



# OBM

May 4, 2006

MEMORANDUM TO: Fiscal Officers of All CAS On-Line State Agencies

FROM: Mame Greulich  
Training, State Accounting

SUBJECT: **Training and Password Requests for the On-Line Budget Preparation System (BUGS-E)**

Next month, OBM will post guidance to agencies regarding the preparation of budget requests for fiscal years 2008 and 2009 <http://www.obm.ohio.gov/budget/operating/>. Agencies will enter the financial information related to their budget requests on-line in BUGS-E, Ohio's Budget Preparation System.

OBM will offer training in the use of BUGS-E in July and August, before agencies' requests are due on October 2<sup>nd</sup>. BUGS-E uses relatively simple procedures requiring minimal training to enable an agency to access inquiries, input data, and request automated reports (i.e., budget tables). BUGS-E is available to users of CAS for Windows as well as through traditional CAS mainframe access.

Please use the attached form to sign up for training and/or BUGS-E user ID(s) and password(s) for your agency or division. Training schedules and new user ID/passwords will be sent to the Agency Contact for distribution by mid July, just prior to the start of the classes. Classes will last for approximately two and one-half hours and will be held in the OBM Training Center, Room 3499 in the Rhodes Tower. Separate classes will be offered for people using BUGS-E for Windows and for those using traditional, mainframe BUGS-E. Only those who will be directly involved in the budgeting process should enroll for this training. Training is optional but I encourage any new users to attend.

Please complete the attached form to indicate your training needs. Print and mail the form to my attention at *OBM, 30 E Broad St., 34<sup>th</sup> FL*, **no later than Monday, May 29**. You may also fax this form to (614) 466-5400.

**Name** Show the name of each BUGS-E user for your agency or agency division. OBM will provide the Agency Contact for BUGS-E indicated on the form with new user IDs to distribute to each BUGS-E user listed.

**Attending BUGS-E Training?** Indicate whether each user wishes to attend a BUGS-E training class.

For those that want to attend class, indicate whether the user has access and prefers to use CAS for Windows (this also grants the user access to BUGS-E for Windows); or if the user has access and prefers to use traditional mainframe CAS and BUGS-E. (Regardless, a new BUGS-E user ID/password will still be necessary.)

You may contact your budget analyst with questions concerning BUGS-E; direct questions about training or passwords to me at [mame.greulich@obm.state.oh.us](mailto:mame.greulich@obm.state.oh.us) or 614-466-3600. I look forward to working with you this biennium.

Attachment

## Request for BUGS-E Security for FY 08/09 Budget Preparation

**OBM will notify the Agency Contact designated below of the assigned 8 character user ID/password, and if indicated on this form, training date for each BUGS-E user listed.**

Agency: _____	Agency CAS Code: ____ _
Chief Fiscal Officer Authorization: _____ <div style="text-align: center; font-size: small;">Signature</div>	
Agency Contact for BUGS-E Security and Training: _____ <div style="text-align: center; font-size: small;">Please Print</div>	
E-mail Address: _____	Phone Number: _____

BUGS-E User Name	E-mail Address	Training (mark Yes or No)		
		No	Yes (indicate user preference)	
			CAS for Windows	Character-based CAS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Please return completed form by **May 29, 2006** to:

Mame Greulich  
 OBM  
 30 E Broad St., FL 34  
 Columbus, OH 43215-3457

Fax completed forms to (614) 466-5400.