

Service Location FAQs

Ohio

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Do I need to include a Service Location on revenue documents?

No. Service Location will only be required on all transactions in the Actuals ledger using an account code starting with "5".

Does this mean I will need a Service Location for payroll? What should I use?

Yes. A value must be entered into the chartfield. The Department of Administrative Services, State Human Resources Division's (SHRD) Applications and Reporting Team has been and will continue to work with agency contacts to mass upload values to combo codes and associated budget tables.

What happens if I use Service Location in payroll for reporting purposes?

Agencies retain the ability to enter Service Location in a combo code if that information is needed for internal reporting purposes.

Will a service location be needed for travel processed through the Travel and Expense (T&E) module?

Yes. The T&E module pulls in payroll coding and therefore the service location on the employee's payroll will apply to travel and non-travel reimbursements.

What about miscellaneous reimbursements processed through the T&E module?

Yes. See above.

Will a service location be needed for DAS printing and other ISTVs?

Yes. The selling/billing agency will create a pending item receivable and the voucher will go into recycle status. The voucher processor must access and process the voucher through the Voucher Build Error Detail page and must enter the applicable Service Location.

In the case of printing above, which Service Location should I use?

In general, you should use the location where the goods or services are received. This could be the county in which the agency is headquartered but could also be statewide in the case of manuals or brochures printed and distributed. The agency should use its best judgment and be consistent in its approach.

Will Service Location be required on a PO?

Any requisitions, purchase orders, and payment vouchers with a budget date of July 1, 2023, and beyond will require a Service Location.

Does this requirement apply to a multi-vendor ENC-type of encumbrance?

Yes if the budget date on the ENC is July 1, 2023, and beyond. The value used must be changed on the payment voucher to be more specific.

What happens if an existing encumbrance doesn't have a Service Location?

The encumbrance can still be vouchered against in FY 2024, but the voucher must have a Service Location.

A Service Location value can be added to a fiscal year encumbrance before year end cutoff of purchase orders if the encumbrance has not been vouchered against to ease the transition in FY 2024.

Will Service Location be required in OhioBuys?

Yes. Beginning July 1, 2023.

Will it be required in the Payment Card Reconciliation Portal (PREP) for Pcard purchases?

Yes. Agency PREP Administrators must make this field available for agency use. If an agency PREP Administrator needs guidance on how to do so, they should send an email to: obm.pcard@obm.ohio.gov

When referencing a PO created before July 1, 2023 without a Service Location in PREP, can we add the Service Location to the PO?

Yes, if the PO has not been vouchered against. If the PO has been vouchered against, the Service Location must be added to the voucher that is created overnight for the Pcard payment.

PREP locks down all chartfields when a PO is used. The Service Location cannot be added in PREP.

Will interfaced vouchers also require a Service Location?

Yes. Beginning July 1, 2023, all interfaced and EDI vouchers will require a Service Location. Agencies must update the applicable INF02, INF17, INF29, INF43, INF44, and INF67 files to include this chartfield. Updated interface files should be sent to their contact at RACM as soon as possible but no later than March 31, 2023, to allow adequate time for testing.

What Service Locations should we be using?

If your agency uses Service Location at a level lower than county, you can continue to transact at that level because current Service Location have been mapped to a county. If your agency does not currently use a Service Location, at the highest level, you will need to use one of the 88 counties, statewide, or out of state.

We have service locations that are specific to our facilities. Should we not be using the facility code and use the county code instead?

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How do we determine which Service Location to use?

In general, you should use the Service Location where the goods or services are received. For assistance, click [Service Location Reference Guide](#).

How do we look up a county for a payee that receives a grant, loan, or other fund transfer?

The United States Postal Service zip code search (<https://www.unitedstateszipcodes.org/>) or a Google internet search can help identify the county associated with the address or zip code. Be aware that some major metropolitan areas (i.e., Columbus, Cleveland, Cincinnati, etc.) may span multiple counties. In those cases, use your best judgment, but be consistent in your approach.

Are there any OAKS queries available to help find service locations?

Two OAKS queries you can use are:

OH_DEPT_SVC_LOC

OH_SERVICE_LOCATION_1

How do I modify my SpeedCharts to include a Service Location?

To modify a SpeedChart, follow the process outlined in the [FIN Process Manual](#).

Am I required to modify agency SpeedCharts?

A voucher cannot be processed without a service location. If a SpeedChart does not contain Service Location, the agency will need to modify the coding on the voucher to add Service Location. Agencies will need to indicate to OBM Shared Services which Service Location(s) to use when referencing a SpeedChart that does not contain a Service Location.

This also applies if you reference a FY 2023 PO that does not have a Service Location.