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.

Enter your global id and password

Click on Logon

All data must be entered in uppercase
**Invoice Parking**

**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
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:

Then click on
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.*

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Vendor Name</th>
<th>Vendor Name 2</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000496</td>
<td>ROBAIRES DONUT &amp; PASTRY SHOP</td>
<td></td>
<td>MT PLEASANT</td>
</tr>
</tbody>
</table>

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 "Continue - to Enter Vendor" 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**

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.

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:

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.

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

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

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

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>GL Account</th>
<th>WBS Element</th>
<th>Fund</th>
<th>Earmarked Fund</th>
<th>Internal Order</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>26600</td>
<td>690200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>office supplies - purchasing</td>
<td>$1.89</td>
</tr>
</tbody>
</table>

Add New Line Item to List

Click on

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

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 |

### Line Items

Enter account distribution below

<table>
<thead>
<tr>
<th>#</th>
<th>Cost Center</th>
<th>GL Account</th>
<th>WBS Element Number</th>
<th>Fund</th>
<th>Earmarked Fund</th>
<th>Internal Order</th>
<th>Line Item Description</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26470</td>
<td>690200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>office supplies</td>
<td>11.00</td>
<td>Remove</td>
</tr>
</tbody>
</table>

**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.
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.

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 Park Invoice

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.
If you receive the following error after clicking , 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.

---

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 888884
CITY: GRAND RAPIDS
STATE: MI
ZIP: 49588-8884

<table>
<thead>
<tr>
<th>#</th>
<th>Cost Center</th>
<th>GL Account</th>
<th>WBS Element Number</th>
<th>Fund</th>
<th>Earmarked Fund</th>
<th>Internal Order</th>
<th>Line Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0000000470</td>
<td>0000990200</td>
<td></td>
<td></td>
<td></td>
<td>TEST</td>
<td></td>
<td>$1.00</td>
</tr>
</tbody>
</table>

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 days 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