How to Look Up Remittance Advice
A Tool for State of Ohio Suppliers
The Main Screen

The Lookup Is Located At: http://remitlookup.obm.ohio.gov
Step 1:
The Lookup is Located At: http://remitlookup.obm.ohio.gov

For each query you will first enter your OAKS Vendor ID and Key #. Your Key # is your organization’s zip code. If you need help with your Vendor ID or Key #, please contact Ohio Shared Services by telephone at 614.338.4781.
Step 2:

1. You may query by date range and remitting agency, or,

2. By selecting amount, invoice number, voucher number, or payment ID number.

Option 1

Option 2
Step 3 Final:

Click “Submit” Button

Invoice: 
Voucher: 
PaymentID:

* - Required entry.
1. Entered Vendor Number and Key Number

2. Choose to Search by Date Range

3. Click the Submit Button
### Result

Your query returned 7 results.

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Agency ID</th>
<th>Voucher</th>
<th>Payment Date</th>
<th>Amount</th>
<th>Payment Message</th>
<th>Invoice</th>
<th>Payment ID</th>
<th>PMT MTH</th>
<th>More Info</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Note: You may sort results by clicking the headers above.
For Invoice results compare to bank information.