

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.

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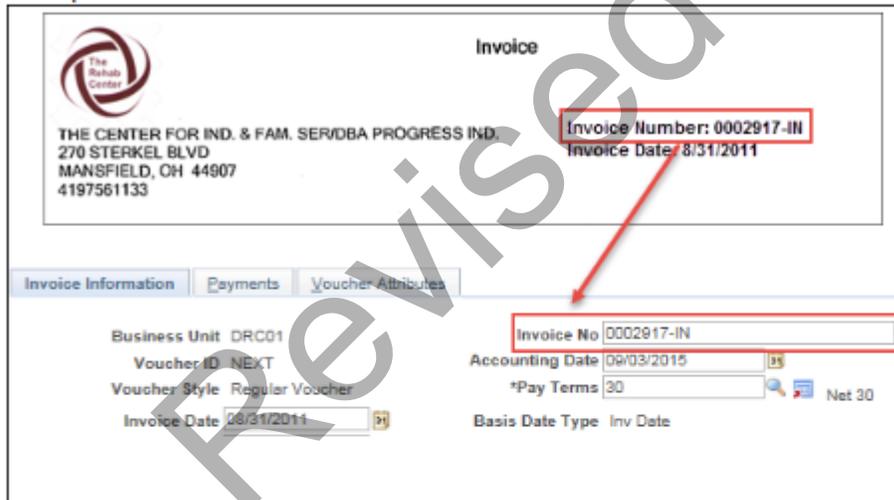
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Follow the Rule: "Key What You See"

When an invoice is received, the invoice number should be keyed (typed) **exactly** as it appears on the invoice. This **includes** leading zeros and/or special characters.

 **Do not** copy/paste invoice number from invoice file, as special characters will be removed when voucher is saved.

Example:



Invoice

 THE CENTER FOR IND. & FAM. SERV/BA PROGRESS IND.
270 STERKEL BLVD
MANSFIELD, OH 44907
4197561133

Invoice Number: 0002917-IN
Invoice Date: 8/31/2011

Invoice Information | Payments | Voucher Attributes

Business Unit: DRC01
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice Date: 08/31/2011

Invoice No: 0002917-IN
Accounting Date: 09/03/2015
*Pay Terms: 30 Net 30
Basis Date Type: Inv Date

 An invoice number can be identified as:

- Invoice Number
- Document No.
- Delivery Ticket No.
- Job Number
- Bill number
- unique Ticket Number
- Ad Number
- Reference number

- Policy Number

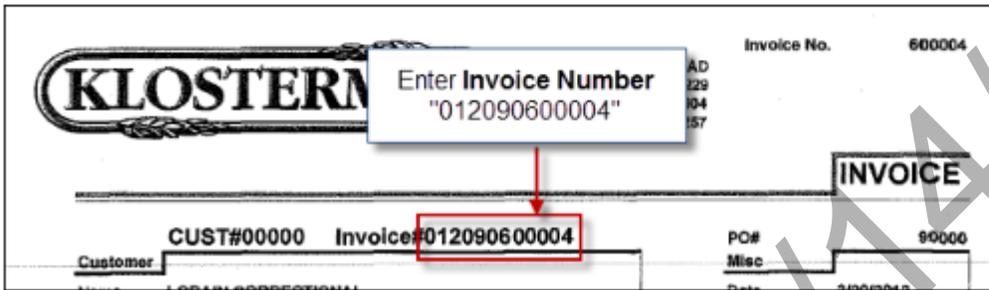
Invoice number is **not**:

- sales number
- item number
- order number
- contract number
- non-itemized statement number
- hotel folio number

The invoice number should be taken from the remittance stub of the invoice when available (if the invoice references two different invoice numbers, the invoice number from the remittance area must be used).

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).



AT&T Invoice Numbers (Not AT&T Mobility and AT&T DataComm, Inc.)

AT&T Mobility and [AT&T DataComm, Inc.](#) invoices do not follow the AT&T invoice number exception below.

When entering an **AT&T Invoice** (not AT&T Mobility and AT&T DataComm, Inc.) use the **invoice number** (or **account number** if no invoice number is listed on the document), add a hyphen (-) and the 8-digit supplier's invoice date to the end. *This rule is to be followed even if the invoice number is unique.*



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, it must be concatenated.
 - 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:



Summary Statement - [redacted] [redacted]ntown
Cannot be used to create a voucher.

Ohio Rehabilitation Service
Nicole Smith
400 E. Campus View
Columbus OH 43235
US

Date 01-19-12
A/R Account Number OHIORSC
Amount Paid \$ _____

Date	Inv. No.	Folio No.	Description	Debit	Credit	Balance
12-22-11			Balance as of 12-22-11			0.00
01-05-12	12345	225374	Jones, Peter	94.08		94.08
01-05-12	45370	225375	Andrews, Julie	94.08		188.16
01-05-12	45371	225376	Wilson, Kim	94.08		282.24
Balance Due						282.24



Separate invoice would be used to create the voucher.

Ohio Rehabilitation Services
Commission
400 E. Campus View
Columbus OH 43235
US
Jones, Peter

Folio No. 0913
A/R Number 01-04-12
Group Code 01-05-12
Company 60960955
Membership No. IMGOV
Invoice No. 12345
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01-08-12

Date	Description	Charges	Credits
01-04-12	Room Accommodations	84.00	
01-04-12	City Tax 7%	5.88	
01-04-12	State Tax 5%	4.20	
Total		94.08	0.00
Balance		94.08	



7046 FAIRFIELD BUSINESS CTR
FAIRFIELD, OH 45014-5480

Date: 01/19/2012
Branch: 670
Phone: (513) 942-5900
Customer #: 108558677
Contract Nbr: 9109109

SUMMIT BEHAVIORAL HEALTH 1101 SUMMIT RD CINCINNATI OH 45237-2		Summary Statement - Cannot be used to create a voucher.		Address SUMMIT RD CINCINNATI OH 45237	
Activity through 01-19-2012					
Date	Description	Account Transactions	Tax	Total	
BALANCE FORWARD				2,480.40	
12/07/2011	SERVICE INVOICE #68755555	496.08		496.08	
12/13/2011	SERVICE INVOICE #68755556	496.08		496.08	
12/21/2011	SERVICE INVOICE #68755557	496.08		496.08	
12/28/2011	SERVICE INVOICE #68755558	496.08		496.08	
Total Amount Due:				4,464.72	

 ORKIN - CINCINNATI 7046 FAIRFIELD BUSINESS CENTER FAIRFIELD, OH 45014 (513) 942-5900 LPCO: 20080 Target Pest: PEST: MIC		INVOICE/SERVICE TICKET NUMBER 50  68755555	
SUMMIT BEHAVIORAL HEALTHCARE 1101 SUMMIT RD CINCINNATI, OH 45237 (513) 948-3355 18 EXTERIOR STATIONS.		PRIOR BAL: 1,994.32 THIS SVC: 496.08 DISCOUNT: .00 TAX: .00 TOTAL AFTER THIS SVC: 2,490.40	

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

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 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 (#####-mmdyyyy) 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
4. Real Estate Tax Invoice	Use Parcel ID [hyphen] 8-digit supplier's invoice date (#####-mmddyyyy) E.g., 401899950000-08252012
5. DNR Refund Invoices and DRC	Use 8-digit supplier's invoice date (mmddyyyy) [hyphen] supplier invoice amount [hyphen] first 3 letters of the first name and first 3 letters of the last name of the person receiving the refund payment

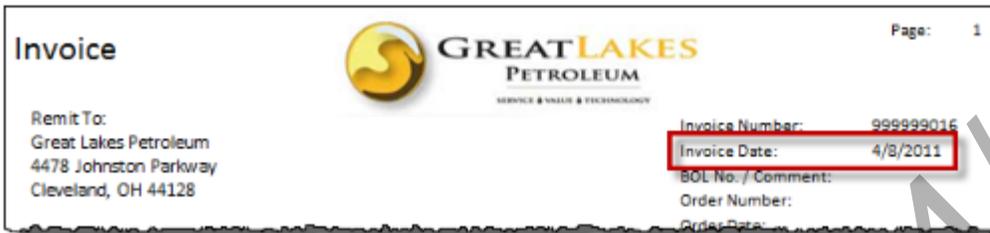
<p>Invoice for Payment of Witness Fees</p>	<p>E.g., 08252012-1000-NIKWML</p> <ul style="list-style-type: none"> Supplier invoice amount = numeric invoice amount including the digits to the right of the decimal (no decimal). E.g., \$10.00 entered as 1000
<p>6. DNR Annual Physical Invoices</p>	<p>Use 8-digit OSS received date (mmddyyyy) [hyphen] supplier invoice amount [hyphen] last name of the "Applicant" (using capital letters)</p> <p>E.g., 08302012-1000-WILLIAMS</p> <ul style="list-style-type: none"> Supplier invoice amount = numeric invoice amount including the digits to the right of the decimal (no decimal). E.g., \$10.00 entered as 1000
<p><i>If invoice does not fit any of the above scenarios, see below:</i></p>	
<p>7. Invoice contains an <u>account number</u> but no invoice number</p>	<p>Use account number [hyphen] 8-digit supplier's invoice date (mmddyyyy)</p> <p>E.g., 5435342-08252012</p> <ul style="list-style-type: none"> Account number may be identified on the invoice as the following: Customer #, customer ID, client #, client ID, Master Station, Merchant Number, ship to, and Case #.
<p>8. Invoice has no account number or invoice number</p>	<p>Use 8-digit supplier's invoice date (mmddyyyy) [hyphen] supplier invoice amount</p> <p>E.g., 08252012-45583</p> <ul style="list-style-type: none"> Supplier invoice amount = numeric invoice amount including the digits to the right of the decimal (no decimal). E.g., \$455.83 entered as 45583
<p>9. Concatenation of Invoice Number when no Supplier Invoice Date is present or is not listed under Supplier Invoice Date below.</p>	<p>The OSS Sorter Page date is considered the Supplier's Invoice Date when the invoice comes directly from the supplier. When the invoice comes from the agency with a PPF, the Invoice Received date will be used to concatenate the invoice number. In all cases, the date entered into the Invoice Date field should also be used as the date to concatenate an invoice number (see scenario 7 or 8 above for examples).</p> <ul style="list-style-type: none"> When invoices are submitted as a CRM case with no invoice number on the invoice, the invoice naming convention would be "(the date the invoice was emailed) [hyphen] (amount of the invoice)" or "(the agency received date <if a PPF is included>) [hyphen] (amount of the invoice)" <p>E.g., 10062015-45583</p> <ul style="list-style-type: none"> Supplier invoice amount = numeric invoice amount including the digits to the right of the decimal (no decimal). E.g., \$455.83 entered as 45583
<p>10. Corrective Vouchers</p>	<p>OAKS FIN will not duplicate vouchers. The corrective voucher must maintain the business unit, supplier, dollar amount, and invoice date from the original voucher. To delineate the corrective voucher from the original, best practice is to maintain the original invoice number and add a "hyphen</p>

	CORR" to the end, (Example: 12345-CORR).
11. UPS Invoices	Use Plan number [hyphen] 8-digit supplier's invoice date.  Use only if no supplier invoice number is provided.

Invoice Date

The **Invoice Date** is the date that the supplier issued or generated the invoice.

- This field will be populated based on information obtained directly from the invoice.
 - Functionality of this field will directly drive:
 - Actual pay date
 - Achieved and calculate discounts
 - Select input for this field based on the information below.



Invoice

Remit To:
Great Lakes Petroleum
4478 Johnston Parkway
Cleveland, OH 44128

GREAT LAKES
PETROLEUM
SERVICE & VALUE & TECHNOLOGY

Page: 1

Invoice Number: 999999016
Invoice Date: 4/8/2011
BOL No./ Comment:
Order Number:
Order Date:

- In addition to the date of the invoice, an **Supplier Invoice Date** can be identified as:
 - The last 8 numbers of the Invoice # on **AT&T Mobility** invoices
 - The earliest of the:
 - "Issued Date"
 - "Printed Date"
 - "Document Date"
 - "Billing Date"
 - "Sale Date"
 - "Vehicle Out" date (for automobile service invoices)
 - **Signature Date** on standardized medical forms (e.g., HCFA, hospital billing, dental, etc.)
 - "Item Date"
 - "Mail Date"
 - "Today's Date"
 - "Ticket Number"

 This list is not all-inclusive, but is a guide to determine the date that the supplier issued or generated the invoice.

 Supplier Invoice date is **not** the "order date," "week ending date," "period ending date," "shipped date," "approved date," or "date of call."

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).