

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. This list is not all-inclusive, but is a guide to determine a unique number.

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. This list is not all-inclusive, but is a guide to determine a unique number.

- If an invoice contains an invoice number field, but no invoice number, the invoice must be returned to the sender and be resubmitted.
- If the Invoice Number is concatenated using the Invoice Date - the date must be the same as what is identified to be entered in the Invoice Date field.

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, ticket 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 (#####-mmddyyyy) (as determined by the " Determining Invoice Date and Last Receipt Date " process) E.g., 6143384707-08252015.
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) (as determined by the " Determining Invoice Date and Last Receipt Date " process) E.g., 011234567-08252015.
4. Real Estate Tax Invoice	Use Parcel ID [hyphen] 8-digit supplier's invoice date (#####-mmddyyyy) (as determined by the " Determining Invoice Date and Last Receipt Date " process) E.g., 401899950000-08252015.

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).