

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.

[Statements](#)

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

[Determine Invoice Number when No Invoice Number Listed on Image](#)

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| | the digits to the right of the decimal (no decimal). E.g., \$10.00 entered as 1000. |
| <i>If invoice does not fit any of the above scenarios, see below:</i> | |
| 7. Invoice contains an <u>account number</u> but no invoice number | Use account number [hyphen] 8-digit supplier's invoice date (mmddyyyy) (as determined by the " Determining Invoice Date and Last Receipt 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, and Case #. |
| 8. Invoice has no account number or | Use 8-digit supplier's invoice date (mmddyyyy) (as determined by the " Determining Invoice Date and Last Receipt Date " process) [hyphen] supplier invoice amount E.g., 08252015-45583. |

[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).