



QUICK REFERENCE TO INVOICE NUMBERS FOR GAX1 DOCUMENTS

Invoice Numbers should contain:

- NO DASHES**
- NO SLASHES**
- NO SPACES**
- NO LEADING ZERO'S** (unless you are using your SUBUNIT)
- NO PUNCTUATION OF ANY KIND**

Below is a quick reference guide for documents that do not contain an invoice numbering.

| TYPE OF INVOICE | INVOICE # TO BE USED |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------|
| INMATE MEDICAL | PATIENT NUMBER/ DATE OF EVENT |
| CONTRIBUTIONS | INV#/ DATE OF EVENT |
| SIGN BONDS | PERMIT NUMBER /YYYY |
| SUBSCRIPTIONS | ACCOUNT/SUBSCRIPTION #/YYYY |
| VEHICLE TAG & TITLE | VIN#/YYYY |
| WITNESS FEES | CASE # WITNESS INITIALS |
| COURT REPORTERS | SUBUNIT/LAST DATE (MMDDYY) |
| MEMBERSHIPS | MEMBER ID#/ YYYY |
| INDIGENT ATTORNEYS | VOUCHER # WITH (M, F, J) |
| REFUNDS | RECEIPT NUMBER (do not use barcode numbers) |
| HOUSE MOVING ASSISTANCE | PERMIT # |
| INSTRUCTORS | SUBUNIT/MMDDYY |
| ANNUAL MAINTENANCE | |
| ALL PRO PEST MULTI ADDRESS | ACCT #/ INVOICE DATE (MMDDYY) |
| ALL PRO PEST SINGLE ADDRESS | SERVICE ID #/INVOICE DATE (MMDDYY) |
| | |
| MONTHLY BILLS | |
| PHONE BILLS | DATE OF SERVICE FROM (MMDDYY)/ ACCOUNT # |
| COMCAST | ACCT #/DATE OF SERVICE FROM (MMDDYY) |
| UTILITY BILLS | DATE OF SERVICE FROM (MMDDYY) / ACCT # |
| RECEIPTS | |
| Below is a list of the invoice # types to use in order of which should be used first IF AVAILABLE | |
| 1. INVOICE NUMBER | 2. RECEIPT NUMBER |
| 3. CHECK # | 4. TRANS ID/# |
| 5. AUTH #/CODE | 6. REFERENCE # |
| 7. TR# | 8. TC# |
| If it has NONE OF THE ABOVE Use your UNIT number beside the 6 digit Date (MMDDYY) | |



EXAMPLES OF RECEIPT INVOICE NUMBERING

Publix
Peachtree Corners
3200 Holcomb Bridge Rd
Peachtree Corners, GA 30092
Store Manager: Jeff Toker
770-417-5100

| | | |
|--------------------|---------|-------|
| DECORATED CAKE | 44.99 | T F |
| PUBLIX FORKS | 1.69 | T |
| PUBLIX FORKS | 1.69 | T |
| WALK 90Z CLEAR CUP | | |
| 1 @ 2 FOR 5.00 | 2.50 | T |
| You Saved 0.99 | | |
| DIET PAPER PLATE | 3.49 | T |
| DIET ORCH LEMONADE | | |
| 1 @ 2 FOR 5.00 | 2.50 | T F |
| You Saved 0.49 | | |
| DIET ORCH LEMONADE | | |
| 1 @ 2 FOR 5.00 | 2.50 | T F |
| You Saved 0.49 | | |
| DIET ORCH LEMONADE | | |
| 1 @ 2 FOR 5.00 | 2.50 | T F |
| You Saved 0.49 | | |
| DIET ORCH LEMONADE | | |
| 1 @ 2 FOR 5.00 | 2.50 | T F |
| You Saved 0.49 | | |
| Order Total | 64.36 | |
| Regular Tax | 3.26 | |
| Food Tax | 0.20 | |
| Grand Total | 67.82 | |
| Tender | Payment | 67.82 |
| Change | | 0.00 |

Savings Summary
Special Price Savings 2.95

Your Savings at Publix *
2.95 *

PRESTO!
Trans # 011002
Reference #: 1468526452
Auth # 880782
Purchase American Express
Amount: \$67.82
Auth #: 880782

CREDIT CARD PURCHASE
AMERICAN EXPRESS
Entry Method: Chip Read
Make: Issuer

See back of receipt for your chance
to win \$1000 ID #: 7W58961UCHNT

Walmart
770-429-9029 Mgr: JIKOVEY MCCURDY
210 COBB PKWY S
MARIETTA GA 30060
STN 05390 GPM 005541 TEN 13 TAN 06979
11X14 FRAME 064282813649
7 AT 1 FOR 12.07 90.09 X
SUBTOTAL 90.09
TAX 1 6.00 5.41
TOTAL 95.50
DEBIT TEND 95.50
CHANGE DUE 0.00
EFF DEBIT PAY FROM PRIMARY
95.50 TOTAL PURCHASE
US DEBIT **** * 8902 I O
REF # 907300382050
NETWORK ID. 0056 APPN CODE 905400
US DEBIT
ATD 00000000900040
TC 3606275520F0L7C6
*Pin Verified
TERMINAL # SC010630
03/14/19 13:33:12
ITEMS SOLD 7
TCN 4343 0084 2702 4249 3993
03/14/19 13:33:18
Scan with Walmart app to save receipts

Welcome to Dunkin' Donuts
Store # 352171 - Decatur, GA
Store Ph : 404-500-1114
Manager : 404-786-0652 macondonuts@gmail
3/29/2019 6:07:12 AM

Drive-Thru
Order: 272
Register: 5
Cashier: Sharaz K.
Trans Seq No: 1296272
*****SALE*****

| | |
|-----------------|---------|
| 2 12 Donuts | 17.98 |
| Sub. Total: | \$17.98 |
| Tax: | \$1.44 |
| Total: | \$19.42 |
| Discount Total: | \$0.00 |
| Change | \$0.00 |
| DD/BR Card: | \$19.42 |



Walgreens

#01646 23 S MARIETTA PKWY SW
MARIETTA, GA 30064
770-420-8932

201 4778 002 03/20/2019 12:44 PM

HERSHEY P/DAY S/S 11.80Z
01070070810 B 3.99 SALE
REGULAR PRICE 4.29
REWARDS SAVINGS 0.30
RETURN VALUE 3.99
FOLGERS COLOMBIAN 24 20Z
02550020532 B 5.99 SALE
REGULAR PRICE 10.99
REWARDS SAVINGS 5.00
RETURN VALUE 5.99

SUBTOTAL (3.98)
SALES TAX @2.0% 0.20

TOTAL 10.18
CASH 11.00
CHANGE 0.82

BALANCE REWARDS SAVINGS 5.30

THANK YOU FOR SHOPPING AT WALGREENS

GET MORE WITH BALANCE REWARDS.
REDEEM POINTS FOR SOMETHING EXTRA
IN A FUTURE PURCHASE. RESTRICTIONS
APPLY. FOR FULL DETAILS SEE
WALGREENS.COM/BALANCE.

REF# 0164-6214-7786-1903-2003





DOLLAR TREE

Store# 4765 (770) 420-2810
790 Powder Springs St
Marietta GA 30064-3642

| DESCRIPTION | QTY | PRICE | TOTAL |
|-------------------|-----|-------|-------|
| HIGHLIGHTERS | 1 | 1.00 | 1.00 |
| HIGHLIGHTERS | 1 | 1.00 | 1.00 |
| HERSHEY KISSES | 1 | 1.00 | 1.00 |
| HERSHEY KISSES | 1 | 1.00 | 1.00 |
| HERSHEY KISSES | 1 | 1.00 | 1.00 |
| BUBBLE GUM | 1 | 1.00 | 1.00 |
| MARBLE COLOR MIXE | 1 | 1.00 | 1.00 |
| AAA BATTERIES | 1 | 1.00 | 1.00 |
| AAA BATTERIES | 1 | 1.00 | 1.00 |
| ERASER TOPPER | 1 | 1.00 | 1.00 |

Sub Total \$10.00
FOOD TAX \$0.08
SALES TAX \$0.36
Total \$10.44
Cash \$20.00
CHANGE =====> \$-9.56

Thank You for Shopping at Dollar Tree
Where Everything's \$1.00
Now Shop On-Line at Dollartree.com

* WE VALUE YOUR OPINION! *
* Please provide your feedback at *
* www.dollartreefeedback.com *
* Receive chances to win \$1,000 daily plus *
* instant prizes valued at \$1,500 weekly *
* or by calling 1-877-368-2540. *
* For complete rules, eligibility and sweepstakes *
* period and previous winners please visit *
* www.dollartreefeedback.com *
* Sweepstakes sponsored by Enspithco, Inc. *
* across multiple international clients. *
* Service Center: 800-616-2257 0206 *
* We will gladly exchange any unopened item *
* with original receipt. We do not offer refunds. *

(1256.04765.02.02) 21686516 3/20/19 11:42
Sales Associate: Tracy

Store 498
1690 Powder Springs Rd SW
Marietta, GEORGIA 30064

CheckFreePay

Terminal ID: 40002601
Date: 03/07/2019
Time: 12:37:07 PM
Trace-Nr.: 450908
Biller: Georgia Power GA
Amount: 254.65
Tender Type: CASH
Fee: 1.50
Total: 256.15

ACT#: 4400015115
Reference Number: GA1581:1724:4
CFP Terminal ID: GA1581

Thank you for making your Georgia Power
payment. Please keep this receipt as
proof of your payment. Visit us at
georgiapower.com

Keep your bill stub and receipt until
the payment is applied to your account.
The bill stub and receipt must be
presented for any inquiry or change to
the payment.

Payment Receipt Number: GA1581017240004



Kroger Fresh food. Low prices.

1690 POWDER SPRINGS ROAD
770-218-5699
Your cashier was Marie

832
+ 98
- 10
\$82.88

THANK YOU FOR CHOOSING BARNES STORE!*

Ticket #T1-0212168 User: GLC
Station: Sales Rep: GLC
3/4/2019 4:56:34 PM

| Item | Qty | Price | Total |
|---------------------|-----|--------|--------|
| GAB-G7313 | 1 | 159.99 | 159.99 |
| Georgia Boot Logger | | | |
| 095, M | | | |
| Subtotal | | | 159.99 |
| Tax | | | 11.20 |
| Total | | | 171.19 |

Tender:
VISA
XXXXXXXXXX3933

Batch: 190304001
Auth: 029504
Entry Method: EMV Contact
VISA DEBIT
0000000031010
080008000
800
2AADAACBDB77B2
1g

03/05/19 12:40pm 498 30 12 312

With Our Low Prices, You Saved
\$0.20
Annual Card Savings \$103.11
www.kroger.com

Barnes Store
1332 Bankhead Hwy
Carrollton, GA 30116
(770)-832-9013

THANK YOU FOR CHOOSING BARNES STORE!*

Ticket #T1-0212168 User: GLC
Station: Sales Rep: GLC
3/4/2019 4:56:34 PM

| Item | Qty | Price | Total |
|---------------------|-----|--------|--------|
| GAB-G7313 | 1 | 159.99 | 159.99 |
| Georgia Boot Logger | | | |
| 095, M | | | |
| Subtotal | | | 159.99 |
| Tax | | | 11.20 |
| Total | | | 171.19 |

Tender:
VISA
XXXXXXXXXX3933

Batch: 190304001
Auth: 029504
Entry Method: EMV Contact
VISA DEBIT
0000000031010
080008000
800
2AADAACBDB77B2
1g

SAM'S CLUB
Self Checkout
CLUB MANAGER JACKIE GRIFFIN
(678) 567-5990
Hiram, GA

03/19/19 08:49 6005 04002 097 9092

COBB CO SHERIFF

| | | |
|------------------------|--------|---|
| 341169 UF 3PLY NAP | 8.68 | T |
| 698980 FULL SHT CAF | 39.98 | T |
| 698987 FULL SHT CAF | 39.98 | T |
| 747420 MM PLATE | 11.98 | T |
| 337375 FORKS 300 C | 10.48 | T |
| SUBTOTAL | 111.10 | |
| TAX 1 7.00 \$ | 7.78 | |
| AMEX TEND | 118.88 | |
| APPROVAL # 805595 | | |
| AID 0000000025010801 | | |
| TC 8058089DCB5CE90D | | |
| TERMINAL # SC010018 | | |
| *NO SIGNATURE REQUIRED | | |
| CHANGE DUE | 9.00 | |

Visit samsclub.com to see your savings

ITEMS SOLD 5

TC# 3825 3324 1160 5021 2572 2

*** MEMBER COPY ***



SMYRNA - 770-952-2241
03/07/2019 02:59 PM



ENTERTAINMENT-ELECTRONICS
008040232 SINGSATION T \$49.99
RETURN BY 04/06/19

SUBTOTAL \$49.99
TAX EXEMPT SALE \$0.00

TOTAL \$49.99
*4962 DEBIT TOTAL PAYMENT \$49.99
AID: A0000000980840
US DEBIT

REC#2-9066-0373-0123-5732-6 VISA 758-280-549



ACADEMY KENNESAW, GA 678-919-8900

03/04/19 16:04
413857 SALE 1815 0260 221

Wolverine Bandit 6 / 116311520
1 @ 1 for 129.99 HDS 129.99 ↓

SUBTOTAL 129.99
6.0% SALES TAX 7.80
TOTAL USD\$ 137.79

Cash 140.00
CHANGE 2.21

FOR ALL. FOR LESS.™



FACTS & TIPS

- ❖ You cannot approve a reimbursement to yourself. All departments must have a backup for approvals.
- ❖ All Taxes will be removed per Tax Exempt policy.
- ❖ No punctuation at all in your Invoice number, No leading Zero's.
- ❖ Invoice Line number is the amount of times you have used the same invoice number.
- ❖ GAXs cannot be used to pay for product unless there is a service on the invoice that is at least 30% of the total amount of the invoice.
- ❖ GAXs cannot pay travel/mileage expenses.
- ❖ GAXs are not meant to be used in lieu of Purchasing Documents under Master Agreements.
- ❖ If you do not put your UNIT in the ID field at the beginning of your entry it will not go to a Worklist for approval within your department.
- ❖ GAX Deadline to have in AMS and approved at the department level and JUMPed into Onbase is Friday at noon. (unless there is a holiday)
- ❖ To be given permission for JUMP access for GAXs to Onbase you must receive training from Finance or an approved trainer.
- ❖ We cannot pay from Quotes/Confirmations/Pro Forma invoices or Packing Slips
- ❖ GAX documents that are returned to the department for correction must be corrected and reapproved same day, else it could delay payment until the following week.
- ❖ Reimbursements for food and beverage must be on itemized receipts which lists all items individually.
- ❖ If your GAX includes gratuity it cannot exceed 10%