

FOAPAL job aids assume familiarity with current software and processes used on campus. They are designed to highlight changes brought about by the introduction of FOAPAL strings.

USE

The University's purchasing card expense reconciliation tool.

FOAPAL RELATED CHANGES

PaymentNet Functions	FOAPAL Changes
1. Accounting Codes	Index/Fund & Account fields changed to FOAPAL fields
2. Accounting Code Favorites	Create/store FOAPAL strings

ACCOUNTING CODES

The drop-down menus in the Accounting Codes section have been changed.

Accounting Codes

Chart of Accounts: COA - US63918

President / VP*: 1 - President

Organization*: 1011 - President Emissaries

Index/Fund*: 91011 - President s Emissaries

Account*: 7800 - Office Supplies

Figure 1: Accounting Codes (old)

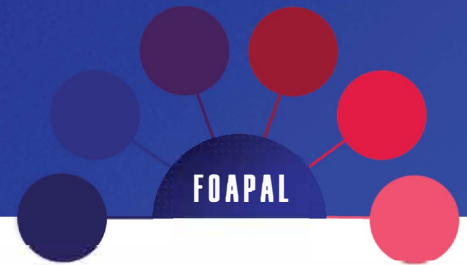
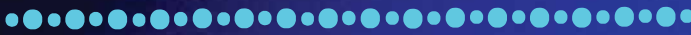


Figure 2 (below) shows the new drop-down menus which now allow for the full FOAPAL string to be chosen for each purchasing card expense.

Accounting Codes

Chart of Accounts: F - US63918

Fund*: 100000 - General Operating

Organization*: 206500 - UDiT

Account*: 800201 - IT Contr Svc - Software

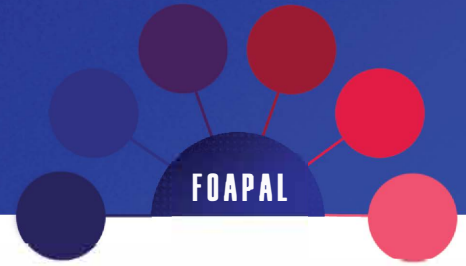
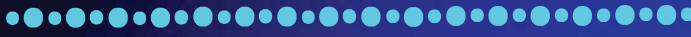
Program*: 610000 - General Administrative

Activity*: 999999 - Unspecified

Location*: 999999 - Unspecified

Add as Favorite Delete Favorite

Figure 2: Accounting Codes (new)



ACCOUNTING CODE FAVORITES

Instead of selecting each FOAPAL element for every purchasing card expense, Cardholders and Transaction Approvers may wish to save FOAPAL string favorites for later purchases and have them auto-populate. This functionality is only available to Cardholder and Transaction Approver roles. Managers and the Program Administrator cannot create these for you.

Select all FOAPAL elements (you may not leave any as “NONE”). Click “Add as Favorite” and give the favorite a name. That combination will now appear under “Favorites” if you change the Chart of Accounts.

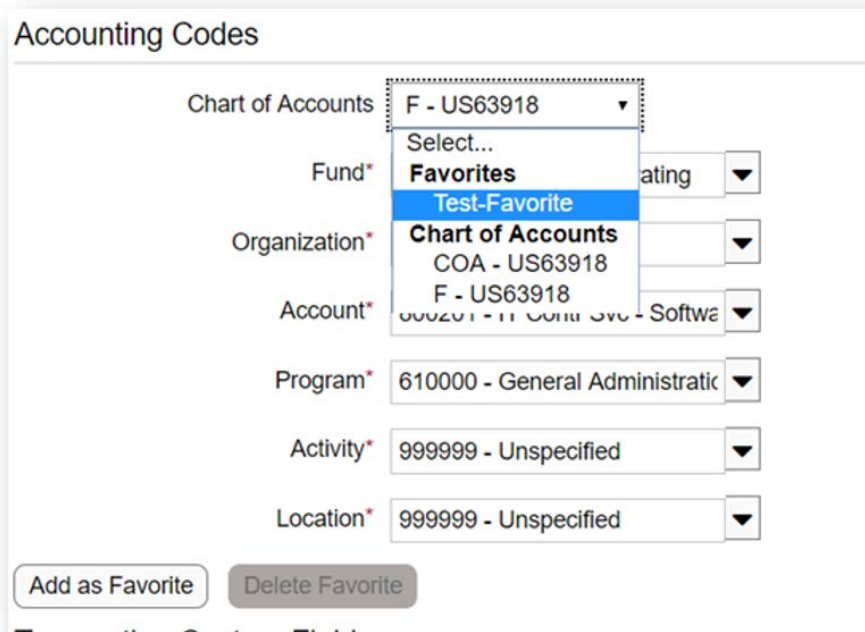


Figure 3: Accounting Codes 'Add as Favorite' button and Favorites selection from 'Chart of Accounts' drop-down