Invoice Numbering Conventions

(In PeopleSoft; invoice number can be up to 30 characters.)

- Any alpha characters in an invoice ID must be entered in upper case.

  Example, if the vendor invoice number is ab1234; it should be entered as AB1234.

- When processing **a voucher for a vendor that has an invoice number**.

  You will use the invoice number listed from vendor but without any spaces or punctuation.

  Example, if a vendor invoice number is either 123 45 678, 123-45-678 or 123/45/678; it would be entered as 12345678, no spaces or punctuation.

- When processing **a voucher for a vendor that does not have an invoice number**.

  You will use the four digit department number from within the Smartkey followed by the invoice date formatted as MMDDYY.

  Example, Smartkey 1001095100 would be entered with an invoice number 1095MMDDYY. Do not enter any spaces or dashes and numeric only.

  If you get a duplicate error message on save using this format, research the invoice and if it is not a true duplicate **add an alpha character on the end and make a note of the error on smart voucher under instruction to AP**.

- When processing **a voucher for a vendor that uses the same invoice number** every month.

  You will use the invoice number from vendor, no spaces or punctuation, followed by the invoice date formatted as MMDDYY.

  Example, vendor invoice 12-34-5 would be entered as 12345MMDDYY.

  If you get a duplicate error message on save using this format, research the invoice and if it is not a true duplicate **add an alpha character on the end and make a note of the error on smart voucher under instruction to AP**.

- When processing **a credit voucher**, make sure to follow the procedure that fits above and add CM after the entry date to specify a credit memo.