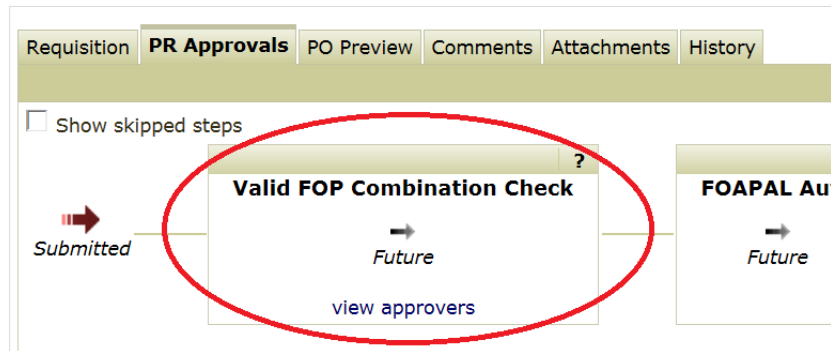


Requisition FOP Combination Check – buyND

Addition of Requisition Workflow Step

Users will see a new requisition workflow step named **Valid FOP Combination Check** in the **PR Approvals** tab. When a requisition is submitted, the FOP code combinations are immediately verified. If an incorrect FOP combination is identified during this step, the requisition will be returned to the requestor.



Locate a Returned Requisition

When a requisition is returned an email will be sent to the requestor stating the requisition number that has been returned. Users can locate the returned requisition from the system generated email, which contains a hyperlink to the requisition. Also, requestors can navigate to the 'My Returned Requisitions' section within 'Draft Carts'.



Click the shopping cart icon to activate the requisition and place it in the shopping cart.

Once the requisition is active, enter the shopping cart and Proceed to Checkout.

[Proceed to Checkout](#)

Identify and Correct a Returned Requisition

From within the shopping cart, select the requisition's **History** tab. The incorrect FOAPAL codes will be identified with the system action 'Requisition returned'. (see next page)

General Internal Info Supplier Info Shipping Billing Codes and FOAPAL Edit Cart Submit Requisition

Return to shopping cart Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.

Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition PR Approvals PO Preview Comments Attachments **History**

Click to filter history Export CSV

Results per page 20 Records found: 9 Page 1 of 1

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	2/5/2013 4:39 PM	System		Requisition returned		System	Clint Casper	Incorrect FOAPAL Combination: Fund: 340468 Org: 15005 Account: 72001 Program: 50

Access the header and line level FOAPAL codes by selecting **Codes and FOAPAL** on the page header. Correct all invalid instances of the invalid combination in this section.

Resubmit a Requisition

Once all invalid FOPAL combinations have been fixed, resubmit the requisition by selecting the final step 'Edit Cart', and then 'Submit Requisition'.



A valid FOP combination generates an Approved workflow step and the message, "All FOAPALS valid." in the **History** tab.

Valid FOP Combination Check

Approved

System

Multiple Incorrect Combinations

A requisition will be returned until all invalid combinations have been remediated. Prior to resubmitting a requisition, verify all line level and split FOP codes have been updated. You can reference the FOAPAL lookup tool to help assist with identifying correct FOP combinations.

<https://wlsx-prod.nd.edu/foapal/dflts/>

End of Document