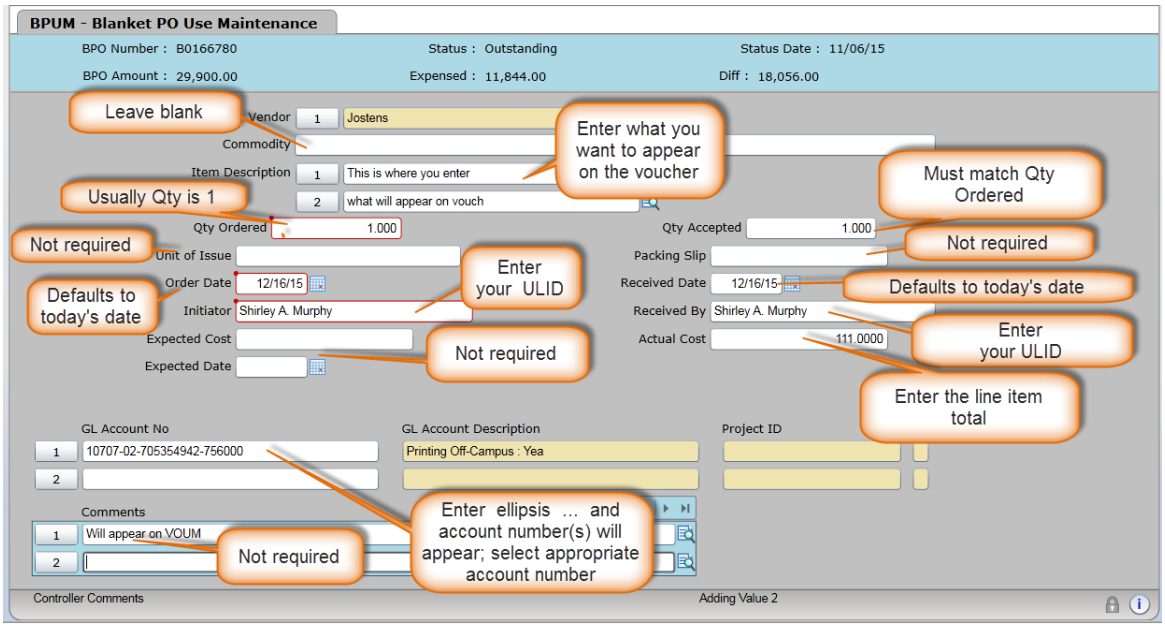
BLANKET PURCHASE ORDER PAYMENTS

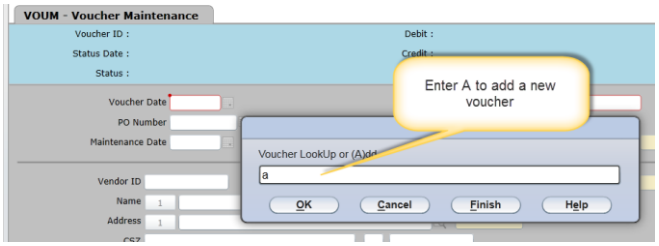
STEP 1 : If you have any question about whether you have the correct Blanket Purchase Order, use **BINQ** (Blanket PO Inquiry) to verify vendor information, General Ledger account numbers, and encumbrance balances. At the lookup, type the BPO number, or the BPO number preceded by an ellipsis (3 dots). 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.

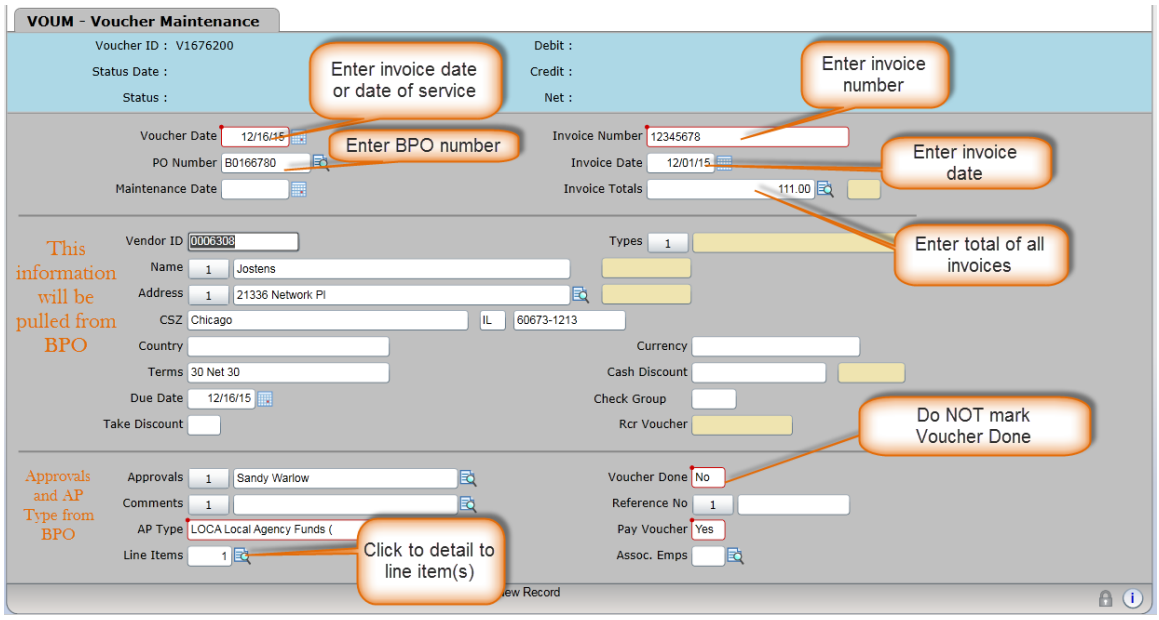


STEP 3: Go into **VOUM,** enter "A" for **Add Voucher.**

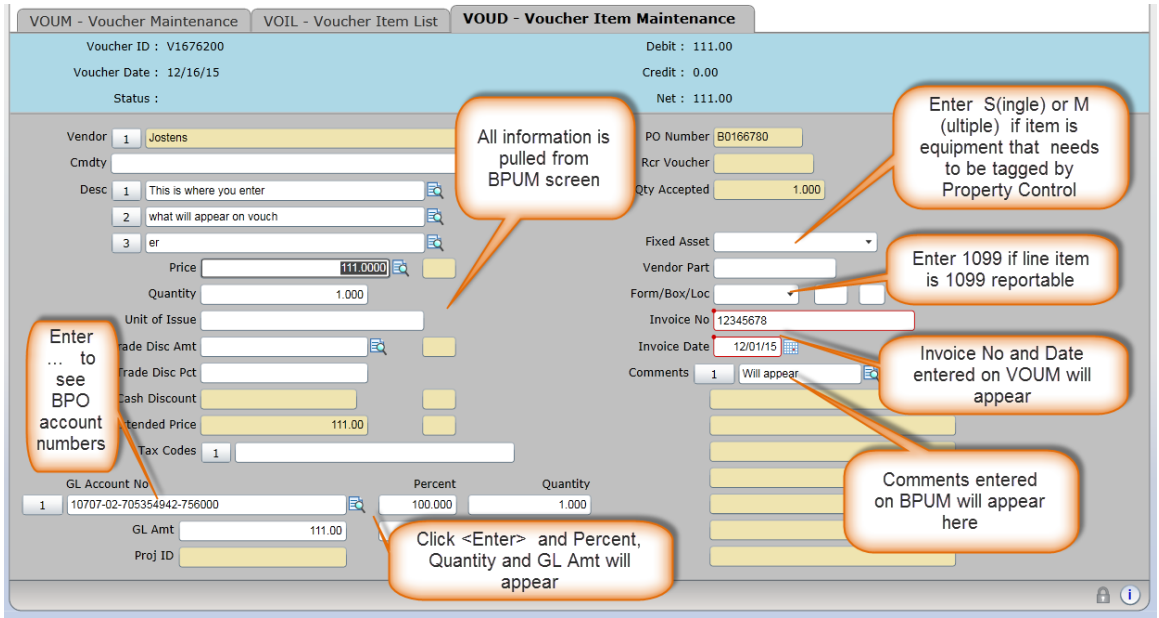


In the **PO** field, enter the Blanket PO number. The data from the **BPUM** screen should be brought over to the voucher. Verify that the vendor information is correct. You will need to enter the **Invoice Number, Invoice Date** and **Invoice Amount**. If special handling is required, complete the usual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



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**).

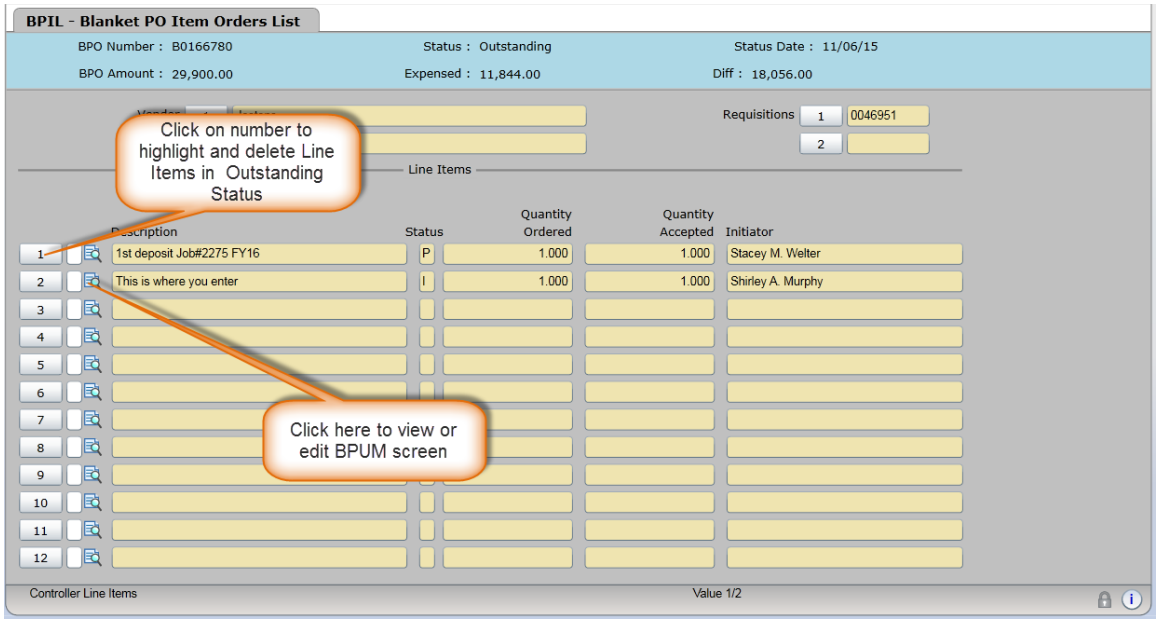


Save the **VOUD** screen. Save the **VOIL** screen, return to the cover screen (**VOUM**) and verify that the invoice total and voucher amount match (you will receive a warning that "invoice total and voucher total do not match" if they are not identical.

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(ccepted). If the status is O(utstanding), that indicates that the Quantity Accepted and/or the Actual Cost fields were not completed. Only A(ccepted) 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(ccepted) 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.



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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