Using a BDA on a Voucher – Quick Steps

Any purchase using Central Purchasing Blanket Delegation of Authority (BDA) needs to be identified as such when using VISION. For more information about when a BDA should be used and what items are covered, please see:

- [Department of Buildings and General Services' Purchasing and Contract Administration - BDA](#)
- [Agency of Administration Bulletin #3.5 – Contracting Procedures](#)
- [VISION Procedure #3 – Purchase Orders](#)
- [VISION Accounts Payable Training Manual](#)

This job aid provides instruction on how to use BDAs.

1. Identify which BDA is to be used using the details on the BGS - PCA website (link above)
2. In VISION, enter a regular Voucher: **Accounts Payable > Vouchers > Add/Update > Regular Entry**
3. On the Add a New Value tab, enter Business Unit, Vendor ID, Invoice Number, Invoice Date, and Gross Invoice Amount
4. Click **Add**
5. Enter all Voucher information (see the Accounts Payable Manual for more information, link above)
6. On the Invoice Information tab, under Invoice Lines, go to the Item Field
7. Enter the BDA from the website in the Item Field or search for the BDA by typing in BDA and clicking 🔍 (search)

Item Field where BDA identifier should be entered

BDA Query: **VT_BDA_USAGE**

A Public query is now available to report on BDA use. You must specify your GL Business Unit and a date range. It's up to you whether or not you put in specific BDA criteria.

Description Field:

If you do not type in a description, the description associated with the BDA will default in the Description Field. If your business process requires you to use the description field for some other purpose, you may type in a different description. After the voucher is saved, the description you type in will remain.