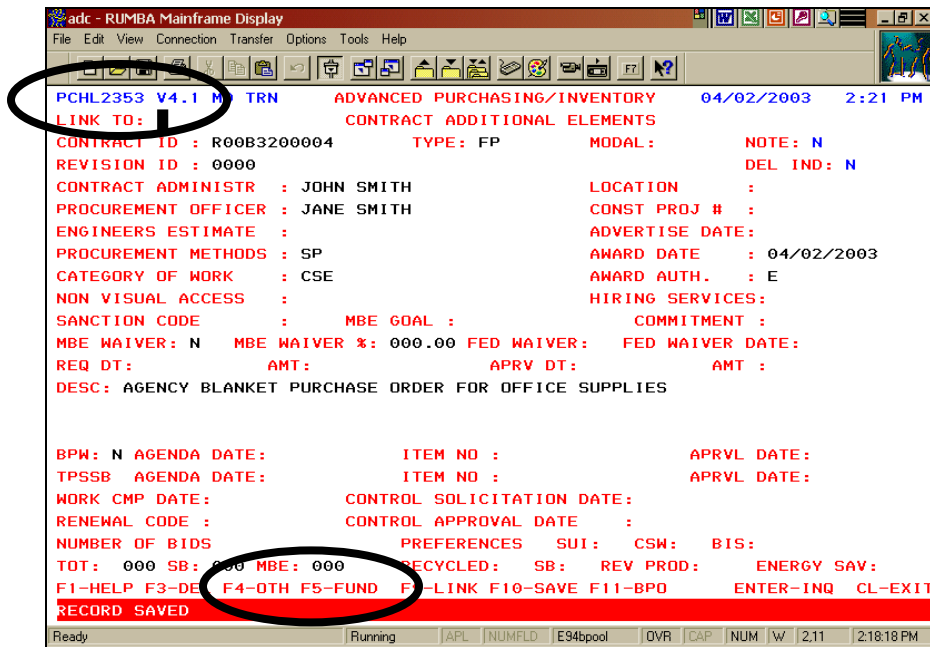


## Creating an Agency Blanket Purchase Order – Funding Splits



- ❖ The system allows for the option to create funding splits through the designation of dollar amounts to apply to General, Federal, and Other funds.

### Data Entry Steps:

1. Press **F4-OTH** until **F5-FUND** is displayed from the 2353 Additional Elements screen.
2. Press **F5-FUND** to transfer to the *Funding Splits (2354)* screen.

## Creating an Agency Blanket Purchase Order – Funding Splits

adc - RUMBA Mainframe Display  
File Edit View Connection Transfer Options Tools Help

PCHL2354 V4.1 MD TRN ADVANCED PURCHASING/INVENTORY 04/02/2003 2:25 PM  
LINK TO: FUNDING SPLITS

CONTRACT ID : R00B3200004 TITLE :  
REVISION ID : 0000 AGENCY : R00

GENERAL : 20  
FEDERAL : 20  
SPECIAL : 15  
RESTRICTED : 15  
UNRESTRICTED : 5  
NON-BUDGETED : 5  
RE-IMBURSABLE : 5  
CAPITAL PROJECT : 10  
REVENUE GENERATING : 5

DESC: AGENCY BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES

F1-HELP F3-DELETE F5-NEXT F9-LINK F10-SAVE ENTER-INQ CL-EXIT  
INQUIRY SUCCESSFUL

Ready Running APL NUMFLD E94bpool OVR CAP NUM W 2.11 2:22:28 PM

- ❖ The contract ID, revision ID, agency, and description are carried over from the *Contract Additional Elements (2353)* screen.
- ❖ Although the description defaults, it can be overwritten.
- ❖ The sum of the funding splits referenced must equal 100%.

### Data Entry Steps:

1. **Enter** a **number** to specify the percent of funding to apply to the fund in the GENERAL, FEDERAL, SPECIAL, RESTRICTED, UNRESTRICTED, NON-BUDGETED, RE-IMBURSABLE, CAPITAL PROJECT, and/or REVENUE GENERATING field. These are 6-character fields in which the number entered will be converted to a decimal (i.e. 100 will be converted to 100.00).
2. **Press F10-SAVE** to save the funding split information.
3. **CLEAR** back to the *Blanket Purchase Order (2342)* screen.