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.

Statements

When using an itemized **Statement** to create a voucher, use the **statement number** if no invoice number is listed on the document.

To process a **summary statement** (i.e., a statement requesting a single payment for multiple invoices), follow the guidelines below:
- For invoices from the **Ohio Attorney General** that summarizes Outside Counsel Approved Invoices, create the voucher using the approval letter as the invoice (follow the guidelines listed in the "No Invoice Number for All Other Invoices" section for creating the invoice number).
- For **hotel** invoices or **pest control** invoices:
    - If a summary statement is received without a separate invoice(s)/folio(s), for each invoice/folio listed, it must be returned to the sender.
    - If a summary statement is received with a separate invoice(s), the voucher is created.

        If the summary statement does not have an invoice number, you must concatenate.

    - If a hotel folio is received without a summary statement and has a unique invoice number, a voucher is created.
    - If a hotel folio is received without a summary statement and does not have a unique invoice number, it must be returned to the sender.

Example:

ORKIN – CINCINNATI
7046 FAIRFIELD BUSIN
FAIRFIELD, OH 45014
(513) 942-5900
LPCO: 20080
Target Pest: PEST: MIC

SUMMIT BEHAVIORAL HEALTHCARE
1101 SUMMIT RD
CINCINNATI, OH 45237
(513) 948-3355   18 EXTERIOR STATIONS.

Separate invoice would be used to create the voucher.

50

68755555

PRIOR BAL: 1,984.32
THIS SVC: 496.08
DISCOUNT: .00
TAX: .00
TOTAL AFTER
THIS SVC: 2,480.40

- For **all other summary statements** - Create the voucher using the summary statement as the invoice.