

OCASB Records Request February 2010 Guidance

***Consult with your office's legal counsel for assistance in responding to public records requests including questions about what portions if any of your response may/must be redacted.**

Request 1 (Checkbook/disbursement ledger)

- Print Cash Journal
 - Accounting -> Reports and Statements -> General Accounting -> Cash Journal
 - Select Year to Date
 - Process
 - Select File, enter a file name (ex: Request1), and select Text or PDF

Request 2 (Payroll list by name with total payment)

- Print Payroll Register – Summary
 - Payroll -> Reports -> General Payroll Reports -> Wages -> Payroll Register -> Payroll Register – Summary
 - Select Year to Date
 - Select All
 - Sort Report By: Employee Name
 - Process
 - Select File, enter a file name (ex: Request2A), and select Text or PDF

- Print Employee Listing
 - Payroll -> Reports -> Information and Status Reports -> Employee -> Listing
 - Select "All" as the Type
 - Sort by Employee Name
 - Select All
 - Process
 - Select File, enter a file name (ex: Request2B), and select Text or PDF

- Print Department Listing
 - Payroll -> Reports -> Information and Status Reports -> Entity -> Department Listing
 - Select All
 - Process
 - Select File, enter a file name (ex: Request2C), and select Text or PDF

Request 3 (Most recent budget)

- Print Appropriation Budget
 - Accounting -> Reports -> Information & Status -> Appropriations -> Information -> Appropriation Budget
 - Select Year to Date
 - Select All
 - Process
 - Select File, enter a file name (ex: Request3), and select Text or PDF

To send the files by Email

- If you have dial-up internet make sure you are connected to the internet
- Create an email message to editor@ohiocasb.org
- Subject: Records request from (your entity name and county here)
- Click the "Paperclip" icon to attach files
- In the Insert dialog box to select files, click on the drop down list at the top (labeled "Look in:") and select "Local Disk C"
- Double-Click the file folder labeled "_UAN_EFiles"
- Click on Request1, then hold down the Ctrl key and click on Request2A, Request2B, Request2C, and Request3 so that all five files are selected
- Click the "Insert" button in the bottom right corner of the Insert dialog box
- The inserted files will appear in a box labeled "Attached:" below the subject line
- Enter a message in the body of the email (if desired)
- Click the "Send" button when you are ready to send the email message