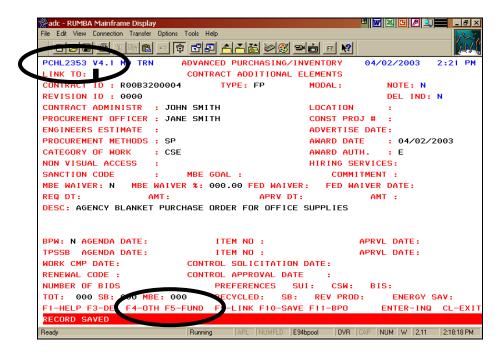
Creating an Agency Blanket Purchase Order - Funding Splits

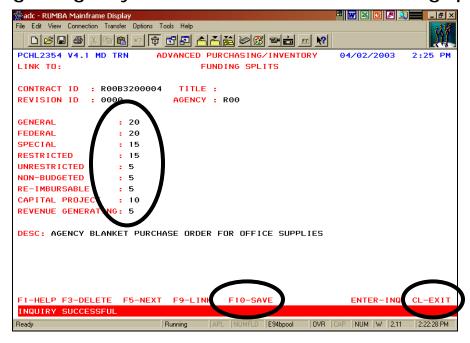


❖ The system allows for the option to create funding splits through the designation of dollar amounts to apply to General, Federal, and Other funds.

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



- ❖ 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.