Runway

FOAPAL

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 e-procurement system for purchasing goods and services.

FOAPAL RELATED CHANGES

Runway Functions	FOAPAL Change
1. Accounting Code Favorites	Create/store FOAPAL strings

ACCOUNTING CODE FAVORITES

Accounting indexes will no longer be used in Runway. The entire FOAPAL string will now be required. Figure 1 (below) shows a snapshot of the updated "Accounting Codes" section with a Runway cart.
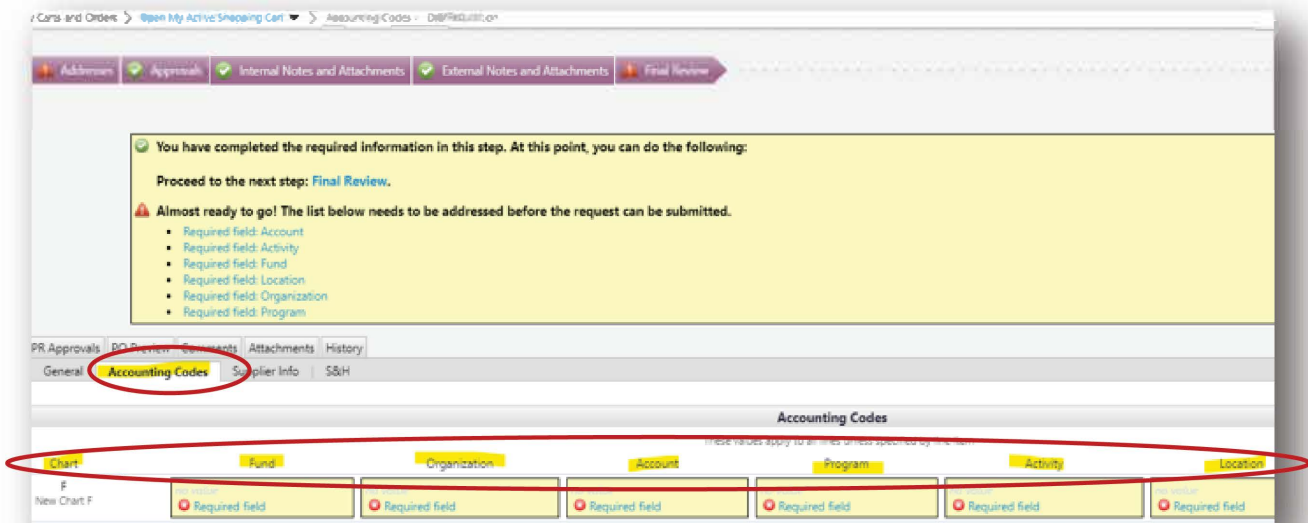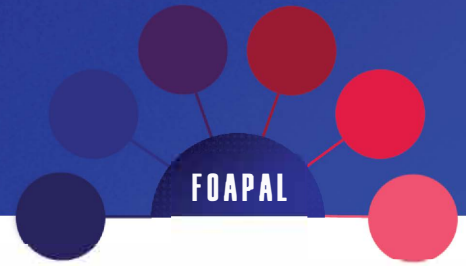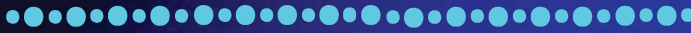

Figure 1: Runway (new), Accounting Codes tab and FOAPAL fields

CREATING ACCOUNTING CODE FAVORITES

Instead of typing in entire FOAPAL strings for any Runway purchase, users may wish to save strings for later purchases and have them auto-populate. The following pictures will explain how.

For questions please contact Procurement & Payable Services at 937-229-3868.

1

Users will select View My Profile (Figure 2, below) under the same username dropdown in the upper right-hand corner of the Runway page.
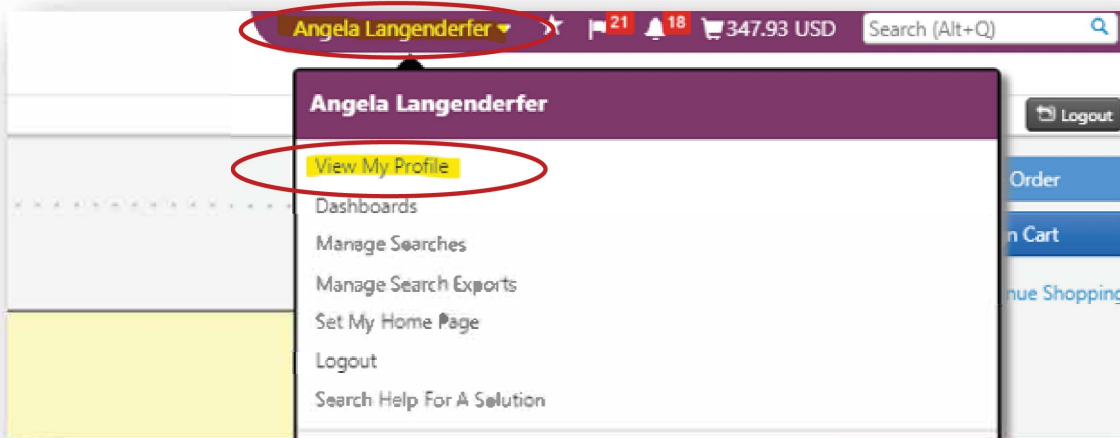

Figure 2: Runway (new), "View My Profile" function under Runway username

Within the **View My Profile** page, users will select Default User Settings, then **Custom Field and Accounting Code Defaults** (Figure 3, in red). Under the **Code Favorites tab**, select **Add** to begin creating an accounting code favorite (Figure 3, in blue). There is no need to create a code favorite under "Code Favorites for Check Requests & Invoices".
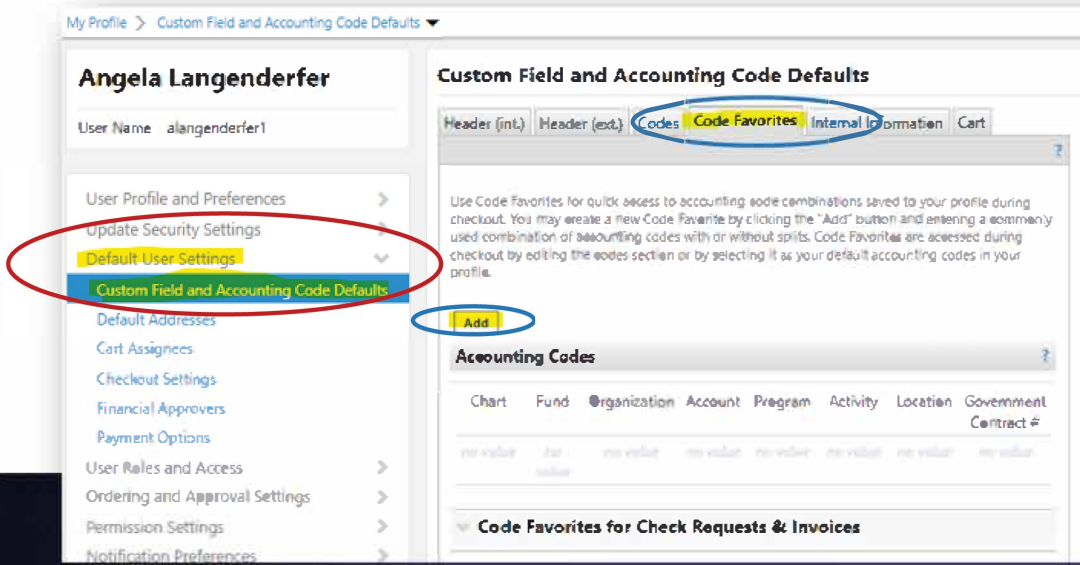

Figure 3: PageUp (new), Custom Field and Accounting Code Defaults menu under Default User Settings

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2

The user should create a Nickname (Figure 4, below) that will help them to identify it for repetitive use of the accounting string favorite (e.g. Biology Dept. Office Supplies). The user should check the box next to **Default** if this is to become a default favorite.
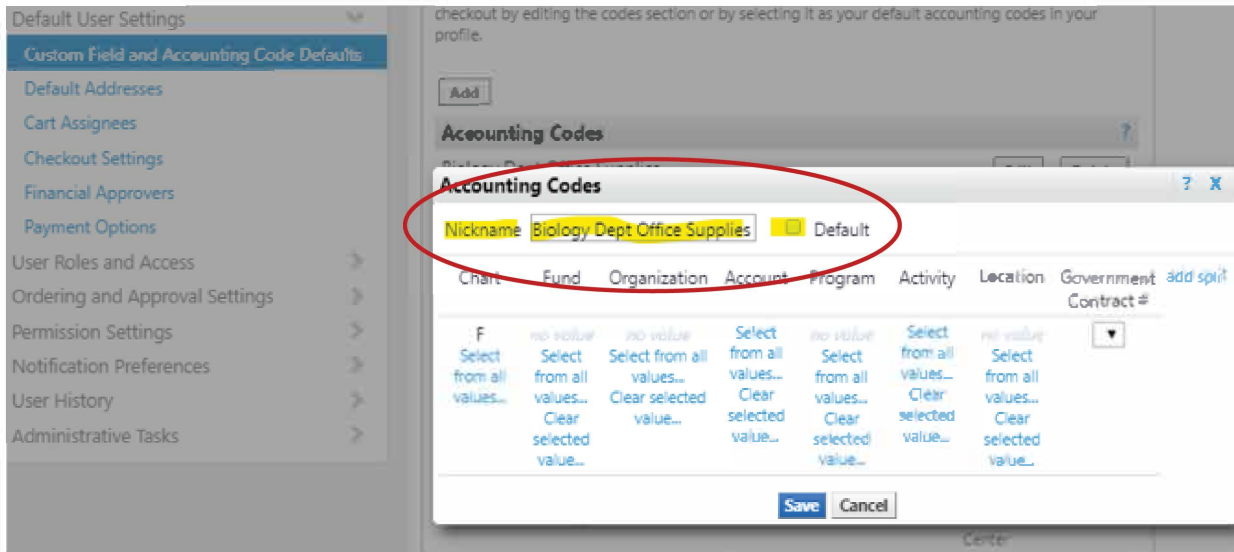

Figure 4: Runway (new), Nickname field and Default option checkbox

Next, in the blue links under the Chart, Fund, Organization, Account, Program, Activity & Location headings, the user should choose **"Select from all values"** (Figure 5, below) link and enter a description or value, **"Search"**, and then choose **"select"**. In this example, Program and Location will not be included because the user anticipates these values changing often.
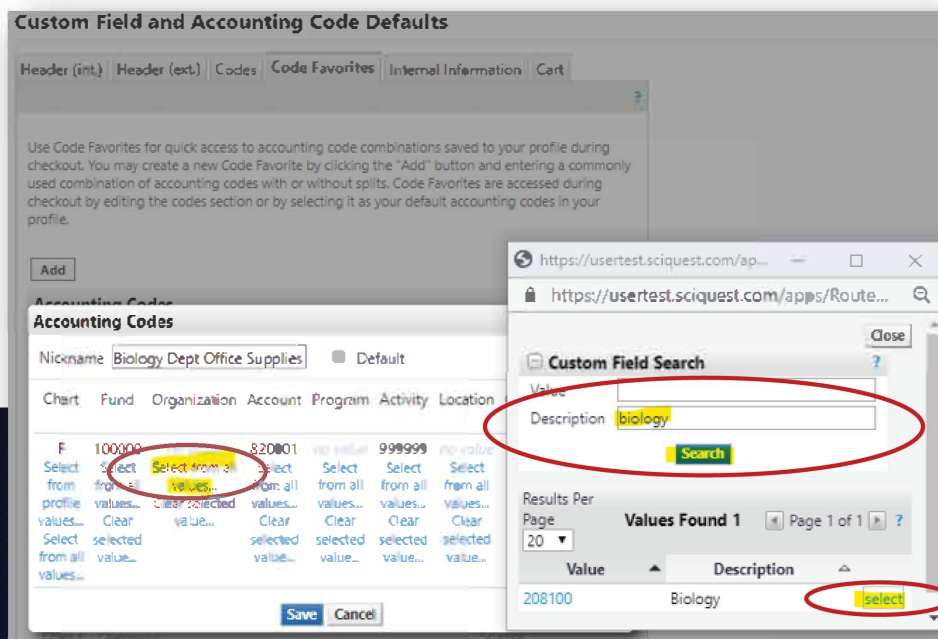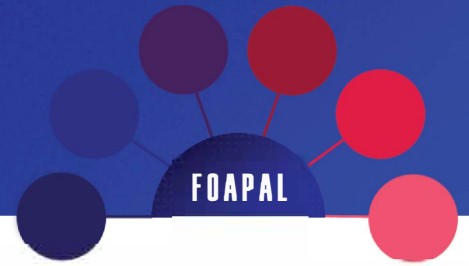

Figure 5: Runway (new), Select from all values and Custom Field Search/ select

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3

After specific accounting codes are added, select **"save"**. The new code favorite will be displayed, along with an option to **"edit"** or **"delete"**. Multiple code favorites can be created with various combinations. It is recommended that any code favorite default is created with at least one blank value to prevent cart submission without users reviewing the Accounting Codes section.

Figure 6: Runway (new), saved favorite Accounting Codes and edit and delete buttons

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4
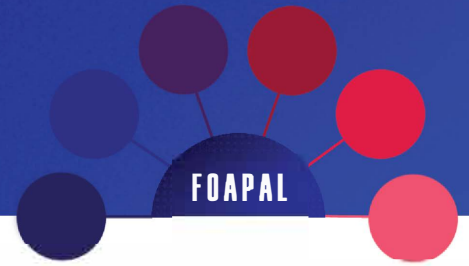
Runway

The next time a cart is created the code favorites will be available. Within the **"Accounting Codes"** section of the cart, select **"edit"** to add the accounting codes values.
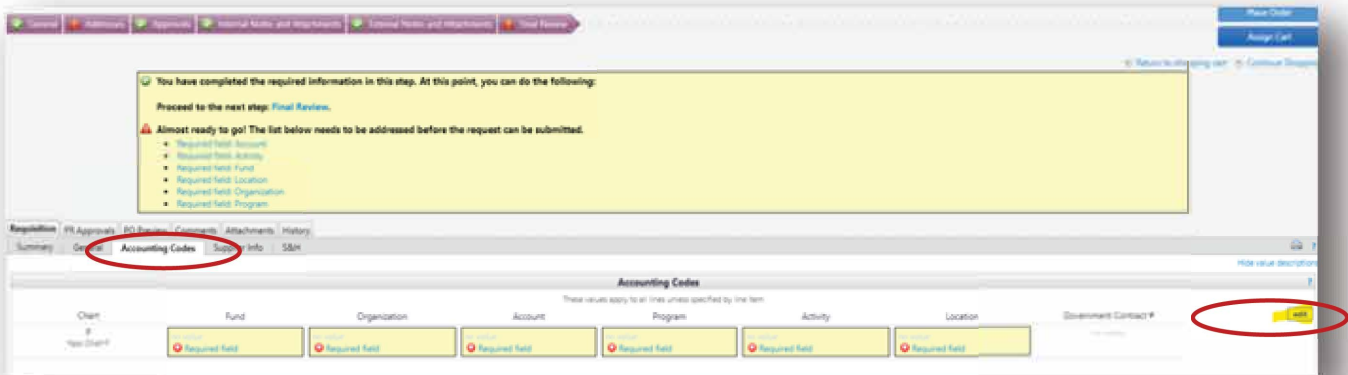

Figure 7: Runway (new), edit button to add accounting code values

Select the nicknamed favorite from the dropdown within the **"Select from your code favorites"** box. The accounting code values will systematically populate. If necessary, add or correct any missing accounting and **"save"**.
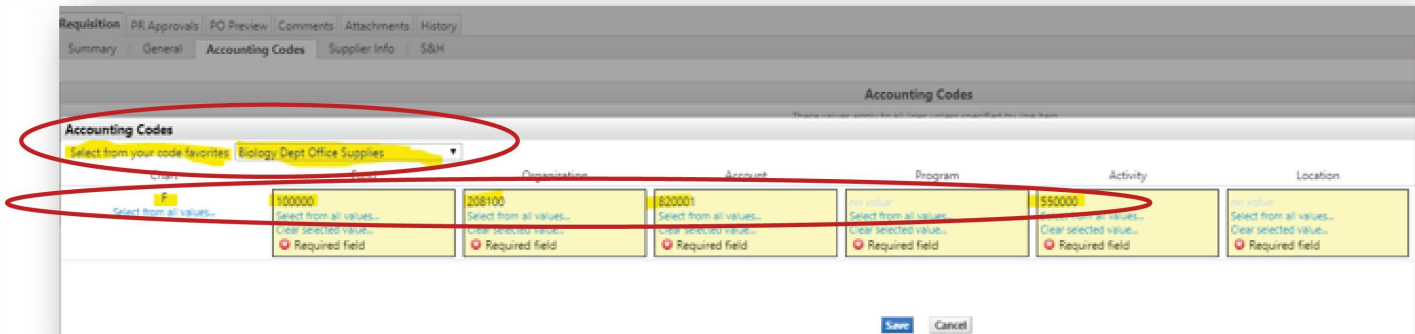

Figure 8: Runway (new), selecting nicknamed favorite; save button

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