Purpose

The Ohio Shared Services (OSS) Vendor Account Table (VAT) increases efficiency of vouchers being processed at OSS for selected vendors. When a voucher is processed at OSS, the invoice information is cross-referenced with the OSS VAT. Voucher creation can be automated if the account number exists on the table and the PO has 1 line, 1 schedule or a valid SpeedChart Key is associated to the account number. The information contained on the VAT will specify how an invoice should be processed for particular vendor/account number combinations.

This job aid provides OSS participating agencies with information on how to add, change, or inactivate accounts from the Vendor Account Table.

For more information on the OSS VAT forms or process, please submit an inquiry to OSS at AccountTable@ohio.gov.

Adding New Accounts to the OSS Vendor Account Table

Vendor Accounts can be added to the OSS Vendor Account Table for the following reasons:

- During the agency onboarding process, their accounts are being added to the table
- For participating agencies, new vendors are identified via agency or OSS suggestions
- New vendor account numbers are added for vendors that currently exist on the table

A Vendor is a good candidate for the OSS Vendor Account Table if they:

- Have a high volume of transactions
- Have consistent volumes
- Use a standard invoice with typewritten information, that can be easily read by the Optical Character Recognition (OCR) system
- Include a unique account number on their invoices
- Include a PO number field on their invoices
    - Invoices that have a PO field, but no PO # populated, are still good candidates.
- POs must be created with one line and one schedule **or** have a valid SpeedChart Key associated to the account number

Transitioning Agency Setup to OSS

When a new agency transitions their Accounts Payable functions to OSS, OSS will work with the agency to identify which of their vendors already exist on the Vendor Account Table and determine good candidates that could be added going forward.

OSS will provide the transitioning agency with a Vendor Account Number Spreadsheet that includes all vendors currently listed on the VAT (the spreadsheet will be prepopulated with the **Vendor Name** and **Vendor ID**). The transitioning agency should review and complete the spreadsheet for those vendors they use by examining vouchers from the selected vendor(s), and identifying all relevant account numbers. The spreadsheet will then be updated with the relevant account numbers and all remaining columns for their common vendors.

For all high volume vendors not currently listed in the Vendor Account Table, the transitioning agency will need to collect and provide invoice samples to OSS. OSS will analyze these invoice samples to determine if the vendor is an appropriate candidate for the table.

Completing the **Vendor Account Number Spreadsheet** during the onboarding to OSS

The transitioning agency will review the provided Vendor Account Number Spreadsheet to determine if business is done with the vendors listed and populate the fields for any vendor that has a valid account number.

Review the invoice samples packet that was provided to you from the Agency Integration team for any vendor specific instructions.

Account Number Spreadsheet

E-mail completed form to AccountTable@ohio.gov by <deadline will be inserted here>

Instructions

1. Determine if your origin/agency does business with the vendors listed below.
2. Populate **ALL FIELDS** for any vendor with whom you have a valid account number.
3. Each account number must have 1 selection made in the gray fields. Enter a "Y" in the PO Always Referenced c[illegible] an OAKS S[illegible] the SpeedChart Key column, or an "X" in the No Active Accounts column.
4. One SpeedChart Key may be used for multiple vendor account numbers.
5. Additional lines can be added inside a cell using shortcut Alt + Enter keys.
6. Review invoice samples for any vendor specific instructions

<Agency Name> - <Origin Code>

Vendor Name	Vendor ID	Vo[illegible]	Vendor [illegible]unt Number	Origin	Vendor Location	Address Sequence Number	Pay Terms	Select Only One Column for Each Account			Additional Information / Special Processes
								PO Always Used	SpeedChart Key	No Active Accounts	
Ima Vendor Inc	00000555[illegible]										
Office Supplies R Us	0000012345										

Step-by-Step

1. Do not populate the **Voucher ID** column
2. Enter the **Vendor Account Number** for vendors exactly as it appears on the invoice or validate the account number provided by selling agencies for ISTV billing types
3. Enter OSS **Origin** (if setup) or Agency **Origin**
4. Enter **Vendor Location** (i.e., CHK, EFT-1, or GE)
5. Enter **Address Sequence Number**
6. Enter **Pay Terms**
7. Choose the appropriate payment process

Each account number must have **1** selection made in the columns with the gray headers to indicate if the account should always be paid with a PO, should be paid with a SpeedChart key, or if there are no active accounts for the vendor.

PO Always Used

- If a PO will **always** be referenced for this account, enter a "Y" in the **PO Always Used** column.

SpeedChart Key

- If a PO will **not always** be referenced for this account, determine the correct coding and create a SpeedChart in OAKS. When these SpeedCharts have been created, enter the SpeedChart Key in the **SpeedChart Key** column.
  - One SpeedChart Key may be used for multiple vendor account numbers.
  - Additional lines can be added inside a cell using short Alt + Enter keys.

When a SpeedChart Key is created, a PO will still be used if a valid PO is referenced on the invoice (otherwise, the SpeedChart Key will be used).

Refer to the "Creating and Modifying SpeedCharts" job aid located on OAKS Training Online for guidance in creating SpeedCharts in OAKS.

No Active Accounts

- If there are no accounts for the selected Vendor, enter an "X" in the **No Active Accounts** column.

8. Update the **Additional Information / Special Processes** column with additional information or to identify any special processes or exceptions associated with an account number (e.g., "Pay terms differ from vendor record due to federal funding or utility vendor").
9. Email the completed Account Number Spreadsheet to OSS at AccountTable@ohio.gov.

New Vendor Additions to OSS Vendor Account Table for Participating Agencies

Potential additions to the Vendor Account Table are identified when a new agency transitions their Accounts Payable functions to OSS or through miscellaneous OSS and/or agency suggestions.

Once OSS confirms that the potential additions are good candidates for the VAT, OSS will update the Vendor Account Number Spreadsheet with the applicable vendors and provide it to the participating agencies. The participating agency should review the spreadsheet (the first 8 columns of the spreadsheet will be pre-populated) and then update each line with the relevant payment process information.

To view account number invoice images or ChartFields / Distribution Lines in OAKS use provided voucher IDs for reference.

Completing the **Vendor Account Number Spreadsheet** for current OSS participating agencies

Account Number Spread[illegible]

E-mail completed form to AccountTable@ohio.gov / <dea[illegible]e will be inserted here>

Instructions

1. Determine if your origin/agency does business with the vendors listed below.
2. Populate **ALL FIELDS** for any vendor with whom you have a valid account number.
3. Each account number must have 1 selection made in the gray fields. Enter a "Y" in the PO Always Referenced col[illegible] OAKS Speed[illegible]t Key into the Sp[illegible] Key column, or an "X" in the No Active Accounts column.
4. One SpeedChart Key may be used for multiple vendor account numbers.
5. Additional lines can be added inside a cell using shortcut Alt + Enter keys.
6. Review invoice samples for any vendor specific instructions

<A[illegible]ency Name[illegible] <Origin Code>

Vendor Name	Vendor ID	Voucher ID	Ve[illegible] Account Number	Origin	Vendor Location	Address Sequence Number	Pay Terms	Select Only One Column for Each Account			Additional Information / Special Processes
								PO Always Used	SpeedChart Key	No Active Accounts	
City Utilities Inc	0000077777	022[illegible]7	[illegible]3456	099	GE	1	Due Now				
Telephone Services LLC	0000045[illegible]	082[illegible]51	X55[illegible]	099	GE	3	Due Now				

1. Choose the appropriate payment process

Each account number must have **1** selection made in the columns with the gray headers to indicate if the account should always be paid with a PO, should be paid with a SpeedChart key, or if there are no active accounts for the vendor.

PO Always Used

- If a PO will always be referenced for this account, enter a "Y" in the **PO Always Used** column.

SpeedChart Key

- If a PO will not always be referenced for this account, determine the correct coding and create a SpeedChart in OAKS. When these SpeedCharts have been created, enter the SpeedChart Key in the **SpeedChart Key** column.
  - One SpeedChart Key may be used for multiple vendor account numbers.
  - Additional lines can be added inside a cell using short Alt + Enter keys (only in rare circumstances when more than one SpeedChart Key is required for the vendor account).

When a SpeedChart Key is created, a PO will still be used if a valid PO is referenced on the invoice (otherwise, the SpeedChart Key will be used).

Refer to the “Creating and Modifying SpeedCharts” job aid located on OAKS Training Online for guidance in creating SpeedCharts in OAKS.

No Active Accounts

- If there are no accounts for the selected Vendor, enter an “X” in the **No Active Accounts** column.

2. Update the **Additional Information / Special Processes** column with additional information or to identify any special processes or exceptions associated with an account number. Examples could include: “Account number is no longer being processed for this origin”, “Account is closed”, or “Pay terms differ from vendor record due to federal funding or utility vendor.”
3. Email the completed Account Number Spreadsheet to OSS at AccountTable@ohio.gov.

Adding an Account for an Existing Vendor on the OSS Vendor Account Table

OSS participating agencies can add a new account for an **existing** vendor that already exists on the Vendor Account Table by completing the **Add New Account For Existing Vendor on the Vendor Account Table** section of the **AP Vendor Account Form**.

Navigation: Ohio Shared Services website > Accounts Payable > Accounts Payable Forms

AP Vendor Account Form

Submit Form to:
OhioSharedServices@ohi...
Attn: Account Table Tea...

ADD NEW ACCOUNT FOR EXISTING VENDOR ON THE VENDOR ACCOUNT TABLE

#	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Used?	SpeedChart Key
1									
2									
3									

MODIFY AN EXISTING ACCOUNT ON THE VENDOR ACCOUNT TABLE

	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Used?	SpeedChart Key
Current									
New									

INACTIVATE AN EXISTING ACCOUNT ON THE VENDOR ACCOUNT TABLE

Business Unit		Reason for Inactivation	
Vendor ID			
Vendor Account #			

SUGGEST A NEW VENDOR FOR THE VENDOR ACCOUNT TABLE

*Please provide a vendor invoice sample along with this document

#	Vendor Name	Vendor ID	#	Vendor Name	Vendor ID	#	Vendor Name	Vendor ID
1			4			7		
2			5			8		
3			6			9		

CONTACT INFORMATION (Required)

Requested By	Agency	Phone #	E-mail Address	Submitted Date

Once the section is completed to add a new account, update the required **Contact Information** section on the bottom of the form.

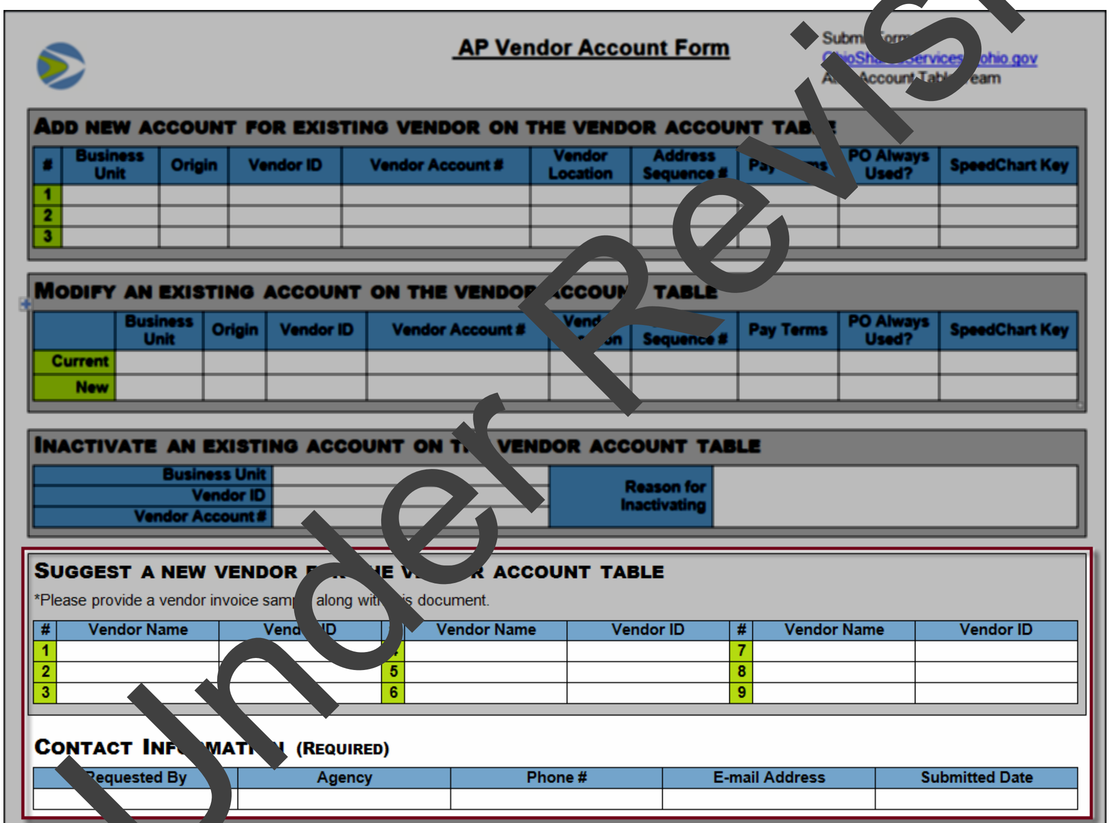
Email the completed form to ohiosharedservices@ohio.gov and a CRM case will be created. When Ohio Shared Services closes the CRM case, an email notification will be sent with the status of the submitted request.

Suggesting New Vendors for the OSS Vendor Account Table

OSS participating agencies may recommend **new** vendors (i.e., the vendor is not currently on the VAT) that meet the criteria outlined on page 1 to the OSS Vendor Account Table. To recommend a new vendor, complete the **Suggest A New Vendor For The Vendor Account Table** section of the **AP Vendor Account Form**.

To ensure the vendor is not currently on the Vendor Account Table, run the "OH_AP_OSS_VAT_VENDORS" query in OAKS.

Navigation: Ohio Shared Services website > Accounts Payable > Accounts Payable Forms



AP Vendor Account Form

Submit form to OhioSharedServices@ohio.gov Attn: Account Table Team

ADD NEW ACCOUNT FOR EXISTING VENDOR ON THE VENDOR ACCOUNT TABLE

#	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Used?	SpeedChart Key
1									
2									
3									

MODIFY AN EXISTING ACCOUNT ON THE VENDOR ACCOUNT TABLE

	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Used?	SpeedChart Key
Current									
New									

INACTIVATE AN EXISTING ACCOUNT ON THE VENDOR ACCOUNT TABLE

Business Unit		Reason for Inactivating	
Vendor ID			
Vendor Account #			

SUGGEST A NEW VENDOR FOR THE VENDOR ACCOUNT TABLE

*Please provide a vendor invoice sample along with this document.

#	Vendor Name	Vendor ID	#	Vendor Name	Vendor ID	#	Vendor Name	Vendor ID
1			4			7		
2			5			8		
3			6			9		

CONTACT INFORMATION (REQUIRED)

Requested By	Agency	Phone #	E-mail Address	Submitted Date

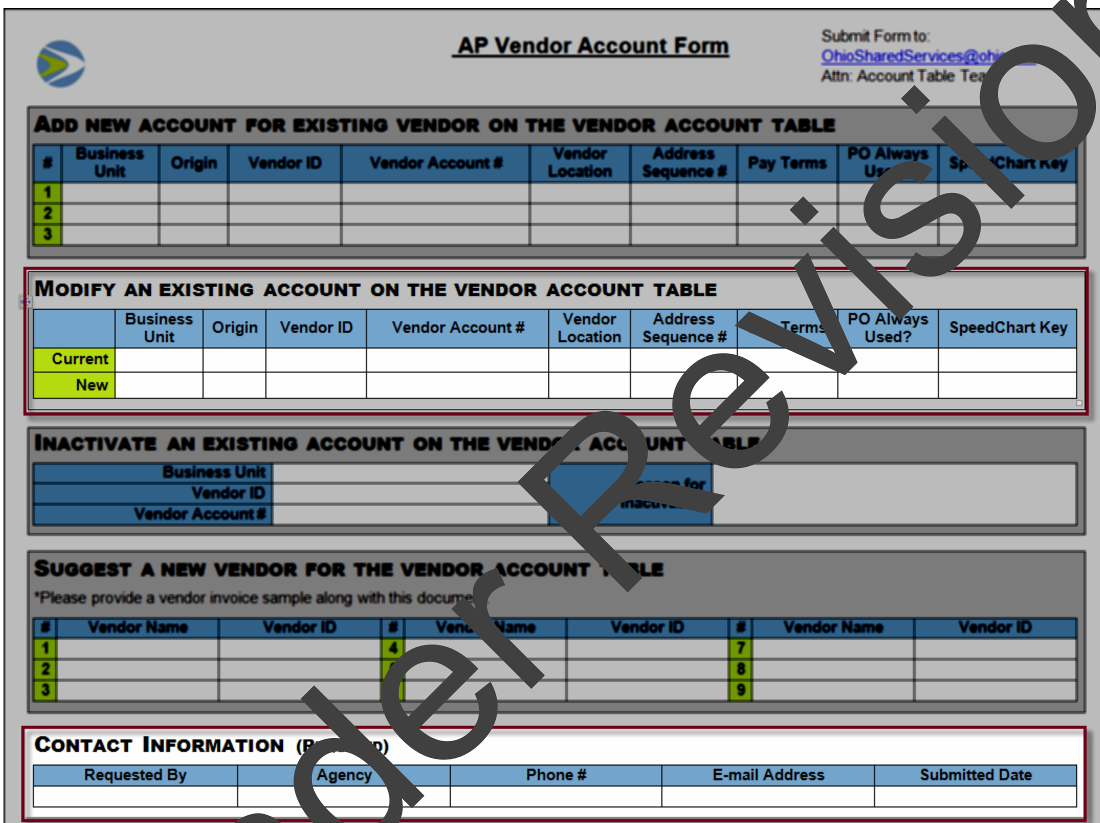
Once the section is completed to suggest a new vendor, update the required **Contact Information** section on the bottom of the form.

Email the completed form **and** an invoice sample for each suggested vendor to ohiosharedservices@ohio.gov and a CRM case will be created. OSS will review the vendor to confirm it is a good candidate and an email notification will be sent when the case is closed with the status of the submitted request.

Modifying Existing Accounts on the OSS Vendor Account Table

OSS participating agencies may request changes (i.e., modifications) to an account that is currently on the Vendor Account Table by completing the **Modify An Existing Account On The Vendor Account Table** section of the **AP Vendor Account Form**.

Navigation: Ohio Shared Services website > Accounts Payable > Accounts Payable Forms


AP Vendor Account Form

Submit Form to:
OhioSharedServices@ohi
Attn: Account Table Tea

ADD NEW ACCOUNT FOR EXISTING VENDOR ON THE VENDOR ACCOUNT TABLE

#	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Us	Sp Chart Key
1									
2									
3									

MODIFY AN EXISTING ACCOUNT ON THE VENDOR ACCOUNT TABLE

	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Terms	PO Always Used?	SpeedChart Key
Current									
New									

INACTIVATE AN EXISTING ACCOUNT ON THE VEND ACC UNT BLE

Business Unit		for Inactiv	
Vendor ID			
Vendor Account #			

SUGGEST A NEW VENDOR FOR THE VENDOR ACCOUNT LE

*Please provide a vendor invoice sample along with this docume

#	Vendor Name	Vendor ID	#	Ven Name	Vendor ID	#	Vendor Name	Vendor ID
1			4			7		
2						8		
3						9		

CONTACT INFORMATION (R D)

Requested By	Agency	Phone #	E-mail Address	Submitted Date

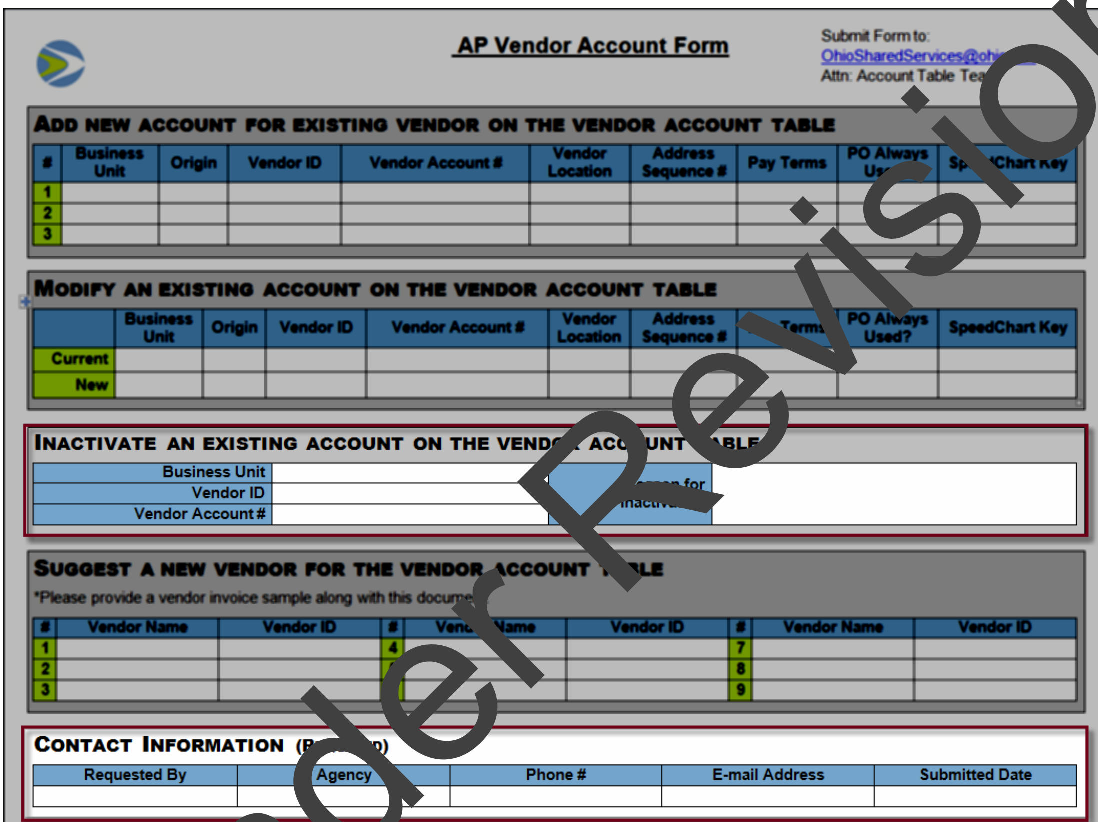
Once the section is completed to modify an existing account, update the required **Contact Information** section on the bottom of the form.

Email the completed form to ohiosharedservices@ohio.gov and a CRM case will be created. When Ohio Shared Services closes the CRM case, an email notification will be sent with the status of the submitted request.

Inactivating Existing Accounts on the OSS Vendor Account Table

OSS participating agencies may remove an account currently on the Vendor Account Table by completing the **Inactivate An Existing Account On The Vendor Account Table** section of the **AP Vendor Account Form**.

Navigation: Ohio Shared Services website > Accounts Payable > Accounts Payable Forms



AP Vendor Account Form

Submit Form to:
OhioSharedServices@ohi...
Attn: Account Table Tea...

ADD NEW ACCOUNT FOR EXISTING VENDOR ON THE VENDOR ACCOUNT TABLE

#	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Used?	SpeedChart Key
1									
2									
3									

MODIFY AN EXISTING ACCOUNT ON THE VENDOR ACCOUNT TABLE

	Business Unit	Origin	Vendor ID	Vendor Account #	Vendor Location	Address Sequence #	Pay Terms	PO Always Used?	SpeedChart Key
Current									
New									

INACTIVATE AN EXISTING ACCOUNT ON THE VENDOR ACCOUNT TABLE

Business Unit		Reason for Inactivation	
Vendor ID			
Vendor Account #			

SUGGEST A NEW VENDOR FOR THE VENDOR ACCOUNT TABLE

*Please provide a vendor invoice sample along with this document

#	Vendor Name	Vendor ID	#	Vendor Name	Vendor ID	#	Vendor Name	Vendor ID
1			4			7		
2			5			8		
3			6			9		

CONTACT INFORMATION (Required)

Requested By	Agency	Phone #	E-mail Address	Submitted Date

Once the section is completed to inactivate an existing account, update the required **Contact Information** section on the bottom of the form.

Email the completed form to ohiosharedservices@ohio.gov and a CRM case will be created. When Ohio Shared Services closes the CRM case, an email notification will be sent with the status of the submitted request.