To: University Business Managers
   MOU Leads

From: Janet Rupert, Director of Systems & Operations

Date: October 10, 2014

In recent days, vouchers have been rejected by Disbursement Services because they lack unique invoice numbers. Because of the way in which the Accounts Payable module approves payments on campus vouchers and purchase orders, bills that do not include invoice numbers for the same account are read as duplicates and are not paid correctly. These and any new vouchers that do not have a listed invoice number will need to have a new one created to be entered in the system. The following format and examples are intended to be used effective immediately on denied vouchers and new voucher entries. This applies to invoice numbers that are generated for non-travel advances and reimbursements and does not affect travel reimbursements.

1. The bill has an account number but no invoice number (such as one from Duke Energy): In order to distinguish between bills with the same account number, please put the vendor account number and add three letters of the through month (end of the billing period) and two digits of the year. For example, if the vendor account # was 12-3456789 and the billing period is from 8/15/14 to 9/14/14, the invoice number would be 12-3456789SEP14.

   Note: If the vendor account number has spaces, please ignore them and type the account number as one uninterrupted string. For example, account#: 7188-12 0545 01 from 8/15/14 to 9/14/14 would be: 7188-12054501SEP14

2. Rent payments: Created invoice numbers should include the month for rent (often one month ahead of payment month), a two-digit year and the amount of the rent along with the vendor name printed on a piece of paper with invoice number. For example, if we are paying a rent payment of $1,500 for November 2014 for Rental Corporation, the invoice # would be RentalCorporation1500.00NOV14.

3. Reimbursements: The created reimbursement invoice number will be the last name of the payee, amount (including cents), three letters of the expense month and a two-digit year. For example, If we are reimbursing Mark Smith for a $20.34 purchase, occurring last month (September 2014), the invoice number would be SMITH20.34SEP14.

4. Stipend: The stipend invoice number will be the last name of the student, the amount (including cents), three letters of the month due and a two-digit year. For example, If we are paying Mark Smith $1,890.58, due on Nov. 30, 2014, the invoice number would be SMITH1890.58NOV14.

5. Cash Advance and Petty Cash Reimbursement: The cash advance invoice number will be the last name of the employee, the amount (including cents), three letters of the payment month and a two-digit year. For example, If we are paying Mark Smith $560, for November 2014 payment, the invoice number would be SMITH560.00NOV14.

If you have questions about this format, please contact Ammar Yameen at yameen@email.unc.edu.