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

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. If 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
+1 (303) 871-3215

**Supplier Phone**

**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 / Services

**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
2. Change the **Available Actions** (on the top right hand corner) to **Add to Cart and Return**, click **Go**.

![Available Actions](image)

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.
Form added to cart successfully. Each Add to cart action adds the item to the cart. Use the Save button to save changes.

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
000001: (preferred)
2130 South High Street
Denver, CO 80210 US
select different fulfillment address
+1 (303) 871-3215
tara.nicklay@du.edu

Fulfillment Address

Supplier Phone

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.
Email (HTML Body)

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

<table>
<thead>
<tr>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPO - Sponsored Project Subcontract</td>
</tr>
<tr>
<td><strong>Standing Order Flat Item</strong></td>
</tr>
<tr>
<td>Accounting Codes (same as header)</td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
</tr>
<tr>
<td>UCOLO</td>
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</tbody>
</table>

| SPO - Sponsored Project Subcontract |
| **SPO Description - training documentation** |
| Accounting Codes |
| **Business Unit** | **Speedtype** | **Fund** | **Accounting Codes** |
| UCOLO | 51087735 | 10 | Operations | Unrestricted Gen Oper | Procurement |

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]