

FOAPAL CODE – ADDITIONS BY VALUE

Last Updated on: 7/30/2008

East Carolina UNIVERSITY My Profile

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

home | favorites | shopping | carts/requisitions | approvals | history | receiving | user settings

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
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.

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.

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Custom Field Name	Default Value	Description	Edit Values
Fund	No Default Value		Edit

Edit Values

Create New Value

Value Description

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

2.

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

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3. Type in the correct value for the element you are adding. In this example, we are adding a **Fund** value.

4. Click on the **Search** button.

5. Select the **check box** beside the value.

6. Click the **Add Values** button.

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8.

7.

7. Notice that the Fund value is now in your list of values for **Funds**. Also note that there is no default value set for Funds. See the FOAPAL Code Setting Default procedure to setup the default Fund value.
8. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.