

April 22, 2008

To: AmeriCorps Sub-grantees  
From: Lisa Tope, Grants Officer

**Re: New State of Ohio EFT Remittance Lookup Application**

As you know, the State of Ohio implemented a new accounting system last summer. At that time, a decision was made to discontinue issuing paper remittance for Electronic Funds Transmittal (EFT). Now, as a vendor with the state, you may access your complete payment information through the new State of Ohio EFT Remittance Lookup Application at [www.oaks.ohio.gov/remitlookup](http://www.oaks.ohio.gov/remitlookup).

Instructions for accessing the site may be found on our website at [www.serveohio.org](http://www.serveohio.org), under AmeriCorps Resources for Program Directors. You may query by date range, remitting agency (use AGE01) or amount. 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, the state plans for data to remain available for up to 12 months.

If you are interested in using this new tool to access your EFT payment history, please email me at [lisa.tope@ocsc.state.oh.us](mailto:lisa.tope@ocsc.state.oh.us) and I will send your Vendor ID.

Sincerely,

*Lisa*

Lisa Tope  
Grants Officer  
614.728.2920 (direct line)  
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[lisa.tope@ocsc.state.oh.us](mailto:lisa.tope@ocsc.state.oh.us)  
[www.serveohio.org](http://www.serveohio.org)

# How to Look Up Remittance Advice

A Tool for State of Ohio Vendors



**OBM**

**OhioDAS**

# The Main Screen

The Lookup Is Located At: [www.oaks.ohio.gov/remitlookup](http://www.oaks.ohio.gov/remitlookup)

EFT RemitLookup - Windows Internet Explorer  
http://www.oaks.ohio.gov/remitlookup/default.aspx

Ohio.gov

Vendor ID: \*

Key#: \*

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 the State of Ohio's Office of Budget and Management by e-mail at [obm.communications@obm.state.oh.us](mailto:obm.communications@obm.state.oh.us).

Ohio Administrative Knowledge System  
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# Step 1

The Lookup Is Located At: [www.oaks.ohio.gov/remitlookup](http://www.oaks.ohio.gov/remitlookup)

Ohio.gov

Vendor ID:  ← **Enter Your OAKS Vendor Number**

Key#:  ← **Enter Your Key Number**

Date Range:  to  (MM/DD/YYYY)

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](mailto: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.

EFT RemitLookup - Windows Internet Explorer  
http://www.oaks.ohio.gov/remitlookup/default.aspx

Ohio.gov

Vendor ID: 000  
Key#: 000

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

- OR -

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

Submit

\* - Required entry

If you need assistance accessing this application or if you have questions about it, please contact Budget and Management by e-mail at [obm.communications@obm.state.oh.us](mailto:obm.communications@obm.state.oh.us).

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Choice 1

Choice 2

## Step 3 - Final

Invoice:

Voucher:

PaymentID:

\* - Required entry.

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

**Click "Submit" Button**

# Example

EFT RemitLookup - Windows Internet Explorer  
http://www.oaks.ohio.gov/remitlookup/default.aspx

Ohio.gov

Vendor ID: \*  
Key#: \*

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 the State of Ohio's Office of Budget and Management by e-mail at [obm.communications@obm.state.oh.us](mailto:obm.communications@obm.state.oh.us).

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**1. Entered Vendor Number and Key Number**

**2. Chose to search by Date Range**

**3. Clicked Submit Button**

# Result

EFT RemitLookup - Windows Internet Explorer  
http://www.oaks.ohio.gov/remitlookup/viewRemittance.aspx


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		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		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



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