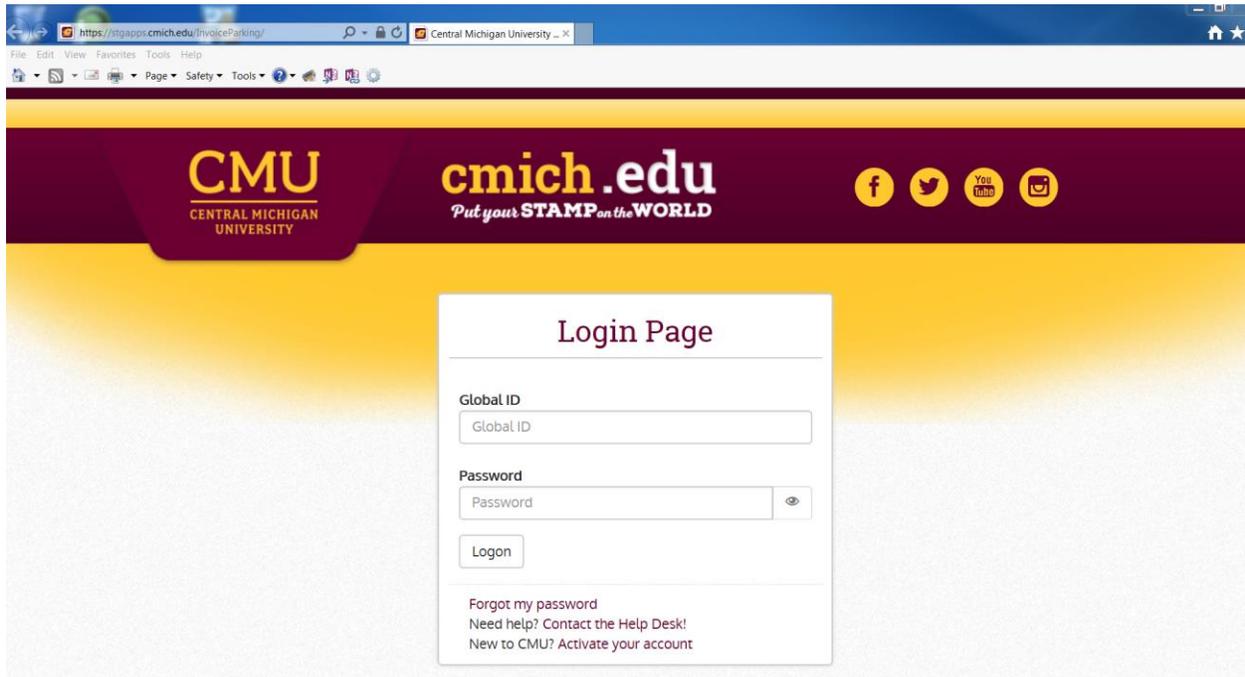


PROCEDURES TO PARK NPO INVOICES/VOUCHERS

Go to webpage: <https://apps.cmich.edu/invoiceparking/>

Suggestion: save as a favorite

If you experience any problems accessing the web page, try another browser.



The screenshot shows a web browser window with the URL <https://mgapps.cmich.edu/invoiceParking/>. The browser's address bar shows "Central Michigan University ...". The page features a maroon header with the CMU logo on the left, the text "cmich.edu Put your STAMP on the WORLD" in the center, and social media icons for Facebook, Twitter, YouTube, and LinkedIn on the right. Below the header is a white login form titled "Login Page". The form contains two input fields: "Global ID" and "Password". The "Password" field has a toggle icon for visibility. Below the input fields is a "Logon" button. At the bottom of the form, there are three links: "Forgot my password", "Need help? Contact the Help Desk!", and "New to CMU? Activate your account".

Enter your global id and password

Click on Logon



All data must be entered in uppercase

Invoice Parking

Notice! Do not use this form for employee or student/non-employee reimbursements.

Approved By:

Approver's Email

 @cmich.edu

Invoice Number

If one is not clearly labeled on the invoice-enter "NA".

Invoice Date

Notes

If the payment of the invoice requires special handling, please note the instructions here. For example, name and extension of person picking up the check.

Next Step - Vendor Information

Reset Form

Steps

Step 1 - Approval Information

Step 2 - Select Vendor

Step 3 - Vendor Information

Step 4 - Line Items

Step 5 - Upload Files

Step 6 - Finish

Approved by: Enter the name of the individual approving payment of the invoice

Approver's email: Enter that individual's global ID only (**do not add @cmich.edu**). They will receive an email including all the invoice information entered into the webpage.

Invoice number: enter the invoice number if clearly labeled on the invoice. Enter the number exactly as it appears on invoice including number, letters special characters, spaces etc. Enter **NA** if no invoice number is available.

Invoice date: This field will default to the current date. If you have an invoice, enter the date on the invoice.

Notes: If the check requires special handling, enter the instructions here. For example: call Sue ext 3523 to pick up check.

Click on **Next Step-Vendor Information** to continue. If you do not wish to continue, click on reset form to start another invoice.

You will get the following message if the email address is not correct:

Please make the necessary corrections and update

- This approver's email does not appear to be a valid

Invoice Parking

Search by the first word in the company name. For individuals, search by last name.
Helpful hint: do not search by the word "The". For example: The Ohio State University-search by Ohio

First, search by vendor name

You can use this box to search for a vendor by name or input a vendor number directly

🔍 Search for Vendor

If not found enter vendor data here

If you do not have a vendor, you will need to enter the vendor information yourself

✎ Continue - to Enter Vendor

Steps

- Step 1 - Approval Information
- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

Enter the vendor account number if you know it. If not, you can search for the vendor account by name. Enter the first name of the company or the last name of the individual. For example:

Invoice Parking

Search by the first word in the company name. For individuals, search by last name.
Helpful hint: do not search by the word "The". For example: The Ohio State University-search by Ohio

First, search by vendor name

You can use this box to search for a vendor by name or input a vendor number directly

Robalres

🔍 Search for Vendor

If not found enter vendor data here

If you do not have a vendor, you will need to enter the vendor information yourself

✎ Continue - to Enter Vendor

Steps

- Step 1 - Approval Information
- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

🔍 Search for Vendor

Then click on

Invoice Parking

Search by the first word in the company name. For individuals, search by last name.

Helpful hint: do not search by the word "The". For example: The Ohio State University-search by Ohio

First, search by vendor name

You can use this box to search for a vendor by name or input a vendor number directly

Robaires

Search for Vendor

If not found enter vendor data here

If you do not have a vendor, you will need to enter the vendor information yourself

Continue - to Enter Vendor

Steps

- Step 1 - Approval Information
- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

Please select a vendor from the results below

Vendor Number	Vendor Name	Vendor Name 2	City
0000001496	ROBAIRES DONUT & PASTRY SHOP		MT PLEASANT

Click on the vendor number that fits your criteria.

Verify that the name and address matches what is on the invoice. *Do not select a vendor account that begins with a 9 or E.*

Please verify the vendor name and address is correct as stated on the invoice

If the information listed below is incorrect

Change Vendor Information

- Step 1 - Approval Information
- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

Vendor Name 1

ROBAIRES DONUT & PASTRY SHOP

Vendor Name 2

Street Address/PO Box

1903 S MISSION ST

Is this a post office Box?

City

MT PLEASANT

State

Michigan

Zip

48858

Continue - Line Items

Reset Form

If the name and address are a match, click on "continue line items"

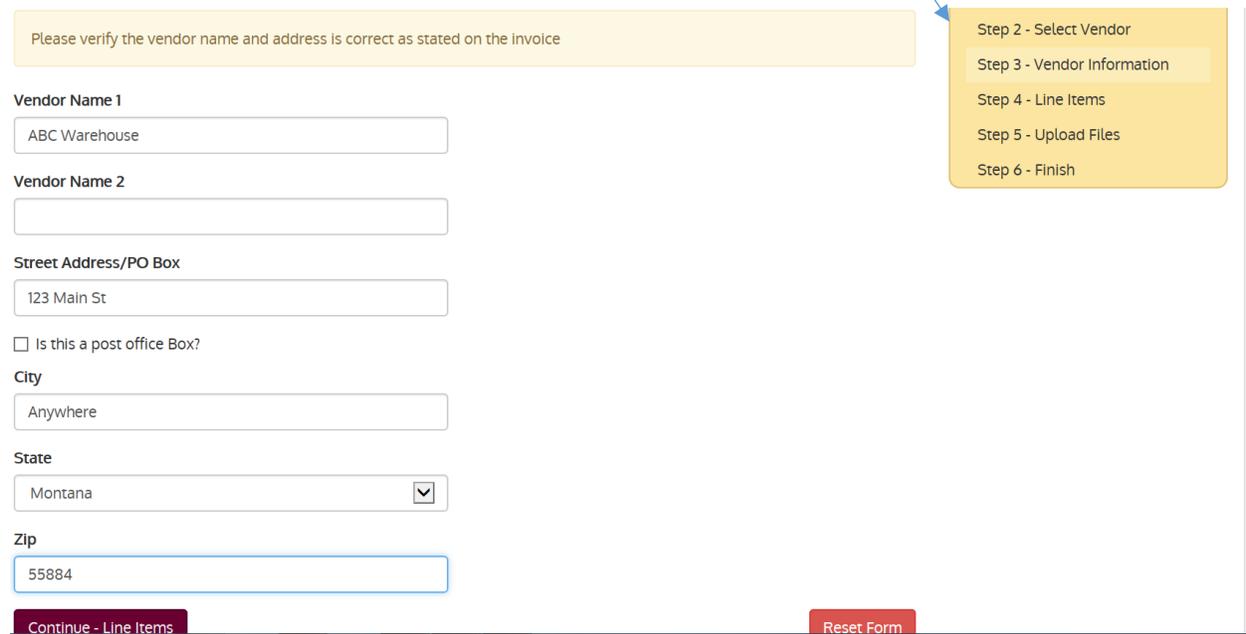
If you cannot find a vendor that matches, click on Step 2, delete any data in the search field, click on  and enter the Vendor name and address as found on the invoice. (Enter the “send payment to” address or the “remit to” address)

Enter the complete vendor name in Vendor Name 1 field

Use Vendor name 2 field for Attn: or DBA name

If PO Box – just enter the box number and check the box “is this a post office box?”

Do not use any punctuation in the address fields



Please verify the vendor name and address is correct as stated on the invoice

Vendor Name 1
ABC Warehouse

Vendor Name 2

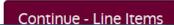
Street Address/PO Box
123 Main St

Is this a post office Box?

City
Anywhere

State
Montana

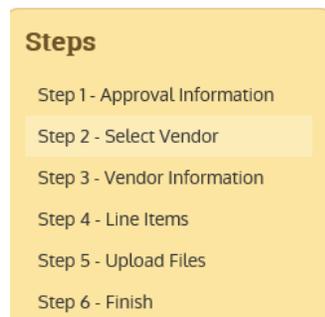
Zip
55884

Step 2 - Select Vendor
Step 3 - Vendor Information
Step 4 - Line Items
Step 5 - Upload Files
Step 6 - Finish

Click on Continue-Line Items

 You can click on any of the Steps below and it will take you back to that page to make any changes needed. You cannot go forward.



Steps

- Step 1 - Approval Information
- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

 You can click on reset form button found at the bottom of the screen  at any time. This will clear the data entered and you can begin again.

Next, enter the account distribution data:

Invoice Parking

Line Items

Enter account distribution below

Cost #	Center	GL Account	WBS Element Number	Fund	Earmarked Fund	Internal Order	Line Item Description	Amount	Actions
--------	--------	------------	--------------------	------	----------------	----------------	-----------------------	--------	---------

There are currently no Line Items.

Invoice Total 0.00

The total should agree with the total stated on the invoice

CMU Business Card must be used where appropriate.
Do not use this form for employee or student expense reimbursement.

Cost Center

GL Account

WBS Element

Fund

Earmarked Fund

Internal Order

Description

Amount

Add New Line Item to List

Continue - To file upload

Reset Form

Steps

- Step 1 - Approval Information
- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish



You can enter up to 50 characters in the Description field. Payables will not make any changes to this field. **This description will appear on your budget/cost center reports.**

Here you will enter the cost center, GL account, WBS, Fund number, IO number, a description and an amount for the invoice. You must enter a description.

Cost Center

GL Account

WBS Element

Fund

Earmarked Fund

Internal Order

Description

Amount

Add New Line Item to List

Continue - To file upload

Reset Form

Click on add new line to list. The data entered will move to the section at the top of the page

Line Items

Enter account distribution below

Cost #	Center	GL Account	WBS Element Number	Fund	Earmarked Fund	Internal Order	Line Item Description	Amount	Actions
1	26470	690200					office supplies	12.89	Remove Edit
Invoice Total								12.89	

The total should agree with the total stated on the invoice

- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

If you are allocating fund to multiple accounts, continue entering the data and click:

Add New Line Item to List

The total of the Line items must match the total of the invoice. This amount that will be paid to the vendor.

Next, we entered another account distribution

Cost Center

GL Account

WBS Element

Fund

Earmarked Fund

Internal Order

Description

Amount

[Add New Line Item to List](#)

[Continue - To file upload](#)

[Reset Form](#)

Click add new line item to list

Line Items

Enter account distribution below

Cost #	Cost Center	GL Account	WBS Element Number	Fund	Earmarked Fund	Internal Order	Line Item Description	Amount	Actions
1	26470	690200					office supplies	11.00	Remove Edit
2	26600	690200					office supplies - purchasing	1.89	Remove Edit
Invoice Total								12.89	

The total should agree with the total stated on the invoice

Step 2 - Select Vendor

Step 3 - Vendor Information

Step 4 - Line Items

Step 5 - Upload Files

Step 6 - Finish

The distribution moved to Line Items. Just a reminder, the total must agree with the amount of the invoice.

Click on [Continue - To file upload](#)

If you would like to edit a field, click on edit, make the necessary changes and click on apply changes.

In this example, we changed the amount for office supplies to \$11.00

GL Account
690200

WBS Element

Fund

Earmarked Fund

Internal Order

Description
office supplies

Amount
\$ 11.00

Apply Changes Cancel Changes

Line Items

Enter account distribution below

Cost #	Center	GL Account	WBS Element Number	Fund	Earmarked Fund	Internal Order	Line Item Description	Amount	Actions
1	26470	690200					office supplies	11.00	Remove Edit
Invoice Total								11.00	

The total should agree with the total stated on the invoice

CMU Business Card must be used where appropriate.
Do not use this form for employee or student expense reimbursement.

- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

Cost Center Snipping Tool
Unpin this program from taskbar

Note: If the account distribution is not valid in SAP, the line will not be added to the Line Items section and a message will appear at the top of the screen that the number is invalid.

Invoice Parking

Please make the necessary corrections and update

- GL Account Number appears invalid

Line Items

Enter account distribution below

Cost #	Center	GL Account	WBS Element Number	Earmarked Fund	Internal Order	Line Item Description	Amount	Actions
--------	--------	------------	--------------------	----------------	----------------	-----------------------	--------	---------

There are currently no Line Items.

Invoice Total 0.00

The total should agree with the total stated on the invoice

Steps

- Step 1 - Approval Information
- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

Invoice Parking

+ Add file(s)

Attached Files (Click to remove file)

Continue - To Final Page

Reset Form

Steps

- Step 1 - Approval Information
- Step 2 - Select Vendor
- Step 3 - Vendor Information
- Step 4 - Line Items
- Step 5 - Upload Files
- Step 6 - Finish

Here you must attach at least one document to support the request for payment. **An approval signature is required on the invoice or document supporting the amount to be paid.** Attachments will include but are not limited to the invoice, excel spreadsheet, letter, application, Independent contractor agreements, Speaker/Presenter/Performer/Athletic Official Agreement, google maps etc.

You would also attached W9 and ACH/direct deposit forms if required. W9 are required from all vendors that do not have an existing account in SAP.

Documents should be attached to the web application in the following order:

- Invoice/Voucher
- Any supporting documents such as contracts, commitment letters, speaker/official agreements etc.
- W9/W8BEN
- ACH (DIRECT DEPOSIT)/PNC (CREDIT CARD) ENROLLMENT FORM

Your attachment should appear in the box. See note on page 10 regarding order of the attachments. Please be sure that all attachments are legible and in correct order. You should click on the attachment to open it and verify the quality/order. If you want to delete an attachment, click on the x to the right. If the attachments are not legible, they will be returned to you.

Click on Continue -To final page

Click on 

Allow time for the system to park your invoice and generate your document number.

Do not click on Park Invoice more than one time.

If you have additional invoices to park, click on Park another invoice.

Park Invoice

If you receive the following error after clicking [Park Invoice](#), call Deb Hayes ext 7372 or Linda Kaliszewski ext 3351 immediately.

Error.

An error occurred while processing your request.

The approver and submitter will receive an emails with the documents attached.

[Reply](#) [Reply All](#) [Forward](#)



Fri 3/24/2017 9:45 AM

autohelp@cmich.edu

FW: PARKED INVOICE DOC 1900684761

To: Kaliszewski, Linda M

Cc: Kaliszewski, Linda M

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



[Bing Maps](#)

[+ Get more](#)

3/24/2017 9:45 AM
Kaliszewski, Linda M

You have successfully submitted document 1900684761 for review:

INVOICE NUMBER: Test 1
VENDOR NAME 1: ADVANTAGE SIGN SUPPLY INC
VENDOR NAME 2: ADVANTAGE SIGN & GRAPHIC SOLUTIONS
STREET ADDRESS/PO BOX 888684
CITY: GRAND RAPIDS
STATE: MI
ZIP: 49588-8684

#	Cost Center	GL Account	WBS Element Number	Fund	Earmarked Fund	Internal Order	Line Item Description	Amount
1	0000026470	0000690200					TEST	\$1.00
Invoice Total								\$1.00

The total should agree with the total stated on the invoice.

Notes

test

The payment process cannot be completed until all required supporting documentation is received by the payable accounting department. Please allow 7-10 business day after receipt of the documents for posting in SAP.

ADDITIONAL NOTES AND COMMENTS:

This process is for NPO invoices only. Not to be used for PO invoices.

All data should be entered in UPPERCASE

Do not use order acknowledgements, bids, estimates, order confirmation in place of invoices

Do not select a vendor account that begins with the number 9 or E

If you do not find the vendor on the search, you will need to get a W9 and ACH/direct deposit or PNC/credit card enrollment form from the vendor

Do not enter any punctuation in the address fields

An approval signature needs to be present on the attachment

Circle the amount due if not clearly identified

Pay only current charges. Do not include balance past due

Documents should be .pdf files. TIF files do not transfer to imagenow correctly.

Make sure all attached documents are legible! They will be returned if they are not.

Documents should be attached to the web application in the following order:

- Invoice
- Any supporting documents such as contracts, commitment letters, speaker/official agreements etc.
- W9/W8BEN
- ACH (DIRECT DEPOSIT)/PNC (CREDIT CARD) ENROLLMENT FORM

W9/ACH forms must be shredded after they are scanned and attached. Do not throw them in the trash can/recycling bins/or leave them anywhere else. This is personal information that must be protected.

Do not use this application for non-employee/student travel reimbursements

If you only have a receipt for backup, you need to note the payee's name on the receipt

NOTES