

# buyND™ Split Activity and Location Codes

- The dollar amount of items on a requisition can be split between multiple **FOAPAL** codes. Until now, the **Activity (A)** and the **Location (L)** codes could not be split and were found under **Custom Codes** in the **Codes and FOAPAL** tab.

**Codes and FOAPAL**

These values apply to all lines unless specified by line item

**Accounting Codes (FOAP)**

Chart	Fund	Organization	Account	Program
1	370006	29000	79230	40000
Notre Dame	Computer Upgrade and Replacement	Office of Chief Information Officer	Computer Equipment >\$5,000	Academic Support

**Custom Codes**

Activity	10658	MUR-OIT
Location	1061	Information Technology Center
Commodity Code	15	Information Technology (Hardware)
Grant Review		No Grant Review

- As of September 14, 2015, the Activity and Location codes have been moved under **Accounting Codes (FOAPAL)** so that they can now be split.

**Codes and FOAPAL**

These values apply to all lines unless specified by line item

**Accounting Codes (FOAPAL)**

Chart	Fund	Organization	Account	Program	Activity	Location
1	370006	29000	79230	40000	10658	1061
Notre Dame	Computer Upgrade and Replacement	Office of Chief Information Officer	Computer Equipment >\$5,000	Academic Support	MUR-OIT	Information Technology Center

**Custom Codes**

Commodity Code	10	Office Supplies
Grant Review		No Grant Review

- To split a FOAPAL, click on the **Codes and FOAPAL** tab and select **edit** to the right of the Location code.
- Click on **add split**. A duplicate of your FOAPAL string will appear below the line.

Account: 79230, Program: 40000, Activity: 10658, Location: 1061

**add split**

Save Cancel

- At the **header level (applied to the entire order)**, the split can be performed by **% of Price**, **% of Qty**, or **Amount of Price**.

Account: 79230, Program: 40000, Activity: 10658, Location: 1061

Split Total: 0%

- Override the values for your FOAPAL as needed.

Account	Program	Activity	Location	% of Price
79230	40000	10658	1061	70
78050	10000	11818	1083	30
Split Total				100%

- Ensure that that the split values add up to 100%.

Split Total: 100%

- Click **Save**.

- You can verify that your order has been split at the header level by checking if the line items read **Accounting Codes (FOAPAL) (same as header)**.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Catalyst 2960-X 48 GigE PoE 740W, 2 x 10GSFP+, LAN Base	CISCO WS-C2960X-48FPD-L	EA	4,029.00	2 EA	8,058.00 USD

Accounting Codes (FOAPAL) (same as header)

- To split a FOAPAL at the **line level (applied only to that line)**, select **edit** to the right of Accounting Codes (FOAPAL) (same as header).

- At the line level, the split can be performed by **% of Price**, **% of Qty**, **Amount of Price**, or **Amount of Qty**.

Account: 79230, Program: 40000, Activity: 10658, Location: 1061

Split Total: 100%

- You can verify that your order has been split at the line level by checking if the line items read **Accounting Codes (FOAPAL) values have been overridden for this line**.

- Ensure that that the split values add up to 100%.

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Catalyst 2960-X 48 GigE PoE 740W, 2 x 10GSFP+, LAN Base	CISCO WS-C2960X-48FPD-L	EA	4,029.00	2 EA	8,058.00 USD

Accounting Codes (FOAPAL) values have been overridden for this line

Chart	Fund	Organization	Account	Program	Activity	Location	Amount of Qty
1	370006	29000	79230	40000	10658	1061	1
Notre Dame	Computer Upgrade and Replacement	Office of Chief Information Officer	Computer Equipment >\$5,000	Academic Support	MUR-OIT	Information Technology Center	
1	10000	35030	78050	10000	11818	1083	1
Notre Dame	Current Unrestricted Fund	Chemistry and Biochemistry	R&M-Buildings-Other	Instruction (Use after 7/1/2013)	Supplies-Office	Edmund P. Joyce Center	

- Click **Save**.