



Quick Reference Guide



Topic : Scanned Invoices into Oracle (IDR)

Step-by-Step Instructions to scan invoices into Oracle for payment`

Introduction

With the transition to One Connect, invoices will be scanned and transmitted to the Oracle system via email for invoice creation and payment processing. This document provides standardized instructions for preparing and sending invoice submission emails to ensure accurate and timely processing.

Invoice Submission Instructions

1. Scan the invoice and email the scanned image to the following address:
oracle.invoices@shelbycountyttn.gov
 - o **Important:** When scanning, **put the invoice first** followed by the cover page and any other supporting documentation. If you don't put the invoice first the scanning process will not work correctly
2. **PO-matched** invoices will be submitted directly by the supplier. For PO invoices, the expense account will be automatically derived from the Purchase Order (PO) and does **not** need to be entered in the email subject line. **Please enter the PO number in the subject line.**
3. For **Non-PO** invoices, enter the appropriate account code corresponding to the expense account in the subject line of the email.
4. All account codes must begin with an underscore (“_”).

Example:

_10045.350204.6028

5. If a single invoice is to be paid using multiple funds, include each account combination and its associated amount in the email subject line using the format below:
 - o _Account Combination 1 and amount
 - o _Account Combination 2 and amount



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Example:

_10045.350204.6028.Amt\$XXXX, _60956.350110.6028.Amt\$XXXX

6. Attach the scanned invoice image to the email and send it.
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Additional Details

- The system can process up to **four (4)** account combinations from the email subject line. If more than four account combinations are required, include the additional combinations in the body of the email.
 - If a single scanned image contains more than one invoice, a blank page must be inserted between each invoice to ensure accurate processing.
 - If the vendor's payment method **is not set for a local check** and a **local check is desired**, please note **local check** on the subject (after any other details) as well as on the invoice.
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