MEMORANDUM

February 1, 2008

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

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

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: [blank]
- Voucher: [blank]
- PaymentID: [blank]

Click "Submit" Button

* - Required entry.

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

1. Entered Vendor Number and Key Number

2. Chose to search by Date Range

3. Clicked Submit Button
<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Agency ID</th>
<th>Voucher</th>
<th>Payment Date</th>
<th>Amount</th>
<th>PaymentMethod</th>
<th>Invoice</th>
<th>Payment ID</th>
<th>PARTY HASH</th>
<th>More Info</th>
</tr>
</thead>
<tbody>
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<td>00015004</td>
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<td>EFT</td>
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<td>EFT</td>
</tr>
</tbody>
</table>

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