

How-to Guide: Formatting Invoice Numbers

<u>If...</u>	<u>Invoice Number Format</u>	<u>Example</u>
There is an invoice number on the invoice.	Type the invoice number with no spaces or special characters. (30 char. max)	AG748965211
There is no invoice number on the invoice, but there is an account number.	Account Number+ Billing Date (MM/DD/YY)	123456789 050516
There is only a receipt, not an invoice.	Use the receipt number.	101406
There is no invoice, no account number or receipt.	Use the your department's OrgID + Billing Date (MM/DD/YY)	00123 101619