These guidelines are intended to provide an overview of the OBM Shared Services Accounts Payable process. For more detailed information, please visit:

http://finsource.ohio.gov

Rev. 3/27/19
Invoice Basics

A proper supplier invoice must match the purchase order in all respects, be free from defects/improprieties, and should contain the following non-altered elements:

- Supplier Name
- Supplier Address
- Supplier Remittance address
- Invoice Date
- Unique Invoice Number
- Unique Account Number (if applicable)
- Amount Due
- Payment Terms / Discounts
- Description of Goods / Services
- Date goods / services were received
- Delivery location / Ship To address
- Contract Number (if applicable)
- Purchase Order Number (if applicable)
- Agency Name / Business Unit / Origin Code

Invoice Number:
- If the supplier invoice does not have an Invoice number, OSS will create one using a set of standard guidelines.

Invoice Date:
- The date listed on the supplier invoice. If the supplier invoice does not contain an invoice date, OSS will use the date the invoice was received.

Invoice Received Date:
- The date the invoice was received and accepted by the agency or OSS.

Invoice Amount:
- OSS will pay the current charges shown on the invoice or the amount due, whichever is less.

Late Fees / Interest Charges:
- No agency is authorized to pay late payment or interest fees charged by suppliers other than fees charged by regulated utilities and Unemployment Compensation payments.
- If a state agency fails to make payment by the required payment date, the agency shall calculate the interest in accordance with ORC Section 126.30 and OAC Section 126-3-01.
- Utilities regulated by the Ohio Public Utilities Commission (PUCO) may bill late payment charges based on the rates approved by PUCO.

Ohio Revised Code (ORC)

- ORC 126.30
  Interest on late payments for goods and services
- OAC 126-3-01
  Prompt payment requirements

- Payment must be made within 30 days of receipt of a valid invoice, unless other terms have been established by written agreement
- When an invoice contains a defect or impropriety, written notice to the supplier must be made within 15 days of receipt of the invoice.
Voucher

Invoice Image:
• Click the image button to view the invoice. In the rare case the invoice is not there, check the voucher attachments.

Voucher Comments:
• OSS will use the comments section of the voucher to explain any deviations from standard voucher processes.

Single Payment Vouchers (SPV):
• Single payment vouchers are used to make a one-time, small dollar amount payment to suppliers not in the OAKS FIN Supplier database.
• Single payment vouchers may not be used when:
  • The supplier is established and active in OAKS
  • The account code being used is reportable to the IRS
  • The amount of the payment requires a purchase order

Sorter Page
• If for any reason OSS cannot create a voucher for an invoice, the invoice image will be placed on the agency Sorter Page.
• Agency fiscal staff should review the Sorter Page daily and respond to OSS comments.
Confidential Personal Information:

• Confidential personal information (i.e., social security numbers, bank account numbers, HIPPA information, etc.) must be omitted or redacted from supplier invoices.

Purchase Orders:

• The Unit of Measure (UOM) on the purchase order should match the UOM on the supplier invoice as it impacts the way the PO is liquidated.

State Sales Tax:

• The State of Ohio does not pay state sales tax charged by an Ohio-based supplier for goods/services.

Payment Terms:

• Net 30 unless otherwise established by written agreement or supplier offers a discount for early payment.

Capital Payments:

• When using a capital expense account code, the project chartfield is required.

• All capital payments are processed with Due Now payment terms.
Helpful Links

• OAKS FIN Process Manual and OAKS FIN Account Code Table:  
  http://finsource.ohio.gov

• Reference The Source for OSS for complete information and guidelines:  
  http://thesource.obm.ohio.gov/

• State Procurement:  
  https://procure.ohio.gov/

• Office of Budget and Management:  
  https://obm.ohio.gov/

Invoice Submission

• Invoices should be emailed to OBM Shared Services at:  
  invoices@ohio.gov

Contact Us

Questions? Please contact:

Phone: (614) 338-4781  
1-877-OHIOSS1 (1-877-644-6771)

Email: OhioSharedServices@ohio.gov

For more information on the Accounts Payable process or the OAKS Accounts Payable module, please visit:

www.OhioSharedServices.ohio.gov  
http://finsource.ohio.gov