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/.

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:
Grants Example:

Select “Validate Cost Center” to produce a mail label. You will then be prompted to enter additional information:
*Denotes a required field

**Requestor Name:** This is a field to enter the name of the person requesting the sending of the mailer. It can be the same or different than the Sender Name.

**Requestor Email:** This is the Ohio University Email of the Requester (it will appear as a drop-down option once the Requestor Name is chosen).

**Sender Name and Sender Email:** This defaults to the name and email address of the person logged onto the computer producing the mail slip.

**Phone Number:** This is an optional field. Please note that by adding a phone number, it can be helpful for tracking any issues that may arise if research is needed by the mailroom or unit.

**Description:** This is a free form field to add the description of what you are sending.

**Recipient:** This is an optional filed to add the name/company of where the mailer is being sent.
Viewing/Printing of the Mail Slip

Once the mail slip is complete you can Print or Reset the Form.

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

Need Assistance?

For assistance with the Mail Barcode application, please contact University Mail Services at 740-593-1850 or mailservices@ohio.edu.