

FOAPAL CODE EDITS

Last Updated on: 7/22/2009

The screenshot shows the 'Home/Shop' page of the ECU PORT Marketplace. At the top, there is a navigation bar with 'Home/Shop' and 'user settings' links. A search bar is on the right. Below the navigation bar, there are several sections: 'Action Items' (My Orders, Requisition, Purchase Orders), 'PORT Bulletin Board' (Need help purchasing the following: ADOBE software, State Term Contracts, Promotional Items), and a grid of vendor cards (e.g., Affinity BioReagents Inc., Apple, Applied Biosystems, BD, Beckman Coulter, BIO-RAD, COWG, Cole-Parmer Instrument Company, DELL, East Carolina Maintenance Supplies, East Carolina Office Supplies, East Carolina Medical Supplies, Fisher Scientific, HENRY SCHEIN, Invitrogen, Jackson ImmunoResearch Laboratories..., Lab Safety Supply Inc., Miltenyi Biotec Inc., BioLabs, Office Depot, Thermo Scientific, Promega, QIAGEN, RAININ, SIGMA-ALDRICH, STAPLES, Thermo Forma, USA Scientific, Varian, Inc., VWR International). At the bottom, there is a 'My Resources' section with 'System Messages' and 'email: port@ecu.edu phone: +1 (252) 328-6434'.

1. Click on **User Settings**.

The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with 'My Profile' and 'user settings' links. Below the navigation bar, there are several tabs: 'Basic Information', 'Purchasing Options', 'Permissions', 'Supplies/Chemical Mgr', and 'History'. The 'Purchasing Options' tab is selected. Below the tabs, there is a form with the following fields: First Name (Bridget), Last Name (Brown), Phone Number (252 328-1013, Area, Phone Number, Extension), E-mail Address (boulneauc@ecu.edu), Department (AF Materials Management), Position, Badge Id, and User Name (brownb). At the bottom of the form, there is a 'Save' button and a note: 'University Terms and Conditions accepted on 3/26/2007 9:18 PM System Messages'.

2. Click on the **Purchasing Options** tab.

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The screenshot shows the 'My Profile' page for user Bridget Brown. The 'Order info setup' section is active, and the 'FOAPAL Code Setup' tab is selected. A table lists various fields with their default values and descriptions. An arrow from a box containing the number '3.' points to the 'FOAPAL Code Setup' tab.

Custom Field Name	Default Value	Description	Edit Values
Backup Required	no	not for supplier	Edit
Backup Type	None	no backup	Edit
Pricing Ref #	No Default Value		Edit
Special Instructions	None		Edit

3. Click on the **FOAPAL Code Setup** tab.

The screenshot shows the 'My Profile' page with the 'FOAPAL Code Setup' tab selected. The table below lists various fields with their default values and descriptions.

Custom Field Name	Default Value	Description	Edit Values
Chart	E	East Carolina University	Edit
Fund	No Default Value		Edit
Organization	230601	AF Purchasing	Edit
Account	No Default Value		Edit
Program	No Default Value		Edit
Activity	No Default Value		Edit
Location	No Default Value		Edit

4. Once you are at the **FOAPAL Code Setup** tab, you can perform the following task related to your FOAPAL codes: adding FOAPAL codes to your profile, deleting FOAPAL codes from your profile, and changing your default FOAPAL codes. **Note:** For a complete understanding of FOAPAL codes, budget queries, and budget transfer; you should attend Banner 101 & 102 training sessions.