

## Invoice Conventions Guide

| Invoice Information   | Action  | Example                               |
|---|---|---------------------------------------|
| <i>Invoice Number field is 30 characters. Use preceding information (Example: 0007891273 or INV1117891273) but do not add spaces or special characters (-, /, etc.).</i>  |   |                                       |
| <i>Invoice dates should be entered as the invoice date however, if the invoice does not have a date, use the order date, service date or date indicating when the invoice was generated. If no date is available, use the day the voucher is entered into PeopleSoft (current day).</i> |   |                                       |
| Invoice number.   | Use invoice number.   | <b>S17842B</b>                        |
| Other identifying number, like an order number.   | Use the identifying number.   | <b>0005791800</b>                     |
| Account number listed for a frequent (more than monthly) bill.  | Use the account number, abbreviated three digit alphabetical month and two digit day of bill, and last two digits of year.  | <b>101679APR0622</b>                  |
| Account number listed for a monthly bill.   | Use the account number, abbreviated three digit alphabetical month, and last two digits of year.  | <b>101679JUL22</b>                    |
| Account number related to an employee.  | Use the account number, the last name of the employee, abbreviated three digit alphabetical month and last two digits of year.  | <b>D104WASHINGTONMAY22</b>            |
| Addendum payment used with the original invoices is short-paid. AP use only.  | Use original invoice number followed by A.  | <b>INV1941A</b>                       |
| Blackbird Gastro Pub.   | Use the check number from the itemized receipt, not the merchant copy or the summary statement with a generic account number. Include the number after the dash, if provided.   | <b>6 or 61</b>                        |
| Caddell & Co LLC.   | For regular vouchers, use the three digit alphabetical month, two digit day and last two digits of year. For PO vouchers, use the OU PO number, three digit alphabetical month, two digit day and last two digits of year. AP use only. | <b>APR0622</b> or <b>12503APR0622</b> |
| Course for group.   | Use the abbreviated three digit alphabetical month the course starts, two digit day the course starts, and the last two digits of the year.   | <b>MAY0622</b>                        |
| Course for individual.  | Use the last name of the individual taking the course, abbreviated three digit alphabetical month the course starts, two digit day the course starts, and the last two digits of the year.  | <b>HALLMAY0622</b>                    |
| EAN Services, LLC.  | Use the bill reference number.  | <b>700040614025</b>                   |
| Exam for group.   | Use the abbreviated three digit alphabetical month the exam starts, two digit day the exam starts, and the last two digits of the year.   | <b>JAN0522</b>                        |
| Exam for individual.  | Use the last name of the individual taking the exam, abbreviated three digit alphabetical month the exam starts, two digit day the exam starts, and the last two digits of the year.  | <b>MILLERJAN0522</b>                  |
| Holmberg House B&B, LLC.  | Use the folio number, including the word FOLIO.   | <b>FOLIO000196</b>                    |
| Insurance premium with policy number.   | Use the policy number, last name of the individual, abbreviated alphabetical ending month of the policy, and last two digits of policy ending year.   | <b>38C1Y9227BRADYMAR22</b>            |
| Invoice from Independent contractor with multiple invoices per month.   | Use the last name of the contractor, abbreviated three digit alphabetical month and two digit day of the service, and last two digits of year.  | <b>ANDERSONDEC0121</b>                |
| Invoice from Independent contractor with one invoice per month.   | Use the last name of the contractor, abbreviated three digit alphabetical month of the service and last two digits of year.   | <b>TAYLORDEC21</b>                    |
| License/Permit/Certification with an account number.  | Use account number, last name of individual, abbreviated three digit alphabetical month of license expiration, and last two digit of year of expiration.  | <b>940201SMITHFEB22</b>               |
| License/Permit/Certification without an account number.   | Use last name of individual, abbreviated three digit alphabetical month of license expiration, and last two digit of year of expiration.  | <b>SMITHFEB22</b>                     |

## Invoice Conventions Guide

| <b>Invoice Information</b>  | <b>Action</b>   | <b>Example</b>            |
|---|---|---------------------------|
| Lodging without a folio. Example: Marriott or Renaissance.  | Use account number and guest last name.   | <b>12345ADAMS</b>         |
| Lodging.  | Use the folio number.   | <b>354167B</b>            |
| Membership with an account number.  | Use account number, the last name of individual, abbreviated three digit alphabetical month of membership term expiration, and last two digits of year of expiration.   | <b>0017992NELSONMAR22</b> |
| Membership without an account number.   | Use last name of individual, abbreviated three digit alphabetical month of membership term expiration, and last two digits of year of expiration.   | <b>NELSONMAR22</b>        |
| Miscellaneous service using monthly billing without account number on a PO. AP use only.                                | Use PO Number, abbreviated three digit alphabetical month of the service, two digit day of the service, and last two digits of year.  | <b>89854MAR1022</b>       |
| Miscellaneous service with account number.  | Use account number, abbreviated three digit alphabetical month of the service, and last two digits of year.   | <b>4327MAY22</b>          |
| Miscellaneous service with multiples invoices per month without account number on a PO. AP use only.                    | Use PO Number, abbreviated three digit alphabetical month of the service, two digit day of the service, and last two digits of year.  | <b>89854MAR22</b>         |
| Miscellaneous service without account number.   | Use abbreviated three digit alphabetical month of the service, two digit day of the service, and last two digits of year.   | <b>JUN1022</b>            |
| Monthly utility bill.   | Use account number, abbreviated three digit alphabetical month of the ending service date/billing period, and last two digits of year.  | <b>12345APR22</b>         |
| OU Foundation.  | Use OU Foundation fund number, abbreviated three digit alphabetical month of check request, the last two digits of the year of the check request, and the last name of the preparer.                              | <b>33313OCT21JOHNSON</b>  |
| OU Medicine, Inc.   | Use account number.   | <b>668285072</b>          |
| OU Printing Services (Temporary usage for HSC only).  | Use invoice number followed by customer number.   | <b>164984C2324</b>        |
| Patient refund/Research participants.   | Use account number when available, last name, abbreviated three digit alphabetical month for ending service date, two digit day, and last two digits of year.   | <b>1234WILSONJUL0222</b>  |
| Payment reissue.  | Use original invoice number followed by RP.   | <b>INV1941RP</b>          |
| Registration.   | Use last name of individual, abbreviated three digit alphabetical month of event start date, two digit day of event, and last two digits of year.   | <b>BROWNFEb1022</b>       |
| Reimbursement for a non-employee - general expenses.  | Use the last name of the non-employee, abbreviated three digit alphabetical month of the purchase, two digit day of the most recent purchase, and last two digits of the year.                                    | <b>JONESFEb0622</b>       |
| Reimbursement for an employee - general expenses.   | Use the last name of the employee, abbreviated three digit alphabetical month of the purchase, two digit day of the purchase, and the last two digits of the year.  | <b>CLARKMAR0722</b>       |
| Reimbursements of travel expenses for former employees and non-employees.   | Use the last name of the individual, abbreviated three digit alphabetical month, two digit day and last two digits of the year for the last date of travel. Invoice date should reflect the first date of travel. | <b>RUDOLPHJUL0522</b>     |
| Reissued payment used when the original voucher is cancelled and a corrected payment needs to be reissued. AP use only. | Use original invoice number followed by RP. Use same invoice date as original payment.  | <b>INV1941RP</b>          |
| Scholarships for travel.  | Use the last name, abbreviated three digit alphabetical month for the last day of travel, two digit day for the last date of travel, and the last two digits of the year.   | <b>YOUNGMAY1622</b>       |

## Invoice Conventions Guide

| <b>Invoice Information</b>     | <b>Action</b>   | <b>Example</b>               |
|--------------------------------|---|------------------------------|
| Scholarships paid by month.    | Use the last name, abbreviated three digit alphabetical month, and the last two digits of the year. | <b>SANDERS</b> APR <b>22</b> |
| Scholarships paid by semester. | Use the last name, season of semester being paid, and the last two digits of the year.              | <b>MURPHY</b> FALL <b>23</b> |

## Invoice Conventions Guide

| Invoice Information | Action | Example |
|---------------------|--------|---------|
|---------------------|--------|---------|

