



Description

The Mail Barcode application is a solution to provide planning units with quick and easy mail slip delivery utilizing scanning technology. Users put in their account number which generates a mail slip. The mail barcode charge form can be found at <https://webapps.ohio.edu/mailbarcode/>.

Cost Center Formats (must include dashes):

GL: 00-000000-000000-0000-00
Grants: 00000-00-0000000
Grants: 00000-00.00-0000000

Enter Cost Center *

Description:

If the cost center you are trying to use is not found, please contact Finance Customer Care at financecustomercare@ohio.edu.

Entering Costing on a New Mail Slip

As a user types in the cost center, the field will display Invalid Format until a valid cost center format has been entered. Use the format for GL accounts or Grants that is listed above the cost center field.

General Ledger Example:

Cost Center Formats (must include dashes):

GL: 00-000000-000000-0000-00
Grants: 00000-00-0000000
Grants: 00000-00.00-0000000

Enter Cost Center *

10-100000-590160-0000-80

Description:

If the cost center you are trying to use is not found, please contact Finance Customer Care at financecustomercare@ohio.edu.

Grants Example:

Cost Center Formats (must include dashes):

GL: 00-000000-000000-0000-00
Grants: 00000-00-0000000
Grants: 00000-00.00-0000000

Enter Cost Center *

11114-01-1119819

Description:


If the cost center you are trying to use is not found, please contact Finance Customer Care at financecustomercare@ohio.edu.

Mail Barcode

Select View Mail Label to produce mail labels with the appropriate cost center attached, or Clear Cost Center to type in a different cost center.

Mail Label

Once a user selects View Mail Label, the mail label will appear with the cost center entered on the label.

OHIO UNIVERSITY DEPARTMENTAL U.S. MAIL CHARGES			
Division Of Finance - Unspecified			
			
10-100000-830000-0000-80-782020			
ACCT NUMBER: 10-100000-830000-0000-80-782020	TYPE of MAIL (circle one)	Items	Postage Charge
DATE:	CAT. 1		
NAME:	1st Class		
	Priority		
FORM NO.	CAT. 2		
	Standard A/BulkMail		
DOCUMENT:	CAT. 3		
	Book Rate		
	Parcel Post		
*Check for added services requested	CAT. 4		
Certified <input type="checkbox"/> Registered <input type="checkbox"/>	*Foreign		
Reg./w INS <input type="checkbox"/> Amount <input type="checkbox"/>	Miscellaneous		
Insured <input type="checkbox"/> Amount of Insurance <input type="checkbox"/>	TOTAL		
Request Receipt (Optional for Certified, Registered, NextDay & Insured)	*List Contents on Foreign Parcels		

Note: If the barcode does not appear on the mail label, please use an alternative browser. The barcode must be present for mail services to use the label.