

**ASSETS + BOMS = EASY**

# BOMS MODULES

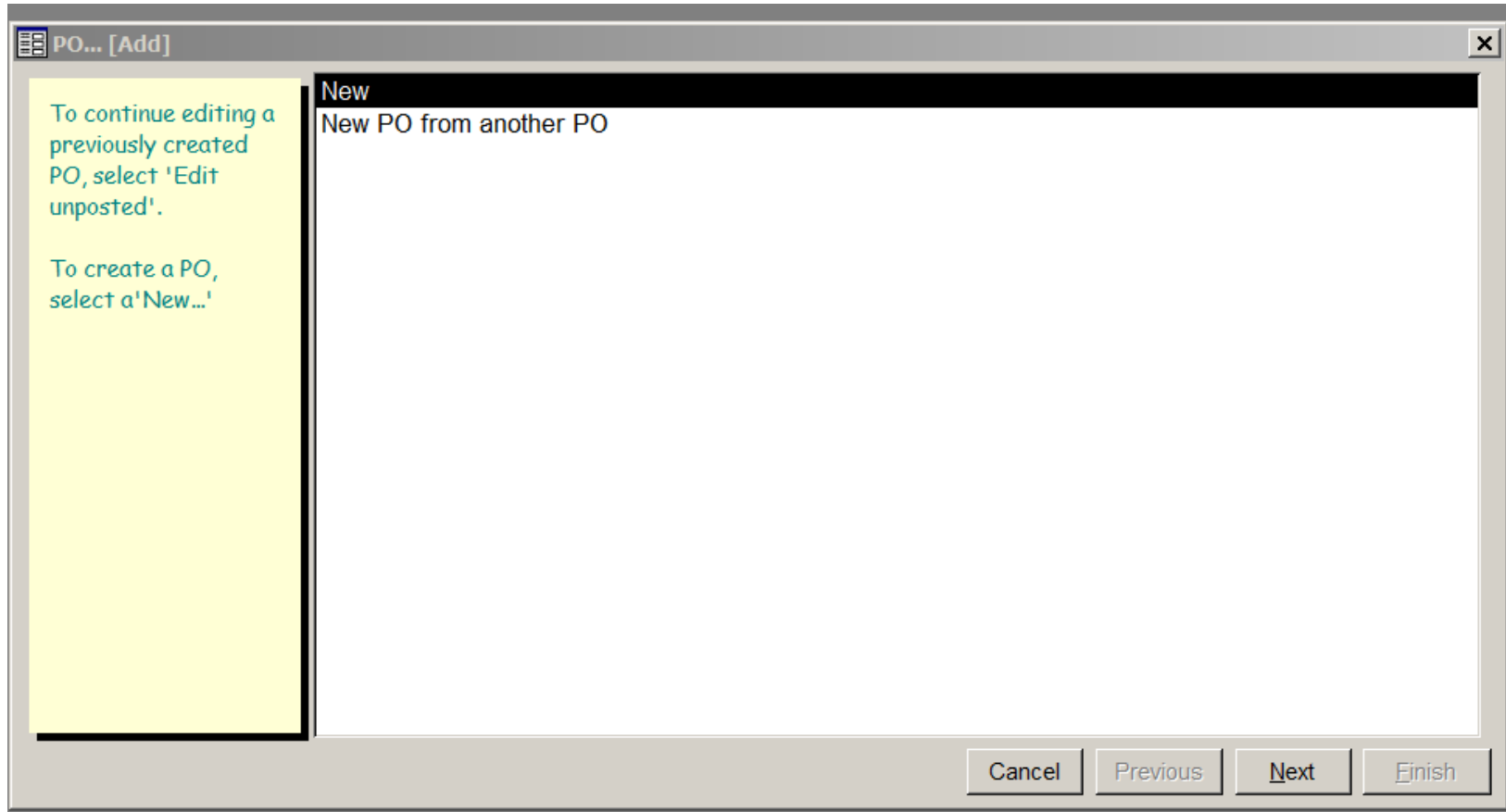
- Accounting Module
  - Requisition/Purchase Order
  - Batching
- Inventory Module
  - Add Asset
  - Financial Records/Reports

# 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”



# 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:

Fund year:

Fund name:

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.

PO... [Edit]

PO no: 16-00037 Vendor: \* Status: Open  
 Date: 04/28/2016 Vendor attention: Status date: 04/28/2016  
 Source: Trials-Legal Representation Ship to: PUBLIC DEFENDER 6TH CIRCL Last Printed:  
 Fund: 16-IC21 Ship to attention: DENISE MUNSON  
 PO amount: \$0.00 Requested by:  
 Contract no: FACTS Contract no:  
 Type: \* Confirming:  Certified Forward:

Line items | Special Instructions | Comments | Footnotes | Case

County	Description	Category	Order Qty	Unit type	Unit cost	Units * Qty	Object
0		*	0		\$0.00	\$0.00	*

Record: 1 of 1

Balance... Payments... Add Object...

Add another Add vendor View Log Cancel Void/Close PO... Print PO... Previous Next Done

# Step 5: Click “Acquisition” from drop down

## Step 6: Click “Print PO”

PO... [Editing] ✕

**PO no:** 16-00037      **Vendor:** \*      **Status:** Open  
**Date:** 04/28/2016      **Vendor attention:**      **Status date:** 04/28/2016  
**Source:** Trials-Legal Representation      **Ship to:** PUBLIC DEFENDER 6TH CIRCL      **Last Printed:**  
**Fund:** 16-IC21      **Ship to attention:** DENISE MUNSON  
**PO amount:** \$0.00      **Requested by:**  
**Contract no:**      **FACTS Contract no:**  
**Type:** \*      **Confirming:**       **Certified Forward:**

Line items | Special Instructions | Comments | Footnotes | Case

	County	Description	Category	Order Qty	Unit type	Unit cost	Units * Qty	Object
	0		Acquisition	0		\$0.00	\$0.00	*
*	0		*	0		\$0.00	\$0.00	*

Record: ⏪ ⏩ 1 of 1 ⏴ ⏵

Balance...    Payments...    Add Object...

Add another    Add vendor    View Log    Cancel    Void/Close PO...    **Print PO...**    Previous    Next    Done

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

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

To PO Number

Copies? 1

Authorizing by?

Cancel View Print



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

The screenshot displays a software interface for generating a Purchase Order (PO) form. The main window, titled "Purchase Order Form...", shows a form for "PUBLIC DEFENDER 6TH CIRCUIT Authorization" with a number of 16-00037 and a date of 04/28/16 10:42 am. The form includes fields for "Bill To" and "Ship To" information, a table for line items, and a section for "Special Instructions" with the text "QUESTIONS ON THIS ORDER? CALL DENISE MONSON @ 917-464-7677". At the bottom, there is a section for "Requestioned By" and "Authorized By: Terzick, Delores Dr. Finance And Accounting Director".

Overlaid on the right side is a "Reports-> PO-> Form" dialog box. It contains a list of report options: "PO Form - Original", "PO Form - with FL seal", "PO Edit Report", and "PO Form - with FL seal + Signature". The "PO Form - Original" option is selected. Other fields include "budget entity" set to "Trials", "Unprinted Only" checked, and "From PO number" set to "16-00037".

A yellow callout box points to the report selection area with the text: "To print a purchase order, select 'PO Form', the number of copies needed not counting vendor's copy, and the approver."

In the foreground, a smaller dialog box titled "Purchase Order Form..." asks: "Do you wish to update the 'Last Printed' date for PO(s): 16-00037? Click YES to do so now!". It has "Yes" and "No" buttons.

At the bottom left, a page navigation bar shows "Page: 1" with navigation icons.

## 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”

The screenshot shows a software window titled "Invoice... [Add]". On the left side, there is a yellow rectangular box containing the following text: "Please the method you wish to use for entering a new invoice into you system.. and then click the NEXT button". The main area of the window is a list box containing three options: "Add standard invoice: from PO", "Add standard invoice: w/o PO", and "Add standard invoice: w/o PO, from another invoice". At the bottom of the window, there is a row of five buttons: "Cancel", "New", "Previous", "Next", and "Finish".

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"

The screenshot shows a software window titled "Invoice... [Add from PO]". On the left, a yellow sticky note contains the instruction: "Please select the purchase order for which you are entering an invoice and then click the FINISH button." The main window contains several dropdown menus: "Funding source:" is set to "Trials-Legal Representation", "Fund year:" is "Jul 2015 thru Jun 2016", "Fund name:" is "16-IC21", and "From PO number:" is "16-00038". A checkbox labeled "Should 'Charge To' names show-up on invoice?" is checked. At the bottom of the main window are buttons for "Cancel", "New", "Previous", "Next", and "Finish". A smaller pop-up window is overlaid on top, titled "Invoice... [Add from PO]", featuring a yellow warning triangle icon and the text: "You are about to create a new invoice for the amount of \$30,794.00 for PO 16-00038." Below this text are "Yes" and "No" buttons.

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

Invoice... [Edit]

Invoice no: \* [ ] Type: Regular [v] Ben. obj: [ ] cat: [ ] Certified forward:

Invoice date: [ ] Vendor: DUVAL FORD LLC [v] Prior year payment:

Invoice received: [ ] Vendor No: [REDACTED] Close PO:

Goods received: [ ] Attention: Patu O'sch On hold:

Approval date: [ ] 1616 CASSAT AVENUE

Batch date: [ ] JACKSONVILLE, FL 32210-

Batch code: \* [v] JAC no: [ ] Mailed: [ ] PO no: 16-00038

Batch no: \* [v] JAC date: [ ] Check total: \$0.00 FACTS Contract no: [ ]

Fund: 16-IC21 [v] Check no: [ ] Status: Encumbered Invoice total: \$30,794.00

Invoice id: 24055509

Line Items | Comments | Case | History

CF #	County	Description	Category	Quantity	Unit cost	Amount	Object	De
▶ 0	0	new car	Acquisition	1	\$30,794.00	\$30,794.00	517000	CLW
* 0	0		*	1	\$0.00	\$0.00	*	*

Add Object

Add another | Add vendor | Cancel | Void... | Undo batch... | Add suffix to batch no... | Print... | Previous | Next | Done

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

Daily Batch Summary

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Batch Pending 28-Apr-16

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

**Fund: 16-IC21**  
**Regular, \$10000.01 And Over**

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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"


Process Batch-> New...


This is a summary of invoices which are about to be batched.









Use the DE-SELECT ALL or SELECT ALL buttons and the TODO checkbox to check the invoices which must be batched.

To make any changes to these invoices, click the 'Previous' or 'Cancel' button

Click the CREATE button if you are ready to assign these invoices to a batch sheet number.

De-select all    Select all    

	ToDo	Batch Type	Fund	Invoice No	
	<input checked="" type="checkbox"/>	Regular, \$10000.01 And Over	16-IC21	*	DUVA

Record:   1     of 1  

Cancel    Previous    Next    **Create**

# 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 Instructions' 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:** 13  
**SF:** 2  
**FID:** 974006

**BATCH SHEET**  
**(Regular, \$10000.01 And Over)**

**BEN OBJ:**  
**BEN CAT:**

**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
000	517000	\$30,794.00	\$30,794.00	DUVAL FORD LLC		00/00/00	-	

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**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.

<b>Special Instruct</b>	<b>Date Received by JAC</b>

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Authorized By: Delores Dr. Terzick  
 Finance And Accounting Director

28-Apr-16  
 Date

Prepared By: Delores Dr. Terzick  
 Finance And Accounting Director

28-Apr-16  
 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”