



Adding FOAPAL information
(Single or multiple split FOAPALs)

This tip sheet will outline steps to add a single FOAPAL string to the cart as well as steps to add multiple strings to split across the order.

- Navigate to the *Accounting Codes* section, select the 'pencil' icon to begin editing the FOAPAL codes.

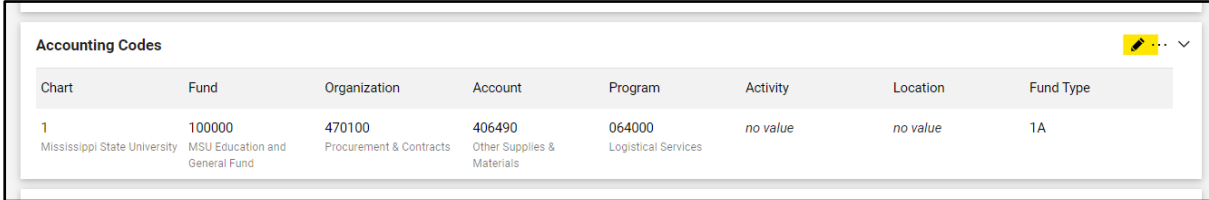
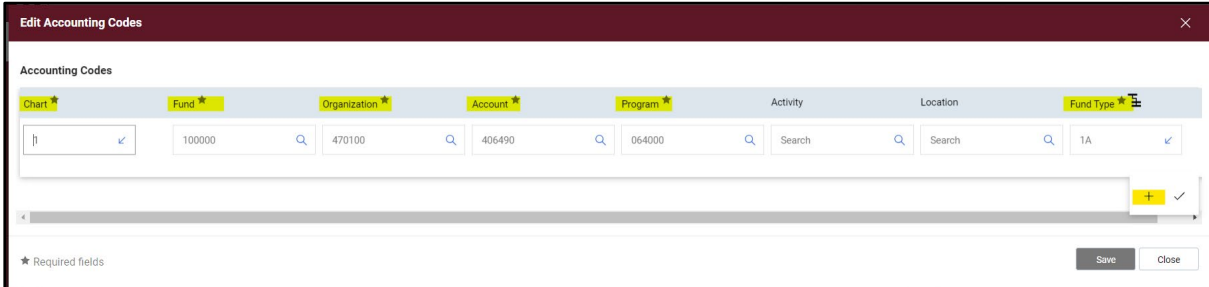


Chart	Fund	Organization	Account	Program	Activity	Location	Fund Type
1 Mississippi State University	100000 MSU Education and General Fund	470100 Procurement & Contracts	406490 Other Supplies & Materials	064000 Logistical Services	no value	no value	1A

- Search and select the correct values for each required field in the FOAPAL string. Using the magnifying glass/search icon next to each FOAPAL element allows you to search by value or description. Select the '+' to begin to split the expense into two or more FOAPAL accounts.



Edit Accounting Codes

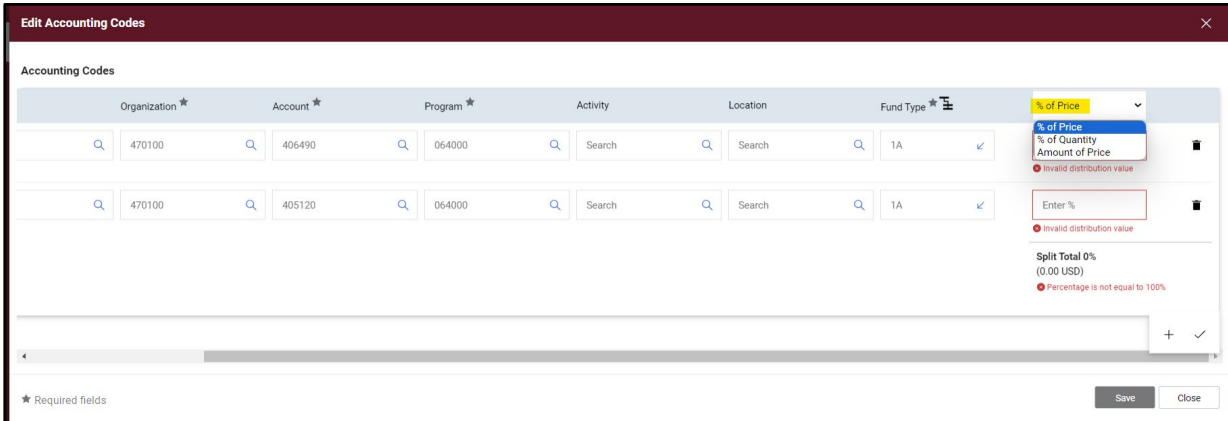
Accounting Codes

Chart *	Fund *	Organization *	Account *	Program *	Activity	Location	Fund Type *
<input type="text" value="1"/>	<input type="text" value="100000"/>	<input type="text" value="470100"/>	<input type="text" value="406490"/>	<input type="text" value="064000"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="1A"/>

★ Required fields

Save Close

- The dropdown menu option appears the right to outline split preference options.



Edit Accounting Codes

Accounting Codes

Organization *	Account *	Program *	Activity	Location	Fund Type *	% of Price
<input type="text" value="470100"/>	<input type="text" value="406490"/>	<input type="text" value="064000"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="1A"/>	<input type="text" value=""/>
<input type="text" value="470100"/>	<input type="text" value="405120"/>	<input type="text" value="064000"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="1A"/>	<input type="text" value=""/>

Split Total 0% (0.00 USD)
Percentage is not equal to 100%

★ Required fields

Save Close

- Enter the split amount as % or dollar amount and select *Save to complete*.



Edit Accounting Codes [Close]

Accounting Codes

Organization *	Account *	Program *	Activity	Location	Fund Type *	% of Price
470100	406490	064000	Search	Search	1A	50% ● Invalid distribution value
470100	405120	064000	Search	Search	1A	50% ● Invalid distribution value

Split Total 0%
(0.00 USD)
● Percentage is not equal to 100%

[Save] [Close]

* Required fields