

## 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.

### Klosterman Invoice Number

When entering a **Klosterman Invoice**, use the **Invoice#** located in the middle of the invoice (not the "Invoice No." located at the top of the invoice).

The screenshot shows a portion of a Klosterman invoice. At the top left is the 'KLOSTERMAN' logo. To its right, a callout box with a white background and black border contains the text 'Enter Invoice Number' and '"012090600004"'. A red arrow points from this callout box down to a red-bordered box on the invoice that also contains '012090600004'. In the top right corner, 'Invoice No. 600004' is printed. Below the callout box, the word 'INVOICE' is printed in a large, bold font. At the bottom left, 'Customer CUST#00000' is printed. At the bottom right, 'PO# 90000' is printed. A large, diagonal watermark reading 'Revised 02/14/2013' is overlaid across the entire image.

### AT&T Invoice Numbers (Not AT&T Mobility)

When entering an **AT&T Invoice** (not AT&T Mobility), use the **invoice number** (or **account number** if the invoice number is listed on the document) and a hyphen (-).