

Creating an Agency Blanket Purchase Order – Funding Splits

adc - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

PCHL2353 V4.1 M TRN ADVANCED PURCHASING/INVENTORY 04/02/2003 2:21 PM

LINK TO: CONTRACT ADDITIONAL ELEMENTS

CONTRACT ID : R00B3200004 TYPE: FP MODAL: NOTE: N
REVISION ID : 0000 DEL IND: N

CONTRACT ADMINISTR : JOHN SMITH LOCATION :
PROCUREMENT OFFICER : JANE SMITH CONST PROJ # :
ENGINEERS ESTIMATE : ADVERTISE DATE:
PROCUREMENT METHODS : SP AWARD DATE : 04/02/2003
CATEGORY OF WORK : CSE AWARD AUTH. : E
NON VISUAL ACCESS : HIRING SERVICES:
SANCTION CODE : MBE GOAL : COMMITMENT :
MBE WAIVER: N MBE WAIVER %: 000.00 FED WAIVER: FED WAIVER DATE:
REQ DT: AMT: APRV DT: AMT :
DESC: AGENCY BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES

BPW: N AGENDA DATE: ITEM NO : APRVL DATE:
TPSSB AGENDA DATE: ITEM NO : APRVL DATE:
WORK CMP DATE: CONTROL SOLICITATION DATE:
RENEWAL CODE : CONTROL APPROVAL DATE :
NUMBER OF BIDS PREFERENCES SUI: CSW: BIS:
TOT: 000 SB: 000 MBE: 000 RECYCLED: SB: REV PROD: ENERGY SAV:
F1-HELP F3-DE F4-OTH F5-FUND F6-LINK F10-SAVE F11-BPO ENTER-INQ CL-EXIT

RECORD SAVED

Ready Running APL NUMFLD E94bpool OVR CAP NUM W 2.11 2:18:18 PM

- ❖ 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.

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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 APL7 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.