

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.

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If invoice does not fit any of the above scenarios, see below:

<p>7. Invoice contains an <u>account number</u> but no invoice number</p>	<p>Use account number [hyphen] 8-digit vendor's invoice date (mmddyyyy) (as determined by the "Determining Invoice Date and Last Receipt Date" section) E.g., 5435342-08252012</p> <p> Account number may be identified on the invoice as the following: Customer #, customer ID, Master Station, ship to, ISTV number above "Bill to."</p>
<p>8. Invoice has no account number or invoice number</p>	<p>Use 8-digit vendor's invoice date (mmddyyyy) (as determined by the "Determining Invoice Date and Last Receipt Date" section) [hyphen] vendor invoice amount E.g., 08252012-45583</p> <p> Vendor invoice amount = numeric invoice amount only including the digits to the right of the decimal (no decimal). E.g., \$455.83 entered as 45583</p>