

Invoice Number procedures for external vendor payments:

1. Enter the invoice number exactly as it appears, except omit any blank spaces
2. If not enough room (greater than 15 characters)-drop off any special characters & then any leading characters
3. For utilities or other vendors where the account number is available instead of an invoice number, enter right-most characters and add three character month and two-digit year with no spaces (ex. 8348663458**JUN08**); this applies to annual or monthly payments.
4. For payments with no account number or invoice number enter the invoice as **DATEDMMDDYYYY** based on the invoice date (i.e. DATED07232010).
5. For payments with no account number, no invoice number, and no invoice date enter the requisition number (starts with R), travel expense report number (starts with T), voucher number (Foundation only-starts with V)
6. For non-employee travel expense payments enter the expense report number (starts with NE)
7. For duplicate invoice numbers do the following:
 - a. Verify this is not a duplicate payment or that the invoice is just being applied to multiple Pos.
 - b. Briefly note the reason for the duplicate invoice
 - c. Add a letter, beginning with A, to the end of the invoice

Invoice Number procedures for internal vendor payments (usually reimbursements to individuals-staff, faculty, students):

8. Enter requisition number (starts with R), travel expense report number (starts with T), voucher number (Foundation only-starts with V), non-employee travel expense report number (starts with NE)

If invoice number is unclear, go to FAIVNDH, type in the vendor ID number, and click next block. May need to remove fiscal year to see enough history.