## 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** 

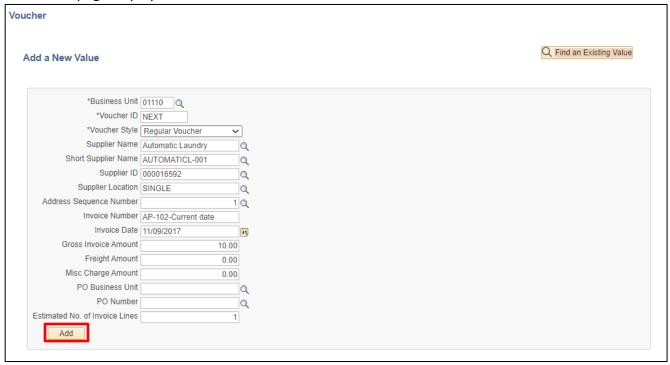
Agency of Administration Bulletin 3.5 - Contracting Procedures

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 > Add a New Value

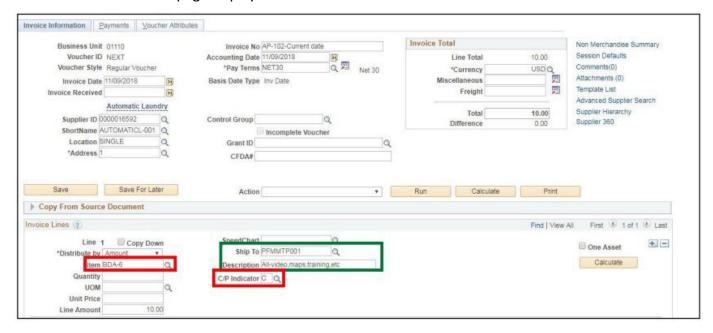
The Voucher page displays:



- 1. Enter Business Unit, Vendor ID, Invoice Number, Invoice Date, and Gross Invoice Amount
- 2. Click Add

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## The **Invoice Information** page displays:



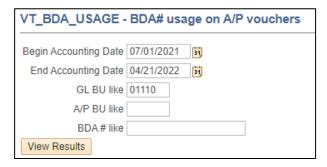
3. Enter all Voucher information (see the Accounts Payable Manual for more information)

## 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.



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