

Splitting FOAPAL Codes

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

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

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

Please refer to *Using Asset and Non-Asset Account Codes on the Same Requisition* job aid for further instruction.

To Split FOAPAL Codes at the Requisition Level

1. On the Requisition under the Accounting Codes section, click the **Pencil icon**.
2. In the Edit Accounting Codes pop-up box, hover over the right side of the box for additional options. Click the **plus (+) sign** to add additional accounting codes.
3. Enter the additional FOAPAL Code(s) split information on the second line. There are a few ways one can search for accounting codes:
 - a. Enter the FOAPAL code or Chart (xxxxxx-x) and the description will pop up. Click the description. The code will be validated.
 - b. Click the arrow pointing down within a code field. Click **Search**. From the pop-up box, you can filter by code or description. To select, click the **plus (+) sign**.
4. Scroll right to the last column.
5. Select **% of Price, % of Qty**, or **Amount of Price** from the drop-down menu.
6. Select **Custom Field and Accounting Code Defaults**.
7. Enter the split values in the fields (for example, 60 and 40).
8. Click **Save Changes**.

To Split FOAPAL Codes by Line Item

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

1. On the requisition, click the three dots next to the item you would like to add a different Accounting Code.
2. Select **Accounting Codes**.
3. In the pop-up box, hover over the right side of the box for additional options. Click the **plus (+) sign** to add additional accounting codes.
4. Enter the additional FOAPAL Code(s).
 - a. Type the FOAPAL code or Chart (xxxxxx-x) and the description will pop up (200250-1 103 Indirect Cost Recovery). Click the description. The code will be validated.

- b. Click the arrow within an empty code field. Click **Search**. From the pop-up box, you can filter by code or description. To select, click the **plus (+) sign**.
 - c. 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).
5. Scroll right to the last column.
6. Select **% of Price, % of Qty, or Amount of Price** from the drop-down menu.
7. On the right side of the Accounting Codes pop up box, select **% of Price, % of Qty, or Amount of Price** from the drop-down menu.
8. Enter the split values in the fields (for example, 60 and 40).
9. Click **Save**.