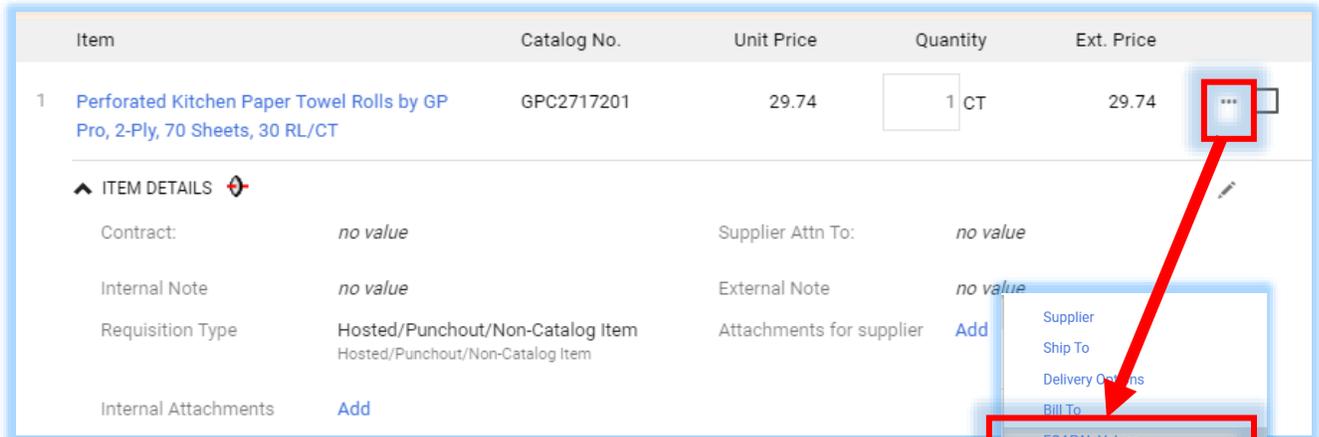


E-Procurement System Tutorial: Adding FOAPAL Values on Line Items

The user has the option to edit the FOAPAL values per individual line item on the requisition.

To begin, on the requisition, scroll down to the bottom to view the Line items.

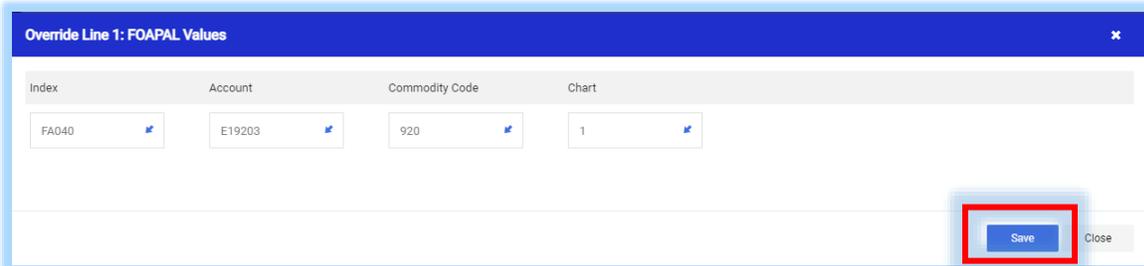
On the Line Item you would like to edit the FOAPAL values for, click on the three dots to the right of the price.



The screenshot shows a table with columns: Item, Catalog No., Unit Price, Quantity, and Ext. Price. The first row contains: 1, Perforated Kitchen Paper Towel Rolls by GP Pro, 2-Ply, 70 Sheets, 30 RL/CT, GPC2717201, 29.74, 1 CT, 29.74. To the right of the Ext. Price is a three-dot menu icon. A red arrow points from this icon to a dropdown menu that is open. The dropdown menu contains the following options: Supplier, Ship To, Delivery Options, Bill To, FOAPAL Values (highlighted with a red box), Remove, Add to Favorites, Move to Another Cart, Add to Draft Cart or Pending PR/PO, and Add to PO Revision.

Select the **FOAPAL Values** option in the dropdown menu that appears.

The FOAPAL Values pop-up box will appear. Enter the new code(s) (it can be an update to the **Index, Account** or **Commodity Code**) for this line item and click on Save Changes to complete.

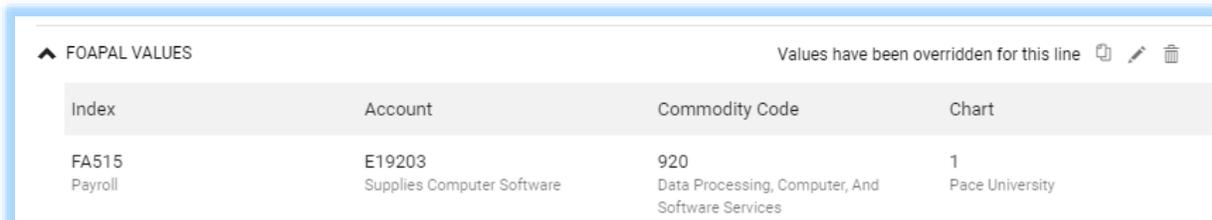


The screenshot shows a pop-up window titled "Override Line 1: FOAPAL Values". It contains a table with the following data:

Index	Account	Commodity Code	Chart
FA040	E19203	920	1

At the bottom right of the pop-up, there is a "Save" button (highlighted with a red box) and a "Close" button.

A message will appear on the line item stating the values have been overridden with the new values listed:



The screenshot shows the requisition line item with the following data:

Index	Account	Commodity Code	Chart
FA515 Payroll	E19203 Supplies Computer Software	920 Data Processing, Computer, And Software Services	1 Pace University

At the top right of the table, there is a message: "Values have been overridden for this line" with a copy, edit, and delete icon.