



OBM

April 27, 2006

MEMORANDUM TO: Fiscal Officers of All State Agencies

FROM: Betty S. Johnson, Appropriations Control Supervisor
State Accounting

SUBJECT: **SAC Changes (Red Lining)**

Your agency's SAC setup for FY2006 will be rolled forward to FY 2007 so that you can begin the allotment process. The attached report, RAPP07A, illustrates your current SAC setup. Please examine this report closely. If you choose to change your agency's setup for FY 2007, discuss these changes with your budget analyst. Also attached is CAS report RAPP30A for you to use as a guide, to prevent duplications, when establishing new SACs.

Your budget analyst is responsible for approving any changes in your agency's CAS setup; work closely with him or her if you want to make changes. For most changes, all that is necessary is that the changes be "red lined" or marked on the RAPP07A, then State Accounting will enter the changes in CAS after your budget analyst approves them. In some cases, the agency will have to complete an OBM/SAC Definition form (CAS Document Type OAL) to make setup changes. Your analyst can determine whether a form should be completed for the changes you want to make. All changes must be completed before your agency's allotments (FYAs) can be entered in CAS.

Return the original RAPP07A and/or OAL documents to your budget analyst, no later than May 8, 2006, for their review and approval.

If you have questions regarding the red lining process, please contact your budget analyst or Betty Johnson at (614) 466-6731 or email me at betty.s.johnson@obm.state.oh.us.