

## Using a BDA on a Voucher - Quick Guide

Any purchase using Central Purchasing Blanket Delegation of Authority (BDA) needs to be identified when entering a voucher in VISION.

For more information on when a BDA should be used and what items are covered, please see:

[Blanket Delegation of Authorities](#)

[Agency of Administration Bulletin 3.5 - Contracting Procedures](#)

[VISION Procedure #3 - Purchase Orders](#)

[VISION Accounts Payable Manual](#)

**WorkCenter navigation:** Accounts Payable WorkCenter > Links Pagelet > Vouchers > Voucher Entry > Add a New Value

**Navigator Menu navigation:** Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value

The **Voucher** page displays:

The screenshot shows the 'Voucher' entry form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs are several input fields with search icons:

- Business Unit: 01110
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown)
- Supplier Name: Automatic Laundry
- Short Supplier Name: AUTOMATICL-001
- Supplier ID: 0000016592
- Supplier Location: SINGLE
- Address Sequence Number: 1
- Invoice Number: AP-102-Current date
- Invoice Date: 11/09/2018
- Gross Invoice Amount: 10.00
- Freight Amount: 0.00
- Misc Charge Amount: 0.00
- PO Business Unit: (empty)
- PO Number: (empty)
- Estimated No. of Invoice Lines: 1

At the bottom left, there is an 'Add' button, which is also highlighted with a red box.

1. Click on the **Add a New Value** tab, enter **Business Unit, Vendor ID, Invoice Number, Invoice Date,** and **Gross Invoice Amount**
2. Click **Add**

The **Invoice Information** page displays:

3. Enter all Voucher information (see the Accounts Payable Manual for more information)

Under **Invoice Lines**:

4. **Item** - Enter the BDA being used for this purchase. If you are unsure of the correct BDA number to be used, type "BDA" in the Item field and click the magnifying glass to list all BDAs. Select the correct BDA

- The description associated with the BDA will default into 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)
- The Ship To defaults in from the BDA item selected

5. **C/P Indicator** - Select C for current year or P for prior year, you must select this for each invoice line and both C and P can be used within the same voucher

### BDA Query

VT\_BDA\_USAGE is a public query used to report on BDA use. You must specify your GL Business Unit and a date range. Additional criteria may be entered to narrow the query results.