Online Procurement Documents

Liberty University- Finance Division
Document Types

- **Rapid Recon**
  - **Order-**
    - Reconciliation of purchases made with P-Card.
  - **Trip Report-**
    - Reconciliation of travel expenses associated with a trip made by P-Card user.

- **Banner**
  - **General Encumbrance-**
    - Budget reservation which can also be used as a vehicle for payment.
  - **Requisition-**
    - Request for a purchase order.
  - **Change Order-**
    - Adjustment to a purchase order.

- **Internal Documents**
  - **Request for Check-**
    - Request for payment from a general encumbrance.
  - **Contract Routing-**
    - Attached to contract proposals to ensure all necessary parties have approved.
Finance Process Flowchart

Determining which document type to use.

Department Identifies Needs

P-Card Allowable?

Yes: Purchase Item
   - Enter Order
   - Reconcile
   - Approvals

No: Purchase Order Required?

Yes: Submit Requisition
   - Approvals
   - Purchase Order
   - Receive Goods
   - Pay Invoice

No: Submit Encumbrance
   - Approvals
   - Request for Check
Rapid Recon Documents

- **Order:**
  - P-Card allowable purchase; non-travel related

- **Trip Report:**
  - P-Card allowable purchase; travel related
Banner Documents

**Requisition** - FPAREQN

- Contracts
- Subscriptions
- Assets - Computers, Furniture, Equipment, etc...
- Travel *(one req per trip)*
- Purchases requiring payment by credit card

**Encumbrance** - FGAENC

- Petty Cash Reimbursements
- Utilities
- Payment to individuals without a contract
  - Event Workers
  - Speakers
  - Supervising Teachers
Banner Documents

**Change Order**
FPACHAR

- Increase/Decrease
  - Quantity
  - Unit Price
- Add Commodity

**Change Encumbrance**
FGAENCB

- Increase/Decrease
- Add Line Item
- Change FOAPAL information

**Notes:**
- Line items and commodities cannot be deleted, however, the amounts can be set to zero.
- Only header, commodity, and accounting information can be adjusted; vendor, currency code, and document type cannot be changed. These changes will require a new document.
Internal Documents

Request for Check Form

Contract Routing Form
Training Aids

- Policies & Procedures Website
- Banner Support Site
- Financial Planning & Budgeting

Next Steps:

- Read Procurement Policies and Procedures
- Attend functional training
- Submit Fund/Orgn Security information
- Submit P-Card application
- Get to know your organization’s Budget Analyst

Budget
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