

Centralized Accounts Receivable System

OUMI Contract Naming

For OUMI contract setup on the CARS_SETUP_EXCEL form, the format to use is 3 digits for the Item #. Please use the following naming scheme:

Example: Contract Name C 1.1 – Item 1 would = C11001

Non-OUMI Contract Naming

Non-OUMI contracts will have a number assigned by Service Unit Accounting.

Service Date Format – Billing Template

On the Billing Template, the service dates from and to should be in the mm/dd/yyyy format.

Example: 12/31/2018

Invoice Backup

Backup required to be sent with an invoice should be emailed along with the billing template. Please save the backup for each contract to a separate pdf document with the following naming convention:

YYMMSUIDEXID

YY = Calendar Year

MM = Calendar Month billing will occur in

SUID = Assigned by SUA per Contract Number after receipt of CARS_SETUP_EXCEL form

EXID = External Customer ID – to be assigned by Service Unit Accounting

Year: 2019 = 19

Month invoice is produced: August = 08

SUID: Contract Number C11001 = Z001 (assigned value)

EXID: OU Medicine Inc = 2OUMICON

PDF Name: 1908Z0012OUMICON

Email billing and backup to: **CARS@ouhsc.edu**

