

## Online A/P Payment Processing Instructions

These temporary instructions are due to NOCCCD staff working remotely from their homes and a need to continue paying invoices by using electronic invoices and email messages. Please follow the guidelines below:

### Campus Receives Invoice

The campus has been given separate instructions to follow if they receive an invoice directly from the vendor. See Online Campus Payment Processing Instructions under F: drive, Fiscal Affairs, Accounting, Accounting General Information, Accounting General Information, Procedures.

### A/P Receives Invoice

1. Forward the electronic invoice to the appropriate approver. If you received the invoice by mail, scan it to your email address and forward.
2. In the subject line of your email type: **Vendor name, invoice number, and amount** so the return email can be matched to your invoice.
3. Copy and paste the email approval format (emailapproval.xlsx) into the body of your email. It can be found on F: drive/Fiscal Affairs/Accounting/Accounting General Information/Email Approval. Save this file on your desktop for easy access.
4. Send this completed email with your name and return address at the bottom.
5. Once you receive the email approval, print and match it to the invoice.
6. Prepare and process the invoice for payment into Banner.