Splitting FOAPs on Your TechBuy Requisition

When entering a FOAP at the header level, you can only enter one (1) FOAP. No splits are allowed at this point, splitting FOAPs will come later.

If you only have one (1) FOAP, you will need no further action. You will not need to enter accounting at the line item level.

To split FOAP’s, you will need to enter them at the line item level. To begin, click on the Line and Header FOAP Summary tab at the top of the requisition.
Click on the *Edit* button on each line item you want to split below the vendor name.

You do not have to enter FOAP information at the line item level unless you want a *different* FOAP. **The line level FOAP ALWAYS overrides the header level accounting.**

Click the *Add Split* link to split the FOAP at the line level.

The drop-down will provide two options: *Amount of Price* and *Amount of Qty* (quantity).

The price amounts **must** add up to the actual line item amount entered on the requisition. For example, if the total line amount is $100, you cannot have a $25 split and a $30 split as that would not add up to $100.
If you copy to a new cart, please make sure to check the line item level and remove or correct splits.

End of Splitting FOAPs Training Guide