



Mail Barcode

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. **All mail slips will need to be re-generated with the new chart of accounts.**

<https://webapps.ohio.edu/mailbarcode>

With the new Chart of Accounts, Mail Barcode will:

- Require new account number
- Users must print new mail slips

Entering Costing on a New Mail Slip

As a user types in an account number, Mail Barcode will drop down with a list of options. Users must select the account they wish to use. With the new Chart of Accounts, the user may enter a GL cost center or a Grants account.

General Ledger Example:

Grants Example:

Need Help?

For account conversion, login to Oracle Business Intelligence (OBI) and navigate to the Conversion Lookup dashboard page under the Financial Reporting Dashboard.

For assistance with accounts, please contact your CFAO or their delegate(s). Mail Services is unable to answer account specific questions. For technical assistance, please contact OIT at 740-593-1222.