerning any of the CAS courses being offered or are interested in obtaining course materials for anyone unable to attend class at this time, please call Mame Greulich at (614) 466-3600 or e-mail at mame.greulich@obm.state.oh.us.

WINTER QUARTER CAS COURSES

Classes are Scheduled During the Month of February 2006.

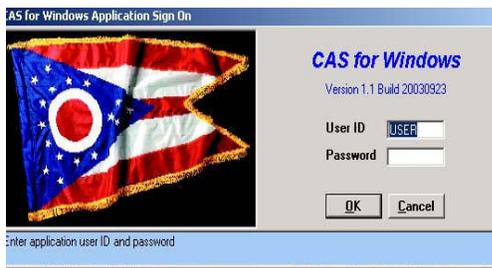
Complete a separate application form for any class you want to attend, and forward it no later than **Friday, January 13, 2006** to:

MAME GREULICH
OBM/STATE ACCOUNTING
30 E BROAD ST FL 34
COLUMBUS OH 43215-3457

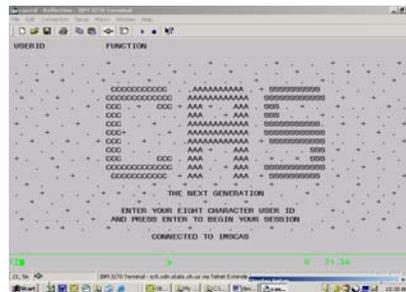
Dates indicated are subject to change or cancellation before notification is sent to applicants by Monday, January 23, 2006.

These introductory classes are targeted towards people who are new or have changed job responsibilities and need base-level training in order to complete a particular task. CAS classes are general in nature (not agency specific) and follow the material found in *CAS Manual Procedures*.

On the class application, please indicate whether you are a CAS Plus/CAS for Windows user or if you use mainframe, character-based CAS. [If you have access to both, indicate the one you would prefer to use in class.](#)



CAS for Windows



Character-based CAS

INTRODUCTION TO CAS INQUIRIES 2½ hours

The primary course objectives are to introduce participants to:

- Obtaining current CAS on-line data using inquiries
- Navigating through CAS inquiries and inquiry menus using PA, PF, and selection keys
- Selecting an appropriate inquiry category when seeking information
- Locating and using master table menus to identify appropriate master tables

This will be accomplished with step-by-step demonstrations of how to maneuver through the inquiry menu system, discussions of the general types of information available from inquiries, and hands-on experience with individually assigned PCs. Each participant should have a valid user ID/password and bring some examples of agency coding (Fund, SAC, ADMN RC) to view a selection of agency inquiries.

Target Audience: CAS users in need of a general understanding of the CAS inquiry subsystem.

INTRODUCTION TO CAS DATA ENTRY FOR VOUCHERS 3½ hours

This course covers the basic skills needed to enter a document or batch of documents in CAS. The primary focus will be the entry of a VOC document. Topics covered in the class are:

- Logging on and off of CAS
- The SCON screen
- Entering new documents from SCON
- Scheduling documents
- Accessing a document that is already on SCON
- Accepted and rejected documents
- Printing CAS documents

Participants should have CAS security (a user ID/password) before applying for this class. Familiarity with document types and agency codes is helpful and recommended.

Target Audience: This class is intended for people who have never done data entry in CAS before or who do not have the basic skills listed above.

VENDOR ON-LINE ENTRY IN CAS 6½ hours including lunch break

This course covers State Accounting policies and procedures for establishing and modifying vendors in CAS using the VENE or VENM transaction. Topics covered in the class are:

- Navigating in CAS vendor inquiries (QVNAM01, QVNDR01, QVNDR11, QVNDR05)
- Understanding the various fields on CAS vendor inquiries
- Discussing support documentation requirements for entry and modification of vendors into CAS, including IRS verification
- Understanding special vendor types including individual/sole proprietor and TIN owner/user
- Matching IRS records for vendor name and tax ID
- Understanding US Postal Service addressing standards
- Discussing State Accounting requirements
- Entering VENE and VENM transactions in CAS

Target Audience: People who will be obtaining information from vendors and establishing them in CAS so that payment for goods or services can be made. This course includes data entry of VEN documents to establish new vendors and adjust existing vendors in the CAS system.

The Office of Budget and Management State Accounting

REQUEST FOR CAS TRAINING

Send completed form no later than Friday, January 13, 2006 to:

Mame Greulich, State Accounting, Rhodes State Office Tower
30 E. Broad St., 34th Floor, Columbus, Ohio 43215-3457

Please make us aware if you need special assistance or accommodations by calling (614) 466-3600.

You may submit applications for CAS classes (both sides please) by **FAX** to (614) **466-5400**.

Please print clearly.

Title of Class: _____

Today's Date:	Last Name, First Name, MI (Please print.)		
Agency CAS code	Division or Institution	Your Title/Position:	
Work Address (Include floor # if applicable. Also add city name and zip code if outside Columbus):			
Office Phone Number: <small>(Include area code if out of 614 area.)</small>	E-mail address:		

Check here if you have access to CAS Plus/CAS for Windows and want to attend a class that uses CAS for Windows _____



CAS for Windows



Character-based CAS

Check here if you use mainframe, character-based CAS and want to attend a class that uses character-based CAS _____

CHECK ALL STATEMENTS THAT APPLY

My CAS experience includes:

- ___ planning my agency budget.
- ___ completing documents for entry into CAS.
- ___ keying documents into CAS.
- ___ accessing CAS inquiries.
- ___ viewing CAS reports.
- ___ adequate keyboard skills (letters, numbers, spacing, tabs, function keys) but no CAS experience.
- ___ no CAS or other computer experience.

By attending this course I hope to:

- ___ learn skills to apply to my new position.
- ___ gain new knowledge to help assist in other areas.
- ___ refresh my present skills to be more effective and productive in my current position.

Is there a skill or some specific information you hope to gain by attending this class?

Applicant's Signature: _____ Date: _____

Turn this page over and continue.

When applying for a CAS class, the **signature of the supervisor** below signifies that

1. The applicant is new to the agency or has changed job responsibilities and needs some base-level training in order to complete a particular job task.

OR

2. You feel your employee's attendance at this CAS course will:
 - A. Help him/her to be more effective/productive,
 - B. Enhance the overall capacities of your unit,
 - C. Help meet the employee's development goals discussed during employee evaluations.

Other Comments:

Signature: _____ Date: _____

APPLICATION AND ENROLLMENT PROCEDURES

Each applicant must have a valid CAS user ID/password. If you do not currently have a CAS user ID/password, see your agency fiscal officer or CAS coordinator.

Classes are scheduled February 1 through 22. Additional sessions may be added if needed. All dates are subject to change or cancellation before confirmation cards are sent to applicants.

Use this form for all applications for training. Submit a separate application for each class requested. No one will be registered by telephone. All applications must be received no later than Friday, January 13th

After applications have been reviewed, participants will be mailed confirmation and waiting list status cards by January 23rd. The cards will include the date, time and location of the training session. (All classes are held in the Training Lab on the 34th floor of the Rhodes State Office Tower.) Every applicant should get a card for each application submitted to State Accounting. Call Mame Greulich at (614) 466-3600 or e-mail at mame.greulich@obm.state.oh.us if cards have not been delivered to you by January 27, 2006.

Classes will begin on February 1.

CANCELLATIONS

CAS courses are free. However, OBM will charge agencies a \$25 fee for any individual who registers and is confirmed for a CAS class and does not attend or cancel. Please call Mame Greulich at (614) 466-3600 prior to your scheduled class if you must cancel.

Signature of supervisor must appear above.