

Electronic Revenue Ohio Office of Budget and Management Agency Set up Form

Agency CAS Code _____ Division (or Institution) _____

Merchant Number / ECAC # (assigned by 5/3 or TOS) _____
(Use a separate set up form for each Merchant Number/ECAC #)

Purpose of Application _____
(Example: Real Estate License Renewal)

Is this application accepting payment by: Walk-up/Point of Sale Internet Phone/IVR

Who should be listed as the primary agency contact for Electronic Revenue?

Name _____ Phone _____

E-mail address _____

Who should be listed as the alternate agency contact for Electronic Revenue?

Name _____ Phone _____

E-mail address _____

Revenue documents (RECs) will be automatically generated to deposit the revenue from credit card or ACH transactions. The coding used on these automatically generated documents must be established in advance. If you can determine the account coding for all transactions originating with this merchant number, fill in the default coding in the fields below. Designate at least one line, and as many as six lines. If you code more than one line, you must show the percentage to be allocated to each line. The bold fields are required for all agencies using default coding. Complete all fields required by your agency. The coding you designate here will be used for all of your REC transactions.

If you know the fund into which the revenue should be deposited, but not the revenue source code, complete the fields and write HOLD in the Rev Source column. You will use an RHR to redistribute the revenue when you identify the revenue source. Continue to the back of this page after completing the coding below.

Fund	Admn Resp Center	Prog	Grant	Proj	Sub Proj	MRU	Rev Source	Subrev Source	Rept Cat	Loc	Act	%

If you know how the revenue documents should be coded and you have completed the above fields, you do not need to continue to the next page, except to have the CFO sign. If you are not able to designate your coding in advance, or if you used revenue source HOLD, proceed to the back of this page.

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If you do not know into which funds the revenue should be posted, money will be deposited into a temporary holding fund and then, later, you will redistribute the money to the correct code lines. Money will also have to be redistributed if you assigned the revenue source code on the front of this form to revenue source HOLD. The money will have to be removed from the holding fund and distributed to the correct funds using an RHR document. This redistribution must occur at least weekly. If you need to use the holding fund, complete the coding in the strip below.

Admn Resp Cntr	Rev Source
	HOLD

If you use the holding fund, your agency will need to redistribute the money using a CAS document called an RHR (Revenue Redistribution). The document is entered on-line. To enter an RHR, you must have a PC that is genned to CAS, and your CAS user must have appropriate security to enter an RHR document. In the fields below, enter the CAS user IDs of those individuals who will be entering the RHR documents. The CAS user ID is the first four characters of the CAS user ID/password. Do not write the passwords on THIS form; list only the user IDs. To establish CAS user IDs, complete the attached CAS Security form.

CAS User IDs

When you use the RHR to redistribute the money, you will designate the proper funds into which the money should be deposited. In the fields below, list the funds into which the moneys will be redistributed daily or weekly.

All holding funds must be zero at the end of the fiscal year. Information for achieving this end of year balancing will be included in agencies' end-of-fiscal-year packets.

Agency CFO Signature _____

If you have questions about completing this form, please call:

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