

Invoice Conventions Guide

Invoice Information	Action	Example
Invoice Number field is 30 characters. Use preceding information (Example: 0007891273 or INV1117891273) but do not add spaces or special characters (-, /, etc.).		
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).		
Invoice number.	Use invoice number.	S17842B
Other identifying number, like an order number.	Use the identifying number.	0005791800
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.	101679APR0623
Account number listed for a monthly bill.	Use the account number, abbreviated three digit alphabetical month, and last two digits of year.	101679JUL23
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.	D104WASHINGTONMAY23
Addendum payment used with the original invoices is short-paid. AP use only.	Use original invoice number followed by A.	INV1941A
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.	APR0623 or 12503APR0623
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.	MAY0623
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.	HALLMAY0623
EAN Services, LLC.	Use the bill reference number.	700040614025
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.	JAN0523
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.	MILLERJAN0523
Holmberg House B&B, LLC.	Use the folio number, including the word FOLIO.	FOLIO000196
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.	38C1Y9227BRADYMAR23
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.	ANDERSONDEC0122
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.	TAYLORDEC22
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.	940201SMITHFEB23
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.	SMITHFEB23
Lodging without a folio. Example: Marriott or Renaissance.	Use account number and guest last name.	12345ADAMS
Lodging.	Use the folio number.	354167B

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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.	0017992NELSONMAR23
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.	NELSONMAR23
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.	89854MAR1023
Miscellaneous service with account number.	Use account number, abbreviated three digit alphabetical month of the service, and last two digits of year.	4327MAY23
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.	89854MAR23
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.	JUN1023
Monthly utility bill.	Use account number, abbreviated three digit alphabetical month of the ending service date/billing period, and last two digits of year.	12345APR23
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 traveler.	33313OCT22JOHNSON
OU Medicine, Inc.	Use account number.	668285072
OU Printing Services (Temporary usage for HSC only).	If invoice number begins with INV, use invoice number. If invoice number does not start with INV and invoice document contains a Customer Number, use the invoice number followed by Customer Number.	INV004737 or 164984C2324
Patient refund.	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.	1234WILSONJUL0223
Payment reissue.	Use original invoice number followed by RP.	INV1941RP
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.	BROWNFEb1023
Reimbursement for a non-employee - general expenses. Form 3.	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.	JONESFEb0623
Reimbursement for an employee - general expenses. Form 3.	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.	CLARKMAR0723
Reimbursements of travel expenses for former employees and non-employees. Form 3 or Form 19.	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.	RUDOLPHJUL0523
Reissued payment used when the original voucher is cancelled and a corrected payment needs to be reissued. AP authorization/use only.	Use original invoice number followed by RP. Use same invoice date as original payment.	INV1941RP

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Research participants.	Use last name, abbreviated three digit alphabetical month of participation date or ending event date, two digit day, and last two digits of year. If using the Individual Supplier form in lieu of an invoice for a one-time payment, use the date the supplier signed the form as part of the convention for the invoice number and actual invoice date.	GIBSONAUG0123
Scholarships for travel or one-time payments. Scholarship forms.	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.	YOUNGMAY1623
Scholarships paid by month. Scholarship forms.	Use the last name, abbreviated three digit alphabetical month, and the last two digits of the year.	SANDERSAPR23
Scholarships paid by semester. Scholarship forms.	Use the last name, season of semester being paid, and the last two digits of the year.	MURPHYFALL23

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