

## 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)

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The screenshot shows the Oracle Regular Entry web interface. The 'Invoice Information' tab is active, displaying fields for Business Unit (01110), Invoice Number, Voucher ID (NEXT), Invoice Date, Voucher Style (Regular), Vendor, Name, Location, \*Address, Misc. Amount, Freight Amount, Total (0.00), and Balance (0.00). Below this is the 'Advanced Vendor Search' section with fields for \*Pay Terms, Basis Dt Type (Invoice Date), Accounting Date (06/06/2008), Control Group, \*Currency (USD), and Action (Run). The 'Copy from a Source Document' section includes PO Unit, Purchase Order, Copy PO, and Worksheet Copy Option (None). The 'Invoice Lines' table is visible, with the following columns: Line, \*Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. The first row shows Line 1, \*Distribute by Amount, Item SpeedChar, Description, Quantity, UOM, Unit Price, and Extended Amount 0.00. A red circle highlights the 'Item' field, and a red arrow points to it from the text below. Below the 'Invoice Lines' table is the 'Distribution Lines' table with columns: Amount, Quantity, \*GL Unit, \*Account, Fund, Department, Program, Class, Project, Affiliate, and OpenItem. The first row shows Amount 0.00, Quantity, \*GL Unit 01110, \*Account, Fund, Department, Program, Class, Project, Affiliate, and OpenItem.

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.