



OBM

April 24, 2006

MEMORANDUM TO: Fiscal Officers of All On-line Agencies

FROM: Mame Greulich
Training and Communications
State Accounting

RE: **Work Session Available for Data Entry of FYA Transactions**

Soon you will receive instructions for completing budget allotments for fiscal year 2007. Included in that memo will be information about completing Fiscal Year Allotment Plan (FYA) worksheets and entering that information into CAS.

State Accounting is offering data entry work sessions on May 15 and 16 for both traditional/character-based CAS users and for CAS Plus/CAS for Windows users. These classes are designed to assist people who have never entered an FYA or who do not do CAS data entry routinely.

Please e-mail me at mame.greulich@obm.state.oh.us if you or someone in your agency would like to attend a data entry work session. Be sure to indicate the applicant's preference for CAS for Windows or character-based CAS. A confirmation notice will be sent prior to class.