

Non-PO Voucher - Payments tab

Steps from the "[Non-PO Voucher - Invoice Information tab](#)" section must be completed prior to beginning the steps below.



Entering Payment Information

Continue to the **Payment Options** section if the OSS [Standard Invoice Pre-Processing Form](#) provides payment handling and/or payment message instructions.



- Update the **Handling** field if instructed by the OSS [Standard Invoice Pre-Processing Form](#) (PPF).
 - **Return to Agency** - Warrants are returned to the agency for mailing.
 - RA requests for payments will not be followed when it pertains to new "remit to" addresses not available in OAKS FIN. Once the supplier information has been updated, the invoice will be processed for payment.
 - **Regular Payments** - Warrants are mailed centrally.
- Update the **Message** field with the standard Ohio Shared Services payment message to appear on EFT and warrant remittances.
 - Click the [Messages](#) link to display the [Payment Message](#) window.
 - Enter "OSS" in [Message](#) field.
 - Click [OK](#).

Enter an additional Payment Message (up to 56 characters) if one is provided on the OSS "Standard Invoice Pre-Processing Form" (PPF).

It is acceptable to enter information that is already available to the vendor on the warrant.

Do not add any phone number (the "OSS" Message will populate the OSS contact information).

It is acceptable to enter a payment message even if there is a unique Invoice Number provided on the vendor/agency invoice.

Do not add any confidential information (e.g., juvenile names, etc.) or sensitive information as defined in [Working an Exception Code 89: Sensitive Data](#).