CU Marketplace How-to: Creating Subcontract SPOs with F&A Split [1]

For Subcontract SPOs that are greater than $25,000 and need to account for F&A, the requisition needs to be set up with 2 PO lines, with account code 492600 pointing to line 1 and 492601 pointing to line 2. This guide shows how to create a 2 line requisition.

Note: This is not to be confused with 2 distribution lines on one PO line.

Read the procedures

9. Submit the requisition.

1. Open the form and create the first line. This line will be for account code 492600.
2. Change the **Available Actions** (on the top right hand corner) to **Add to Cart and Return**, click **Go**
3. This will bring up a blank form. Enter the information for line 2 – this will be for 492601. The SPO Description, Commodity Code, Beginning and End Date and Subcontract Grand Total should all be the same as line 1.
SPO - Sponsored Project Subcontract

Standing Order Request Instructions

Use this form to request a Sponsored Project Subcontract Standing Purchase Order (SPO).

The amount entered in the field titled "Standing Order Amount" will be the encumbrances incurred on the subcontract. The subcontract SPO will be encumbered over multiple years, the total amount over the life of the SPO is the "Subcontract Grand Total".

Instructions

Supplier

University of Denver
select different supplier

000001: (preferred)
2130 South High Street
Denver, CO 80210 US
select different fulfillment address

Supplier Phone

+1 (303) 871-3215

Fulfillment Address

Email (HTML Body)
tara.nicklay@du.edu

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Check this box to customize order distribution information.

Standing Order Details

Please provide a brief description (100 characters or less) of this blanket order request.

SPO Description

Training documentation

232 characters remaining expand clear

Commodity Code

17 - Subcontracts / Supplies

Standing Order Term

Begin Date

02/01/2017

End Date

02/28/2017

Additional SPO Details

Subcontract Grand Total (Multi-Year Only)

100000

Standing Order PO # being replaced
4. Leave **Available Actions** as **Add and go to Cart** then click **Go**.

![Available Actions](https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split)

5. Now you should see two lines for this requisition. Click the **Add SpeedType/Shipping/etc.** button.

6. Scroll down to the **Accounting Codes** section:

7. On the header line add the SpeedType and account code 492600. Click **Save**.

8. Scroll down to the line items and on line 2 click the **Line Item Actions** or three dot icon and select **Override Accounting Codes**. Change the account code to 492601.

9. Submit the requisition.

**Have a question or feedback?**

**Questions & Feedback** [2]

**Feedback or Question** *

**Your Email Address**

[CAPTCHA]

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

[Submit]

**Source URL:** [https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split](https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split)

**Links**

[1] [https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split](https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split)

[2] [https://www.cu.edu/controller/forms/questions-feedback-0](https://www.cu.edu/controller/forms/questions-feedback-0)