

We're excited to announce that the workflow for FOAPAL creation is now available. This online process replaces the yellow "Account Notification Form," and includes automatic electronic routing for the appropriate approvals at each step, eliminating the possibility that forms could be misplaced. It can be used to request a fund code, an activity code, an index code, or a detail code (item code) for accounts receivable.

Approvals for FOAPAL creation are routed based on the originator's organization code and follow journal voucher approval routing.

Once the process is complete, the person who originated the request will receive an email notification that includes the new FOAPAL code. When a fund is created, this email will include an FRS account number, as some of our legacy systems still require those codes.

The new workflow can be accessed from the [Banner links page](#). Detailed instructions on the process are available on the [ERP SharePoint site](#) in two documents: "Creating FOAPAL Requests" and "Approving a FOAPAL Request."

Please contact us at erpfinance@bsu.edu with questions or concerns.

Thank you.