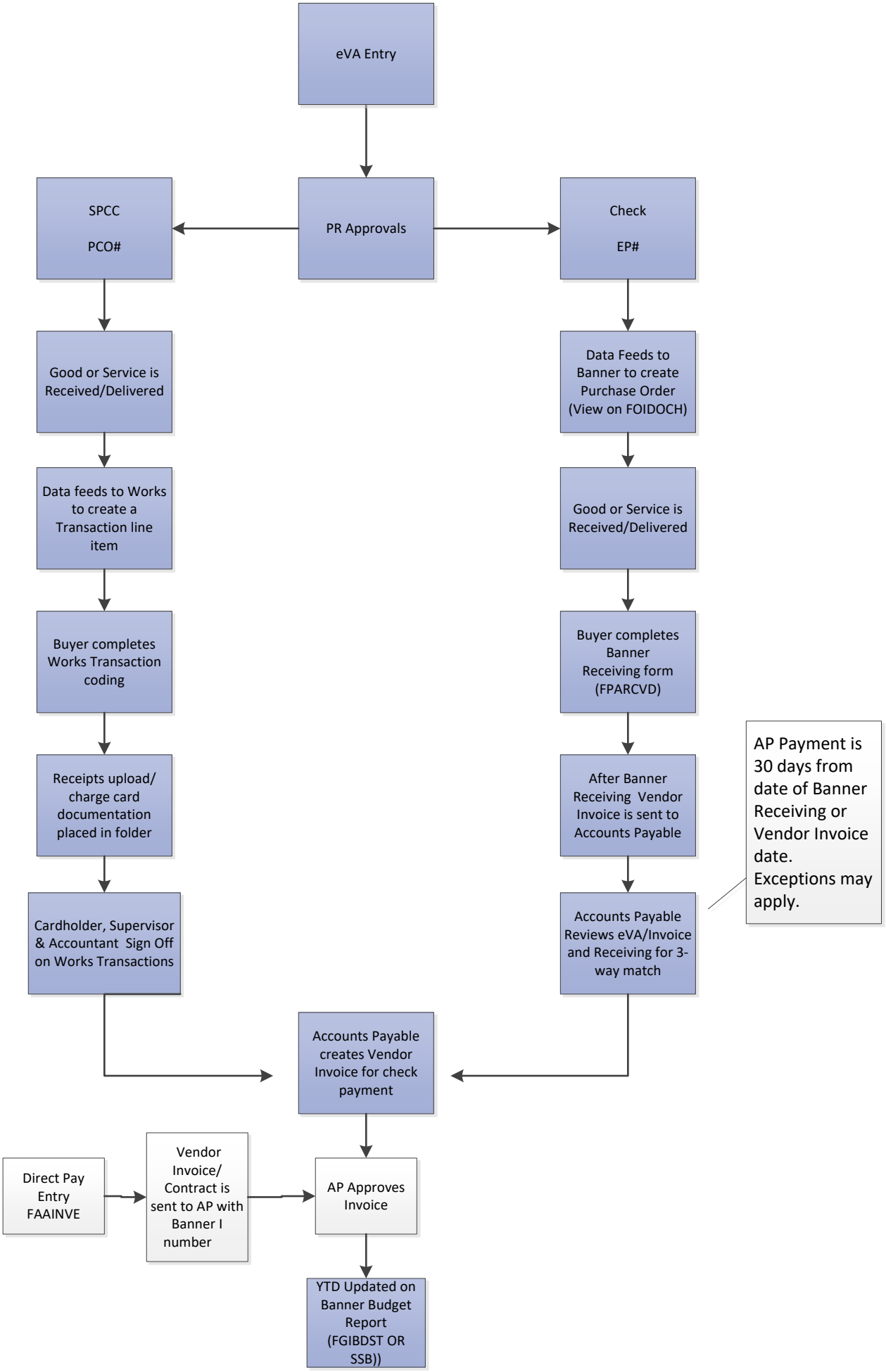
eVA Entry
PR Approvals
SPCC
PCO#
Check
EP#
Good or Service is Received/Delivered
Data feeds to Works to create a Transaction line item
Buyer completes Works Transaction coding
Receipts upload/ charge card documentation placed in folder
Cardholder, Supervisor & Accountant Sign Off on Works Transactions
Data Feeds to Banner to create Purchase Order (View on FOIDOCH)
Good or Service is Received/Delivered
Buyer completes Banner Receiving form (FPARCVD)
After Banner Receiving Vendor Invoice is sent to Accounts Payable
Accounts Payable Reviews eVA/Invoice and Receiving for 3-way match
AP Payment is 30 days from date of Banner Receiving or Vendor Invoice date. Exceptions may apply.
Accounts Payable creates Vendor Invoice for check payment
Direct Pay Entry FAAINVE
Vendor Invoice/ Contract is sent to AP with Banner I number
AP Approves Invoice
YTD Updated on Banner Budget Report (FGIBDST OR SSB))