

## Splitting Index and FOAPAL Elements

**Index and FOAPAL Distribution:** Index and FOAPAL elements can be split to distribute a requisition's dollar amount across multiple Index and/or Accounts. There are two ways to split a transaction.

- ❖ **Header Level Splits** can accommodate a % of price or % of quantity that is applied to all lines in the cart. This limitation is applied to ensure systematic rounding estimations do not cause downstream encumbrances issues.
- ❖ **Line Level Splits** allow you to split accounting code information by % of price, % of quantity, amount of price, or amount of quantity and apply to that particular line. This option should be used to achieve exact dollar amount distributions.

### Splitting at the Header Level

1. Once you click Proceed to Checkout, a **draft requisition** is created. It is within the requisition that you can split index and FOALPAL elements.

Requisition • 3291944

Summary **2** Preview Comments Attachments History **3**

**Funding**

**Funding Source**

Chart	Index	Fund	Organization	Account	Program	Activity	Location
N	no value	no	no value	738012	no value	no value	no value
New Mexico State University	<b>Required</b>	value	<b>Required</b>	MISC EPROCUREMENT			

**Draft**

**Correct these issues.**  
You are unable to proceed until addressed.

Required: Index  
Required: Organization  
Required: Business Purpose

2. Scroll down to the **Funding** section of the requisition.
3. Click on the **Edit** **icon**.

The **Edit Funding** screen will be displayed:

**Edit Funding** [Close]

**Funding Source**

Chart	Index * [Help]	Fund [Help]	Organization * [Help]	Account [Help]
N	Search [Magnifying Glass] * Required		[Red Box] * Required	738012

[+] [Checkmark] [Heart] (Callout 5)

★ Required fields [Save] [Close]

- To add a split, hover your cursor over the **Funding Source** section. A small menu appears below the fields.
- Click the **Plus sign + icon** on the menu.

**Funding Source** values have been overridden for this line

Chart	Index	Fund	Organization	Account
N	100864 [Magnifying Glass] (Callout 6)	110006	530340	738012
N	100783 [Magnifying Glass] (Callout 7)	110006	530340	738012

[+] [Checkmark] (Callout 8)

- Search for, and select, the **1st index** number to be used.
- Search for, and select, the **2nd index** number.
- Scroll to the far-right side of the screen.

**Funding Source**

Program	Activity	Location	Split Method	Split Value	Split Amount	Actions
1401	P00000		% of Price	60	(169.31 USD)	🗑️
1310				40	(112.87 USD)	🗑️
			<b>Split Total 100%</b>		<b>(282.18 USD)</b>	

★ Required fields

Save Close

9. Click the drop-down menu and select how you want to split.

Options are:

- ✓ **% of Price** is to split based upon a percentage of the total dollar value. The split values must add up to 100%
- ✓ **% of Qty** is to split based upon a percentage of the total quantity. The split values must add up to 100%.

10. Enter the split values for each funding source.

11. Click on the **Checkmark** to recalculate values.

12. Click **Save**.

You will be returned to the draft requisition where you can complete the **Checking Out** process.

### Splitting at the Line Level

1. Once you click Proceed to Checkout, a **draft requisition** is created. It is within the requisition that you can split index and FOALPAL elements at the **Line** level.

Requisition • 3291944 ▾

Summary PO Preview Comments Attachments History

**10 Items** 2

**Staples Contract & Commercial Inc - 10 Items - 312.18 USD** ...

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 7/13/2021 3:33:38 PM

- Staples Multiuse Copy Paper, 8.5" x 11", 20 lbs., Bright White, 500 Sheets/Ream, 8 Reams/Carton (26860-CC)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 7/21/2021 4:04:26 PM

- Sharpie Permanent Marker, Fine Tip, Black, Dozen (30001)

Item
1 Staples Multiuse Copy Paper, 8.5" x 11", 20 lbs., Bright White, 500 Sheets/Ream, 8 Reams/Carton (26860-CC)
1149611
CT - Carton
Qty: 6 C
2 Sharpie Permanent Marker, Fine Tip, Black, Dozen (30001)
125328

**3**

**4**

Override

- Vendor
- Ship To
- Delivery Options & PO Clauses
- Funding Source
- Business Purpose

Remove

Add to Favorites

Move to Another Cart

**Draft**

**Correct these issues.**

You are unable to proceed until addressed.

Required: Business Purpose

**Total (312.18 USD)**

Subtotal 312.18

**312.18**

2. Scroll down to the **Items** section of the requisition.
3. Click the **Line Item Actions** ... icon (3 dots) for the line to be split → In this example, Line 1.
4. Click **Funding Source** from the drop-down menu.

The **Override Line 1: FOAPAL Codes** screen will be displayed:

**Override Line 1: FOAPAL Codes**

Chart	Index *	Fund	Organization *	Account
N	100783	110006	530340	738012

★ Required fields

Save Close

- To add a split, hover your cursor over the **Funding Source** section. A small menu appears below the fields.
- Click the **Plus sign + icon** on the menu.

**Funding Source** values have been overridden for this line

Chart	Index	Fund	Organization	Account
N	100864	110006	530340	738012
N	100783	110006	530340	738012

+

✓

- Search for, and select, the **1st index** number to be used.
- Search for, and select, the **2nd index** number.
- Scroll to the far-right side of the screen.

Program	Activity	Location	Split Value	Amount (USD)
1401	P00000		40	(112.87 USD)
1310			60	(169.31 USD)
			<b>Split Total 100%</b>	<b>(282.18 USD)</b>

★ Required fields

Save Close

10. Click the drop-down menu and select how you want to split.

Options are:

- ✓ **% of Price** is to split based upon a percentage of the total dollar value. The split values must add up to 100%
- ✓ **% of Qty** is to split based upon a percentage of the total quantity. The split values must add up to 100%.
- ✓ **Amount of Price** is used to enter specific dollar amounts for the funding sources.
- ✓ **Amount of Qty** is used to enter specific quantities for the funding sources.

11. Enter the split values for each funding source.

12. Click on the **Checkmark** to recalculate values.

13. Click **Save**.