E-Procurement System Tutorial
Adding a Split to FOAPAL Values
The FOAPAL value split functionality allows the user to split the amount of the requisition among several
FOAPAL lines by specifying the amount or percentage split.
To begin, on the requisition, scroll down to the FOAPAL Values section and click on the to edit:
IMPORTANT: At first glance, it will appear as there is no option to add a split.
To unveil that option, hover the mouse over the FOAPAL values section and then click on the plus sign
icon towards the bottom right corner to add an additional row.

The split can be entered as a % of Price or % of Quantity by selecting
either option in the drop-down