

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.

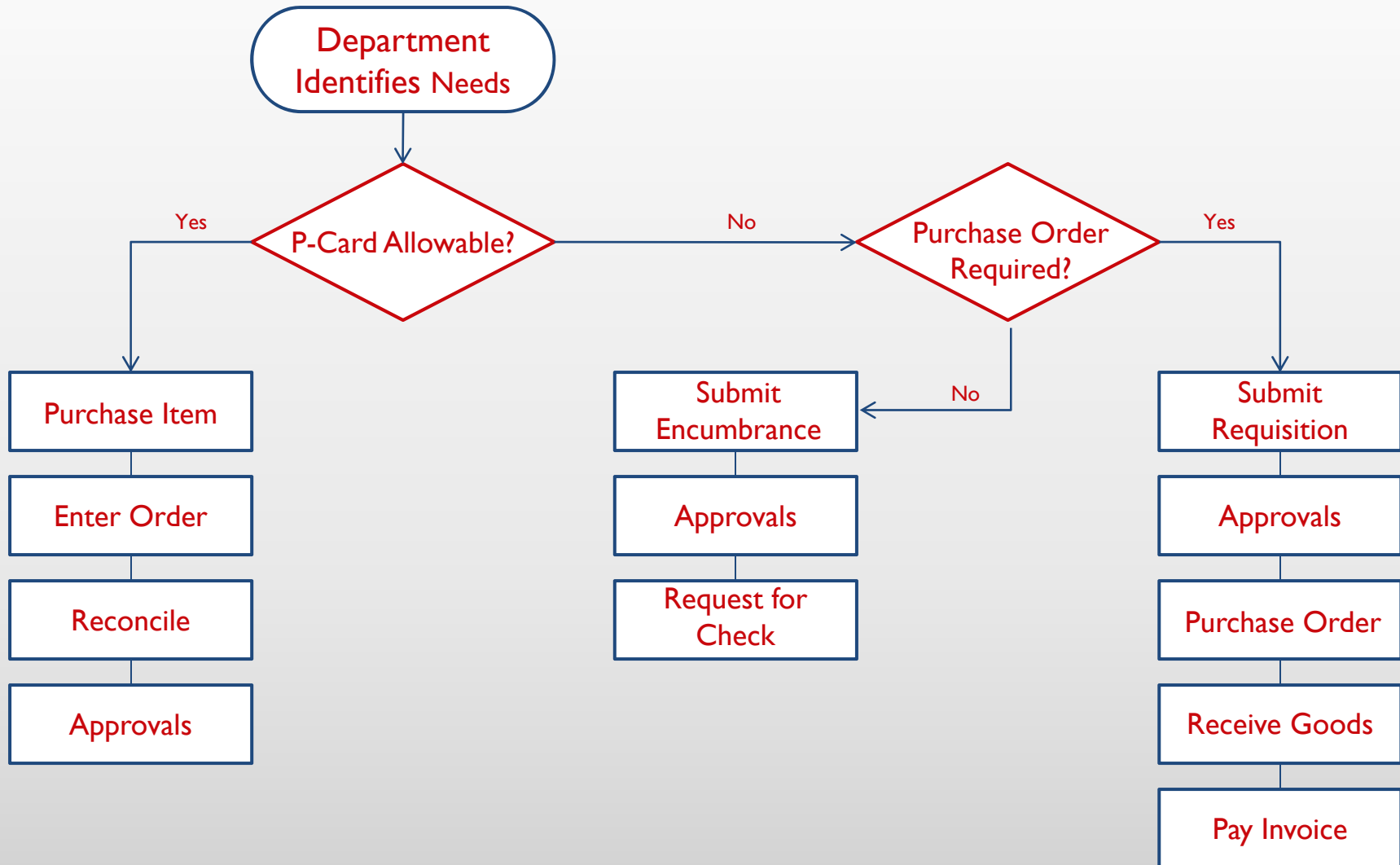
- ▶ **Contract Routing-**

- Attached to contract proposals to ensure all necessary parties have approved.



Finance Process Flowchart

Determining which document type to use.



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- FGAENCB

- ▶ **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.



Training Aids

- ▶ [Policies & Procedures Website](#)
- ▶ [Banner Support Site](#)
- ▶ [Financial Planning & Budgeting](#)

Budget

• 592-3333

**Debra
Crouch**

• 592-3334

James Foit

• 592-3904

**Scott
Mitchell**

• 592-3094

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

