

Appendix E

Exchange Rates

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Introduction

Previously, the PD² application limited the user to specifying an exchange rate for a foreign currency at the header level of a document, resulting in each line item on the document having the same exchange rate. With the release of SR10, PD² has been enhanced such that the user can now specify the exchange rate at the line item level. While the document itself is restricted to one single currency for all line items, the user has the ability to vary the exchange rate between line items.

Because adjusting the exchange rates at the line item level can cause dollar funding amounts and cost calculations to change, this **SR10 Exchange Rate User Guide** has been developed to assist buyers with the necessary steps to properly make the changes.

E-1 Changing the Exchange Rate of a Purchase Request (PR)

The need to adjust an exchange rate typically occurs at the beginning of a new Fiscal Year (FY), however, there are situations where the exchange rate can be changed during an FY such as drastic fluctuations of currencies or cross-service purchase requests.

Scenario

The below steps with screenshots are being accomplished on a PR (transferred into PD2 from ABSS) with a line item quantity of 100 each, a unit price of Euro 100.00, and an exchange rate of 0.7905. The exchange rate will be changed to 0.7737

NOTE: Follow these steps carefully as any deviations can cause errors

Step 1 Print out a copy of the PR from PD2 (NOT the Form 9 in ABSS) before making any changes.

Step 2 Unapprove the PR, if it has been approved.

Note: If there is more than one Line Item, these steps must be accomplished on every Line Item.

The below example PR displays a previous year's exchange rate of 0.7905

The screenshot shows the 'Line Item Detail' window with the following data:

| Field | Value |
|----------------------|--|
| Line Item Number | 0001 |
| Contract Type | Change |
| FFP | FFP |
| IDC Type | N/A |
| Hand Carry | <input type="checkbox"/> |
| NSN | [Search] |
| Description | AIR CONDITIONING SYSTEM FOR 2ND FLOOR BU |
| Extended Description | AIR CONDITIONING SYSTEM FOR 2ND FLOOR BUILDING 413 |
| Quantity | 100.00 |
| Unit Price | 100.00 |
| Line Item Cost | 10,000.00 |
| Exchange Rate | 0.7905 |
| Unit of Issue | Each |
| Options | [Dropdown] |
| Opt # | [Dropdown] |
| Cost Constraint | [Dropdown] |
| Stepladder Pricing | <input type="checkbox"/> |
| Test Type | No Test |
| Exhibit | <input type="checkbox"/> |
| Include Sublines | <input type="checkbox"/> |
| Template | FFP N/A - Default |

Figure A

Going into the Funding tab, it shows a Total Cost and Amount of \$12, 650.22. (Figure B)

NOTE: Funding is always in US Dollars

Figure B

Step 3 Returning to the Line Item Detail, we typed over the existing exchange rate with the new rate. In the Figure C screenshot, we entered an exchange rate of 0.7737. Tabbing out of the Exchange Rate field, notice that the Unit Price changes from 100.00 to 97.87476 and the Line Item Cost changes from 10,000.00 to 9,787.48. (*This is the problem with the new functionality as these amounts SHOULD NOT change when the need to update the exchange rate arises*).

| Quantity | Unit Price | Line Item Cost |
|----------|------------|----------------|
| 100.00 | 97.87476 | 9,787.48 |

Figure C

At this point you can go back to the Funding tab and see that the Total Cost and Amount of \$12,650.22 remains unchanged (Figure D).

| Job Order | Expiration Dt | Quantity | Funded Amt |
|-------------------|---------------|----------|------------|
| Total Qty: | | | 0.00 |
| Total \$: | | | \$0.00 |

Figure D

Step 4 THE UNIT PRICE MUST NOW BE CHANGED BACK TO THE UNIT PRICE AMOUNT OF THE ORIGINAL PR.

Returning to the Line Item Detail (Figure E), we changed the Unit Price from 97.87476 to the original amount of 100.00. (*This is where having a printed PR comes in handy, especially when there are multiple Line Items*) If the printed PR has an extended amount in the unit price, then it should be replaced with the same number past the decimal point.

Line Item Detail

Detail | Description | Pricing | Funding | Shipping | Payment | Local Info

Line Item Number: 0001 | Contract Type: Change | FFP | IDC Type: N/A | Hand Carry:

NSN: [Search] | CLIN Type: Priced Info Only

Description: AIR CONDITIONING SYSTEM FOR 2ND FLOOR BU
Extended Description: AIR CONDITIONING SYSTEM FOR 2ND FLOOR BUILDING 413

Quantity: 100.00 | Unit Price: 100.00 | Line Item Cost: 10,000.00

Exchange Rate: 0.7737

Unit of Issue: Each | Options: [] | Opt #: [] | Cost Constraint: []

Stepladder Pricing: | Test Type: No Test | Exhibit: | Include Sublines:

Template: FFP N/A - Default

Buttons: Global Chg..., Test Info, Delivery, Copy, Add, Insert, SubCLIN, Delete, Associate, OK, Cancel

Figure E

Once you correct the Unit Price to what it was originally, you can go into the Funding tab and notice that the Total Cost changes, but the funding Amount stays the same (see Figure F).

, ACRN , CIN 'F3NT319266A0070000AA'), Funding Strip (5793400 309 8017 200000 010000 59200 27236F 667100 F67100), and Fund ACRN. A table for Job Order Information shows a total quantity of 0.00 and a total funded amount of \$0.00. Buttons for 'New...', 'Search...', 'Attach...', 'Add...', 'Change...', 'Delete', 'OK', and 'Cancel' are visible."/>

Funding Sources

Line Item Information
Number: 0001 | Description: AIR CONDITIONING SYSTEM FOR 2ND FL

Total Cost: \$12,924.91

Contract ACRN Assignment
Manual: | ACRN: | CIN: F3NT319266A0070000AA

Funding Strip: 5793400 309 8017 200000 010000 59200 27236F 667100 F67100

Fund ACRN: [] | Amount: 12,650.22

Job Order Information

| Job Order | Expiration Dt | Quantity | Funded Amt |
|------------|---------------|----------|------------|
| Total Qty: | | | 0.00 |
| Total \$: | | | \$0.00 |

Buttons: New..., Search..., Attach..., Add..., Change..., Delete, OK, Cancel

Figure F

Step 5 *The funding amount must now be adjusted to the correct value: Always ensure that the certified Form 9 is approved for the same amount of funds as you have in PD2 based on the new exchange rate.*

Change the “Amount” so that it is the same as the “Total Cost”. (In Figure G, we changed the Amount from 12,650.22 to 12,924.91)

The screenshot shows a 'Funding Sources' dialog box with the following fields and values:

- Line Item Information: Number 0001, Description AIR CONDITIONING SYSTEM FOR 2ND FL, Total Cost \$12,924.91
- Contract ACRN Assignment: Manual ACRN CIN F3NT319266A0070001
- Funding Strip: 5793400 309 8017 200000 010000 59200 27236F 667100 F67100
- Fund ACRN: [Empty], Amount: 12,924.91 (circled in red)
- Job Order Information table:

| Job Order | Expiration Dt | Quantity | Funded Amt |
|----------------------------------|---------------|----------|------------|
| Total Qty: 0.00 Total \$: \$0.00 | | | |
- Cost Code, TAC, TAC Amount, FMS Case, Non-DoD Funds: [Empty fields]

Figure G

Step 6 Save the PR in PD2, generate the document, and approve it.

E-2 Exercise an Option Year - Modification

Ensure that the PR to fund the exercised option has the correct exchange rate on it, if not follow the steps for **Changing the Exchange Rate of a Purchase Request (PR)**.

Print out a conformed copy of the award document from PD2 before starting the modification.

Begin the modification with the normal PD2 process. *Do not attach the funding PR yet.*

NOTE: *Failure to follow these steps carefully will cause all CLINs to be refreshed to the new exchange rate.*

NOTE: *When you start the modification you may notice that the Unit Price appears to have been changed. In the system, the amount can be stored to 4 decimal places, but it appears on the screen in the “Item Information/Unit Price” as being rounded to 2 decimal places. The amount in the “New Totals/Unit Price” is shown to the full amount of decimal places. (Figure X) Keep this in mind when you are doing*

modifications but don't be overly concerned because the system is NOT changing the Unit Price, it only appears to be.

Line Item Detail Modifications - [Read Only]

Contract Type: FFP, IDC Type: N/A, Hand Carry:

Line Item Number: 2007, NSN: [Search], CLIN Type: Priced, Info Only

Description: Maintain Un-Improved Grounds "On-Call"

Extended Description: The contractor shall provide all necessary supervision, tools and equipment, materials and supplies, labor, and transportation to provide "ON-CALL" maintain un-improved grounds service to Lajes Field, Azores in strict accordance with contract terms and conditions and the Performance Work Statement.

| Item Information | Quantity | Unit Price | Line Item Cost |
|-------------------|----------|------------|----------------|
| | 1,000.00 | 0.01 | 14.80 |
| Amount of Mod. | 0.00 | 0.00 | 0.00 |
| New Totals | 1,000.00 | 0.0148 | 14.80 |

Negotiable: Exchange Rate: 0.8259

Unit of Issue: Square Meter, Options: Option, Opt #: 2, Cost Constraint: NTE

Step ladder Pricing: Test Type: No Test, Exhibit: Include Sublines:

Template: FFP N/A - Default

Figure X

Step 1 Go to the line item detail tab of the CLIN that you are going to exercise and fund:

Line Item Detail Modifications

Contract Type: FFP, IDC Type: N/A, Hand Carry:

Line Item Number: 1001, NSN: [Search], CLIN Type: Priced, Info Only

Description: Custodial First Option Year

Extended Description: Clean Floor FY10

| Item Information | Quantity | Unit Price | Line Item Cost |
|-------------------|----------|------------|----------------|
| | 12.00 | 1,000.00 | 12,000.00 |
| Amount of Mod. | 0.00 | 0.00 | 0.00 |
| New Totals | 12.00 | 1,000.00 | 12,000.00 |

Negotiable: Exchange Rate: 0.7905

Unit of Issue: Months, Options: Option, Opt #: [], Cost Constraint: []

Step ladder Pricing: Test Type: No Test, Exhibit: Include Sublines:

Template: FFP N/A - Default

Figure H

Mark all Option CLINs that you intend to exercise as “Negotiable”, (check the box) and **SAVE** – you must do this before any other action. Only checked boxes will change to the new exchange rate:

The screenshot shows the 'Line Item Detail Modifications' window with the following details:

- Line Item Number: 1001
- Contract Type: FFP
- IDC Type: N/A
- Hand Carry:
- CLIN Type: Priced, Info Only
- Description: Custodial First Option Year
- Extended Description: Clean Floor FY10
- Quantity: 12.00
- Unit Price: 1,000.00
- Line Item Cost: 12,000.00
- Amount of Mod.: 0.00
- New Totals: 12.00
- Negotiable: (circled in red)
- Exchange Rate: 0.7905
- Unit of Issue: Months
- Options: Option
- Opt #:
- Cost Constraint:
- Stepladder Pricing:
- Test Type: No Test
- Exhibit:
- Include Sublines:
- Template: FFP N/A - Default

Figure I

NOTE: You must check the negotiable box otherwise when attaching the funding PR, the exchange rate on ALL CLINs will be changed to the new exchange rate.

Step 2 Once all the current option year’s negotiable boxes have been checked *and the modification has been saved* the exchange rate can now be changed. This has to be accomplished line item by line item.

Make a note of the Unit price.

| Item Information | Quantity | Unit Price | Line Item Cost |
|-------------------|----------|------------|----------------|
| | 12.00 | 1,000.00 | 12,000.00 |
| Amount of Mod. | 0.00 | 0.00 | 0.00 |
| New Totals | 12.00 | 1,000.00 | 12,000.00 |

Figure J

Change the CLIN from “Priced” to “Info Only” and then back to “Priced”. This pulls the systems new exchange rate and maintains the unit price.

Use the conformed copy of the award that you printed out before starting the modification, to check that the unit price in the “New Totals” row is the original amount. If for some reason it comes out incorrect, you can over type the new total’s unit price.

Change the Options box to “Exercised Option”.

The CLIN now looks like this (Figure K):

| Item Information | Quantity | Unit Price | Line Item Cost |
|-------------------|----------|------------|----------------|
| | 12.00 | 978.75 | 11,744.97 |
| Amount of Mod. | 0.00 | 21.25 | 255.03 |
| New Totals | 12.00 | 1,000.00 | 12,000.00 |

Figure K

The outcome of getting the unit price back to the original value and the subsequent workings are only temporary. This will not show on future modifications and it will not feature on the hard copy.

Repeat this step for all required Option CLINs.

Step 3 Save the modification again.

Step 4 You are now ready to attach the funding PR using the normal PD2 process.

The following new screen (Figure L) comes up. Make sure the check box is checked on “Attach as subCLIN” before using the “Select” button:

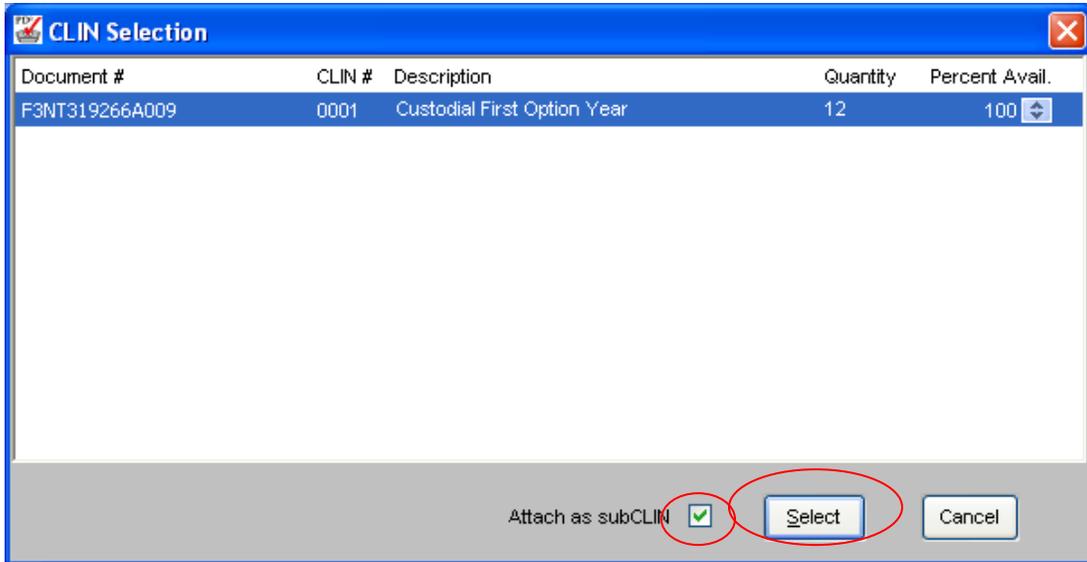


Figure L

You will see the following new screen (Figure M):

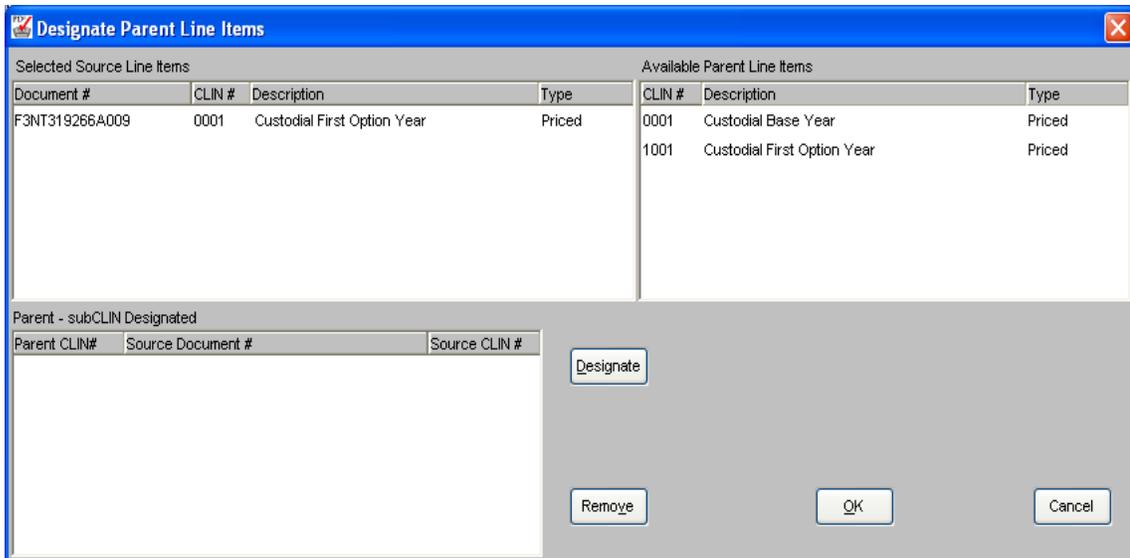


Figure M

Highlight the CLIN on the PR (on the left) and the CLIN on the award (on the right) that it is going to be funded.

NOTE: Make sure you align the correct CLIN from the PR with the correct CLIN on the award.

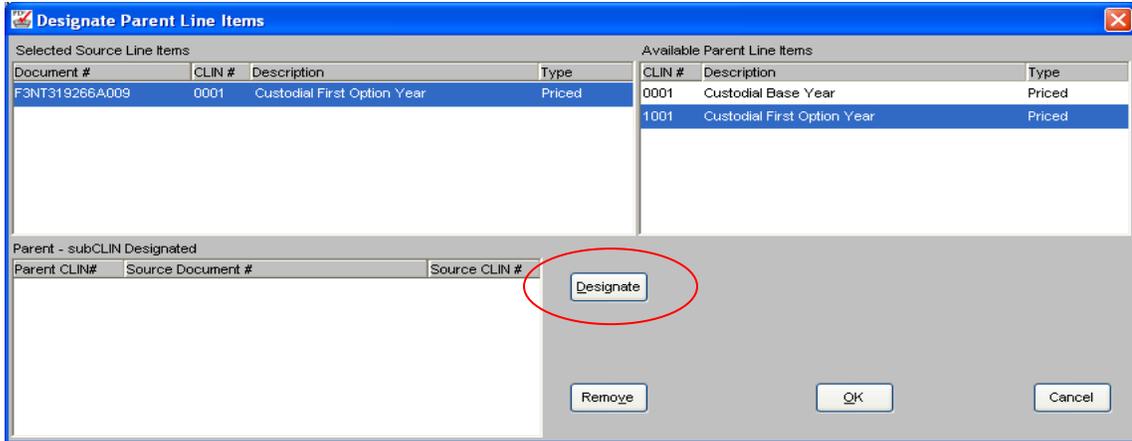


Figure N

Click on the “Designate” button. If you have more than one CLIN on the PR to fund the CLINs on the award you will have to match them up separately by repeating this step. When they have been matched up they disappear from the top left column and appear in the bottom left box (Figure O):

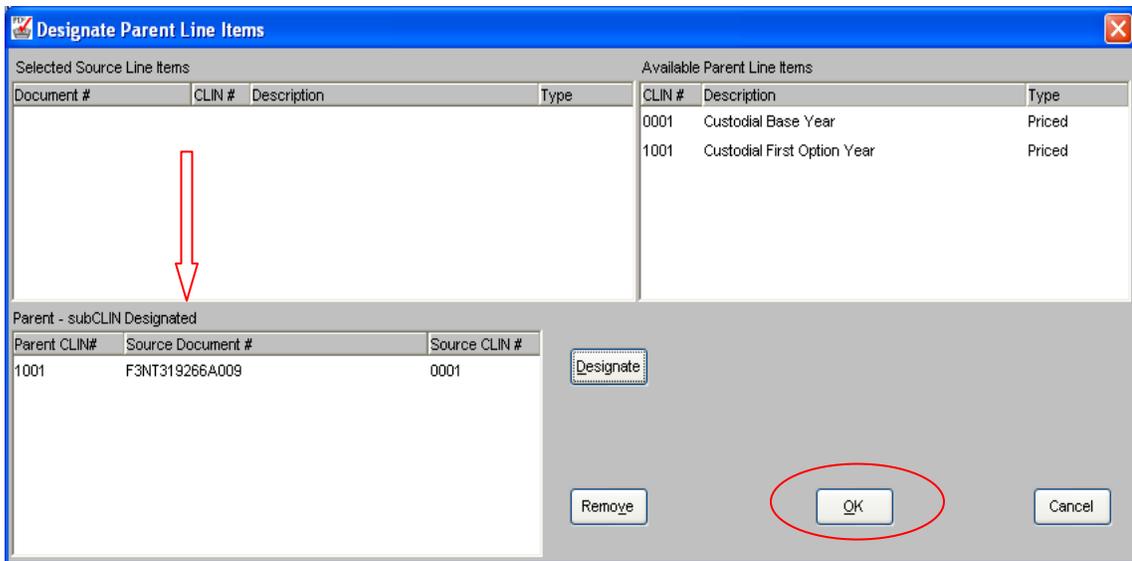


Figure O

When you have matched all PR CLINs to the award CLINs click on the “OK” button.

You can now see that the SubCLIN is added and that the system has numbered it correctly for you in the next screen shot (Figure P):

Commercial Award Modification - FA5504-09-P-1050-U00003

SF30 1-10 SF30 13-16 SF1449 1-16 SF1449 17-26 SF1449 27-31 Clauses

17a. CONTRACTOR/OFFEROR CODE DB088
 CALIFORNIA KLEINDIENST GMBH

18a. PAYMENT WILL BE MADE BY CODE F67100
 DFAS (MULTI PAYMENT)

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

| Item/Subitem Number | Description | Quantity | Unit of Issue | Unit Cost | Total Cost |
|---------------------|-----------------------------|-----------|---------------|-----------|------------|
| BASE 0001 | Custodial Base Year | 12 Months | | 1,000.00 | 12,000.00 |
| OPTION 1001 | Custodial First Option Year | 12 Months | | 1,000.00 | 12,000.00 |
| 1001 01 | Custodial First Option Year | Months | | | |

25. ACCOUNTING AND APPROPRIATION DATA
 See Schedule **Funds Available**

26. TOTAL AWARD AMOUNT
 EUR24,000.00

Figure P

Step 5 Click on the SubCLIN to open.

Line Item Detail Modifications

Detail Description Pricing Funding Shipping Payment Local Info

Line Item Number: 100101 Contract Type: FFP IDC Type: N/A Hand Carry:

NSN: Search CLIN Type: Priced Info Only

Description: Custodial First Option Year

Extended Description: Clean Floor FY10

| Item Information | Max Quantity | Unit Price | Max Line Item Cost |
|-------------------|--------------|------------|--------------------|
| | 0.00 | 0.00 | 0.00 |
| Amount of Mod. | | | 0.00 |
| New Totals | | | 0.00 |

Negotiable: Exchange Rate: 0.7737

Unit of Issue: Months Options: Opt #: Cost Constraint:

Stepladder Pricing: Test Type: No Test Exhibit:

Template: FFP N/A - Default

Buttons: Global Chg, Test Info, Delivery, CLIN Add, Insert, SubCLIN Add, Insert, Delete, Associate, OK, Cancel

Figure Q

Now change the description as usual, to reflect that this is a funding SubCLIN.

The screenshot shows the 'Line Item Detail Modifications' dialog box with the 'Description' tab selected. The 'Description' field is highlighted with a red circle and contains the text 'Funding for CLIN 1001'. Below it, the 'Extended Description' field contains 'Clean Floor FY10'. The dialog includes fields for 'Line Item Number' (100101), 'Contract Type' (FFP), 'IDC Type' (N/A), and 'Exchange Rate' (0.7737). A table at the bottom shows 'Item Information' with columns for 'Max Quantity', 'Unit Price', and 'Max Line Item Cost', all with values of 0.00. The 'New Totals' row also shows 0.00 for all three columns. The dialog includes various buttons like 'Global Chg', 'Test Info', 'Delivery', 'Add', 'Insert', 'Delete', 'Associate', 'OK', and 'Cancel'.

Figure R

Repeat this step for all SubCLINs.

Step 6 If you try to save now you would get the following error message:

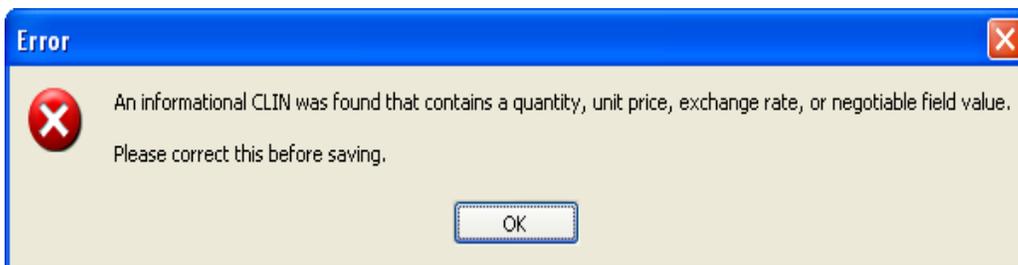


Figure S

This can be fixed by changing the SubCLIN type from “Info Only” to “Priced” (Figure T).

The screenshot shows the 'Line Item Detail Modifications' dialog box with the following details:

- Line Item Number: 100101
- Contract Type: FFP
- IDC Type: N/A
- Hand Carry:
- CLIN Type: Priced, Info Only
- Description: Funding for CLIN 1001
- Extended Description: Clean Floor FY10
- Max Quantity: 0.00
- Unit Price: 0.00
- Max Line Item Cost: 0.00
- Amount of Mod.: 0.00
- New Totals: 0.00
- Exchange Rate: 0.7737
- Unit of Issue: Months
- Test Type: No Test
- Exhibit:
- Template: FFP N/A - Default

Figure T

And then change it back to “Info Only”, this is like a reset feature, to clear the exchange rate (Figure S).

The screenshot shows the 'Line Item Detail Modifications' dialog box with the following details:

- Line Item Number: 100101
- Contract Type: FFP
- IDC Type: N/A
- Hand Carry:
- CLIN Type: Priced, Info Only
- Description: Funding for CLIN 1001
- Extended Description: Clean Floor FY10
- Max Quantity: 0.00
- Unit Price: 0.00
- Max Line Item Cost: 0.00
- Amount of Mod.: 0.00
- New Totals: 0.00
- Exchange Rate: (empty)
- Unit of Issue: Months
- Test Type: No Test
- Exhibit:
- Template: FFP N/A - Default

Figure S

NOTE: This process will have to be done to every informational SubCLIN that you have just attached.

Step 7 If you try to save at this point you will get the following error message (Figure T).

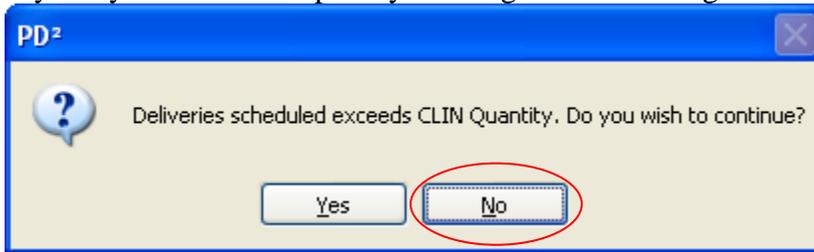


Figure T

Click “No” - We have to now correct this as follows:
Click on the “Delivery” button (Figure U).

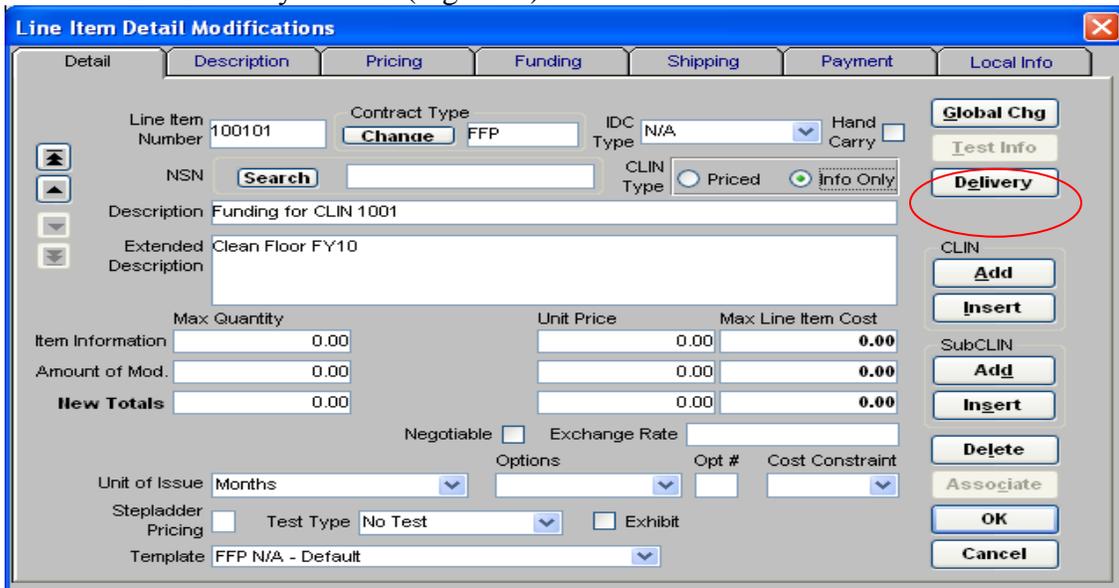


Figure U

Highlight the delivery information and click the “Delete” button (Figure V).

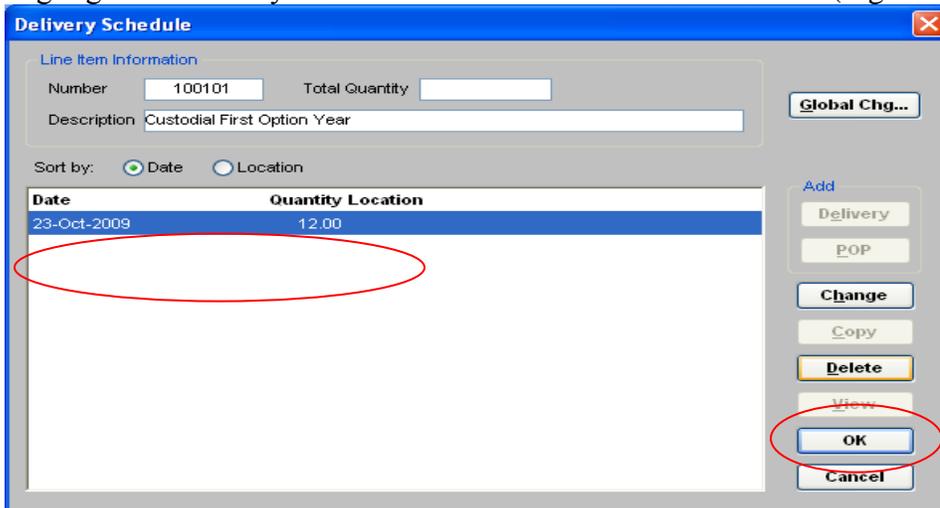


Figure V

NOTE: This process will have to be done to every informational SubCLIN that you have just attached.

NOTE: Now process additional changes like NAICS/deleting Milstrip etc, as usual.

Step 8 Close, Save and Generate the modification.

Step 9 Verify using the document preview that everything is OK, run the funds validation and Integrity. If everything is correct, you can approve and release the modification.

NOTE: The released modification in PD2 will show the change in your “Unit Price” and “Line Item Cost” even though you only changed the exchange rate (see Figure W). Ignore it - It will not show on your modification document.

The screenshot shows a software window titled "Line Item Detail Modifications - [Read Only]". It has several tabs: Detail, Description, Pricing, Funding, Shipping, Payment, and Local Info. The "Detail" tab is active. The window contains the following information:

- Line Item Number: 1001
- Contract Type: FFP
- IDC Type: N/A
- Hand Carry:
- NSN: Search []
- CLIN Type: Priced Info Only
- Description: Custodial First Option Year
- Extended Description: Clean Floor FY10
- Quantity: 12.00
- Unit Price: 978.75
- Line Item Cost: 11,744.97
- Amount of Mod.: 0.00
- Unit Price: 21.25
- Line Item Cost: 255.03
- New Totals**: Quantity 12.00, Unit Price 1,000.00, Line Item Cost 12,000.00
- Negotiable:
- Exchange Rate: 0.7737
- Unit of Issue: Months
- Options: Exercised Option []
- Opt #: []
- Cost Constraint: []
- Stepladder Pricing:
- Test Type: No Test
- Exhibit:
- Include Sublines:
- Template: FFP N/A - Default

On the right side, there are buttons for Global Chg, Test Info, Delivery, CLIN (Add, Insert), SubCLIN (Add, Insert), Delete, Associate, OK, and Cancel. A red circle highlights the "Unit Price" and "Line Item Cost" columns in the table, and another red circle highlights the "Exchange Rate" field.

Figure W

When you do the next modification on this contract, it will show it clear as Figure X below:

Line Item Detail Modifications

Detail | Description | Pricing | Funding | Shipping | Payment | Local Info

Line Item Number: 1001 | Contract Type: FFP | IDC Type: N/A | Hand Carry:

NSN: [Search] | CLIN Type: Priced Info Only

Description: Custodial First Option Year

Extended Description: Clean Floor FY10

| Item Information | Quantity | Unit Price | Line Item Cost |
|-------------------|----------|------------|----------------|
| | 12.00 | 1,000.00 | 12,000.00 |
| Amount of Mod. | 0.00 | 0.00 | 0.00 |
| New Totals | 12.00 | 1,000.00 | 12,000.00 |

Negotiable: Exchange Rate: 0.7737

Unit of Issue: Months | Options: Exercised Option | Opt #: | Cost Constraint: |

Stepladder Pricing: Test Type: No Test | Exhibit: Include Sublines:

Template: FFP N/A - Default

Buttons: Global Chg, Test Info, Delivery, CLIN Add, Insert, SubCLIN Add, Insert, Delete, Associate, OK, Cancel

Figure X

E-3 Funding Increase with a Different Exchange Rate (NOT Option Year)

This can be used when there is a quantity (or price) increase and the additional funding that is provided is at a different exchange rate.

You will receive a PR with the increase and the additional funding at the new exchange rate.

The screenshot shows the 'Line Item Detail - [Read Only]' window with the following fields and values:

- Line Item Number: 0001
- Contract Type: Change
- FFP: FFP
- IDC Type: N/A
- Hand Carry:
- NSN: [Search]
- CLIN Type: Priced Info Only
- Description: Test Item
- Extended Description: [Empty]
- Quantity: 1.00
- Unit Price: 500.00
- Line Item Cost: 500.00
- Exchange Rate: 0.7737 (circled in red)
- Unit of Issue: Each
- Options: [Empty]
- Opt #: [Empty]
- Cost Constraint: [Empty]
- Stepladder Pricing:
- Test Type: No Test
- Exhibit:
- Include Sublines:
- Template: FFP N/A - Default

Buttons on the right side include: Global Chg..., Test Info, Delivery, Copy, CLIN Add, Insert, SubCLIN Add, Insert, Delete, Associate, OK, and Cancel.

Figure Y

In this example we are increasing the unit price.

- Step 1** Create a modification using the normal PD2 process.
- Step 2** Increase the "Unit Price" on the CLIN to be changed.

The screenshot shows the 'Line Item Detail Modifications' window with the 'Pricing' tab selected. The 'Unit Price' field is circled in red and contains the value 1,000.00. Below it, the 'Line Item Cost' table shows a total of 3,000.00. The 'Exchange Rate' field is also circled in red and contains the value 0.7905. The 'New Totals' row shows a quantity of 2.00 and a total cost of 3,000.00.

| Item Information | Quantity | Unit Price | Line Item Cost |
|-------------------|-------------|-----------------|-----------------|
| | 2.00 | 1,000.00 | 2,000.00 |
| Amount of Mod. | 0.00 | 500.00 | 1,000.00 |
| New Totals | 2.00 | 1,500.00 | 3,000.00 |

Figure Z

NOTE: This will cause the system to recalculate the funding for the modified unit cost at the previous exchange rate! The "Total Cost" in the funding tab shows the following amount (Figure AA).

The screenshot shows the 'Funding Sources' window. The 'Total Cost' field is circled in red and contains the value \$3,795.07. The 'New Obligated Amount' field is also circled in red and contains the value 3,795.07. The 'Obligation Change' field contains the value 1,265.03. The 'Previous Obligated Amount' field contains the value 2,530.04.

| Job Order | Expiration Dt | Quantity | Funded Amt |
|--|---------------|----------|------------|
| Total Qty: 0.00 Total \$: \$0.00 | | | |

Figure AA

Step 3 The funding tab amount has the increase sum which must be zeroed out at the Obligation Change Field as the additional funding will be in the SubCLIN. The funding on the CLIN should be the original amount, NOT the increased amount. “Total Cost” will remain showing the increased amount.

| Job Order | Expiration Dt | Quantity | Funded Amt |
|-------------------|---------------|----------|------------|
| Total Qty: | | | 0.00 |
| Total \$: | | | \$0.00 |

Figure AB

NOTE: You must *SAVE* these changes before attaching the PR. Failure to *SAVE* before attaching your funding PR will cause the system to refresh the current exchange rate on all your CLINs.

Step 4 Follow Step 1, ignore Step 2, and then follow Step 3 through Step 9 of **Exercise an Option Year Modification**, for instructions on how to: Attach your funding PR to your modification as an informational SubCLIN, make the necessary changes, (Description to read for example “Funding Purposes only”), clear out the exchange rate by clicking “Priced” and then “Info Only” again etc.

Step 5 Generate your modification and run the normal checks. Validate the funding tab on your SubCLIN and run Integrity, before release.