

Quick Reference

Voucher Invoice Numbers

Last Revised Date: 11/01/18

Please use in GEARS, the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.

Vendor Invoice Standardization:

Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters.

Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN.

Employee Expense Reimbursement Standardization:

Enter only the earliest date of travel on which reimbursable expenses are incurred, followed by the traveler's first and last initials as capital letters (XX). The format should read as follows: yyyyymmddXX.

Example: if Tammy Sitar traveled from 7/08/2015 to 7/12/2015, the entry would be 20150708TS.

Interpreter Invoice Standardization:

Enter the First and Last Initial of the Vendor/Payee (XX), Assignment Date (MMDDYY), and Docket Time in hours/minutes (HHMM). The format would be XXMMDDYYHHMM for all court locations.

Example: if Tammy Sitar interpreted for a case on 8/16/17 with a docket time of 8:30, the entry would be TS0816170830.

Note:

Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices.

Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.