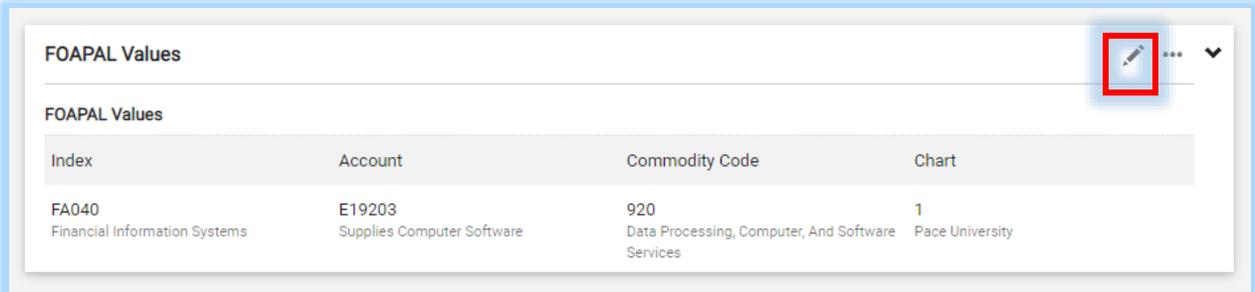


E-Procurement System Tutorial

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.

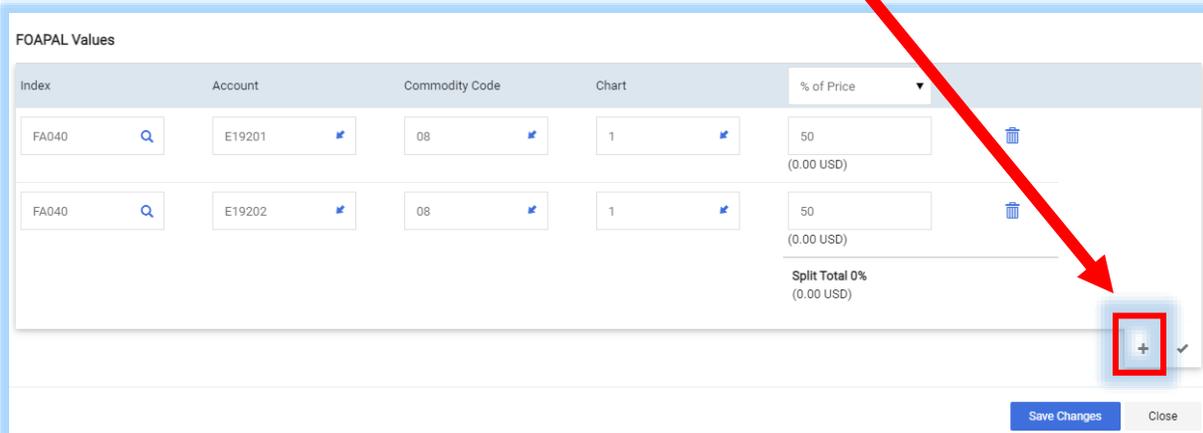
To begin, on the requisition, scroll down to the **FOAPAL Values** section and click on the  to edit:



Index	Account	Commodity Code	Chart
FA040 Financial Information Systems	E19203 Supplies Computer Software	920 Data Processing, Computer, And Software Services	1 Pace University

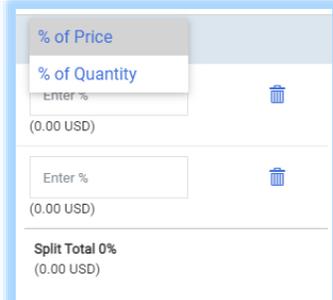
IMPORTANT: At first glance, it will appear as there is no option to add a split.

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.



Index	Account	Commodity Code	Chart	% of Price	
FA040	E19201	08	1	50 (0.00 USD)	
FA040	E19202	08	1	50 (0.00 USD)	
Split Total 0%				(0.00 USD)	

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.



% of Price	
% of Quantity	
Enter %	
(0.00 USD)	
Enter %	
(0.00 USD)	
Split Total 0%	
(0.00 USD)	

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. For both the % of Price and % of Quantity option please be sure the total equals 100%.

Index *	Account *	Commodity Code *	Chart *	% of Price	
FA040	E19602	19	1	40 (0.00 USD)	
FA515	E19602	19	1	60 (0.00 USD)	
				Split Total 0% (0.00 USD)	

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

% of Quantity	
60 (96.93 USD)	
60 (96.93 USD)	
Split Total 120% (193.86 USD) ✖ Percentage is not equal to 100%	

Once completed click on the **Save Changes**



button.