

# State of Ohio

## Accounts Receivable Service



**Ohio**

**OBM  
Shared Services**

Rev. 3/26/19



## **Agencies currently using our AR services experience these benefits:**

- Lowered transaction costs
- Reduced mail float times
- Increased banking security
- Improved funds availability
- Proven accuracy
- Legacy systems compatibility



# Wholesale Lockbox

Wholesale Lockbox can be used for OAKS direct journal entries and pending item transactions.

- Checks are delivered directly to the bank with established security procedures
  - No manual processing for the agency
  - Data and images available in OAKS
  - Can continue to use sub systems to manage payment records
  - OSS handles all processing and updates in OAKS
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## Wholesale Lockbox Process

### Agency

- Creates and mails billing coupon (utilizing DAS State Printing)

### Customer

- Submits payment

### Financial Institution

- Scans and captures image of check and coupon
- Sends images to OSS

### OSS

- Uploads images
- Applies payment in OAKS
- Approves deposit

# Retail Lockbox

Retail Lockbox can be used for OAKS direct journal entries.

- No “Read & Key”: OSS will only key exceptions
- Reduced cost: Use of only one lockbox for multiple agencies and per transaction cost
- High Speed Data Capture: Improved data accuracy
- Reduced Mail Float Times: By utilizing a courtesy reply envelope
- Improved Funds Availability: Faster deposit processing results earlier in the day

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## Retail Lockbox Process

### Agency

- Creates and mails billing coupon with scan line (utilizing DAS State Printing)

### Customer

- Submits payment

### Financial Institution

- Reads scan line and captures image of check and coupon
- Sends payment data file (INF file)

### OBM Requirements and Configuration Management (RACM)

- Retrieves and loads INF file in OAKS

### OSS

- Applies payment in OAKS
- Approves deposit

# Intrastate Transfer Voucher (ISTV), Attachments & Coding

Intrastate Transfer Voucher (ISTVs) are used by state agencies to invoice other state agencies requiring coding updates and attachment of the invoice.

OSS enters coding and attaches images to ISTVs on agencies' behalf.

- Manages large volume
- Verifies voucher and invoice matching in a timely and efficient manner
- Streamlines the approval process
- Eliminates mailing/splitting of invoices

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## ISTV Attachment Process

### Agency

- Generate invoice/Backup
- Create OAKS AR item
- Email invoice/Backup to OSS

### OSS

- Splits invoices to individual files
- Consolidates backup to each invoice
- Loads invoices to tracker

### Tracker (System)

- Validates voucher is available
- Copies information from OAKS to tracker

### OSS

- Attaches invoice to AP vouchers in OAKS
- Update chartfield line in voucher coding

### Tracker (System)

- Validates voucher is available

# Accounts Receivable

OBM Shared Services processes account receivables for several state agencies using the OAKS financials accounts receivable module. The Accounts Receivable team is focused on providing exceptional service to agency partners by processing deposits and transferring funds within three business days. OBM Shared Services provides the following receivable services:

- Wholesale Lockbox processing
- Retail Lockbox processing
- ISTV document management

## Contact Us

**Questions? Please contact:**



**OBM  
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For more information on Accounts Receivable Services, please visit:

[www.OhioSharedServices.ohio.gov](http://www.OhioSharedServices.ohio.gov)