MEMORANDUM

February 1, 2008

TO: Fiscal Officers of State Agencies, Boards, and Commissions

FROM: Trish Barker   *Trish Barker*
            Program Manager, Business Transformation

SUBJECT: New state of Ohio EFT Remittance Lookup Application

I want to take this opportunity to make you aware of the state of Ohio's new EFT Remittance Lookup application. Prior to the implementation of the Ohio Administrative Knowledge System (OAKS), the state of Ohio made a decision to discontinue issuing paper remittance for Electronic Funds Transmittal (EFT). Since the implementation in July, we received feedback that some banking institutions are unable to provide counties and local political entities with the complete payment information. In response to that feedback, a partnership was created between the Office of Budget and Management (OBM), the Department of Administrative Services' Office of Information Technology (OIT) and the Treasurer of State's office to provide remittance information electronically. The web address for the application is: http://www.oaks.ohio.gov/remitlookup/

Attached are instructions for accessing the website. Users may query by date range, remitting agency, amount, invoice number, voucher number or payment ID. The data can be downloaded to an Excel spreadsheet and sorted. The data provided is for the period July 1, 2007 through the present. Currently, we plan for data to remain available for up to 12 months.

Beginning February 1, 2008, the website will be available to vendors with an OAKS Vendor ID, however, it is being introduced first to county auditors and treasurers.

It is not mandatory for state agencies to populate the Payment Message field on a voucher. However, if an agency does not provide sufficient information in the Payment Message field that allows a recipient to successfully apply a payment, users may contact the initiating agency directly. OBM encourages agencies to provide information in the Payment Message field and reduce the number of telephone calls from vendors to agency fiscal and program staff.

Please remember that no sensitive data should be used when populating the Payment Message field. Sensitive data includes, but is not limited to, dates of birth, Social Security or tax identification numbers, drivers' license numbers, credit card number and any information protected under the Health Insurance Privacy Act of America (HIPAA).

If users have questions, they may e-mail OBM.communications@obm.state.oh.us or phone (614) 644-5759.

How to Look Up Remittance Advice

A Tool for State of Ohio Vendors

The Main Screen

The Lookup Is Located At: www.oaks.ohio.gov/remitlookup
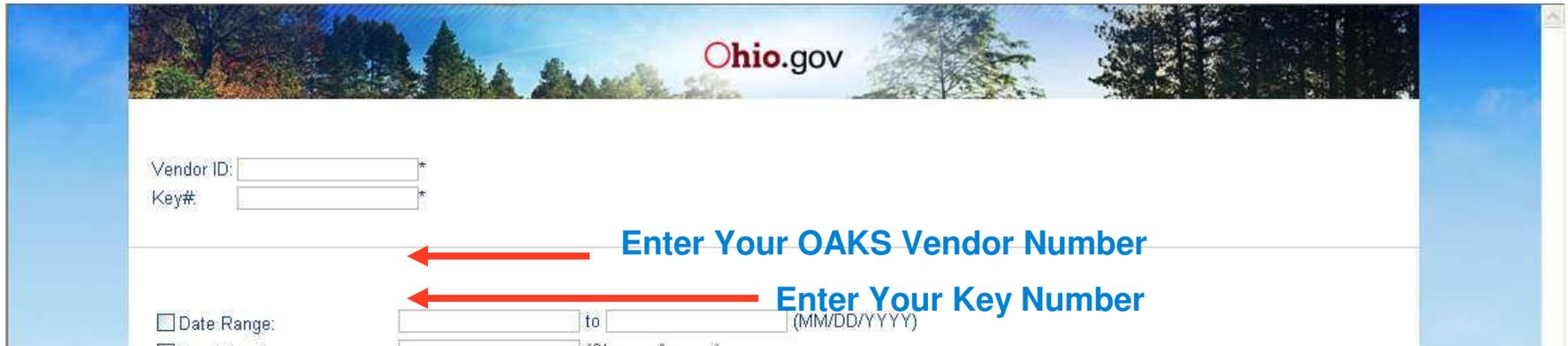
Step 1

For each query you will first enter your OAKS Vendor ID and Key #. Your Key # is your organization's zip code. If you need help with your Vendor ID or Key #, please contact the State of Ohio's Office of Budget and Management by e-mail at obm.communications@obm.state.oh.us. Please include your name and phone number so you may be more promptly contacted.

Step 2

You now have a choice.

1. You may query by date range and remitting agency, or,

2. By selecting amount, invoice number, voucher number, or payment ID number.

Choice 1

Choice 2

Step 4 - Final

○ Invoice: [   ]

○ Voucher: [   ]

○ PaymentID: [   ]

[Submit]

* - Required entry.

If you need assistance accessing this application or
Budget and Management by e-mail at communicatio

Click "Submit" Button

Example

Result

http://www.oaks.ohio.gov/remitlookup/ViewRemittance.aspx

File   Edit   View   Favorites   Tools   Help

EFT RemitLookup

Ohio.gov

Your query returned 7 results.
Number of records per page 10

Vendor ID	Agency ID	Voucher	Payment Date	Amount	Payment Message	Invoice	Payment ID	PMT METH	More Info
51389	EDU01	00015004	8/24/2007 12:00:00 AM	$10051.8600		4I402108	0000058181	EFT	
51389	EDU01	00022484	9/12/2007 12:00:00 AM	$3203.8400		7I578708	0000084253	EFT	
51389	EDU01	00023591	9/17/2007 12:00:00 AM	$2302.9500		7I670308	0000090468	EFT	
51389	EDU01	00026669	9/25/2007 12:00:00 AM	$190.9100		7I799808	0000100766	EFT	
51389	EDU01	00057972	11/16/2007 12:00:00 AM	$3135.4400		7J132608	0000162645	EFT	
51389	EDU01	00073703	12/28/2007 12:00:00 AM	$3843.1000		7J607508	0000214368	EFT	
51389	EDU01	00079742	1/17/2008 12:00:00 AM	$3443.4400		7J818808	0000236275	EFT	

First   Previous   Next   Last

Search Again   Export to CSV

OAKS
Ohio Administrative Knowledge System
·Today·Tomorrow·Together·

Note: You may sort results by clicking the headers above.