MEMORANDUM TO: Fiscal Officers of all Agencies, Boards, Commissions,
Colleges and Universities

FROM: Dawn D. Gatterdam, Acting Administrator
State Accounting Division

SUBJECT: CAS Problem

Due to systems problems experienced last night, many documents that were accepted may have been lost. The documents involved are:

★ Documents that rejected Friday night, July 1
★ Documents that were entered Saturday, July 2
★ Documents that were entered Tuesday, July 5

Attached to this email is a list of specific documents that are likely to be involved. Please check this list.

If you entered any documents Saturday or Tuesday, follow these steps:

1) Check inquiries like Qspnd04 and Qrvit02 to determine if your document is accepted. If it appears as accepted on one of these inquiries, your document is fine.
2) If document is not reflected on the inquiry, check SCON. If your document is on SCON, complete the entry of the document (if needed) and schedule your document.
3) If your document is not on SCON, you’ll need to re-enter the document.

Document-specific instructions

Encumbrances (REQ, CNT, COM, OIS, ORD) – Re-enter and schedule.

PLA – Re-enter and schedule.

REV – Do not re-enter. State Accounting will re-enter the documents as RCRs.

RHR – Re-enter and call Vicky Baker (6-2542)

VEC – Do not re-enter. Call Greg Miller (6-3459)

VIP – Re-enter and schedule.

VOC – Re-enter using exact same document number. If the backup material has already been sent to State Accounting, send the printed voucher with “ACCEPTED 7/5/05” clearly written on the voucher. State Accounting will attach the voucher to the existing backup.

VPT – Re-enter.

VEN – Re-enter.
If you have questions, please contact the Help Desk at www.ohio.gov/obm/CAS or obm.helpdesk@obm.state.oh.us

I apologize for the inconvenience this causes you and your fiscal staff. We are available to assist you with rushes and emergency processing. Please call us if we can help.