

# Checkout

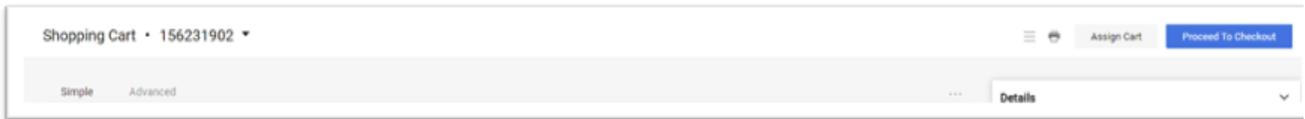


## Using a Fixed Asset Account

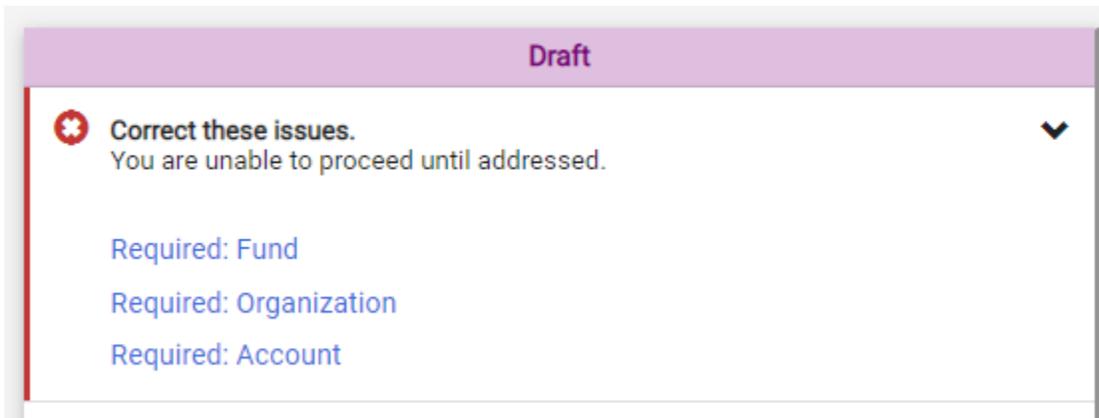
Do not use a Fixed Asset Account on the Header level (In the Account Code Section). To find out how to add a Fixed Asset Account to a requisition, go to [Accounting Code at Line Level](#)

## Step-by-step guide

1. From your Shopping Cart, click **Proceed to Checkout**

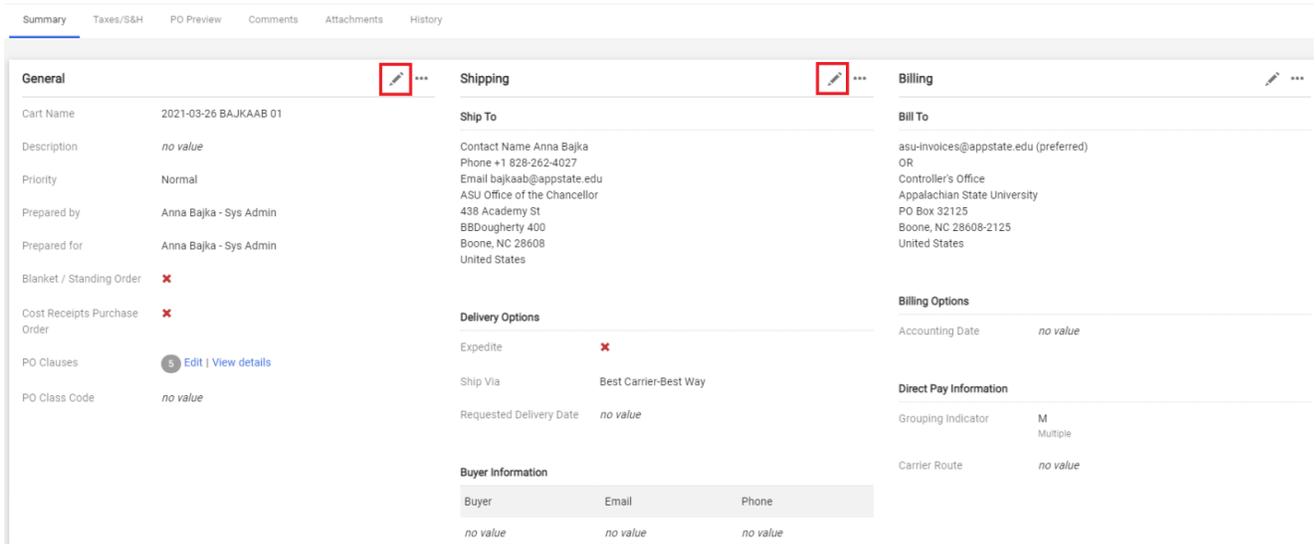


2. A Draft Requisition is created, and any errors will be displayed at the top-right of the requisition



3. In the top part of the requisition you can mark the order as a Standing/Blanket Order, Cost Receipt PO, or change your Shipping Address by clicking the **Pencil Icon** (edit)

Requisition : 142261977



4. Scroll down to and enter your accounting codes by clicking the **Pencil icon**

You must have **Posting Fund Access** in Banner for the entered accounting code or you will be rejected in Workflow

If you need to add multiple account codes see the [How to add multiple account codes page](#)



You cannot use a Fixed Asset Account at the Header level (In the Account Code Section)

Fund	Organization	Account	Activity
no value Required	no value Required	no value Required	no value

5. Scroll down to add additional attachments to the order by clicking the **Add** link

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no value	Note to all Suppliers	no value
Internal Attachments	<a href="#">Add</a>	Attachments for all suppliers	<a href="#">Add</a>

6. Scroll down to see Line Item details and select the ellipses to override Accounting Codes (Required for Fixed Assets)

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Banner 20 feet by 4 feet. It says "Welcome"	NA	75.00	1 EA	75.00

ITEM DETAILS		Internal Note		Internal Attachments		External Note		Attachments for supplier	
Contract:	no value	no value		<a href="#">Add</a>		no value		<a href="#">Add</a>	
Commodity Code	55121706 / Banners					no value		<a href="#">Add</a>	

7. Once all errors are fixed, the error message will be removed and you can click **Place Order**

Draft	
<b>Total (75.00 USD)</b>	<b>75.00</b>
Subtotal	75.00
Shipping	0.00
Handling	0.00
	<hr/>
	<b>75.00</b>
<a href="#">Place Order</a>	
<a href="#">Assign Cart</a>	

## Related Articles

- [Catalog Items \(Office Supplies, Punch-out's & Catalogs\)](#)
- [Creating Multiple Line Items](#)
- [Purchases in YoMart and State Contracts](#)
- [Requesting a PO \(Non-Catalog Items\)](#)
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