

MULTIPLE FOAPS ON A REQUISITION

MULTIPLE FOAPS ON A REQUISITION

- Changing a FOAP for one line item
- Splitting a FOAP on one or multiple line item(s)

CHANGING A FOAP ON THE LINE ITEM

Cart
Requisition REQU011072

☐ 4 items [Edit Multiple](#)

TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958)
Sold By Staples Business Advantage

☐ \$43.34 CT

Quantity
1

[Edit](#) [Truck](#) [Delete](#)

TRU RED One-Touch DX-4 Desktop Stapler, 30-Sheet Capacity, Black/Gray – Low-Force Stapler with Non-Slip Grip
Sold By Staples Business Advantage

☐ \$10.73 EA

Quantity
1

[Edit](#) [Truck](#) [Delete](#)

Requisition summary [Edit](#)

Subtotal\$83.43

Nonrecoverable Tax\$0.00

Approval Amount\$83.43

Description

Justification

Requester
Lois Culwell

Deliver-to Location
Main Campus

- To change the FOAP on one line item, click on the truck beside that line item.
- Scroll down to the FOAP, click the three dots to the right and choose Edit.

Total		
Total Percentage	Total Amount	Total Quantity
100	\$10.73	1
Distribution 1		
A-A110001-301004-74510-450-000000-00000000-000000		
Percentage	Amount	Quantity
100	\$10.73	1

...

Edit

Split

CHANGING A FOAP ON THE LINE ITEM

Charge account

☐ Select favorite charge account ☒ Enter charge account number

Charge To
A-A110001-301004-74510-450-000000-000000000-000000-000000

Organization	Description
A 301004	Student Account Services

Charge account

☐ Select favorite charge account ☒ Enter charge account number

Charge To
A-A110001-301005-74510-450-000000-000000000-000000-000000

Search for combination

Entity | A | Fund | A110001 | Organization | 301005 | Account | 74510 | Program | 450 | Activity | 000000

PPM_Project | 00000000 | InterFun

301004

Organization | Description

301004 | Student Account Services

- This can be done two ways
- Select *Enter charge account number*
- Click in the FOAP and back out the fields that need to change and type in the correct one and choose it when it drops down. Click on Create.

OR

- Click the box to the right of the accounting string.
- Click on each field, type the correct number and choose it when it drops down.

CHANGING A FOAP ON THE LINE ITEM

Search for combination

Entity | A | Fund | A110001 | Organization | 301004 | Account | 74510 | Program | 450 | Activity | 000000
PPM_Project | 00000000 | InterFund | 000000 | Future | 000000

A - A110001 - 301004 - 74510 - 450 - 000000 - 00000000 - 000000 - 000000

Cancel

Apply

Distribution 1

Quantity
1

Amount
\$10.73

Percentage
100

Budget Date
7/1/2026

Project costing

Project Number

Charge account

☐ Select favorite charge account ☒ Enter charge account number

Charge To
A-A110001-301004-74510-450-000000-00000000-000000-000000

Additional information

Cancel

Update

Requisition Line Details

Requisition REQU011072, Line 2

Cancel

Save

Save and Close

Delivery

Requester
Lois Culwell

Requested Delivery Date
7/8/2026

Destination Type
Expense

Deliver-to Location
Main Campus

Deliver-to Address
601 College Street, Clarksville, TN 37044, Montgomery, United States

UN Number

UN Number Description

Hazard Class

Hazard Class Description

☐ Urgent

Billing

- When the FOAP is correct, you will need to click in the box with the accounting string to make the Apply button active.
- Click Apply
- Click Update
- Click Save and Close

SPLITTING A FOAP ON A LINE ITEM(S)

☐ 4 items Edit Multiple

TRU RED 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56958)
Sold By Staples Business Advantage

☐ \$43.34 CT

Quantity
1

  

☒ 2 of 4 selected Edit Multiple

TRU RED One-Touch DX-4 Desktop Stapler, 30-Sheet Capacity, Black/Gray – Low-Force Stapler with Non-Slip Grip
Sold By Staples Business Advantage

☒ \$10.73 EA

Quantity
1

 

TRU RED Standard Staples, 1/4-Inch Leg Length, 5000-Count, 2-Pack – Office Staples
Sold By Staples Business Advantage

☒ \$4.23 BX

Quantity
1

 

Post-it Super Sticky Notes, 3" x 3", Supernova Neons Collection, 7 Sheet / Pad, 24 Pads / Pack (654-24SSMIA-CP)

- To split it on only one line, click on the truck beside that line item.
- To split several lines using the same accounting strings, click on the box beside each line item that you need to split and click Edit Multiple.

SPLITTING A FOAP ON A LINE ITEM(S)

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$43.34	1

Distribution 1

A-A110001-301005-74510-450-000000-00000000-000000-000000

Percentage	Amount	Quantity
100	\$43.34	1

...

Edit

Split

- Click on the three dots and choose Split
- Select Enter charge account number

Charge account

☐ Select favorite charge account ☒ Enter charge account number

Charge To
A-A110001-301005-74510-450-000000-00000000-000000-000000 

Additional information

Cancel

Create

SPLITTING A FOAP ON A LINE ITEM(S)

Charge account

☐ Select favorite charge account ☒ Enter charge account number

Charge To
A-A110001-301004-74510-450-000000-000000000-000000-000000



Organization	Description
A 301004	Student Account Services

Charge account

☐ Select favorite charge account ☒ Enter charge account number

Charge To
A-A110001-301005-74510-450-000000-000000000-000000-000000



Search for combination

Entity | A | Fund | A110001 | Organization | 301005 | Account | 74510 | Program | 450 | Activity | 000000

PPM_Project | 00000000 | InterFun

301004

Organization	Description
301004	Student Account Services

A - A110001 - 301005 - 74510 - 450

- Click in the FOAP and back out the fields that need to change and type in the correct one and choose it when it drops down. Click on Create.

OR

- Click the box to the right of the accounting string.
- Click on each field, type the correct number and choose it when it drops down.

SPLITTING A FOAP ON A LINE ITEM(S)

Quantity 0.5	Amount \$21.67
Percentage 50	Budget Date 7/1/2026 

Project costing

Additional information

- Choose how you are going to split the line item, by quantity, amount, or percentage for this FOAP.
- Click Create

SPLITTING A FOAP ON A LINE ITEM(S)

- The line item(s) are now split between the two FOAPs.
- Click Save and Close

Billing			
Total			
Total Percentage	Total Amount	Total Quantity	
100	\$43.34	1	
Distribution 1			
A-A110001-301005-74510-450-000000-00000000-000000-000000			
Percentage	Amount	Quantity	...
50	\$21.67	0.5	
Distribution 2			
A-A110001-301004-74510-450-000000-00000000-000000-000000			
Percentage	Amount	Quantity	...
50	\$21.67	0.5	