

Splitting FOAPAL Codes

Who can edit FOAPAL codes? *Department Account Coder, Approver, Requestor*

Note: FOAPAL Code splits cannot be applied between State Funds and any other funds.

Note: Please see the *Using Asset and Non-Asset Account Codes on the Same Requisition* job aid for further instruction.

! IMPORTANT: FOAPAL codes may be split at the A. *Requisition* level or B. *Line Item* level on a multi-line requisition.

A. To split FOAPAL codes at the Requisition level:

Step	Task
1.	On the Requisition, in the Accounting Codes section, click the Edit button.
2.	In the Accounting Codes pop-up box, click the Add Split link.
3.	Enter additional FOAPAL Code(s). There are four different ways to enter FOAPAL codes: <ol style="list-style-type: none"> Type the FOAPAL code in the text box (200250), no description. Type the FOAPAL <u>code</u>, <u>dash</u>, <u>Chart</u> (xxxxxx-x) and the description will appear (200250-1 103 Indirect Cost Recovery). Click Select from profile values... Click Select from all values... and search by Value (200250-1), or Description (103 Indirect Cost Recovery), or a portion of either Value (200) or Description (Indi).
4.	Select % of Price , % of Qty , or Amount of Price .
5.	Enter the split values in the text boxes (e.g., 60/40).
6.	Click recalculate/validate values .
7.	Click Save .

! IMPORTANT: FOAPAL codes split at the Line Item level apply only to the specific line item.

B. To split FOAPAL codes by Line Item:

Step	Task
1.	On the Requisition, in the Accounting Codes section, click the View/Edit by line item... link.
2.	On the line item, click the Edit button for <i>Accounting Codes</i> or <i>Additional Account Codes</i> . <ul style="list-style-type: none"> <i>Accounting Codes:</i> Chart, Index, Fund, Organization, Account, and Program <i>Additional Account Codes:</i> Activity and Location
3.	In the Accounting Codes pop-up box, click the Add Split link.
4.	Enter additional FOAPAL Code(s). <i>See the above section on the four different methods for entering FOAPAL codes.</i>

Step	Task
5.	Select % of Price, % of Qty, Amount of Price, or Amount of Qty.
6.	Enter the split values in the text boxes (e.g., 60/40).
7.	Click recalculate/validate values.
8.	Click show monetary calculations to display the dollar amount to be charged to each split based on the percentages.
9.	Click Save.