

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

Navigator Menu navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

The **Voucher** page displays:

Voucher

Add a New Value Find an Existing Value

*Business Unit 01110

*Voucher ID NEXT

*Voucher Style Regular Voucher

Supplier Name Automatic Fire Alarm Assoc

Short Supplier Name AUTOMATIC -003

Supplier ID 0000420370

Supplier Location MULTIPLE

Address Sequence Number 1

Invoice Number

Invoice Date

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit

PO Number

Estimated No. of Invoice Lines 1

Add

1. 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.