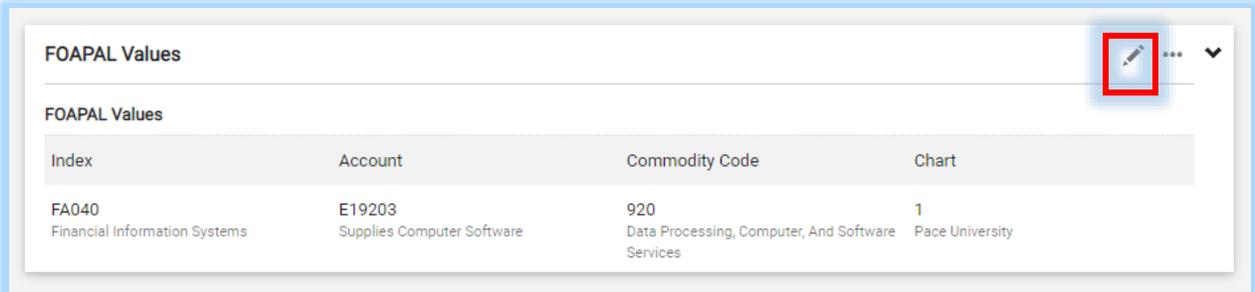# E-Procurement System Tutorial

Adding a Split to FOAPAL Values

The FOAPAL value split functionality allows the user to split the amount of the requisition among several FOAPAL lines by specifying the amount or percentage split.
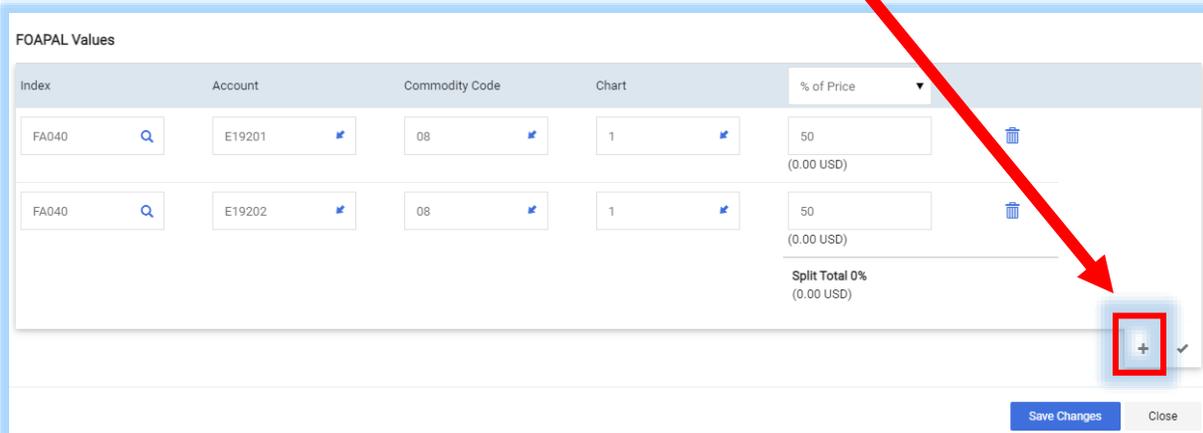
To begin, on the requisition, scroll down to the **FOAPAL Values** section and click on the ✏ to edit:
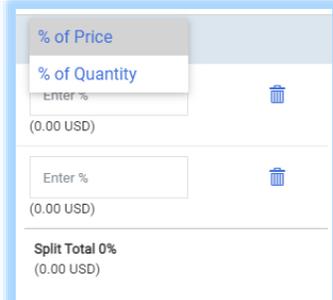

IMPORTANT: At first glance, it will appear as there is no option to add a split.

To unveil that option, hover the mouse over the **FOAPAL values** section and then click on the plus sign icon ➕ towards the bottom right corner to add an additional row.

The split can be entered as a **% of Price** or **% of Quantity** by selecting either option in the drop-down menu towards the upper right of the FOAPAL values box.

Once the selection is made, update the new code(s) (it can be an update to the **Index**, **Account** or **Commodity Code**) and specify the split amount. <u>For both the **% of Price** and **% of Quantity** option please be sure the total equals 100%.</u>

If the split amounts do not total 100% an error will appear:

Once completed click on the **Save Changes** button.