

PROCUREMENT & PAYMENT SERVICES

2024 Spring Training
Procurement & Payment Services

April 1, 2024



INTRODUCTION

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!

A top-down view of a modern office desk. On the left, there is a black Cisco speakerphone, a black Cisco calculator, and a white remote control. In the center, a white laptop is open, with a person's hands typing on the keyboard. To the right of the laptop, there is a white cup of coffee with a latte art design. At the bottom, there is a black tablet. The background is a light-colored wall with a white notepad and a pen.

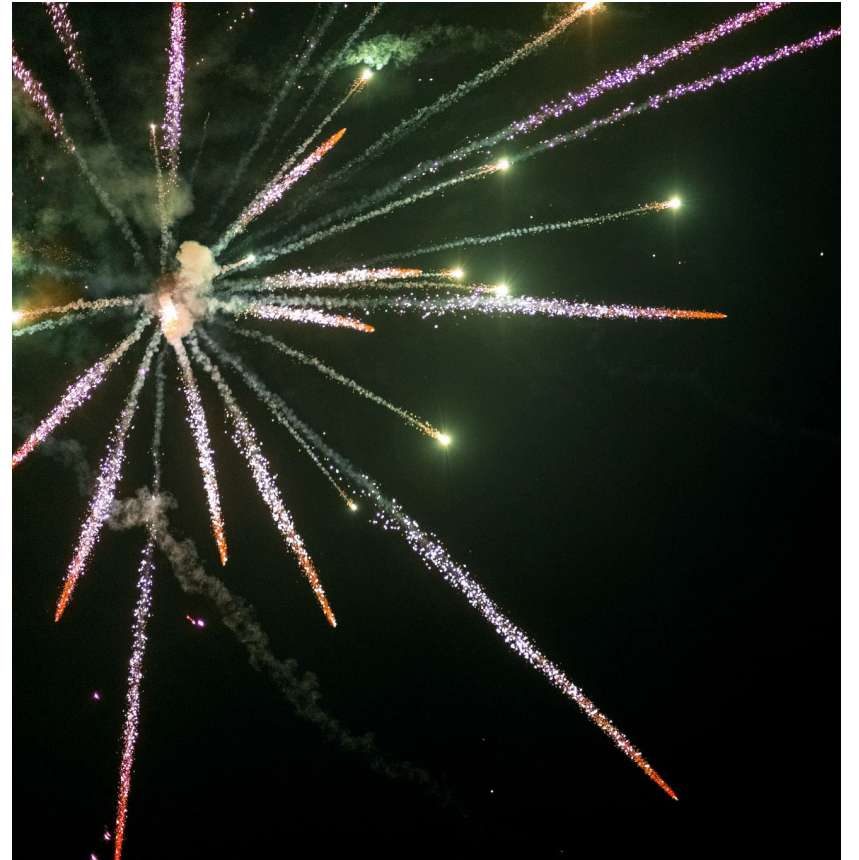
Payment Services

- 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!**



Invoices Requiring Receipts

Uninvoiced/Partially Invoiced PO's - Payments Dashboard



All ▾

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Dashboards • Payments

Accounts Payable Dashboard

Approvals

Contracts

Contracts Dashboard

Main Dashboard

Payments

Shopping

Sourcing Events Dashboard

Supplier Management Dashboard

Supplier Manager

Invoices Requiring Receipts (These invoices will not be paid until the receiving is completed)

Total Invoices: 270

Approx. Total Amount: 1,673,730.56 USD

Invoice Number ▾	Supplier	Due Date ▾	Discount Date ▾	Total Amount ▾
QT006350	Dell Computer Corp ⓘ	4/8/2024		5.00 USD
QT006171	LU Cabinet Shop ⓘ	10/30/2023		1.00 USD
QT006157	Dell Computer Corp ⓘ	9/23/2023		85.00 USD
QT006154	Electrical Equipment Company/EECO ⓘ	9/16/2023		106.42 USD
QT006153	Electrical Equipment Company/EECO ⓘ	9/16/2023		106.42 USD

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In Process Invoices (Pending Workflow)

Total Invoices: 3358

Approx. Total Amount: 5,643,654.30 USD

Invoice Number ▾	Supplier	Accounting Date ▾	Total Amount ▾
QT006352	Dell Computer Corp ⓘ	3/4/2024	5.00 USD
QT006351	Dell Computer Corp ⓘ	2/28/2024	10.00 USD
QT006350	Dell Computer Corp ⓘ	2/23/2024	5.00 USD
QT006339	Google, Inc ⓘ	2/22/2024	0.50 USD
QT006338	CVCJA Central Virginia Criminal Justice Academy ⓘ	2/22/2024	0.52 USD

< > Page 1 of 672 1-5 of 3358 Results

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Uninvoiced/Partially Invoiced Purchase Orders

Total Purchase Orders: 1865

Approx. Total Amount: 247,896,935.31 USD

PO Number ▾	Supplier	Accounting Date ▾	Total Amount ▾
P011111	Lowe's ⓘ	8/15/2016	1,111.00 USD
P011111	Lowe's ⓘ	8/15/2016	1,200.00 USD
PI000025	LU Warehouse ⓘ	9/16/2016	625.00 USD
PI000024	LU Warehouse ⓘ	9/16/2016	1,118.29 USD
PI000023	LU Warehouse ⓘ	9/15/2016	1,118.29 USD

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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 review 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.

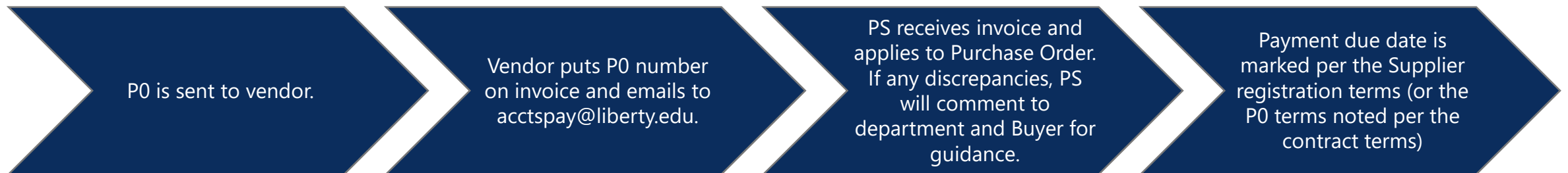
Accruals



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



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

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Procurement & Payment Services

Home

About Us

Frequently Asked Questions

Procurement Survey

Policy & Forms

Vendor Information

Branded Inventory

Services

BuyLU Support Services

Contract Services

Payment Services

P-Card Services

Purchasing Services


Travel Services

Contact

Office of Procurement
(434) 592-3012
procurement@liberty.edu

Hours
Monday – Friday
8:00 a.m. – 5:00 p.m.
[Take Our Survey](#)

Policy & Forms



Procurement Document Library

This is a collection of all of our Procurement policies and documents

Policies & Guidance

Procurement, Contract, & Signature Authority Policy

- Procurement, Contract, & Signature Authority Policy

Contracts

- Contract Policy
- Contract Requester Guide
- BuyLU Contracts Notification Settings

Purchasing

- Procurement Policy
- Procurement Terms & Conditions
- Food Service Policy And Procedure
- BuyLU Purchasing Manual

Travel

- Travel Policy

P-Card

- P-Card Policy
- Cash Advance Policy
- P-Card Violation Procedures
- P-Card Prohibited Items List
- P-Card Resource and Reference

Forms & Templates

Contracts

- General ICA – Independent Contractor Agreement
- LUCOM ICA – Independent Contractor Agreement
- Master Purchasing Agreement
- Statement of Work
- Short Form Service Agreement For Guest Speakers & Performers

Purchasing

- ePayables Form
- Fund/Org permissions Request Form

P-Card

- Missing Receipt Form
- Tax Exemption Forms:
 - Home Depot Tax Exemption Form
 - VA Tax Exemption Form

Procurement Checklist & Timeline

- Procurement Process Checklist
- Procurement Process Timeline

Procurement Training Videos

General BuyLU Training Videos

- BuyLU Intro & Navigation
- BuyLU Shopping Dashboard
- BuyLU Catalog Requisitions
- BuyLU Commodity Codes
- BuyLU New Supplier Requests
- BuyLU Non-Catalog Item
- BuyLU Receiving
- Change Request for Non-Catalog Items
- Change Request for Catalog Items
- Finding Draft or Assigned Carts in buyLU

Dashboard Navigation Training Videos

- Approvals Dashboard
- Payment Services Dashboard
- Contracts Dashboard

Procurement Training Sessions Archive

2023

Procurement Newsletter Archive

2023

Procurement Announcement Archive

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

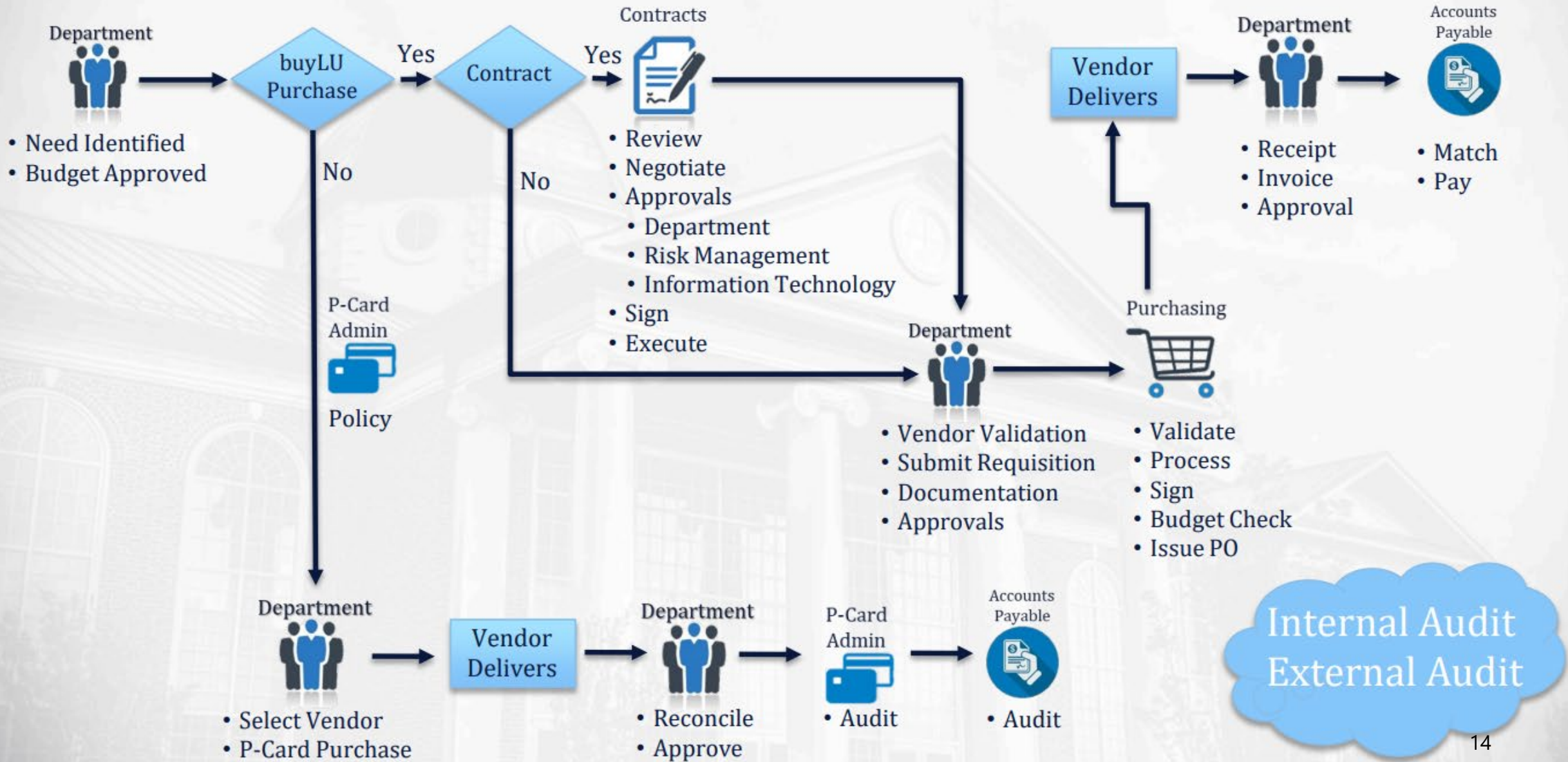
Invoice Created

Approvals

PO, Receipt, and Invoice Matched

Payment Distributed

Procure-to-Pay (P2P) Walk Through



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