

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

1. Open the form and create the first line. This line will be for account code 492600.

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 in the subcontract SPO will be encumbered over multiple years, the total amount over the life of the "Subcontract Grand Total".

Instructions

Supplier

University of Denver
[select different supplier](#)

Fulfillment Address

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

Supplier Phone

+1 (303) 871-3215

Distribution

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

Check this box to customize order distribution information.

Email (HTML Body)

tara.nicklay@du.edu

Standing Order Details

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

SPO Description

254 characters remaining

[expand](#) | [clear](#)

Commodity Code

17 - Subcontracts / Sp

Standing Order Term

Begin Date

02/01/2017

mm/dd/yyyy

End Date

02/28/2017

mm/dd/yyyy

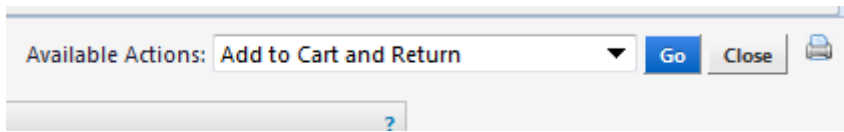
Additional SPO Details

Subcontract Grand Total (Multi-Year Only)

100000

Standing Order PO # being replaced

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 in the subcontract SPO will be encumbered over multiple years, the total amount over the life of the "Subcontract Grand Total".

Instructions

Supplier	University of Denver select different supplier
Fulfillment Address	000001: (preferred) 2130 South High Street Denver, CO 80210 US select different fulfillment
Supplier Phone	+1 (303) 871-3215

Distribution

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

Check this box to customize order distribution information.

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

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 / Sp

Standing Order Term

Begin Date 02/01/2017

mm/dd/yyyy

End Date 02/28/2017

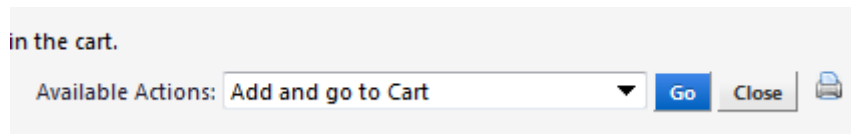
mm/dd/yyyy

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**.



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

 **Shopping Cart** for Betty Heimansohn

Name this cart:

Have you made changes?

University of Denver [more info...](#)

000001

2130 South High Street, Denver, CO 80210 US

Product Description

Item added on
Feb 16, 2017



▾

[SPO - Sponsored Project Subcontract](#) [open form...](#)

Begin Date 2/1/2017

End Date 2/28/2017

Standing Order Flat Item

Begin Date 2/1/2017

End Date 2/28/2017

Commodity Code ▾

Item added on
Feb 16, 2017



▾

[SPO - Sponsored Project Subcontract](#) [open form...](#)

Begin Date 2/1/2017

End Date 2/28/2017

training documentation

Begin Date 2/1/2017

End Date 2/28/2017

Commodity Code ▾

Have you made changes?

6. Click on the **Accounting Codes** tab:

[Requisition](#) | [PR Approvals](#) | [PO Preview](#) | [Comments](#) | [Attachments](#) | [History](#)
[Summary](#) | [Shipping](#) | [Billing](#) | **[Accounting Codes](#)** | [Supplier Info](#) | [Shipping and Handling](#)

7. On the header line add the SpeedType and account code 492600, then on line 2 click the **edit** button (on the right of the line) and change the account code to 492601.

University of Denver [more info...](#)
 000001
 2130 South High Street, Denver, CO 80210 US

Product Description			
SPO - Sponsored Project Subcontract more info...			
1	Standing Order Flat Item		
Accounting Codes (same as header)			
	Business Unit	Speedtype	Fund
	UCOLO The University of Colorado	51087735 Operations	10 Unrestricted Gen Oper
SPO - Sponsored Project Subcontract more info...			
2	SPO Description - training documentation		
Accounting Codes			
edit values have been overridden for this line			
	Business Unit	Speedtype	Fund
	UCOLO The University of Colorado	51087735 Operations	10 Unrestricted Gen Oper
copy to other lines			

Shipping and Handling charges are calculated and charged as appropriate by each supplier. The values shown here are for estimation

8. Submit the requisition.

Have a question or feedback?

Questions & Feedback ^[2]

Feedback or Question *

Your Email Address

Submit

Source URL: <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>

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