

AP - Creating Vouchers

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Table of Contents

Steps for Creating Vouchers.....	3
References.....	3
Process.....	3
Additional Vouchering Guidance	4
Understanding Invoices	5
Determining Required Backup.....	9
Creating a Non-PO Voucher	12
Creating a PO Voucher	22
Creating a PO Receipt Voucher	35
Creating a Single Payment Voucher	46
Entering 1099-S Vouchers (Property/Real Estate).....	55

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Steps for Creating Vouchers

References

- [SAFE Policy - "Vouchers and Expenditures"](#) .
- [ORC 126.08](#) - Director of budget and management - powers and duties
- [ORC 125.01\(B\) - "Department of administrative services - office services definitions" \(Definition of an invoice\)](#)
- [ORC 126.30](#) governs interest on late payments for goods and services
- [OAC 126-3-01](#) covers prompt payment requirements - places responsibility for paying suppliers promptly on the agency dealing with the supplier
- [OBM Rule 126-3-01 \(A\)\(4-5\)](#) states that an agency's responsibility to make prompt payment does not begin until the agency receives a proper invoice as defined in this rule
- [OBM Rule 126-3-01 \(B\)\(4\)\(b\)](#) details actions to take for a defective or improper invoice

Process

Non-PO Vouchers

Non-PO Vouchers can be used to pay for non-IT goods or services when the total vouchered is \$500 or less.

PO Vouchers

PO Vouchers must be used when funds are encumbered for the purchase or when the invoice total is \$500 or greater.

- Refer to the "[OAKS FIN Account Code Reference](#)" for items with account codes excluded from the PO requirement.

PO Receipt Voucher

PO Receipt Vouchers must be used when an agency has created a PO to encumber the funds being used to make the payment and when they have entered a receipt in OAKS FIN to show they have received the goods / services.

Single Payment Vouchers

The Single Payment Voucher (SPV) exists to reduce the effort required to make a one-time, small dollar payment to suppliers not in the OAKS FIN supplier database. Single Payment Vouchers may not be used when:

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- the supplier is established and is active in the OAKS FIN supplier database, or
- the account code being used is reportable to the IRS, or
- the amount of the payment requires a purchase order to be completed.

[Entering 1099-S Vouchers \(Property/Real Estate\)](#)

This procedure involves recording property/real estate closing date and description on the 1099-S Property Information page.

Additional Vouchering Guidance

Pre-Payment of Expenses

Shipping

Membership

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Understanding Invoices

References

Overview

An invoice or bill is a document issued by a seller / supplier to the buying agency, indicating the products, quantities, and agreed prices for products or services the seller has provided to the buying agency.

An invoice indicates the buying agency must pay the seller, according to the payment terms. The buying agency has a maximum amount of days to pay for these goods and is sometimes offered a discount if paid before the due date.

The state is required to pay all suppliers within 30 days of receiving a proper invoice. Upon receiving an invoice, the person who received the goods and/or services should review the details to ensure that the goods and/or services were received and the invoice is accurate.

- Do not accept hand altered invoices or adjustments to the invoice or total to be paid. Exception: If state sales tax is included on the invoice it may be altered to exclude the payment of tax. Sales tax is the only adjustment permitted on the invoice.
- Some goods and services require backup documentation to be included with the invoice. Click [here](#) to view a list of the required backup documentation needed.

Proper Invoice

Ohio Revised Code, section 125.01 (B) defines an “invoice” showing:

- Vendor (Supplier) name and address
- Bill to address
- Delivery of commodity or performance of service
- Date of the purchase or rendering of service
- An **itemization** of the things done, material supplied or labor furnished
- Total amount due pursuant to the contract or obligation
- Incomplete invoices will be denied
- Invoice cannot be altered except for:
 - Removal of state of Ohio sales tax
 - Unauthorized freight charges

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Standard Invoices

Explore the invoice below by clicking on the boxed areas.

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Dept CH 10490 Palatine, IL. 60055-0490 986 CUST COPY #1 **Invoice**

Invoice No.	Date
133400406	06/20/2012

Routing Code	Stop #	Customer #	Purchase Order #	Sales #	Representative	Terms *
8210	96	335680901	DRC01-0000075381	986 828	TJ WYBRANOWSKI II #7488 (800) 905-2304 JUDITH MILLER #5512 (800) 968-6261	Net 30 Days

Ship To:

Toledo Correctional Institution
2001 E Central Avenue
Toledo, OH 43608

Ohio Dept of Rehab & Corrections
Attn: Business Office
PO Box 80033
Toledo, OH 43229

Item Code	Qty	Description	Cost Control Guide	SPECS	Unit Price (IncSpecs)	Tax	Amount
220051	2	Case 4-5# GFS Cottage cheese SMCU 525083 DY	6.75		26.98		53.96
428353	1	Each 5# Fresh Peeled Garlic 96000 / 96001 PR	9.01		9.01		9.01
		Total Cooler Pieces 3					
247669	2	Case 1 15# KE SLCD BCN 18-22CT / 14840 / 331 MT	34.85		34.85		69.70
		Total Freezer Pieces 2					
108197	1	Case 1-10# GFS ridged Curly Lasagna 2 1/8 GR	12.43		12.43		12.43
499943	1	Case 6 - .5Gal Jalapeno Peppers SLCD Z739 GR	3.98		23.87		23.87
513768	1	Case 1-3.75# Red Pepper Crushed Trade EAS GR	27.48		27.48		27.48
714350	2	Case 8-25CT Shell Taco YEL 5" GFS 20395 GR	1.33		10.62		21.24
357220	1	Case 12-1# Bacon Crumbles CKD GFS 357220 MT	5.37		64.40		64.40
122910	2	Case 4-250 Triumph 1# PPR Food TR 19111 DS	7.97		31.90		63.80
122940	2	Case 2-250 Triumph 3# PPR Food TR 19101 DS	15.70		31.40		62.80
		Total Warehouse Pieces 10					

Grocery	Frozen	Meat	Seafood
\$85.02		\$134.10	
Poultry	Dairy	Disposables	Sanitation
	\$53.96	\$126.60	
Disp. Bev	Produce	Tabletop	
	\$9.01		

NUMBER OF PIECES
 2oz 3oz 10oz 1lb 25lb

Customer's signature certifies receipt of all items listed and its promise to pay the amount due to GFS. Customer agrees that if a check, cash order or other payment (if applicable) issued in payment of this invoice is dishonored, GFS reserves the right to suspend and issue a draft against the account upon which the transaction is drawn for a fee up to the maximum established by law.

RECEIVED BY: *[Signature]*

SUBTOTAL	\$408.69
TAX	
Pay This Amount	\$408.69

The perishable agricultural commodities shown on this invoice are sold subject to the statutory trust authorized by section 591 of the Perishable Agricultural Commodities Act, 1930 (7 U.S.C. 499et seq.). The seller of these commodities retains a trust claim over these commodities, all inventories of food or other products derived from these commodities and any receivable of proceeds from the sale of these commodities until full payment is received. Eggs delivered in the state of Illinois include an Illinois Egg Inspection Fee in the price. USDA Inspection Fees at a rate of 1.05 per 30 dozen applicable.

*Acceptance constitutes agreement to a time price differential of 1.12% per month on the unpaid balance after the due date.
 FOLD AND TEAR ALONG PERFORATION THEN RETURN BOTTOM PORTION. **THANK YOU FOR YOUR ORDER. Please enclose this stub with payment.** FOLD AND TEAR ALONG PERFORATION THEN RETURN BOTTOM PORTION.

8210	96	986	203.85	LB
Customer #	Invoice #	Date		
335680901	133400406	06/20/2012		

Gordon Food Service, Inc.
 Payment Processing Center
 Dept CH 10490
 Palatine, IL. 60055-0490

Date Due 04/01/2011
PAY THIS AMOUNT
\$408.69



OHIO DEPT OF REHAB & CORRECTIONS
 (419) 726-7977

335680901610133400406000040869000004086904

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Determining Required Backup

References

In addition to the invoice, some specific situations will require additional backup documentation be attached to the voucher in OAKS FIN. The guidelines below describe those requirements.

Advertising

- Must include:
 - a copy of the advertisement OR
 - a tear sheet for printed documents OR
 - a screenshot of the Internet ad OR
 - the airing dates and times for radio and television.

Promotional Items

- Invoices for promotional items, need to attach a justification memo stating the public purpose.

Paid for Sponsorships

- The state of Ohio does not pay for sponsorships unless it has a vested interest in how the state will benefit.
- Include a memo on how the state will benefit if it is not included or clear on the invoice.
- Most times the benefit will be (free) advertising, booth space, and the agency name posted somewhere etc. (something in return).

Car Rental (direct billed)

- Rental agreement.
- Reimbursement of gas (need receipts).

Lodging (direct billed)

- Agency name
- Detailed invoice
- Room folios
- No Ohio sales tax
- No personal charges (food, movies etc.)

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Personal Service and Travel

- Detailed invoice of service rendered with dates, times, amount to be paid.
- Copy of contract if travel is being paid (to verify travel compensation.)
- Receipts.
- Follow OBM Travel Rule (unless contract agreement authorizing different specifics.)

- Refer to the OBM Travel Rule: 126.31, Travel and other expenses, for additional guidance.

Contractor Travel

Whenever possible, contractor's travel must be negotiated using a deliverable-based method so that travel rates are not an issue. However, if necessary to reimburse travel expenses for contractors, the expenses must be reimbursed pursuant to OBM Travel Rule 126-1-02 and submitted for reimbursement using OBM Travel Expense Report (OBM 7148) OBM Travel Reimbursement Invoice for Non-State Employees (OBM – 1115) or a similar (agency specific) form that contains the same information.

Temporary Services

- Need job description.
- Dates of service.

Employee Recognition

- Awards over \$25 fair market value (material/cash) needs DAS approval.

Non-State Employee travel

- Need to use Travel Reimbursement Invoice for Non-State Employees (except OOD).
- Requires an itemized receipt if over \$10.

Required Documentation for: Meetings, Seminars, and Conferences

Seminar/Training

If the SEMINAR/TRAINING is Direct Billed an invoice with the names of attendees is needed.

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- Registration announcement.
- An agenda.
- If registration has a separate cost for food, do not pay unless there is an overnight stay.

Personal Service Contractor to Provide Training

- An invoice.
- Agenda or a copy of the curriculum.
- List of attendees.
- If travel reimbursement is authorized, receipts are required along with a copy of the contract section that authorizes reimbursement.

Space (Room Rental) or Equipment Rental

- An invoice.
- An agenda.
- List of attendees or event announcement indicating that the event was “open to the public”.

Food Event

Must be in compliance with the guidelines which can be found on the OBM website under Resources in the OBM memos section:

- Approval email from OBM if the purchase exceeds the allowance as stated in the guidelines.
- Completed & signed Event Compliance Certification Form.
- Invoice.
- Agenda.
- Sign-in sheet/list of attendees.

Additional documents that should be attached if there is a CHARGE to individuals to register to attend the Event:

- Registration form.
- Revenue documents AR 20002 Payment Detail.
- The number of meals charged should not exceed the number of attendees on the sign in sheet. The dollar amount of the fees charged and received should match the amount of the deposits.
- *The State does not pay for meals of “no shows.”

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Creating a Non-PO Voucher

Overview

Non-PO Vouchers can be used to pay for non-IT goods or services when the total vouchered is \$500 or less.

- Some vouchers may require central approval, which includes a requirement for supporting documentation. Refer to Vouchers Requiring Central Approval to see if the voucher applies.

An agency's responsibility to make prompt payment does not begin until the agency receives a proper invoice as defined by OBM Rule 126-3-01 (A)(4-5). If the agency receives a defective or improper invoice from a supplier, there are responsibilities under the Ohio Administrative Code. OBM Rule 126-3-01 (B)(4)(b) details the actions to take upon receiving a defective or improper invoice.

Steps

- **OAKS FIN > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

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Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

Home | Worklist | Add to Favorites | **Sign out**

OAKS Financials

New Window | 

Voucher

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Business Unit: 

Voucher ID:

Voucher Style:

Supplier Name: 

Short Supplier Name: 

Supplier ID: 

Supplier Location: 

Address Sequence Number: 

Invoice Number:

Invoice Date: 

Gross Invoice Amount:

Freight Amount:

Misc Charge Amount:

PO Business Unit: 

PO Number: 

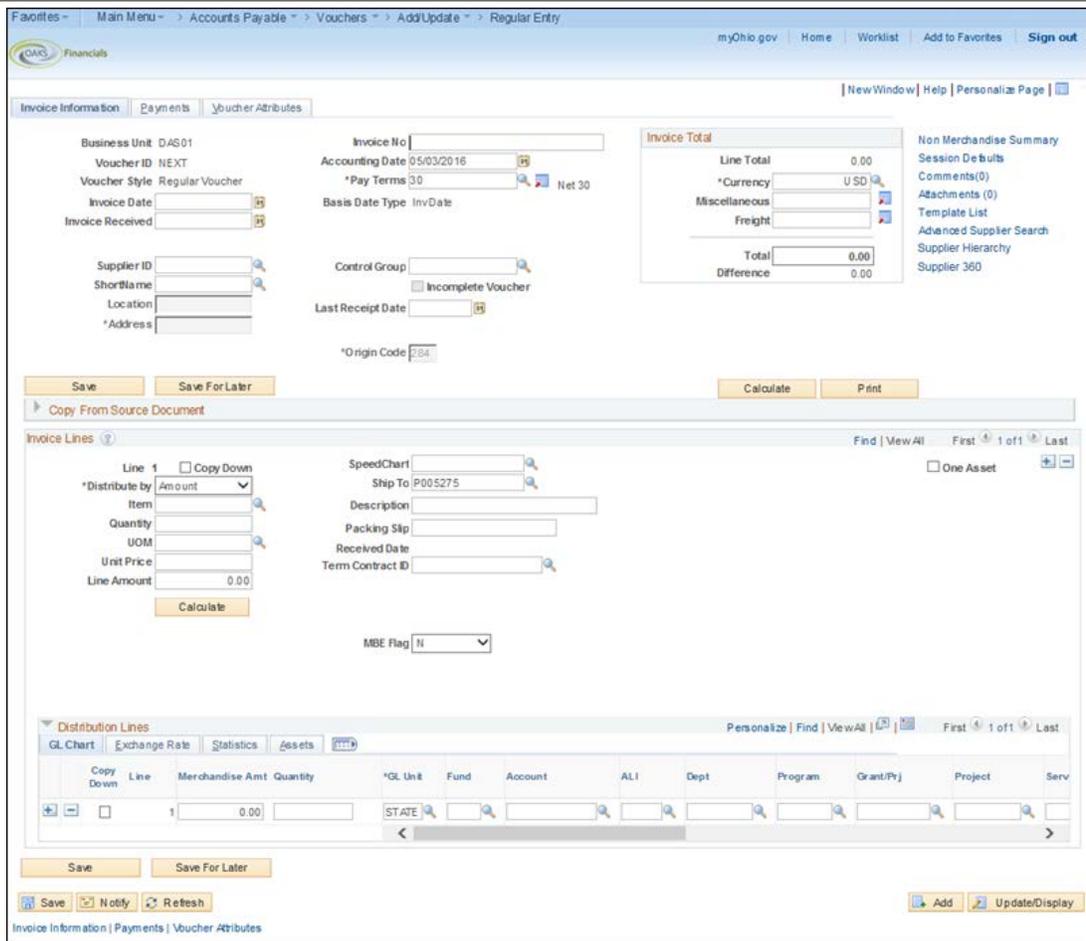
Estimated No. of Invoice Lines:

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

1. Click **Add**.
 - The Invoice Information page displays.

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2. Select the **Supplier ID** of the company to send payment.
 - Use the magnifying glass to search for a supplier.
 - If the supplier isn't set up in OAKS FIN, refer to the [Ohio Shared Services website](#) for instructions on submitting the request.
3. Leave **NEXT** in the Voucher ID field.
 - OAKS FIN assigns IDs to vouchers.
4. Keep **Regular Voucher** as the **Voucher Style** for Non-PO Vouchers.
5. Enter the number printed on the supplier's invoice in the **Invoice Number** field.
 - OAKS FIN checks for duplicates when the voucher is saved. The check reviews the following field combinations: Business Unit, Invoice Number, supplier ID, and Amount. The check is not case sensitive.

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6. Enter the date printed on the supplier's invoice in the **Invoice Date** field in MM/DD/YYYY format.
- Discount calculations are based on this field
 - Enter the current date by typing "today" in the field.
 - An agency's responsibility to make prompt payment does not begin until the agency receives a proper invoice as defined by OBM Rule 126-3-01 (A)(4-5). If the agency receives a defective or improper invoice from a supplier, there are certain responsibilities under the Ohio Administrative Code. OBM Rule 126-3-01 (B)(4)(b) details the actions to take upon receiving a defective or improper invoice.
 - Utilities regulated by Public Utilities Commission (PUCO) may bill late payment charges based on the rates approved by PUCO. This is not subject to ORC 126.30.
 - Except for prompt payment fees and PUCO late fees, late charges of any other type will not be paid.
7. Enter the lesser of "current charges" or "balance due" as it appears on the invoice in the **Invoice Total** field.
- The total voucher amount must correspond to the invoice amount. An invoice may not be altered by the agency. If the invoice amount is incorrect, the agency should request a new invoice from the supplier, according to requirements of prompt pay legislation.
 - The amount entered should:
 - Exclude "sales tax" listed on the invoice image when the supplier's "remit to" is in Ohio (other taxes such as excise taxes, local taxes, environmental taxes, or other types of taxes are not exempt to the State and should be included).
 - Exclude past charges.
 - Exclude late payment fees (unless the supplier and service is a utility regulated by the Public Utilities Commission [PUCO]).
8. Enter the date on which the state received the proper invoice in the **Invoice Received** field.
- This is not the date on the supplier invoice. It is the date the invoice was received and deemed a valid invoice. Interest calculations are based on this field.

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9. Enter the date on which the goods or services were received in the **Last Receipt Date** field.
- A correct **Last Receipt Date** must be entered. Procedures for determining the correct last receipt date are issued from OBM/State Accounting.
 - See [OBM guidelines for entering the Last Receipt Date](#).
10. Verify that the **Address** is the one from which the invoice was sent. If the default address is not the one used for this invoice, use the magnifying glass to select a different address.
- Click here to watch a quick tutorial on reviewing a Supplier's address.
11. Verify or edit the **Pay Terms**.
- OAKS FIN automatically displays the supplier's preferred payment terms, based on the supplier Record, in the Pay Terms field. The pay term code may be overwritten with a different code if necessary - for example, if the supplier offers discount payment terms. Make every effort to pay invoices in a timely manner to take advantage of discount terms.
- 10.
- a. Select **Due Now** when handling federal funds.
- 10.
- Utilities regulated by Public Utilities Commission (PUCO) may bill late payment charges based on the rates approved by PUCO. This is not subject to ORC 126.30.
 - Except for prompt payment fees and PUCO late fees, late charges of any other type will not be paid.
12. Add **Attachments** in the Header.
- Items such as invoices or backup documentation must be added by the Voucher Processor.
- a. Select the **Attachments** link.

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- The Voucher Header Attachment page displays.



- Click **Add Attachment**.
 - Browse** to find the appropriate item and then click **Upload**.
 - Click **OK**.
 - The Invoice Information page displays and the number of attachments is listed next to the Attachments link.
- Click here to watch a quick tutorial on adding voucher attachments.
- Enter the method by which to allocate or charge the expense account distribution in the **Distribute By** field..
 - OPTIONAL - For purchasing items via a contract, enter item information for each item purchased.
 - Look up and select the **Item number**.
 - Use the magnifying glass next to the Item field to select this value so that other fields, such as **Description**, will automatically populate.
 - Enter the **Quantity** of items received.
 - Enter the unit of measure for the item in the **UOM** field.
 - This field is required for state term contracts.
 - Enter the **Unit Price** for the item.
 - The Extended Amount field is updated based on the **Quantity** and **Unit Price** fields.
 - Select **Calculate**.

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- Checks that the Invoice Total in the Header is equal to the sum of all the Invoice Lines and that the Extended Amount and Distribution Amount on the selected invoice line are equal.
 - If the distribution lines do not equal the merchandise amount, OAKS FIN displays an error message when saving the voucher.
- f. Verify or select a new **Ship To** value for the agency.
15. Select a **SpeedChart** value.
- SpeedCharts are optional and used as a shortcut to enter frequently used ChartField combinations thereby reducing keystrokes. When SpeedCharts are used, the Distribution Line pre-populates so there is no need for any manual Chartfield entry.
16. Enter or select the **Term Contract ID** - that is, the contract number.
17. If the supplier is eligible, the MBE field is editable. Select **MBE or EDGE** to receive credit.
- If the supplier being paid is a certified Minority Business Enterprise (MBE) or Edge supplier and their certification is current, the **MBE** field will be editable, it is possible to select the MBE or Edge designation. Make the selection at the time of voucher entry in order to receive MBE/Edge credit.
 - OAKS FIN does not track missed MBE expenditures.
18. If a SpeedChart is not used to define the ChartFields, enter the coding information manually. Enter at least **Fund, Account, ALI, Department, and Program**.
- Enter additional ChartFields according to the agency's standards.
 - It is possible to charge the entire amount of the voucher to a single ChartField distribution line or split the cost into multiple distribution lines. For example, use two distribution lines to split the cost between two different departments. However, the total of the Amount field on all the distribution lines must equal the amount displayed in the Extended Amount (merchandise amount) field.
 - The appropriate account code must be used. Account code definitions are issued from the office of the Administrator of State Accounting. Account

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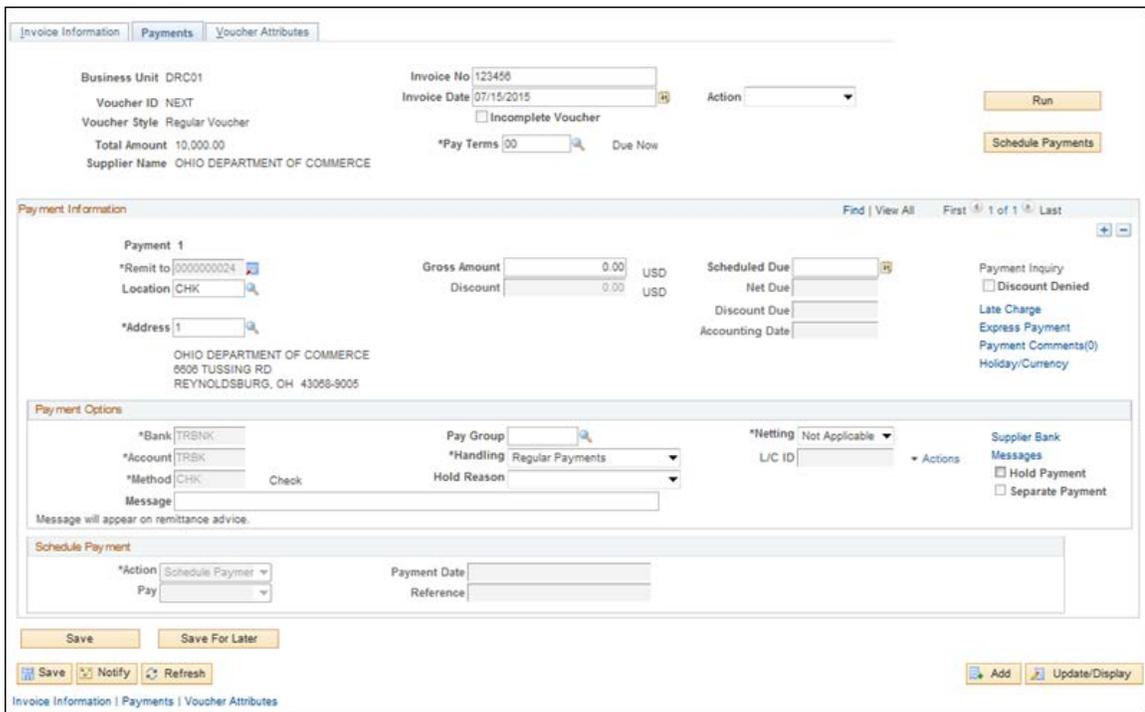
code definitions may be updated periodically during the year. Reference the Accounts Receivable [Account Codes Table](#). Click **here** for additional guidance regarding supply vs. equipment account codes.

19. To enter asset information select the Assets tab and check the **Asset** check box to make fields available to enter the appropriate Asset Management (AM) **Business Unit and Profile ID** for the line item..

- For additional information about coding asset information refer to the Asset Management topic.

20. Click the **Payments** tab.

- The **Payments** page displays.



The screenshot displays the 'Payments' tab in the OAKS Financials system. At the top, there are three tabs: 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Payments' tab is active, showing various fields for payment details. On the left, under 'Business Unit', it shows 'DRC01'. Below that, 'Voucher ID' is 'NEXT', 'Voucher Style' is 'Regular Voucher', 'Total Amount' is '10,000.00', and 'Supplier Name' is 'OHIO DEPARTMENT OF COMMERCE'. In the center, 'Invoice No' is '123456' and 'Invoice Date' is '07/15/2015'. There are also fields for 'Pay Terms' (00) and 'Due Now'. On the right, there are buttons for 'Run' and 'Schedule Payments'. Below this is the 'Payment Information' section, which includes 'Payment 1' details: '*Remit to' (0000000024), 'Location' (CHK), '*Address' (1), and the supplier's full address: 'OHIO DEPARTMENT OF COMMERCE, 6608 TUSSING RD, REYNOLDSBURG, OH 43068-9005'. It also shows 'Gross Amount' (0.00 USD), 'Discount' (0.00 USD), 'Scheduled Due', 'Net Due', 'Discount Due', and 'Accounting Date'. To the right of these fields are options for 'Payment Inquiry' (Discount Denied, Late Charge, Express Payment, Payment Comments(0), Holiday/Currency). Below that is the 'Payment Options' section, including '*Bank' (TRBANK), '*Account' (TRBK), '*Method' (CHK), 'Pay Group', '*Handling' (Regular Payments), '*Netting' (Not Applicable), and 'L/C ID'. There are also options for 'Supplier Bank' (Hold Payment, Separate Payment). At the bottom, there is a 'Schedule Payment' section with '*Action' (Schedule Paymer) and 'Pay' options, along with 'Payment Date' and 'Reference' fields. Finally, there are buttons for 'Save', 'Save For Later', 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

- Use the Payments tab to view payment related details for this voucher, including payment method, schedule, and options information. OAKS FIN displays the information on the Payments page based on the detail set up in the supplier record such as payment terms, default location, and handling code.

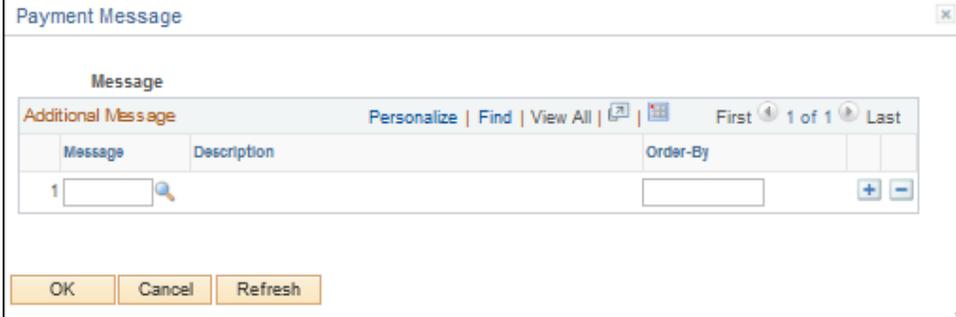
See "The FIN SOURCE" for Ohio for the most recent version of this process.

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- Only certain selected users can update the Payments page details on the voucher.
21. Verify or edit the **Handling** field (under the Payment Method section.)
- This field specifies who mails payments. The default is "Regular Payment." The options are:
 - **Return to Agency:** Warrants are returned to the agency for mailing.
 - **Regular:** Warrants are mailed centrally.
 - **Liens:** OBM uses this code for lien processing.
 - **Bond Payments:** Warrants are sent to OBM for processing.
22. Select the correct Supplier **Location** (supplier payment method) using the **Look up supplier Location** icon that corresponds to the Address Sequence Number selected. The Supplier Location and Address Sequence Number must always match if payment is to be made by EFT, (e.g., select "EFT-2" if Address Sequence Number "2" is selected). If EFT does not have a corresponding address, use "CHK."
- EFT must be selected when available.
23. The **Address** field contains the address from which the payment was received. The address located in the Payment Information section indicates where the payment is to be sent.
- Often, suppliers will use a different address for the address shown in their letterhead to receive payments, known as a "remit to" address. Use this **Address** field to indicate where the payment will be sent.
24. The **Bank and Account** fields are not editable. They specify the account from which payment is drawn.
25. The **Method** field displays the payment method for a voucher. The Method field cannot be edited; it is determined by the location entered.
26. Add a **Message** that will be printed on the remittance when a warrant (CHK) is being sent. No message is sent with an "EFT."
- The **Message** field allows a 70- character message that appears on EFT and warrant remittances. Messages can also be created and stored in OAKS FIN and can be added to the voucher in addition to the free-form message. To apply these pre-defined messages to the voucher, click on the **Messages** link and select the message(s) to appear on the remittance.

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- 25.
- a. Click the **Messages** link in the payment method section.
 - The Payment Message page displays.



The screenshot shows a window titled "Payment Message". Inside, there is a "Message" section with a table. The table has columns for "Message", "Description", and "Order-By". The first row contains the number "1" in the "Message" column, a magnifying glass icon in the "Description" column, and an empty field in the "Order-By" column. Above the table, there are navigation options: "Personalize", "Find", "View All", "First", "1 of 1", and "Last". Below the table, there are three buttons: "OK", "Cancel", and "Refresh".

- b. Use the **magnifying glass** to select a pre-set message.
 - c. Click **OK**.
26. To hold a payment, select the **Hold Payment** check box.
 - Select the **Hold Reason**.

- 26.
- Remember to resolve the reason for the hold and to remove the hold as quickly as possible.

27. The **Reference** field currently does not display any information. Once saved, a voucher and the pay cycle occurs, OAKS FIN displays the warrant or EFT reference number in this field.

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Creating a PO Voucher

Overview

Purchase order (PO) Vouchers must be created when funds are encumbered for the purchase or when the invoice total is \$500 or greater.

- Refer to the "[OAKS FIN Account Code Reference](#)" for items with account codes excluded from the PO requirement.

The entry for a PO Voucher is similar to a non-PO voucher, except that the invoice lines (item, description, quantity, etc.) can be pulled from the purchase order systematically. OAKS FIN provides the capability to create a voucher by copying information from a purchase order that already exists in OAKS FIN. Copying from the PO saves time and reduces the possibility of voucher data entry errors. Copying PO information onto the voucher also allows OAKS FIN to perform an automated matching process, which ensures that the State only pays for goods/services that were ordered.

Some vouchers may require central approval, which includes a requirement for supporting documentation. Refer to Vouchers Requiring Central Approval to see if the voucher applies.

Prompt Payment

An agency's responsibility to make prompt payment does not begin until the agency receives a proper invoice as defined by OBM Rule 126-3-01 (A)(4-5). If the agency receives a defective or improper invoice from a supplier, there are certain responsibilities under the Ohio Administrative Code. OBM Rule 126-3-01 (B)(4)(b) details the actions to take upon receiving a defective or improper invoice.

- Utilities regulated by Public Utilities Commission (PUCO) may bill late payment charges based on the rates approved by PUCO. This is not subject to ORC 126.30.
- Except for prompt payment fees and PUCO late fees, late charges of any other type will not be paid.
- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

Steps

See "The FIN SOURCE" for Ohio for the most recent version of this process.



- **OAKS FIN > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

Favorites ▾ | Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

Home | Worklist | Add to Favorites | **Sign out**

 Financials

New Window | 

Voucher

Business Unit: 

Voucher ID:

Voucher Style: ▾

Supplier Name: 

Short Supplier Name: 

Supplier ID: 

Supplier Location: 

Address Sequence Number: 

Invoice Number:

Invoice Date: 

Gross Invoice Amount:

Freight Amount:

Misc Charge Amount:

PO Business Unit: 

PO Number: 

Estimated No. of Invoice Lines:

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

1. Leave "NEXT" in the Voucher ID field. Only OAKS FIN assigns IDs to vouchers.
 2. Do not add or change any information on this page.
 - The **Voucher Style** for a PO voucher should always be **Regular Voucher**.
 3. Click **Add**.
- The **Invoice Information** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

[Favorites](#) - [Main Menu](#) - [Accounts Payable](#) - [Vouchers](#) - [Add/Update](#) - [Regular Entry](#)

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[New Window](#) | [Help](#) | [Personalize Page](#)

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)

Business Unit: DAS01
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice Date: [Date Picker]
Invoice Received: [Date Picker]

Invoice No: [Text Field]
Accounting Date: 05/03/2016
***Pay Terms:** 30 Net 30
Basis Date Type: InvDate
Control Group: [Text Field] Incomplete Voucher
Last Receipt Date: [Date Picker]
***Origin Code:** 284

Supplier ID: [Text Field]
ShortName: [Text Field]
Location: [Text Field]
***Address:** [Text Field]

Invoice Total
 Line Total: 0.00
 *Currency: USD
 Miscellaneous: [Text Field]
 Freight: [Text Field]
 Total: 0.00
 Difference: 0.00

Non Merchandise Summary
 Session Defaults
 Comments (0)
 Attachments (0)
 Template List
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Invoice Lines Find | View All | First 1 of 1 Last
 One Asset

Line 1 Copy Down
 *Distribute by: Amount
 Item: [Text Field]
 Quantity: [Text Field]
 UOM: [Text Field]
 Unit Price: [Text Field]
 Line Amount: 0.00

SpeedChart: [Text Field]
 Ship To: P005275
 Description: [Text Field]
 Packing Slip: [Text Field]
 Received Date: [Text Field]
 Term Contract ID: [Text Field]

MBE Flag: N

Distribution Lines Personalize | Find | View All | First 1 of 1 Last
 GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Account	ALI	Dept	Program	Grant/Prj	Project	Serv
<input type="checkbox"/>	1	0.00		STATE								

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)

- When creating PO vouchers, fill in the **Invoice Number**, **Invoice Date**, **Invoice Received**, and **Last Receipt Date** fields only. OAKS FIN completes the remaining fields when copying the purchase order information.
4. Enter the number printed on the supplier's invoice in the **Invoice Number** field.
- OAKS FIN checks for duplicates when the voucher is saved. The check reviews the following field combinations: Business Unit, Invoice Number, supplier ID, and Amount. The check is not case sensitive. OAKS FIN uses the invoice number as a reference for duplicate invoice checking.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

-
5. Enter the date printed on the supplier's invoice in the **Invoice Date** field in MM/DD/YYYY format.
 - Discount calculations are based on this field
 4.
 - a. Enter the current date by typing "today" in the field.
 5. Enter the date on which the state received the proper invoice in the **Invoice Received** field.
 5.
 - This is not the date on the supplier invoice. It is the date the invoice was received and deemed a valid invoice. Interest calculations are based on this field.
 6. Enter the date on which the goods or services were received in the **Last Receipt Date** field.
 - A correct **Last Receipt Date** must be entered. Procedures for determining the correct last receipt date are issued from OBM/State Accounting.
 - See [OBM guidelines for entering the Last Receipt Date](#).
 2. Click here to watch a quick tutorial on copying from a PO.
 8. Expand the **Copy From Source Document** section.
 9. Select "Purchase Order Only" from the **Copy From** dropdown.
 10. Click **Go**.
 - The **Copy Worksheet** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



myOhio.gov | Home | Worklist | Add to Favorites | Sign out

Copy Worksheet

Business Unit DAS01 Return to Invoice Information Voucher NEXT

PO Lookup Criteria

PO Business Unit Dept of Admin Services View Matched /Cancelled Only

PO Number From PO Number To

PO Line Number From PO Line Number To

*PO Date Option No Date PO Date

Additional Search Criteria

Max Rows

- Use the **Copy Worksheet** page to copy the appropriate purchase order lines into the voucher.
11. Enter **Business Unit** in the **PO Business Unit** field.
 12. Enter the **PO Number** in the **PO Number From** field.
 13. Click **Search**.
- The available **PO Lines** display.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

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[New Window](#) | [Help](#) | [Personalize Page](#)

Copy Worksheet

Business Unit: DAS01 [Return to Invoice Information](#) Voucher: NEXT

PO Lookup Criteria

PO Business Unit: Dept of Admin Services View Matched /Cancelled Only
 PO Number From: PO Number To:
 PO Line Number From: PO Line Number To:
 *PO Date Option: PO Date:

Additional Search Criteria

Max Rows:

Select PO Lines [Find](#) | [View All](#) | First 1 of 1 Last

PO Unit: DAS01 PO Number: 0000019993
 Supplier ID: 0000235997 JOHN DOE AND ASSOCIATES PO Date: 04/27/2016

Select All Deselect All

Select PO Lines [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UC
<input type="checkbox"/>	20.00	1	1	1	Staffing Services	2080.0000	HR	41600.00	USD	2080.0000	HF

Select All Deselect All
 PO Line Count: 1
 PO Total: \$41,600.00

14. Click the **Select** checkbox for each line that should be copied into the voucher.
15. Click **Copy Selected Lines**.

- The **Invoice Information** tab displays the invoice line and distribution line details based on the PO Number selected.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)
myOhio.gov | Home | Worklist | Add to Favorites | Sign out

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)
New Window | Help | Personalize Page

Business Unit: DAS01
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Invoice Date:
 Invoice Received:
 Supplier ID: 0000235997
 Short Name: JOHN DOE-001
 Location: E FT-1
 *Address: 1

Invoice No:
 Accounting Date: 05/03/2016
 *Pay Terms: 30 Net 30
 Basis Date Type: Inv Date
 Control Group:
 Last Receipt Date:
 *Origin Code: 284

Invoice Total

Line Total: 41,600.00

*Currency: USD

Miscellaneous:

Freight:

Total: 41,600.00

Difference: 0.00

Non Merchandise Summary

Session Defaults

Comments (0)

Attachments (0)

Template List

Advanced Supplier Search

Supplier Hierarchy

Copy From Source Document

PO Unit: PO Number: Copy From:

Invoice Lines Find | View All | First 1 of 1 | Last

Line 1	<input type="checkbox"/> Copy Down	SpeedChart: <input type="text"/>	Ship To: P002130	Purchase Order	<input type="checkbox"/> One Asset
*Distribute by: Quantity		Description: Staffing Services		DAS01(0000019993)11	
Item:		Packing Slip: <input type="text"/>		Associate Receiver(s)	
Quantity: 2,080.0000		Received Date: <input type="text"/>		<input type="checkbox"/> Force Price	
UOM: HR		Term Contract ID: <input type="text"/>		<input type="button" value="Adjust PO Percentage"/>	
Unit Price: 20.00000				<input type="button" value="Allocate by Percentage"/>	
Line Amount: 41,600.00		MBE Flag: <input type="text"/>			

Distribution Lines Personalize | Find | View All | First 1 of 1 | Last

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	GL Unit	Fund	Account	ALI	Dept	Program	Grant/Prj
<input type="checkbox"/>	1	100.0000	100.0000	41,600.00	2080.0000	STATE	1120	520052	100616	DAS102410	3950C	

- If the supplier is "ENC," update the supplier information in the header to match the supplier information on the invoice. On occasion, agencies will encumber funds when the recipient is unknown (e.g., grant payments, capital contingency). Purchase orders are established using "ENC" as the supplier.

16. Click [here](#) to view the steps for creating a PO voucher using a quantity-based purchase order.

17. Enter the lesser of "current charges" or "balance due" as it appears on the invoice in the **Invoice Total** field.

- The total voucher amount must correspond to the invoice amount. An invoice may not be altered by the agency. If the invoice amount is

See "The FIN SOURCE" for Ohio for the most recent version of this process.

incorrect, the agency should request a new invoice from the supplier, according to requirements of prompt pay legislation.

- The amount entered should:
 - Exclude "sales tax" listed on the invoice image when the supplier's "remit to" is in Ohio (other taxes such as excise taxes, local taxes, environmental taxes, or other types of taxes are not exempt to the State and should be included).
 - Exclude past charges.
 - Exclude late payment fees (unless the supplier and service is a utility regulated by the Public Utilities Commission [PUCO]).
 - The **Invoice Total** amount is populated based on the unliquidated amount remaining on the PO. The amount in the Invoice Total field should equal the invoice amount; update this field if necessary.
 - It is possible to charge the entire amount of the voucher to a single ChartField distribution line or split the cost into multiple distribution lines. For example, use two distribution lines to split the cost between two different departments. However, the total of the Amount field on all the distribution lines must equal the amount displayed in the **Total** field.
18. Select **Calculate** to verify that the **Invoice Total** in the Header is equal to the **Line Total** amount (sum of all the invoice lines) in the Header. Also verify that the Invoice Line Amount and Distribution Line Amount on the selected invoice line are equal.
- Dollar amount updates are driven by changes to the Invoice Line Amount; changing the Quantity or Unit Price, then clicking Calculate, does not update the Invoice Line Amount.
 - The total voucher amount must correspond to the invoice amount. An invoice may not be altered by the agency. If the invoice amount is incorrect, the agency should request a new invoice from the supplier, according to requirements of prompt pay legislation.
 - Invoice Total: Checks that the Invoice Total in the Header is equal to the Line Total amount (sum of all the invoice lines) in the Header.
 - Invoice Lines: Checks that the Invoice Line Amount and Distribution Line Amount on the selected invoice line are equal.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



-
19. If the invoice is a portion of the PO, alter the Invoice Line Amount.
- Update the **Invoice Lines fields** (Quantity, or Unit Price, if it changed, etc.).
 - The appropriate account code must be used. Account code definitions are issued from the office of the Administrator of State Accounting. Account code definitions may be updated periodically during the year. Reference the Accounts Receivable [Account Codes Table](#). Click **here** for additional guidance regarding supply vs. equipment account codes.
 - There are five ChartFields that are required for all vouchers: Fund, Account, ALI, Department, and Program.
20. Verify that the **Distribution Line Amount** matches the Invoice Total and the Invoice Line Amount.
- If the distribution lines do not equal the merchandise amount, OAKS FIN displays an error message when trying to save the voucher.
21. Confirm the correct Supplier **Location code** (supplier payment method) using the **Look up Location** icon.
- The Supplier Location and Address Sequence Number must always match if payment is to be made by EFT, (e.g., select "EFT-2" if Address Sequence Number "2" is selected). If EFT does not have a corresponding address, use "CHK."
 - EFT must be selected when available.
 - If the location isn't set up in OAKS FIN, refer to the [Ohio Shared Services website](#) for instructions on submitting the request.
22. Add **Attachments** in the Header.
- Items such as invoices or backup documentation must be added by the Voucher Processor.
- 21.
- a. Select the **Attachments** link.
- 21.
- The **Voucher Header Attachment** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Voucher Header Attachment X

Business Unit DRC01 Voucher ID NEXT

Details Personalize | Find | View All | [?] | [X] First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				-

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

1.
 - b. Click **Add Attachment**.
 - c. **Browse** to find the appropriate item and then click Upload.
 - d. Click **OK**.

1.
 - The **Invoice Information** page displays and the number of attachments is listed next to the **Attachments** link

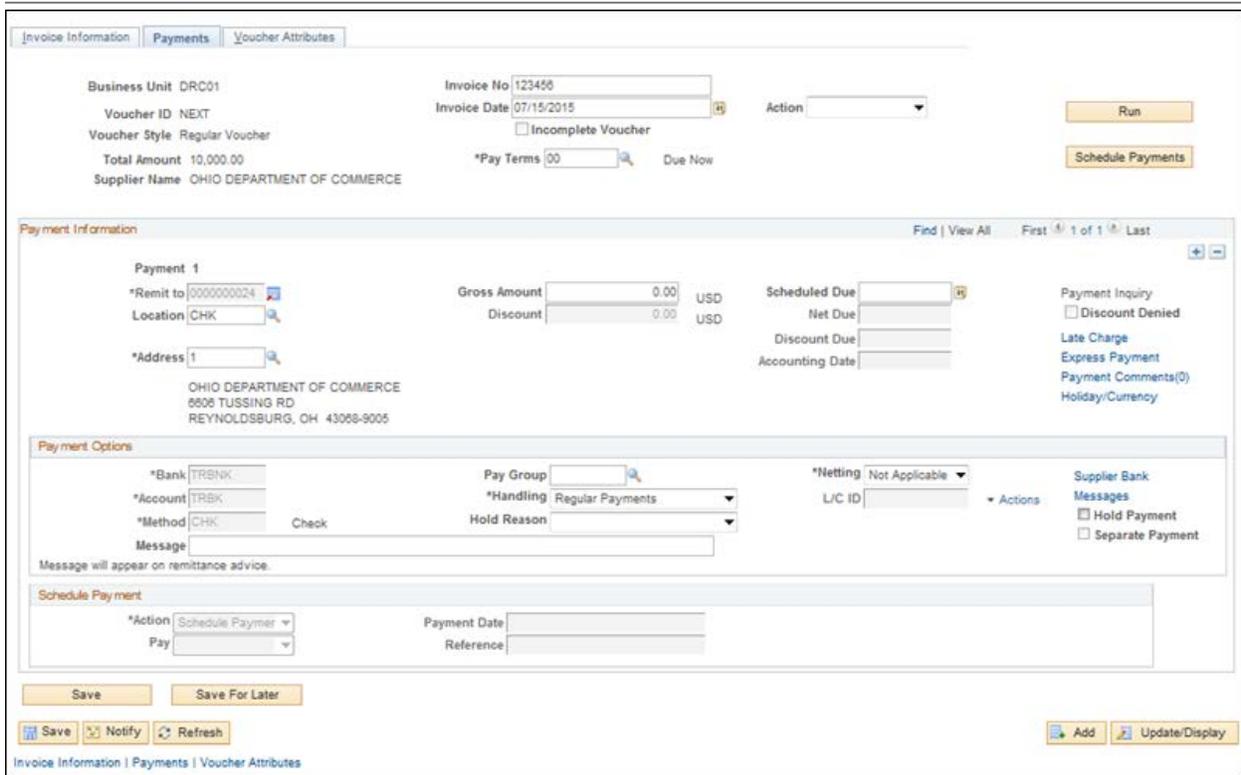
- Click here to watch a quick tutorial on adding voucher attachments.

23. Click the **Payments** tab.

- The **Payments** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





- Use the **Payments** tab to view payment related details for this voucher, including payment method, schedule, and options information. OAKS FIN displays the information on the **Payments** tab based on the detail set up in the supplier record such as payment terms, default location, and handling code.
- Only certain selected users can update the **Payments** tab details on the voucher.

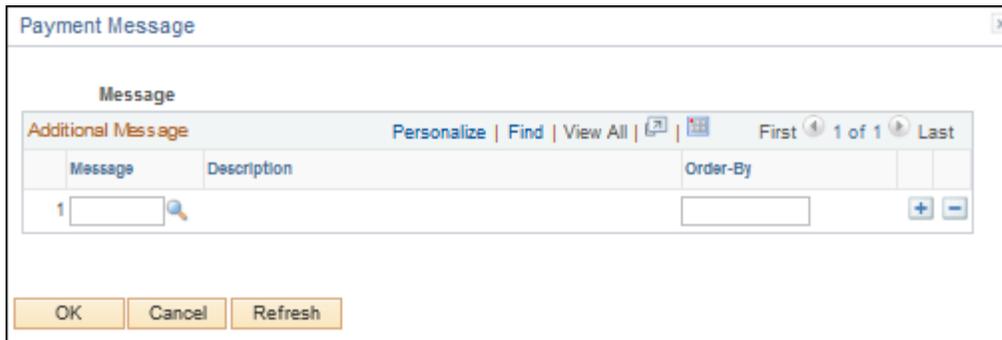
24. Verify the **Handling** field (under the **Payment Method** section).

- This field specifies who mails payments. The default is "Regular Payment." The options are:
 - **Return to Agency:** Warrants are returned to the agency for mailing.
 - **Regular:** Warrants are mailed centrally.
 - **Liens:** OBM uses this code for lien processing.
 - **Bond Payments:** Warrants are sent to OBM for processing.

25. Use the **Location** field to specify what payment method will be used to pay the supplier. The default location is CHK for warrant.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

26. The **Address** field contains the address from which the payment was received. The address located in the **Payment Information** section indicates where the payment is to be sent.
- Often, suppliers will use a different address from the address shown in their letterhead to receive payments, known as a "remit to" address. Use this **Address** field to indicate where the payment will be sent.
27. The **Bank and Account** fields are not editable. They specify the account from which payment is drawn.
28. The **Method** field displays the payment method for a voucher. The Method field cannot be edited; it is determined by the location entered.
29. Add a **Message** that will be printed on the remittance when a warrant (CHK) is being sent. No message is sent with an "EFT."
- The **Message** field allows a 70- character message that appears on EFT and warrant remittances. Messages can also be created and stored in OAKS FIN and can be added to the voucher in addition to the free-form message.
- 28.
- To add a message to the voucher, click the **Messages** link in the payment method section.
- 28.
- The **Payment Message** page displays.



- Use the **magnifying glass** to select a pre-set message.
 - Click **OK**.
30. To hold a payment, select the **Hold Payment** check box.
31. Select the **Hold Reason**.

30.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- Remember to resolve the reason for the hold and to remove the hold as quickly as possible..
31. The **Reference** field currently does not display any information. Once saved, a voucher and the pay cycle occurs, OAKS FIN displays the warrant or EFT reference number in this field.
 32. Review the voucher information, such as accounting instructions and approval information.
 33. Click the **Invoice Information** tab to go back to the **Invoice Information** page.
 34. The **Print** button allows the agency to print a voucher.
 35. Click **Save or Save For Later**.
 - The Save for Later function allows users to save vouchers that are in progress but not completed; users can come back later to complete the voucher. The following details are required in order to use the Save for Later functionality:
 - Supplier Information
 - Invoice Date
 - Last Receipt Date
 - Account Code
 - After a voucher is saved for later, a voucher number will be created, but no voucher balance or combo edit checks will be performed. A status of Incomplete (“I”) will be displayed and the voucher will not be routed for approval. Instead, it will go into a recycled status and be displayed in the Voucher Processor’s WorkCenter.
 - If saved for later, a status of **Incomplete (“I”)** will be displayed and the voucher will not be routed for approval.
 - Another Voucher Processor with the same security may complete the pending voucher.
- OAKS FIN assigns the next sequential **Voucher ID** number to the voucher.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Creating a PO Receipt Voucher

Overview

Purchase Order (PO) vouchers are used to pay for goods or services ordered by means of a PO. If the PO receipt is entered in OAKS FIN, then a PO Receipt voucher should be created instead of a PO Voucher.

The entry for a PO Voucher is similar to a non-PO voucher, except that the invoice lines (item, description, quantity, etc.) can be pulled from the purchase order systematically. OAKS FIN provides the capability to create a voucher by copying information from a purchase order that already exists in OAKS FIN. Copying from the PO saves time and reduces the possibility of voucher data entry errors. Copying PO information onto the voucher also allows OAKS FIN to perform an automated matching process, which ensures that the State only pays for goods/services that were ordered.

Some vouchers may require central approval, which includes a requirement for supporting documentation. Refer to Vouchers Requiring Central Approval to see if the voucher applies.

- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

Steps

- **OAKS FIN > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

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OAKS Financials New Window

Voucher

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Business Unit: 
 Voucher ID:
 Voucher Style: 
 Supplier Name: 
 Short Supplier Name: 
 Supplier ID: 
 Supplier Location: 
 Address Sequence Number: 
 Invoice Number:
 Invoice Date: 
 Gross Invoice Amount:
 Freight Amount:
 Misc Charge Amount:
 PO Business Unit: 
 PO Number: 
 Estimated No. of Invoice Lines:

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

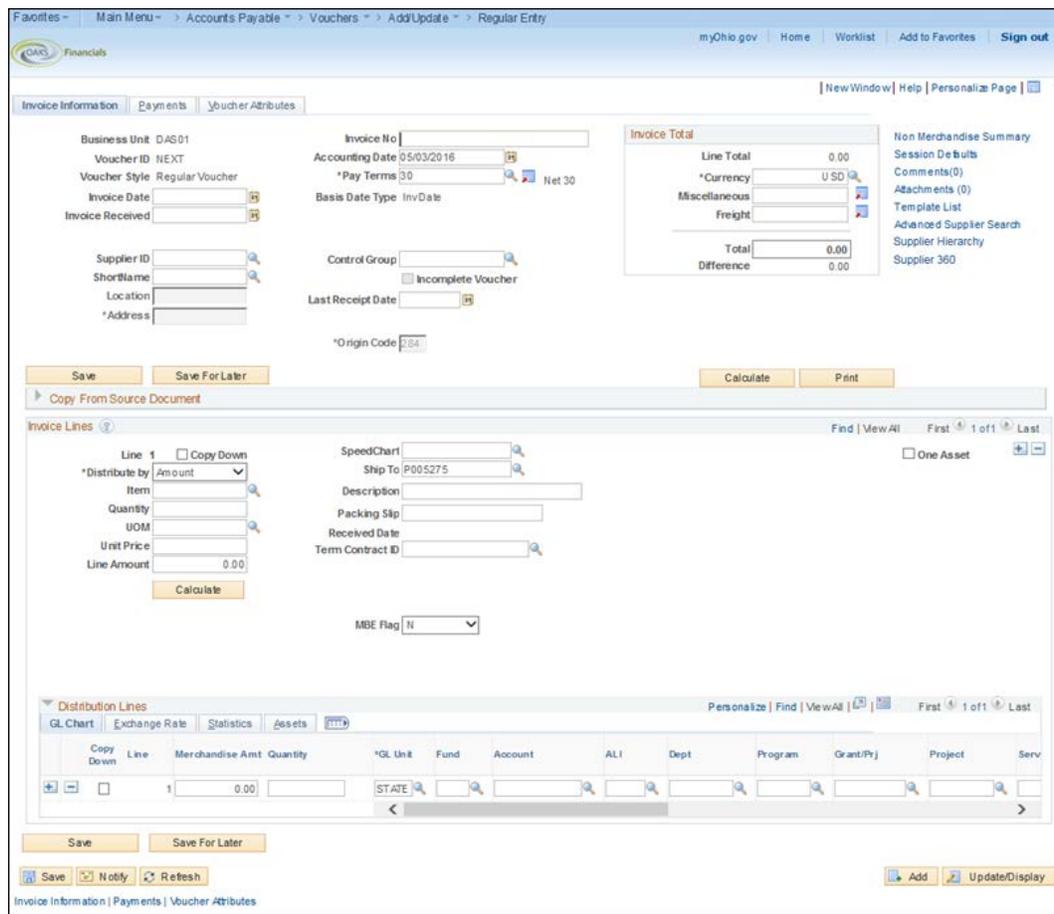
- Always leave NEXT in the Voucher ID field. Only OAKS FIN assigns IDs to vouchers. Unlike non-PO vouchers, do not add or change any information on this page before clicking Add.
- The **Voucher Style** for a PO voucher should always be **Regular Voucher**.

1. Click **Add**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



- The Invoice Information page displays.



The screenshot displays the 'Invoice Information' page in the OAKS Financials system. The page is divided into several sections:

- Invoice Information:** Contains fields for Business Unit (DAS01), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID, Location, Address, Invoice No., Accounting Date (05/03/2016), *Pay Terms (30 Net 30), Basis Date Type (InvDate), Control Group, Last Receipt Date, and *Origin Code (F84).
- Invoice Total:** A summary box showing Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00).
- Invoice Lines:** A section for adding or editing lines, including fields for Line, *Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount (0.00), SpeedChart, Ship To (P005275), Description, Packing Slip, Received Date, Term Contract ID, and MBE Flag (N).
- Distribution Lines:** A table with columns for Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Fund, Account, ALI, Dept, Program, Grant/Pj, Project, and Serv. The table currently shows one line with a Merchandise Amt of 0.00 and a GL Unit of STATE.

- When creating PO vouchers, fill in the **Invoice Number**, **Invoice Date**, and **Last Receipt Date** fields only. OAKS FIN completes the remaining fields when copying the purchase order information.
- Enter the number printed on the supplier's invoice in the **Invoice Number** field.
 - OAKS FIN checks for duplicates when the voucher is saved. The check reviews the following field combinations: Business Unit, Invoice Number, supplier ID, and Amount. The check is not case sensitive.
 - OAKS FIN uses the invoice number as a reference for duplicate invoice checking.

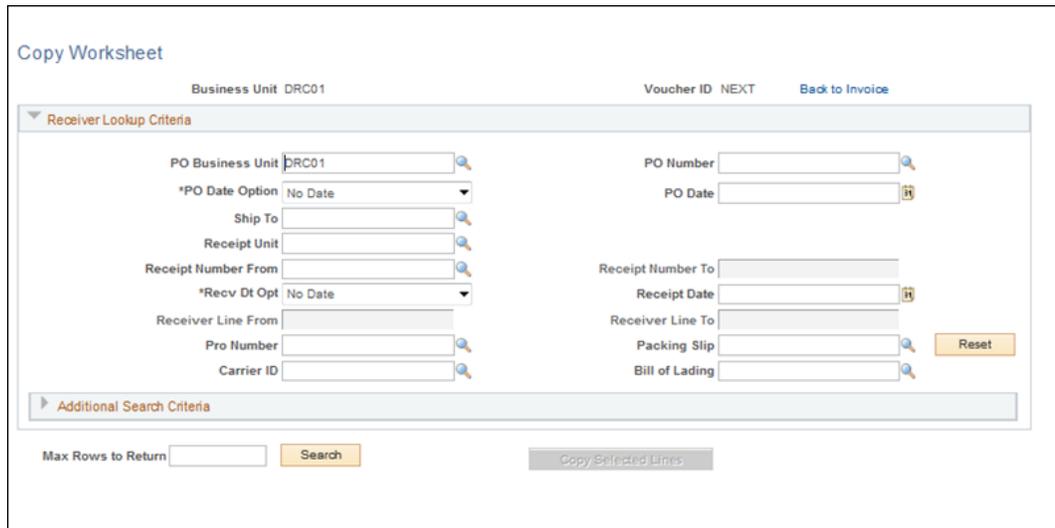
See "The FIN SOURCE" for Ohio for the most recent version of this process.

-
3. Enter the date printed on the supplier's invoice in the **Invoice Date** field in MM/DD/YYYY format.
 - Discount calculations are based on this field.
 - To enter the current date by typing "today" in the field.
 - An agency's responsibility to make prompt payment does not begin until the agency receives a proper invoice as defined by OBM Rule 126-3-01 (A)(4-5). If the agency receives a defective or improper invoice from a supplier, there are certain responsibilities under the Ohio Administrative Code. OBM Rule 126-3-01 (B)(4)(b) details the actions to take upon receiving a defective or improper invoice.
 - Utilities regulated by Public Utilities Commission (PUCO) may bill late payment charges based on the rates approved by PUCO. This is not subject to ORC 126.30.
 - Except for prompt payment fees and PUCO late fees, late charges of any other type will not be paid.
 4. Enter the date on which the state received the proper invoice in the **Invoice Received** field.
 - This is not the date on the supplier invoice. It is the date the invoice was received and deemed a valid invoice. Interest calculations are based on this field.
 5. Enter the date on which the goods or services were received in the **Last Receipt Date** field.
 - A correct **Last Receipt Date** must be entered. Procedures for determining the correct last receipt date are issued from OBM/State Accounting.
 - See [OBM guidelines for entering the Last Receipt Date](#).
 6. Expand the **Copy From Source Document** section.
 7. Select **PO Receipt** from the **Copy From** dropdown list.
 8. Select **Go**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



- The **Copy Worksheet** page displays.



- Enter search criteria and click **Search**.
 - The search results display.

Search Results

Only the first 300 results can be displayed.

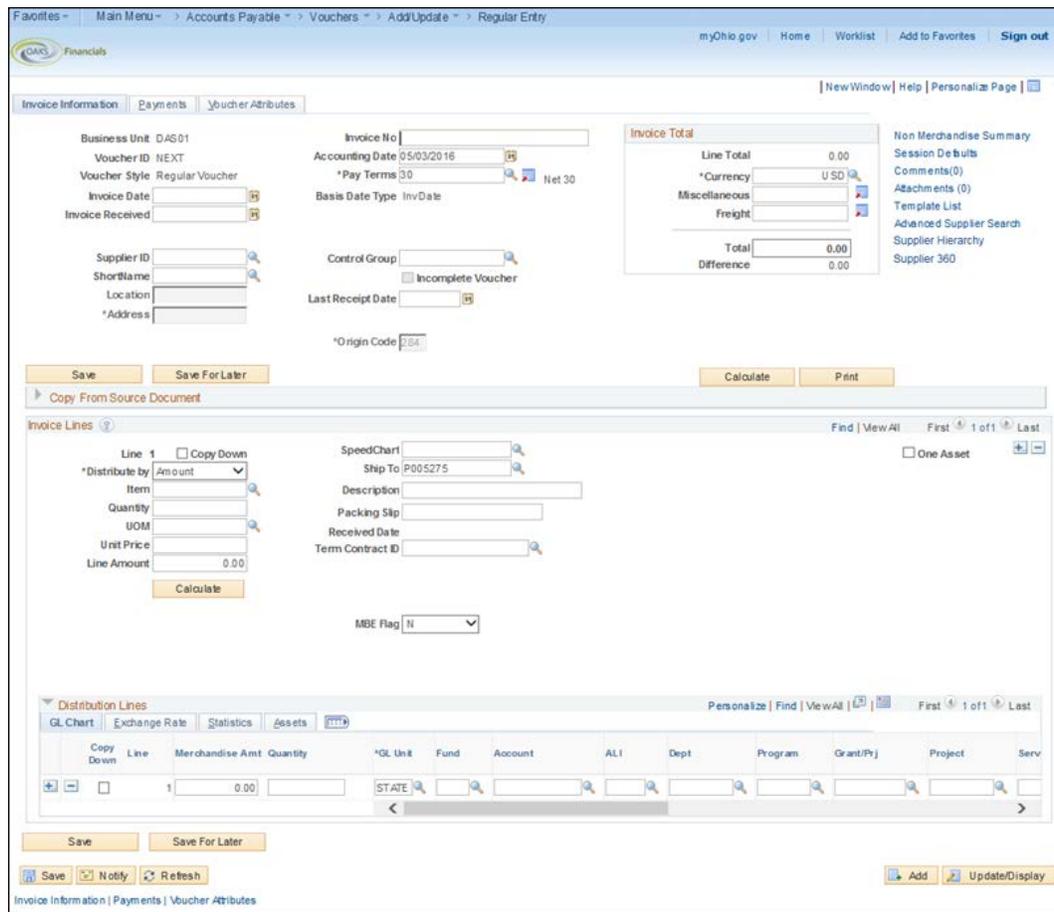
View All First 1-100 of 300 Last

Business Unit	Voucher ID	Invoice Number	Short Supplier Name	Supplier ID	Supplier Name	Close	Status Indicator
DRC01	00903209	Test_PO_1	RELIABLE P-003	0000197021	RELIABLE PRODUCTS & SERVICES	Open	
DRC01	00903208	OPI792982	DEPARTMENT_17	DRC01	DEPARTMENT OF REHABILITATION	Open	
DRC01	00903207	TEST_PO_RECEIPT	XYLEM WATE-001	0000198624	XYLEM WATER SOLUTIONS USA INC	Open	
DRC01	00903197	test-AP-002	TORRES ELE_1	0000079848	TORRES ELECTRICAL SALES & SUPPLY	Open	
DRC01	00903187	test-user+processor1	COFFEE BRE_1	0000047218	COFFEE BREAK SERVICES	Open	
DRC01	00902952	AP.10	VITALYST L-001	0000197801	VITALYST LLC	Open	
DRC01	00902951	RACM.AP.10	OPEN ARMS-004	0000197885	OPEN ARMS HEALTH SYSTEMS LLC	Open	
DRC01	00902882	CW1-CHMA-286423	ST VINCENT_7	0000072661	ST VINCENT MERCY MEDICAL CENTER	Open	
DRC01	00902881	CW1-CHMA-286247	MADISON CO_9	0000067977	MADISON COUNTY COMMUNITY	Open	
DRC01	00902880	CW1-CHMA-286246	MADISON CO_9	0000067977	MADISON COUNTY COMMUNITY	Open	
DRC01	00902879	CW1-CHMA-286245	MADISON CO_9	0000067977	MADISON COUNTY COMMUNITY	Open	
DRC01	00902878	CW1-CHMA-286244	MADISON CO_9	0000067977	MADISON COUNTY COMMUNITY	Open	

- Click **View All** to see more results.
- Select the **check box** next to each receipt line to copy to the voucher.
- Click **Copy Selected Lines**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- The **Invoice Information** tab redisplay



The screenshot displays the 'Invoice Information' tab in the OAKS Financials system. The top navigation bar includes 'Favorites', 'Main Menu', 'Accounts Payable', 'Vouchers', 'Add/Update', and 'Regular Entry'. The main content area is divided into several sections:

- Invoice Information:** Contains fields for Business Unit (DAS01), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Received, Supplier ID, Short Name, Location, Address, Invoice No., Accounting Date (05/03/2016), *Pay Terms (30 Net 30), Basis Date Type (InvDate), Control Group, *Origin Code (E84), and an 'Incomplete Voucher' checkbox.
- Invoice Total:** A summary box showing Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00).
- Invoice Lines:** A section for entering line items with fields for Line #, *Distribute by (Amount), Item, Quantity, UOM, Unit Price, Line Amount (0.00), SpeedChart, Ship To (P005275), Description, Packing Slip, Received Date, and Term Contract ID. It also includes a 'Copy Down' checkbox and an 'MBE Flag' dropdown (set to N).
- Distribution Lines:** A table with columns for Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Fund, Account, ALI, Dept, Program, Grant/Prj, Project, and Serv. The table currently shows one line with a Merchandise Amt of 0.00 and a GL Unit of STATE.

Buttons for 'Save', 'Save For Later', 'Calculate', and 'Print' are visible throughout the interface.

- Verify that the **Quantity** field matches the quantity listed on the supplier invoice. If it is different, edit the quantity so that it matches that listed on the invoice.

13. Enter the lesser of "current charges" or "balance due" as it appears on the invoice in the **Invoice Total** field.

- The total voucher amount must correspond to the invoice amount. An invoice may not be altered by the agency. If the invoice amount is incorrect, the agency should request a new invoice from the supplier, according to requirements of prompt pay legislation.
- The amount entered should:
 - Exclude "sales tax" listed on the invoice image when the supplier's "remit to" is in Ohio (other taxes such as excise taxes, local taxes,

See "The FIN SOURCE" for Ohio for the most recent version of this process.

environmental taxes, or other types of taxes are not exempt to the State and should be included).

- Exclude past charges.
- Exclude late payment fees (unless the supplier and service is a utility regulated by the Public Utilities Commission [PUCO]).

14. Select **Calculate** to verify that the Invoice Total in the Header is equal to the Line Total amount (sum of all the invoice lines) in the Header. Also verify that the Invoice Line Amount and Distribution Line Amount on the selected invoice line are equal.

- Dollar amount updates are driven by changes to the Invoice Line Amount; changing the Quantity or Unit Price, then clicking Calculate, does not update the Invoice Line Amount.
- The total voucher amount must correspond to the invoice amount. An invoice may not be altered by the agency. If the invoice amount is incorrect, the agency should request a new invoice from the supplier, according to requirements of prompt pay legislation.
- Invoice Total: Checks that the Invoice Total in the Header is equal to the Line Total amount (sum of all the invoice lines) in the Header.
- Invoice Lines: Checks that the Invoice Line Amount and Distribution Line Amount on the selected invoice line are equal.

15. If the invoice is a portion of the PO, alter the Invoice Line Amount.

- Update the **Invoice Lines fields** (Quantity, or Unit Price, if it changed, etc.).
- The appropriate account code must be used. Account code definitions are issued from the office of the Administrator of State Accounting. Account code definitions may be updated periodically during the year. Reference the Accounts Receivable [Account Codes Table](#). Click **here** for additional guidance regarding supply vs. equipment account codes.
- There are five ChartFields that are required for all vouchers: Fund, Account, ALI, Department, and Program.

16. Verify that the **Distribution Line Amount** matches the Invoice Total and the Invoice Line Amount.

- If the distribution lines do not equal the merchandise amount, OAKS FIN displays an error message when trying to save the voucher.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



17. Confirm the correct Supplier **Location code** (supplier payment method) using the **Look up supplier Location** icon that corresponds to the Address Sequence Number selected. The Supplier Location and Address Sequence Number must always match if payment is to be made by EFT, (e.g., select "EFT-2" if Address Sequence Number "2" is selected). If EFT does not have a corresponding address, use "CHK."

- EFT must be selected when available.

18. Add **Attachments** in the Header.

- Items such as invoices or backup documentation must be added by the Voucher Processor.

17.

a. Select the **Attachments** link.

- The Voucher Header Attachment page displays



b. Click **Add Attachment**.

c. **Browse** to find the appropriate item and then click Upload.

d. Click **OK**.

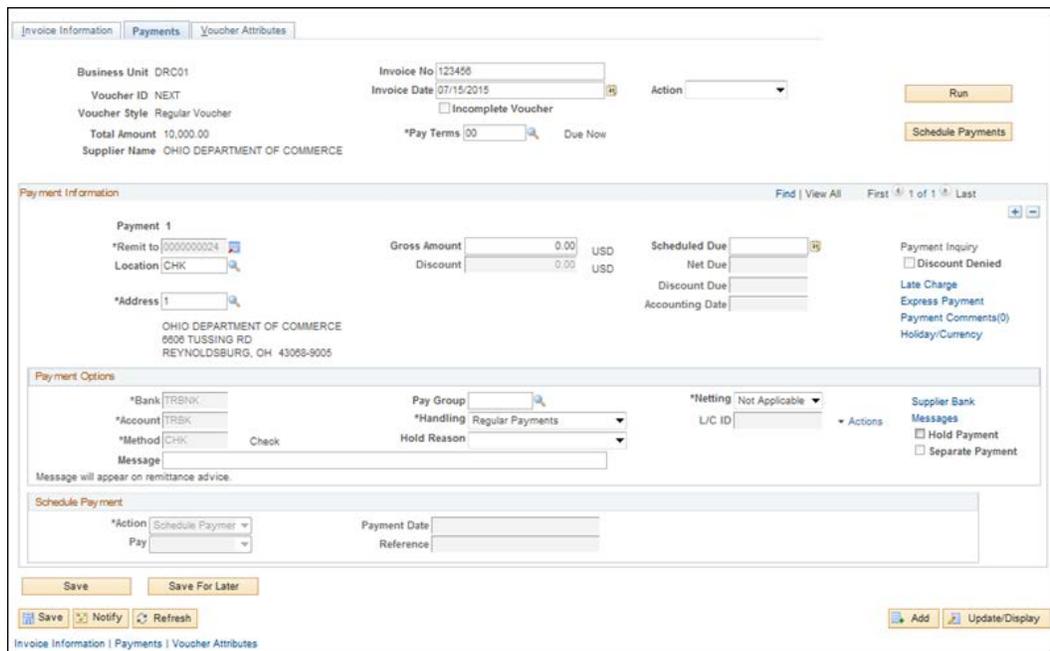
- The Invoice Information page displays and the number of attachments is listed next to the **Attachments** link.

- Click here to watch a quick tutorial on adding voucher attachments.

19. Click the **Payments** tab.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- The **Payments** page displays.



- Use the Payments tab to view payment related details for this voucher, including payment method, schedule, and options information. OAKS FIN displays the information on the Payments page based on the detail set up in the supplier record such as payment terms, default location, and handling code.
- Only certain selected users can update the Payments page details on the voucher.

20. Verify or edit the **Handling** field (under the Payment Method section.)

- This field specifies who mails payments. The default is "Regular Payment." The options are:
 - **Return to Agency:** Warrants are returned to the agency for mailing.
 - **Regular:** Warrants are mailed centrally.
 - **Liens:** OBM uses this code for lien processing.
 - **Bond Payments:** Warrants are sent to OBM for processing.

21. Use the **Location** field to specify what payment method will be used to pay the supplier. The default location is CHK for warrant.

22. The **Address** field contains the address from which the payment was received. The address located in the Payment Information section indicates where the payment is to be sent.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- Often, suppliers will use a different address from the address shown in their letterhead to receive payments, known as a "remit to" address. Use this **Address** field to indicate where the payment will be sent.
- If the location isn't set up in OAKS FIN, refer to the [Ohio Shared Services website](#) for instructions on submitting the request.

23. The **Bank and Account** fields are not editable. They specify the account from which payment is drawn.

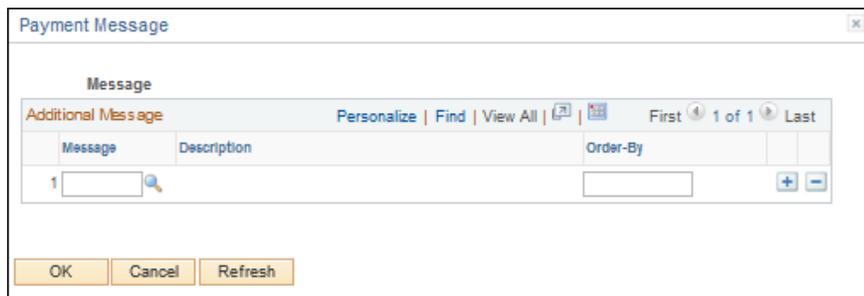
24. The **Method** field displays the payment method for a voucher. The Method field cannot be edited; it is determined by the location entered.

25. Add a **Message** that will be printed on the remittance when a warrant (CHK) is being sent. No message is sent with an "EFT.".

- The **Message** field allows a 70- character message that appears on EFT and warrant remittances. Messages can also be created and stored in OAKS FIN and can be added to the voucher in addition to the free-form message. To apply these pre-defined messages to the voucher, click on the **Messages** link and select the message(s) to appear on the remittance.

24.

- Click the **Messages** link in the payment method section.
 - The Payment Message page displays.



The screenshot shows a web application window titled "Payment Message". Inside, there is a section labeled "Message" with a sub-section "Additional Message". Below this is a table with three columns: "Message", "Description", and "Order-By". The first row of the table has a magnifying glass icon in the "Message" column. Above the table, there are navigation controls: "Personalize", "Find", "View All", "First", "1 of 1", and "Last". Below the table are three buttons: "OK", "Cancel", and "Refresh".

- Use the **magnifying glass** to select a pre-set message.

- Click **OK**.

25. To hold a payment, select the **Hold Payment** check box.

26. Select the **Hold Reason**.

- Remember to resolve the reason for the hold and to remove the hold as quickly as possible.

27. The **Reference** field currently does not display any information. Once saved, a voucher and the pay cycle occurs, OAKS FIN displays the warrant or EFT reference number in this field.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

28. Click the **Voucher Attributes** link to view the overall voucher status and entry information on the voucher, such as accounting instructions and approval information.

- The Voucher Attributes page displays.
- The **Approval** field specifies whether the voucher goes through approval workflow.
- The **Approval Rule Set** field displays how many levels of agency approval are required for this voucher.

29. Review the voucher information, such as accounting instructions and approval information.

30. Click the **Invoice Information** link or tab to go back to the Invoice Information page.

31. The **Print** button allows the agency to print a voucher.

32. Click **Save or Save For Later**.

32.

18.

- The Save for Later function allows users to save vouchers that are in progress but not completed; users can come back later to complete the voucher. The following details are required in order to use the Save for Later functionality:
 - Supplier Information
 - Invoice Date
 - Last Receipt Date
 - Account Code
- After a voucher is saved for later, a voucher number will be created, but no voucher balance or combo edit checks will be performed. OAKS FIN automatically assigns the next sequential number in the Voucher ID field. A status of Incomplete (“I”) will be displayed and the voucher will not be routed for approval. Instead, it will go into a recycled status and be displayed in the Voucher Processor’s WorkCenter.
- Another Voucher Processor with the same security may complete the pending voucher.
- OAKS FIN assigns the next sequential **Voucher ID** number to the voucher.
- If saved for later, a status of **Incomplete (“I”)** will be displayed and the voucher will not be routed for approval.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Creating a Single Payment Voucher

Overview

The Single Payment Voucher (SPV) exists to reduce the effort required to make a one-time, small dollar payment to suppliers not in the OAKS FIN supplier database. Single Payment Vouchers may not be used when:

- the supplier is established and is active in the OAKS FIN supplier database, or
- the account code being used is reportable to the IRS, or
- the amount of the payment requires a purchase order to be completed.

1099-Reportable Account Codes are not to be used on single payment vouchers. Find the [1099-Reportable Account Codes](#) on the OBM website. Payments using any 1099-Reportable Account Codes should be processed on regular vouchers in order for the transactions to be reported correctly to the IRS and the payee.

Single Payment Vouchers (SPV) allow agencies to enter vouchers without referencing a supplier in the OAKS FIN supplier file. The SPV is to be used only for a refund or a subsidy payment. The SPV can be entered online in OAKS FIN or submitted via the INF02 Voucher Interface.

SPVs cannot reference an encumbrance. If reference to an encumbrance is needed for these vouchers, have the supplier entered into the OAKS FIN supplier file and process it as a regular voucher.

When an SPV is entered online in OAKS FIN, a warrant is issued unless the agency enters the supplier banking information on the voucher.

- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

Steps

- **OAKS FIN > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

OAKS Financials New Window | 

Voucher

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Business Unit: 
Voucher ID:
Voucher Style: 
Supplier Name: 
Short Supplier Name: 
Supplier ID: 
Supplier Location: 
Address Sequence Number: 
Invoice Number:
Invoice Date: 
Gross Invoice Amount:
Freight Amount:
Misc Charge Amount:
PO Business Unit: 
PO Number: 
Estimated No. of Invoice Lines:

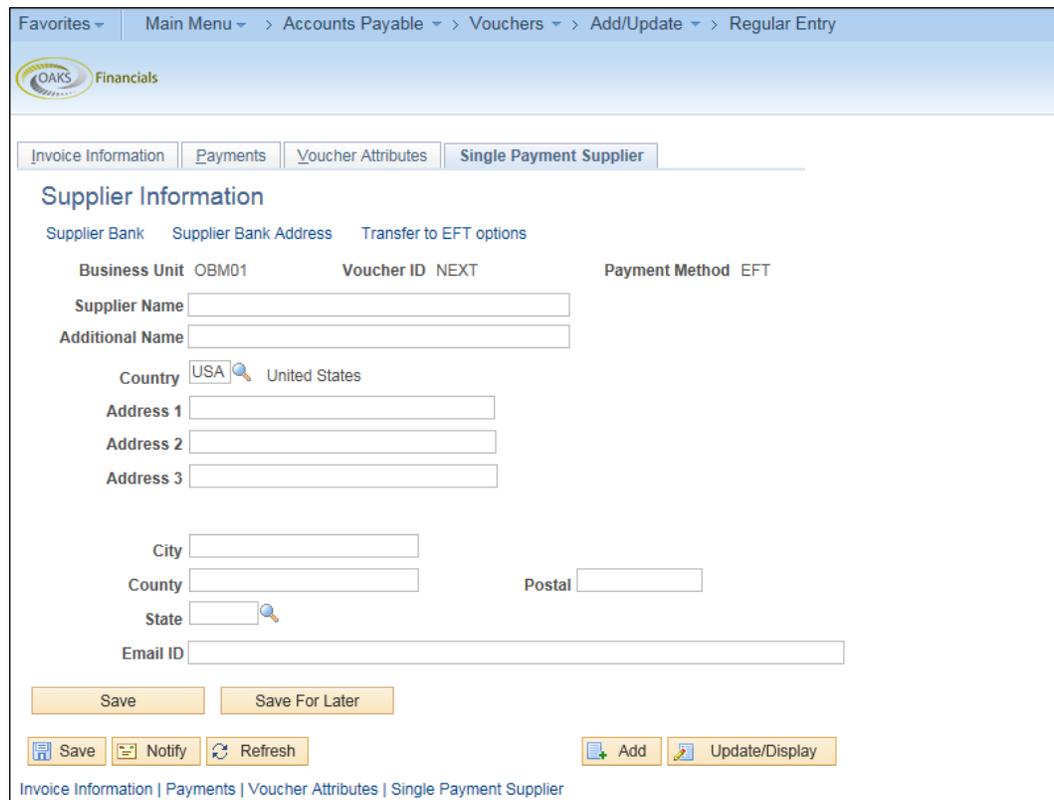
[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

1. Select **Single Payment Voucher** from the **Voucher Style** dropdown list.
2. Enter a single payment ID in the **Supplier ID** field. This varies depending on whether the type of supplier and how they will be paid.
 - **SGLPAYEFT2** - Single Payment EFT (electronic payment) supplier
 - **SGLPAYCHK2** - Single payment warrant supplier
 - **SGLPAYBNF2** - Single Payment Benefits EFT supplier
 - **SGLPAYMED2** - Single Payment Medicaid EFT supplier
 - **SGLPAYTAX2** - Single Payment TAX EFT supplier
3. Click **Add**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



- The **Single Payment Supplier** tab displays



Supplier Information

Supplier Bank Supplier Bank Address Transfer to EFT options

Business Unit OBM01 Voucher ID NEXT Payment Method EFT

Supplier Name

Additional Name

Country USA United States

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

Save Save For Later

Save Notify Refresh Add Update/Display

Invoice Information | Payments | Voucher Attributes | Single Payment Supplier

4. Enter the supplier name in the **Supplier Name**.
 - This data does not become part of the master supplier file.
5. Enter the street or postal address of the supplier in the **Address 1** field.
 - The **Address 2 and 3** lines can be used for multiple-line addresses.
6. Enter the supplier's **City**.
7. Enter the supplier's zip code in the **Postal** field.
8. Enter the supplier's **State**.
9. If supplier "SGLPAYEFT2" was selected as the Supplier ID for electronic transfer, enter the supplier's bank information.
 - Only enter supplier bank information if the supplier is being paid by EFT.
8.
 - a. Click the **Supplier Bank** link.
 - b. Enter the supplier's bank account number in the **Bank Account Number** field.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

8.

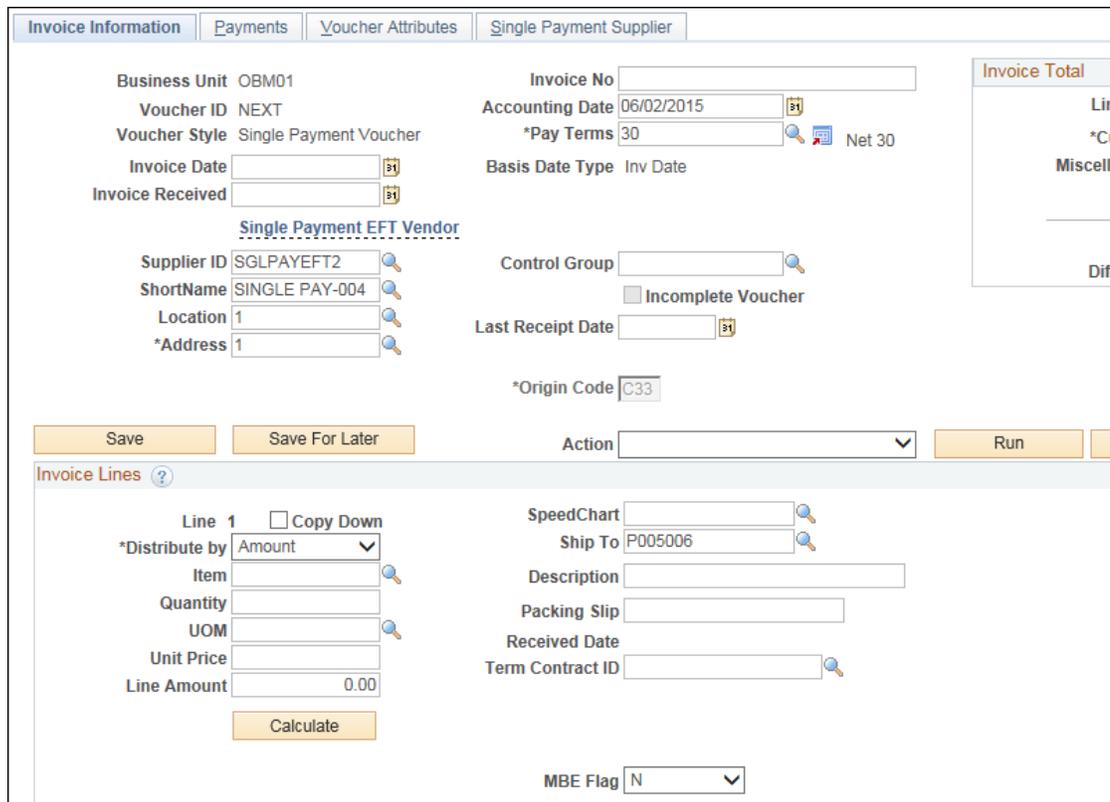
- The Depository Financial Institution **DFI Qualifier** is only used for Electronic Funds Transfer and is not appropriate for single payments.

8.

- Enter the bank **Account Type**.
 - Check Acct for checking.

- Click **OK**.

- Click the **Invoice Information** tab.



10. Enter the payment method in the **Location** field.

- **EFT** - Electronic Funds Transfer
- **CHK** - Warrant (check)

11. Enter the time line for voucher payment in the **Pay Terms** field.

- **Net 30** - Payment is due in 30 days.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- **2/10 Net 30** - The supplier offers a 2% discount for payment within ten days; otherwise, payment is due in 30 days.
- **Due Now** - Payment is due immediately.

12. Enter the supplier's **Invoice Number**.

- This is the number on the invoice from the supplier. OAKS FIN uses this number as a reference when checking for duplicates.

13. Enter the date printed on the supplier's invoice in the **Invoice Date** field in MM/DD/YYYY format.

- Discount calculations are based on this field.
- Enter the current date by typing "today" in the field.
- An agency's responsibility to make prompt payment does not begin until the agency receives a proper invoice as defined by OBM Rule 126-3-01 (A)(4-5). If the agency receives a defective or improper invoice from a supplier, there are certain responsibilities under the Ohio Administrative Code. OBM Rule 126-3-01 (B)(4)(b) details the actions to take upon receiving a defective or improper invoice.
- Utilities regulated by Public Utilities Commission (PUCO) may bill late payment charges based on the rates approved by PUCO. This is not subject to ORC 126.30.
- Except for prompt payment fees and PUCO late fees, late charges of any other type will not be paid.

14. Enter the date on which the state received the proper invoice in the **Invoice Received** field.

- This is not the date on the supplier invoice. It is the date the invoice was received and deemed a valid invoice. Interest calculations are based on this field.

15. Enter the date on which the goods or services were received in the **Last Receipt Date** field.

- A correct **Last Receipt Date** must be entered. Procedures for determining the correct last receipt date are issued from OBM/State Accounting.
- See [OBM guidelines for entering the Last Receipt Date](#).

See "The FIN SOURCE" for Ohio for the most recent version of this process.



16. Enter the lesser of "current charges" or "balance due" as it appears on the invoice in the **Invoice Total** field.

- The total voucher amount must correspond to the invoice amount. An invoice may not be altered by the agency. If the invoice amount is incorrect, the agency should request a new invoice from the supplier, according to requirements of prompt pay legislation.
- The amount entered should:
 - Exclude "sales tax" listed on the invoice image when the supplier's "remit to" is in Ohio (other taxes such as excise taxes, local taxes, environmental taxes, or other types of taxes are not exempt to the State and should be included).
 - Exclude past charges.
 - Exclude late payment fees (unless the supplier and service is a utility regulated by the Public Utilities Commission [PUCO]).

17. Enter a **Description** of the invoice charges.

- An example might be "Overpayment reversal".

18. Enter the amount to charge to the associated ChartFields in the **Total** field.

- The total of all amounts entered on the distribution lines for a voucher line must equal the extended amount on the invoice line. An error message appears if there is an imbalance.

19. Enter the **ChartFields** to be charged by the voucher, including at a minimum:

- There are five ChartFields that are required for all vouchers: Fund, Account, ALI, Department, and Program.
 - Funds segregate accounting transactions for activities or objectives and correspond to the fund structure that the state used in legacy systems.
 - The Account ChartField is the highest-level description for an entry. Account values are classified in five broad account types: Asset, Liability, Equity, Revenue, Expense, Transfer In and Transfers Out.
 - The ALI (appropriation line item) code is the legal spending authority authorized by the budget bill.
 - The Department is the agency responsible for the cost of the voucher.
 - The Program ChartField describes a discrete activity within an agency's organization that is intended to provide a specific good or service in response to an identified social or individual need or problem.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- Leave the **GL Unit** as STATE. This allows all financial reporting to roll up to one entity.
- The appropriate account code must be used. Account code definitions are issued from the office of the Administrator of State Accounting. Account code definitions may be updated periodically during the year. Reference the Accounts Receivable [Account Codes Table](#). Click **here** for additional guidance regarding supply vs. equipment account codes.
- 1099-Reportable Account Codes are not to be used on single payment vouchers. Find the 1099-Reportable Account Codes on the OBM website at [Reportable ChartField Value Listing](#).
- Payments using any 1099-Reportable Account Codes must be processed on regular vouchers in order for the transactions to be reported correctly to the IRS and the payee.

20. Add **Attachments** in the Header.

- Items such as invoices or backup documentation must be added by the Voucher Processor.

19.

a. Select the **Attachments** link.

- The Voucher Header Attachment page displays.



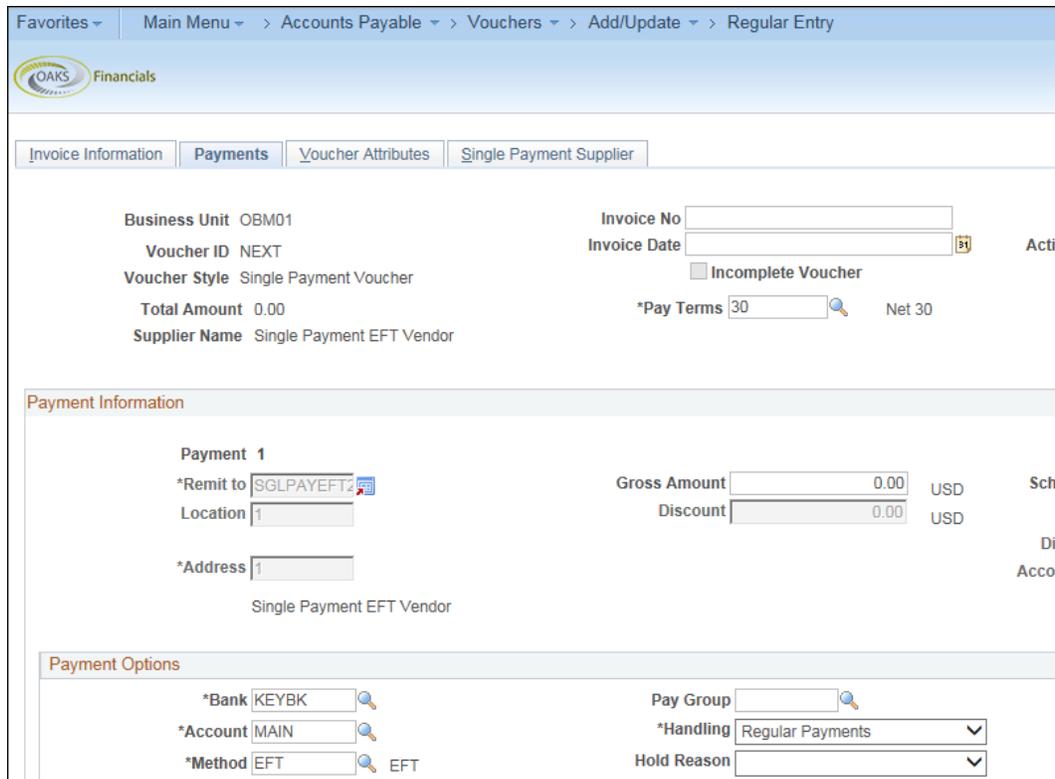
b. Click **Add Attachments**.

c. **Browse** to find the appropriate item and then click Upload.

d. Click OK.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- The Invoice Information page displays and the number of attachments is listed next to the **Attachments** link
 - Click here to watch a quick tutorial on adding voucher attachments.
21. Click the **Payments** tab.
- The **Payments** page displays.



The screenshot displays the 'Payments' tab in the OAKS Financials system. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page is divided into several sections:

- Invoice Information:** Business Unit: OBM01; Voucher ID: NEXT; Voucher Style: Single Payment Voucher; Total Amount: 0.00; Supplier Name: Single Payment EFT Vendor. Invoice No: []; Invoice Date: []; *Pay Terms: 30; Net 30.
- Payment Information:** Payment 1; *Remit to: SGLPAYEFT2; Location: 1; *Address: 1; Single Payment EFT Vendor. Gross Amount: 0.00 USD; Discount: 0.00 USD.
- Payment Options:** *Bank: KEYBK; *Account: MAIN; *Method: EFT; Pay Group: []; *Handling: Regular Payments; Hold Reason: [].

- The Payments page displays basic information about how this voucher will be paid. This page also allows the user to enter or change the payment method, schedule, and payment options.
22. Add a **Message** that will be printed on the remittance when a warrant (CHK) is being sent. No message is sent with an "EFT."
- It's possible to type a free-form message in the **Message** field. The instructions below are for selecting a pre-defined message.
 - The Message field allows entry of 70-character messages that are printed on EFT and warrant remittance advice. These messages can be freeform, or they can be created and stored in OAKS FIN for later re-use.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

21.

- a. Click the **Messages** link to the right of the field.
- b. Select a pre-defined message.
- c. Click **OK**.

22. A payment can also be put on hold by selecting the **Hold Payment** checkbox.

22.

- Remember to resolve the reason for the hold and to remove the hold as quickly as possible.

23. Click the **Voucher Attributes** tab.

- The Voucher Attributes page displays.
- Review the data for accuracy.
- If there are inaccuracies, return to the appropriate page(s) and make corrections as necessary.

24. Click **Save**.

- Unless a hold was placed, the single payment voucher is routed for approval. After approval, OAKS FIN performs a budget check, posts the voucher, and creates the payment.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Entering 1099-S Vouchers (Property/Real Estate)

Overview

This procedure is a guide for recording Property/Real Estate Closing Date and Description on the 1099-S Property Information page. Most of the information on the 1099-S Property Information page is populated by the voucher, which used a 1099-S Account Code. The following are examples of 1099-S Account Codes.

Account Code	Description
574085	ACTVTY RELTD REVIEW APPRAISAL
574016	APPROPRIATION AGREEMENT
574014	APPROPRIATION FEE TITLE
574019	APPROPRIATION R/W OTHERS
574009	EXCESS LAND REMNANT
574008	EXCESS LANDS
574001	FEE TITLE
570100	LAND PURCHASES AND LAND IMPROV
574012	PURCHASE OF WARRANTY DEED
574010	RAILROAD RIGHT-OF-WAY FEDS

- [Click here for assistance with accessing the OAKS FIN AP Module.](#)

Steps

- **OAKS FIN > Main Menu > Accounts Payable > Vouchers > Add/Update > 1099-S Property Information**

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > 1099-S Property Information

OAKS Financials

1099-S Property Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit:

[Basic Search](#)

1. Enter your agency code in the **Business Unit** field.
2. Click **Search**.
 - The 1099-S Information Business Unit page displays.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > 1099-S Property Information

OAKS Financials

1099-S Property Information

Business Unit ADJ01

Voucher ID	Voucher Style	Related Voucher	Supplier ID	Supplier Name	Voucher Line Number	Distribution Line	Account	Merchandise Amount
1 00015682	Regular		0000056200	DELAWARE CITY OF	2	1 570100	1 570100	\$1100000.000
2 00016080	Regular		0000056200	DELAWARE CITY OF	2	1 570100	1 570100	\$1100000.000

3. Enter the **Closing Date** for the desired record in mm/dd/yy format.
 - The Closing Date and Description you provide will be pulled into the 1099 extract file that will be used by OBM for reporting 1099-S.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

4. Enter the street address (i.e., 245 E 2nd Ave) in the **Description field**.
 - Enter the Property description without any commas in the **Description field**. e.g. acres.
5. Verify that the **Status** is Active.
6. Click **Save**.
 - Once it has been saved, the data displayed on the 1099-S Property Information page will not be purged or deleted if the voucher is closed/deleted/changed to a non-1099-S account.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

