

## BLANKET PURCHASE ORDER PAYMENTS

**STEP 1** : If you have any question about whether you have the correct Blanket Purchase Order, use **BINQ** (Blanket PO Inquiry) to verify vendor information, General Ledger account numbers, and encumbrance balances. At the lookup, type the BPO number, or the BPO number preceded by an ellipsis (3 dots). For example, "...96007". If the Blanket PO contains an alpha character (e.g., BM0123), you must either enter the full BPO number or use the ellipsis. **Only account numbers entered on the original Requisition can be used on vouchers against a BPO.** You may drill down on the **Requisition** field to verify that the description of goods/services agrees with the invoices you are processing.

**STEP 2** : Use **BPUM** (Blanket PO Use Maintenance) to enter the line item information. If you have multiple invoices to pay on one voucher, you should do **BPUM** multiple times (once for each invoice).

- Enter the Blanket PO number at the lookup preceded by any necessary letters (such as BS for a State PO, or BB if the PO has been reissued or changed).
- Enter the **Item Description**, remembering to make the first 25 characters as meaningful as possible.
- Enter the **Quantity Ordered** (almost always 1)
- Enter the **Unit of Issue** (not a required field)
- Enter the **Order Date** (current date, unless your supervisor or fund accountant wants you to do otherwise. For Bond Revenue accounts, the Order Date should be the Date of Service. During lapse period, be sure to enter date within appropriate fiscal year, i.e., backdate for prior fiscal year.)
- Enter the **Initiator**: your name or the name of the department contact person.
- Skip to the **GL Account number** field and enter "... " which will bring up a list of all GL account numbers available for use on the BPO. Select the number(s) you wish to charge.
- Skip to **Quantity Accepted** and enter the quantity. (The quantity received must match the quantity accepted – almost always 1.)
- In the **Packing Slip** field, you may enter the vendor's invoice number or packing slip number, but it is not a required field.
- Today's date will default into the **Received Date** field. Just hit <Enter>.
- Your name should be entered into the **Received By** field.
- In the **Actual Cost** field enter the total amount of the invoice, then save the screen. \*\*\*This cannot be a negative amount\*\*\* If you have a credit memo, it must be combined with an invoice which results in a positive value. You will create a single **BPUM** screen for the net amount, then at the voucher stage, change the line item on the **VOUD** screen to the positive invoice amount and add a second line item for the credit amount, adding the credit memo number and date in the **Invoice No** and **Date** fields on the **VOUD** screen. Both the invoice number and credit memo will appear on the check to the vendor.

**BPUM - Blanket PO Use Maintenance**

BPO Number : B0166780      Status : Outstanding      Status Date : 11/06/15  
 BPO Amount : 29,900.00      Expensed : 11,844.00      Diff : 18,056.00

Vendor 1 Jostens  
 Commodity  
 Item Description 1 This is where you enter  
 2 what will appear on vouch

Qty Ordered 1.000      Qty Accepted 1.000

Unit of Issue  
 Order Date 12/16/15  
 Initiator Shirley A. Murphy  
 Expected Cost  
 Expected Date

Packing Slip  
 Received Date 12/16/15  
 Received By Shirley A. Murphy  
 Actual Cost 111,000

GL Account No 1 10707-02-705354942-756000  
 2  
 GL Account Description Printing Off-Campus : Yea  
 Project ID

Comments  
 1 Will appear on VOUM  
 2

Controller Comments      Adding Value 2

**Callouts:**  
 - Leave blank (Vendor)  
 - Usually Qty is 1 (Qty Ordered)  
 - Not required (Unit of Issue)  
 - Defaults to today's date (Order Date)  
 - Enter your ULID (Initiator)  
 - Not required (Expected Cost)  
 - Enter what you want to appear on the voucher (Item Description 2)  
 - Must match Qty Ordered (Qty Accepted)  
 - Not required (Packing Slip)  
 - Defaults to today's date (Received Date)  
 - Enter your ULID (Received By)  
 - Enter the line item total (Actual Cost)  
 - Not required (Comments 2)  
 - Enter ellipsis ... and account number(s) will appear; select appropriate account number (Comments 1)

**STEP 3:** Go into **VOUM**, enter “A” for **Add Voucher**.

**VOUM - Voucher Maintenance**

Voucher ID :      Debit :  
 Status Date :      Credit :  
 Status :

Voucher Date :  
 PO Number :  
 Maintenance Date :

Vendor ID :  
 Name 1 :  
 Address 1 :

Voucher LookUp or (Add)  
 a

OK      Cancel      Finish      Help

**Callout:** Enter A to add a new voucher

In the **PO** field, enter the Blanket PO number. The data from the **BPUM** screen should be brought over to the voucher. Verify that the vendor information is correct. You will need to enter the **Invoice Number**, **Invoice Date** and **Invoice Amount**. If special handling is required, complete the usual special handling steps involving the **Check Group** and **Comments** fields.

Be sure that the Voucher Date is correct. It should be in the correct fiscal year and reflect the date on the invoice, backdated when necessary.

**VOUM - Voucher Maintenance**

Voucher ID : V1676200  
 Status Date :  
 Status :

Debit :  
 Credit :  
 Net :

Voucher Date 12/16/15  
 PO Number B0166780  
 Maintenance Date

Invoice Number 12345678  
 Invoice Date 12/01/15  
 Invoice Totals 111.00

Vendor ID 0005808  
 Name 1 Jostens  
 Address 1 21336 Network Pl  
 CSZ Chicago IL 60673-1213  
 Country  
 Terms 30 Net 30  
 Due Date 12/16/15  
 Take Discount

Types 1  
 Currency  
 Cash Discount  
 Check Group  
 Rcr Voucher

Approvals and AP Type from BPO  
 Approvals 1 Sandy Warlow  
 Comments 1  
 AP Type LOCALocal Agency Funds (

Voucher Done No  
 Reference No 1  
 Pay Voucher Yes  
 Assoc. Emps

Line Items 1

Click to detail to line item(s)

Enter invoice date or date of service  
 Enter invoice number  
 Enter BPO number  
 Enter invoice date  
 Enter total of all invoices  
 Do NOT mark Voucher Done

This information will be pulled from BPO

View Record

Drill down on **Line Items**, then again at **Line Items** on the **VOIL** (Voucher Items List) screen. On the **VOUD** (Voucher Items Detail) screen, skip the **Commodity Codes** field. The **description, quantity and price** will have been brought forward from the **BPUM** screen. Tab to the **GL Account Number** field. Type “...” at the GL Account LookUp to bring over the account number you selected in **BPUM**. If you are paying multiple invoices, make sure the invoice number and invoice date are correct for this line item. If the invoice is for equipment or is 1099 reportable, enter that information in the appropriate fields (**Fixed Asset** or **Form/Box/Loc**).

**VOUM - Voucher Maintenance** | **VOIL - Voucher Item List** | **VOUD - Voucher Item Maintenance**

Voucher ID : V1676200  
 Voucher Date : 12/16/15  
 Status :

Debit : 111.00  
 Credit : 0.00  
 Net : 111.00

Vendor 1 Jostens  
 Cmdty  
 Desc 1 This is where you enter  
 2 what will appear on vouch  
 3 er

Price 111.0000  
 Quantity 1.000  
 Unit of Issue  
 Trade Disc Amt  
 Trade Disc Pct  
 Cash Discount  
 Extended Price 111.00  
 Tax Codes 1

Fixed Asset  
 Vendor Part  
 Form/Box/Loc  
 Invoice No 12345678  
 Invoice Date 12/01/15  
 Comments 1 Will appear

GL Account No 1 10707-02-705354942-756000  
 Percent 100.000  
 Quantity 1.000  
 GL Amt 111.00  
 Proj ID

Click <Enter> and Percent, Quantity and GL Amt will appear

Enter S(single) or M (ultiple) if item is equipment that needs to be tagged by Property Control  
 Enter 1099 if line item is 1099 reportable  
 Invoice No and Date entered on VOUM will appear  
 Comments entered on BPUM will appear here

All information is pulled from BPUM screen  
 Enter ... to see BPO account numbers

Save the **VOUD** screen. Save the **VOIL** screen, return to the cover screen (**VOUM**) and verify that the invoice total and voucher amount match (you will receive a warning that “invoice total and voucher total do not match” if they are not identical).

**DO NOT MARK THE VOUCHER DONE;** leave the **Voucher Done** field marked No. Stamp the invoice with the self-inking stamp provided by the Comptroller’s Office, making sure that the voucher number, contact person and name, amount and GL number appear on the invoice. Save the **VOUM** screen.

**STEP 4:** Send the original invoice to the Comptroller’s Business Office, Campus Box 1200, Uptown Crossing Suite F, Room 238, noting the Blanket PO number next to the Voucher Number. You do not need to send the voucher to the Purchasing Office.

**IF YOU NEED TO RETURN TO A BPUM SCREEN TO MAKE CHANGES OR CHECK YOUR WORK:** you must access a previously completed **BPUM** screen through **BPIL**, which will list all of the **BPUM** transactions you have created against a Blanket PO. Detail at the number to the left of the description on the **BPIL** screen to go to the **BPUM** screen. After the **BPUM** screen has been completed successfully, the status of the line item on the **BPIL** screen will be A(cepted). If the status is O(utstanding), that indicates that the Quantity Accepted and/or the Actual Cost fields were not completed. Only A(cepted) items can be imported into vouchers on the **VOUM** screen. After a voucher has been created and the line item transferred, the status will become I(nvoiced)—meaning a voucher has been created—, then P(aid) and R(econciled). A **BPUM** screen can be modified only while in O(utstanding) or A(cepted) status. To modify a **BPUM** screen for a transaction that has been I(nvoiced), the voucher must first be voided. Contact the Datatel Assistance Desk at 8-2270 if this occurs. After the **BPUM** status reaches a P(aid) or R(econciled) status, modifications cannot be made.

**BPIL - Blanket PO Item Orders List**

BPO Number : B0166780      Status : Outstanding      Status Date : 11/06/15  
 BPO Amount : 29,900.00      Expensed : 11,844.00      Diff : 18,056.00

Requisitions 1 0046951  
 2

Line Items

	Description	Status	Quantity Ordered	Quantity Accepted	Initiator
1	1st deposit Job#2275 FY16	P	1.000	1.000	Stacey M. Welter
2	This is where you enter	I	1.000	1.000	Shirley A. Murphy
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Controller Line Items      Value 1/2

Completed **BPUM** screens may be deleted only when in O(utstanding) status by clicking on the number to the left of the description, which highlights the line item. Click on “Delete” at the “Select window operation to perform” prompt. To return a **BPUM** item to O(utstanding) status, enter “0” (zero) in the “Qty Accepted” field.

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