PROCUREMENT & PAYMENT SERVICES

2024 Spring Training
Procurement & Payment Services

April 1, 2024

INTRODUCTION

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Procurement & Payment Services is the central hub to meet university purchasing, contract management, payment, and travel needs. With a focus on customer engagement, we aim to create value through professional service, transparency, and university buying power. We uphold the highest standards of ethics and integrity and are committed to mission accomplishment for Liberty University!
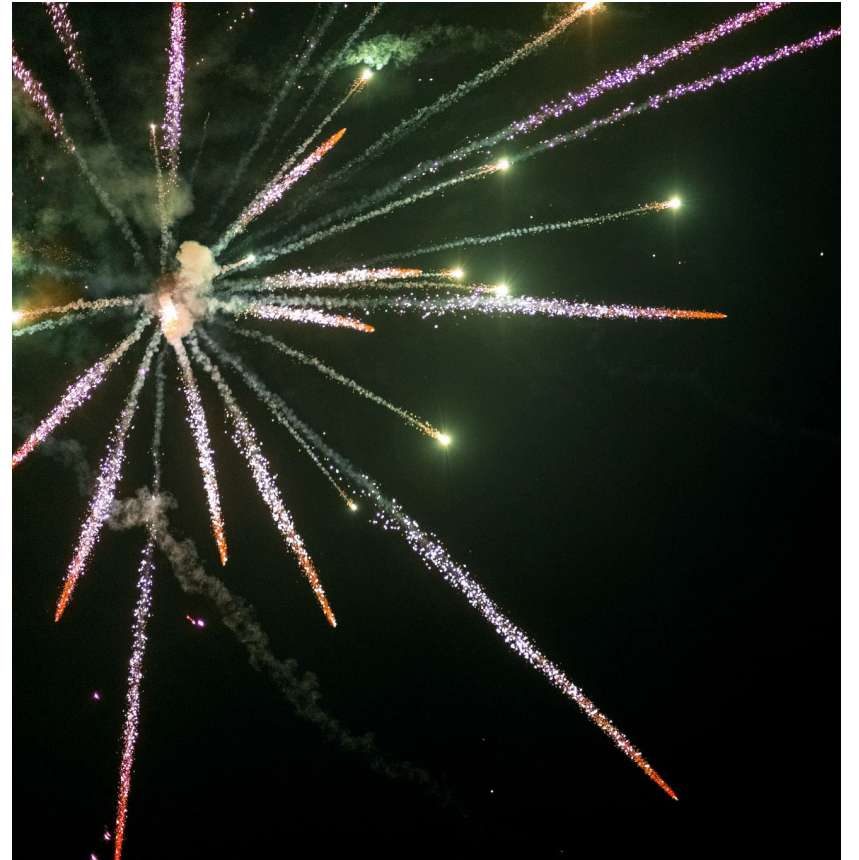
Payment Services

- Payment Review
- Accruals

Year End Guidance - PS

- Please review the recent P2P newsletter for guidance on the yearend procedures.

  - Invoice to acctspay@liberty.edu by June 24th.

  - Please create receipts with the receipt date accurately portraying the receival date.

  - Note invoices on the P0 will utilize the FY24 funding if the P0 is a FY24 P0 even if payment is not due until after FY24.

    - FY24 services/product will be accrued using FY24 funding.

**Appreciate the great
fiscal year
we have had so far!**

Unmatched Invoices
Approvals Dashboard

Invoices Requiring Receipts
Uninvoiced/Partially Invoiced PO's - Payments Dashboard

Understanding Payment Review Process

- We work extensively with both Procurement and end-users to ensure payments are made in a timely manner, but not before:

    - (1) confirmation of receipt of goods – If product is received, invoice will go from BuyLU into the system to be paid (*completed*). (Note: this doesn't apply to P0s with approval to have a deposit/prepaid.)

    - (2) completion of services – Receipt has been completed to signify service occurred and was completed per agreement. (Note: some agreement occasionally note that payment is due upfront before service will be performed.)

    - (3) necessary approvals are obtained – This has multiple layers of reviewal for assurance of payment approval.

        a. This can be obtained by vendor invoice (or contract signifying terms per contract and not by invoice). This is required for mutual understanding of vendor's payment obligation.

        b. PO has the funding signifying that approval was there for the service/good. (P0s that can't have change request will result in PS reaching out to the end-user to ensure the overage on the invoice is approved).

        c. If the invoice is not to be paid as a prepay/deposit, then the receipt submitted signifies that the vendor has satisfied their obligation

        d. If the invoice is a Check in Advance, Deposit, or Prepay, the contract terms are reviewed to ensure that the request for payment upfront was agreed upon (e.g. signed contract or quote).

Monthly Accruals Common Questions

❑ Receipt created on PO with no Invoice processed on it yet?

➢ Creating a receipt once product is received is much appreciated. If we ever notice the shipping date occurred quickly after receipt receival date, then follow up questions may result to determine if item/service needs to be accrued.

❑ Year End accrual – every invoice that fall under the accrual category will be accrued. (When its not yearend, accrual review focuses on invoices over a certain dollar range.)

➢ PS continues to accrue months after YE. Invoices are received after YE for previous FY. The invoiced service/item are review for accruals to ensure accurate financial reporting.

Accruals

PS reviews P0s that have receipts but no invoice ➤ PS reaches out if there are concerns if a product/service was received in the previous months ➤ Invoices in Process/not processed yet are reviewed to determine if the expense was for a previous month. If so, they are added to accruals ➤ There are other variable that PS reviews to determine if invoice is to be accrued. Accruals are important and reviewed frequently to ensure accurate financial reporting
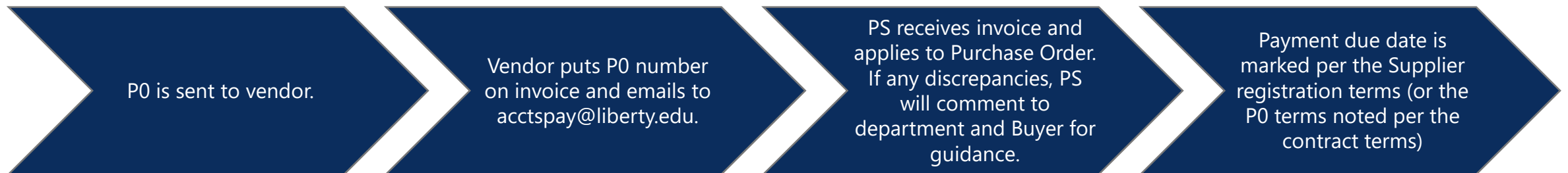
Invoice Flow

- ❑ Where should invoices be sent to?
- ➢ Please communicate to vendor that invoices with the P0 noted should be sent to Payment Services dept inbox – acctspay@liberty.edu .
- ➢ P0 must be listed to ensure payment per policy.

- ❑ Payment Services request vendor's invoice, not quote or contract, why?
- ➢ The contract may state that payment will generate per the contract terms. Most often contract indicates that payment per invoice/invoice receipt to occur implying vendor will generate an invoice for PS to process.
- ➢ Payment Services request invoices to ensure that vendor A/R is what is being received and approved to pay. The items/service noted on the invoice is what was agreed to and performant to the department satisfaction per the agreement/quote.

Invoice Flow

| P0 is sent to vendor. | Vendor puts P0 number on invoice and emails to acctspay@liberty.edu. | PS receives invoice and applies to Purchase Order. If any discrepancies, PS will comment to department and Buyer for guidance. | Payment due date is marked per the Supplier registration terms (or the P0 terms noted per the contract terms) |

Thank You
Q&A

Procurement Training & Resources

- **Procurement Website**
  - Training Videos
  - Document Library
- **Procurement Training Month – April 2024**
  - Training schedule to be posted on Procurement website
  - Newsletter announcement

Contact Us

Payment Services	• acctspay@liberty.edu • (434) 592-3166
Contract Services	• contracts@liberty.edu • (434) 582-7839
Purchasing Services	• procurement@liberty.edu • (434) 592-3012
Enterprise Sourcing	• enterprisesourcing@liberty.edu • (434) 592-5058
P-Card Services	• pcard@liberty.edu • (434) 582-2266
Travel Services	• travel@liberty.edu • (434) 582-8760

Procurement Planning Timeline

Supplier Typical processing time: 1-3 business days	Supplier Request Submitted	Supplier Registration	Review/Approvals	Supplier Activated
Contracts Typical processing time: 30+ business days	Contract Request Submitted	Contract Terms Reviewed & Negotiated	Contract Approvals & Signature	Contract Executed
Purchasing Typical processing time: 1-3 business days	Requisition Submitted	Approvals	Requisition Processed	Purchase Order Distributed
Invoicing Typical processing time: 1-3 business days	Invoice Created	Approvals	PO, Receipt, and Invoice Matched	Payment Distributed

Procure-to-Pay (P2P) Walk Through

Department
- Need Identified
- Budget Approved

buyLU Purchase — Yes →

No ↓

P-Card Admin
Policy

Contract — Yes →

No

Contracts
- Review
- Negotiate
- Approvals
  - Department
  - Risk Management
  - Information Technology
- Sign
- Execute

Department
- Vendor Validation
- Submit Requisition
- Documentation
- Approvals

Purchasing
- Validate
- Process
- Sign
- Budget Check
- Issue PO

Vendor Delivers

Department
- Receipt
- Invoice
- Approval

Accounts Payable
- Match
- Pay

Department
- Select Vendor
- P-Card Purchase

Vendor Delivers

Department
- Reconcile
- Approve

P-Card Admin
- Audit

Accounts Payable
- Audit

Internal Audit
External Audit

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Procurement Planning Checklist

PROCUREMENT PLANNING CHECKLIST

Use this checklist to keep track of all required documentation and forms required for your purchase.

- **Procurement Policy & Forms** are located on the Procurement & Payment Services website: www.liberty.edu/finance-admin/procurement/policy-forms/
- **Got questions?** Contact Procurement by email or phone:
  - **Email**: procurement@liberty.edu
  - **Phone**: (434) 592-3012

SUPPLIER

☐ Check to see if supplier is registered in BuyLU: Suppliers > Search for Supplier

☐ If you need a new supplier, request one by going to BuyLU > Suppliers > Request > Request New Supplier

☐ New supplier request requires current year W-9 and COI (if required)

CONTRACT

☐ Ensure supplier is registered in BuyLU. If not, submit a supplier request before submitting contract request

☐ Submit contract request in BuyLU

☐ Quote

☐ Agreement (contract, terms & conditions, etc.)

　☐ If ICA, need ICA and ICA Questionnaire

☐ COI (if required)

☐ Supporting Documentation (as needed)

☐ Receive request from Contract Administrator to submit requisition

CREATE A REQUISITION

☐ Determine whether purchase can be made via a BuyLU catalog. If not offered via catalog, submit non-catalog requisition

☐ Confirm supplier is active in BuyLU. If not, Request New Supplier

☐ If a contract is involved, submit new contract request in BuyLU. Wait for request from Contract Administrator to submit requisition

☐ Submit non-catalog requisition

☐ Attach corresponding documentation (Quote from vendor, contract, statement of work, proposal, etc.)

☐ For requisitions valued at over $10,000, multiple formal bids are required. For promotional products, multiple formal bids are required, and the threshold is reduced to $1,000

RECEIVING

☐ Once item arrives, create receipt on PO in BuyLU

PAYMENT

☐ Instruct vendor to email invoices to Payment Services at acctspay@liberty.edu