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PO Voucher - Payments tab



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

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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.

The screenshot shows the 'Payment Options' section of a web form. The form is highlighted in yellow. It contains the following fields and controls:

- *Bank: TRBKN
- *Account: TRBKN
- *Method: CHK (with 'Check' as a sub-label)
- Pay Group: [Dropdown menu]
- *Handling: Regular Payments (with a dropdown arrow)
- *Netting: Not Applicabl (with a dropdown arrow)
- LC ID: [Text field]
- Message: [Text field]
- Supplier Bank Messages: [Section header]
- Hold Payment:
- Separate Payment:
- Actions: [Dropdown arrow]
- Message will appear on remittance advice.
- Schedule Payment: [Section header]

- 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-

- Click [Save or Save For Later](#).
 - [Expand](#).

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