

Quick Guide

Where do I key the internal order number on university forms and websites?

Below you will find a quick guide reference of where to input an internal order number on commonly used university forms and websites.

- A. [CMU Business Cards – Active Pay Website](#)
- B. [Journal Entries – SAP Parked Documents](#)
- C. [Payables – Invoice Parking/Online NPO form](#)
- D. [Purchasing – Purchase Requisitions](#)
- E. [Purchasing – University Stores Order Form](#)
- F. [Mailroom – Meter Mail Online Form](#)

A. [CMU Business Cards – Active Pay Website](#)

All fields must be completed unless marked (optional).

[Switch to New Grid](#)

Transactions

[Merchant Details](#) [Billing Details](#) [Transaction Details](#) [Split Transaction](#) [Copy Financial Codes](#) [Clear Financial Codes](#) [Copy Notes](#) [Clear Notes](#)

< 1 > 100 Hide Financial Codes

<input type="checkbox"/>	<input type="checkbox"/>	Reviewed	Approved	Post Date	Transaction Date	Acct	Name	Employee ID	Merchant	Billing Amount	Envelope	Split	Disputed
<input type="checkbox"/>	<input type="checkbox"/>			2/26/2020	2/24/2020				OFFICEMAX/DEPOT 6869			<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No

Cost Center (optional) GL WBS Element (optional)

Internal Order (optional) Fund (optional)

Notes (optional)

B. Journal Entries – SAP Parked Documents

Document Edit Goto Extras Settings System Help

Park Document: G/L Account Items Central Michigan University

Acct model

Company Code CENTRAL MICHIGAN UNIV. Calculate tax

PK	Cost Ctr	Internal O	WBS Elemen	Fund	BusA	Account	Amount
Text							Funds Center
		131365					

Other line items

PstKy Account SGL Ind TType New co.code

OR:

Document Edit Goto Extras Settings Environment System Help

Park Document: Enter G/L Account Item Central Michigan University

Fast Data Entry Tax More data Acct model Check

G/L Account TRAVEL

Company Code CENTRAL MICHIGAN UNIV.

Item 1 / Debit entry / 40

Amount USD Calculate tax

Cost Center Internal Order

Funds Center Business Area

Commitment Item Earmarked funds Compl

Functional Area Grant

WBS Element

Value date

Assignment

Text

Next Line Item

PostKey Account SGL Ind TType New Co.Code

C. [Payables – Invoice Parking/Online NPO form](#)

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

Earmarked Fund Item

Internal Order

131365

Description

Amount

\$

Add New Line Item to List

Continue - To file upload

D. [Purchasing – Purchase Requisitions](#)

Reason for emergency P.O.

-- INSTRUCTIONS --

1. If you have an emergency purchasing problem or need product information, budget cost estimates, on-site help with problems or have a complaint about a product, call the Buyer direct or call our main number at extension 3118.
2. If only one supplier and/or brand is acceptable, check the corresponding box in the optional field area.
3. Payment will be authorized from the purchase requisition Cost Center after University Stores has verified receipt of materials.

Order Placed On: 3/23/2020

Department Information

Department Ordering *

Select Name

Organization Director *

Phone Number *

Contact Person *

Contact Person Bldg/Room *

Cost Center No.(or) WBS(grams only) *

Cost Center Name

GL Acct No. *

Master Internal Order Number

131365

Recipient/Deliver To Information

Choose your global ID from the drop down list to auto populate the fields in the Recipient/Deliver To Information section.

Recipient Global ID *

Enter minimum 3 character to search.

Deliver Merchandise to Person

Recipient Email

E. [Purchasing – University Stores Order Form](#)

University Stores Order Form

[Auto-Fill Form](#) | [Stores Order Search](#) | [Stores Catalog Search](#) | [Problems submitting this form?](#)

Fields with (*) are mandatory

Contact us at (989) 774-3917 with questions regarding the use of this form.

Date: 3/23/2020

Requisition No :

Check here if testing

Department:*

Click here if a WBS(grant funds only) is being used:

Master Cost Center (or) WBS (grants only):*

Master GL Account:

Master Work Order:

Master Internal Order Number:

Ordered By:*

Phone:*

Deliver to Building:*

Room:*

E-Mail:*

Note: When you enter a stock number and press tab, the Unit, Price and Description will auto-fill for you. These fields may not be edited. If the auto-fill information does not appear, you entered a non-existent stock number.

F. [Mailroom – Meter Mail Online Form](#)

Central Mailroom - Meter Mailing

[Auto-fill form](#) | [Problems submitting this form?](#)

Fields with (*) are mandatory

Contact us at (989) 774-3298 with questions regarding the use of this form.

Date - 03/23/2020

Check here if a WBS(grant funds only) is being used

Department*

Department Head

The following fund will be charged

Cost Center Name*

WBS(grants only)/Cost Center Number*

GL Account Number*

Internal Order Number

* Type of Mailing - Select all that apply

First Class Priority International Priority Mail

International First Class International Surface Media Mail