



Information Announcement

Wex Bank Invoice Processing

October 23, 2017

The BSC is making efforts to streamline Wex Bank invoice processing across all customer agencies. Just as we have with other complicated invoices/accounts, we will be standardizing our invoice numbers moving forward.

To that end, all Wex Bank invoices received in the BSC will be assigned invoice numbers created in FileNet and SFS with the following format:

Wex Account Number + MMY (No spaces or dashes)

Example:

Account Number from Wex Invoice Statement: 0496002475564

Bill Closing Date: September 30, 2017

Invoice Number Entered into FileNet and SFS: 04960024755640917

Using the account number followed by the date, rather than individual invoice numbers, allows for easier tracking of monthly bills to better monitor past due charges on accounts.

Should customer agencies have any questions, please contact the BSC Accounts Payable at 518-457-4272 or via e-mail at apinquiries@ogs.ny.gov. Please include the term "Wex Invoice Number" in your phone call or your email so your inquiry may be directed efficiently.