

How to Look Up Remittance Advice

A Tool for State of Ohio Suppliers



OBM

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The Main Screen

The Lookup Is Located At: <http://remitlookup.obm.ohio.gov>

The screenshot shows a web browser window titled "EFT RemitLookup - Windows Internet Explorer provided by Office of Budget & Management". The address bar shows the URL "http://www.oaks.ohio.gov/remitlookup/". The page features a header with the "Ohio.gov" logo and the title "OAKS EFT Remittance Lookup". Below the header, there are input fields for "Vendor ID" (containing "000") and "Key#" (containing "000"). There are also checkboxes for "Date Range" and "Remitting Agency" with corresponding input fields. Below these, there is a section labeled "- OR -" with radio buttons for "Amount", "Invoice", "Voucher", and "PaymentID", each followed by an input field. A "Submit" button is located below the radio buttons. At the bottom of the form area, there is a note: "* - Required entry." and a paragraph of contact information: "If you need assistance accessing this application or if you have questions about it, please contact Ohio Shared Services, a division of Ohio's Office of Budget and Management by e-mail at ohiosharedservices@ohio.gov." The footer of the page includes the "Ohio Administrative Knowledge System" logo with the text "OAKS" and "Today - Tomorrow - Together". The browser's status bar at the bottom shows "http://www.ohio.gov/" and "Internet | Protected Mode: On".

Step 1:

The Lookup is Located At: <http://remitlookup.obm.ohio.gov>



The screenshot shows the web application interface for the OAKS EFT Remittance Lookup. At the top, there is a banner with a landscape image of trees and the text "Ohio.gov". Below the banner, the title "OAKS EFT Remittance Lookup" is displayed in blue. The main content area contains two input fields: "Vendor ID:" followed by a text box with a red asterisk, and "Key#:" followed by another text box.

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 Ohio Shared Services by telephone at 614.338.4781.

Step 2:

EFT RemitLookup - Windows Internet Explorer provided by Office of Budget & Management
http://www.oaks.ohio.gov/remitlookup/

Ohio.gov

OAKS EFT Remittance Lookup

Vendor ID: 000
Key#: 000

Date Range: [] to [] (MM/DD/YYYY)
 Remitting Agency: [] (Choose Agency)

- OR -

Amount: [] to []
 Invoice: []
 Voucher: []
 PaymentID: []

* - Required entry.

If you need assistance accessing this application or if you have questions about it, please contact Ohio Shared Services, a division of Ohio's Office of Budget and Management by e-mail at ohiosharedservices@ohio.gov.

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

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

Option 1

Option 2

Step 3 Final:

<input type="radio"/> Invoice:	<input type="text"/>
<input type="radio"/> Voucher:	<input type="text"/>
<input type="radio"/> PaymentID:	<input type="text"/>

* - Required entry.

Click "Submit" Button

Example

The screenshot shows a web browser window titled "EFT RemitLookup - Windows Internet Explorer provided by Office of Budget & Management". The address bar shows "http://www.oaks.ohio.gov/remitlookup/". The page header includes the "Ohio.gov" logo and the title "OAKS EFT Remittance Lookup".

The form contains the following fields and options:

- Vendor ID:
- Key#:
- Date Range: to (MM/DD/YYYY)
- Remitting Agency: (Choose Agency)
- OR -
- Amount: to
- Invoice:
- Voucher:
- PaymentID:
-

Three numbered callouts with arrows point to the following elements:

- 1. Entered Vendor Number and Key Number** - Points to the Vendor ID and Key# input fields.
- 2. Choose to Search by Date Range** - Points to the Date Range checkbox and input fields.
- 3. Click the Submit Button** - Points to the Submit button.

At the bottom of the form, there is a note: "* - Required entry." and contact information for Ohio Shared Services. The OAKS logo is also present, with the text "Ohio Administrative Knowledge System" and "Today • Tomorrow • Together".

Result

Ohio Administrative Knowledge System
OAKS
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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		41402108	0000058181	EFT	
51389	EDU01	00022484	9/12/2007 12:00:00 AM	\$3203.8400		71578708	0000084253	EFT	
51389	EDU01	00023591	9/17/2007 12:00:00 AM	\$2302.9500		71670308	0000090468	EFT	
51389	EDU01	00026669	9/25/2007 12:00:00 AM	\$190.9100		71799808	0000100766	EFT	
51389	EDU01	00057972	11/16/2007 12:00:00 AM	\$3135.4400		71326608	0000162645	EFT	
51389	EDU01	00073703	12/28/2007 12:00:00 AM	\$3843.1000		71607508	0000214368	EFT	
51389	EDU01	00079742	1/17/2008 12:00:00 AM	\$3443.4400		73818808	0000236275	EFT	

Note: You may sort results by clicking the headers above.
For Invoice results compare to bank information.