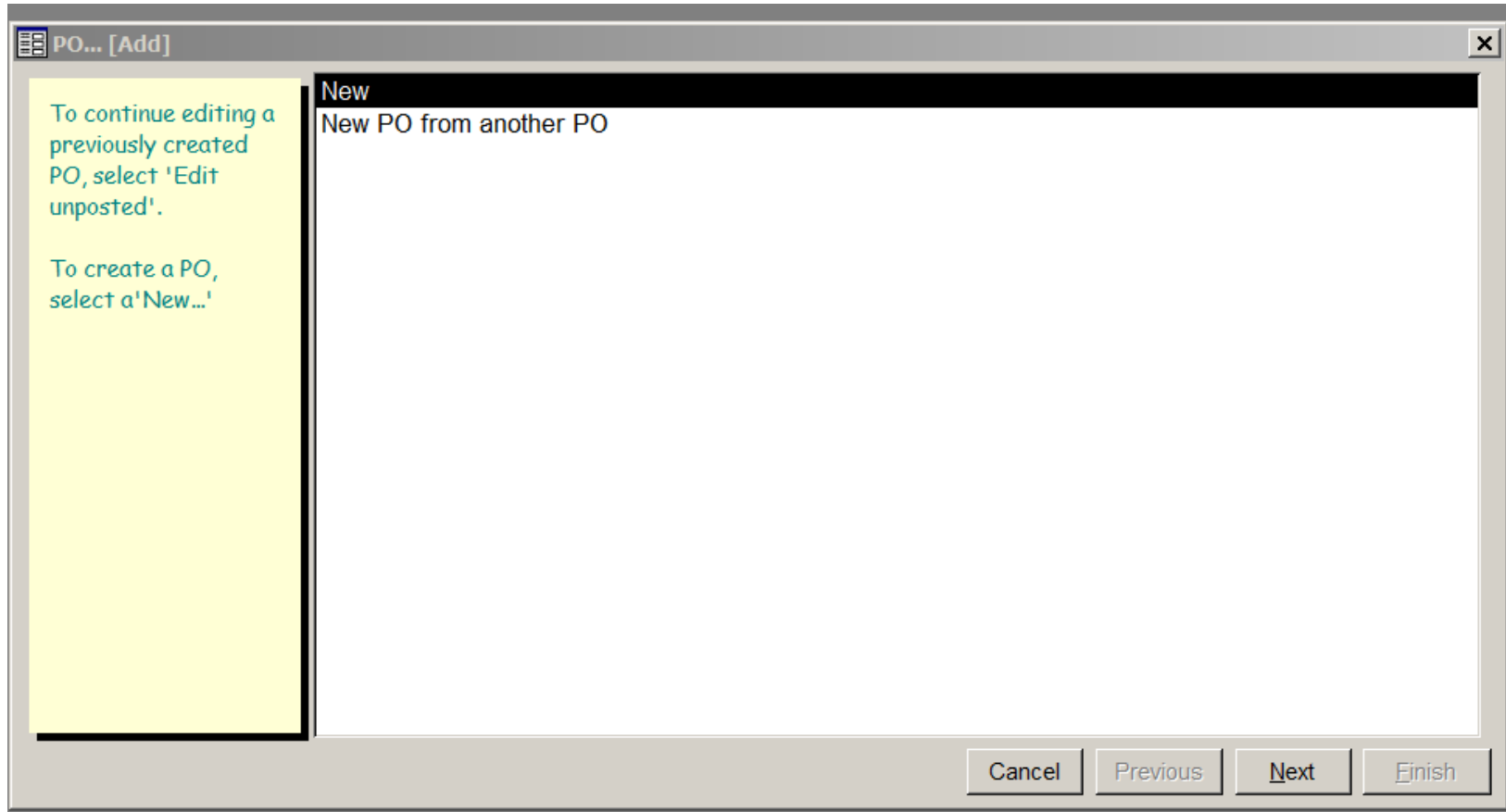# ASSETS + BOMS = EASY

BOMS MODULES

- Accounting Module
    - -Requisition/Purchase Order
    - -Batching
- Inventory Module
    - -Add Asset
    - -Financial Records/Reports

Step 1: Access Requisition in BOMS Accounting Module

- After logging into BOMS/Accounting, click on "Activities"

- Click on "Process PO"

Step 2: Click on "New"
Click on "Next"

PO... [Add]

To continue editing a previously created PO, select 'Edit unposted'.

To create a PO, select a 'New...'

New
New PO from another PO

Cancel | Previous | Next | Finish

Step 3: Select "Fund Name" Click "Finish"

PO... [Add]

Please specify the source and fiscal year out of which your new purchase order will be funded from.

Click FINISH to create a new po with a next available PO number.

Funding source: Trials-Legal Representation

Fund year: Jul 2015 thru Jun 2016

Fund name: 16-IC21

Cancel   Previous   Next   Finish

Step 4: Complete all fields that apply to your purchase – make sure to enter "Category" this is step that tells BOMS it is an asset.

Step 5: Click "Acquisition" from drop down
Step 6: Click "Print PO"

Step 7:Click "PO Edit Report"
Click Print
Review print out for accuracy

Step 8: Select type of PO to print – this will vary by circuit preference
Click "Print"

Reports-> PO-> Form

To print a purchase order, select 'PO Form', the number of copies needed not counting vendor's copy, and the approver.

Which report?
- **PO Form - Original**
- PO Form - with FL seal
- PO Edit Report
- PO Form - with FL seal + Signature

budget entity: Trials

Unprinted Only: ☑

From PO number 16-00037

To PO Number 16-00037

Copies? 0

Authorizing by?

Cancel | View | Print

Step 9: Click "Yes" for update last printed date
You now have a completed PO

Step 10: Access Batching in BOMS Accounting Module

- After logging into BOMS/Accounting, click on "Activities"

- Click on "Process Invoice"

- Click "New"

Step 11: Select "Add Standard invoice from PO" Click "Next"

Invoice... [Add]

Please the method you wish to use for entering a new invoice into you system.. and then click the NEXT button

Add standard invoice: from PO
Add standard invoice: w/o PO
Add standard invoice: w/o PO, from another invoice

Cancel   New   Previous   Next   Finish

Step 12: Select Fund Name, Select PO Number Click "Finish"
Pop Up Screen "You are about to create a new invoice for amount of $30, 794.00 for PO 16-00038"Click "Yes"

Step 13: Invoice Edit Screen – Complete all fields – this will vary by circuit.
Note: Acquisition is showing from PO Module – If not Select from drop down
When all fields are complete Click "DONE

Step 14: Accounting, Click on "Reports" Batches, Pending, Print
Verify all information is correct

Daily Batch Summary

Batch Pending   *28-Apr-16*

Office of the Public Defender 6th Circuit   Page 1 of 1

Fund: 16-IC21
Regular, $10000.01 And Over

Vendor: DUVAL FORD LLC

PO No	Invoice No	Date	Object	Employee	Department	Acct	Project	Amount
16-00038	*		517000		CLW	512		$30,794.00
							Invoice Total:	$30,794.00
							Vendor Total:	$30,794.00

Step 15: Print Batch Sheet

- Activities
- Click "Process Batch"
- Click "New"

Step 16: Budget Entity = Match PO Batch Method = Match PO Click "Next"

Process Batch-> New...

This function allows you to create batch sheets based on unposted invoices currently available.

Please specify the budget entity, the method of batching, then click the 'Next' button.

Budget Entity: Trials

Batch method: State of Florida

Cancel   Previous   Next   Create

Step 17: Select Fund = Match to PO Click "Next"

Process Batch-> New...   ✕

Specify a fund for which you wish to create batch sheets, then click the NEXT button.

16-IC21

	Cancel	Previous	Next	Create

Step 18: Click "ToDo" check box
Click "Create"
Pop up box Click "Yes"

Step 19: Verify information correct
Click "Done"
Pop up box Click "yes"

Process Batch-> New...

The following are the batch sheets which have just been created.

You may change a the batch number by typing over it.

If any comments need to be included on the batch, select the desired batch and include your comments in the 'Special Instuctions' field.

Status	Batch No	Batch Type	Fund	Invoice No	Payee	Object
ok	16-0248	Regular, $10000.01 And Over	16-IC21	*	DUVAL FORD LLC	517000

Record: |◄ ◄ 1 ► ►| ►* ⊠ of 1 ◄ ►

Special Instructions

Cancel   Previous   Next   **Done**

Step 20: Select "Authorizing by?" Click "Print"

Reports-> Batches-> Form...

In this area you can print a hard copy of one or more batch sheets.
Use the fields to specify the batches to be printed, then click view or print.
Or if your agency is setup for electronic submission of batch to JAC then click New Boms.

Budget entity: Trials

Batch method: State of Florida

Prepared by? Terzick, Delores Dr.

Authorizing by? Dillinger, Bob

Public Defender

Unprinted only ☑

Use first 9 digits of invoice number on batch (default is last 9 digits). ☐

From batch: 16-0248   To 16-0248

New Boms...   Properties   Cancel   View   Print

Completed Batch Sheet

Batch Form

ORG: Office of the Public Defender 6th Circuit
ORG CD: 21 60 06 01 000
EO: I3
SF: 2   **BEN OBJ:**
FID: 974006   **BEN CAT:**

B A T C H   S H E E T
(Regular, $10000.01 And Over)

FUND:
16-IC21 (ACQUISITION MOTOR VEHICLE)

AGENCY REF: 16-0248
PAGE 1 OF 1
JAC NO:

County		Object	Amount	Vendor total	Vendor name	Vendor no	Tran date	Invoice no	FACTS contract	
				$30,794.00	DUVAL FORD LLC					
000		517000	$30,794.00				00/00/00	*		

Batch total: **$30,794.00**

I hereby certify that the above transactions are in accordance with the Florida Statutes and all applicable laws and rules of the State of Florida. I also certify by evidence of the signature(s) below that, to the best of my knowledge, the information on this form is true and correct; all goods and services have been satisfactorily received, if applicable; payment is in accordance with the authorized rate of compensation; and this circuit/office will maintain the documentation that authorizes the purchases and agreed rates and will be made available upon request.

Special Instruct

Date Received by JAC

28-Apr-16
Authorized By: Delores Dr. Terzick
Finance And Accounting Director
Date

28-Apr-16
Prepared By: Delores Dr. Terzick
Finance And Accounting Director
Date

Inventory Module
Step 1: Receive Property

- After logging into BOMS/Inventory, click on "Activities"
- Click on " Receive
- Click on Item you want to receive
- Click "Next"
- Verify that information is correct. Scroll to right and input additional information you want to track
- Click "Next"
- Continue adding information on following screen
- Click "Next"
- Review information again and Click "Finish"
- Pop Up Box Click "Yes"

Step 2: Print Inventory Report

- After logging into BOMS/Inventory, Click on "Reports"
- Click on "Item Lists"
- Select all "entity, group, source" you want included on your report
- Click "Report"
- Select "Report Name"
- Select "Sort by" – however you want your data displayed on final report
- Select "Print" or "View"