

How to Look Up Remittance Advice

A Tool for State of Ohio Vendors



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The Main Screen

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

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 browser's Favorites bar includes "OBM@Work" and "Suggested Sites". The main content area 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"). A section for search criteria includes checkboxes for "Date Range" (with date pickers) and "Remitting Agency" (with a dropdown menu). Below this, there is a separator "- OR -" and radio buttons for "Amount", "Invoice", "Voucher", and "PaymentID", each followed by an input field. A "Submit" button is located below these options. A note states "* - Required entry." and provides contact information for Ohio Shared Services. At the bottom, there is a logo for the "Ohio Administrative Knowledge System" (OAKS) with the tagline "Today - Tomorrow - Together". The browser's status bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

Step 1:

The Lookup is Located At: www.oaks.ohio.gov/remitlookup



The screenshot shows a web form titled "OAKS EFT Remittance Lookup" on the "Ohio.gov" website. The form has a header with the "Ohio.gov" logo and a background image of trees. Below the header, the title "OAKS EFT Remittance Lookup" is centered. The form contains two input fields: "Vendor ID:" with a red asterisk to its right, and "Key#:". Both fields are currently empty.

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:

The screenshot shows the 'OAKS EFT Remittance Lookup' web application. At the top, there is a header with the 'Ohio.gov' logo and the title 'OAKS EFT Remittance Lookup'. Below the header, there are two main search options. The first option, labeled 'Option 1', is a search by date range and remitting agency. It includes a 'Date Range' section with two input fields for start and end dates, followed by '(MM/DD/YYYY)'. Below that is a 'Remitting Agency' section with a dropdown menu and the text '(Choose Agency)'. The second option, labeled 'Option 2', is a search by amount, invoice number, voucher number, or payment ID. It features four radio buttons: 'Amount', 'Invoice', 'Voucher', and 'PaymentID', each followed by an input field. A 'Submit' button is located below the search options. At the bottom of the page, there is a footer with the text '* - Required entry.' and a contact information for Ohio Shared Services. The OAKS logo is also present at the bottom, with the tagline 'Today · Tomorrow · Together'.

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.

Below the form, there is a note: "* - Required entry." and contact information for Ohio Shared Services. At the bottom, there is a logo for the Ohio Administrative Knowledge System (OAKS) with the tagline "Today • Tomorrow • Together".

Result

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		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		73132608	0000162645	EFT	
51389	EDU01	00073703	12/28/2007 12:00:00 AM	\$3843.1000		73607508	0000214368	EFT	
51389	EDU01	00079742	1/17/2008 12:00:00 AM	\$3443.4400		73818808	0000236275	EFT	

First Previous Next Last
Search Again Export to CSV

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