

## 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 alphabetical month and two digit day of bill, and last two digits of year.	<b>101679APR0620</b>
Account number listed for a monthly bill.	Use the account number, abbreviated alphabetical month, and last two digits of year.	<b>101679JUL20</b>
Account number related to an employee.	Use the account number, the last name of the employee, abbreviated alphabetical month and last two digits of year.	<b>D104WASHINGTONMAY20</b>
Addendum payment used with the original invoices is short-paid. AP use only.	Use original invoice number followed by A.	<b>INV1941A</b>
Course for group.	Use the abbreviated alphabetical month the course starts, two digit day the course starts, and the last two digits of the year.	<b>MAY0620</b>
Course for individual.	Use the last name of the individual taking the course, abbreviated alphabetical month the course starts, two digit day the course starts, and the last two digits of the year.	<b>HALLMAY0620</b>
EAN Services, LLC.	Use the bill reference number.	<b>700040614025</b>
Exam for group.	Use the abbreviated alphabetical month the exam starts, two digit day the exam starts, and the last two digits of the year.	<b>JAN0520</b>
Exam for individual.	Use the last name of the individual taking the exam, abbreviated alphabetical month the exam starts, two digit day the exam starts, and the last two digits of the year.	<b>MILLERJAN0520</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>38C1Y9227BRADYMAR21</b>
Invoice from Independent contractor with multiple invoices per month.	Use the last name of the contractor, abbreviated alphabetical month and two digit day of the service, and last two digits of year.	<b>ANDERSONDEC0119</b>
Invoice from Independent contractor with one invoice per month.	Use the last name of the contractor, abbreviated alphabetical month of the service and last two digits of year.	<b>TAYLORDEC19</b>
License/Permit/Certification with an account number.	Use account number, last name of individual, abbreviated alphabetical month of license expiration, and last two digit of year of expiration.	<b>940201SMITHFEB20</b>
License/Permit/Certification without an account number.	Use last name of individual, abbreviated alphabetical month of license expiration, and last two digit of year of expiration.	<b>SMITHFEB20</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 alphabetical month of membership term expiration, and last two digits of year of expiration.	<b>0017992NELSONMAR20</b>
Membership without an account number.	Use last name of individual, abbreviated alphabetical month of membership term expiration, and last two digits of year of expiration.	<b>NELSONMAR20</b>
Miscellaneous service using monthly billing without account number on a PO. AP use only.	Use PO Number, abbreviated alphabetical month of the service, two digit day of the service, and last two digits of year.	<b>89854MAR1020</b>
Miscellaneous service with account number.	Use account number, abbreviated alphabetical month of the service, and last two digits of year.	<b>4327MAY20</b>

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Miscellaneous service with multiples invoices per month without account number on a PO. AP use only.	Use PO Number, abbreviated alphabetical month of the service, two digit day of the service, and last two digits of year.	89854MAR20
Miscellaneous service without account number.	Use abbreviated alphabetical month of the service, two digit day of the service, and last two digits of year.	JUN1020
Monthly utility bill.	Use account number, abbreviated alphabetical month of the ending service date/billing period, and last two digits of year.	12345APR20
OU Foundation.	Use OU Foundation fund number, abbreviated alphabetical month of check request, the last two digits of the year of the check request, and the last name of the preparer.	33313OCT19JOHNSON
OU Medicine, Inc.	Use account number.	668285072
OU Printing Services (Temporary usage for HSC only).	Use invoice number followed by customer number.	164984C2324
Patient refund/Research participants.	Use account number, abbreviated alphabetical ending month of service, two digit day, and last two digits of year.	1234WILSONJUL20
Payment reissue.	Use original invoice number followed by RP.	INV1941RP
Registration.	Use last name of individual, abbreviated alphabetical month of event start date, two digit day of event, and last two digits of year.	BROWNFEF1020
Reimbursement for a non-employee - general expenses.	Use the last name of the non-employee, abbreviated alphabetical month of the purchase, two digit day of the most recent purchase, and last two digits of the year.	JONESFEB0620
Reimbursement for an employee - general expenses.	Use the last name of the employee, abbreviated alphabetical month of the purchase, two digit day of the purchase, and the last two digits of the year.	CLARKMAR0720
Reimbursements of travel expenses for former employees and non-employees.	Use the last name of the individual, abbreviated alphabetical month, two digit day and last two digits of the year for the <u>last date</u> of travel. Invoice date should reflect the <u>first date</u> of travel.	RUDOLPHJUL0520
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.	INV1941RP
Scholarships for travel.	Use the last name, abbreviated 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.	YOUNGMAY1620
Scholarships paid by month.	Use the last name, abbreviated alphabetical month, and the last two digits of the year.	SANDERSAPR20
Scholarships paid by semester.	Use the last name, season of semester being paid, and the last two digits of the year.	MURPHYFALL20