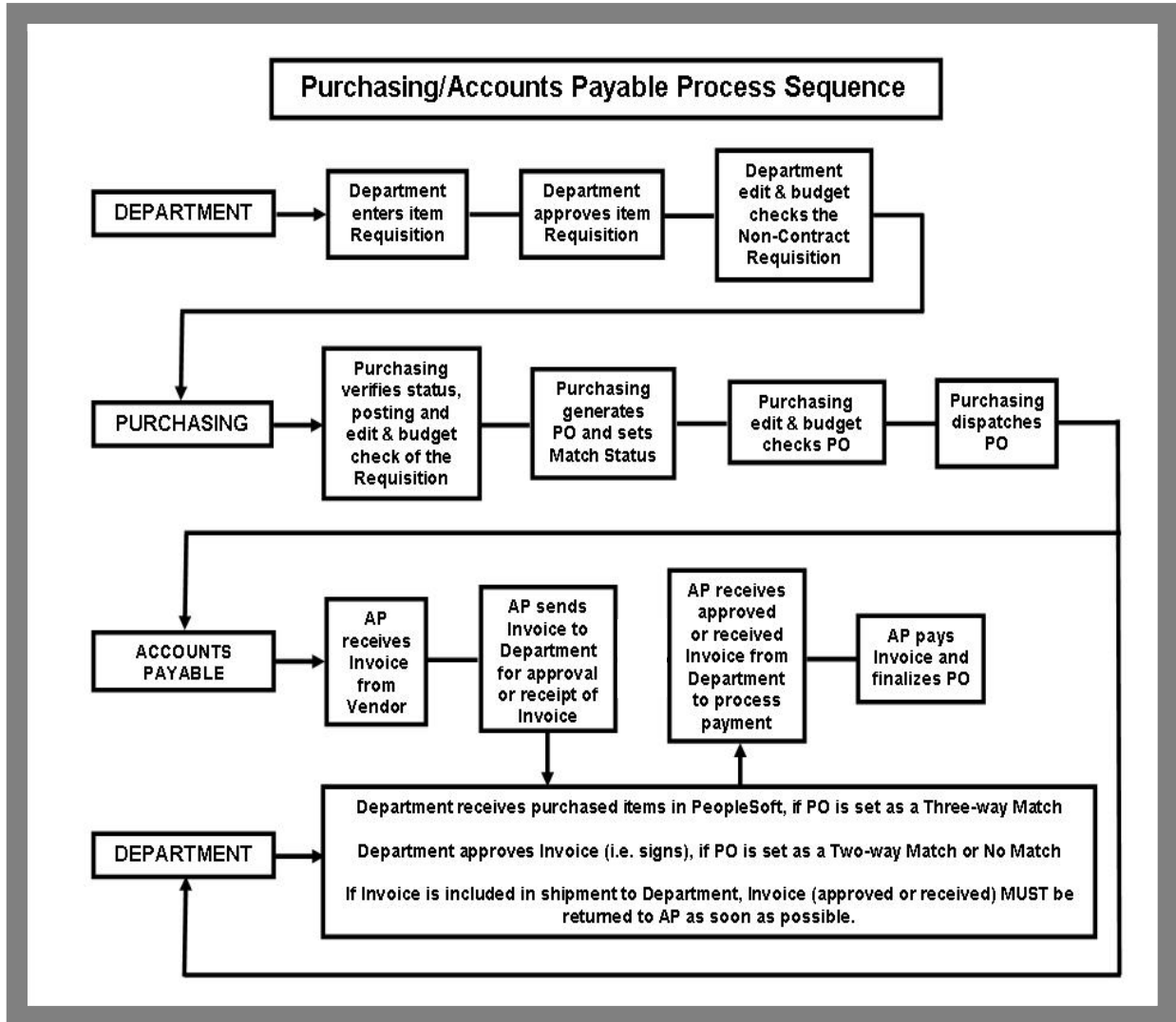# The LSUNO Purchasing/Accounts Payable Process Sequence

The following flowchart is an overview of the Purchasing and Accounts Payable Process Sequence. It depicts how a Requisition and Purchase Order flow through the PeopleSoft System from creation of the Requisition in PeopleSoft by the Department to the payment of the Invoice and finalization of the Purchase Order by Accounts Payable.

Purchasing/Accounts Payable Process Sequence

DEPARTMENT → Department enters item Requisition → Department approves item Requisition → Department edit & budget checks the Non-Contract Requisition

PURCHASING → Purchasing verifies status, posting and edit & budget check of the Requisition → Purchasing generates PO and sets Match Status → Purchasing edit & budget checks PO → Purchasing dispatches PO

ACCOUNTS PAYABLE → AP receives Invoice from Vendor → AP sends Invoice to Department for approval or receipt of Invoice → AP receives approved or received Invoice from Department to process payment → AP pays Invoice and finalizes PO

DEPARTMENT
- Department receives purchased items in PeopleSoft, if PO is set as a Three-way Match
- Department approves Invoice (i.e. signs), if PO is set as a Two-way Match or No Match
- If Invoice is included in shipment to Department, Invoice (approved or received) MUST be returned to AP as soon as possible.

NOTE: The Purchasing/Accounts Payable Process Sequence does not apply to Direct Pay Check Requests or Travel Expense Vouchers. It only applies to Item Requisitions.