
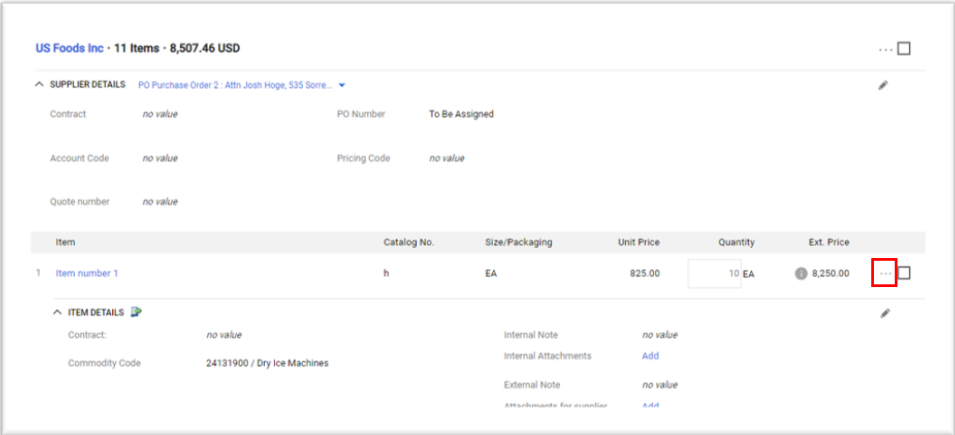


How do I add an Account Code at the line level?

 Do not use a Fixed Asset Account in the Header level (In the Account Code Section), Fixed Asset Accounts should **ONLY** be added at the Line Level.

An Account code can be added in both the accounting codes section and on the line level of a requisition. To learn how to add Account Codes in the accounting codes section, go here [Adding multiple Account Codes](#)

1. In the Items section, click **Line Item Action**, this is the three dots located on to the right of the items Ext. Price.



US Foods Inc - 11 Items - 8,507.46 USD

SUPPLIER DETAILS PO Purchase Order 2 : Attn: Josh Hoge, 535 Some...

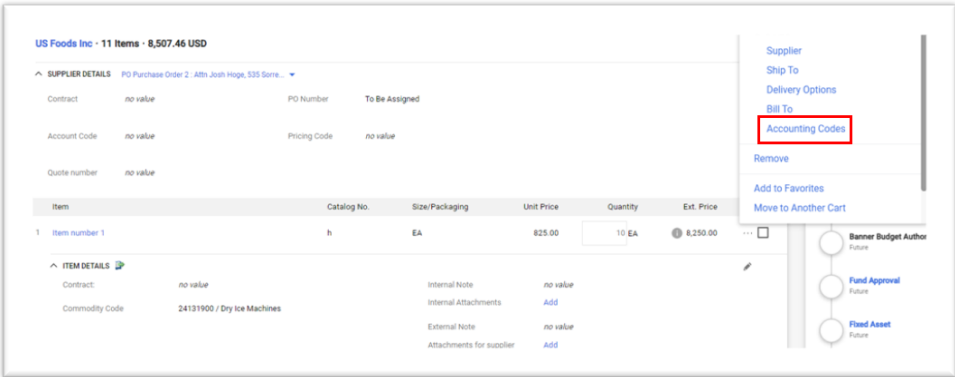
Contract	no value	PO Number	To Be Assigned
Account Code	no value	Pricing Code	no value
Quote number	no value		

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Item number 1	h	EA	825.00	10 EA	8,250.00

ITEM DETAILS

Contract	no value	Internal Note	no value
Commodity Code	24131900 / Dry Ice Machines	Internal Attachments	Add
		External Note	no value
		Attachments for supplier	Add

2. From the dropdown list, click the **Accounting Codes** option.



US Foods Inc - 11 Items - 8,507.46 USD

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ITEM DETAILS

Contract	no value	Internal Note	no value
Commodity Code	24131900 / Dry Ice Machines	Internal Attachments	Add
		External Note	no value
		Attachments for supplier	Add


- Supplier
- Ship To
- Delivery Options
- Bill To
- Accounting Codes**
- Remove
- Add to Favorites
- Move to Another Cart

Banner Budget Author Future

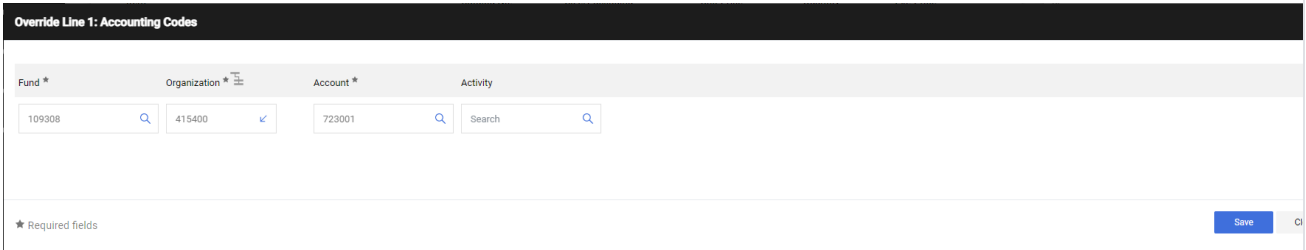
Fund Approval Future

Fixed Asset Future

3. In the popup, enter the **Fund and Account** information and click **Save**.

 **Fixed Asset Accounts**

This is where you would add a Fixed Asset Account when using one.



Override Line 1: Accounting Codes

Fund *	Organization *	Account *	Activity
109308	415400	723001	Search

★ Required fields

Save

5. Once saved, the Accounting Code will display on the line level.

US Foods Inc · 11 Items · 8,507.46 USD

SUPPLIER DETAILS
PO Purchase Order 2 : Attn Josh Hoge, 535 Some...

Contractno value
PO NumberTo Be Assigned

Account Codeno value
Pricing Codeno value

Quote numberno value

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Item number 1	h	EA	825.00	10 EA	8,250.00	

ITEM DETAILS

Contractno value
Internal Noteno value

Commodity Code24131900 / Dry Ice Machines
Internal AttachmentsAdd

External Noteno value
Attachments for supplierAdd

ACCOUNTING CODES
Values have been overridden for this line

Fund	Organization	Account	Activity
109308 Business Systems	415400 Business Systems	723001 Educational Supplies GSR	no value

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