


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**

Shopping Cart • 156231902 ▾

Assign Cart

Proceed To Checkout


Simple

Advanced

Details ▾

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

Draft



Correct these issues.
You are unable to proceed until addressed.

Required: Fund

Required: Organization

Required: Account

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

Summary

Taxes/S&H


PO Preview

Comments

Attachments

History

General



...

Cart Name

2021-03-26 BAJKAAB 01

Description

no value

Priority

Normal

Prepared by

Anna Bajka - Sys Admin

Prepared for

Anna Bajka - Sys Admin

Blanket / Standing Order

✖

Cost Receipts Purchase Order

✖

PO Clauses


5

Edit | View details

PO Class Code

no value

Shipping



...

Ship To

Contact Name Anna Bajka

Phone +1 828-262-4027

Email bajkaab@appstate.edu

ASU Office of the Chancellor

438 Academy St

BBDougherty 400

Boone, NC 28608

United States

Delivery Options

Expedite

✖

Ship Via

Best Carrier-Best Way

Requested Delivery Date

no value

Buyer Information

Buyer

Email


Phone

no value

no value

no value

Billing



...

Bill To

asu-invoices@appstate.edu (preferred)

OR

Controller's Office

Appalachian State University

PO Box 32125

Boone, NC 28608-2125

United States

Billing Options

Accounting Date

no value

Direct Pay Information

Grouping Indicator

M

Multiple

Carrier Route

no value

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)

| Accounting Codes | | | |
|----------------------|----------------------|----------------------|----------|
| 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 | Add | Attachments for all suppliers | Add |

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

| 1 Item | | | | |
|---------------------------------------------------|--------------------|--------------------------|---------------------|------------|
| Design Team Sign Company LLC - 1 Item - 75.00 USD | | | | |
| ▼ SUPPLIER DETAILS | | | | |
| 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 | | | | |
| Contract: | no value | Internal Note | no value | |
| Commodity Code | 55121706 / Banners | Internal Attachments | Add | |
| | | External Note | no value | |
| | | Attachments for supplier | Add | |

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

Draft

Total (75.00 USD)

▼

Subtotal

75.00

Shipping

0.00

Handling

0.00

75.00

Place Order

Assign Cart

Related Articles

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