

Standard Invoice Pre-Processing Form

The Standard Invoice Pre-Processing Form is used by agencies to pre-process invoices before they are entered into the system.

Revision Date: 10/31/2013

STANDARD INVOICE PRE-PROCESSING FORM OHIO SHARED SERVICES

Version 7.0

Directions: A Pre-processing form must be used for one invoice.

Please type your data in this form.

* Origin Code, Date Invoice Received and Agency Contact Information are mandatory fields - complete the other sections only when information is not on the purchase order or invoice.

Agency Information	
Business Unit:	
*OSS Origin:	
*Date Invoice Received:	

Vendor Information	
OAKS Vendor ID:	
Vendor Name:	
Payment Terms:	MBE / EDGE:
Address Seq #:	Vendor Location:
Term Contract ID:	

Single Payment Voucher Information	
Name 1:	
Name 2:	
Address:	
City:	
State:	
Zip:	

*Agency Contact Information	
Name:	
Phone #:	
Date Approved:	

Agency Comments/Instructions for OSS	Total Voucher Amount	\$ 0.00
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Payment Message

Voucher Line #	PO NUMBER	SPEEDCHART	PO / SpeedChart Line #	PO / SpeedChart Schedule #	Invoice Line Description <small>(Agency use only - OSS will not enter)</small>	Receipt #	Amount
1							
	Fund		Account Code	ALI	Department	Program	Grant/Prj
	Project		Serv Loc	Reporting	Agency Use	ISTV XREF	Budget Reference

Voucher Line #	PO NUMBER	SPEEDCHART	PO / SpeedChart Line #	PO / SpeedChart Schedule #	Invoice Line Description <small>(Agency use only - OSS will not enter)</small>	Receipt #	Amount
2							
	Fund		Account Code	ALI	Department	Program	Grant/Prj
	Project		Serv Loc	Reporting	Agency Use	ISTV XREF	Budget Reference

"Invoice Line" and "Distribution Line" information provided on the Pre-Processing Form does not override information pulled into OAKS FIN from a PO or SpeedChart Key.

Voucher Line #	PO NUMBER	SPEEDCHART	PO / SpeedChart Line #	PO / SpeedChart Schedule #	Invoice Line Description <small>(Agency use only - OSS will not enter)</small>	Receipt #	Amount
3							
	Fund		Account Code	ALI	Department	Program	Grant/Prj
	Project		Serv Loc	Reporting	Agency Use	ISTV XREF	Budget Reference

** PFF will be returned for the following reasons: Required fields not completed, form has been modified, incorrect version of form, handwritten information, or agency generated PFF was provided. **

Revised 5/5/2016