Determining Invoice Number

Invoice numbers are required for accurate voucher processing in OAKS FIN. This information will assist the OSS associate in determining the correct information to enter in the OAKS FIN **Invoice Number** field. This list is not all-inclusive, but is a guide to determine a unique number.

If an invoice contains an invoice number field, but no invoice number, the invoice must be returned to the sender and be resubmitted.

Example: 1

When an invoice is received, the invoice number should be keyed [typed] as it appears on the invoice. This **includes** leading zeros and/or special characters, except for the scenarios below:

Do not copy/paste invoice number from invoice file, as special characters will be removed when voucher is saved.

- The word "**invoice**" and the symbol "**#**" [i.e., number sign] are **not** to be keyed into the **Invoice Number** field. See examples below.

Invoice displays		Invoice Number Field in OAKS
Invoice #	INV9840-1	INV9840-1
Invoice Number:	INV-9000260274	INV-9000260274

Invoice	INV00000000002858	INV00000000002858
Invoice No.	2422002	2422002
Invoice #:	2-2021	2-2021
	INVOICE 2489	2489
Invoice #	FSI-2020-002420	FSI-2020-002420
Invoice Number	#1	1

- If the Invoice Number contains a single space or multiple, consecutive spaces, substitute with an underscore character "_" as shown in the following examples:
    - Example 1 Invoice Number: 123 - May 2020 [There is a "space" before and after the dash [-] and a "space" after "May".]
        - Type: "123_-_May_2020"

    - Example 2 Invoice Number: 0000567   04 [There is an indiscernible number of spaces following the number "7".]
        - Type: "0000567_04"

- If there is a **unique Invoice Number provided** on the invoice - enter it in the **Invoice Number** field.
    - An invoice number can be identified as:
        - **Invoice Number**
        - **Document No.**
        - **Delivery Ticket No.**
        - **Job Number**
        - **Bill** Number
        - unique **Ticket Number**
        - **Ad Number/Advertisement Number [not Advertiser Number]**
        - **Reference** number
        - **Policy Number**
        - **Fire number**

    - Invoice Number is **not**:
        - sales number
            - item number

        - order number
        - contract number
        - non-itemized statement number [i.e., a statement that does not include supporting documentation]
        - hotel folio number

- The invoice number should be taken from the remittance stub of the invoice when available [if the invoice references two different invoice numbers, the invoice number from the remittance area must be used].

- If a unique Invoice Number is not provided, but the agency provides a **clearly identified Invoice Number on the invoice or pre-processing form** - enter it in the **Invoice Number** field.
- If there is not a unique Invoice Number or an agency-provided Invoice Number on the invoice or pre-processing form, **use the Shared Services standard process as outlined below.**

Exceptions:

AT&T Invoice Numbers [Not AT&T Mobility and AT&T DataComm, Inc.]◀⁊
Statements◀⁊
Car Dealership Invoice [New Car Purchases and Equipment]◀⁊
GBEX Invoices◀⁊

No Invoice Number for All Other Invoices

When an invoice **does not contain an invoice number** and is **not** one of the exceptions listed above, follow the guidelines below to determine the correct data to enter into OAKS FIN. This list is not all-inclusive, but is a guide to determine a unique number.

If the Invoice Number is concatenated using the Invoice Date - the date must be the same as what is identified to be entered in the Invoice Date field.

Determining Invoice Number when no Invoice Number is Listed on the Image

If [scenario]:	Use the following format:
1. Invoice is an ambulance form	Use call number, ticket number, or run number.
2. Invoice is for telephone company [not AT&T] that does not contain an invoice number or an account number	Use 10-digit phone number [hyphen] 8-digit supplier's invoice date [##########-mmddyyyy] [as determined by the "Determining Invoice Date" process] E.g., 6143384707-08252015.
3. Invoice on a standardized medical form [e.g., HCFA, hospital billing, dental, etc.] [and includes a	Use patient account number, patient control number, or patient record number [hyphen] 8-digit last date of service [mmddyyyy] [as determined by the "Determining Invoice Date" process]

patient account number, control number, or record number]	E.g., 011234567-08252015. If multiple service dates, use the most recent service date. Refer to "Reviewing the Invoice" to view example medical forms.
4. DRC Invoice on a Standardized Form 1500 [and does not include a patient account number, control number, or record number]	Use Last date of service [hyphen] invoice amount [hyphen] first three initials of the patient first name, first three initials of the patient's last name [hyphen] Origin Code E.g., Invoice amount = $150　　　Invoice Number entered as 05052021-15000-JOHPAL-C41 E.g., Invoice amount = $15,987.58　Invoice Number entered as 05052021-1598758-JOHPAL-C41
5. Real Estate Tax Invoice	Use Parcel ID [hyphen] 8-digit supplier's invoice date [############-mmddyyyy] [as determined by the "Determining Invoice Date" process] E.g., 401899950000-08252015. **Example Invoice**◀?
6. DNR Refund Invoices and DRC Invoice for Payment of Witness Fees	Use 8-digit supplier's invoice date [mmddyyyy] [as determined by the "Determining Invoice Date" process] [hyphen] supplier invoice amount [hyphen] first 3 letters of the first name **and** first 3 letters of the last name of the person receiving the refund payment [using capital letters] E.g., 08252015-1000-NIKWIL. • Supplier invoice amount = numeric invoice amount including the digits to the right of the decimal [no decimal]. E.g., $10.00 entered as 1000.
7. DNR Annual Physical Invoices	Use 8-digit OSS received date [mmddyyyy][as determined by the "Determining Invoice Date" process] [hyphen] supplier invoice amount [hyphen] last name of the "Applicant" [using capital letters] E.g., 08302015-1000-WILLIAMS. • Supplier invoice amount = numeric invoice amount including the digits to the right of the decimal [no decimal]. E.g., $10.00 entered as 1000.
If invoice does not fit any of the above scenarios, see below:	

8. Invoice contains an account number but no invoice number	Use account number [hyphen] 8-digit supplier's invoice date [mmddyyyy] [as determined by the "Determining Invoice Date" process] E.g., 5435342-08252015. Account number may be identified on the invoice as the following: Customer #, customer ID, client #, client ID, Master Station, Merchant Number, ship to, Case #, Employer Code Number, Advertiser Number, Shipper Number, Payer Number, and Parcel ID [land/acreage].
9. Invoice has no account number or invoice number	Use 8-digit supplier's invoice date [mmddyyyy] [as determined by the "Determining Invoice Date" process] [hyphen] supplier invoice amount E.g., 08252015-45583. • Supplier invoice amount = numeric invoice amount including the digits to the right of the decimal [no decimal]. E.g., $455.83 entered as 45583.
10. Invoice submitted as a CRM case with no invoice number on the invoice.	Use 8-digit supplier's invoice date [mmddyyyy] [as determined by the "Determining Invoice Date" process] [hyphen] supplier invoice amount.
11. Corrective Vouchers	OAKS FIN will not duplicate vouchers. The corrective voucher must maintain the business unit, supplier, dollar amount, and invoice date from the original voucher. To delineate the corrective voucher from the original, best practice is to maintain the original invoice number and add a "hyphen CORR" to the end, [Example: 12345-CORR].
12. UPS Invoices	Use Plan number [hyphen] 8-digit supplier's invoice date [as determined by the "Determining Invoice Date" process]. • Use only if no supplier invoice number is provided.

Duplicate Invoice

If a duplicate invoice number is received, AP associates should confirm the legitimacy of the invoice by checking the dates, dollar amounts, and products/services provided. If the invoice is for new goods/services and just contains a duplicate invoice number, use the invoice number [hyphen] number of duplicates [e.g., 000329INV-2].