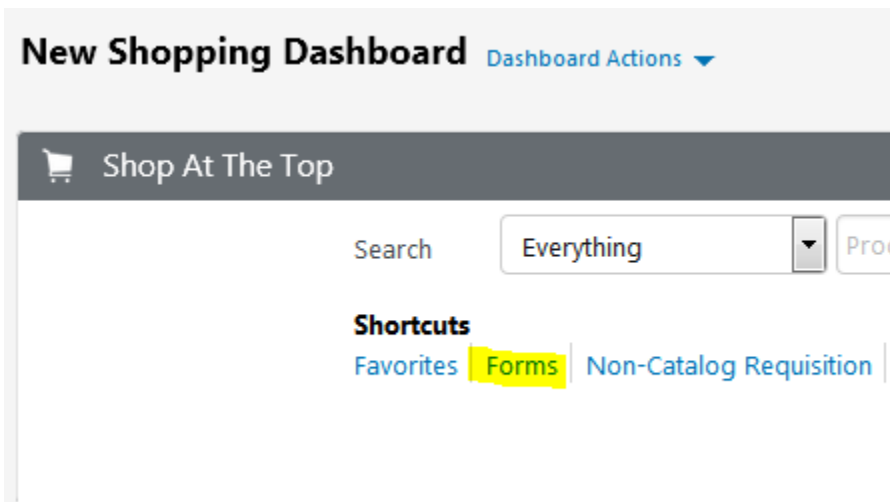


Encumbrance Processing in buyLU

This process should be used when invoices will need to be paid to multiple vendors for the same thing. This process was developed to replace the Banner encumbrance process.

Creating the encumbrance

1. Select Forms from the buyLU home page.




2. Select Encumbrance Form.

Charter Service Reservation Form from LU Internal Transit
Encumbrance Form from LU Encumbrance
LU Transit Vehicle Rental Request Form from LU Internal Transit

- Complete the form and from the dropdown at the top right select "Add and go to Cart", then select Go.

Encumbrance Form Available Actions: **Add and go to Cart** **Go** **Close**



Vendor ?	
Vendor	LU Encumbrance
Fulfillment Address	PO Purchasing 1: 1971 University Blvd Lynchburg, VA 24515-0002 US

Encumbrance ?	
Commodity Code	<input type="text" value=""/> <small>search...</small>
Total Dollars	<input type="text" value=""/>
Description	<input style="width: 90%;" type="text" value=""/> <small>500 characters remaining expand clear</small>

Total 0.00
[See configuration for this form](#)

- Proceed to Checkout or Assign Cart to the user who will be completing the requisition.
- Complete the requisition and submit.
- PO is created using LU Encumbrance as the vendor once Financial approvals have been recorded.

[Back to Search Results](#) 1 of 3 Results < >

Purchase Order:
P0117941 Revision 0
1943993

Supplier:	LU Encumbrance
Status:	Completed
Document Total:	500.00 USD

[View Related Documents](#)

Status

Purchase Order [>](#)

Revisions

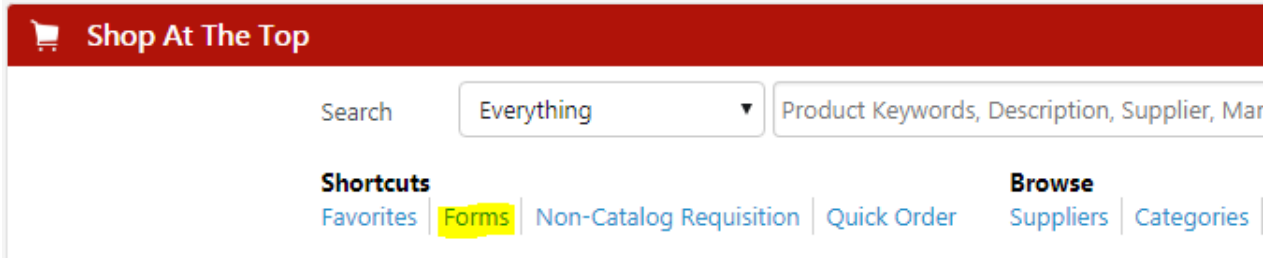
Status

General Information

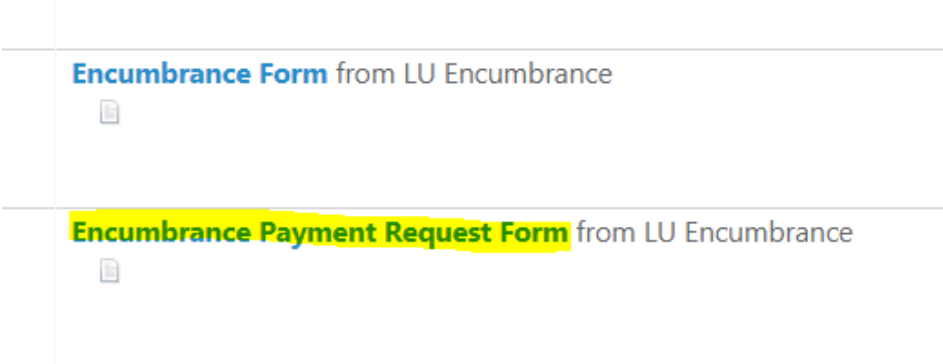
PO/Reference No.	P0117941
Revision No.	0
Supplier Name	LU Encumbrance more info...
Purchase Order Date	4/24/2017
Total	500.00
Owner Name	Ann Alldredge
Owner Phone	+1 (434) 592-3044
Owner Email	amalldredge@liberty.edu
Requisition Number	1837967 view print

Requesting a payment against an encumbrance

7. Complete the buyLU Encumbrance Payment Template (excel document).
8. Select Forms from the buyLU home page.



9. Select Encumbrance Payment Request Form.



10. Complete the form and attach the buyLU Encumbrance Payment Template.

Encumbrance Payment Request Form

Available Actions: Add and go to Cart

Go

Vendor ?	
Vendor	LU Encumbrance
Fulfillment Address	PO Purchasing 1: 1971 University Blvd Lynchburg, VA 24515-0002 US

Encumbrance ?	
PO Encumbrance Number	<input type="text"/>
Please use the same commodity code provided on the original Encumbrance PO.	
Commodity Code	<input type="text"/> search...
The Dollar amount should be the total on the attached spreadsheet.	
Total Dollars	<input type="text"/>
Description	<input type="text"/>
500 characters remaining expand clear	
Please attach the required AP spreadsheet and any W-9's for New Suppliers.	
Internal Attachments	
<input type="button" value="Add Attachments"/>	

11. Select Add and go to Cart then select Go.

Encumbrance Payment Request Form

Available Actions: **Add and go to Cart** Go Close

Form History

Vendor ?

Vendor LU Encumbrance
Fulfillment Address PO Purchasing 1:
1971 University Blvd
Lynchburg, VA 24515-0002 US

Encumbrance ?

PO Encumbrance Number

Please use the same commodity code provided on the original Encumbrance PO.

Commodity Code search...

The Dollar amount should be the total on the attached spreadsheet.

Total Dollars

Description
475 characters remaining expand | clear

Please attach the required AP spreadsheet and any W-9's for New Suppliers.

Internal Attachments

[BuyLU Encumbrance...](#) Remove

Total 827.32

12. Select Proceed to Checkout

Name this cart:

Subtotal: 827.32 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or **Assign Cart**

Have you made changes? **Help** Perform an action on (0 items selected)... Select All

LU Encumbrance [more info...](#)

Product Description	Unit Price	Quantity	Total
Encumbrance Payment Request Form open form... Commodity Code <input type="text" value="91111901"/> ? Infant or child daycare services Capital Expense <input type="checkbox"/>	827.32 USD <input type="button" value="Update"/> <input type="button" value="More Actions"/>	1 Shipping Handling	827.32 USD 0.00 USD 0.00 USD
Supplier subtotal			827.32 USD

13. Enter the same FOAPAL information as was entered on the Encumbrance then select Submit Requisition.

FOAPAL

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Activity Link	Location Link	edit
U test	1H1070 Procurement & Contract Admin	111101 Test	H1070 Test Orgn	no value	no value	no value	no value	All Use any Activity Code	All Use any Location Code	

FOAPAL values vary by line

Lines

LU Encumbrance

more info...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Encumbrance Payment Request Form more info...			827.32	1	827.32 USD

Add discount...

FOAPAL

values have been overridden for this line

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Activity Link	Location Link	edit
U test	1H1070 Procurement & Contract Admin	111101 Test	H1070 Test Orgn	769007 Game Day Expenses	60 Institutional Support	no value	no value	All Use any Activity Code	All Use any Location Code	

Supplier subtotal	827.32
Shipping	0.00
Handling	0.00
Supplier total	827.32 USD

14. Once approved the Encumbrance Payment Request will be processed by AP.



15. Manual invoices will be created in buyLU.

16. AP will put the PO number in the Encumbrance PO Number field in the General section of the invoice.

Invoice Type	Invoice
Invoice Number	<i>no value</i>
Supplier Invoice No.	123m
Supplier Name	Scott Michael Spear more info...
Encumbrance PO Number	P0117941
Federal Id No.	<i>no value</i>
Bank Code	E BB&T ePayables Bank Account
Paid on PCard	✘

17. Add a non-PO line for the expense
18. Complete the FOAPAL on the invoice to match the FOAPAL on the PO.
19. Complete the commodity on the invoice to match the commodity on the PO.
20. Finalize the invoice.
21. The invoice is fed to the LU custom code. The custom code knows to process this invoice as an Encumbrance Invoice because the "Encumbrance PO Number" field has a value.
22. Verify that the PO number is valid and the PO exists in Banner.
23. The invoice is converted to a feed document using the following mappings:
 - a. Banner Feed Transaction date -> buyLU Invoice Accounting Date
 - b. Rule code E030 is partial liquidation, E032 if full liquidation
 - c. Banner Feed Amount and FOAPAL from PO
24. The regular invoice (Q invoice) is processed normally through eInvoice for the expense and AP postings.