

FOAPAL CODE – ADDITIONS BY DESCRIPTION

Last Updated on: 7/30/2008

The screenshot shows the 'My Profile' page for user Bridget Brown. The 'FOAPAL/Field Values' tab is active, and the 'FOAPAL Code Setup' sub-tab is selected. A table lists various custom field names with their default values and descriptions. The 'Organization' row is highlighted in yellow, and an arrow from a box containing the number '1.' points to the 'Edit' button in the 'Edit Values' column for that row.

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

1. Click on the **Edit** button that corresponds to the FOAPAL element that you need to add to your profile.
Note: The steps for adding a value to your profile are the same for each element: Fund, Organization, Account, Program, Activity, and Location.

The screenshot shows the 'Edit Values' dialog box for the 'Organization' field. The dialog has a 'Create New Value' button highlighted in yellow, with an arrow from a box containing the number '2.' pointing to it. The dialog also shows a list of existing values, including '230601' with the description 'AF Purchasing'. A 'Close' button is visible in the top right corner of the dialog.

2. Click on the **Create New Value** button.

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The screenshot shows the 'FOAPAL Code Setup' screen. At the top, there is a navigation bar with 'home', 'favorites', 'shopping', 'carts/requisitions', 'approvals', 'history', and 'receiving'. Below this is a 'My Profile' section with tabs for 'Basic Information', 'Purchasing Options', 'Permissions', 'Supplies/Chemical Mgr', and 'History'. The 'Purchasing Options' tab is active, showing 'FOAPAL/Field Values' and 'FOAPAL Code Setup'. A table lists 'Organization' with a default value of '230601' and a description of 'AF Purchasing'. To the right, a 'Search For Value' box contains a search term 'Chemistry' and a 'Results per Page' dropdown set to '50'. A 'Search' button is at the bottom of the search box. Three numbered callouts (3, 4, 5) point to the search term, the results per page dropdown, and the search button respectively.

3. Type in the description for the element you are adding. In this example, we are adding an **Organization** value with **Chemistry** in the Description.
4. Change the **Results per Page** to 50.
5. Click on the **Search** button.

The screenshot shows the search results for the 'FOAPAL Code Setup' screen. The search results table displays a list of values found, including '591300 AA Chemistry Admin', which is selected. The table has columns for 'Select', 'Value', and 'Description'. The 'Results per Page' dropdown is set to '50', and the 'Values Found' count is '13'. A 'Page 1 of 1' indicator is visible. A 'Close' button is at the top right of the results area. Three numbered callouts (6, 7, 8) point to the 'Values Found 13' text, the search results table, and the selected row '591300 AA Chemistry Admin' respectively.

6. The number of Org values found on the criteria you type will be displayed at the top of the results.
7. You can scroll down the page to find the desired Org value.
8. Click the check box beside the desired Org value. Scroll down the page to add the value to your profile.

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Custom Field Name	Default Value	Description	Edit Values
Organization	230601	AF Purchasing	Edit

Organization: 230601, Default Value: AF Purchasing

Value: 230601, Description: AF Purchasing

Results per Page: 50, Values Found: 13, Page: 1 of 1

Select	Value	Description
<input type="checkbox"/>	591211	AA Biology Biochemistry
<input type="checkbox"/>	5913	AA Chemistry
<input checked="" type="checkbox"/>	591300	AA Chemistry Admin
<input type="checkbox"/>	591301	AA Chemistry Reallocation
<input type="checkbox"/>	591302	AA Chemistry RCA Rodriguez
<input type="checkbox"/>	591303	AA Chemistry RCA Allen
<input type="checkbox"/>	591304	AA Chemistry RCA Moehead
<input type="checkbox"/>	591305	AA Chemistry Startup Danell
<input type="checkbox"/>	591306	AA Chemistry RCA Burns
<input type="checkbox"/>	591307	AA Chemistry RCA Lim
<input type="checkbox"/>	668601	HS Biochemistry Administration
<input type="checkbox"/>	668605	HS Biochemistry Teaching
<input type="checkbox"/>	668610	HS Biochemistry Research

Results per Page: 50, Values Found: 12, Page: 1 of 1

Buttons: Add Values, Back to Search

9.

9. Click the **Add Values** button.

East Carolina University My Profile

2008-07-30 brownb 01 | 14 Item(s), 37.38 USD

Search for: PR No.

Basic Information | **Purchasing Options** | Permissions | Supplies/Chemical Mgr | History

FOAPAL/Field Values | Purchasing/Approval Limits | Addresses | Product Views | Punchout Access

Order info setup | **FOAPAL Code Setup**

Custom Field Name	Default Value	Description	Edit Values
Organization	230601	AF Purchasing	Edit

Value: 230601, Description: AF Purchasing

Value: 591300, Description: AA Chemistry Admin

Results per Page: 50, Values Found: 12, Page: 1 of 1

Select	Value	Description
<input type="checkbox"/>	591211	AA Biology Biochemistry
<input type="checkbox"/>	5913	AA Chemistry
<input type="checkbox"/>	591301	AA Chemistry Reallocation
<input type="checkbox"/>	591302	AA Chemistry RCA Rodriguez
<input type="checkbox"/>	591303	AA Chemistry RCA Allen
<input type="checkbox"/>	591304	AA Chemistry RCA Moehead
<input type="checkbox"/>	591305	AA Chemistry Startup Danell
<input type="checkbox"/>	591306	AA Chemistry RCA Burns
<input type="checkbox"/>	591307	AA Chemistry RCA Lim
<input type="checkbox"/>	668601	HS Biochemistry Administration

11.

10.

10. Notice that the Org value is now in your list of values for **Orgs**.

11. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.