

# Definitions/Detail

## Invoice

**Purpose:** The purpose of this section is to breakdown the components of an invoice number.

**Overview:** The Department of Administrative Services, Office of Information Technology (DAS/OIT) is responsible for creating and maintaining budgets for several funds. Each of these funds must be separately maintained as required for state and federal reporting.

**Description:**

Example Invoice Number: 151330879204

Fiscal Year	Fund	Customer ID	Month of Fiscal Year
15	1330	8792	04

**Fiscal Year:** This is the last two digits of the fiscal year in which the services were provided.

**Fund:** This represents the OIT Accounting Fund from which the services were provided.

**Customer ID:** A distinct number assigned to each agency with defining parameters for a specific address. An agency may have multiple customer IDs.

**Month of the Fiscal Year:** This is month of the fiscal year for which services were rendered as follows:

July	07
August	08
September	09
October	10
November	11
December	12
January	01
February	02
March	03
April	04
May	05
June	06

**Please note:** What billing period will be reflected on the quarterly bills:

**Quarter 1 = 07**

**Quarter 2 = 10**

**Quarter 3 = 01**

**Quarter 4 = 04**

# Account Code Structure

The Account Code Structure (ACS) is a string of alpha-numeric characters that has been organized based on the State of Ohio financial codes. The ACS allows the user to request reports at both a summary and/or detail level. A user can specify the level of detail for each report. The financial codes are separated using a <per.iod> into the following categories: State, Type, Agency/Non-Agency, Future Aggregation Point, Customer ID, and Job Number. Each of these items and a sample breakdown are below:

**Sample Account Code:** OH.DIR.DAS01.00000000.0000.C420.CS4241.0000000000

State	Type	Agency	Non-Agency Client	Aggregation	Customer ID	Job Number
OH	DIR	DAS01	0000000	0000	C420	CS4241

**State:** This code "OH" represents the State of Ohio.

**Type:** This field represents the type of invoice that was issued. There will be one of three codes in this field. They are defined below:

- a. DIR: this code indicates the invoice amounts.
- b. USE: this code is used to report actual consumption coinciding with the invoiced amount.
- c. EXC: this code represents that the invoice is an "Exchange" bill. DAS/OIT has made an agreement with the Customer to exchange a type of service for equipment transferred or purchased. This is accomplished utilizing a Memorandum of Understanding.

**Agency:** This is a five digit OAKS number used to identify the state agency to which the bill is issued.

**Non-Agency Client:** This field is for non-state agencies who have access to their invoice data. DAS/OIT provides services to non-state government entities and vendors.

**Future Aggregation Point:** This is an optional field that may be used to meet future needs.

**Customer ID:** A distinct number assigned to each agency with defining parameters for a specific address. An agency may have multiple customer IDs.

**Job Number:** This field has alpha and/or numeric codes used by an assigned Customer ID so the customer may easily track costs by funding source, i.e., special projects, etc.

# Sample Invoice Below



Office of  
Information Technology

**Intrastate Invoice**

OAKS Vendor ID: DAS01

ISTV Cross Reference: DASB

**Payable to:**

Treasurer of State  
DAS Finance – Room 4060  
30 E Broad Street,  
Columbus, Ohio 43215-3414

DAS - Custom Invoice with Job Number - Detail

**Invoice Number:** 144P30C39003

**Date Range:** 3/1/2014 to 3/31/2014

Computer Usage billing questions: Melinda Hurst (614) 644-3149  
MARCS billing questions: Deanna Moore (614) 644-0589

OH.DIR.DAS01.00000000.0000.C390.777347

Department of Administrative Services

Attn: [REDACTED]

30 E Broad St., 39th Floor

Columbus, OH 43215

	<u>Units</u>	<u>Rate</u>	<u>Charge</u>
ITS END-USER SUPPORT	59.00	210.0000	12,390.00
ITS END-USER LIMITED USE CONTRACTORS	434.00	135.0000	58,590.00
<b>INFORMATION TECHNOLOGY SERVICES</b>			<b>70,980.00</b>

Total for: OH.DIR.DAS01.00000000.0000.C390.777347 70,980.00

Invoice Total 70,980.00

State	Type	Agency	Non-Agency Client	Aggregation	Customer ID	Job Number
OH	DIR	DAS01	0000000	0000	C390	777347

## SUMS USER ACCESS

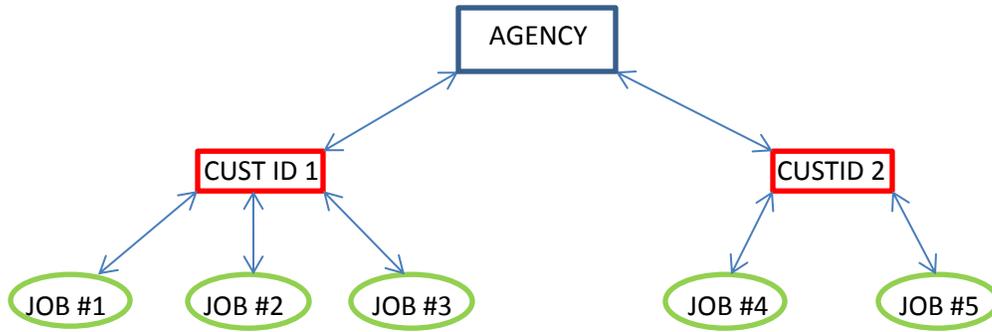
When a user is provided access to SUMS, they are given only access to the agency for which they are assigned.

## AGENCY STRUCTURE SETUP

**Purpose:** The purpose of this section is to explain the structure setup options an agency may request when establishing services with DAS/OIT.

**Overview:** DAS/OIT invoices are billed at the Customer ID (CUSTID) level. This allows an agency to separate funding and/or costs within their established divisions/sections/offices/programs/systems, etc. Once the CUSTID is established, that division/section/office/programs/systems, etc., may establish a further breakdown of the costs by job number, i.e., accounting lines, cost pools, special projects, etc. These are at the discretion of the agency and DAS/OIT will accommodate your requests.

**Description:**



**Customer ID:** A distinct number assigned to each agency with defining parameters for a specific address. An agency may have multiple customer IDs.

**Job Number:** This field has alpha and/or numeric codes used by an assigned Customer ID so the customer may easily track costs by funding source, i.e., special projects, etc.