Appendix D: BidBuy Accounting Manual

Overview

Each Document Type in BidBuy (Requisition, Bid or Purchase Order), can contain an Accounting Tab at the Header Level or at the Item Sub-Tab level. (Master Blanket Purchase Orders do not contain accounting fields.)

The Accounting Tab within BidBuy is used to record the specific accounting data related to a procurement and is used for reference purposes. Accounting data within BidBuy does not interface with other state systems such as the Comptroller's Office or the ERP system.

The Benefit of Recording Accounting in BidBuy

When establishing a procurement in BidBuy, detailed accounting information should be included. Recording accounting information in BidBuy:

- **Expedites the procurement review process**
- **Allows reviewers to verify and correct account funding prior to authorizing a procurement**
- **Serves as a reference when establishing contracts in ERP and obligating funds**

Recording accounting in BidBuy prevents delays in processing procurements and completing the obligation process. During the formal approval process, account codes remain open and editable. These fields can be updated or revised by any approver on the approval path. For example, when the Agency Fiscal Office is included on the Approval Path in BidBuy, the fiscal approver can revise and update the fiscal detail if needed. This prevents the need to reject and return a procurement to change accounting information contained in the record.

How to Record Accounting in BidBuy

Accounting detail can be recorded at either the Header or Item sub-tab level. Choosing the correct location to record accounting information assures that accounting is appropriately assigned to either the entire procurement or to individual items.
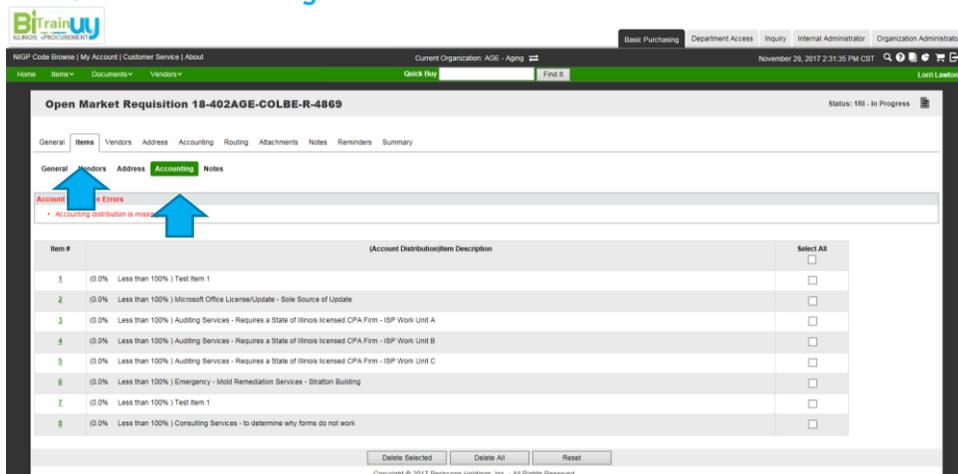
- Header Level – used when one account code will be applied to all items on a procurement
- Item Sub-Tab – used when multiple account codes will be used

The header level accounting detail and the Item sub-tab accounting detail screens are identical but are located in two different areas of a BidBuy procurement.
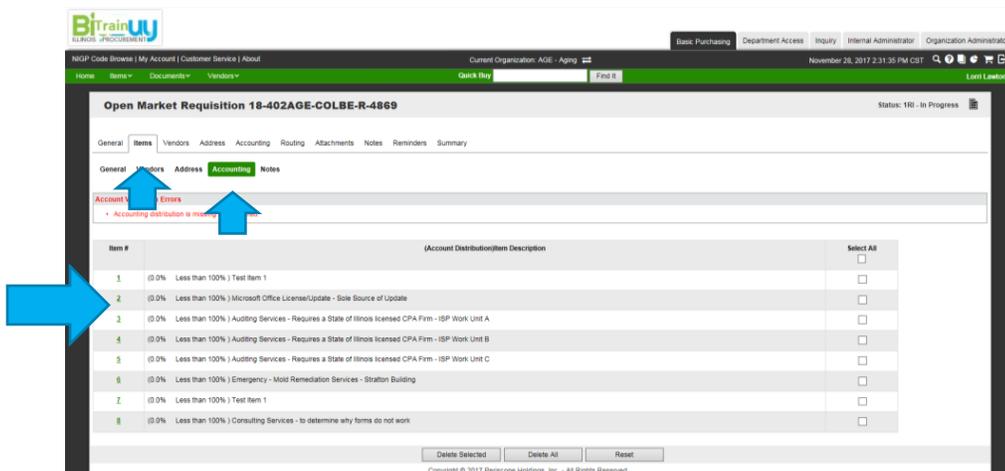
Header Level Accounting
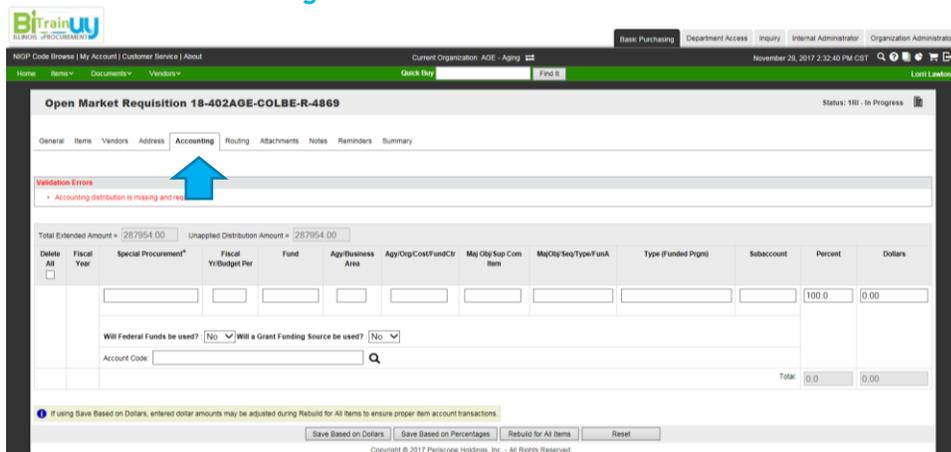
Item Sub-Tab Accounting

To enter accounting for an individual item, click on the individual item numbers to access the accounting detail screen.

The accounting fields for both methods will appear as follows:

Required Accounting Field

All required fields in BidBuy are identified with an asterisk. The only accounting field required by the BidBuy system is Special Procurement Type. However, including the complete accounting detail for all fields is strongly recommended. BidBuy will not prevent a document from being submitted as long as the required Special Procurement Type is completed. To select the Special Procurement Type, use the magnifying glass to look-up and select the correct option. The remaining accounting fields can be completed per the instructions below.

Note: A red validation error will display until the required accounting is updated. Required fields are denoted by an asterisk.

Definitions

The accounting fields include both the traditional state labels as well as the new ERP labels. The following definitions apply to each field.

Accounting Field	Description
Fiscal Year	Auto-populated by the System
Special Procurement	This Required Field is Used on the Accounting Tab for Approval Routing Purposes • Anticipation of Litigation • Artistic or Musical • Emergency • Exempt Other • Joint Purchasing • Not Applicable • Purchase of Care • Renewals • Sole Source • State Use • Stermer Vaught Exemp
Fiscal Yr/Budget Per	Budget Period
Fund	Fund
Agy/Business Area	Agency
Agency/Org/Cost/Fund/Ctr	Cost/Funding Center
Maj Obj/Sup Com Item	Superior Commitment Item
Type (Funded Prgm)	SAP-Funded programs are programs within Funds Management (FM) with an operational purpose and defined time frame. They can range from simple

	activities to complex projects and can cross your organization's **fiscal** years, funding sources, and organizational units. Funded programs enable you to record budget, control postings, and monitor the performance of internal projects.
Subaccount	SAMs-Establishment of Federal Trust Funds
Percent	Percentage applied to the specific fund
Dollars	Dollars applied to the specific fund

Saving

To record the accounting detail, the information must be saved.

Saving Options

Option	Description
Save Based on Dollars	Used to save accounting detail based on the total dollar amount of the procurement. The Dollars field will auto-populate based on the total dollar amount of all items on the procurement.
Save Based on Percentages	Used to save accounting detail based on a percentage of the total dollar amount of the procurement.
Reset	Clears all entered accounting detail.
Cancel & Exit	Exits the screen without saving.

Saving with Multiple Accounting Codes

When saving based on dollars or percentages, multiple accounting lines can be used to fully list all funding.

Item Accounting Sub-Tab Level

When adding accounting detail at the Item sub-tab, each item will need to have accounting detail added separately.

Saving with Multiple Accounting Codes on Item

When saving based on dollars or percentages, multiple line items can be used to fully allocate funding at either the Header Level or Item Sub-Tab level. The Dollars Field will auto-populate after the Accounting detail is saved.

Approving Procurement Documents with Accounting Detail

When a Requisition, Bid or PO is submitted for approval with accounting detail, approvers can review and update the accounting information prior to approving. All steps for saving the accounting detail must be followed when changing the accounting. When changing accounting during the approval process a Comment can be added to the approval detailing the change made.

Approval Paths

Approval Path

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	1	Lorri Lawton		1	11/29/2017 11:52 AM			

Add New	Order Sequence		New Primary Approver	[dropdown]
Add/Delete Approver				

Approval Actions

Options	● Approve ○ Disapprove ○ Cancel Requisition
Comment	Updated Accounting ×
	Save & Exit

Cancel Requisition	Clone Requisition	Print