

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.

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.

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

Determine Invoice Number when No Invoice Number Listed on Image

If (scenario):	Use the following format:
1. Invoice is an ambulance form	Use call number or run number
2. Invoice is for telephone company (not AT&T) that does not contain an <u>invoice number</u> or an <u>account number</u>	Use 10-digit phone number [hyphen] 8-digit supplier's invoice date (as determined by the "Determining Invoice Date and Last Receipt Date" section) (#####-mmddyyyy) E.g., 6143384707-08252012
3. Invoice on a standardized medical form (e.g., HCFA, hospital billing, dental, etc.)	Use patient account number, patient control number, or patient record number [hyphen] 8-digit last date of service (mmddyyyy) E.g., 011234567-08252012
	Use Parcel ID [hyphen] 8-digit supplier's invoice date (as determined by the "Determining Invoice Date and Last Receipt Date" section)

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).