

# FOAPAL CODE CHANGING DEFAULTS

Last Updated on: 7/30/2008

The screenshot shows the 'FOAPAL Code Setup' page. A table lists various custom field names and their default values. The 'Organization' row is highlighted in yellow, and an arrow from a box labeled '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	230602	AF Central Receiving and Warehouse	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 requires changing the default value. In this example, we are changing the default **Org** value. **Note:** The steps for change a default value are the same for each element: Fund, Organization, Account, Program, Activity, and Location.

The screenshot shows the 'FOAPAL Code Setup' page with the 'Organization' field selected. A dropdown menu is open, showing a list of values. A box labeled '2.' has an arrow pointing to the value '230602', which is bolded in the list.

Value	Description
230601	AF Purchasing
<b>230602</b>	<b>AF Central Receiving and Warehouse</b>
591300	AA Chemistry Admin

2. Select the value that you want to make the **default**. Note: The default value is in **bold** print.

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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
Organization	230602	AF Central Receiving and Warehouse	Edit

Edit Values Close

Creates New Value

Value	Description
230601	AF Purchasing
230602	AF Central Receiving and Warehouse
591300	AA Chemistry Admin

Edit Existing Value

Value: 230601  
Description: AF Purchasing  
Default:   
Status: active  
Save Remove

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

3. Select the **Default** check box.

4. Click the **Save** button.

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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

Edit Values Close

Creates New Value

Value	Description
<b>230601</b>	AF Purchasing
230602	AF Central Receiving and Warehouse
591300	AA Chemistry Admin

Edit Existing Value

Value: 230601  
Description: AF Purchasing  
Default:   
Status: active  
Save Remove

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

5. Notice the value is now bold and will be the default Org value on your requisitions.

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