

Upon implementation of Oracle Accounts Receivable, departments who accept credit cards and/or electronic payments for their invoices will need to contact the Cashiers Office to inform them of the incoming payment to ensure proper credit to the appropriate invoice. Please send an email to cashiers-office@uni.edu stating the invoice number, the dollar amount, the company issuing the payment, and your department contact information. In the subject field, state "Invoice Payment" along with the invoice number and dollar amount. For departments who utilize credit card processing you will need to include the credit card batch amount as well.

See the examples for guidance.

Example 1:

Subject: Invoice Payment- Inv#1000009 for \$1500.00

ABC Company is sending an electronic payment for invoice 1000009 for \$1500.00.

Thanks,
[Your Name]
[Your Department]
[Your Phone Number]

Example 2:

Subject: Invoice Payment-Inv#1000010 for \$2000 .00

ABC Company has made a credit card payment for invoice 1000010 for \$2000 which is included in the batch amount of \$2500.00.

Thanks,
[Your Name]
[Your Department]
[Your Phone Number]

This communication is vital to the accuracy of payment application. Prompt notification is essential for timely processing. For questions or concerns, please contact the Office of Business Operations at 319-273-2628 or cashiers-office@uni.edu.