

# **AR - Maintaining ISTVs**

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



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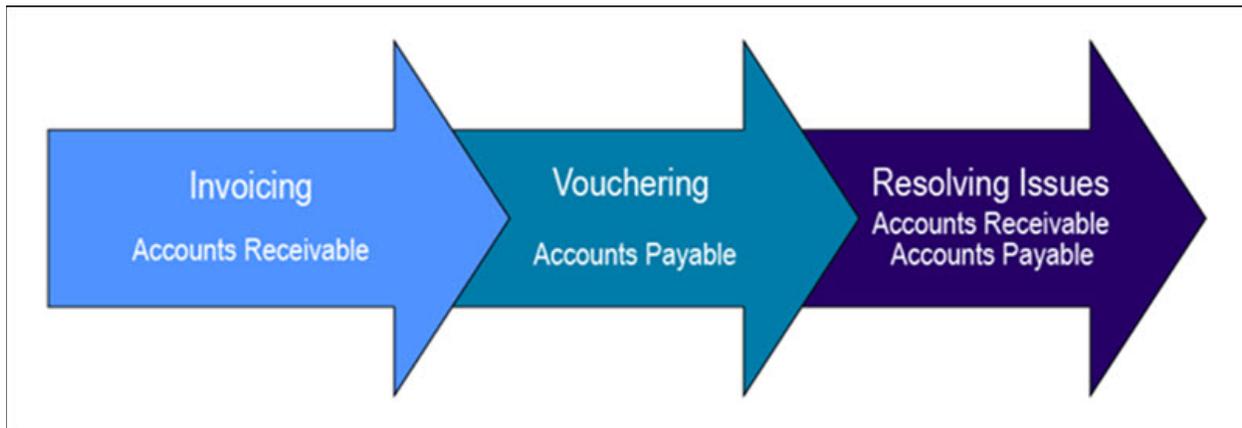
## Steps for Maintaining ISTVs

### References

- [ORC Section 126](#): OFFICE OF BUDGET AND MANAGEMENT
- [ORC Section 131.34](#) Transfers between funds or between state agencies.

### Process

Intrastate Transfer Vouchers (ISTVs) are used by state agencies to invoice other state agencies, or other departments within the selling agency, for goods or services provided. ISTVs are created using processes from multiple financial modules (Accounts Receivable and Accounts Payable) to manage all billing, payment and deposit activities between agencies.



Accounts Receivable is the selling agency in an ISTV transaction. Accounts Payable is the buying agency.

A selling (billing) agency creates an ISTV pending item (receivable) in Accounts Receivable. The selling agency reviews the pending item and corrects any errors, if necessary.

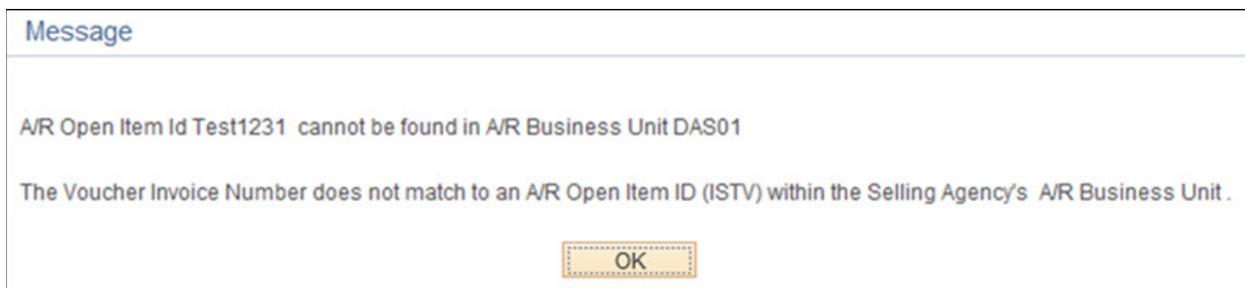
The buying agency receives the ISTV invoice and processes it in Accounts Payable. A voucher is created, which corresponds to the invoice, and then the voucher goes through the necessary approvals and budget check.

In the final step, the ISTV payment is sent electronically from the buying agency and processed by the selling agency in Accounts Receivable. The AR Payment Predictor process matches the payment with the pending item (receivable).

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ISTV vouchers will be built automatically in OAKS FIN overnight and routed for buying agency approval in the system based on the location submitted by the selling agency. Buying agencies must not delete ISTV vouchers. Review [Deleting ISTV Vouchers](#) for guidelines for submitting a request to OBM State Accounting for deletion.

If a billing agency has created an ISTV AR item that has created a voucher, and there is a need to cancel the AR Item for any reason, the AR staff must email [OBM.ISTV.Deletes@obm.ohio.gov](mailto:OBM.ISTV.Deletes@obm.ohio.gov) to request the associated voucher be deleted. The email should contain AR Item number, BU, and amount. If the paying agency attempts to process an ISTV voucher, and receives the error message shown below, they must email [OBM.ISTV.Deletes@obm.ohio.gov](mailto:OBM.ISTV.Deletes@obm.ohio.gov) to request the associated voucher be deleted. The email should contain the voucher number, BU, and amount.



OAKS FIN will allow the selling agencies and buying agencies to see the status of vouchers by using the ISTV Viewer Page. This page enables Accounts Receivable and Accounts Payable agency staff to view and track ISTV transactions through the entire ISTV cycle.

#### What would you like to do?

- [Create an ISTV Receivable](#)
- [Review ISTV Processing Codes](#)
- [Access the Viewer Page to monitor the entire ISTV cycle](#)

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## ***Creating ISTV Receivables***

### **Overview**

Intrastate Transfer Vouchers (ISTVs) are used by state agencies to invoice other state agencies, or other departments within the selling agency, for goods or services provided. An ISTV voucher must be entered in OAKS FIN to issue payment to the selling agency.

A selling (billing) agency creates an ISTV pending item (receivable) in Accounts Receivable. The process for adding an ISTV pending item is very similar to creating a regular pending item. Use the Entry Type "ISTV" along with the ISTV Xref field. The selling agency reviews the pending item and if necessary, corrects any errors. The selling agency can attach the invoice and make it available to the buying agency on the ISTV Viewer Page.

### **Steps**

- **OAKS FIN > Accounts Receivable > Pending Items > Online Items > Group Entry**
- The **Group Entry Page** displays.

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[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

OAKS Financials

### Group Entry

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

**Group Unit:** =  

**Group ID:** begins with  

**User ID:** begins with  

**Assigned Operator ID:** begins with  

**Origin ID:** begins with  

**Entered Date:** =  

**Posting Status:** =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

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

## Create an ISTV Pending Item

1. Click the **Add New Value** tab to create a new pending item group.
2. Enter the ID of the agency owning this group in the **Group Unit** field.
  - This field defaults to the entering agency.
3. Accept the Group ID value "\_NEXT" or follow the agency's numbering convention for ISTV receivables.
4. Click the **Add** button to create a new value.
5. Enter the **Accounting Date** according to agency procedures.
  - The Accounting Date determines the fiscal year and accounting period to which the pending item will be posted. OAKS FIN automatically sets the Accounting Date to the current date as the basis for calculating due dates and aging. The Accounting Date may also be used to enter the date when pending items were actually received.

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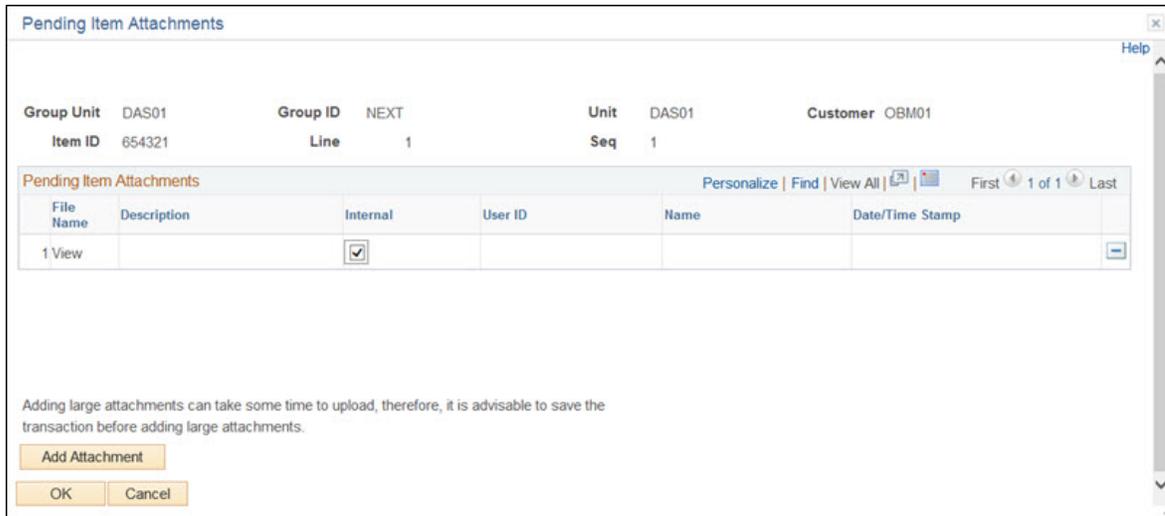
- 
6. Enter "B" in the **Group Type** field.
  7. Enter "OBILL" (Online Billing) in the **Origin ID** field.
    - Records created by the Billing module process have a value of XBILL.
  8. Enter "USD" (US Dollars) in the Currency **Control** field.
    - If USD is not listed here at the group header level, the Currency Control must be entered for each line item.
  9. Enter the total dollar amount of all bills that will be entered as part of this group in the Control Totals **Control** field.
    - OAKS FIN uses the **Control Totals** field area to verify that all items have been entered correctly and that the group is in balance.
  10. Enter the total number of lines for all items that will be entered as part of this group in the **Count** field.
    - OAKS FIN counts each separately-entered line item. For example, an invoice with two line items entered separately, plus another invoice, the count would be "3."
  11. Click the **Pending Item 1** tab, or the link at the bottom of the page, to begin entering the first item.
  12. Enter the **Item ID** (invoice number).
    - Duplicate Item IDs must not be used. Using the same Item ID for different customers causes vouchers to error because the amount does not agree with the corresponding AR balance.
    - Follow the agency's standard practice for creating an Item ID.
    - It's a good idea to incorporate the customer's agency ID in the numbering system. For example, if the buyer is DEV01, the invoice number could be DEV001234. Use sequential numbers to make printing invoices easier.
  13. Click in the **Line** field and enter the number of lines for this pending item.
    - Ensure there's at least a "1" in this field or Payment Predictor will not apply the payment to the customer.

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14. Click the **Copy Line** button to add additional lines when needed.
15. Click in the **Customer** field and enter the buying agency's Business Unit ID as the Customer ID.
16. Enter the line item or full invoice amount in the **Amount** field.
17. Click the **Entry Type** drop-down list and select the type of pending item being entered.
  - The available Entry Type codes for ISTVs are:
    - **ISTV** - Intrastate transfer voucher
    - **ISTCR** - Intrastate credit memo
    - **ISTDR** - Intrastate debit memo
  - Credit and Debit memos are used to make corrections to ISTVs.
18. An Entry Type of "ISTV" will automatically change the value in the **AR Dist** field to "AR\_S." This value is specifically for ISTVs and cannot be changed.
19. Use the Look-up icon next to the **Reason** field to select a reason for the line item.
  - Reason codes vary by Entry Type and are "shortcuts" for ChartField distribution strings. Each agency uses its own reason codes. The agency AR Administrator or supervisor can provide a list for the agency.
20. Select the **Attachments** link.
  - The Pending Item Attachments page displays.



Pending Item Attachments

Group Unit: DAS01      Group ID: NEXT      Unit: DAS01      Customer: OBM01  
 Item ID: 654321      Line: 1      Seq: 1

Pending Item Attachments      Personalize | Find | View All | First 1 of 1 Last

File Name	Description	Internal	User ID	Name	Date/Time Stamp
1 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.

Add Attachment      OK      Cancel

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21. Click **Add Attachment**.

22. **Browse** to find the appropriate item (i.e. invoice) and then click **Upload**.

23. Click **OK**.

- Additional attachments can be added.
- The **number of attachments** is listed next to the Attachments link.
- If an attachment was not uploaded before the item was processed, it can be added later in [Customer Conversations](#) and be accessed through the ISTV Viewer Page.

24. Click the look up button to select payment **Terms**.

- OAKS FIN uses payment terms pre-defined by the specified business unit (agency), typically "Net 30" days.
- These terms can be overridden as needed.

25. Click the **Add a new row** icon to add a second line item or pending item if needed.

- Repeat the instructions above (14-21) for entering either another line item from the same invoice (use the **Line** field) or the next invoice.
- Create pending items of the total number and dollar amount listed on the **Group Control** tab.

26. Click **Save**.

- After saving, the **Group ID** will change from "NEXT" to a number. Make a note of the **Group ID**.
- An **error message** will appear if the customer does not have an origin code. See [Maintaining Customers](#) for steps to add an origin code to an existing customer.

27. Click the **Pending Item 2** tab, or the link at the bottom of the page, to enter the customer address number in the **Location** field.

- The location controls the origin that will be used to create the AP voucher for an ISTV.

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- If an item is created using multiple lines use the same location across each line.
- If an item is created without a location, the system will use the primary “Bill To” location on the transaction.
- Do not use the **Pending Item 3** tab.

28. Click the **Group Action** tab.

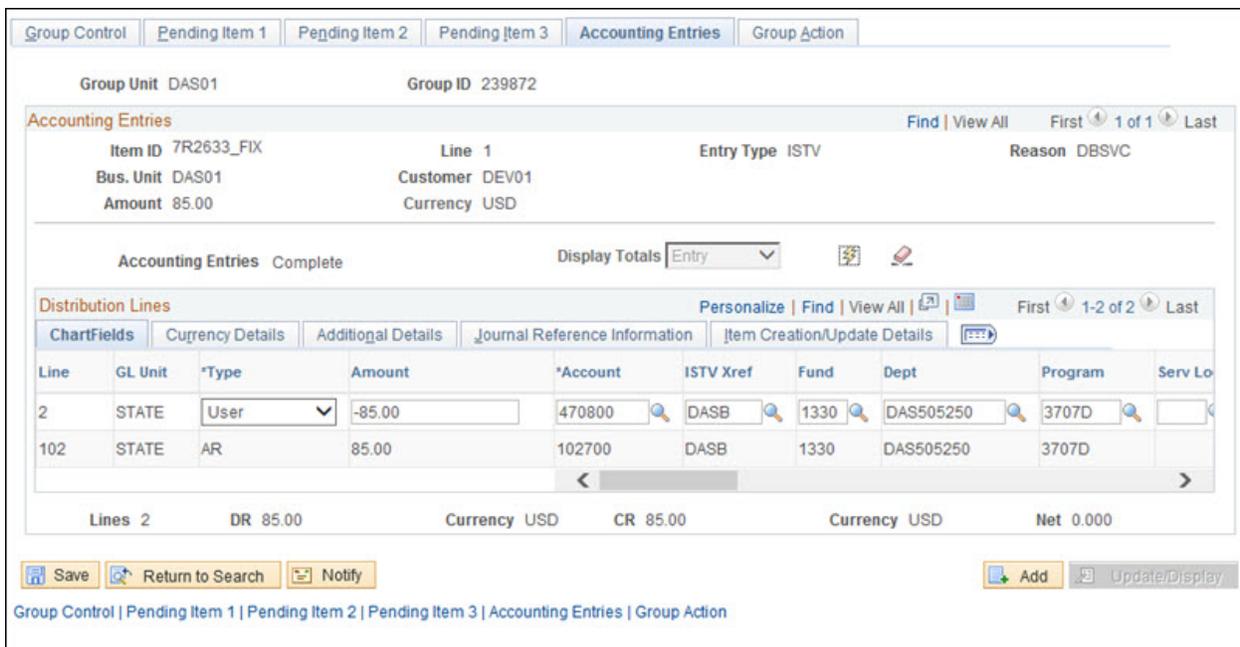
- This tab is used to create the accounting entries and to set the group posting action.

29. Click the **Balance** button to verify that the entries balance.

- OAKS FIN verifies that the number of lines entered, and the dollar amounts for each item match the control totals.

30. Click the **Create Entries** button.

- OAKS FIN displays the ChartField string on the **Accounting Entries** page when the accounting entries are created.



Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | **Accounting Entries** | Group Action

Group Unit DAS01      Group ID 239872

**Accounting Entries**      Find | View All      First 1 of 1 Last

Item ID	7R2633_FIX	Line	1	Entry Type	ISTV	Reason	DBSVC
Bus. Unit	DAS01	Customer	DEV01				
Amount	85.00	Currency	USD				

Accounting Entries Complete      Display Totals Entry

**Distribution Lines**      Personalize | Find | View All      First 1-2 of 2 Last

Line	GL Unit	Type	Amount	Account	ISTV Xref	Fund	Dept	Program	Serv Lo
2	STATE	User	-85.00	470800	DASB	1330	DAS505250	3707D	
102	STATE	AR	85.00	102700	DASB	1330	DAS505250	3707D	

Lines 2      DR 85.00      Currency USD      CR 85.00      Currency USD      Net 0.000

Save    Return to Search    Notify      Add    Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | **Accounting Entries** | Group Action

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- The **Reason** code selected on the **Pending Item 1** tab helps OAKS FIN fill in the ChartFields string. If the agency uses generic reason codes, fields with variable information must be completed. Reason codes may also change and, occasionally, may contain errors that have not yet been corrected.
- OAKS FIN creates both revenue and cash accounting entry lines. When OAKS FIN processes this information, the second line inherits (copies) information from the top line to complete the ChartField entries.

31. Review the ChartFields for accuracy, focusing on the **Fund, Account, Dept,** and **ISTV Xref** fields.

32. Click **View All**, or use the arrows to navigate between lines.

- There are two lines for each entry, debiting one fund and crediting another. The lower bar reflects these two entries; the bar above it displays the number of entries.

When clicking away from the **Group Action** tab and clicking back, the entries will no longer be visible. Click the **Accounting Entries** tab to view entries again.

Correct ChartFields, when necessary, by either manually correcting the codes, or returning to the **Pending Item 1** tab and selecting a different **Reason** code.

- **Delete Entries** and then Create Entries again when using the second method.

33. Click the **Group Control** tab.

34. Verify that the **Balanced** field in the **Group Status** section displays "Yes."

35. Verify that the **Accounting Entries** field displays **Balanced**.

36. Review pending items and make corrections as necessary if the **Accounting Entries** and **Balanced** fields indicate that the entries are not balanced.

37. Verify the selling agency's acronym (i.e., DASB) in the **ISTV Xref** field in the **Distribution Lines** on the **Accounting Entries** tab.

38. Click the **Group Action** tab.

39. Click the **Action** drop-down arrow and select **Batch Standard**.

- If the group cannot be set to post, click on the **Group Control** tab. If the **Balanced** field status is "No," review the control totals and amounts entered.

40. Click **OK**.

- The posting action is set.
- If the buying agency referenced does not have an origin code in the customer record, a warning message will display and the voucher will not be created.

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41. Click **Save**.

- The customer's account will be updated with the unposted item when the ARUPDATE process runs. This process runs at 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 1:00 PM, 3:00 PM and nightly Monday through Friday.

Once ARUPDATE has run:

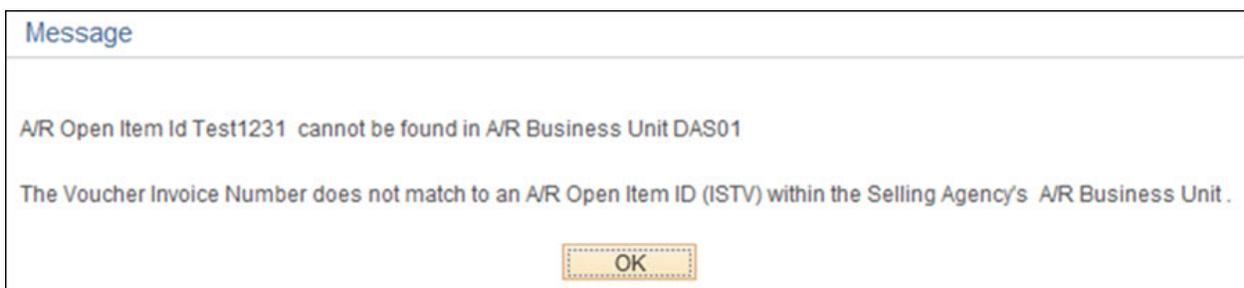
42. Review the pending items to make sure they posted.

43. Review the group for errors if pending items did not post.

- Do not print or mail ISTV invoices. The origin code will determine the automatic routing path. The buying agency will need to use the [ISTV Viewer page](#) to open the attached invoice.

ISTV vouchers will be built automatically in OAKS FIN overnight and routed for buying agency approval in the system based on the location submitted by the selling agency. Buying agencies must not delete ISTV vouchers. Review [Deleting ISTV Vouchers](#) for guidelines for submitting a request to OBM State Accounting for deletion.

If a billing agency has created an ISTV AR item that has created a voucher, and there is a need to cancel the AR Item for any reason, the AR staff must email [OBM.ISTV.Deletes@obm.ohio.gov](mailto:OBM.ISTV.Deletes@obm.ohio.gov) to request the associated voucher be deleted. The email should contain AR Item number, BU, and amount. If the paying agency attempts to process an ISTV voucher, and receives the error message shown below, they must email [OBM.ISTV.Deletes@obm.ohio.gov](mailto:OBM.ISTV.Deletes@obm.ohio.gov) to request the associated voucher be deleted. The email should contain the voucher number, BU, and amount.



- A deposit/payment is created on the AR side after the voucher pays. This deposit will run through payment predictor and be posted automatically.

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## Reviewing ISTV Processing Codes

### Accounts Receivable - Revenue Source Codes

Description	Revenue Source Code	Comments
DOT	470800	Universities also may use capital object codes
State Airplane Expenses	470800	
Goods or Services (common)	470800 470200	Attach proper invoice *470200 may be used only for license and fees
Central Services (within agency)	471200	
Statewide Indirect cost Allocation Reimbursement (SWCAP)	470900	
Shared Expenses. Two or more agencies sharing a program or project. There is a real benefit to the paying agency.	470800	Attach a copy of shared service interagency agreement
Central Services (within Agency)	471200	
Employee Awards over \$25	470800	
Goods and Services (licenses and fees)	470200 or 470800	470200 is preferred, but since the agency could use 529201, it is OK for them to code 529214
Institutional Prepared Foods	470800	Institutions only
Goods or Services (training)	470800	Attach proper invoice
Columbia County	471700	Special Loan Repayment
Agency to Agency State Grant (state appropriation)	470800	Attach interagency grant agreement
RSC	470800	RSC only
Construction Planning	470200	
Debt services (GRF to CSF)	471500	CSF (PWC) only
Loan Repayments	471700	
Transfer of State Funds	470950	Attach legal authority

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(authorized by legislation)		
DAS Surplus Sales		
Tax to JFS ONLY	470604	
Recoveries	470604	
Refunds of Prior Year Appropriation	470603	Attach legal authority.
Federal Interagency Assistance (federal pass through)	470805	Two or more agencies sharing a program. Interagency agreement must be included.
Payroll Deductions	471201	DAS only-primarily 471201, but they use several revenue source codes.

### Accounts Payable - Expense Account Codes

- Review the "OAKS FIN [Account Code](#) Table Online Reference" to determine which Account Codes must be referenced when creating an ISTV voucher.

[Home](#) > [53](#) > 5377XX ISTV - Equipment

## 5377XX ISTV - Equipment

**Note:** If account code is subject to an OBM pre-audit, produces a 1099, is included in the MBE/EDGE calculation, or is used for Instate Transfer Vouchers (ISTVs), the corresponding column/row is populated. If column/row is blank, it does not apply.

Account Codes	Account Description	Extended Definition	No PO Required	Subject to OBM Review (Pre-Audit)	1099	MBE/EDGE?	ISTV
537750	ISTV - Equipment Non-Vehicle	ISTV for purchase of equipment and furnishings with a per unit cost of \$1,000 or more. This includes items such as desks, chairs, filing cabinets, book cases, office tables, conference room tables, and modular units. Payment is paid to a State agency (vendor is an OAKS Business Unit).	No PO	OBM Review			ISTV
537751	ISTV - Vehicles	ISTV for purchase of vehicles with a per unit cost of \$1,000 or more. Vehicle payment paid to a State agency (vendor is an OAKS Business Unit).	No PO				ISTV

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## ***Reviewing ISTV Viewer Page***

### **Overview**

The ISTV Viewer Page enables accounts receivable and accounts payable agency staff to view and track invoice status through the entire ISTV cycle. This page is used to search for a specific record in OAKS FIN. Search criteria is entered in order to pull up the specific record between the selling agency and the buying agency. Once a specific record is found, the Account Receivable tab provides information about the bill or item. The Accounts Payable tab provides information about the invoice..

### **Steps**

- **OAKS FIN > Accounts Receivable > AR Custom Batch Processes > ISTV Viewer Page**
- The **ISTV Viewer Page** displays.

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[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [AR Custom Batch Processes](#) > [ISTV Viewer Page](#)



### ISTV Viewer Page

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

[Find an Existing Value](#)

AR Business Unit:

Item ID:

Item Status:

Customer ID:

Accounting Date:

AP Business Unit:

Voucher ID:

Invoice Number:

Entry Status:

Origin:

Case Sensitive

[Basic Search](#)

- Using at least two of the first five search criteria will retrieve information on the Accounts Receivable side.
  - Using at least two of the last five search criteria will retrieve information related to Accounts Payable.
  - After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
1. Provide search parameters to find a specific invoice and voucher to view.
    - a. Enter the **AR Business Unit** code for the selling agency.

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- b. Choose the **Item Status** to narrow the search.
  - c. Enter the buying agency code in the **Customer ID** field.
- Other parameters can be entered, but using the three fields above will show a list of all open (or closed) invoices and vouchers between the two state agencies.
2. Click **Search**.
- A list of results will appear in the **Search Results** area.
3. Click on an **Item ID** to review information.
  4. Click on a tab at the top of the page.
    - I Click the **Accounts Receivable** tab to open and view the attached invoice.
    - II Click the **Accounts Payable** tab for information about the voucher (e.g., the **Approval Status**).
- If an attachment was not uploaded before the item was processed, it can be added later in [Customer Conversations](#) and still be accessed through the ISTV Viewer Page.
  - Looking at both the AR and AP sides will help determine if there is an issue with an invoice or voucher.

There could be situations where a problem arises between the selling agency and the buying agency, such as:

- a. The buying agency will deny the voucher (Accounts Payable), when an improper invoice is received.
  - b. An incorrect AP origin code was added to a customer address location and the voucher was incorrectly routed.
  - c. A payment is delayed or late.
  - d. The selling agency will dispute the bill (Accounts Receivable).
- Agencies do not delete ISTV vouchers. Review [Deleting ISTV Vouchers](#) for guidelines for submitting a request to OBM State Accounting for deletion.

## Late or Past Due Payments

Both the selling and buying agencies view the payment status of bills and track if a payment is getting close to being past due. A few proactive steps can be taken by the agencies to help:

- Before filing disputes, buying and selling agencies communicate with one another and review the status of vouchers on the ISTV Viewer Page.

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- Selling agencies review age receivables reports regularly to confirm payment within the 30 day payment window.

If the payment is past due, then the selling agency contacts the buying agency to communicate the issue. It could be resolved quickly and no additional steps are required.

## Dispute

If, after the two agencies communicate, there is still a conflict or payment is not received in a timely fashion, then the selling agency should go into OAKS FIN and “flag” the delinquent payment when it is 30 days past due. Refer to Placing Items in Dispute and Resolving Disputed Items.

By flagging payments, OAKS FIN will generate a report for the Ohio Office of Budget and Management (OBM) indicating which payments are delinquent and are in dispute or denied. OBM will only act as the collector, 30 days after the payment due date based on the Ohio Revised Code (ORC) 131.34.

The ISTV Viewer Page will be a key to determining the status of an invoice / voucher, and see if an item has been “flagged” **Dispute**.

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