

Creating and Using C-FOAPAL Code Favorites

If you are responsible for entering C-FOAPAL information on a requisition, you have the ability to create Code Favorites for the common C-FOAPAL strings you use. Creating and using Code Favorites will assist you with processing requisitions quicker and with less C-FOAPAL errors.

Creating Code Favorite FOAPALS

Step	Task
1.	Log in to iBuy.
2.	Click User (silhouette) which is found at the top right of the page.
3.	Verify the information under View My Profile ~ User's Name, Phone Number, E-mail, etc. , and User Roles and Access ~ Assigned Roles is accurate. NOTE: Updates to phone number must be done through My UI Info (https://www.hr.uillinois.edu/myinfo). All other updates should be done through a Unit Security Contact (USC).
4.	Select Default User Settings .
5.	Select Custom Field and Accounting Code Defaults .
6.	Click the Codes sub-tab.
7.	Click Add .
8.	Enter a name for the string in the Nickname field to help identify the purpose of the C-FOAPAL.
9.	Use Select from all Values to search for the desired value for each segment. NOTE: It is recommended to select the option that contains the appropriate Chart indicator for your university. Note that -1 represents Urbana; -2 represents Chicago; -4 represents Springfield. NOTE: Using the steps above will validate that the desired option is associated with your Chart and will provide a description of the segment to further confirm the correct option has been selected.
10.	You may opt to only include Chart-Fund-Organization-Program as a code favorite and edit the remaining segments as needed on the requisition.
11.	Confirm that the Purchasing Department and Purchasing Supervisor corresponds to the Chart selected.
12.	Click Save .

Make Code Favorite a Default Value

Step	Task
1.	Click Edit associated with the desired Code Favorite .
2.	Select Default . NOTE: As the default, this Code Favorite will auto-populate when creating a requisition.
3.	Click Save .

Using Code Favorite Options on a Requisition

Step	Task
1.	Click Proceed to Checkout once draft cart is completed.
2.	In the Accounting Codes section, click Edit .
3.	Review the options listed on the Select From Your Code Favorites dropdown. These are code favorites you have added to your profile using the steps above.
4.	Click Save .